

Guide to Requesting Reimbursement Approval  
 OMRDD Chapter 47, 66 & 721 10-Month Placements  
 Online Screen: **DSCHP**

This screen is used by school districts to enter/view a reimbursement approval for 10-Month Chapter placements in special education classes.

Go to the online screen named DSCHP

- Enter the **STAC ID** and the first three letters of the student’s last name
- Select school year
- Click 

The student’s full name will be displayed for you to verify, and ‘Add’ will be inserted in the MODE field at the top of the screen. SUBMIT the fields listed below.

Data Fields	Description
<b>School Year</b>	Select the school year in which the services will be or were provided.
<b>Disability</b>	Select the student’s disability from the list.
<b>CSE District</b>	Pre filled with your districts 12-digit SED code.
<b>Chapter Type</b>	Check the district’s copy of the STAC-200 and select what type of placement the child is in – <ul style="list-style-type: none"> <li>• Individualized Residential Alternative</li> <li>• Developmental Center</li> <li>• Intermediate Care Facility</li> <li>• Group Home</li> </ul>
<b>ICF/IRA Provider</b>	Select the OMRDD agency provider from the list.
<b>Education Provider</b>	Select the approved education provider from the list. Contact STAC and Special Aids if the Provider is not listed. <b>Pre-approval may be required for private placement.</b>
<b>Program</b>	To view programs, click on “Get ED Programs”. You cannot retrieve the programs until you have selected the education provider.
<b>Start Date</b>	Enter the date (mm/dd/yy) that the services will begin. The program begin date is indicated in the program description. The student may not start prior to that date.
<b>End Date</b>	Enter the date (mm/dd/yy) that the services will end. The program end date is indicated in the program description. The student’s end date may not go beyond that date.
<b>Annualized Cost (Public Placement Only)</b>	Enter the 10-month annualized cost for special education services (Do not enter \$ sign or commas)
<b>Aide</b>	If the student is receiving a full time aide, check (✓) “Aide”
<b>Transportation</b>	Enter 10-month transportation costs.
<b>Related Services</b>	Cost of any additional related services not included in the annualized costs.
<b>Administrative</b>	This amount is limited to 5% of approved tuition plus related services cost.
<b>CSE</b>	Extraordinary CSE costs should not exceed \$100.
Click  to submit	

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur you will receive an error page. If your transaction is successful, the screen will return with the data items you entered and SUCCESSFUL ADD will be displayed at the bottom of the screen.

Guide to **Amending** Reimbursement Approval  
 OMRDD Chapter 47, 66 & 721 10-Month Placements  
 Online Screen: **DSCHP**

This screen is used by school districts to amend information for a reimbursement approval for 10-Month Chapter Placements. Once an approval has been successfully added, it may be necessary to make changes to the approval. There are only certain fields that may be changed. Listed below are instructions and a table of data fields that can be changed.

Go to the **DQCLD** screen.

- Enter the STAC ID and click on the **‘Enter’** key or **‘Get Profile’** box.
- Select the service approval you want to amend by clicking on the **[S]** to the left of the approval.

The service reimbursement approval will be displayed.

- Delete or space out DQCLD in the go to box located at the top right corner.
- Click on the **‘Inquire’** button located next to the ‘Record Number’ box.

The screen will retrieve the most current amendment and “change” will be inserted in the MODE field at the top right-hand corner of the screen 9to the right of the date of birth).

Below is a table of fields that can be amended.

Amendable Fields <sup>1</sup>	Description
<b>Disability</b>	Select the correct disability code. Program must be approved for that disability.
<b>Start Date</b>	Enter the correct start date.
<b>End Date</b>	Enter the correct end date.
Click <b>Change</b> to submit.	

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur you will receive an error page. If your transaction is successful, the screen will return with the data items you changed and “SUCCESSFUL CHANGE” displayed at the bottom of the screen.

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<sup>1</sup> Annualized Costs should be amended on the Automated Verification List (AVL).