Harrisburg Project
Software Support for Special Education

WEEKLY NEWS BRIEFING   **JULY 11, 2017**

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

Approval & Reimbursement Fund Codes E & F – Due Monday, July 17th

The Final *FACTS Approval* and *Reimbursement* records for Fund Codes E and F are due Monday, July 17, 2017. In order for a *Reimbursement* record to be collected by ISBE, the *FACTS Approval* record must be listed as "approved".

It is imperative that you complete "Recheck Edits" and then print the "Student Approval Errors" report in I-Star to be sure the *FACTS Approval* records are error free and "approved".

The following documents and recorded webinar are available to assist you with completing the reimbursement records for Fund Codes E & F:

2016-2017 Reimbursement Procedures for Students with Disabilities

I-Star Claims Packet

I-Star Claims (recorded webinar)

ISBE will collect the Final *FACTS Approval* and *Reimbursement* files for the regular term for Fund Codes E and F at the end of business on Monday, July 17, 2017.

If you need assistance with completing this claim, please contact Harrisburg Project at (800) 635-5274 or by email support@hbug.k12.il.us.

Creating Cost Centers in I-Star

Cost Centers in I-Star should be created for students whose Fund Codes are Fund E and/or X or if you need to create a tuition bill for a student outside of your resident district. All students receiving services with the student being claimed must be included to the cost center.

If your district does not have Fund E and/or X or does not need to create a tuition bill for another district, you do not need to create cost centers in I-Star.

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

Updates Released to I-Star

Updates to I-Star were released on Thursday, July 6, 2017. These updates were the result of excellent communication that we have received from the clients. Please continue to report any upgrades to I-Star that you would like to see in the future and/or concerns that you are currently experiencing with the program.

The updates released on July 6, 2017 can be viewed by clicking the link below:

Recently Added - Approval and Reimbursement

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
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.