

Guide to Requesting Reimbursement Approval
OMRDD Chapter 47, 66 & 721 July/August Placements (2-Month)
Online Screen: **DSCSM**

This screen is used by school districts to enter/display the information for a reimbursement approval for 2-Month Chapter placements in special education classes.

Go to the online screen named DSCSM

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

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
School Year	Select the school year in which the services will be or were provided.
Disability	Select the student's disability from the list.
CSE District	Pre filled with your districts 12-digit SED code.
District of Residence	Select the school district in which the student's parent or legal guardian resides.
County of Residence	Select the county from the list.
Chapter Type	Check the district's copy of the STAC-200 and select the type of placement for the child – <ul style="list-style-type: none"> • Individualized Residential Alternative • Intermediate Care Facility • Developmental Center • Group Home
ICF/IRA Provider	Select the OMRDD agency provider from the list.
Education Provider	Select the approved education provider from the list. Contact STAC and Special Aids if the Provider is not listed. Pre-approval may be needed for private placement.
Program	To view programs, click on "Get ED Programs". You cannot retrieve the programs until you have selected the education provider.
Start Date	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.
End Date	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.
Aide	If the student is receiving a full time aide, check (✓) "Aide".
Transportation	Enter 2-month transportation costs.
Click Add 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 July/August Placements (2-Month)
Online Screen: **DSCSM**

This screen is used by school districts to amend information for a reimbursement approval for 2-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 (to the right of the date of birth).

Below is a table of fields that can be amended.

Amendable Fields	Description
Disability	Select the correct disability code. Program must be approved for that disability.
Start Date	Enter the correct start date.
End Date	Enter the correct end date.
Click Change 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.