



# **Harrisburg Project**

## **Software Support for Special Education**

WEEKLY NEWS BRIEFING

FEBRUARY 11, 2013

[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

## **FACTS & Personnel Approval Due March 8<sup>th</sup>**

The next required *FACTS* and *Personnel Approval* Transmissions are due Friday, March 8, 2013. Permissions are on so don't wait; send your file once it is error free!

You may transmit as many times as necessary until the end of business on Friday, March 8<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

## **Claims Trainings**

Harrisburg Project is hosting 3 classroom claims trainings this spring. Classroom trainings will be held March 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> at various locations across the state. In these trainings we will cover everything from creating cost centers in *iepoint* to completing the 50-66A Tuition Cost Sheet. Anyone who participates in the claims process at your site is welcome to register. We will also be answering general claims questions. Registration is open now and the cost of the training is only \$60 per person. Register on the [Event Registration](#) page. A print out of the claims notes in the link on the registration page will be provided to each registrant at the training.

We will also be hosting 3 online trainings, March 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup>. The information covered will be the same as the classroom trainings listed above. Online Claims Trainings are FREE!!! A print out is available in the "Notes" section of the registration page. Register today to ensure you have a seat!

[Event Registration](#)

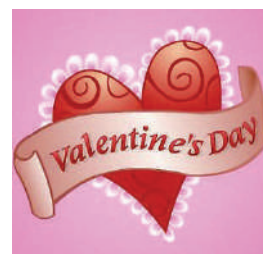
### **Dates to Remember**

February 12, 2013 - Office Closed  
in observance of Lincoln's Birthday

February 18, 2013 - Office Closed  
in observance of President's Day

March 4, 2013 - Office Closed in  
observance of Pulaski Day

March 8, 2013 - Required *FACTS*  
and *Personnel Approval* Transmis-  
sions



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**Please Remember:** When emailing us at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) or leaving a voicemail at 800-635-5274, please include your *Site ID* and *District Name*. Thank you!

## 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
2/28/13	Online	Preparing to Transmit	9:00 AM - 10:00 AM	
3/05/13	Online	Preparing to Transmit	9:00 AM - 10:00 AM	
3/11/13	Online	Claims Training (Online)	9:00 AM - 12:00 AM	<a href="#">Notes</a>
3/12/13	Online	Claims Training (Online)	1:00 PM - 4:00 PM	<a href="#">Notes</a>
3/13/13	Online	Claims Training (Online)	9:00 AM - 12:00 PM	<a href="#">Notes</a>
3/18/13	Belleville	Claims Classroom Training	9:00 AM - 2:00 PM	<a href="#">Notes</a>
3/19/13	Glendale Heights	Claims Classroom Training	9:00 AM - 2:00 PM	<a href="#">Notes</a>
3/20/13	Gages Lake	Claims Classroom Training	9:00 AM - 2:00 PM	<a href="#">Notes</a>

**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.