

# MHRIC

2026-2027

Services Guide





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## CO-SER 605

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# From the Director

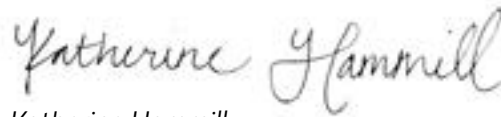
*Dear Colleagues and Partners,*

*Welcome to the 2026-2027 Services Guide of the Mid-Hudson Regional Information Center (MHRIC). As we look ahead, MHRIC's focus remains clear: to provide responsive, innovative, and people-centered services that empower districts to make informed decisions, safeguard information, and support every learner's success.*

*This year, we'll continue to strengthen our partnerships through active listening and collaboration; enhance service delivery with greater transparency and efficiency; and invest in future-ready systems that align with district needs. Most importantly, we will keep students at the center of everything we do—because technology is most powerful when it expands opportunities for learning and connection.*

*Thank you for your continued commitment to education in the Hudson Valley. Please know that your MHRIC team is here to help you navigate change, leverage opportunity, and support your mission in service of students.*

*Warm regards,*



*Katherine Hammill*

*Director, Mid-Hudson Regional Information Center*





CO-SER 505  
**Office  
Professional  
Training  
(OPT)**

MHRIC

## CONTACT

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# Office Professional Training (OPT)

## CO-SER 505

### OFFICE PROFESSIONAL TRAINING (OPT)

OPT offers planned support and continuous training for a district's office applications and includes the following:

#### INDIVIDUALIZED TRAINING SESSIONS

Can't make any of the regularly scheduled classes? Need more assistance on a particular software product or application? Have a specific project you need to complete that you want support with? If so, then individualized training is for you! These sessions will provide up to two hours of interactive one-on-one online instruction, tailored to your needs.

#### UNLIMITED 60 TO 90-MINUTE REGULAR CLASSES

Having trouble with Excel? Tasked with putting together a flyer? Do you need to learn how to work with Google products for your new position? With multiple offerings of the most popular classes, join us to brush up on your skills or learn a specific part of an application you are not familiar with.

#### ASK ME ANYTHING

Adobe, Google, and Microsoft - our trainers will be available to assist you in these drop-in sessions offered several times each month. If we don't know the answer right away, we will get back to you.

#### ON-DEMAND VIDEOS

Don't have enough time for our full-length classes? Regularly added on-demand videos are available that range from one minute to up to ten minutes and include a wide variety of Google and Microsoft how-to tips and tricks. You can find these on our website! Contact opt@mhrhc.org to receive your passkey to access this password-protected section of the MHRIC website where these OPT resources will be housed.

#### OFFICE PROFESSIONAL INSTITUTE

On select dates throughout the year, we will offer all-day online trainings called Office Professional Institutes, where your staff can refresh their skills. Each session will feature a new rotation of classes.

#### IN-DISTRICT TRAININGS

Districts are entitled to nine hours of small group training for staff members on a particular topic. The district determines the topic, schedule, and location, in consultation with our available trainers. In-person trainings at the district must use a minimum of three hours.

## **TECHNOLOGY LEADERSHIP INSTITUTE OPTION**

Districts in the Mid-Hudson Valley can reserve membership seats in the Lower Hudson Regional Information Center (LHRIC) Technology Leadership Institute (TLI) for School District Administrators at a reduced cost. The Technology Leadership Institute provides school district leaders with unique opportunities to engage with nationally known educational technology experts in local venues. It is a great place to learn, to share best practices, and to communicate the value of technology to improve and, in some cases, transform education. Districts may reserve a specific number of membership seats for the year that can be shared by multiple district administrators, making this a very efficient and economical use of the TLI service. Please indicate the number of seats your district is requesting on your service request form.

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# Office Professional Training (OPT)



CO-SER 605  
**Administrative  
Services**

Student Services

Athletics Management  
Services

Data Services

Data Management  
Services

Special Services

Electronic Health  
Systems

Testing & Reporting  
Services

Food Service  
Management  
Systems

MHRIC

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# Student Services

## STUDENT SERVICES

### **SchoolTool™ Premier WEB-BASED STUDENT MANAGEMENT SYSTEM 605.412**

SchoolTool™ is a user-friendly, centralized web-based student management system. Designed specifically to meet NYS requirements and school district needs, it provides secure access to real-time data and time-saving tools. For administrators, faculty, staff, parents, and more, SchoolTool™ puts important information as close as the nearest Internet browser. This application integrates data input features for census, attendance, discipline, counseling, scheduling and more through a single interface. SchoolTool™ provides role-based access so staff members have access to only the data they need. Advanced Analytics provide an easy way to view data and analyze trends for better decision making.

### **eSchoolData WEB-BASED STUDENT MANAGEMENT SYSTEM 605.413**

eSchoolData (eSD) is a powerful web-based student information system that is comprehensive and NYS compliant. The ease-of-use and robust design of the system enables your team to complete normal tasks with confidence, while providing insights from your data to tackle tough problems. Key benefits include real-time attendance, integrated gradebooks and census module, and ad hoc reporting. Parent and Student Portals are also features of this application. Add-on modules include Online Registration and interactive dashboards using eSD GURU.

### **Infinite Campus WEB-BASED STUDENT MANAGEMENT SYSTEM 605.414**

Infinite Campus provides districts with the tools needed to streamline student administration, enable stakeholder collaboration, and personalize learning. The entire student information system (SIS) is web-based so educators, parents, and students have access to information from anywhere at any time. The SIS serves as a district-wide transactional data warehouse, allowing student data to be entered once and used across the district in real-time, supporting data-driven decision making.

*Districts interested in implementing SchoolTool™, Infinite Campus, or eSchoolData should contact the MHRIC to discuss the transition, implementation, timelines, and hardware requirements. The MHRIC will assist current or new subscribers in understanding the district and MHRIC's responsibilities associated with the various levels of support.*



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## STUDENT MANAGEMENT SYSTEM LEVELS OF SUPPORT

Once a district has chosen their student management system, the MHRIC offers different levels of support to meet the needs of the individual district.

### PLUS WITH PRODUCTION SERVICE

**SchoolTool™ 605.412.152**

The Plus Service furnishes districts with a complete and comprehensive support package. In addition to initial software installation, training, and telephone support, the MHRIC will perform or provide additional support for the following tasks:

- Dedicated lead specialist offering districts “that personalized touch!” via telephone and Email, and virtual assistance
- Printing of schedules, progress reports, and report cards
- Printing of grading information (final average, honor roll, ranking, failure list) and other miscellaneous production, such as mailing labels and permanent record labels
- NYSED data warehouse imports
- Import 3-8 ELA and Math test scores, if requested
- Import 4 & 8 Science test scores, if requested
- Regularly scheduled conference calls, if requested
- On-demand training, up to four (4) days included with this service. Additional virtual sessions may be offered as time permits
- Creation of needed extracts, where possible/available (up to six (6) per district).
- Ad hoc reporting
- Scheduling school year set up
- End-of-Year processing
- Notification of updates & downtime to apply the updates
- Vendor led training opportunities including but not limited to new release overviews
- MHRIC led live or pre-recorded webinar
- User group meetings

Plus is the appropriate choice for districts looking for the extra level of MHRIC support.

### PLUS NO PRODUCTION SERVICE

**SchoolTool™ 605.412.151 eSchoolData 605.413.151**

**Infinite Campus 605.414.151**

The Plus No Production Service offers all of the benefits of Plus Support while giving districts the capability of running and printing production work and grading information in district. Included in the service:

- Dedicated lead specialist offering districts “that personalized touch!” via telephone and Email, and virtual assistance.
- NYSED data warehouse imports.
- Import 3-8 ELA and Math test scores, if requested.
- Import 4 & 8 Science test scores, if requested.
- Regularly scheduled conference calls, if requested.
- Up to four (4) days of training included with this service. Additional virtual sessions may be offered as time permits.

# Student Services



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# Student Services

- Creation of needed extracts, where possible/available (up to six (6) per district).
- Ad hoc reporting.
- Scheduling school year set up
- End-of-Year processing
- Notification of updates & downtime to apply the updates
- Vendor led training opportunities including but not limited to new release overviews
- MHRIC led live or pre-recorded webinar
- User group meetings

Plus No Production is the right choice for districts that have the equipment needed to print production but also enjoy the extra level of support.

## SUPPORT SERVICE

**SchoolTool™ 605.412.150 Infinite Campus 605.414.150**

This service is designed for districts that are capable of running the Student Management System with a minimum level of support from the MHRIC. Subscribers will receive the initial software and help desk telephone support, as well as:

- NYSED data warehouse imports
- Up to three (3) days training included with this service
- End-of-Year processing
- Notification of updates & downtime to apply the updates
- Vendor led training opportunities including but not limited to new release overviews
- MHRIC led live or pre-recorded webinar
- User group meetings

Districts opting for this service will be required to perform all of the tasks included in the Plus Service including but not limited to in-person training, printing of schedules, progress reports, and report cards. Creation of imports, exports, and ad-hoc reporting are not included with this service. Additional service fees will apply for districts requiring MHRIC support for these functions.

