



System to Track and Account for Children (STAC) and Medicaid Unit

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**Guide to Online Entry of 10-Month Private Placement Certification Records
Required for State Reimbursement for all School Age Private School
Placements**

Revised April 2016

Online Screen: DCERT

This guidance supersedes all previously published DCERT guidance

The DCERT screen is used by school district personnel to submit information to SED for providing “Assurance of Required Certifications for 10-Month Private School Reimbursement.” This process must be completed annually for each in-state and out-of-state school age student in an approved 10-month private day or private residential school, including Special Act School Districts. All information submitted is subject to verification by the New York State Education Department. Documentation supporting certifications made on this screen must be maintained at the school district and available upon request.

Effective April 2016:

DCERT records are only required for 10-month school age private placements. Private Excess Cost Aid will not be paid for a 10-month school age private placement until a DCERT record is submitted through the STAC online system. Full reimbursement for private placements will be paid as long as DCERT and STAC verification records are on file within the statute of limitations pursuant to NYSEL § 3604:

- **June 30th of the school year following the service year, for aid to be paid on a current basis;**
- **June 30th of the school year two years after the service year for aid to be paid from the prior year queue as funds become available.**

Immediate action by the school district may be required to receive full reimbursement for all eligible school age private placements for the 2014/15 and 2015/16 school years (both 2-month and 10-month). School districts should review their 2014/15 and 2015/16 DCERT records and approval/verification records (both 2-month and 10-month) and make any necessary additions/revisions in accordance with their students’ IEPs. For full State reimbursement, revised deadlines for adding/revising DCERT and approval/verification records are as follows:

Service Period	Deadline for State Reimbursement	
	DCERT Record	Approval/Verification Record
July 1, 2014 – August 31, 2014	n/a	June 30, 2018
September 1, 2014 – June 30, 2015	June 30, 2016 <i>(for current year funding)</i> June 30, 2017 <i>(for prior year funding)</i>	June 30, 2016 <i>(for current year funding)</i> June 30, 2017 <i>(for prior year funding)</i>
July 1, 2015 – August 31, 2015	n/a	June 30, 2019
September 1, 2015 – June 30, 2016	June 30, 2017 <i>(for current year funding)</i> June 30, 2018 <i>(for prior year funding)</i>	June 30, 2017 <i>(for current year funding)</i> June 30, 2018 <i>(for prior year funding)</i>

To assist in this process, school districts can utilize the DQAPP screen (Agency Approval List) and the DQCER screen (Private Placement Certification List) on the STAC online system.

For school years after 2015/16, 10-month private placement certification records (DCERT) should be submitted in accordance with the timeframes outlined in section 200.6(j)(3) of the Regulations of the Commissioner of Education. State reimbursement will not be available until a DCERT record is submitted.

Please note that school districts must continue to submit out-of-state packets along with paper STAC-1 forms for approval of State reimbursement for the placement of students in approved out-of-state residential schools.

To ensure proper reimbursement, please contact Maureen McCarthy maureen.mccarthy@nysed.gov or Anne Wolfgang anne.wolfgang@nysed.gov in the STAC/Medicaid Unit at 518-474-7116 or if you have any questions regarding the amendment of your school district's claims for 2-month or 10-month private placements during the 2014/15 and 2015/16 school years.

Ten-month private placement certification is required for the following four types of private placements:

- Day In-State
- Day Out-of-State
- Residential In-State
- Residential Out-of-State

In addition to the annual certification, 10-month private placement certification is required in the following instances:

- Change from day to residential or residential to day placement
- Change from in-state to out-of-state or out-of-state to in-state placement
- Change in Committee on Special Education (CSE) school district
- Change from preschool to school age

Online Instructions for Submitting a 10-Month Private Placement Certification Record

1. Log in to the STAC online system: <https://efrt.nysed.gov/efrt/>
2. Go to the online screen named DCERT (Private Placement Certification). Enter the STAC ID, the first 3 letters of the student’s last name and select the appropriate school year. The CSE school district will default to your school district’s 12-digit BEDS code.

