Level 1 Host-Child (L1HC) Relationships Application User Guide

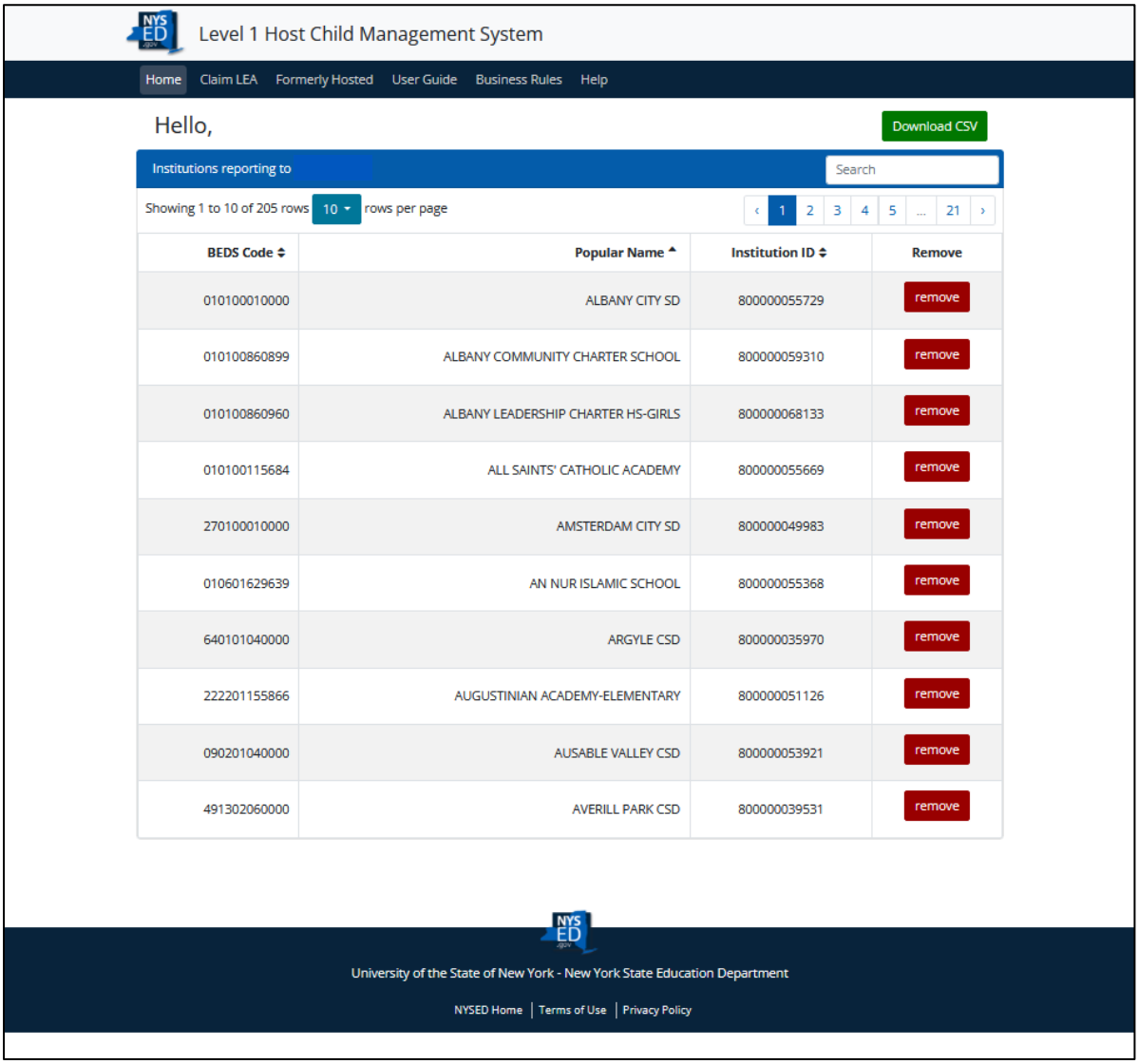
INTRODUCTION

An overview of Level 1 Host-Child relationships L1HC and its business rules is posted on the Information & Reporting Services (IRS) website on the L1HC Resources page. This includes a definition of L1 Hosts, a definition of hosted "child" LEAs (local education agencies), a link to the L1HC file specifications along with other resources and support.

As noted on the L1HC Resources page (link above), users must have an account in SEDDAS and have been granted access to the (L1HC) application by their Level 1's SEDDAS Delegated Administrator (DA) or Entitlement Administrator (EA). Please review the L1HC resources above as needed.

