



Service Level Description

BOCES Support and Coordination

IEP DIRECT/RTIM DIRECT

OVERVIEW

This document represents a Service Level Description (SLD) between subscribing Local Educational Agencies (LEA) as the subscriber, and the Northeastern Regional Information Center (NERIC) as the provider, for the provision of the **IEP Direct/RTIm Direct** service. The document outlines the parameters of the service as it is mutually understood.

SERVICE DESCRIPTION

NERIC is currently providing these services for The Centris Group's series of special education management-related products: IEP Direct, RTIm Direct, Medicaid Direct, Automated Data Warehouse Extracts, Medicaid Toolkit, Document Repository and Centris Sync. These Web-based administrative software products are designed to assist districts in managing information about students with disabilities and other special needs.

From fully compliant IEPs and an intuitive report wizard to a Medicaid billing and revenue recovery system, the Centris Suite of products offers educators the tools to work with students in a simple and effective way.

Billing Code

CoSer: 604-7710

Service Code: 604.521

Pricing

Pricing for the **IEP Direct/RTIm Direct** service is based on NERIC's 2016-2017 service costs and is subject to adjustment based on additions or removals.

GOALS & OBJECTIVES

The goal of this document is to ensure that the proper elements and commitments are in place to provide consistent service support and delivery to the subscribers of the **IEP Direct/RTIm Direct** service. The objective of this Service Level Description is to clearly articulate the roles and responsibilities of the NERIC as a service provider and the LEA as a service subscriber.

CONTACT INFORMATION

Jeffrey Luks, managing program coordinator II, Student Services, (518) 862-5381 or jeffrey.luks@neric.org



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SERVICE DETAILS

SERVICE SCOPE

This service provides a level of support for the Centris Group’s special education software you have purchased through NERIC. It is the vendor’s responsibility to provide regular day-to-day support for their product.

SERVICE PROVIDER AND SUBSCRIBER RESPONSIBILITIES

	NERIC Responsibilities	LEA Responsibilities
Global Administrator		<ul style="list-style-type: none"> Ensures a key LEA staff member is identified as a single point of contact for both LEA internal staff as well as the Vendor Support Team
User Security	<ul style="list-style-type: none"> NERIC will provide best practices on Data Security 	<ul style="list-style-type: none"> All input and maintenance of User Security in application Implement LEA confidentiality policies Disable access for users who have left the LEA when LEA maintains user security
Training		<ul style="list-style-type: none"> Vendor is responsible for all training on the software Global Administrator and other applicable staff will attend all appropriate trainings Identify staff to receive training on use of software
Data Integration	<ul style="list-style-type: none"> NERIC will provide guidance on how to best set up data in the SMS that will allow for the pulling of accurate information for the student demographic data as needed NERIC will arrange to automate the extraction of the appropriate data 	<ul style="list-style-type: none"> Clean data is required for successful implementation of the data integration LEA will be responsible for student demographic data in the SMS
Software Support	<ul style="list-style-type: none"> NERIC is not responsible for software support, but if the vendor is not supplying adequate support to the LEA, NERIC will intervene on the LEAs behalf 	<ul style="list-style-type: none"> LEA will contact the vendor for all software support



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SERVICE MANAGEMENT

SERVICE ONBOARDING

The vendor is responsible for working with the LEA to correctly and appropriately on-board the modules the LEA purchases

SERVICE AVAILABILITY/COVERAGE PARAMETERS

The goal of IEP Direct/RTIm Direct is to provide the subscriber with access to enterprise-level, cost-effective and efficient support.

- The NERIC is responsible for assuring the delivery of services during core business hours (each weekday from 7 a.m. to 5 p.m.). This does not include after-hours, weekend and/or holiday support, however the NERIC will make a best effort in providing support for board meetings and/or other scheduled special events, as requested and applicable.
- Subscriber will provide sufficient notice of planned technology initiatives to ensure timely completion. In cases where sufficient notice is not provided by the subscriber, reprioritization of incidents/service requests may result in delayed service delivery times.
 - In instances where the NERIC is unable to meet *subscriber requested service delivery dates*, subscribers may have the option to purchase additional resources. Additional service charges may apply.
- Non-standard services may require project planning, with the appropriate NERIC service provider, to determine project costs and delivery dates.

SERVICE REQUEST PROCEDURES

Incidents and Service Requests

The vendor is responsible for all regular day-to-day support. If you are not getting appropriate satisfaction from the vendor or you feel it is an issue NERIC is responsible for, the process for all subscriber incidents and service requests begin with a ticket submitted through the ServiceNow self-service portal, <https://bocescr.service-now.com/> or by phone at (518) 862-5400 or (800) 205-0735.

- **Incidents** - Application(s)/technology inquiries that require troubleshooting/response.
- **Service Request** - A new technology initiative where subscriber and service provider must determine the scope of work and service to be delivered.



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INCIDENT RESOLUTION TIMES

It is the expectation that NERIC, as the service provider, will respond to customer service requests within four hours (during scheduled business hours each weekday from 7 a.m. to 5 p.m.) of receiving the request. This does not mean that the ticket will be resolved in that time period, but the customer will receive a response that the NERIC is aware of the request and will facilitate a solution in a timely manner, allowing for triaging of incidents.

