



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

WEEK OF JUNE 8, 2020

www.hbug.k12.il.us

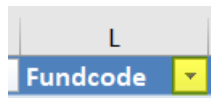
support@hbug.k12.il.us

800-635-5274

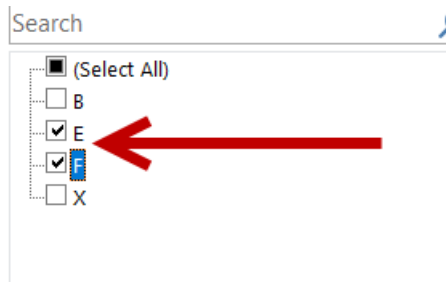
Fund Codes E and F Student Claim Data Due 6/15

It's crunch time for those of you reporting Fund Code E and F *Student Approvals*. The deadline to complete the Regular Term *Student Claim* record is the end of business, Monday June 15th! This is a very important deadline since your district receives 100% reimbursement for these fund codes.

You may be asking yourself - "Did I report Fund Code E or F Students"? To locate these students, click the *Report Tab -> Application Reports -> Student -> Errors -> Student Claim Errors by Resident District & Serving School -> Export Report*. This report will open into Excel which allows you to sort the report for Fund Code E and F. To do this, click the down arrow beside Fund Code (column L):



Next, select E and F:



Next, select OK. You now have your list of students that were reported as Fund Code E and F. These students need their Regular Term *Student Claim* records completed by the June 15th deadline.

To calculate the Fund Code E *Student Claim*, please refer to the training material provided by Harrisburg Project. This information can be located on our website, www.hbug.k12.il.us under Hot Topics. This can be a time consuming process. **DO NOT** wait until the deadline to complete this information.

If you reported Fund Code F students, you will simply enter the **TOTAL AMOUNT** billed by the private facility, including the Act of God days in March. Additional information regarding Fund Code F *Student Claims* can be found on our website, www.hbug.k12.il.us, under Hot Topics.

Dates to Remember

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

June 30, 2020 - Personnel Approval/Data Due

July 15, 2020 - All Student Approval/Data Due (Except Fund B)

July 15, 2020 - Fund X Student Claim Data Due

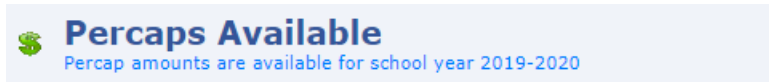


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2019-2020 Tuition Cost Sheet Data Released

The 2019-2020 Tuition Cost Sheet Data is now available! To allow for easier access to this information, ISBE has added the “Per Caps Available” button to the Home page of I-Star:



This button will open the tuition cost sheet data so you will need to search for your district. You can also access this data by clicking the following link, select FY 2019 then search for your district.

[2019-2020 Tuition Cost Sheet Data](#)

ISBE to Begin State Wide Recheck Edits

In an effort to have error free data, ISBE will begin the state wide nightly *Recheck Edits* in I-Star. Be sure to review the student error reports in I-Star on a daily basis. These reports are found under *Reports -> Application Reports -> Student -> Errors*.

Harrisburg Project to Begin Reminder Emails for Approval Errors

In an effort to collect the most accurate claim data for Fund Codes E and F, Harrisburg Project will begin emailing districts with *Student Approval* errors today. You will receive a daily email until the *Student Approval* error has been corrected.

Please call us at (800)-635-5274 or email us at support@hbug.k12.il.us for assistance!

Updates to I-Star

ISBE released updates to I-Star on Friday, June 5th. To review the items included in this update, click the link below:

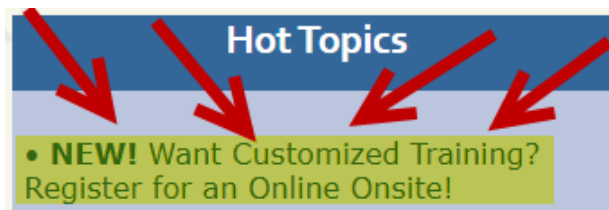
[Recently Added](#)

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

Automated Online Training Request Now Available

As we continue to look for ways to provide the best possible training support for our I-Star clients, we have streamlined the process to request an individual online training.

We are super excited for you to check out our automated online training request! Simply visit our website, www.hbug.k12.il.us, and click ‘Want customized training?’ under Hot Topics. Once you complete the request form, our training team will contact you to set up the online session.



This type of training is personal and customized to fit your district needs. You tell us what you need assistance with and we provide the training! The necessary training material will be shipped to your office prior to your training date.

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 ‘Events’ tab or simply click the following link:

[Events](#)

Events

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

- [6/11/20 Preparing for Personnel Snapshot 9:00AM \(Notes\)](#)
- [6/18/20 I-Star End of Year 9:00AM \(Notes\)](#)
- [6/22/20 Preparing for Personnel Snapshot 1:00PM \(Notes\)](#)
- [6/25/20 Fund X Claims - Excess Cost 9:00AM \(Notes\)](#)

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