HOME PAGE

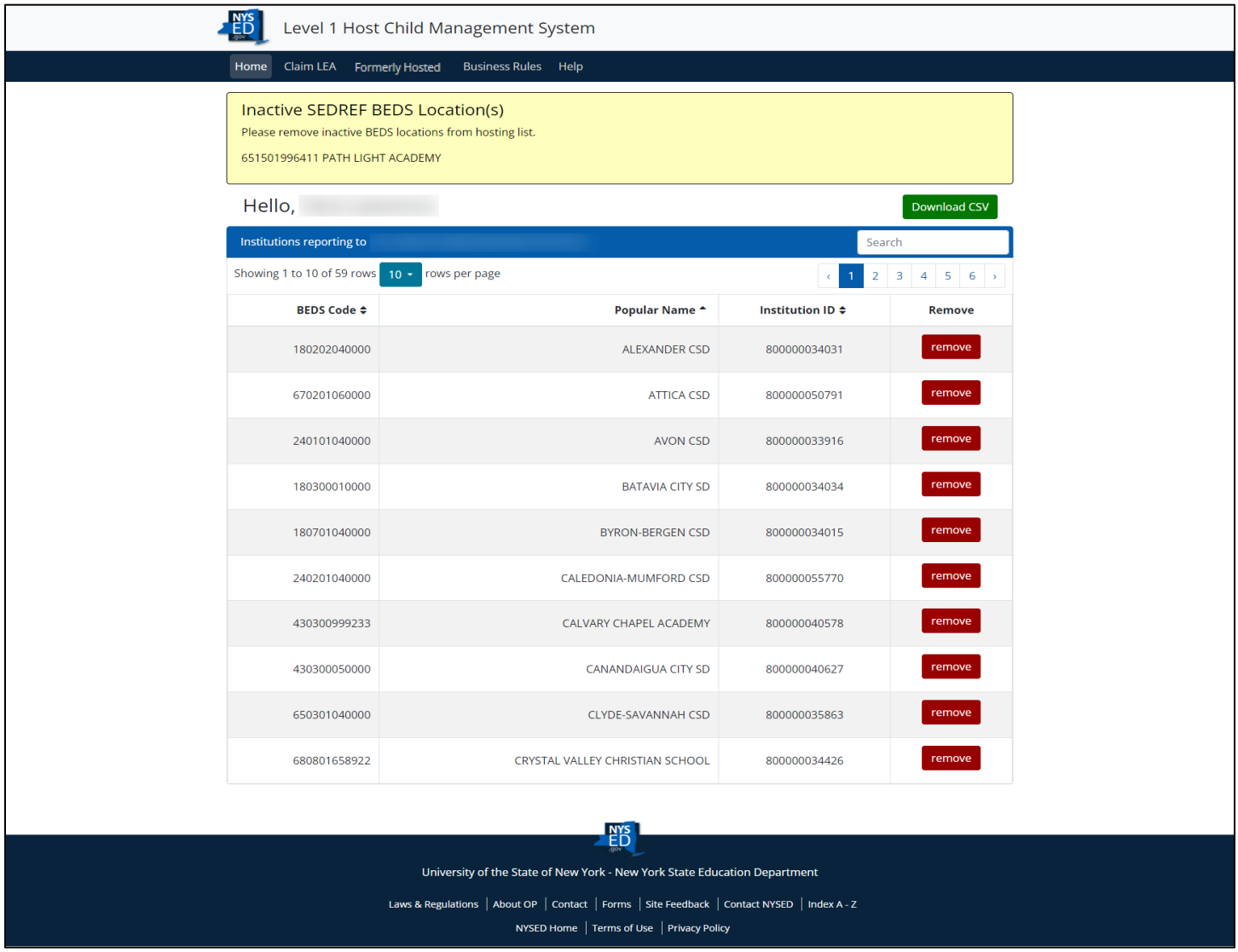
- After the Level 1 user successfully logs into the NYSED Business Portal and chooses the L1HC application, they will be directed to the L1HC Home page where they will see a list of their hosted LEAs.
- The list of LEAs can be sorted by BEDS Code, Popular Name, or Institution ID. (This list can be downloaded by clicking the "Download CSV" button located above the Search tool.)



INACTIVE BEDS

Occasionally (typically at the start of a School Year), an institution will have Closed/become inactive. If an inactive BEDS location is found in a L1 Host's LEAs, they will receive a yellow banner at the top of their screen alerting them to remove the inactive location.

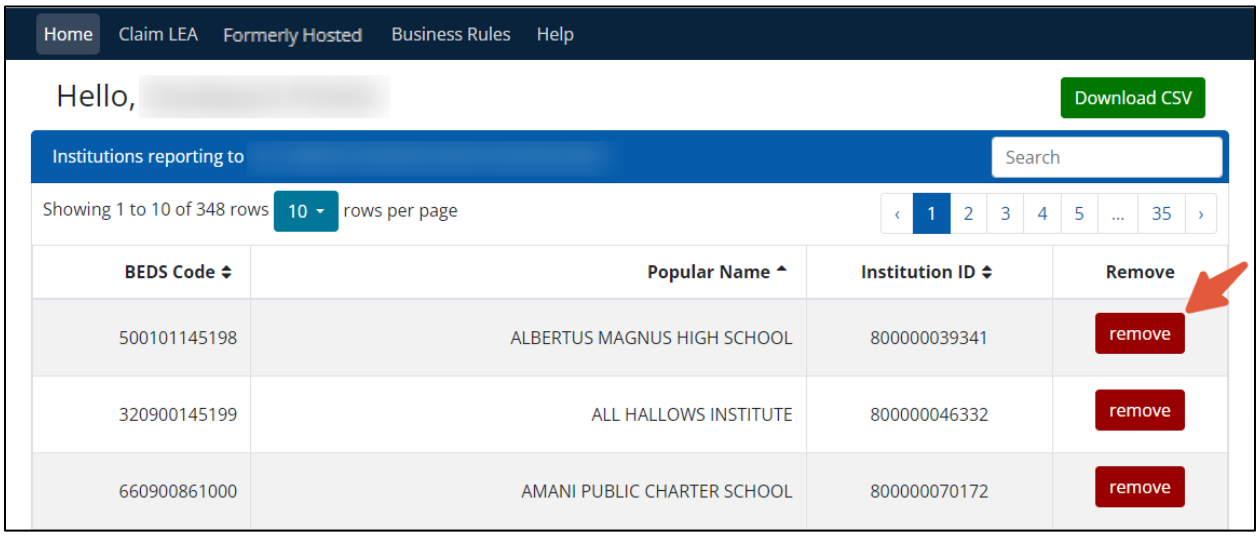
- The L1 should use the Remove button (far right column) to drop that LEA from their hosted list.
- After completing the removal process, the host list will be updated accordingly, and the alert will no longer appear.