The screenshot shows the 'PRIVATE PLACEMENT CERTIFICATION' form. At the top, it displays the date '04/18/16' and time '12:47'. The form title is 'PRIVATE PLACEMENT CERTIFICATION' with a 'Menu' button. The fields are as follows:

STAC ID	Name	Date of Birth	Mode
B17878	SIX		Inquiry
School Year	CSE District	ALBANY CITY SD	
1617	010100010000	Certification Date	User
Placement Type			CSE Meeting Date (MM/DD/YY)

At the bottom, there is a 'Required for Inquiry' label and an 'Inquire' button.

3. Click Inquire.

The screenshot shows the 'PRIVATE PLACEMENT CERTIFICATION' form after clicking 'Inquire'. The date is now '04/18/16' and time is '12:49'. The fields are as follows:

STAC ID	Name	Date of Birth	Mode
B17878	SIXTEEN MAY	01/22/03	ADD
School Year	CSE District	ALBANY CITY SD	
1617	010100010000	Certification Date	User
Placement Type			CSE Meeting Date (MM/DD/YY)

At the bottom, there is a 'Required for Inquiry' label and an 'Inquire' button.

4. The student’s full name and date of birth will be displayed for you to verify that you have selected the correct student.
5. To create a certification record for a student in your school district:
 - a. If there is no certification record for a student for a particular year, the type of placement will be blank, and the screen will be in ADD mode.
 - b. Select the desired placement type: Day In-State, Day Out-of-State, Residential In-State, or Residential Out-of-State.
 - c. Re-Inquire and the following message will appear on the bottom left side of screen “No records on for year selected please ADD”.
 - d. Based on the selected placement type, **read and certify** the appropriate certification statements.
 - e. Once you have read and certified all required certifications, click ADD to create a new certification.

Example of a Completed Certification (DCERT) for a Residential/In-State Placement

Date 04/18/16 New York State Education Department Go to _____

Time 03:39 **PRIVATE PLACEMENT CERTIFICATION** Menu

STAC ID	Name	MAY	Date of Birth	01/22/03	Mode
B17878	SIXTEEN				Inquiry
School Year	CSE District	ALBANY CITY SD	Certification Date	User	CSE Meeting Date (MM/DD/YY)
1617	010100010000		04/18/16	AWOLFGAN	04/18/16
Placement Type					Inquire
Res/In-State					

Required for Inquiry

(Please Check ALL that apply)

Certification (For all Private Placements):
 Upon submission of this form, the school district representative of the Committee on Special Education (CSE) or his/her designee hereby certifies that all of the information on this form is true and accurate. All information is subject to verification by the New York State Education Department.

Certification (For all placements of students in an in-state or out-of-state approved private school):

- The CSE has provided a current individual evaluation or reevaluation of the student.
- The student has a current individualized education program (IEP).
- The student is of school-age and has a disability or combination of disabilities such that appropriate public facilities for instruction are not available.
- The CSE has documentation of its efforts to place the student in a public facility and the outcomes of those efforts, and/or of CSE findings regarding the lack of suitability of each currently available and geographically accessible public placement.
- The CSE has documentation of all efforts to enable the student to benefit from instruction in less restrictive settings using support services and supplementary aids and special education services, and/or for those services not used, a statement of reasons why such services were not recommended.
- The CSE has detailed evidence of the student's lack of progress in previous less restrictive programs and placements or a statement of reasons that such evidence is not available.
- In the case of a reapplication for reimbursement, the CSE has documentation of the continuing need for placement of the student in a private school.
- For NYC only: Initial Year Nickerson Day Placements-** The CSE is not able to make one or more of the above assurances because the student has an IEP recommendation for a public day program and the student was placed in a private school by the parent pursuant to a Nickerson Letter for the first time this school year.

Additional Certification required for all Residential Placements - (in-state or out-of-state):
 The CSE recommends placement of a student in a residential program.

- Documentation is on record that residential services are necessary to meet the student's educational needs as identified in the student's IEP.
- Documentation is on record that includes a proposed plan and timetable for enabling the student to return to a less restrictive environment or a statement of reasons why such a plan is not currently appropriate.
- For out-of-state placement recommendations, documentation is on record that demonstrates that there are no appropriate public or private facilities for instruction available within this State.

