

School Facilities

NEO Facilities System – Background Information and Reports
FAQs – Update 03/25/15

NEO Facilities (Background Information)

What is NEO Facilities?

NEO Facilities is a new data system. This new system brings school facilities data together into one data system. NEO Facilities converted the old facilities report process from a mix of paper, spreadsheet, and MEDMS database into one integrated data system called NEO Facilities.

Why is NEO Facilities important?

Integrating facilities inventory forms for all campus buildings into one software system simplifies the data collection system and eliminates redundancies in data collection. When complete, the system is expected to save school districts time by reducing the number of form submittals and providing automated paperless reporting that can easily be updated when a building is renovated or a new building is added to the campus. After data is entered in the new system this year, in future years, if there were no building changes then the district would simply review and confirm the existing data to submit a report. This system helps achieve M.R.S.A Title 20-A, Section 15917.

When will NEO Facilities be available?

NEO Facilities launched December 1, 2014. Updates and refinements will be implemented as needed.

Who created NEO Facilities?

The new NEO Facilities data system was designed by the State of Maine Office of Information Technology.

When is training available?

Live online webinar and classroom sessions are available. The training is free. Registration is **required** for all sessions. The following training dates are available:

- Thursday, December 4, 2014 from 9:00 AM to 11:00 AM – **Session I**, An Introduction
 - Register here: <https://www.surveymonkey.com/s/SFI-CLK2CB8> This is now closed.
- Thursday, February 12, 2015 from 9:30 AM to 11:30 AM – **Session II**, Details (new date)
- ~~Wednesday, January 28, 2015 from 9:30 AM to 11:30 AM – **Session II**, Details (canceled, blizzard)~~
 - Register here: <https://www.surveymonkey.com/s/NEOFacilitiesII-2FSVYPB>
 - This is classroom and online training, register now
- Wednesday, February 11, 2015 from 2:30 PM to 4:30 PM – **Session III**, Unique Data Situations
 - Register here: <https://www.surveymonkey.com/s/NEOFacilitiesIII-BV2WTHK>
 - This is classroom training, register now
- June 23-24, 2015, all day – **Session IV**, Annual Data
 - Register on the EPMA website: <http://www.epmamaine.com/> (click on events)
 - This is classroom training delivered at the annual State School Facilities Conference

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SAU Facilities Data Report (FDR)

(Previously referred to as the School Facilities Inventory (SFI) Report)

What is the NEO Facilities data report (FDR)?

The NEO Facilities data system replaces the paper form that was used to report district school facilities inventories (SFIs). The NEO Facilities data report (FDR) is an annual year-end facilities report submitted by public school districts. The report provides data on buildings, acreage, and facilities plans (space, maintenance and capital). These report categories include information about building age, square footage, stories, additions, historic register and building systems.

NOTE 1: The report name has been changed from School Facilities Inventory Report to **SAU Facilities Data Report (FDR)**.

When is the NEO Facilities data report (FDR) due?

The SAU Annual Facilities Data report (FDR) opens December 1 and closes December 31. The school facilities inventory reports data for the previous fiscal year (FY) that closed on June 30.

NOTE 2: In the interest of providing time for districts to learn the new NEO Facilities system, the due date to report FY14 SAU Annual Facilities Data Report (FDR) has been extended to ~~March 31, 2015~~.

NOTE 3: Due to technical issues the due date to report FY14 SAU Annual Facilities Data Report (FDR) has been extended to **July 31, 2015**.

Where is the report located?

The Facilities data report is located in the NEO Facilities system under the “SAU Annual Data” tab. Complete data entry for both the “SAU Facilities Planning” report and the “Annual Facilities Data” report. Before annual facilities data can be reported the campus data must first be entered. Campus set-up is located under the “Facilities Inventory” tab. Click on “Campus” to create your campus building entries.

How do I get started?

