



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 20, 2017

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800-635-5274

Private Facility Code Conversion

The current 3 digit Private Facility Code (PFC) will be converted to a unique Entity Identification ID (EID) for the upcoming school year. ISBE has scheduled this conversion for July 6, 2017. The following systems will be unavailable for a period of time on that day while the conversion takes place: I-Star, State of IL Consolidated Financial Report (CFR), and Private Facility Search Engine. A conversion crosswalk of the old codes can be accessed at the following link:

[Private Facility Number Conversion Crosswalk](#)

After July 6th, please ensure that the new Entity ID is utilized when completing information in the Consolidated Financial Report system (CFR), completing amendments to the Nonpublic Special Education Program Calendar, Non-Public Facility Placement Contract (Form ISBE 19-83), Application for Private Facility Residential Placement Room and Board Reimbursement (Form ISBE 34-37), Room and Board Claim System, as well as I-Star pupil approvals. Please note, providers will include "T" or "R" with the facility Entity ID to designate tuition and residential information in the CFR Schedule 2, Schedule of Programs.

Important Links and Information:

ISBE Memo:

[Special Education Private Facility Code Conversion and Nonpublic Special Education Private Facility Calendars Reminder](#)

Illinois Purchase Care Review Board - ILPCRB@ISBE.NET

Illinois Purchase Care Review Board website -

<https://www.isbe.net/Pages/Illinois-Purchase-Care-Review-Board.aspx>

2017-18 Nonpublic Special Education Private Facility Calendar Instructions -

<https://www.isbe.net/Documents/np-calendar-instructions17-18.pdf>

2017-18 Nonpublic Special Education Private Facility Calendar (Excel) -

https://www.isbe.net/_layouts/Download.aspx?SourceURL=Documents/np_calendar17-18.xlsx

Dates to Remember

July 4, 2017 - Office Closed in Observance of 4th of July Holiday

July 17, 2017 - Fund E, F Reimbursement Claim Due in I-Star

August 15, 2017 - Fund B, X, J Claim and Personnel Approval & Claim Due in I-Star



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

Student & Personnel Claims Calculation Assistance

Harrisburg Project highly recommends that everyone working with the Student and Personnel reimbursement claims attend a claims training or watch a recorded session. These trainings will provide you with the information on the documentation needed to calculate the Student and Personnel claims.

To access the claims material that we currently have available, click the links below:

[2016-17 I-Star Claims Packet](#)

[2016-17 Recorded Claims Training](#) (Student and Personnel)

[2016-17 I-Star Claims Q&A](#)

[Special Education Personnel FAQ](#)

[HHI FAQ](#)

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
6/27/17	Online	Creating Cost Centers in I-Star	10:30 AM - 12:00 PM	Notes
6/28/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
6/28/17	Online	Personnel Approval & Claims New User Training	1:30 PM - 3:00 PM	Notes
6/29/17	Online	I-Star Approvals New User Training - Webinar	1:00 PM - 3:00 PM	Notes
7/12/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	Notes
7/26/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 AM	Notes
8/02/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	Notes
8/03/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 AM	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.