Additional Certification (For all initial placements in residential care):

- Documentation is on record that, upon determination that the student was first at risk of residential placement, the district sought parental consent (or consent of the student if age 18 or older) to invite county or State agency representatives to the CSE meeting to make recommendations concerning the appropriateness of residential placement and other programs and placement alternatives. For students in a foster care placement, the local social services district was notified when the student was determined to be at risk of residential placement.
- Parental (or student) consent was obtained and other agency representative(s) were invited to the CSE meeting.

Invited county or State agency representative attended the CSE meeting.

Choose One
 Yes
 No

NOTE: In order to obtain a timely determination of approval of State reimbursement, the certification must be received by the Department prior to requesting reimbursement. If the district fails to submit a certification, requests for State reimbursement for ten-month private placements will not be processed.

Date Transferred Into District

Inquire
Add

ATTENTION
Successful Add

Newly required field- (CSE meeting date must be before or equal to certification date)

Adding an Additional DCERT for a Different Placement Type

(The STAC online system only recognizes the most recent certification on file for a specific student.)

If the need arises for a new private placement certification for a different placement type, please use the following instructions:

1. Go to the online screen named DCERT (Private Placement Certification). Enter the STAC ID, the first 3 letters of the student's last name and select the appropriate school year. The CSE district will default to your district's 12-digit BEDS code.
2. Click Inquire.
3. The most recent certification for the selected year will be displayed, showing all of the certifications associated with that placement type.
4. Select the new placement type from the dropdown.
5. Click Inquire.
6. The screen will be cleared of all previous certifications and will now be in the ADD mode.
7. Based on the selected placement type, **read and certify** the appropriate certification statements.
8. Once you have read and certified all required certifications, click ADD to create a new certification approval.

DQCER Screen - District Private Placement Certification List

To display a full listing of all District Private Placement Certifications:

1. Go to DQCER screen (Private Placement Certification List).
2. Select School Year.
3. Click on Inquire.
4. All certifications will be displayed first in alphabetical order, by student's last name; followed by chronological order if a student has more than one certification on file for your district. When adding a STAC approval record, please note that the STAC Online system only recognizes the most recent certification on file for a specific student.

Date 04/19/16		New York State Education Department			Go to <input type="text"/>			
Time 10:58		Private Placement Certification List						Menu
School Year	District							
1617	010100010000	ALBANY CITY SD						
Record Count		5						
Last Name/First Name	STAC ID	Day/Res	In/Out of State	Certification Date/Time	CSE Meeting Date	User		
NEWPRIVATE KID	B17841	RES	IN-STATE	03/29/16 09:39 AM	03/01/16	MMCCARTH		
POPUP DCERT	B17864	DAY	IN-STATE	04/01/16 12:38 PM	03/31/16	MMCCARTH		
SCHOOLYEAR WITHDCERT	B17853	DAY	IN-STATE	03/29/16 12:20 PM	03/29/16	DISTRICT		
SIXTEEN APRIL	B17860	RES	IN-STATE	03/30/16 12:58 PM	03/25/16	MZIGREST		
SIXTEEN MAY	B17878	RES	IN-STATE	04/18/16 03:39 PM	04/04/16	AWOLFGAN		

Reminders for Successful Processing of STAC DCERTs and Ten-Month Private Approvals

1. **Timeliness:** Remember to have DCERTS processed in a timely manner. The certification must be processed on the STAC online system prior to adding a ten-month private approval record.
2. **Processing Order for DCERTs and STAC Ten-Month Private Approvals:**
The STAC Online system only recognizes the most recent certification on file for a specific student. Prior to entering a second DCERT for a student, due to a change in placement type, it is necessary to have added the STAC service approval which corresponds to the first DCERT on file. For example, when a student changes from a day placement to a residential placement, the day service approval record must be added or amended prior to adding the residential certification and residential STAC service approval.
3. Please use the DQCER screen to verify that a certification has been successfully entered on the STAC online system. The new DCERT should be listed on the DQCER screen. If you have any questions, please contact the STAC and Medicaid Unit at 518-474-7116.