



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 8, 2019

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

## Urgent!! Student Approval & Claims Errors

The number of *Student Approval* and *Student Claim* errors is alarming! Time is running out to have your data error free for the July 15<sup>th</sup> *Student Approval* and *Student Claim* data pickup.

Run the following reports today from the Report Tab in I-Star:

- *Student -> Errors -> -Student Approval Errors -> Error Type FATAL*  
All *Student Approval* records must be error free for the July 15<sup>th</sup> pickup
- *Student -> Errors -> Student Claim Errors by Resident District and Serving School* (Fund Codes X, J, D, E, F are included in the July 15<sup>th</sup> *Student Claim* pickup)

Visit the Claims tab for students with errors. Make sure that days enrolled, days in session and all costs are entered. **If a claim will not be submitted, uncheck the 'Include in Claim' checkbox.**

Once you have completed the *Student Claim* records, be sure to print the following reports from the Report Tab in I-Star: *Student -> Reimbursement/Claim in I-Star:*

'Student Reimbursement Funds DEF Regular Term'

'Student Reimbursement Funds X and J'

These reports should be printed and maintained for future audit purposes.

If you have been unable to attend a live claims training, the recorded training and PDF presentation notes are available at the following link:

[Recorded Claims Videos and PDF Presentation Notes](#)

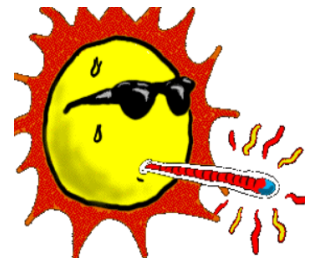
Harrisburg Project is available Monday - Thursday 7:30AM - 4:30PM for assistance with any *Student Approval* or *Student Claim* record! Please call us at 800-635-5274 or email us at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Dates to Remember

June 3 - August 2, 2019 - Summer Office Hours 7:30AM-4:30PM  
Monday - Thursday; Closed Friday (except for Data Pickup Days)

July 15, 2019 - Student Approval Data Pickup

July 15, 2019 - Excess Cost (Fund X, J) Student Claim Due in I-Star and Orphanage (Fund DEF) Regular Term Student Claim Due in I-Star



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Email your questions to client support at:  
[support@hbug.k12.il.us](mailto: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 the webinar will appear to the right of the event link.

**Events**

(click the events to register, change date in drop-down)

- [7/8 Claims - Fund Code E \(Regular Term Orphanage\) 1:00PM \(PPT\)](#)
- [7/9 Claims - Fund Code F \(Private Facility Orphanage\) 1:00PM \(PPT\)](#)
- [7/10 Claims - Fund Code X \(Excess Cost\) 9:00AM \(PPT\)](#)
- [7/16 Claims - Fund Code B \(Private Facility\) 1:00PM \(PPT\)](#)
- [7/29 Claims - Fund Code B \(Private Facility\) 1:00PM \(PPT\)](#)
- [8/7 Claims - Fund Code B \(Private Facility\) 9:00AM \(PPT\)](#)
- [8/13 Claims - Fund Code B \(Private Facility\) 1:00PM \(PPT\)](#)

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