



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

NOVEMBER 7, 2016

[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

## Data Correction Service (DCS) - Closes November 14<sup>th</sup>

The Data Correct Service (DCS) via Harrisburg Project's web site is available and can be accessed at [www.hbug.k12.il.us](http://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 14<sup>th</sup>. **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.

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](#)

## Checking for Errors after I-Star Migration

Once you have completed the migration to I-Star, the first thing you should do is log into I-Star and Recheck Edits for both Student and Personnel. An email will be received when the error checking is complete. To view the Student and Personnel Error Listing, click on the Report tab for each data type and run the Student Approval Error Listing and Personnel Approval Error Listing.

These errors will be in addition to the import errors that you receive at the end of the migration from *iePoint* > to I-Star. All I-Star Approval errors will need to be addressed date by the December 1<sup>st</sup> data pick up date.

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

## Adding New Students to I-Star

When paperwork is received for a new special education student or a student is listed on the import error report, the following steps should be taken:

1. Click on Un-Reported Tab -> select the district in the drop down -> Search
2. Click the + to the left of the student name
3. Complete the *FACTS Approval* information, Indicator 11, Indicator 13, etc.

If the student is not listed under Un-Reported the following steps should be taken:

1. Click on Reported Tab -> + Add
2. Search by SIS ID or Last Name, First Name, DOB
3. Click on student name
4. Complete the *FACTS Approval* information, Indicator 11, Indicator 13, etc.

Remember, the student must have a SIS ID before a *FACTS Approval* record can be added into I-Star.

## 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               |
|----------|----------|--|--------------------|
| 11/10/16 | Online   | I-Star Student Approvals Refresher/Q&A   | 9:00 AM - 10:30 AM |
| 11/16/16 | Online   | I-Star Personnel Approvals Refresher/Q&A | 9:00 AM - 10:30 AM |
| 11/17/16 | Online   | I-Star Student Approvals Refresher/Q&A   | 9:00 AM - 10:30 AM |
| 11/29/16 | Online   | I-Star Student Approvals Refresher/Q&A   | 1:00 PM - 2:30 PM  |
| 12/13/16 | Online   | I-Star Student Approvals Refresher/Q&A   | 9:00 AM - 10:30 AM |

**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.

**Office Hours for the week of November 7-11 will be as follows:**

**Monday, Wednesday, Thursday 7:30AM - 4:30PM; Closed on Tuesday and Friday**

### 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.