Harrisburg Project
Software Support for Special Education

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

FACTS & Personnel Approval Transmissions - Due 05/06

There are <u>10</u> working days until the May 6th required *FACTS & Personnel Approval* transmissions. Permissions are now on for these transmissions. You may transmit as many times as necessary until the end of business on Friday, May 6th. Remember, if you are a member of a Super Site, the Super Site may have designated an earlier due date.

iePoint>2016.1.7 Released

Harrisburg Project has released *iePoint>2016.1.*7. This release included improvements to the I-Star Import file creation process. *iePoint>* will automatically receive this update upon logging into the program, however, an *iePoint> Manager* will have to complete the update process.

Percent Special Education vs Educational Environment

Percent Special Education reflects the amount of time for which a student receives special education services under his or her Individualized Education Program (IEP) at the time of entry into the special education program as compared to the total amount of time in the student's regular instructional day. The instructional school day is NOT "bell to bell" and should omit passing periods, lunch, and recess unless the student's IEP requires support during those times.

Example:
John receives 950 Special Education minutes per week.
Total instructional minutes per week = 1,680.
$(950 / 1680 = .565)*100 = 56.5$ or 57%
57% Special Education

Percent Special Education has no impact on Educational Environment Codes or the percent spent inside the regular classroom.

**Please remember that our client support staff is just an email away!
Email your questions to client support at support@hbug.k12.il.us.**

Dates to Remember

May 6, 2016 - Required *FACTS & Personnel Approval* Transmissions

May 16-24, 2016 - Spring HUG Sessions

May 30, 2016 - Office Closed in Observance of Memorial Day

June 30, 2016 - Required *Personnel Approval* and FINAL *FACTS Approval* Transmissions

July 4, 2016 - Office Closed in Observance of Independence Day

July 15, 2016 - Orphanage (Funds D, E, F) Regular Term Reimbursement Transmission

Student and Personnel Claims Information

It is that time of year to begin thinking of the Student and Personnel claims that you will be submitting in July and August. Harrisburg Project provides several documents, as well as online claims trainings to assist you with the claims process. Even if you only need a refresher course we highly recommend that you attend an online claims session before you complete the claims process. Please watch the Event Registration page for additional online claims trainings to be scheduled. If you are unable to attend an online claims training, the recorded training can be viewed at your convenience by clicking the link below:

Online Claims Training (Video)

To following documents are available to assist you with the claims process:

- 2015-2016 Claims Training Packet
- Special Education Personnel Frequently Asked Questions
- Home/Hospital Instruction and Reimbursement Questions and Answers
- Reimbursement Procedures for Students with Disabilities
- Special Education Personnel Reimbursement Instructions

As always, Harrisburg Project is available for assistance during the claims process. You can contact us at (800)635-5274 or email support at support@hbug.k12.il.us.

Spring HUG (Harrisburg User Group) Sessions Begin May 16th

Harrisburg Project is gearing up for the upcoming Spring HUG (Harrisburg User Group) sessions that will be held at various locations throughout the state. These sessions will start the week of May 16th.

Space is limited in some locations and you will not want to miss out on the important topics that will be discussed.   Register today for a Spring HUG session on the Event Registration page.

Tentative Agenda:
- **Dates to Remember**
- **State Performance Plan Indicator 14**
- **State Performance Plan Indicator 13**
- **Percent Special Education**
- **To Do List—FINAL Transmission**
- **Claims Overview/Q & A**
- **I-Star - General Overview**

Event Registration

Registration for all events, both online and at location may now be found at the following link: Event Registration

Date	Location	Name	Time	Notes
5/16/16	Belleville	Harrisburg User Group - Belleville	**FULL**	Notes
5/16/16	*Online*	Harrisburg User Group Spring 2016 - Online	**FULL**	Notes
5/17/16	Champaign	Harrisburg User Group - Champaign	9:00 AM - 12:00 PM	Notes
5/17/16	Springfield	Harrisburg User Group - Springfield	9:00 AM - 12:00 PM	Notes
5/18/16	Lockport	Harrisburg User Group - Lockport	9:00 AM - 12:00 PM	Notes
5/18/16	Bartonville	Harrisburg User Group - Peoria Area	9:00 AM - 12:00 PM	Notes
5/19/16	Glendale Heights	Harrisburg User Group - Glendale Heights	9:00 AM - 12:00 PM	Notes
5/19/16	DeKalb	Harrisburg User Group - DeKalb	9:00 AM - 12:00 PM	Notes
5/23/16	Benton	Harrisburg User Group - Southern Illinois	9:00 AM - 12:00 PM	Notes
5/24/16	Gages Lake	Harrisburg User Group - SEDOL Cooperative	8:30 AM - 11:30 AM	Notes
5/24/16	South Holland	Harrisburg User Group - ECHO Cooperative	8:30 AM - 11:30 AM	Notes
5/24/16	Woodstock	Harrisburg User Group - SEDOM Cooperative	1:00 PM - 4:00 PM	Notes
5/24/16	Chicago Heights	Harrisburg User Group - SPEED Cooperative	1:00 PM - 4:00 PM	Notes
5/26/16	*Online*	Harrisburg User Group Spring 2016 - Online	1:00 PM - 4:00 PM	Notes

Please note: If you are unable to attend a training in which you have registered, please refer to your registration email and click "cancel your registration" found at the bottom of the email.

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.