The Incident Resolution Schedule (below) shows the incident priority, target assignment, target status update and target resolution time for a subscriber's documented incidents. Each incident is defined as:

Priority - The NERIC Contact Center assigns a priority to every incident or service request that is initiated. The **NERIC Prioritization Model** is used to ensure a consistent approach in defining the sequence in which an item needs to be resolved and to assign appropriate resources.

Under the **NERIC Prioritization Model**, priority assigned to a ticket depends upon:

1. Impact on the business: Size, scope and complexity of the incident
2. Urgency to the business: Time within which resolution is required
3. Resource availability (NERIC, district, vendor)
4. Expected effort in resolving or completing a task (NERIC, vendor, contractor)

Target Assignment Time - the total time from ticket creation to the time that the ticket is assigned to a technical resource responsible for resolving the incident.

Target Status Update Time - the time interval that the Service Desk has to update the ticket status for the customer who reported the incident.

Target Resolution Time - the total time from ticket creation to incident resolution and restoration of service to the user. Service may be restored either by a workaround or by a permanent solution. NERIC strives to resolve ninety percent of incidents within the timeframe specified for each priority. Resolution times are measured in business hours unless otherwise specified and include:

Priority	Target Assignment Time	Target Status Update Time	Target Resolution Time
Critical	10 Minutes	Every 60 minutes or as agreed upon by customer	4 hours
High	1 Hour	Every 2 hours or as agreed upon by customer	8 hours
Moderate	4 Hours	Upon request	28 hours
Low	16 Hours	Upon request	32 hours



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ESCALATION PROCEDURES

Begin the escalation process when:

- You have not received a response to incident or service request within four hours or as defined in the Incident Resolution Schedule above.
- The response you received to your incident or service request is unsatisfactory.

The escalation process begins by calling the contact listed in Escalation Step 1 (below).

If after completing Escalation Step 1, you do not receive a response within the specified Target Resolution Time above, proceed to the next Escalation Step.

ESCALATION CONTACT LIST

Escalation Step 1: Jeffrey Luks, managing program coordinator II, Student Services, (518) 862-5381 or jeffrey.luks@neric.org

Escalation Step 2: Roxanne Pombrio, NERIC Assistant Director, (518) 862-5427 or roxanne.pombrio@neric.org

Escalation Step 3: Dale Breault, NERIC director, (518) 862-5424 or dale.breault@neric.org

MAINTENANCE SCHEDULE(S)

It is the vendor's policy to schedule Centris software updates and maintenance during the weekday hours of 5 p.m. - 7 a.m. and on weekends. Subscribers will receive a minimum five days' notice prior to scheduled updates. There may be occasions, due to the urgency or severity of the update, that this policy will be overridden and updates and/or maintenance will be performed during the hours of 7 a.m. - 5 p.m. on weekdays with less than five days' notice.

DATA CONFIDENTIALITY ASSURANCES

Service Provider Responsibility:

Please be advised that subscribing to this NERIC service authorizes NERIC to access student PII or confidential teacher or principal data (hereinafter referred to as "confidential data").

NERIC does not sell or release confidential data for any commercial purposes. Access to confidential data is restricted to approved and authorized staff only, and access to servers containing confidential data is controlled through the use of a firewall, secure networks and user directory service permissions.

In addition, NERIC will ensure that all subcontractors or other third party vendors will sign appropriate non-disclosure agreement and/or confidentiality agreements.



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After a contract is terminated, NERIC will destroy all copies of relevant databases and related internal backups will be destroyed within thirty days. Any physical data will be stored for the time period required by law, and then destroyed.

Any breach of the NERIC's confidential data that compromises the security, confidentiality or integrity of confidential data will be promptly reported by the NERIC to the superintendent of the school subscribing to the service, to the BOCES Information Security Officer, to the BOCES District Superintendent and to the New York State agencies as required by Education Law section 2-d; State Technology Law, section 208; and Labor Law section 203-d.

PERIODIC REVIEW

Provider and subscriber will review the Service Level Description bi-annually (or as required) concurrently with the acceptance of the annual BOCES Final Service Request (FSR)/Annual Service Contract (AS-7).

- This document is governed by the operating procedures and policies as outlined in the NYSED BOCES Administrative Handbook.
- Customers may request a review of the service level description at any time by contacting their service level manager and/or Technical Account Manager (if applicable).
- The Service Level Description will require a review under any of the following conditions:
 - a significant and/or sustained change to the delivery of services.
 - a significant change or departure from the agreed upon Service Level Description and/or comprehensive technology inventory.

This document is valid from the effective date outlined herein and is valid until further notice.

EFFECTIVE DATE: _____

PREVIOUS REVIEW DATE: _____

NEXT REVIEW DATE: _____

SUBSCRIBER ACKNOWLEDGMENT (SIGNATURE): _____

PROVIDER ACKNOWLEDGMENT (SIGNATURE): _____