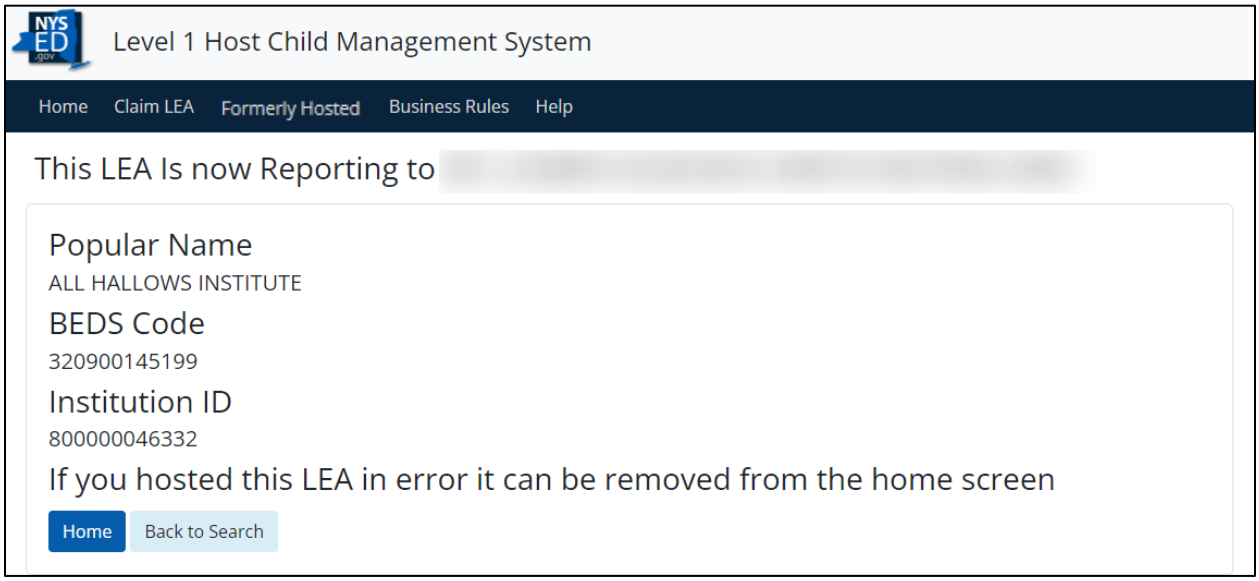
REMOVING A HOSTED LEA

When an LEA is no longer contracting for services from a Level 1 host, they should be removed from that L1's hosted list. To remove an LEA from the list, follow these steps:

- Use search field to locate LEA. You can search by Name or BEDS Code.
- Click the "Remove" button to release this location from your list of hosted institutions.

