

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.)

Level 1 Host Child Management System

Home Claim LEA Formerly Hosted User Guide Business Rules Help

Hello, [Download CSV](#)

Institutions reporting to

Showing 1 to 10 of 205 rows rows per page

| BEDS Code ↕ | Popular Name ^ | Institution ID ⇅ | Remove |
|--------------|------------------------------------|------------------|------------------------|
| 010100010000 | ALBANY CITY SD | 800000055729 | remove |
| 010100860899 | ALBANY COMMUNITY CHARTER SCHOOL | 800000059310 | remove |
| 010100860960 | ALBANY LEADERSHIP CHARTER HS-GIRLS | 800000068133 | remove |
| 010100115684 | ALL SAINTS' CATHOLIC ACADEMY | 800000055669 | remove |
| 270100010000 | AMSTERDAM CITY SD | 800000049983 | remove |
| 010601629639 | AN NUR ISLAMIC SCHOOL | 800000055368 | remove |
| 640101040000 | ARGYLE CSD | 800000035970 | remove |
| 222201155866 | AUGUSTINIAN ACADEMY-ELEMENTARY | 800000051126 | remove |
| 090201040000 | AUSABLE VALLEY CSD | 800000053921 | remove |
| 491302060000 | AVERILL PARK CSD | 800000039531 | remove |

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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.


Level 1 Host Child Management System

Home
Claim LEA
Formerly Hosted
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Inactive SEDREF BEDS Location(s)
 Please remove inactive BEDS locations from hosting list.
 651501996411 PATH LIGHT ACADEMY

Hello, Download CSV

Institutions reporting to

Showing 1 to 10 of 59 rows 10 rows per page

| BEDS Code ↕ | Popular Name ↕ | Institution ID ↕ | Remove |
|--------------|---------------------------------|------------------|--|
| 180202040000 | ALEXANDER CSD | 800000034031 | remove |
| 670201060000 | ATTICA CSD | 800000050791 | remove |
| 240101040000 | AVON CSD | 800000033916 | remove |
| 180300010000 | BATAVIA CITY SD | 800000034034 | remove |
| 180701040000 | BYRON-BERGEN CSD | 800000034015 | remove |
| 240201040000 | CALEDONIA-MUMFORD CSD | 800000055770 | remove |
| 430300999233 | CALVARY CHAPEL ACADEMY | 800000040578 | remove |
| 430300050000 | CANANDAIGUA CITY SD | 800000040627 | remove |
| 650301040000 | CLYDE-SAVANNAH CSD | 800000035863 | remove |
| 680801658922 | CRYSTAL VALLEY CHRISTIAN SCHOOL | 800000034426 | remove |



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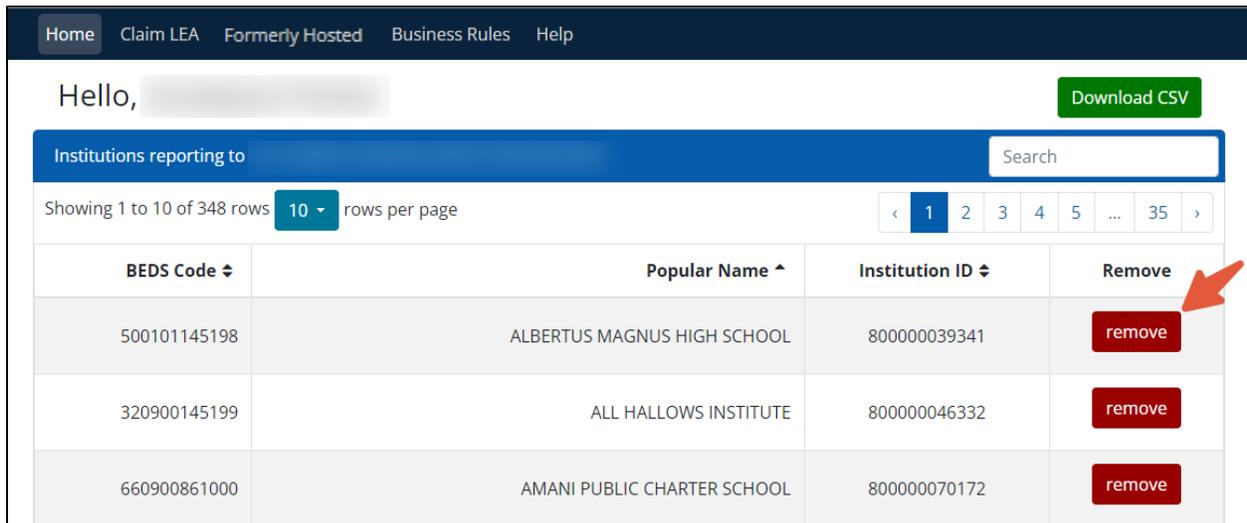
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REMOVING A HOSTED LEA

