Buckeye Local Schools (Ashtabula County)

02/22/2024

Prepared for:

Danyel Ryan

Buckeye Local Schools (Ashtabula County)

3436 EDGEWOOD DR, ASHTABULA, Ohio, 44004-5993

frontline
education™

Danyel Ryan

Title I School Improvement Grant (SIG) Coordinator

Buckeye Local Schools (Ashtabula County)

ASHTABULA, Ohio

Dear Danyel Ryan:

Thank you for requesting a proposal and pricing for Health Management Solution.

Frontline Education is the leading provider of school administration software, empowering strategic K-12 leaders with the right tools, data and insights to proactively manage human capital, business operations and special education.

Frontline has a proven 20-year track record of supporting districts with secure, reliable software built exclusively for K12 districts. More than 12,000 educational organizations, including over 80,000 schools and millions of educators, administrators and support personnel from all over the United States partner with Frontline.

This proposal contains descriptions of the applications within Health Management Solution and investment estimates including: annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions.

We look forward to partnering with you to implement Health Management Solution in support of your district's strategic initiatives.

Sincerely,

Steve Vyn

svyn@frontlineed.com

3303169311

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REVIEW OF FRONTLINE STUDENT HEALTH MANAGEMENT

Frontline Student Health Management is a single solution for school nurses, counselors, social workers, administrators and other service providers to schedule, document, report and comply with state and federal standards for physical, mental and behavioral health. By bringing this information into one place, data can be used to assess and address population and individual needs, and collaboration between providers can occur to best meet student needs. Templates and dropdown menus ensure consistent documentation for reliable reporting to make informed decisions. The software is FERPA compliant and permissions-based, so student information is secure and accessible only to those who need to know.

It includes two applications: Frontline EHR (Electronic Health Records) & School Nursing Management and Frontline Mental & Behavioral Health Management.

Frontline EHR & School Nursing Management software equips nurses and other providers with the tools to properly schedule, control, document and report detailed information about every student encounter. Streamlined workflows make nursing duties such as screenings, immunization compliance and office visits more efficient, compliant and consistent with best practice standards of care.

Why Choose Frontline Education?

3 STATS TO CHOOSE FROM:

10,000+
CLIENTS SERVED

— OR —

8,000+
SCHOOL DISTRICTS SERVED

— OR —

60% OF
U.S. PUBLIC SCHOOL DISTRICTS SERVED

80,000
SCHOOLS TRUST FRONTLINE

OUR COMMITMENT

Purpose-Built for K12

Award-Winning Client Services

Industry-Leading Security

Commitment to Integrated Systems

Original K12 Research & Insights

Free Resources for Education Leaders

AWARDS

EDTECH BREAKTHROUGH AWARDS
Education Administration Solution Provider of the Year 2019

ED TECH DIGEST
Cool Tool Award
5Lab 2021

SUPES' CHOICE
HR/Finance Finalist
HRMS 2021

NEWSWEEK
Best Business Tools - HR: Time Tracking Software 2019

INVESTMENT SUMMARY

(Proposal pricing expires on 03/29/2024)

End User	Description	Start Date	End Date	Amount
Buckeye Local Schools (Ashtabula County)	Frontline Implementation			$11,700.00
			INITIAL TERM TOTAL	$11,700.00

End User	Description	Start Date	End Date	Amount
Buckeye Local Schools (Ashtabula County)	EHR & School Nursing Management Subscription, unlimited usage for internal employees	7/01/2024	6/30/2025	$5,445.00
Buckeye Local Schools (Ashtabula County)	EHR & School Nursing Management Subscription, unlimited usage for internal employees	7/01/2025	6/30/2026	$5,445.00
Buckeye Local Schools (Ashtabula County)	Immunization Registry Subscription, unlimited usage for internal employees	7/01/2024	6/30/2025	$1,485.00
Buckeye Local Schools (Ashtabula County)	Immunization Registry Subscription, unlimited usage for internal employees	7/01/2025	6/30/2026	$1,485.00
			RECURRING TOTAL	$13,860.00

School Health Management
Electronic Health Record
Standard Project Services

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Executive Summary

This Statement of Work (SOW) outlines the high-level process and deliverable components required to implement the Electronic Health Record solution for Buckeye Local Schools (Ashtabula County). This Statement of Work (SOW) is subject to the terms and conditions of the Frontline Solutions Agreement referenced in the associated Order Form.