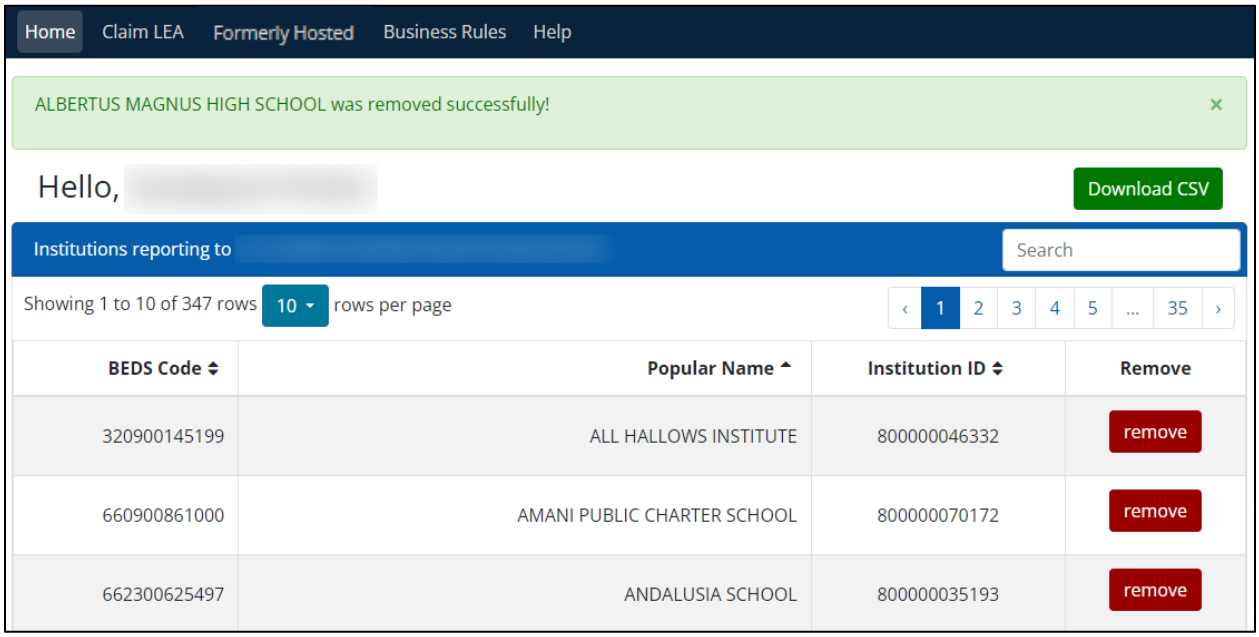


If an LEA was removed in error, click "Home" to navigate back to the main screen. Use the Search tool to bring up the location you want to add back. (See "Adding an LEA" for details.)



CONFIRMATION PAGE AFTER LEA REMOVAL:

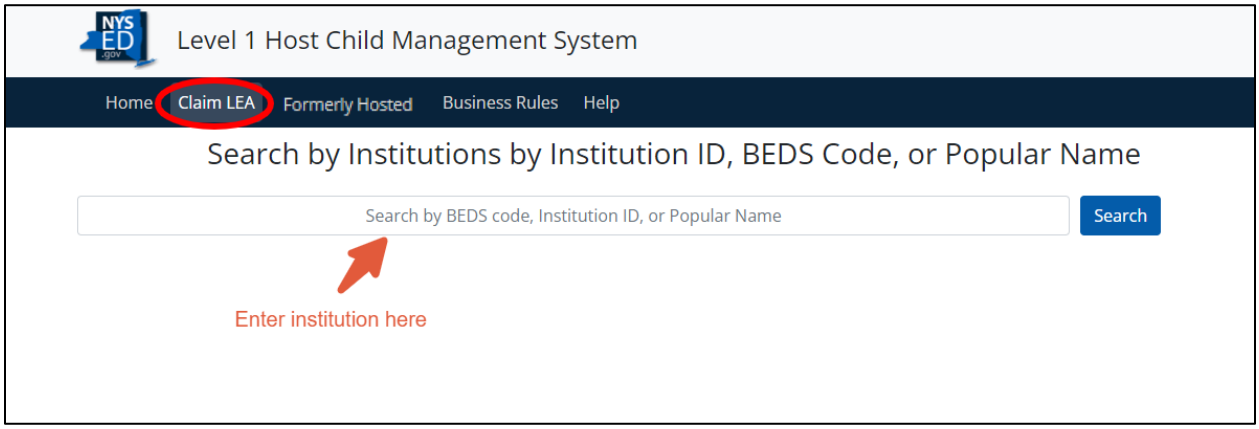
- After clicking "Remove" to release the LEA hosted in error, an alert message will be displayed asking for confirmation of the removal.
- Upon confirmation, the requested LEA will be released, and a green confirmation banner will be displayed, indicating the LEA has been successfully removed.



CLAIM LEA

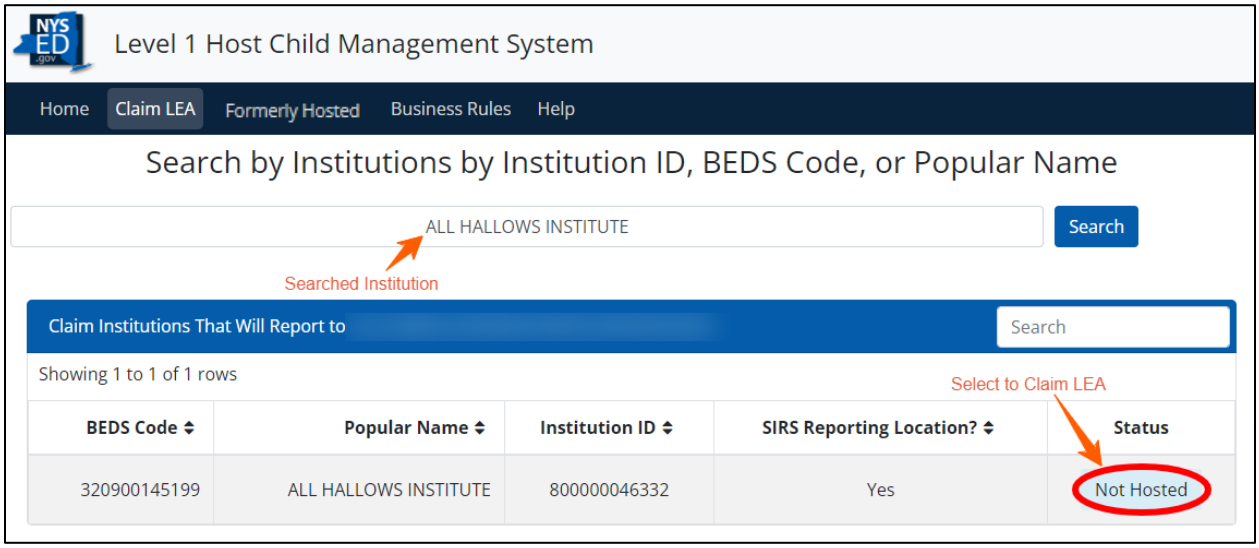
HOST AN LEA:

- To host a new location, select Claim LEA from the top menu bar.
- The user will be brought to a page that will allow them to search by Location BEDS code, Institution ID, or Popular Name.
    - NOTE: A Partial search using BEDS code, Institution ID, or Popular Name will yield all relevant matches.

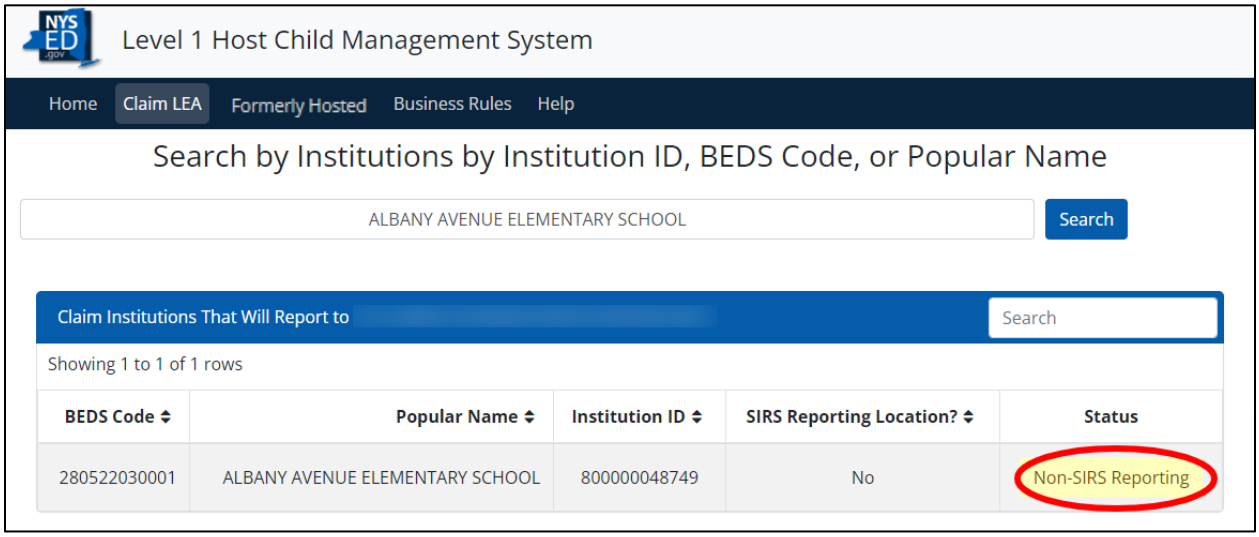


LEA SEARCH BY INSTITUTION:

- If the location has already been claimed, the hosting RIC will be displayed in the Status column. (e.g.- “Hosted by LHRIC”)
    - You may submit a request to host that location by clicking “Hosted by…”, displayed in the status column.
- If the status is " Not Hosted”, click "Not Hosted" to claim the institution.

