



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

APRIL 20, 2020

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

2019-2020 Personnel Approval Manual Now Available

ISBE has released the 2019-2020 *Personnel Approval* Manual. To review this document, as well as the changes document, click the following links:

- [2019-2020 Personnel Approval Manual](#)
- [2019-2020 Personnel Approval Manual - Differences Document](#)

ISBE will collect *Personnel Approval* information at the end of business Tuesday, June 30th.

If staff members did not work with special education students during the 2019-2020 school year, their *Personnel Approval* record should be deleted. To delete an approval record, follow the instructions in the [I-Star User Guide](#) by selecting Personnel User Guide-> Editing/Deleting Personnel Approval Record.

Sp Ed Youth-In-Care Verification Now Available

The Evidence Based Funding (EBF) student count must account for and deduct the Department of Children and Family Services (DCFS) Youth-in-Care students (YIC) (Fund E or F) since districts are reimbursed for 100% of their educational needs.

ISBE is requiring that ALL YIC students (Fund E or F) with a begin date prior to March 1st be reported in I-Star by the end of business, May 15th. Students submitted by this deadline will be claimable in the Special Education Orphanage Student Reimbursement claim due on June 15th.

Students with a begin date prior to March 1st and not reported by the May 15th deadline WILL NOT be claimable in the June 15th claim, however they will be included in the EBF student count.

To review the instructions for downloading the possible YIC students for your district and the entire ISBE memo, click the following link:

[Sp Ed Youth-in-Care Verification Now Available](#)

For questions regarding the YIC verification, please contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

Dates to Remember

May 15, 2020 - Deadline to report YIC (Fund E or F) with begin date prior to March 1st

June 15, 2020 - Regular Term Orphanage (YIC) Fund E or F Claim Due

June 30, 2020 - Personnel Approval Data Due



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State Performance Plan Ind 14 Now Available in I-Star

ISBE has notified the districts required to complete the State Performance Plan Ind 14 that it is now open. The SPP 14 data is based on the 2018-2019 school year information and is accessed from the landing page of I-Star. ISBE provides ample training and data collection information to assist you with this required survey. If you do need assistance, please contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

If you are unsure if your district is required to complete this information for the 2018-2019 school year, click the link below:

[SPP 14 District Cycle](#)

Events Registration

On-line webinars are continuing as scheduled. Be sure to sign up for a training today! To view the upcoming schedule, visit our website (www.hbug.k12.il.us) then select the 'Event' tab or simply click the following link:

[Events](#)

Events

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

- [4/20/20 Claims Pre-Game 1:00PM](#)
- [4/23/20 Fund E Claims - Regular Term Orphanage 9:00AM \(Notes\)](#)
- [4/28/20 Fund F Claims - Private Facility Orphanage 9:00AM \(Notes\)](#)
- [5/4/20 Fund X Claims - Excess Cost 1:00PM \(Notes\)](#)
- [5/7/20 I-Star End of Year 9:00AM](#)
- [5/11/20 Fund B Claims - Private Facility 9:00AM \(Notes\)](#)
- [5/14/20 Fund E Claims - Regular Term Orphanage 9:00AM \(Notes\)](#)
- [5/18/20 Preparing for Personnel Snapshot 9:00AM](#)
- [5/21/20 Fund X Claims - Excess Cost 9:00AM \(Notes\)](#)
- [6/1/20 Fund E Claims - Regular Term Orphanage 1:00PM \(Notes\)](#)
- [6/4/20 Fund F Claims - Private Facility Orphanage 9:00AM \(Notes\)](#)
- [6/8/20 ALL Fund Claims 9:00AM](#)
- [6/11/20 Preparing for Personnel Snapshot 9:00AM](#)
- [6/18/20 I-Star End of Year 9:00AM](#)
- [6/22/20 Preparing for Personnel Snapshot 1:00PM](#)
- [6/25/20 Fund X Claims - Excess Cost 9:00AM \(Notes\)](#)

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