



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

SEPTEMBER 24, 2018

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Exit Data Required for 2017-18 School Year by Sept. 28th

ISBE will be collecting *Exit Data* from the 2017-2018 school year at the end of business, Friday, September 28, 2018.

To assist with the collection of *Exit Data*, ISBE has released the report 'Students Missing Exit Data' into I-Star. This report should be run in the 2017-2018 school year; data entry corrections will also be entered into the 2017-2018 school year. This report is found in the *Reports Tab* -> *Students* -> *Errors*. The following is what your screen will look like:

I-STAR Reports

Report Type: Report Categories:

Select Report	Description
<input 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 checked="" type="radio"/>	Student Missing Exit Data

Reports Filters

Student SIS Id: Related Service:

School Year: Resident District:

This report will list 3 types of errors under 'Reason':

SIS Id	Student Name	DOB	Fund	IStar	IStar Begin Date	IStar End Date	Reason	Sis Begin Date	SIS End Date
	Serving School			ExitCode	IStar Exit Description		SIS Exit Description		

- **Not In Current Year** - Student is not in 2018-2019 database; enter *End Date & Exit Code* into 2017-2018.
- **Not In Current Year (Exit Code of 20)** - Student is not in 2018-2019 database, and was exited in 2017-2018, but the *Exit Code* is listed as '20'; Correct *Exit Code* in 2017-2018.
- **Different Resident District** - Student is being reported in a Resident district other than yours in 2018-2019 school year; delete the student from 2018-2019 school year, *End Date & Exit Code* will be collected at this time.

For assistance with the *Exit Data* report or data entry corrections, contact Harrisburg Project at support@hbug.k12.il.us or at 800-635-5274.

Dates to Remember

September 28, 2018 - 2017-18
Special Education Exit Data Pickup

October 8, 2018 - Office Closed in
Observance of Columbus Day

November 1, 2018 - Funds DEF
(2017-18 Summer Term) Orphan-
age Reimbursement Claim Data






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

Removing Students from 2018-19 School Year

Students that **ARE NOT** receiving special education services in the 2018-19 school year should be deleted from I-Star. To delete a student record, search for the student then simply click the **Red X**:

Actions	Ind	Student Name
  	11 13	Adams, DemoSabine Isa

Before I-Star will allow the record to be deleted, the *End Date* and *Exit Code* must be entered in this box that will appear at the bottom of the *Student Approval* record. *Exit Code* of 20 is **not** a valid reason for a student that isn't returning to special education in your district.

Prior Year Exit data					
Resident District	Fund Code	Facility Code	Begin Date	End Date	Exit Code
12-017-0010-26 Hutsonville CUSD 1	A		8/18/2017	Current: New: 05/04/2018 <small>MM/DD/YYYY</small>	Current: New: 01-Graduated with Diploma
<input type="checkbox"/> I do not have prior year information available. This will be required by 09/28/2018 <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <p>Do not check this box!!! It is not sufficient for the September 28 deadline!!!</p> </div>					

Students that are not receiving services in the 2018-19 school year **SHOULD BE** removed by the end of business on Friday, September 28th.

New School Year Tasks!

The 2018-19 school year is now in full swing. The following is a list of items that should be a priority at this time of year:

- Delete students in the 2018-19 school year that didn't return. The deadline for this is Friday, September 28th.
- If staff members did not return for the 2018-19 school year, now is the time to delete their personnel approval record from I-Star. Remember, if they work any part of the 2018-19 school year, **DO NOT DELETE** their personnel approval record.
- ISBE is completing the approval of the Private Facilities for the 2018-19 school year. Be sure that you have current contracts (with correct private facility numbers) on file for any student attending a private facility. If a student lives at a private facility but receives education at another location you will need two (2) contracts. This could be the same facility, but the facility has separate numbers for education and residential services. If a student is receiving intensive services be sure to use the correct private facility number that reflects the correct per diem rate.
- If your district tracks Re-evaluation dates in the Events section of I-Star, now is the time to run the 'Re-evaluation in Date Order' report for your Case Managers. This report will be found under the *Report Tab -> Student -> Events*.

Important New Staff Member Resources

With the start of a new school year, many times that brings about new staff members as well. Harrisburg Project offers a variety of recorded webinars to assist with not only I-Star, but also the information that is required to be entered into I-Star. Click the following links for a recorded session or access to training documents:

[Student Approval New User Webinar](#)

[Student Approval New User Presentation PDF](#)

[Personnel Approval New User](#)

[Personnel Approval New User PDF](#)

[I-Star User Guide](#)

[Students with Disabilities Data Collection and Approval Instructions](#)

[2018-19 Special Education Personnel Approval Instructions](#)

Additional training videos are available on our website, www.hbug.k12.il.us and can be found by clicking on *Student & Personnel Topics -> Student or Personnel -> Videos*.

Do not hesitate to contact us for assistance, we are happy to help you any way we can. We are available 8:00AM - 4:00PM at (800) 635-5274 or email at support@hbug.k12.il.us.

Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: [Events](#).

Click the name of the event you wish to attend to open the registration form.

Any notes for a webinar will appear right next to the event link.



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

Events	
• 9/5 I-Star Approvals New User for 18-19 School Year (Recording) (Notes)	
• 9/11 Fall 18-19 Harrisburg User Groups (HUGS) (Recording) (Notes) (PPT1) (PPT2)	
• 9/12 Fall 18-19 Harrisburg User Groups (HUGS) (Recording) (Notes) (PPT1) (PPT2)	
• 9/13 Fall 18-19 Harrisburg User Groups (HUGS) (Recording) (Notes) (PPT1) (PPT2)	
• 9/26 Case Load Overview 10:00AM (Notes)	
• 9/27 Indicator 13 Webinar/Q&A 9:00AM (Notes)	
• 10/2 Events Overview 10:00AM (Notes)	
• 10/10 Transportation Overview 9:00AM (Notes)	
• 10/17 Indicator 11 Webinar/Q&A 9:00AM (Notes)	
• 10/23 I-Star Webinar/Q&A 1:00PM	
• 10/25 I-Star Reports Export Webinar 9:00AM (Notes)	
• 10/30 LEA Maintenance Webinar/Q&A 1:00PM (Notes)	
• 11/7 Student Approvals Refresher Webinar 9:00AM (Notes)	
• 11/28 Student Approvals Refresher Webinar 9:00AM (Notes)	

(click the events to register)