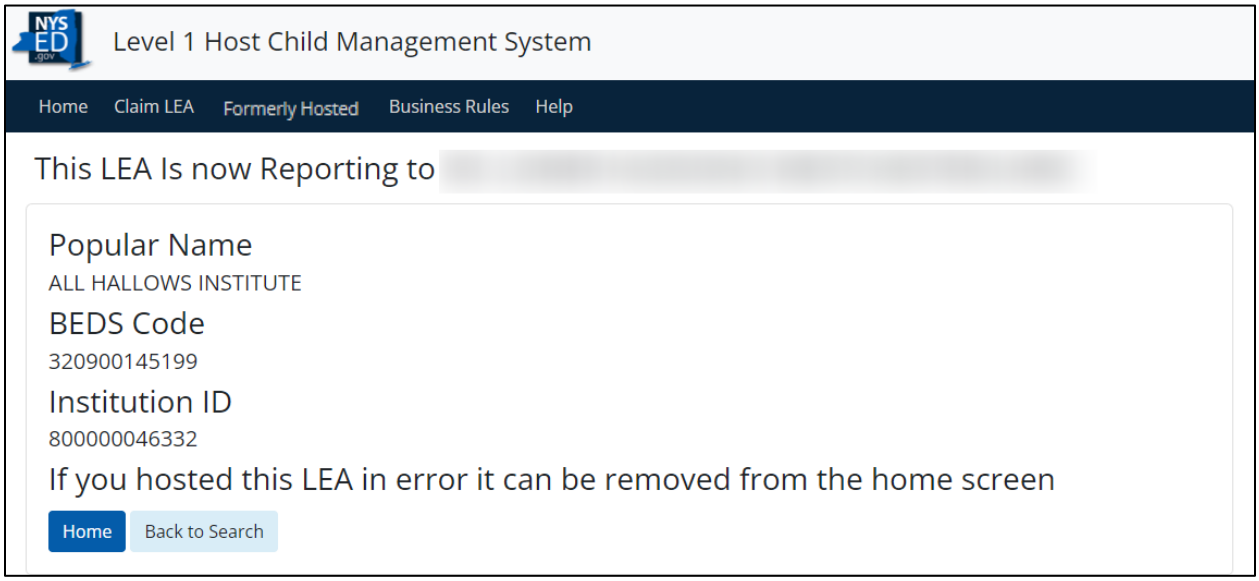


- NOTE: if an LEA is listed as “Non-SIRS Reporting”, this indicates that it is a non-participating LEA and cannot be hosted.



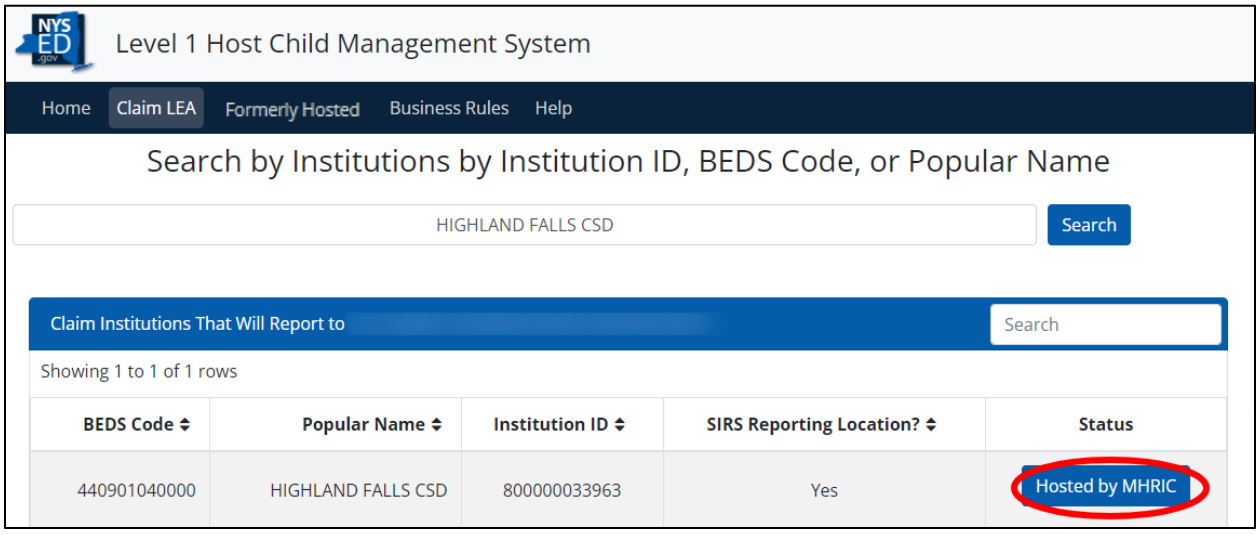
HOST CONFIRMATION PAGE:

- After successfully claiming an institution, the users will be redirected to the confirmation page where they will see the current host, and location information including BEDS code, Popular Name, and Inst ID will be displayed.



