



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 20, 2018

www.hbug.k12.il.us

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800-635-5274

Dec. 1 Child Count Collection and Correction Process

The Illinois Special Education December 1 Child Count includes all APPROVED I-Star student *FACTS Approval* records for all Fund Codes except N & U, that are checked to 'Include in Approval' and active on 12/1.

Only Student *FACTS Approval* records that are ERROR-FREE are approved. If you have errors on a Student *FACTS Approval* record, the *FACTS* record will be **DISAPPROVED** and will not be included in the December 1 Child Count. Warnings will not disapprove your records.

To view your 'Current Child Count', click the 'Current Child Count Status' found on the Landing Page of I-Star. These numbers will reflect the data snapshot that was taken February 15th. The next data snapshot will be taken at 7:00AM Thursday, February 22nd.

 **Current Child Count Status**
Use this link to get updated Child Count numbers.

Provides updates on current Child Count Numbers Step 1

The December 1 Child Count includes all APPROVED I-Star student *FACTS Approval* records for all Fund codes except N & U, that are checked to 'Include in Approval' and active on 12/1.

December 1 Child Count Snapshot Updated: 12/19/2017 9:03:06 PM
Please review this information for accuracy for each of your district(s).

Resident RCDI	District Name	2016 - 2017 Counts	2017 - 2018 Counts	Difference
99-999-0001-99	District CUSD 01	41	49	-8
99-999-0002-99	District CUSD 02	178	198	-20
99-999-0003-99	District CUSD 03	45	57	-12
99-999-0004-99	District CUSD 04	203	191	-12
99-999-0005-99	District CUSD 05	189	178	-11
99-999-0006-99	District CUSD 06	110	104	-6
99-999-0007-99	District CUSD 07	100	100	0
99-999-0008-99	District CUSD 08	50	50	0
99-999-0009-99	District CUSD 09	121	116	-5
99-999-0010-99	District CUSD 10	368	360	-8
99-999-0011-99	District CUSD 11	310	322	12

You can perform additions and make corrections to Student *FACTS Approval* records BEFORE March 9, 2018 to have these students included in the final snapshot.

ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

Close and Go To Student Approvals Cancel Close

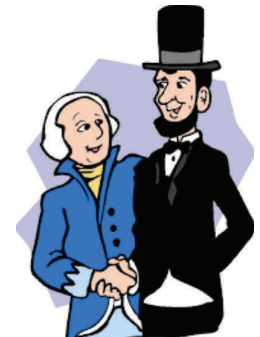
Dates to Remember

February 22, 2018 - IAASE Conference in Springfield

March 5, 2018 - Office Closed in Observance of Pulaski Day

March 9, 2018 - Final Child Count Data Pickup @ 7:00AM

March 30, 2018 - Office Closed in Observance of Good Friday



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

Dec. 1 Child Count Collection and Correction Process (cont. from pg 1)

If the numbers you see in the grid do not reflect the accurate count for children receiving special education services in your district, you need to perform additions and make corrections to Student *FACTS Approval* records BEFORE March 9, 2018 to have these students included in the final snapshot.

Due to dynamic nature of student data, you can have all errors resolved and then have new errors introduced by SIS changes, birthdays, etc. It is imperative that you verify that your Student *FACTS Approval* records are Approved and Error-Free before the final snapshot at 7:00AM March 9, 2018.

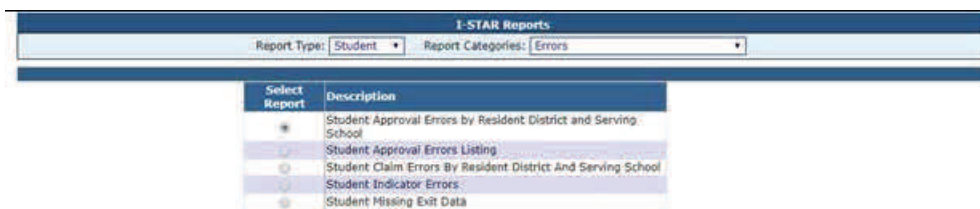
A snapshot will capture the state of your data at a single point in time. You will see the new counts on this screen reflecting your data changes when the next snapshot is captured. ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

December 1 Child Count Snapshot Schedule

- February 22, 2018 - 7:00AM
- March 1, 2018 - 7:00AM
- March 8, 2018 - 7:00AM
- March 9, 2018 - 7:00AM (FINAL SNAPSHOT)

You have until the end of business March 8, 2018 to make changes to your Student *FACTS Approval* data that will affect the final December 1 Child Count Snapshot. The final snapshot will be taken at approximately 7:00AM, March 9th. **Once the final December 1 Child Count snapshot is taken, no further changes will be reflected in the count for your district(s). However, you will still continue to update your I-Star data as normal.**

To help ensure that your data is error-free, you should run 'Re-Check Edits' from the 'Student Approval' screen and once complete, visit the 'Reports' section. Select 'Student' and 'Errors' from the 'Report Type' and 'Report Categories' boxes, then select one of the two available Student Approval Errors Reports with 'Active on Child Count FACTS' filter. Run this report to determine that you have corrected all errors. The only way to ensure that all students are represented in the final December 1 Child Count snapshot is to perform all necessary additions and correct ALL ERRORS.



If you have questions regarding this process, please contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us.

IAASE Conference - Springfield February 22nd

Harrisburg Project will be in attendance at the IAASE conference in Springfield on Thursday, February 22nd. Be sure to stop by our table to say “Hi” or to discuss any questions that you might have regarding I-Star.

Request to Update District Contacts Coming Soon

Harrisburg Project will be sending out contact update emails to your location’s Primary Contact in the coming weeks. If you receive this email, please review the information carefully. You will see a list of each I-Star user associated with your location. You will also see noted who the primary student and personnel contacts are, and if your location manages data student and/or personnel data.

Be sure to note if your entity will be changing how you report student or personnel data in I-Star. You will see this information noted as your ‘Data Manager’ on the email – e.g. you are a district and your cooperative handles the I-Star reporting. This information is used to direct calls and emails with notifications and error corrections.

If you see a user from your district that no longer uses I-Star, the district admin for your district needs to de-activate their access to the system. If you are a cooperative who manages data for your districts, you will see the districts listed in the email. If you no longer handle data for a certain district or have added a new district to your responsibilities, please make a notation in your email reply.

You can make changes by replying to the email itself and including notations. If the information is correct as listed, a reply is appreciated but not necessary.

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
3/01/18	Online	Preparing for the Child Count Collection FINAL PICKUP!	9:00 AM - 10:00 AM

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