Harrisburg Project
Software Support for Special Education

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

FAQ: Entering *FACTS* Data for Next School Year

Q: Can I add *FACTS* data for next school year? What is the correct way to do this?

A: Yes, it is fine to add FACTS data for next school year for Fund Codes A, K, L, P, or X.

You <u>SHOULD NOT </u>enter *FACTS* data for next school year for Orphanage Students (Fund Codes D, E, or F) or Private Facility Students (Fund Codes B or J). This could result in the loss of funding if their school year extends into August.

To enter future *FACTS* data, simply do an *End/Add* and use an *End Date* of the last day of the current school year with *Exit Code* 20. The *Begin Date* should be after 8/1/2012.

General Q & A *TWO!*

If you were unable to attend one of the recent Roundtable Q & A Sessions, be sure to sign up for the General Q & A *TWO!* that is being held Tuesday, February 7th at 9:00 AM.

These sessions are most successful when clients are able to verbally communicate with each other. Audio can be transmitted via the telephone or your computer speakers. If you choose to use your computer for audio, please ensure your computer microphone is available. If you do not have a microphone and speakers, you can change the radio button on your audio pane to Telephone. You can then call in and enter the pin given to you through GoToWebinar. Watch this short video for assistance in choosing your audio option.

http://support.citrixonline.com/en_US/GoToMeeting/video/GTMV00012

To register for this *TWO!*, simply click the link below:

Event Registration

Dates to Remember

February 13, 2012 - Office Closed in Observance of Lincoln's Birthday

February 20, 2012 - Office Closed in Observance of President's Day

March 9, 2012 - Required *FACTS* and *Personnel Approval* Transmissions Due

March 19-23, 2012 - Online Claims Trainings

On-Site Trainings Available

Harrisburg Project is now taking requests for on-site trainings for March 27th, 28th, and 29th or May 23rd, 24th and 25th. An on-site training is customized to fit your needs at a location specified by you, discussing topics determined by you!

There is a $400.00 fee for the training. If you or your district is interested in an on-site training, please contact Harrisburg Project at 800-635-5274 or email support@hbug.k12.il.us.

Claims Trainings

Harrisburg Project will be holding online claims trainings the week of March 19th - 23rd. Mark your calendar so you don't miss out!   Registration will be available in the coming weeks on the Event Registration page.

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
2/06/12	*Online*	ECHO Area Roundtable	1:30 PM - 3:30 PM	Notes
2/07/12	*Online*	General Question and Answer Session	9:00 AM - 11:00 AM	
2/09/12	*Online*	Entering FACTS Information in *iePoint>*	2:00 PM - 3:00 PM	
2/16/12	*Online*	Using Query Maker for Report in *iePoint>*	9:00 AM - 10:00 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.

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.