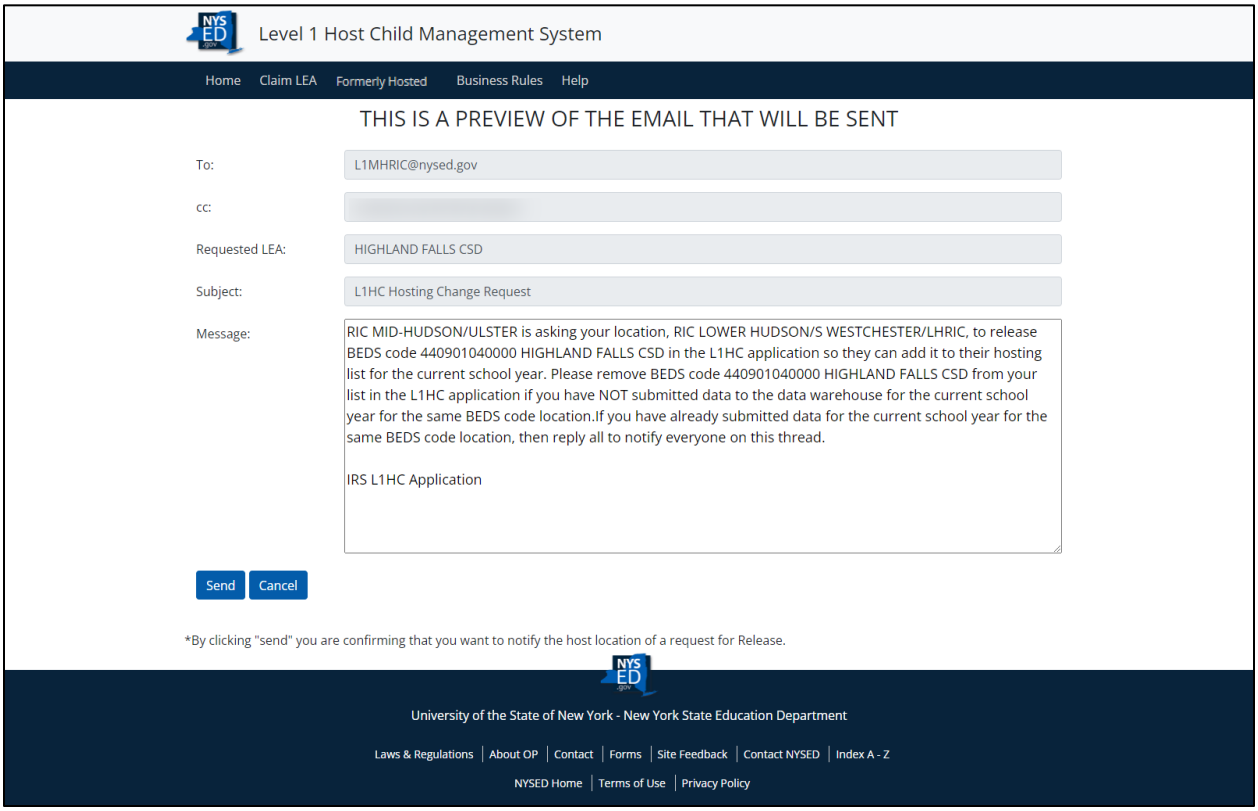
HOSTED INSTITUTIONS

- If an institution is hosted by another RIC, the user may request a release by selecting “Hosted by….” to notify the host location.



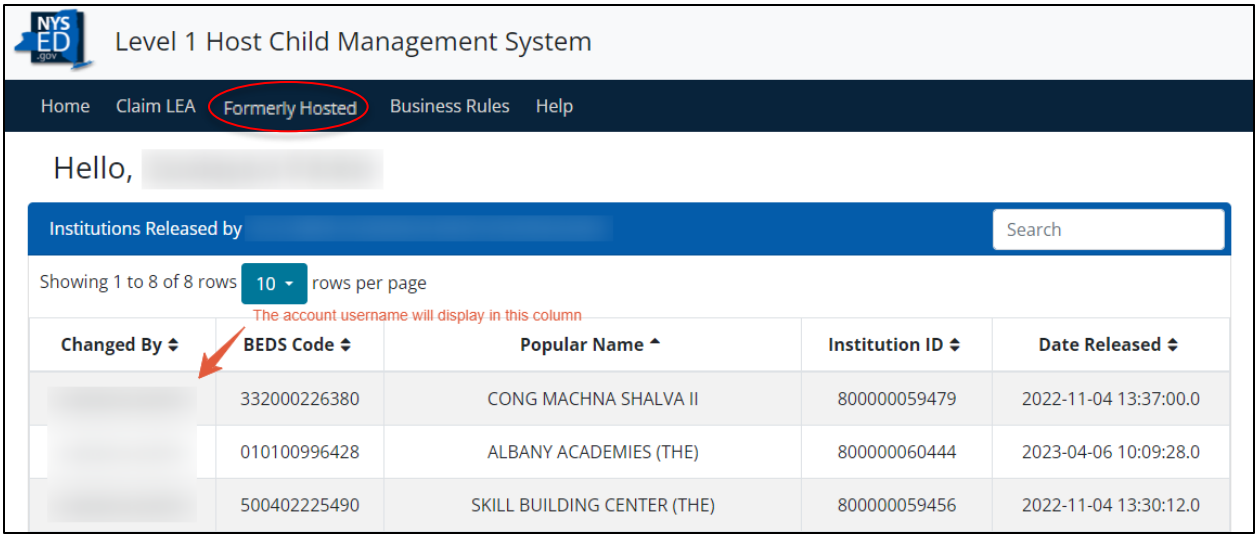
EMAIL PREVIEW:

- The user will be taken to a separate page that will display a preview of an email that will be sent to the hosting RIC to notify them to release the location they wish to host.
    - NOTE: This information cannot be edited.
- When the user selects “Send”, the host will then receive the email displayed in the template from no-reply@nysed.gov. The user will then be re-directed back to the L1HC home page.