There are three (3) stages to enter data in NEO Facilities:

- Stage 1 – Inventory – create and edit campus and building data located under the “Facilities Inventory” “Campus” tab (do this first)
- Stage 2 – Report – answer “SAU Facilities Planning” questions (do this second)
- Stage 3 – Report – review “Annual Facilities Data” and certify annual facilities data after Stage 1 and Stage 2 are complete

Each district is responsible for submitting accurate, complete and timely (ACT) data.

Stage 1 – Inventory – create and edit building data. Click on the “**Facilities Inventory**” tab and select “**Campus.**” To be sure your data is set up correctly follow the data entry protocol that was introduced in

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the training sessions. For detailed instruction on data entry protocol see the PowerPoint training slides from the NEO Facilities Training – **Session II (Details)** and **Session III (Unique Data Situations)**.

Stage 2 – Report – answer the SAU facilities planning questions. Click on the “**SAU Annual Data**” tab and then select “**SAU Facilities Planning.**” Most of the questions are yes/no answers and dates that planning documents were completed. There are 8 questions. For detailed instruction see the PowerPoint training slides from the NEO Facilities Training – Session II (Details).

Stage 3 – Report – certify annual facilities data. Click on the “**SAU Annual Data**” tab and then select “**Annual Facilities Data.**” **IMPORTANT:**

- “Section 1.0 Facilities Inventory Summary” “Review” is completed by the person who holds the Facilities Director position in NEO Facilities. Click on “Campus Details” to check that your data is correct and then press the “Review” button. After that you will see a date and time stamp populated in the “Facilities Director Review” column on the “SAU Annual Data” tab “Annual Facilities Data” page. When the date and time stamp occur then the data for “Section 1.0” has been submitted.
- “Section 2.0 Facilities Planning” “Review” is completed by the person who holds the Facilities Director position in NEO Facilities. Click on “SAU Facilities Planning” to check that your data is correct and then press the “Review” button. After that you will see a date and time stamp populated in the “2.0 SAU Facilities Planning” section of the “SAU Annual Data” tab “Annual Facilities Data” page. When the date and time stamp occur then the data for “Section 2.0” has been submitted.
- For detailed instruction see the PowerPoint training slides from the NEO Facilities Training – Session II (Details).
- “Section 3.0 Annual Review” “Certified” is completed by the superintendent after the facilities director has pressed the “Review” buttons in “Sections 1.0 and 2.0” and the date and time stamp appear in both sections. Click on “Certify” to complete your annual data report submittals. When the date and time stamp are posted then the data for all sections have been submitted and the annual report is complete.

Who has access to the report?

The superintendent, facilities director and business manager have access to NEO Facilities. Access by any other staff needs to be authorized by the superintendent sending an email request to the Maine DOE helpdesk at medms.helpdesk@maine.gov The email needs to include the name, title, email address and telephone number of the person that the superintendent wants to authorize for access to have to NEO Facilities. In the interest of data accuracy we recommend that the facilities director enter facilities data.

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What is the website for NEO Facilities?

Once you have a NEO password you can access any NEO module by using this link:

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

Where are instructions located?

A link to frequently asked questions (FAQs) with instructions is located in NEO Facilities under the “Help” tab. The “Help” tab will be added in the future.

How do I certify my report before it is submitted?

We recommend that the superintendent review the annual facilities data report (FDR) entries with the facilities director. The superintendent certifies the report by clicking on the “SAU Annual Data” tab and then selecting “Annual Facilities Data.” You will find certification in Section 3.0.

NOTE 3: The facilities director must first “Review” the data before the superintendent certifies the reports. For detailed instruction see the PowerPoint training slides from the NEO Facilities Training – Session I (An Introduction) that was presented on 12/4/14.

Who do I contact for assistance?

Contact the MEDMS Helpdesk at medms.helpdesk@maine.gov for your password or technical issues with access to NEO.

Contact Pat Hinckley at pat.hinckley@maine.gov for details about the content of the report.

Who is responsible for submitting the NEO Facilities report?

The superintendent is responsible for the report. The facilities director typically submits the report. To ensure data quality, we highly recommend that the facilities director enter data in the NEO system.