



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JANUARY 9, 2018

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

December 1 Child Count - Data Pickup 1/31/2018

As the time draws near for the December 1 Child Count Data Pickup of 1/31/2018, it is imperative that each district complete the 'Recheck Edits' on a daily basis. This is the only way to ensure that your data is error free.

To complete the 'Recheck Edits' go to *Approvals & Claims -> Student Approvals and Claims -> Recheck Edits*. Once this process completes, you should review the 'Student Approval Errors Listing' by going to the *Report tab -> Student -> Errors -> Error Type - Fatal*.

Dates to Remember

January 15, 2018 - Office Closed in Observance of Martin Luther King Birthday

January 31, 2018 - Student (12/1 Child Count) Data Pickup

February 12, 2018 - Office Closed in Observance of Lincoln's Birthday

February 19, 2018 - Office Closed in Observance of Presidents Day



Report Type: Report Categories:

| Select Report | Description |
|----------------------------------|---|
| <input checked="" type="radio"/> | Student Approval Errors by Resident District and Serving School |
| <input type="radio"/> | Student Approval Errors Listing |
| <input type="radio"/> | Student Claim Errors By Resident District And Serving School |
| <input type="radio"/> | Student Indicator Errors |
| <input type="radio"/> | Student Missing Exit Data |

Reports Filters

Related Service:
 Resident District:
 Serving District:
 Disability:
 Fund:
 Indicator Errors:
 Include on Approval:
 Error Type:

Inside this Issue . . .

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Email your questions to client support at:
support@hbug.k12.il.us

2017-18 Student Residential Approval Entries

At the beginning of the 2017-18 school year, ISBE implemented a change in procedure in I-Star for a student who is residentially placed by the school district at a special education private facility.

It is now necessary to enter two *FACTS Approval* records into I-Star to reflect Residential Services (R) and Tuition Services (T). This will be reflected by selecting either R or T for the Facility Claim Type.

Facility Claim Type:

This is true even if the student is receiving the education at the same location as being residentially placed. In addition, the 'dually enrolled' box should be marked on both records in I-Star.

The only time two *FACTS Approval* records are not necessary for a student at a residential facility is if someone other than the public school district is paying for the room and board charges. In that case, the school district will only enter a *FACTS Approval* record for the tuition services.

Please contact Harrisburg Project at support@hbug.k12.il.us or (800)635-5274 if you need assistance with this data entry change.

Event Registration

Registration for all events, both online and at location may now be found at the following link: [Event Registration](#)

If you are unable to attend the webinar that you have registered for, open the registration email and click on "cancel your registration". This will remove your name from the attendance list and allow others to register. Thank you for your cooperation in this matter.

| Date | Location | Name | Time | Notes |
|---------|----------|--|--------------------|-------|
| 1/09/18 | Online | Preparing for the Child Count Collection | 1:00 PM - 2:00 PM | |
| 1/17/18 | Online | Preparing for the Child Count Collection | 9:00 AM - 10:00 AM | |
| 1/24/18 | Online | Preparing for the Child Count Collection | 1:00 PM - 2:00 PM | |

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.