



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 14, 2018

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Approval & Reimbursement Data Collection - Fund Codes B, X and J, Wednesday, August 15th

ISBE will collect the *Student Approvals* and *Student Claims* for Fund Codes Fund B, J - Private Facility (Regular and Summer Term) and Fund X - Excess Cost (Regular Term) at the end of business, Wednesday, August 15th. ISBE will **only** collect records that are error free on **both** the *Student Approvals* and *Student Claims* records.

The following reimbursement reports should be printed and kept as proof that your *Student Claims* data was completed by the deadline:

I-STAR Reports	
Report Type:	Student
Report Categories:	Reimbursement / Claim
Select Report	Description
<input type="radio"/>	Programs By Resident District
<input type="radio"/>	Student Reimbursement Blank Data Form
<input checked="" type="radio"/>	Student Reimbursement Fund B
<input type="radio"/>	Student Reimbursement Funds DEF Summer Term
<input checked="" type="radio"/>	Student Reimbursement Funds X and J
<input type="radio"/>	Student Reimbursement Funds DEF Regular Term
<input type="radio"/>	Student Tuition Summary Page
<input type="radio"/>	Students with Days Enrolled By Resident District And Fund Code

Harrisburg Project is available weekdays from 7:30AM - 4:30PM to assist with your questions, contact us at 800-635-5274 or by email at support@hbug.k12.il.us.

Personnel Approval Data Collection - August 15th

ISBE will collect **ALL** *Personnel Approvals* records at the end of business, Wednesday, August 15th. The following system reports should be printed and kept as proof that your *Personnel Approvals* data was completed by the deadline:

I-STAR Reports	
Report Type:	Personnel
Report Categories:	Personnel Approval
Select Report	Description
<input checked="" type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input type="radio"/>	Personnel Errors Listing
<input checked="" type="radio"/>	Personnel Not Reported Employed as of 12/01
<input checked="" type="radio"/>	Personnel Reported Employed as of 12/01

For assistance, contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

Dates to Remember

August 15, 2018 - Personnel Approval Data Collection Deadline

August 15, 2018 - Fund B, X and J Student Reimbursement Pickup

September 3, 2018 - Office Closed in Observance of Labor Day

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

ISBE to Complete the Rollover August 19th!

ISBE will complete the *Rollover* to School Year 2018-19 on Sunday, August 19th. I-Star will be down during this process. Upon opening I-Star on Monday, August 20th, I-Star will open in the 2018-19 school year.

The *Mass Change* process is the responsibility of each district and cooperative. This should be completed before data entry begins in the 2018-19 school year. The following instructions should be followed to complete *Mass Change*:

[Mass Change Instructions](#)

Harrisburg Project will have webinars on *Rollover/Mass Change* beginning, Thursday, August 16th. Please go to [Events](#) and register for an upcoming webinar.

Data Correction Period - Private Facility Claims and Excess Cost

ISBE will allow corrections to Private Facility (Fund B) and Excess Cost (Fund X) *Student Claims* records beginning August 16th - August 30th. During the correction period, edits will be allowed to the *Student Approvals* and *Student Claims* records. No new records will be allowed!

Fall 2018-19 Harrisburg User Group (HUGS) Webinars

Harrisburg Project is pleased to announce the Fall 2018-19 Harrisburg User Group (HUGS) Webinars schedule. Please make plans to join us for one of our User Group Webinars!!

These sessions are a great way to kick off the school year. We will go over current I-Star topics and even show some awesome new enhancements!! To register for a Harrisburg User Group (HUGS), go to the [Events](#).

[Fall 2018-19 HUG Agenda](#)



Email your questions to client support at:
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Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: [Events](#). Any notes for a webinar will appear right next to the event link. Click the name of the event you wish to attend to open the registration form.

Events

- [8/9 I-Star Approvals New User for 18-19 School Year \(Recording\) \(Notes\)](#)
- [8/16 Rollover/Mass Change I-Star Webinar 1:30PM \(Notes\)](#)
- [8/21 Rollover/Mass Change I-Star Webinar 10AM \(Notes\)](#)
- [8/22 Rollover/Mass Change I-Star Webinar 9AM \(Notes\)](#)
- [8/23 Rollover/Mass Change I-Star Webinar 1:30PM \(Notes\)](#)
- [9/5 I-Star Approvals New User for 18-19 School Year Webinar 9AM \(Notes\)](#)
- [9/11 Fall 2018-19 Harrisburg User Groups \(HUGS\) Webinar 1PM \(Notes\)](#)
- [9/12 Fall 2018-19 Harrisburg User Groups \(HUGS\) Webinar 9AM \(Notes\)](#)
- [9/13 Fall 2018-19 Harrisburg User Groups \(HUGS\) Webinar 9AM \(Notes\)](#)

(click the events to register)



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