## STUDENT MANAGEMENT SYSTEM ADD-ON OPTIONS

**eSchoolData eSD GURU® 605.413.080-083**

eSD GURU® is a tool developed for eSchoolData districts. GURUBoards are about the simplification and meaningful presentation of student data. The eSD GURU API layer is about the simplification of data integration. Imagine not having to chase data all day long. Imagine being able to focus your expertise. We see the GURU in you, do you?

**eSchoolData ONLINE REGISTRATION 605.413.070**

The Online Registration module eliminates data entry while streamlining the registration process. It allows districts to capture all information relevant to your unique policies and simplify communication between districts and families through automated notifications.



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### **eSchoolData ELEMENTARY REPORT CARD 605.413.051-053**

Included in this service is the creation of the report card templates for each grade level, as well as support and training for the district in setting up the following for the elementary school(s): course catalog, grading setup, creating the master schedule, and running student schedules. Up to one (1) remote training session is included with this service.

### **GRADE REPORTING MAILERS AND PROGRESS REPORT MAILERS 605.415**

Grade Reporting Mailers provide districts with a report card mailing system. One copy of the report card is available for delivery to the school. The second copy is used by the Mid-Hudson Regional Information Center to mail report cards directly to students' homes. Districts may choose mailers for report cards and/or progress reports.

### **Infinite Campus ELEMENTARY REPORT CARD 605.414.051-053**

Districts have two options available for creation of the elementary report card: "canned" elementary report card (ERC) and customized ERC. Cost for the creation of the ERC will be dependent upon the option chosen. The ERC templates will be created within the application and available to teachers. Included in this service is the support and training for the district to set up the following for the elementary school(s): course catalog, grading scales, rubrics, creating the master schedule, and generating student schedules. Up to one (1) remote training session is included with this service. For canned report cards, the MHRIC will make requested updates to competencies for the following school year.

### **DataViz 605.414.055**

Custom Data Visualization is a dashboarding solution for Infinite Campus districts that allows the rapid creation of interactive dashboards that appear in Infinite Campus. DataViz can help answer important questions about your school district, such as those around assessment proficiency, early warning indicators, and equity measures, and allow you to actively track process information, such as enrollment or grade posting status. Gone are the days of asking staff to wade through an overwhelming amount of data in spreadsheets. Dashboards allow them to quickly get the answers to specific questions while providing them with actionable insights.

### **SchoolTool™ ADVANCED ANALYTICS 605.412.015**

SchoolTool advanced Analytics is integrated with SchoolTool and is also available to integrate with other student management systems. Advanced analytics offers a new fast, sleek, interactive data platform with effortless real-time data visualizations, with built-in security to allow users to see only the students that they have access to.

### **SchoolTool™ ELEMENTARY REPORT CARD 605.412.051-053**

Districts have two options available for creation of the elementary report card: "canned" elementary report card (ERC) and customized ERC. Cost for the creation of the ERC will be dependent upon the option chosen. The ERC templates will be created within the SchoolTool™ application and available to teachers via the grades icon.

# Student Services



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# Athletics Management Services

Included in this service is the support and training for the district to set up the following for the elementary school(s): cycle days, course catalog, grading setup, creating the master schedule, teaming maintenance, and generating student schedules. Up to one (1) remote training session is included with this service. The MHRIC may be able to make changes to the wording of the competencies and minor changes to the report card. Changes that affect the report card layout or grading need to be done by Mindex, and the district may incur an additional charge.

## ATHLETICS MANAGEMENT SERVICES

### **Arbiter FamilyID, INC. 605.420.001-002**

FamilyID is an easy online registration tool that saves districts time, eliminates paper, and reduces risk. This easy, stress-free software allows parents to register online for all sports, programs, and activities at their child's school. Once the demographic information is entered, there is no need to re-enter it, ever! Just reuse, as needed, for multiple programs, such as:

- sports team registration
- signing up for school plays
- registering for summer programs
- field trip permissions
- sign up for clubs
- any other programs your school can think of

This application allows districts to collect more information in less time and with greater accuracy. It also makes it easy to organize the many forms required for athletics. It's customizable, secure, and great for both coaches and parents. It's easy for school personnel to see at a glance who is cleared to participate in a program and who isn't, as parents must complete all documentation and signatures before submitting a registration.

With this service, your district receives telephone and email support. The MHRIC team advocates for the districts in the Mid-Hudson Valley by gathering and documenting feature requests and product recommendations to convey to the vendor.

### **HUDL 605.420.003-005**

HUDL is an all-in-one online school sports platform that allows districts to analyze video, track stats, manage feedback, and create video highlights in one easy-to-use online platform for all of your district's sports!

Record games, practice, and training sessions with your iPhone, iPad, or hard drive camera. The whole experience is available online, giving coaches and athletes secure access at home and on the go. There's no need for expensive equipment. You can even connect to Wi-Fi to upload video as it records and study it within minutes! Use playlists to quickly jump to the exact moments you want to examine. Create a presentation for team review, or pull together clips to illustrate what a player might need to improve upon.

With this service, your district receives telephone and email support. The MHRIC team advocates for the districts in the Mid-Hudson Valley by gathering and documenting feature requests and product recommendations to convey to the vendor.

## DATA SERVICES

### DATA WAREHOUSING AND STATE REPORTING 605.135

SED requires all districts and BOCES to work through their Regional Information Center to gather, maintain, and submit data to the Student Information Repository System (SIRS). The MHRIC will provide guidance to school districts and BOCES in the Mid-Hudson region to secure the required extracts from their respective management systems for the New York State Student Identification System (NYSSIS) and mandated elementary, intermediate, and secondary reporting. The management systems utilized and maintained on a daily basis by school district personnel will be the sources for all required data.

The NYSSIS identifier must be stored in the regional data warehouse maintained by the Regional Information Center and submitted along with accountability and other required data. The NYSSIS identification number will remain unchanged during a student's PK-12 experience, regardless of their movement between districts or a lapse of enrollment in New York State. The MHRIC migrates district and BOCES data on a weekly basis in order to submit the appropriate demographic data necessary to assign a new ID or retrieve a previously assigned number.

All districts are required to submit demographic, enrollment, program services, assessment, teacher/course, attendance, and special education data for all pre-school, pre-kindergarten, elementary, intermediate, and secondary students to the State Education Department through the regional data warehouse maintained by their Regional Information Center. The MHRIC will provide guidance to school districts and BOCES in this region to secure the required extracts from the respective management systems necessary for these reporting requirements.

Under this service, all districts and BOCES will also have access to a data reporting support center that can respond to questions and issues related to data submissions, reporting requirements, and timelines. The support center will be accessible via email or phone, and will have resources familiar with all facets of data collection and reporting through SIRS, including student data, program services, and staff data.

The Data Warehousing and State Reporting Service also provides access to web-based tools such as Level O, L1RPT, and L2RPT.

Services Include:

- An entire team of highly experienced MHRIC data support staff members to assist your district
- Data reviews/checks for all public districts in the four-county region with personalized outreach to district stakeholders in need of assistance regarding missing or incomplete data
- Creation and maintenance of an online resource library that includes up-to-date print and presentation resources, as well as short videos regarding detailed aspects of the data reporting process to provide 24/7 access to a robust "Knowledge Base" of data-focused digital resources
- All-encompassing live training on New York State data reporting for district

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# Data Services



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# Data Management Services

stakeholders including training on Data Warehouse Levels 1 and 2 reporting libraries, and up-to-date guides

- A "Monthly Task List", newsletter, and shared Google Calendar to keep districts on-task and able to meet upcoming deadlines
- Monthly interactive and informative Data Coordinator meetings throughout the year to update district stakeholders on new regulations and best practices
- Helpdesk assistance with Level 0 account creation, maintenance, and resets
- Unlimited phone and email support for District Data Team Stakeholders

## DATA MANAGEMENT SERVICES

### **DATA REPORTING MENTORSHIP PROGRAM – YEAR 1 605.145.000**

The MHRIC Data Reporting Mentorship Program provides individualized assistance and support to a new District Data Coordinator and/or Chief Information Officer (CIO). Our team of Data Reporting Assistants will help participants establish data reporting and verification processes and assist with the establishment of best practices and effective timelines within the district.

Service benefits include:

- A Data Reporting Mentorship curriculum which will cover topic areas necessary for understanding the role of a District Data Coordinator.
- Preparing the Data Reporting mentee to create and foster a culture of data understanding and use within the district.
- Access to specific data presentation models, podcasts and other support materials and resources designed to complement the curriculum.
- General guidance provided as needed in a supportive atmosphere.