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:

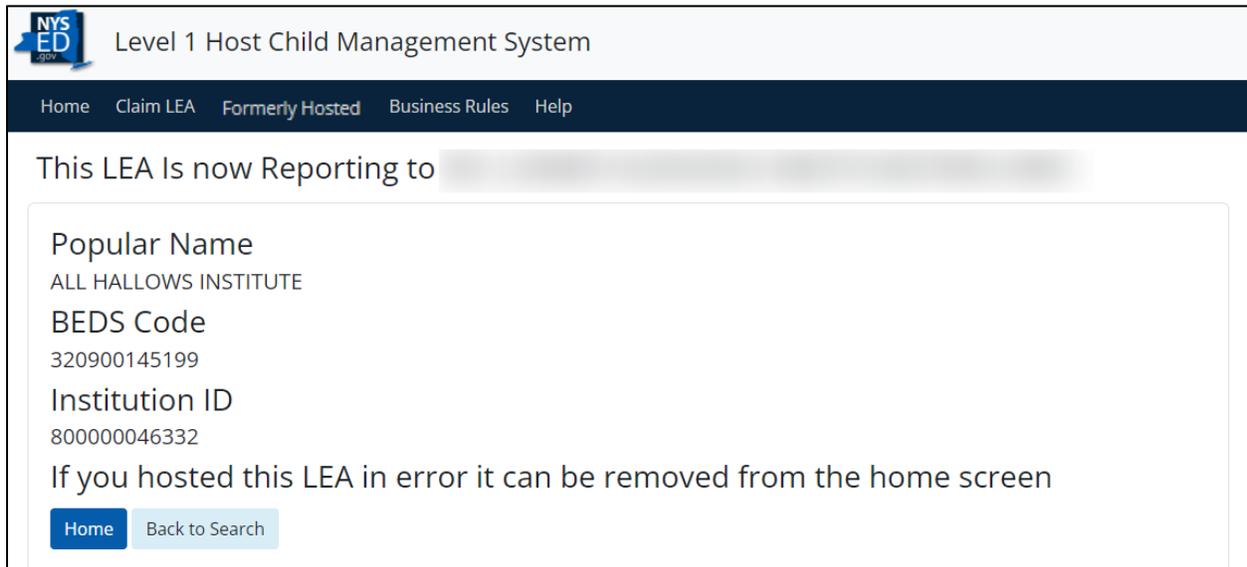
- Use search field to locate LEA. You can search by Name or BEDS Code.
- Click the "Remove" button to release this location from your list of hosted institutions.



The screenshot shows the user interface of the Level 1 Host Child Management System. At the top, there is a navigation bar with links for Home, Claim LEA, Formerly Hosted, Business Rules, and Help. Below the navigation bar, there is a greeting "Hello, [redacted]" and a "Download CSV" button. A search bar is present with the text "Institutions reporting to" and a "Search" input field. Below the search bar, it indicates "Showing 1 to 10 of 348 rows" and a dropdown menu set to "10" rows per page. A pagination control shows page numbers 1, 2, 3, 4, 5, ..., 35. The main content is a table with four columns: BEDS Code, Popular Name, Institution ID, and Remove. The table contains three rows of data. The first row is highlighted, and a red arrow points to the "remove" button in the "Remove" column for that row.

| BEDS Code | Popular Name | Institution ID | Remove |
|--------------|-----------------------------|----------------|--------|
| 500101145198 | ALBERTUS MAGNUS HIGH SCHOOL | 800000039341 | remove |
| 320900145199 | ALL HALLOWS INSTITUTE | 800000046332 | remove |
| 660900861000 | AMANI PUBLIC CHARTER SCHOOL | 800000070172 | remove |

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.)



