



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 24, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Summer Orphanage Reimbursement Due November 2nd

The 2015-2016 Summer Orphanage Reimbursement transmission is due Wednesday, November 2nd. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2015-2016 school year.

Permissions to transmit this file are now on. **Remember, this file will be sent from *iePoint* > 2016 DATA2016, the red screen.**

I-Star Client Support Protocol

To better serve your client support needs for I-Star, the following information will be needed:

- IWAS Login - **NEVER GIVE OUT YOUR IWAS PASSWORD**
- Student SIS ID
- Personnel IEIN
- Screen shot of error and steps taken prior to receiving error

Currently we are experiencing an extremely high call volume. When leaving a message, please leave detailed information regarding your question or for a faster response time, please send an email to support@hbug.k12.il.us. Thank you for your patience as we continue to get everyone transitioned over to I-Star.

Data Correction Service (DCS) Now Open

The Data Correct Service (DCS) via Harrisburg Project's web site is available and can be accessed at www.hbug.k12.il.us -> *Tools & Services* -> *Data Correction Service* or simply click the link below:

[Data Correction Service](#)

You can make online corrections to all 2015-2016 Special Education Private Facility and Personnel Claims through Monday, November 14th. **Even if you DO NOT have changes to make, you must log in and click on "I'm Finished!"**. Once you have clicked "I'm Finished!", you will no longer have access to edit your data in DCS but you can still print reports.

Dates to Remember

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday

December 16, 2016 - January 2, 2017 - Office Closed for Christmas Break



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

Data Correction Service (DCS) Now Open - Continued

To access DCS you will need the *Hbug Login* and *Password* which can be obtained from *iePoint* > by going to *File -> System Maintenance -> View Site Configuration*.

Please note that Special Education Personnel & Pupil Approval files for the 2015-2016 school year are closed and may not be altered; however, you will be able to make adjustments to claim records that match the approval file.

The following documents and trainings are available to assist you with DCS:

[DCS Frequently Asked Questions](#)
[DCS Webinar](#)

I-Star User Guide

Prior to your district transitioning to I-Star each user should have a copy of the I-Star User Guide. The User Guide will give you step by step instructions for each feature of the I-Star program. We recommend that each user print the User Guide by going to our website www.hbug.k12.il.us -> *I-Star Icon -> Training & Support -> Print the User Guide* or click the link below:

[I-Star User Guide](#)

I-Star District Maintenance

District Maintenance in I-Star is where you will find the following features:

- Special Needs Definition
- Custom Events
- LEA List Maintenance
- Manage Security

To access District Maintenance click the Admin tab. Only users with Admin security level will have this feature. The I-Star User Guide will give you step-by-step instructions for each of the features available in District Maintenance.

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.