



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 22, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due June 30th

There are 7 working days until the required June 30th *Personnel Approval* and **FINAL FACTS Approval** transmissions. You can transmit as many times as necessary until the end of business on Tuesday, June 30th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Please remember that after June 30, 2015, the student approval file for the 2014-2015 regular term as well as for students who entered summer school prior to June 30th will be closed and **WILL NOT** be reopened for any changes.

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions be sure to call client support at 800-635-5274 or email support at support@hbug.k12.il.us.

RCDT Code Changes and Client Solutions

ISBE released a statement last week via IWAS that many RCDT codes will change in the Entity System as a result of the state-wide ROE consolidations. Once these districts and schools are given new RCDT codes, the pertinent *FACTS* and *Personnel* records will need to be reported with the new codes. In order to preserve data integrity in past school years, Harrisburg Project is going to inactivate the old RCDT codes and create a new record for the new RCDT code. In order to lessen the data entry burden for clients, we will issue an *iePoint* > update that will automatically convert the records using the old RCDT codes to the new RCDT codes. These new codes are going to be active July 1st, and we will be performing the conversion in Data2016 for the 2015-2016 School Year only. We anticipate releasing the automatic conversion to clients the week of July 20th.

Dates to Remember

May 18, 2015 - August 10, 2015 -
Summer Hours 7:30 AM - 4:00 PM

June 30, 2015 - **FINAL FACTS Approval** and **Personnel Approval** transmissions

July 15, 2015 - Regular Term Orphanage Claim Transmission



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Harrisburg Project will be open on Friday, June 26th from 7:30 AM - 4:00 PM to assist you with the June 30th **FINAL FACTS Approval** and *Personnel Approval* transmissions. If you need any assistance please call us at 800-635-5274.

Final Transmission Tip: Changes after Transmitting

If you transmit the *FACTS Approval* file prior to June 30th you **WILL NEED TO RE-TRANSMIT** your data if a new *FACTS Approval* record is added or if any changes are made to an existing *FACTS Approval* record. You may transmit data through the end of business on Tuesday, June 30th.

Do not make changes to the **FINAL FACTS Approval** file after your final transmission. If changes are made to the *FACTS Approval* file after June 30th, a loss of funding will occur.

The only change that can be made after June 30th to a *FACTS Approval* record is an End Date and Exit Code.

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
6/25/15	Online	Final Transmission To-Do List	10:00 AM - 11:00 AM	Notes
7/07/15	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	Notes
7/09/15	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
7/20/15	Online	<i>Start New Year</i>	2:00 PM - 3:00 PM	Pending
7/29/15	Online	<i>Start New Year</i>	9:00 AM - 10:00 AM	Pending
8/03/15	Online	<i>Start New Year</i>	9:00 AM - 10:00 AM	Pending
8/11/15	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	Notes
8/12/15	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
8/13/15	Online	<i>Start New Year</i>	2:00 PM - 3:00 PM	Pending

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.