The screenshot shows the user interface of the Level 1 Host Child Management System. At the top, there is a navigation bar with links for Home, Claim LEA, Formerly Hosted, Business Rules, and Help. Below the navigation bar, there is a message "This LEA Is now Reporting to [redacted]". The main content area displays the following information: Popular Name: ALL HALLOWS INSTITUTE, BEDS Code: 320900145199, Institution ID: 800000046332. Below this information, there is a message: "If you hosted this LEA in error it can be removed from the home screen". At the bottom, there are two buttons: "Home" and "Back to Search".

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.

The screenshot shows a web interface with a dark blue navigation bar containing links for Home, Claim LEA, Formerly Hosted, Business Rules, and Help. A green banner at the top displays the message: "ALBERTUS MAGNUS HIGH SCHOOL was removed successfully!". Below the banner, a user is greeted with "Hello," followed by a blurred name and a green "Download CSV" button. A blue header for "Institutions reporting to" includes a search box. The main content area shows a table with 10 rows per page, displaying three rows of institution data. Each row has a "remove" button.

| BEDS Code ↕ | Popular Name ▲ | Institution ID ↕ | Remove |
|--------------|-----------------------------|------------------|--------|
| 320900145199 | ALL HALLOWS INSTITUTE | 800000046332 | remove |
| 660900861000 | AMANI PUBLIC CHARTER SCHOOL | 800000070172 | remove |
| 662300625497 | ANDALUSIA SCHOOL | 800000035193 | remove |

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.

The screenshot shows the "Level 1 Host Child Management System" interface. The navigation bar includes Home, Claim LEA (circled in red), Formerly Hosted, Business Rules, and Help. The main heading is "Search by Institutions by Institution ID, BEDS Code, or Popular Name". Below this is a search input field with the placeholder text "Search by BEDS code, Institution ID, or Popular Name" and a blue "Search" button. A red arrow points to the search field with the text "Enter institution here" below it.

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.

The screenshot shows the 'Level 1 Host Child Management System' interface. At the top, there is a navigation bar with 'Home', 'Claim LEA', 'Formerly Hosted', 'Business Rules', and 'Help'. Below this is a search bar with the text 'ALL HALLOWS INSTITUTE' and a 'Search' button. An orange arrow points to the search bar with the label 'Searched Institution'. Below the search bar is a section titled 'Claim Institutions That Will Report to' with a search input. Below that, it says 'Showing 1 to 1 of 1 rows' and 'Select to Claim LEA'. A table with the following columns is displayed: 'BEDS Code', 'Popular Name', 'Institution ID', 'SIRS Reporting Location?', and 'Status'. The table contains one row with the following data: '320900145199', 'ALL HALLOWS INSTITUTE', '800000046332', 'Yes', and 'Not Hosted'. The 'Not Hosted' status is circled in red, with an orange arrow pointing to it from the text 'Select to Claim LEA'.

| BEDS Code | Popular Name | Institution ID | SIRS Reporting Location? | Status |
|--------------|-----------------------|----------------|--------------------------|------------|
| 320900145199 | ALL HALLOWS INSTITUTE | 800000046332 | Yes | Not Hosted |

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

The screenshot shows the 'Level 1 Host Child Management System' interface. At the top, there is a navigation bar with 'Home', 'Claim LEA', 'Formerly Hosted', 'Business Rules', and 'Help'. Below this is a search bar with the text 'ALBANY AVENUE ELEMENTARY SCHOOL' and a 'Search' button. Below the search bar is a section titled 'Claim Institutions That Will Report to' with a search input. Below that, it says 'Showing 1 to 1 of 1 rows'. A table with the following columns is displayed: 'BEDS Code', 'Popular Name', 'Institution ID', 'SIRS Reporting Location?', and 'Status'. The table contains one row with the following data: '280522030001', 'ALBANY AVENUE ELEMENTARY SCHOOL', '800000048749', 'No', and 'Non-SIRS Reporting'. The 'Non-SIRS Reporting' status is circled in red.

| BEDS Code | Popular Name | Institution ID | SIRS Reporting Location? | Status |
|--------------|---------------------------------|----------------|--------------------------|--------------------|
| 280522030001 | ALBANY AVENUE ELEMENTARY SCHOOL | 800000048749 | No | Non-SIRS Reporting |

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.

