

NEOMIN 2026-27 CIP Fiscal Services Goal #1

Centralized Documentation and FAQ

MRPA Step	Response
Measure	Assess the need for a centralized, accessible location for documentation and identify topics that lack annual training.
Review	Review current documentation storage methods to ensure all staff can easily find procedures and resources, particularly for processes without annual training sessions. Creating a living FAQ will reduce recurring questions and improve efficiency.
Plan	Establish a centralized repository for documentation and create an ongoing FAQ document that staff can build upon throughout the year.
Act	<ul style="list-style-type: none"> • Setup Centralized Location: Identify and configure the platform for storing documentation • Review Existing Documentation: Audit current documentation and update sections lacking annual training. • Develop FAQ: Draft the initial FAQ document and distribute to staff. • Maintain FAQ: Establish a routine to review and add to the FAQ throughout the year.

NEOMIN 2026-27 CIP Fiscal Services Goal #2

Document Store Migration for Redesign

MRPA Step	Response
Measure	Determine the number of districts needing migration to the Redesign Document Store and the level of training required.

Review	Evaluate the transition status to Redesign and identify the resources needed to move all districts to the document store, ensuring they have the necessary training to use the new feature effectively.
Plan	Create a phased migration schedule for all districts and develop training materials specifically for the new Redesign Document Store feature.
Act	<ul style="list-style-type: none"> • Create Migration Timeline: Schedule and outline the migration steps for all districts. • Develop Training Materials: Assemble guides and resources for the Redesign Document Store. • Conduct Training: Host sessions to familiarize staff with the new feature. • Monitor and Support: Follow up with districts during the migration to ensure a smooth transition.

NEOMIN 2026-27 CIP Fiscal Services Goal #3

Improve eFinance to Redesign Conversion Documentation and Excel Automation

MRPA Step	Response
Measure	Identify time-consuming aspects of the current eFinance to Redesign conversion process and evaluate potential automation areas.
Review	Analyze current conversion documentation and processes to determine how Excel automation can make data conversion cleaner, more efficient, and less time-consuming.
Plan	Update the conversion documentation and design Excel automation templates to streamline the eFinance to Redesign conversion process.

Act	<ul style="list-style-type: none"> • Analyze Conversion Steps: Identify bottlenecks in the current conversion process. • Update Documentation: Rewrite and enhance the eFinance to Redesign conversion documentation. • Develop Excel Automation: Create macros, templates, or automation steps to clean and format conversion data. Collaborate with the appropriate software vendors (SSDT or Management Council) to ensure proper configuration and setup of SSO/MFA for the district.
------------	---

NEOMIN 2026-27 CIP Student/EMIS Services Goal #1

Frontline ProgressBook Reports

MRPA Step	Example Response
Measure	Scheduled extracts are processing as required and users can run analytic hub reports successfully
Review	With the implementation of the New Exago/Report Designer, Users should have all existing functionality that was available in the previous version on Report Designer including manually created reports and running all reports.
Plan	We need to create new documentation detailing the new screen look and functionality of the new Report Designer. We plan to add additional training for users.
Act	<ul style="list-style-type: none"> • Create new documentation by the end of July 2026. • Hold Report Designer training in FY27. • We plan to invite Tech Coordinators to a session designed for their Report Designer use to enhance communication across departments. • Add a Report Designer topic to monthly User Group notes.

NEOMIN 2026-27 CIP Student/EMIS Services Goal #2

SQL training

MRPA Step	Response
Measure	Learn more about Basic SQL programming
Review	With additional training in SQL, we could be more efficient in assisting districts, reviewing district data, and providing reports.
Plan	We will review StormWind Studios training videos along with other additional training videos that are useful. These videos, along with working together with various levels of staff knowledge, will help the Student Services Team become more efficient in SQL.
Act	<ul style="list-style-type: none"> • At least two people will complete training sessions. • Plan to use SQL to improve efficiency by creating scripts to pull data for all districts at once, instead of running a report in each individual district.

NEOMIN 2026-27 CIP Library/INFOhio Services Goal #1

Onsite Library Visits

MRPA Step	Response
Measure	Annual support survey results indicate a need for on-site visits, increasing access for staff who are unable to leave their buildings or attend in-person meetings and who benefit from one-on-one support or training in their work environments (e.g., inventory, cataloging with physical collections). A survey will be distributed by May or August 2026 to identify schools requesting a visit for the 2026-27 school year, and the number of requests will be used to determine service needs, with a target of providing one visit to each requesting school.