### **MHRIC ADVANCED DATA MEMBERSHIP SUPPORT – YEAR 2 605.145.003**

The Year 2 Mentorship Service is available exclusively to participants who have completed the Year 1 MHRIC Data Reporting Mentorship Program during the prior school year. This second-year offering provides continued individualized support focused on deepening the participant's understanding and application of data reporting processes within their district.

Unlike Year 1, the Year 2 experience is entirely one-on-one with an assigned mentor and does not include group classes or cohort-based sessions. Mentors work directly with participants to strengthen their confidence, enhance efficiency, and refine best practices tailored to their district's specific needs.

Service benefits include:

- A fully customized mentorship experience designed around the participant's specific goals, responsibilities, and district priorities.

## CONTACT

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# Data Management Services

- Personalized guidance on advanced data reporting topics, district-level data management strategies, and process improvements.
- Continued access to relevant support materials, models, and tools selected to align with each participant's identified areas of focus.

## **REGISTRAR BOOT CAMP (RBC) – COURSE OVERVIEW 605.145.002**

Registrar Boot Camp is a professional learning program designed to strengthen the knowledge, confidence, and consistency of school district registrars and staff responsible for student enrollment and data entry. Through a blend of expert instruction, hands-on workshops, and collaborative problem-solving, participants build the practical skills and procedural understanding needed to ensure compliance, accuracy, and equity in student registration.

RBC covers the legal, ethical, and operational foundations of registration, including FERPA, McKinney-Vento, and documentation requirements, while also addressing the data management and reporting responsibilities that tie registration to state and federal accountability. The program highlights real-world challenges—such as incomplete documentation, custody disputes, and coordination with other agencies—and equips staff with strategies for clear communication and consistent practices across districts.

Participants leave with:

- A clear understanding of required documentation and compliance standards
- Practical tools for efficient, accurate data entry and reporting
- Strategies for supporting families with compassion and professionalism
- A personalized action plan to improve local processes
- A certificate of completion acknowledging their professional development



## CONTACT

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# Special Services

## SPECIAL SERVICES

### CLEARTRACK 605.106

ClearTrack is a competitor to the Frontline IEP and Medicaid products. Developed in and for NYS, ClearTrack is committed to making special education management easier with an intuitive program that is flexible and user-friendly.

ClearTrack was designed to answer the distinct needs of multiple stakeholders in your district:

- With an interface designed by teachers for teachers, ClearTrack allows easy access to all of your Special Education teachers' data input needs in a simple and easy format. It also includes step-by-step access to IEPs, test data, progress notes, Medicaid input, reporting needs, and more.
- For the General Education teacher, ClearTrack provides a simple, one-screen view of their students' un-editable, finalized IEPs with an option to export to the district's student information system.
- The system includes a full-meeting and IEP management component for your CSE team, including system alerts to ensure compliance verification. Extensive reporting with access to hundreds of canned reports, custom reports, and queries will assist your CSE team to provide a deeper level of support to your students.
- For District administration, ClearTrack provides state-of-the-art security and SSL data encryption. Your district is fully in control of who can see which components, as well as when a user can make changes. ClearTrack also includes a component for logging viewed, finalized IEPs. Finally, do-it-yourself custom reporting can aid district administrators to extract the information needed from the fully relational database.

Other features include:

- Customizable security access by user, group, and/or document.
- Customizable and compliant IEPs and letter templates with query reporting of historical data
- Ability to create and share finalized IEPs in encrypted, password-protected PDFs.
- Fully integrated Medicaid component, including a teacher module.
- Full reporting, including data warehouse, State Aid Form A, custom queries, Office of Civil Rights, statistical and compliance, RS1/RS2, and over 120 other system reports.
- Track STAC high cost and staff cost per student, electronically submit school-age filings for STAC.
- Automated daily imports from student management systems and exports.
- Tracking of other special populations like 504, AIS and RTI.

Service benefits include:

In year 1, the MHRIC staff will work with the district to develop an implementation plan which will include converting existing Special Education demographics, where possible; defining district tests, subtests, and services within ClearTrack; develop the IEP format and data entry form along with setting up tables within ClearTrack. Ongoing support includes extract IEP Program Fact Template, BEDs Day Snapshot, EOY Snapshot, Special Ed Events



and complete electronic data import to the NYSED District Student Data Validation Web Site (Level O). Import Grades 3-8 ELA & Math Assessment scores, Grades 4 & 8 Science Assessment scores, Regents, RCTs, NYSESLAT and NYSAA. In-person and online training sessions, content workshops and user group meetings are included along with ongoing telephone and email support.

## **MTSS EDGE 605.108**

Need a simplified data analysis tool for MTSS? Look no further. MTSS Edge is a complete Multi-tiered System of Supports data tracking and analysis tool - all in one system! Easily identify struggling learners and their unique skill deficits with easy-to-use graphing solutions.

With MTSS Edge, you can use data to make informed decisions to determine in a timely manner if interventions are making a difference with the child's progress. MTSS Edge will benchmark ALL students three times a year and allow users to review benchmark results easily with one click. With an easy-to-use and intuitive graphical interface, your district will be able to:

- Graph student and class performance.
- Predict student success.
- Track interventions based on unique student needs.
- Progress monitor goal performance.
- Generate MTSS forms/letters quickly.
- Track MTSS data team meetings and e-mail agendas.
- Reduce special education referrals.
- Track multiple assessment/benchmark data and compare assessment results to State Test data.
- Track communication including letter tracking, contact log and parent notification.
- Enter universal screening data.
- Identify at-risk students.
- Individual skill-based tracking.

Service benefits include:

In year 1, the MHRIC staff will work with the district to develop an implementation plan. This will include converting existing student demographics and data, when possible; establish the MTSS Edge Database on a server; assist district with table set up, universal and screening tests and subtests software, define interventions, develop the format of the AIS and MTSS plans; and set up automatic nightly imports of demographics from the SMS.

On-going support includes telephone and email support; in-person and online training sessions and content workshops; Extract Title 1 Part A- Schools Offering Targeted Assistance Programs, Title 1 Part A- Improving Basic Programs School-Wide, Title 1 Part D- Prevention and Intervention Programs for children and Youth who are Neglected, Title 1 Part D- Prevention and Intervention Programs for children and Youth who are Delinquent, Coordinated Early Intervening Services (CEIS) and complete electronic data import to the NYSED District Student Data Validation Web Site (Level O); Import Grades 3-8 ELA & Math Assessment scores, Grades 4 & 8 Science Assessment scores, Regents, RCTs, NYSESLAT & NYSAA and MTSS Edge User Group meetings.

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# Special Services



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# Special Services

## FRONTLINE IEP 605.105

Frontline IEP is a web-based, intuitive and easy to use special education management system providing input and maintenance capability for special education student demographic and program data.

Frontline IEP can produce student IEPs, IESPs, CSE, and CPSE meeting information, goals, and program recommendations, as well as progress monitoring, based on the data that are inputted and maintained. Information required for the State-mandated PD reports, State Aid forms, and the Student Information Repository System can also be generated and submitted through Frontline IEP. Letters produced in Microsoft Word can interface with information in the Frontline IEP database. In addition, real-time file sharing and file transfers between Frontline IEP districts are available within the application.

### **Feature: Synchronicity with SMS "Centris Sync"**

Frontline Centris Sync technology checks for database changes between the general education student information system and Frontline IEP/Frontline RTI, and regularly sends any changes automatically. This capability can work with a general education student information system that provides an automated file export in a standardized XML format in accordance with Frontline Education's specification. The creation of the automated file export to support the sync is the responsibility of the school system's vendor.

### **Feature: Document Repository**

The Frontline IEP document repository feature will enable your district to:

- Store electronic documents in Frontline IEP at the individual student level.
- Securely manage and access documents electronically by authorized individuals.
- Control access to view and store documents based on group roles or individual users.
- Control access to view and share documents with remote agencies.
- Organize documents by category/type and add document descriptions.
- Search for documents by multiple criteria.
- Restrict editing of the content of documents after they have been stored.
- Fax to create and store images of paper documentation when a scanner is not available.

Successful implementation of the Frontline Centris Sync and Document Repository requires coordination and planning between a district's technical and special education staff, their SMS vendor (in the case of Centris Sync), the Mid-Hudson Regional Information Center (MHRIC), and Frontline Education.

Service benefits include:

In year 1, the MHRIC staff will work with the district to develop an implementation plan which will include converting existing Special Education demographics, where possible; defining district tests, subtests, and services within IEP; develop the IEP format and data entry form along with setting up tables within IEP.

Ongoing support includes extract IEP Program Fact Template, BEDs Day Snapshot, EOY Snapshot, Special Ed Events and complete electronic data import to the NYSED District Student Data Validation Web Site (Level 0). Import Grades 3-8 ELA & Math Assessment scores, Grades 4 & 8 Science Assessment scores, Regents, RCTs, NYSESLAT and NYSAA. In-person and online training sessions, content workshops and user group meetings are included along with ongoing telephone and email support.