The screenshot shows the 'Level 1 Host Child Management System' interface. The top navigation bar includes 'Home', 'Claim LEA', 'Formerly Hosted', 'Business Rules', and 'Help'. The main content area displays the text 'This LEA Is now Reporting to' followed by a blurred grey box. Below this, a white box contains the following information: 'Popular Name: ALL HALLOWS INSTITUTE', 'BEDS Code: 320900145199', and 'Institution ID: 800000046332'. A note states 'If you hosted this LEA in error it can be removed from the home screen'. At the bottom of the white box are two buttons: 'Home' and 'Back to Search'.

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.

The screenshot shows the 'Level 1 Host Child Management System' search interface. The top navigation bar includes 'Home', 'Claim LEA', 'Formerly Hosted', 'Business Rules', and 'Help'. The main content area has the heading 'Search by Institutions by Institution ID, BEDS Code, or Popular Name'. Below this is a search input field containing 'HIGHLAND FALLS CSD' and a 'Search' button. A blue bar below the search field contains the text 'Claim Institutions That Will Report to' and another 'Search' button. Below the blue bar, it says 'Showing 1 to 1 of 1 rows'. A table with the following data is displayed:

| BEDS Code ↕ | Popular Name ↕ | Institution ID ↕ | SIRS Reporting Location? ↕ | Status |
|--------------|--------------------|------------------|----------------------------|-----------------|
| 440901040000 | HIGHLAND FALLS CSD | 800000033963 | Yes | Hosted by MHRIC |

The 'Hosted by MHRIC' text in the Status column is circled in red.

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.

Level 1 Host Child Management System

Home Claim LEA Formerly Hosted Business Rules Help

THIS IS A PREVIEW OF THE EMAIL THAT WILL BE SENT

To: L1MHRIC@nysed.gov

cc:

Requested LEA: HIGHLAND FALLS CSD

Subject: L1HC Hosting Change Request

Message: RIC MID-HUDSON/ULSTER is asking your location, RIC LOWER HUDSON/S WESTCHESTER/LHRIC, to release BEDS code 440901040000 HIGHLAND FALLS CSD in the L1HC application so they can add it to their hosting list for the current school year. Please remove BEDS code 440901040000 HIGHLAND FALLS CSD from your list in the L1HC application if you have NOT submitted data to the data warehouse for the current school year for the same BEDS code location. If you have already submitted data for the current school year for the same BEDS code location, then reply all to notify everyone on this thread.

IRS L1HC Application

Send Cancel

*By clicking "send" you are confirming that you want to notify the host location of a request for Release.

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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.

Level 1 Host Child Management System

Home Claim LEA **Formerly Hosted** Business Rules Help

Hello, [Redacted]

Institutions Released by [Search]

Showing 1 to 8 of 8 rows 10 rows per page

The account username will display in this column

| Changed By | BEDS Code | Popular Name | Institution ID | Date Released |
|------------|--------------|-----------------------------|----------------|-----------------------|
| [Redacted] | 332000226380 | CONG MACHNA SHALVA II | 800000059479 | 2022-11-04 13:37:00.0 |
| [Redacted] | 010100996428 | ALBANY ACADEMIES (THE) | 800000060444 | 2023-04-06 10:09:28.0 |
| [Redacted] | 500402225490 | SKILL BUILDING CENTER (THE) | 800000059456 | 2022-11-04 13:30:12.0 |

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.

The screenshot shows the top navigation bar of the Level 1 Host Child Management System. The 'Business Rules' link is circled in red, and an orange arrow points to it with the text 'Link to access IRS home page'. Below the navigation bar, there is a 'Hello,' greeting, a 'Download CSV' button, and a search bar. A table displays a list of institutions with columns for BEDS Code, Popular Name, Institution ID, and a Remove button.

| BEDS Code | Popular Name | Institution ID | Remove |
|--------------|----------------------------|----------------|--------|
| 321000145364 | ACADEMY OF MOUNT ST URSULA | 800000046124 | remove |
| 353100145263 | ACADEMY OF ST DOROTHY | 800000041923 | remove |
| 332000996880 | ADELPHI ACADEMY | 800000034214 | remove |

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.

The screenshot shows the Level 1 Host Child Management System interface with the 'Help' link in the navigation bar circled in red. A 'Help' pop-up window is open, displaying a search bar with the text 'help' and a list of 'Top results' including links to Datasupport articles. A 'Contact us' button is visible at the bottom of the pop-up window. The background shows a search results page for 'PROFESSIONAL CHILDRENS SCHOOL'.