The Frontline and Client project managers will determine the specific timeline through the creation of a Project Plan.

Throughout this document, Buckeye Local Schools (Ashtabula County) will be referred to as "Client" and Frontline as "Frontline."

Scope of Work

Project Planning

Frontline understands that effective project planning lays the foundation for a successful implementation and is vital to reducing risk. We develop detailed project plans for every implementation that establish objectives and outcomes with a clear schedule of deliverables for both Frontline and client stakeholders for each stage of the project.

Upon initiation of the project, Frontline will work with the Client project leaders and other key stakeholders to identify and document all key project components and project team members. As detailed below, various stakeholder and work groups will be established and will work collaboratively to refine and finalize project plans including all timelines and milestones. These plans will be prioritized into an overall program plan representing the multiple workstreams that are part of the Buckeye Local Schools (Ashtabula County) School Health Management deployment.

Communication Plan

Timely and accurate communication is critical to the success of any project. All Frontline projects are supported by a Project Dashboard that will be available to Frontline and Client project teams – providing a single repository for the project.

The dashboard will be used to guide recurring project status meetings – eliminating the need for point in time project status reports.

Communication Strategy

During the Kick-off Meeting, the implementation consultant will establish a plan for effective communication during the project. This includes identifying key communications partners in each functional area to help deliver project communications and assist in setting up appropriate and timely delivery channels. Frontline will work with the Client to support the communication process by providing information on the project, its progress, and related data.

Project Scope Change Management

This product implementation has a standard scope, timeline and set of deliverables based on the original purchase agreement. Frontline's responsibilities extend only to the deliverables specified in this statement of work. During the project, information or situations may come to light that were not identifiable when the project initiated. As a result, it may be necessary to make alterations to the course of the project. Additional needs may arise that require purchase such as additional modules or training. In such instances, your consultant will notify the sales team of your interest in an additional purchase.

Project Team Organization

A strong Project Team will be integral to the successful management of this project.

Together, Frontline and the Client will form a closely integrated team - aligned cross-functionally and cross-organizationally to support the success of the project.

Frontline's recommended team structure - outlined below - identifies the type of personnel that are commonly involved with the project. It should be anticipated that other personnel will be involved based on the client organizational structure and on an ad-hoc basis to provide specific insights, knowledge or support as the project moves through its different phases.

Frontline recommends the Client team included representatives from the user, technical and leadership communities, and outside stakeholders as necessary.

In selecting your project team members, the following qualifications should be considered:

- Ability to make decisions.
- Ability to work well under pressure and in a professional manner.
- Clear understanding of the desired constituent experience and desired business outcomes.
- Detailed knowledge of their functional area and critical business processes.
- Ability to listen and value input from all participants.
- Committed to clear and shared project goals.
- Ability to work as a team and to interact on a regular basis to accomplish specific tasks.

The Frontline Implementation Consultant and Client teams will be jointly responsible achieving the defined project scope. They will work from a constituent-centered view to ensure that the system is implemented within the project timeline.

Frontline Project Team

Implementation Consultant(s)

Implementation Consultants will provide subject matter expertise and will serve as the primary point of contact for all functional and system configuration work, lead consulting and training activities, as well as become the primary means of support during the initial go-live period.

Implementation Consultants responsibilities include:

- Partnering with Client in conducting Discovery and Requirements Gathering sessions
- Conducting configuration, consulting, training, and work sessions as defined by the project plan
- Contributing to project management tools to track risks, issues, action items, and key project decisions
- Providing support following go-live and transition to Frontline Support through the Support Handoff process.

Technical Services Specialist(s)

Technical services specialists will partner with the Implementation Consultant to ensure all data exchanges are developed and thoroughly tested. In addition, they will be assisting with data imports.

Technical Services Specialists responsibilities are to import data provided in Frontline specified formats. The Implementation Consultant will work with the Client project team to identify and provide advice on how to resolve data anomalies.

Client Project Team

As with the Frontline Project Team, the Client will also have specific roles that will be required to execute a successful project. In some districts, one person may fill more than one role. Below are the roles that Frontline recommends filling within the Project framework:

Project Manager

The Client Project Manager will oversee the implementation and execution of all project-related activities, while ensuring the successful completion of each phase and related activities to reach the project milestones successfully.