## FRONTLINE RTI (RESPONSE TO INTERVENTION TRACKING AND MANAGEMENT SYSTEM) 605.217

This web-based system for Academic Intervention Services/Response to Intervention offers the most comprehensive and easy to use AIS/RTI tracking and management software designed specifically for New York State school districts. Included in the system is a comprehensive at-a-glance tracking of each student's entire AIS/RTI information on one scrollable page; development of student AIS/RTI plans directly online for viewing, editing, and collaborating by all authorized staff involved with a student; built-in AIS/RTI tracking; and progress reports. Features include:

- Document, maintain, and track all AIS/RTI meetings and results of each meeting.
- Electronically populate and generate data collection forms (available in both elementary and secondary levels).
- Users have the ability to mass data enter multiple student interventions at one time, as well as create filters to allow the user to sort out student information quickly and easily.
- Reports and analytics available.

Additional features of the program:

- Provide automatic content and functionality updates in response to changing New York State regulations.
- Enable 24 hour/7 day access from any computer connected to the web, with real-time sharing of AIS/RTI student and program information among any number of authorized users at any location.
- Make communications and compliance with requirements fast and easy with point-and-click parent notifications.
- Save time and produce high quality reports through the function of a fully integrated tool for creating quarterly AIS/RTI progress reports.
- Allow built-in AIS/RTI tracking reports to be generated at the building and/or district level.
- Help keep track of AIS/RTI related tasks and ensure that the appropriate actions are taken with the use of Online "to do" lists.
- Provide authorized users a direct link to Frontline IEP to view students' IEPs within Frontline RTI.
- Response to Intervention Achievement Assessment Matrix.

Service benefits include:

In year 1, system specialists at the Mid-Hudson Regional Information Center will assist districts to develop an implementation plan which will include setup of software in alignment with the district's RTI plan, training, and support for staff.

Ongoing support includes updates to RTI documentation, in-person and online training sessions, content workshops and user group meetings along with telephone and email support. Extract Frontline RTI Title 1 Part A- Schools Offering Targeted Assistance Programs, Title 1 Part A- Improving Basic Programs School-Wide, Title 1 Part D- Prevention and Intervention Programs for children and Youth who are Neglected, Title 1 Part D- Prevention and Intervention Programs for children and Youth who are Delinquent, Coordinated Early Intervening Services (CEIS) and complete electronic data import to the NYSED District Student Data Validation Web Site (Level 0); import Grades 3-8 ELA & Math Assessment scores, Grades 4 & 8 Science Assessment scores, Regents, RCTs, NYSESLAT & NYSAA.

Additional on-site training and support days available on a per diem basis.



## CONTACT

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# Special Services

## **FRONTLINE MEDICAID AND MEDICAID TOOLKIT 605.110**

Frontline Medicaid is a web-based innovative tool for managing Medicaid claiming and direct billing as per the New York State School/Preschool Supportive Health Services Program. Frontline Medicaid may be used as a stand-alone application or in conjunction with Frontline IEP. When linked with Frontline IEP, useful validation rules are activated to assist with determining and maximizing valid reimbursement claims. Frontline Medicaid includes a wide range of reports useful for maintaining eligibility, claiming, and remittance records.

The Medicaid Toolkit is a powerful analytic and reporting tool, designed to significantly increase Medicaid Reimbursement. This feature gives your district a clear picture of the potential Medicaid claiming and allows you to set realistic goals in maximizing reimbursement. In addition, it will assist the district to identify, prioritize and act fast on date sensitive billing for the highest potential opportunities in reaching these goals.

Service benefits include:

In year 1, the MHRIC staff will arrange and participate in an implementation planning meeting and assist with the setup of Frontline Medicaid and provide documentation.

Ongoing support includes in-person and online training sessions and user group meetings; virtual, phone and email support.

## **FRONTLINE ESA (EDUCATIONAL SERVICES AGENCY) 605.105**

Frontline ESA includes all of the features and functionality of Frontline IEP. Developed specifically for use by BOCES sites in New York State, the system also contains billing and scheduling modules. Using the same web-based user interface, Frontline ESA is intuitive and easy to use. Frontline ESA is designed to accept file shares from school districts using Frontline IEP.

Frontline ESA includes reports and listings tailored to meet the needs of BOCES professionals. Information required for New York State reports and verification, and certain State Aid forms, can be generated through Frontline ESA. In addition, Frontline ESA provides the ability to create student schedules, maintain attendance records, and produce report cards and student cumulative records.

Service benefits include:

In year 1, the MHRIC staff will work with the district to develop an implementation plan which will include converting existing Special Education demographics, where possible; defining district tests, subtests, and services within IEP; develop the IEP format and data entry form along with setting up tables within IEP.

Ongoing support includes updates of IEP documentation, in-person and online training sessions, content workshops, and unlimited telephone and email support.



## ELECTRONIC HEALTH SYSTEMS

### ELECTRONIC HEALTH RECORD (EHR) AND SCHOOL NURSING MANAGEMENT SYSTEMS 605.115

#### SNAP HEALTH CENTER ELECTRONIC HEALTH RECORD (EHR) MANAGEMENT SYSTEM

SNAP Health Center is designed by nurses, for nurses. SNAP is a secure, web-based software suite that simplifies the K-12 school health clinic to improve student health outcomes, save school nurses time, and reduce district liability.

- Eliminate redundant data entry and improve documentation with a simple, point-and-click design.
- Capture student and critical health data from any Student Information System software.
- Expedite workflow, save time, and improve operations with a paperless health clinic.
- Maximize the financial health of your district with integrated Medicaid billing.
- Benefit from innovative solutions designed by school nursing professionals with firsthand insight.
- Streamline communication and access to information among parents, teachers, and district staff.
- Improve student health care through efficient data collection and data-driven results.
- Protect student health data and reduce liability with FERPA / HIPAA compliant software.

MHRIC Support includes: Management of data integrations for districts participating in MHRIC Student Management Services; implementation support; vendor management; and license renewals.

#### FRONTLINE ELECTRONIC HEALTH RECORD (EHR) AND SCHOOL NURSING MANAGEMENT

Frontline's EHR & School Nursing Software supports the school nurse's office by bringing efficiencies and standardizing care for students and staff. With EHR and School Nursing Management, you can ensure consistent documentation; create, execute, and monitor care plans; and track screenings, immunizations, medication administration, staff trainings, and certifications. The system is FERPA- and HIPAA-compliant and even supports health service Medicaid billing in many states, to bring critical funds back into the school district.

- Make documentation easy with custom templates designed around district protocols and every type of health need.
- Easily manage immunizations and provisional admissions, and make the screening process simple, consistent, and fast.
- Effortlessly schedule and administer medication and track prescription inventory.

## CONTACT

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# Electronic Health Systems



## CONTACT

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- Track staff training and certifications, and securely communicate with parents via the Health Portal.
- Report on nearly anything, and quickly identify patterns and trends for early intervention.
- Eliminate redundant and error prone data entry with built-in Medicaid billing codes.

MHRIC Support includes: Management of data integrations for districts participating in MHRIC Student Management Services; implementation support; vendor management; and license renewals.

# Electronic Health Systems



## TESTING AND REPORTING SERVICES

### NEW YORK STATE ASSESSMENTS 605.120

#### ALL-INCLUSIVE TESTING SERVICES PLAN 605.120.001

Enjoy all MHRIC testing services for one flat, RWADA-based fee. Included in this plan is unlimited customer support, issue resolution, roster creation for paper answer sheets and/or course section extracts for Regents, answer sheet (creation, printing, quality control, delivery, scanning, and processing), test status reports, assistance with the test-ordering process, oversight of CBT testing, assistance with reconciliation of discrepancies, exporting and correction of assessment migration errors, assessment cleanup, presentations on and dissemination of information from NYSED, reminders and guidance, archiving of Impact folders and Regents image files, and all end-of-year reports.

- All grades 3-8 Mathematics and English Language Arts (ELA) and grades 5 & 8 Science exams, including CBT and paper-based options.
- All New York State Alternate Assessment (NYSAA) CBT exams for grades 3-12.
- All New York State Identification Tests for English Language Learners (NYSITELL) for Levels 1-8, grades K-12.
- All New York State English as a Second Language Achievement Tests (NYSESLAT) for Levels 1-7, grades K-12.
- All Regents non-secure materials including essay booklets and reference tables.
- Full color individual score reports plus B&W labels for ELA, Math, Science, NYSA, and NYSESLAT.
- All ELA, Math, NYSESLAT, and Science response files.