Review	Survey results will be reviewed to determine the number of schools requesting visits and the overall scope of need. Scheduling, travel time, and workload will be considered to determine feasibility and identify any limitations in completing all requested visits.
Plan	A schedule for the 2026–2027 school year will be developed based on survey responses. Libraries will be contacted to coordinate dates and general purposes for each visit, using a consistent and streamlined process across districts.
Act	<ul style="list-style-type: none"> • Service Delivery: Complete one on-site visit for each school library that requested on-site support • Documentation: Maintain a simple record of visits completed • Feedback Collection: Collect brief feedback following visits (informal or short form) • Continuous Improvement: Adjust future scheduling or support based on feedback if needed

NEOMIN 2026-27 CIP Library/INFOhio Services Goal #2

Workgroups after training sessions

MRPA Step	Response
Measure	Training evaluation forms from library user group meetings indicate a need for extended, individualized support following meetings. Feedback reflects interest in additional time for hands-on assistance and personalized guidance. Participation interest will be identified through evaluation responses and/or sign-in, with a target of offering an open lab session following each scheduled meeting.

Review	Evaluation feedback will be reviewed to confirm interest and identify common areas of need. Meeting schedules, locations, and time availability will be considered to determine the feasibility of extending each session to include open lab time.
Plan	A designated open lab block will be added to the schedule following each library user group meeting. This opportunity will be communicated in meeting invitations and agendas, with preparation to provide flexible, individualized support based on participant needs.
Act	<ul style="list-style-type: none"> • Implementation: Facilitate open lab time following each meeting for participants who choose to stay • Individualized Support: Provide on-the-spot assistance based on participant questions or needs • Participation Tracking: Track the number of attendees who stay for open lab • Program Improvement: Note common support topics to inform future training

NEOMIN 2026-27 CIP Technology Services Goal #1

Multi-factor Authentication

MRPA Step	Response
Measure	Continue implementing miniOrange SSO and MFA for all authentication processes due to increasing security risks, legislative requirements and cybersecurity insurance requirements.
Review	MFA is currently implemented on Frontline Progressbook suite, Email, and Fiscal applications in NEOMIN’s day to day. NEOMIN will continue to expand use of MFA or SSO into internal or customer facing applications/portals that use a sign on process.
Plan	NEOMIN will continue to work with the districts that have not implemented SSO/MFA into their fiscal applications. In addition, NEOMIN will provide assistance for districts who would like to protect

	third party applications/portals with miniOrange for enhanced security and cybersecurity framework compliance.
Act	<ul style="list-style-type: none"> • Continue to inquire with districts on their desire to implement MFA for core applications • Schedule meetings as need to discuss the implementation details or deployment frameworks required for each application/portal that will be implementing MFA • Schedule go live dates for each application on a per district level • Expansion of SSO/MFA services will be ongoing for the foreseeable future.

NEOMIN 2026-27 CIP Technology Services Goal #2

MRPA Step	Response
Measure	As part of the ongoing implementation of the NIST Cybersecurity Framework, NEOMIN is implementing multiple security measures to increase protections for itself and its customers.
Review	As security threat growth has increased dramatically with automated tools and AI, NEOMIN needs tools for expedited awareness, response and resolution.
Plan	<p>NEOMIN deploys and configures Tenable to its server and desktop systems in which vulnerability scanning is done locally. In addition, probes will be deployed to scan server and network systems externally.</p> <p>NEOMIN deploys Manage Engine’s product, Endpoint Central. This tool simplifies management and configuration so that a Cybersecurity Framework standard can be consistent across systems. Software updates and related vulnerabilities will be managed, inventoried and mitigated by regular maintenance and automated processes in this tool.</p>

	<p>NEOMIN deploys and configures AI security in the Palo Alto firewall. This added measure will review log entries for both NEOMIN and its customers to identify and mitigate threats based on logged activity, pattern behavior and existing defined threats/vulnerabilities.</p> <p>NEOMIN offers its experience to customer districts to continue their growth of their own Cybersecurity framework.</p>
Act	<ul style="list-style-type: none">• NEOMIN continues iterating expansion of the NIST Cybersecurity framework implementation.• NEOMIN plans, implements and continues review of Tenable scanning.• NEOMIN mitigates vulnerabilities found with the Tenable data.• NEOMIN plans and implements features of the Endpoint Central security product.• NEOMIN plans and implements the AI security in the Palo Alto firewall.• NEOMIN provides group meetings to talk about and address security concerns with its customers so that they can also benefit from the experience of NEOMIN’s Cybersecurity framework adoption and implementation.