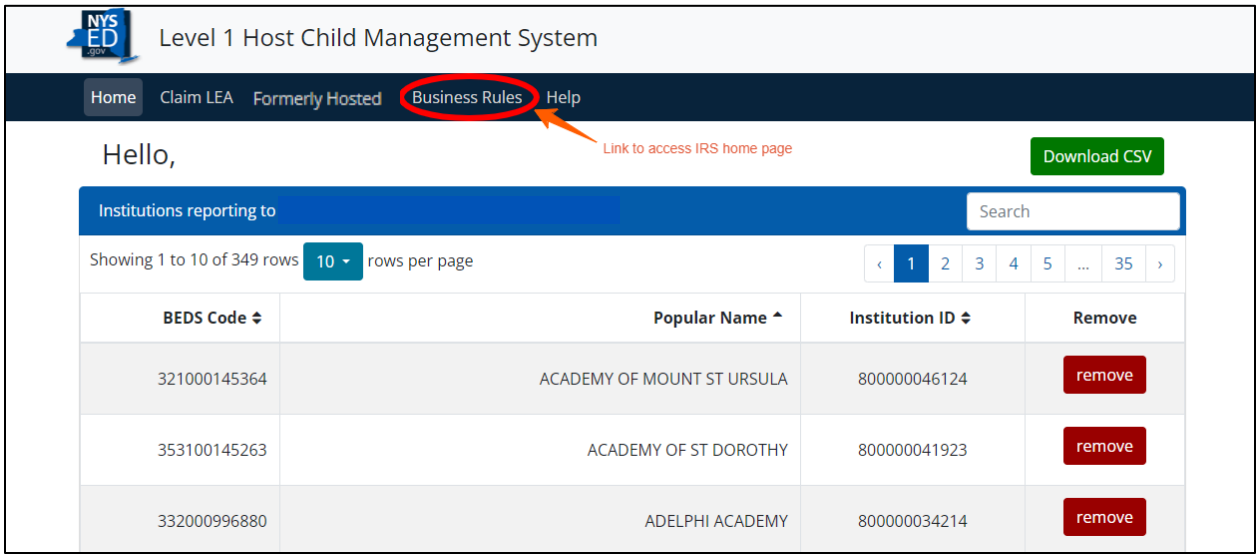
FORMERLY HOSTED RECORDS (HISTORY):

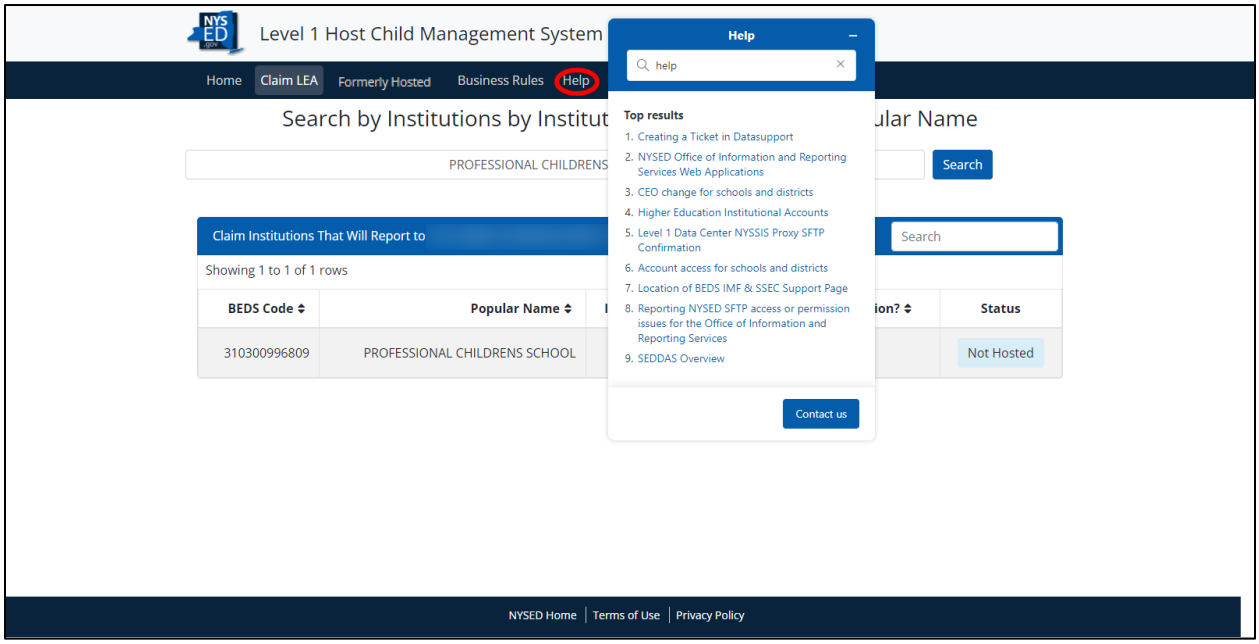
- To view released records, click on "Released Records" located in the navigation bar.
- User will be re-directed to a new page where they will see a list of institutions that have previously been released by that location.



BUSINESS RULES PAGE:

- In the navigation bar, the user will see a link to the “Business Rules” page of the Level 1 Host-Child application.
- The link will take the user to the IRS L1HC Resources page that will give an overview of the L1HC application and its usages.



HELP LINK:

- Users who are not getting the desired results can seek further assistance by utilizing the “Help” feature found in the top menu bar.
- A pop-up window with links to various datasupport articles related to your inquiry will then be displayed.
- Users who need further assistance can click the “Contact us” button in the bottom right corner of the pop-up window to proceed with submitting additional inquiries.
- User inquiries are forwarded to the Datasupport Help Desk.