#### BASIC TESTING SERVICES PLAN 605.120.002

This cost-effective option allows districts to enjoy the majority of MHRIC testing services for one flat, RWADA-based fee, with the option of additional, add-on services. Included in this plan is unlimited customer support, issue resolution, roster creation for paper answer sheets and/or course section extracts for Regents, answer sheet (creation, printing, quality control, delivery, scanning, and processing), test status reports, assistance with the test-ordering process, oversight of CBT testing, assistance with reconciliation of discrepancies, exporting and correction of assessment migration errors, assessment cleanup, presentations on and dissemination of information from NYSED, reminders and guidance.

- All grades 3-8 Mathematics and English Language Arts (ELA) and grades 5 & 8 Science exams, including CBT and paper-based options.
- All New York State Alternate Assessment (NYSAA) CBT exams for grades 3-12.
- All New York State Identification Tests for English Language Learners (NYSITELL) for grades K-12.
- All New York State English as a Second Language Achievement Tests (NYSESLAT) for Levels 1-7.
- Full color individual student reports plus B&W labels for New York State test in Science 5 and 8.

## CONTACT

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# Testing and Reporting Services



## CONTACT

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# Testing and Reporting Services

## OPTIONAL ADD-ON SERVICES FOR BASIC TESTING SERVICES PLAN

### INDIVIDUAL STUDENT REPORTS 605.120.068, 605.120.086, 605.120.088, 605.120.097

- All Regents non-secure materials including essay booklets and reference tables.
- Full-color individual student reports plus B&W labels are available for the following exams:
  - English Language Arts (ELA) grades 3-8.
  - Mathematics grades 3-8.
  - New York State English as a Second Language Achievement Tests (NYSESLAT) Levels 1-7, grades K-12.
  - New York State Alternate Assessment (NYSAA) for all eligible students in grades 3-12.

### ELECTRONIC RESPONSE FILES 605.120.200-211

Response files are available for the following exams:

- English Language Arts (ELA) grade 3
- English Language Arts (ELA) grade 4
- English Language Arts (ELA) grade 5
- English Language Arts (ELA) grade 6
- English Language Arts (ELA) grade 7
- English Language Arts (ELA) grade 8
- Mathematics grade 3
- Mathematics grade 4
- Mathematics grade 5
- Mathematics grade 6
- Mathematics grade 7
- Mathematics grade 8
- New York State English as a Second Language Achievement Tests (NYSESLAT) by district
- New York State Test in Science grade 5
- New York State Test in Science grade 8
- Regents Exams

### DIGITAL RESOURCES PAPER-BASED SURVEY SERVICE 605.135

The MHRIC Digital Resources Paper-Based Survey Service allows districts to print out and scan paper-based digital resources surveys in order to meet the New York State Reporting Requirement. Districts will be provided with pre-populated PDF forms which they may print out, provide to students and parents, and scan. Once scanned, our team will assist the district with quality control and import into the Level 0 Data Warehouse.

### OPTIONAL ADD-ON SERVICE: SPANISH LANGUAGE SURVEY

Although all participating districts in the Digital Resources Paper-Based Survey Service are entitled to a blank Spanish Language version of the survey as part of the base service, districts with high Spanish-speaking populations are encouraged to use this optional add-on service in which Spanish language surveys will also be pre-populated with District and Student information for increased accuracy and convenience.

## **BOCES ASSESSMENT REPORTING SYSTEM (BARS) ON THE WEB ASSESSMENT REPORTING 605.120.300**

With BARS on the Web, test-scoring reports can be generated, printed, or saved beyond those available through the MHRIC NYS Assessment services. Data can be exported, reports filtered to disaggregate on subgroups, and desktop data comparisons can be performed. Multiple years of data are available for analysis and reporting. BARS on the Web uses data at the Level 1 data warehouse to provide comprehensive and up-to-date information. Reports and data will be added as new tests are administered and results become available. Reports for all State assessments are available. Districts purchasing a district-wide BARS license may set up unlimited accounts. Reports available include, but are not limited to:

- Common Data Views (CDV) p-Value Comparison (ELA, Math, Science, Regents)
- Comparison of Performance (ELA, Math)
- Constructed Response Distribution of Points Awarded (ELA, Math, Science, Regents)
- Frequency Distribution (ELA, Math, Science, Regents, NYSAA)
- Frequency Distribution by Teacher (ELA, Math, Science, Regents)
- Individual Extended Response (Regents)
- Individual Item Analysis (ELA, Math, Science, Regents)
- Individual Student Performance Report (ELA, Math, Science, Regents)
- Longitudinal Trend Analysis (ELA, Math, Science Regents)
- Rank List (ELA, Math, Science, Regents)
- Released Questions Performance Report (ELA, Math)
- Learning Standards Analysis (Science)
- English Proficiency Levels (NYSESLAT)
- NYSESLAT Summaries (NYSESLAT)

Service benefits include:

The MHRIC staff will provide phone and email support including assisting with resetting user accounts, security level questions and group user deletion; assist District Data Administrators (DDA) with creating new accounts and training new employees on how to use BARS; assist with annual BARS audits of users; maintain and provide Quick Access documents and Report Guides; monitor report updates and provide annual files, if requested; create documentation for any new report; quality control reports and update districts; work with programmers to update security levels and troubleshoot any errors and update the DDA email list annually and create a Gmail contact list.

# Testing and Reporting Services



## CONTACT

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# Food Service Management Systems



## FOOD SERVICE MANAGEMENT SYSTEMS

### FOOD SERVICE MANAGEMENT SYSTEMS 605.215

The MHRIC supports two Heartland Food Service Management Systems, WebSMARTT and Mosaic. Designed to streamline cafeteria operations, reporting, and data integration, WebSMARTT utilizes SQL server replication to communicate data between school sites, the food service central office, and the MHRIC hosted WebSMARTT server. Mosaic is Heartland's next generation cloud-based platform offering a modern, intuitive interface. Mosaic's features include: Speed-E mode at the POS line, the ability of the Central Office or manager stations to send real-time messages to the serving line cashiers, and an offline mode to seamlessly allow a meal session to continue if the Internet is down.

Heartland systems streamline many of the food service office functions, such as application processing, Direct Certification, and Verification processing. Each system includes built-in utilities for end-of-year rollover. There is an assortment of daily reports available for bank deposits, transaction tracking, sales and meal counts, reimbursements, and for other state and federal reporting requirements. Both systems support the export of free and reduced records for the NYSED data warehouse.

The MHRIC support team integrates the food service management system with other MHRIC-supported district applications, including student management and mass communication systems. Our team provides support for all aspects of system implementation for new districts, including configuration and installation of equipment, training of central office staff, site managers, and cashiers. Ongoing support includes both telephone and remote support as well as continued training opportunities for food service directors and site managers. Using secure remote access software, the MHRIC team is able to connect directly to district food service computers and POS registers to provide real-time assistance remotely. Technical support is also available, as needed.

Heartland also provides an online prepayment and account monitoring solution called MySchoolBucks, which is an integrated sync, and an online application processing solution called MySchoolApps.

The MHRIC provides the following services:

- Consultation and planning with district personnel
- Technical installation/configuration and ongoing support
- Data download and conversion from student management system to initially load the POS system database
- Nightly download of student information from the student management system to continuously and automatically update the student information in POS system
- Nightly download (optional) of the POS system free and reduced data to continuously and automatically update the student management system with appropriate state reporting records for the purpose of updating the NYS data repository
- Application training and support
- Email, telephone, and remote diagnostic support

## CONTACT

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# Food Service Management Systems



- Annual User Group meeting to review software updates, regulatory changes, and best practices
- End-of-year rollover processing
- Start-of-year rollover processing
- FRPL Reporting; Supports sync to SIS for Level O
- MySchoolApps support
- Vending services
- BEDS Day snapshots
- Verification processing
- Direct Certification matching process
- Provide training and support for Summer Food Service Programs

**WebSMARTT implementation is not available to new districts.**



CO-SER 605  
**Business  
Services**

Financial Services

Board of Education  
Services

Employee  
Management  
Systems (EMS)

Mass  
Communication

MHRIIC

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# Financial Services

## FINANCIAL SERVICES

### nVISION SERVICES 605.305

nVision is a comprehensive financial management system designed to improve efficiency and streamline district business operations. Through this service, districts have the flexibility to select the package and/or specific modules that best meet their operational and financial needs.

Once a selection is made, the MHRIC team partners with the district and the vendor to implement the chosen solution, including training for staff and ongoing support.

### nVISION SUPPORT 605.305.031-035

#### FINANCIAL SOFTWARE IMPLEMENTATION & ONGOING SUPPORT

Once a district selects a software package and/or modules that align with its operational needs, the MHRIC team collaborates with both the district and the vendor to implement the chosen product(s). Comprehensive training for district employees is included as part of the implementation process.

Following implementation, district staff receive unlimited access to the MHRIC Financial Services team via phone, email, and virtual support for ongoing software assistance. Our financial services experts also:

- Maintain user permission access to ensure data security
- Conduct user group meetings for collaboration and updates
- Host application workshops and training sessions to support continued learning
- Provide full support for all add-on modules

In the event of a district emergency, MHRIC will provide workspace, PCs, and printers to enable district personnel to perform essential functions such as payroll and accounts payable (AP) check runs.