Additional responsibilities include:

- Act as the primary project contact responsible for client-side communications, scheduling, deliverable tracking and advancing the project according to plan
- Work collaboratively with Frontline Implementation Consultant to ensure that the project remains on track and risks are identified and mitigated early
- Ensure timely completion of Client project tasks and action items as identified by Project Plan
- Partner with Frontline Implementation Consultant on training schedule, identifying attendees, availability, and attendance for training sessions

Functional and Subject Matter Experts

Working closely with the Frontline Implementation Consultants the subject matter experts will be responsible for the following:

- Provide specialist district process knowledge
- Responsible for configuration decisions and ensure configurations are complete
- Responsible for data validation

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System Administrator(s)

The system administrators will be responsible for the following:

- Responsible for day-to-day operations, upkeep of system, and user management.
- Define current policies, processes, and workflow
- Timely completion of project tasks and action items in support of the project plan and schedule
- Partners with IT Department and Frontline Consultant to verify data imports

IT Department

The Client technical team will system administrators will be responsible for the following:

- Ensure Frontline Education domains/IP addresses have been incorporated into any firewalls and/or spam filters
- Responsible for updating whitelisting from Frontline
- Provide technical support in instances where local network/technology configurations impact usage of our solutions

Client Responsibilities

- Complete system configuration homework or provide requested documents in the agreed upon time frame.
- Document district-specific processes and procedures for the business rules around the use of the product (Frontline requests but does not require that this documentation be made available to our support team)
- Establish User Roles and Permissions
- Ensure availability of resources to meet the agreed upon timelines
- Identify gaps from current processes
- Decision making regarding configuration and set up
- Attendance for status updates
- Work with Frontline to establish and implement Training Plan during implementation
- Provide a list of participants prior to the training

Frontline Responsibilities

The list below are responsibilities of Frontline regarding delivery of the School Health Management solution.

- Provide data templates for all data to be imported and walk the client through the data template
- Provide Error files for data that does not import.
- Provide Agendas for meetings containing topics to be covered, objective of the meeting, and clear instructions on next steps.
- Respond to client inquiries and issues with either a response or a date by which the response will be provided.
- Provide Go Live checklists to verify readiness.

Assumptions

The sections below include items that will be considered for each implementation as we decide how to properly complete system setup. You do not need to bring all this information to the planning meeting, but we will start discussing it at that time.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates. Data must adhere to Frontline's file formatting and column requirements according to the templates and technical specifications provided during implementation.

The School Health Management EHR solution supports imports or integrations for the following data sets:

- Student Demographics and Enrollment
- Contact Demographics
- Faculty/Staff
- School
- Class
- Class Roster
- Class Teacher
- Attendance
- Immunization Doses by Vaccine for Student
- Immunization Doses by Vaccine for Faculty
- Medical Alerts
- Programs
- Program Services
- Program Parental Consent

The district is responsible for working with their internal staff and IT team to populate the templates according to the technical specification document provided by Frontline and return them to the Implementation Consultant via secure FTP. If there are any issues or errors, Frontline will return the files to the district for correction. If an integration is available for the data set, the district is responsible for working with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.

Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

Training

The training sessions over the course of the implementation include the following trainings:

- eLearning Training: A scripted web-based course that is designed to take the user through a set of features and functions that will enable understanding of navigation, workflow and in some cases system management tools.
- System Configuration: One interactive session that will include training and in some cases user application of system management tools clients will be responsible for maintaining post-implementation.
- Consultative Workshop: One interactive course designed to allow end users time to engage with the system while district-led trainers are present.

The Frontline Implementation Consultant will provide a Training Plan Template and work with the District Project team to build a training schedule.

Support After Go Live

From the beginning of the project, it is important that you determine how you will support district users and serve as the conduit to Frontline Education project staff. During the implementation you will provide support to your users and interact with the Frontline Implementation Consultant. After go live, your district will transition to Frontline Customer Support.

Schedule

On average, a typical Electronic Health Record implementation project runs 12 weeks. Every client is unique, and timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specific requirements.

School Health Management Immunization Registry
Standard Project Services

Executive Summary

This Statement of Work (SOW) outlines the high-level process and deliverable components required to implement the Immunization Registry solution for Buckeye Local Schools (Ashtabula County). This Statement of Work (SOW) is subject to the terms and conditions of the Frontline Solutions Agreement referenced in the associated Order Form.

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Communication Plan

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Project Scope Change Management

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- Medical Alerts
- Programs
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Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

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The training sessions over the course of the implementation include the following trainings:

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Schedule

On average, a typical Immunization Registry implementation project runs 6 weeks. Every client is unique, and timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specific requirements.