### nVISION LICENSING 605.305.016-030

The basic package includes five modules: Accounting, Budget, Human Resources, Negotiations and Payroll. Additional modules are also available: Accounts Receivable, Bid, Remote Requisition, and Timepiece. The suite package includes the base package plus Accounts Receivable, Bid and Remote Requisition.

### nVISION - FINANCIAL DATA - HOSTING OPTION 605.305.081-082

To ensure district security, the MHRIC maintains the district's financial data and software on a server located at our location. This includes nightly backups of data, upgrades to the database and server, server maintenance, and software patches to incorporate new features. The district retains the ability to input, access, and maintain its financial information, generate on-screen queries, and print checks and reports using nVision at the district.



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**nVISION SANDBOX ENVIRONMENT 605.305.083**

Have you ever wanted to see how a transaction or process affects your nVision financial system prior to instituting it in production? Now you can with an nVision sandbox environment!

The sandbox testing environment enables a user to test out a new process or try a different way of processing a job without needing to worry about negatively impacting your production data. Because it is a separate environment, utilizing a Sandbox model helps protect "live" servers and their data from changes that could be damaging to a mission-critical system or which could simply be difficult to revert.

This service is a great addition to your existing nVision service as it creates a perfect training environment for both new and seasoned nVision users to get to know nVision without the risk of corrupting your live financial data.

**nVISION - REMOTE REQUISITION PROCESSING  
(Add-on Module) 605.305.036-037**

The Remote Requisition Manager is an additional module that interfaces with the Accounting Manager module of the nVision Series. It enables remote buildings to electronically submit purchase requisitions. Requisitions may be subject to several levels of electronic approval before final submission to the central business office. Online shopping is available. Approved requisitions are then printed with all other centrally approved purchase orders. Remote Requisition Manager allows the remote user to review his/her location's budget codes, requisition status, and account histories. Approval paths prevent the remote user from gaining access to restricted account codes and areas based upon district-assigned permissions.

**nVISION - ACCOUNTS RECEIVABLE (Add-on Module)  
605.305.052-057**

Accounts Receivable is an additional module that interfaces with Accounting Manager. It enables districts to maintain customer information, create invoices, record payments, and produce related reports such as aging schedules, customer histories, and revenue sources. Invoices can be entered on an individual basis, or, if on a recurring basis, can be generated monthly, semi-monthly, or any other cycle the district chooses. On-screen query capability includes invoice status and customer balances.

**nVISION - BID PACKAGE (Add-on Module) 605.305.076**

nVision Bid is a comprehensive software solution designed to automate the manual bidding process for school districts and municipalities by effectively creating and managing bids from initial setup to the award stage. All awarded bids can be conveniently converted into requisitions or purchase orders with full historical analysis. Bid provides a centralized database to easily input bids, maintain vendors, and log bid response activity which complies with legal, regulatory, and report requirements. Bid Administrators have the capability to restrict requestor access and control the types of items requestors can add to a bid. Bid is a fully integrated module with nVision and is also available as a stand-alone application.



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# Financial Services

## **nVISION - TIMEPIECE 605.305.216-221**

Timepiece is a real-time, comprehensive, fully integrated time and labor management software solution that allows supervisors to monitor employees' time and attendance with more accuracy and reliability than ever before. Biometric clocks are custom-programmed to handle multiple jobs and budget codes. Data from Timepiece interfaces with both the Payroll and Human Resources modules.

**NEW**

## **nVISION - TIMEPIECE WEB 605.305.223-234**

Timepiece web is a real-time web-based self-service application, hosted on Microsoft Azure that can be accessed anytime, anywhere, and on any platform. This new module will allow your employees to view their timesheet entry, clock in and out through the web, view attendance balances and punch data as well as submit time off requests. This web-based application is secured through the use of Multi-Factor Authentication.

**NEW**

## **nVISION - nVISION WEB 605.305.903-916**

nVision web is a real-time web-based self-service application that can be accessed anytime, anywhere, and on any platform. This new module will allow your employees to view and download their W-2's and paystubs, submit time off requests, view and update employee demographic information as well as submit payroll claim forms. This web-based application is secured through the use of Multi-Factor Authentication.

## **nVISION - MHRIC PRODUCTION OPTION 605.305.101-110**

The Mid-Hudson Regional Information Center (MHRIC) offers districts a self-sealed W-2 and 1099 production service. W-2 and 1099 forms are ordered through a competitive bid process. Once data is submitted by the district, MHRIC manages the complete production and delivery process. This service includes:

- Production of Final W-2 and 1099 Forms
- Courier Delivery of completed documents to the district
- Forms and Check Ordering Support

This comprehensive service ensures secure, accurate, and timely distribution of critical financial documents while maintaining the integrity and accessibility of the district's financial data.

In addition, this service team assists the network connectivity support team by ensuring nightly financial data backups are securely delivered to and stored at an off-site location, enhancing data protection and system resilience.

## **W-2 PRODUCTION OPTION 605.305.098**

MHRIC staff will generate W-2 forms from data provided by the district, print them on a self-sealing mailer, and deliver the completed packages directly to the district. Any interested district within our four-county region can use this service.



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### **1099 PRODUCTION OPTION 605.305.100**

MHRIC staff will generate 1099 forms from data provided by the district, print them on a self-sealing mailer, and deliver the completed packages directly to the district. Any interested district within our four-county region can use this service.

### **WINCAP SERVICES 605.310**

WinCap is a comprehensive financial system designed exclusively for education programs in New York, New Jersey, and BOCES. This School Administration and Accounting software organizes workflow between Finance, HR, Payroll, and Time and Attendance Labor Management to speed up your processes and improve accuracy.

WinCap lets users manage every aspect of their business and administrative needs in one location. Move between modules seamlessly without duplicating processes or repeating manual entry tasks. Automate time intensive HR, payroll, and timekeeping tasks – from time off requests and approval processes to employee documents, payroll, and taxes.

One of the main challenges facing educational organizations is managing a huge amount of data and reporting accurately to both state and federal regulators. WinCap reporting and dynamic grids make it simple to drill down on specific data and analyze is easier.

### **WINCAP SUPPORT 605.310.031-036**

Once a district has chosen a package of modules that meet their needs, the MHRIC team will work with the district and the vendor to implement the chosen product(s). Training for the employees will be included. Once implemented, the district staff has unlimited access to our financial services team by phone, email and virtual support for software assistance. Our MHRIC financial services experts can maintain permission access for greater district security, or you can choose to keep permission access in-house. MHRIC will work with Harris Solutions to conduct user group meetings, host application workshops and training sessions to assist district users. In the event of district emergencies, the MHRIC will provide space (along with PCs and printers) for district personnel to complete essential payroll and AP check runs.

### **WINCAP - FINANCIAL DATA - HOSTING OPTION 605.310.810**

To ensure district security, the MHRIC maintains the district's financial data and software on a server located at our location. This includes nightly backups of data, upgrades to the database and server, server maintenance, and software patches to incorporate new features. The district retains the ability to input, access, and maintain its financial information, generate on-screen queries, and print checks and reports using WinCap at the district.

### **WINCAP - FINANCIAL MANAGEMENT 605.310**

WinCap's financial management features have been carefully cultivated by working directly with school financial officials that use WinCap daily to navigate the challenges of modern-day school accounting, budgeting, and reporting needs.

# Financial Services



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# Financial Services

Customizable AP Workflows let you take control of the process from beginning to end by automating your accounts payable and purchasing processes. Fully eliminate time-consuming, manual approval processes and safeguard against manual errors.

WinCap's advanced budget preparation module gives you the tools to create, analyze, and maintain your budget. Built-in flexibility and planning features let you forecast multiple budgeting scenarios – allowing you to develop informed “what-if” scenarios to prepare for all budgetary surprises.

WinCap's dynamic grid-based reporting lets you create customizable reporting views down to the column, row, and field. Advanced filtering features give you the tool to drill down on data and better analyze your finances.

## **WINCAP – PAYROLL, TIMEKEEPING AND EMPLOYEE SELF-SERVICE PORTAL 605.310**

WinCap gives your employees the power to manage their own time, payroll info, and work documentation. The Employee Self-Service (ESS) portal provides real-time access to pay stubs, essential work documents, as well as time off balances, accruals, and approval processes.

WinCap simplifies the typical payroll process by providing smart tools, custom workflow automations, and an easy-to-use interface. Stay compliant with state and federal regulations with one-click state reporting.

With WinCap Timekeeping you can easily collect punches, pull hours into payroll, and provide a hassle-free experience to your staff. Our timekeeping solutions can quickly verify and adjust hours while auto-populating calculated payroll with a single click.

Give your employees access to view leave balance/history, current benefit elections, deductions, and direct deposit information. This streamlines processes for human resources and payroll departments.

## **WINCAP – HR, ONBOARDING AND DOCUMENT MANAGEMENT 605.310**

Take control of your full human resources processes– from hiring, onboarding, and documentation to career advancement, contract management, and retirement.

WinCap's Human Resources solutions give you a comprehensive view of your entire workforce. Manage essential employee information, historical data, and other important aspects of an employee's lifecycle.

Guide new hires through the complete onboarding process. Create curated workflows designed for new employees to complete employee documents, sign contracts, and review important onboarding resources. Once completed, smoothly transition the new hire to the Employee Self-Service (ESS) portal for access to their pay, documents, and more.

Gain easier access to your important documents, eliminate costly paper filing systems, and secure sensitive information with WinCap's document management features in ESS and Onboarding.

## **AFFORDABLE CARE ACT SUPPORT SERVICE 605.315.000-002**

The Affordable Care Act (ACA) remains a vital compliance requirement, mandating timely and accurate reporting from employers on offers of coverage to employees. To assist districts in meeting these critical obligations, MHRIC has partnered with a trusted provider, Daybright Financial to offer comprehensive support for ACA reporting mandates.

The provider collaborates directly with MHRIC and district staff to:

- Identify which employees require coverage
- Prepare and file all necessary ACA forms
- Produce and mail IRS Form 1095-C to employees on behalf of the district for an added fee

Additionally, the provider supports districts in implementing and maintaining plan compliance and policies, while monitoring ongoing employee activity across salary, hourly, and variable-hourly classifications. This service helps ensure your district stays compliant with ACA requirements efficiently and accurately, reducing administrative burden and risk.

### **ACA Service Update - Automated Data Extracts for 1095 Form Production:**

MHRIC, in collaboration with our vendor partner and the MHRIC programming team, is introducing an automated data extraction service to streamline the production of accurate 1095 forms. This new service is designed to save your district staff valuable time by automating the extraction of key data elements required for ACA reporting.

Please note that while this service automates much of the data retrieval, some information cannot be extracted directly from your financial system. District-level staff will still need to provide certain data items to Daybright Financial to ensure the completion of monthly and quarterly data tracking for final 1095 Form Production.

This enhancement aims to reduce manual workload and improve the accuracy and efficiency of ACA reporting for your district.

## **ACA 1095-C PRODUCTION OPTION 605.315.004**

MHRIC staff will generate 1095 forms from data provided by the district, print them on a self-sealing mailer, and deliver the completed packages directly to the district. Any interested district within our four-county region can use this service.

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# Board of Education Services

## BOARD OF EDUCATION SERVICES

### SCHOOL BOARD MEETING MANAGEMENT 605.205.001-009

As districts strive to keep their communities informed with up-to-date initiatives and accountability information, having access to a centralized online management system is essential. MHRIC supports two leading platforms—Simbli and Diligent Community—that enable districts to efficiently manage and share both private and public-facing materials.

**Simbli** provides a suite of integrated modules that help boards streamline operations, improve productivity, and maintain focus on strategic priorities. Districts can purchase modules individually to fit their specific needs, or as a complete suite for full integration. The six modules include:

- Meetings – Manage agendas, minutes, and meeting workflows
- Policy – Organize and track board policies
- Planning – Align strategic goals and initiatives
- Evaluations – Conduct performance evaluations
- Communications – Facilitate internal and external messaging
- Documents – Securely store and manage district documents

All modules are designed to work seamlessly together to enhance collaboration and transparency.

**Diligent Community**, the next generation BoardDocs platform, is a robust, cloud-based governance and civic engagement platform for public organizations. Diligent Community allows you to:

- Simplify agenda creation and meeting management, especially in hybrid environments, significantly reducing preparation time and streamlining complex governance tasks.
- Automate workflows for agenda creation, approvals, and publishing.
- Foster public trust with real-time access to meetings and documents via a centralized transparency website.
- Streamline Policy Lifecycle Management: Accelerate collaboration, approval and public access by managing policies from draft to publication in one unified workflow.

With its intuitive interface, Diligent Community empowers administrators and leaders to focus on their mission while effectively engaging with the public on critical community issues. Diligent even offers a Livestream Manager add-on so you can broadcast public meetings directly to your district website.



## EMPLOYEE MANAGEMENT SYSTEMS

### EMPLOYEE MANAGEMENT SYSTEMS (EMS) 605.320

The MHRIC supports the SchoolFront Employee Management System. Track your employees from application through retirement using software specifically designed for school district Human Resources departments. Everything from creating job opportunities and interviewing, new employee onboarding, professional development, APPR tracking, evaluations, and secure file storage is available. Systems integrate with some financial systems and online recruiting sites. Applicants can access the sites from school district websites.

#### Service benefits:

During the implementation phase, the MHRIC team will work with the district to develop a rollout plan to set up the application and train employees. Once the product is implemented, the MHRIC team provides ongoing virtual, telephone and email support; individual and group training; new employee application training; troubleshooting of application issues; assistance with solving district-related software-specific issues and user group meetings to review procedures and introduce new application features.

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# Employee Management Systems



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# Mass Communication

## MASS COMMUNICATION

### **AUTOMATED CALLING: BROADCAST MESSAGING 605.225**

Mass Communication Systems provide a means for school districts to communicate with families, staff, and other stakeholders. The MHRIC supports two Mass Communication Systems, SchoolMessenger Communicate and ParentSquare. These versatile platforms facilitate a wide range of communications, from emergency notifications, transportation notifications, automated attendance and food service account balance alerts, to newsletters, teacher-parent messaging and community outreach. Messages can be delivered via multiple channels, including phone, email, SMS text, social media, and dedicated apps, while allowing parents, guardians and staff to personalize their delivery preferences through mobile and online applications.

The MHRIC support team ensures a smooth implementation process by working as a liaison and overseeing the data integration from your Student and Financial Management Systems into the Communication System. Implementation support includes guidance and assistance in setting up the system to best meet the unique communication needs of each district. Initial training is provided for key staff responsible for using the system.

After implementation and training is complete, the MHRIC support team provides ongoing support via email and phone to answer questions, assist with the use of the system, provide additional training beyond the basics, and provide training and troubleshooting support for new users.

### **WEB CONTENT MANAGEMENT SYSTEM 605.226**

The MHRIC supports two Web Content Management Systems (CMS), including SchoolMessenger Presence and ParentSquare Smart Sites. Both platforms are fully compliant with ADA and FERPA standards and feature fully responsive designs. They can be integrated with emergency notification systems, custom mobile applications, and social media platforms to enhance communication and accessibility.

These systems provide real-time editing capabilities, enabling non-technical users to easily create, edit, and manage website content, files, and images. In addition, these systems also include sophisticated modules that streamline workflow management.

MHRIC support includes contract negotiation, budget preparation, procurement, district support requests, and project management, all tracked via the MHRIC Support Tracking Database. The MHRIC support team serves as a liaison between the district and vendor, ensuring smooth implementation and ongoing maintenance. Additionally, member districts are invited to annual user group meetings to collaborate, share experiences, and discuss enhancements to CMS functionality.



CO-SER 605  
**Security and  
Network  
Services**

Physical Security  
Services

Data Security  
Services

Network Services

MHRIC

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# Physical Security Services

## PHYSICAL SECURITY SERVICES

### SECURITY BASE SERVICE 605.224.001-013

The MHRIC Security Service offers a range of technology solutions and options for schools that wish to secure their campus with state-of-the-art, IP-based Video Cameras with image recording capability, Door Access Control, Visitor Management Systems, and more. The focus of this service is to provide technology solutions, utilizing existing resources and network infrastructure where possible, to keep students and staff safe, and bring awareness of vital security planning, training, and best practices. All districts must belong to the base service of this Co-Ser in order to purchase any physical security services.

This service includes:

- The MHRIC staff will work with the district and vendor to plan a vendor analysis of your existing network infrastructure to support security systems, identification of security needs by building, and recommendations for security systems on your campus.
- Contract administration.
- Procurement, vendor and/or MHRIC installation, training, and ongoing Help Desk support for the technology solutions selected.
- Help Desk assistance with problem solving and call routing to network experts.
- Presentations and communications from security experts to stay abreast of new technologies, procedures, and methods that schools can adopt to keep their students and staff safe.
- School Security Regional Collaboration Committee (SSRCC) meetings for members authorized by their Superintendent to share lessons learned while implementing security systems, as needed.

### VIDEO SURVEILLANCE SYSTEMS (INCLUDES CAMERAS, STORAGE, VIDEO MANAGEMENT SOFTWARE)

This service provides an interior and exterior IP Video surveillance system for school district buildings and grounds. The system can be integrated into the district's existing IP network infrastructure. Cameras may be monitored in real time from multiple locations, and playback of stored video is available as needed.

A variety of cameras are available including: static mounts, pan tilt zoom (PTZ), infrared, exterior weather protected, vandal resistant, and digital zoom. Video recordings are stored on a Network Video Recorder (NVR), located in the district. Access to the district's images is secure and password protected.

### ACCESS CONTROL SYSTEM (INCLUDES BADGE READERS, DOOR STRIKES & CONTACTS, AIPHONE INTERCOMS, AND ACCESS CONTROL MANAGEMENT SOFTWARE)

The Door Access Control Service provides perimeter security for exterior entrances, although, depending on the need, interior doors may also be protected for high value or sensitive locations. The system may be accessed by several means, including proximity cards or key fobs, swipe cards, bar codes, or biometric readers. The system is protected from power outages by battery backup. In the event of a power failure, all doors will be "fail closed" to maintain security. There is the provision for student ID cards to be incorporated into the security door system, if appropriate.



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## SECURITY COMMUNICATION TWO-WAY RADIOS 605.224.150-151

Security tools such as radios and indoor/outdoor positioning locator technologies are available through the Security Service. These tools allow district administrators to communicate important information with a click of a button via WiFi functionality and/or communication platforms using a private frequency. There are many products and communications options available, such as:

- Custom-designed systems to meet budget and district requirements.
- Radios operating as both analog and digital, providing flexibility.
- First-responder integration.

One-to-many communications, with the ability to expedite urgent communications, is available.

## VISITOR MANAGEMENT SERVICES 605.224.008-009

Visitor management systems (VMS) help schools keep unwanted visitors out, while tracking those they allow in their building. Simply scan a visitor's driver's license (or other state issued ID) and the system instantly screens for registered sex offenders, domestic dispute offenders, and other trespassers. When a visitor is cleared, the software prints a badge with the visitor's information and destination in the school building.

The MHRIC has several different VMS options for schools. Systems can include web-based access; and in the event of a potential threat, the ability to instantly alert designated officials, such as administrators and law enforcement, via email, text messaging, and/or paging. VMS software can also be used to track and report volunteer hours. Products and vendor services are chosen via an RFP process each service year to obtain the best pricing possible for member school districts.

Please contact the Physical Security Manager for more details.

## EMERGENCY MANAGEMENT SERVICES 605.224.100-105

MHRIC is pleased to announce a new partnership with Everbridge, Inc. Everbridge has been a New York State trusted provider of emergency mass notification services since 2017. They have a proven track record of delivering reliable, scalable, and innovative solutions that ensure timely and effective communication during emergencies.

In times of crisis, having a centralized emergency management system is critical to ensuring the safety of staff, students, and emergency personnel. A modern, all-in-one solution can significantly improve preparedness, communication, and response—ultimately helping to mitigate the impact of emergency situations.

Key features and benefits include:

- Real-Time Alerts & Notifications: Instantly notify staff, students, and emergency responders through a mobile app, desktop or laptop, web portal, or personal device.
- Centralized Cloud-Based Control: Manage drills, active incidents, and reunification efforts from a single, user-friendly platform that keeps all stakeholders informed and aligned.

# Physical Security Services



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# Data Security Services

- **Seamless Multi-Device Access:** Whether on campus or offsite, users can access critical tools and communications from any device to ensure continuous coordination and situational awareness.
- **Preparedness, Response, and Recovery:** Reinforce your district's culture of safety by streamlining emergency planning, execution, and post-incident recovery—reducing compliance risks and enhancing confidence among staff and families.
- **Support for Reunification Processes:** Facilitate safe and efficient student-family reunification following an incident with digital tools that provide structure, tracking, and accountability.

This system is a powerful addition to any district's security strategy, fostering trust and coordination between school personnel and first responders. With enhanced visibility, real-time communication, and end-to-end support for all phases of emergency management, your district will be better equipped to protect its most valuable asset—its people.

## DATA SECURITY SERVICES

### DATA PRIVACY

#### REGIONAL DATA PRIVACY AND SECURITY SERVICE 605.708

The MHRIC provides data security and privacy tools alongside expertise to support districts in the region to meet their data security challenges. A major benefit of this service is the increased confidence of school boards, faculties, parents, and students in their district's ability to protect their data. This service supports district compliance with New York State's Common Core Reform Act, Education Law 2-d. Key features include:

**SDPC:** The 12 Regional Information Centers (RICS) have been working in partnership with NYSED to develop a new centralized and standardized structure to support districts in accessing Data Privacy Agreements (DPAs) called the SDPC (Student Data Privacy Consortium). Using this structure, educational agencies are able to piggyback on existing DPAs with vendors that include terms to address the Family Education Rights and Privacy Act (FERPA), New York State Education Law Section 2-d (Ed Law 2-d), and other data privacy requirements.

**Online Training:** Web-based security awareness training that follows a structured outline, including a formal assessment and printable certificate of completion, is offered for district teachers or staff.

**Digital Digests & Archived Digests:** Newsletters are available on the topic of data privacy and security featuring current information, effective strategies, best practices, and leadership resources. Digital blasts are used to keep districts informed on the latest developments in the field.

**DPO Download:** The DPO Download provides NYS School DPOs with insightful interviews, threat landscape updates, and peer spotlights for further support.



## **PHISHING TESTS AND STAFF AWARENESS TRAINING 605.706.001-003**

The MHRIC Phishing Security Audit Service provides access to online training programs that staff may complete at their own pace. The concepts and examples will educate staff about the types of emails they may wish to delete or bring to an administrator's attention. Staff awareness training is the most effective and most economical way to fight cyber attacks. Through a combination of periodic email phishing tests sent to your staff, as well as online security awareness training, you can dramatically improve your defenses against a network, data, or cyber attack. The service also provides detailed phishing participation reports, which are generated and sent to your district for review and potential follow-up.

## **CYBERSECURITY MONITORING & INCIDENT RESPONSE 605.706.004**

The MHRIC Cybersecurity Monitoring and Incident response provides a complete end-to-end solution to school districts and municipalities by leveraging cutting edge threat hunting technology, ground breaking artificial intelligence (AI), and skilled cybersecurity analysts. The service provides real time protection 24 hours a day, seven days per week. Some key aspects of the service are:

- Provides a proprietary Network Detection and Response (NDR) appliance to threat hunt in your environment
- Managed Detection and Response (MDR) to monitor the environment and take preventative action
- Email and Office Protection (prevents threats from entering your user's inbox)
- Has optional Endpoint, Patch Management, & Virtual Private Network (VPN) services available
- Is completely vendor agnostic and does not force a district or municipality to replace their existing network hardware
- Is completely agentless, allowing all network devices to be seen and that traffic analyzed including bring your own devices (BYOD); such as, Chromebooks, iPhone, Android, heating, ventilation, and air conditioning (HVAC), and camera systems
- Provides real time analytics on applications running in the environment and the risk associated with them
- Operates as a Security Information and Event Management (SIEM) product
- Completes much of the National Institute of Standards and Technology (NIST) SI-4: Information System Monitoring sections of the framework
- All network traffic is run through antibot, antivirus, intrusion prevention system (IPS), and threat emulation engines
- Blocks threats in real time
- Integrates and ingests logs from existing district tech such as firewalls, endpoint protection, etc.
- Analyze email systems and prevent malicious content from hitting the user's inbox
- Includes incident response hours to assist in mitigation should an incident occur
- Provides cleanup tools for compromised Windows, Mac, and Linux hosts

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# Data Security Services



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# Data Security Services Network Services

- Provides vulnerability information on hosts within the environment
- Ingest indicator of compromise (IOC) feeds from numerous sources including Multi-State Information Sharing and Analysis Center (MS-ISAC)

Proof of Concepts (POC) are available for 30 days at no cost.

*In an ever-changing world, we are faced with an increasing responsibility to implement information security policies, guidelines, and procedures. The MHRIC can provide expertise in telecommunications and network security, information security, security management practices, virus protection, content filtering, and intrusion detection for wired and wireless networks.*

## SUPPORT TO CLOUD-BASED SERVICES 605.702

The MHRIC provides support to secure cloud-based services for productivity, access management, identity management, and collaboration needed to run a district. These products are available through the RIC-only contracts and provide consortium pricing and data privacy agreements. This includes: Google Workspace, Microsoft 365 Education, Classlink, JAMF, Remind, Finalsite (Blackboard), Lightspeed, and Zoom..

Contact: [helpdesk@mhrhc.org](mailto:helpdesk@mhrhc.org)

## NETWORK SERVICES

### OUS WAN SERVICE 605.605

This service provides Wide Area Network (WAN) capacity that inter-connects district buildings at bandwidths ranging from 100 Mb/s to 10 Gb/s (based on district preference and availability). It also connects the district hub to the county hub, allowing access from the district to other locations within the Mid-Hudson region and the Internet. Presently this service is only available to school districts located in Orange, Sullivan, or Ulster counties.







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