



STAC, Special Aids and Medicaid Unit

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Guide to Online Entry of Private Placement Certification Data

Assurance of Required Certifications for all School Age Private School Reimbursement

Online Screen: **DCERT**

This screen is used by school district personnel to submit information for providing “Assurance of Required Certifications for Private School Reimbursement.” **In order to obtain a timely determination of approval of State reimbursement, the preapproval Certification must have a “Certification Date” stamp not later than six business days of the student’s start date in the program. If the school district fails to submit a timely application, State reimbursement will commence on the “Certification Date” as determined by NYSED’s STAC Online System.**

Certification Facts:

- A certification must be completed on an annual basis for ALL school age private placements (both 2-month and 10-month).
- **One** annual certification covers **BOTH** summer (2-month) and school year (10-month) private placements **if** the placement type remains the same for both periods.
- There are four types of certification placement:
 - Day In-State
 - Day Out-of-State
 - Residential In-State
 - Residential Out-of-State
- In addition to the annual certification, an additional certification is required for 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 CSE
 - Change from preschool to school age

Online Instructions for Adding a 2014-15 Private Placement Certification

- 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.

Presentation Client - Private Placement Cert - (efrttest) - [DCERT]
File Edit View System Options Help

Date 03/06/14 Time 02:24 New York State Education Department
PRIVATE PLACEMENT CERTIFICATION Go to [Menu]

STAC ID B17058	Name FOU	Date of Birth	Mode Inquiry
School Year 1415	CSE District 010100010000	ALBANY CITY SD	
Placement Type <input type="text"/>	Certification Date	User	

Required for Inquiry Date Transferred Into District (MM/DD/YY)
(cont at same priv provider as placed by prev dist)

- 2.) Click **Inquire**:

Presentation Client - Private Placement Cert - (efrttest) - [DCERT]
File Edit View System Options Help

Date 03/06/14 Time 02:26 New York State Education Department
PRIVATE PLACEMENT CERTIFICATION Go to [Menu]

STAC ID B17058	Name FOURTEEN	JUSTIN	Date of Birth 01/02/00	Mode ADD
School Year 1415	CSE District 010100010000	ALBANY CITY SD		
Placement Type <input type="text"/>	Certification Date	User		

Required for Inquiry Date Transferred Into District (MM/DD/YY)
(cont at same priv provider as placed by prev dist)

- 3.) The student's full name and date of birth will now be displayed for you to verify that you have selected the correct student.
- 4.) To create a **2014-15** certification for a student in your district:
 - a. If there is no 2014-15 certification for a student, the type of placement will be blank, and the screen will be in **ADD** mode.
 - b. Select 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 certifications.

Sample of a DCERT screen for a Residential/Out-of-State placement

This date is only to be entered when a student transfers into your district and continues at the same private provider as placed by the previous district.

Presentation Client - Private Placement Cert - (efrttest) - [DCERT]
 File Edit View System Options Help

Date: 03/06/14 Time: 02:26
 New York State Education Department
PRIVATE PLACEMENT CERTIFICATION [Menu]

STAC ID B17058	Name FOURTEEN	JUSTIN	Date of Birth 01/02/00	Mode ADD
School Year 1415	CSE District 010100010000	ALBANY CITY SD		

Placement Type: Res/Out-of-State Certification Date: User: []
 Required for Inquiry [Inquire] Date Transferred Into District (MM/DD/YY): []

(Please Check ALL that apply) (cont at same priv provider as placed by prev dist)

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 not later than six business days of the student's start date. If the district fails to submit a timely certification, State reimbursement shall commence on the date the certification for reimbursement is received by the Department.

[Inquire] [Add]

The first six certifications are required for ALL private placements.

Seventh certification is required for continuing placements only (reapplications).

This box is for New York City use only.

First two certifications required for ALL residential placements.

Third certification required for out-of-state residential placements.

Additional certifications required for initial residential placements.

Once you have read and certified all required certifications, click **ADD** to create a new certification approval.

Example of completed Certification for Residential Out-of-State Placement
The certification date and user name will appear at the top of the certification.

Presentation Client - Private Placement Cert - (efrttest) - [DCERT]
 File Edit View System Options Help

Date: 03/10/14
 Time: 01:05
 New York State Education Department
PRIVATE PLACEMENT CERTIFICATION Go to [] [Menu]

STAC ID B17058	Name FOURTEEN JUSTIN	Date of Birth 01/02/00	Mode Inquiry
School Year 1415	CSE District 010100010000	Certification Date 03/10/14	User AWOLFGAN
Placement Type Res/Out-of-State	Date Transferred Into District (MM/DD/YY)		

Required for Inquiry [Inquire]

(Please Check ALL that apply) (cont at same priv provider as placed by prev dist)

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 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 not later than six business days of the student's start date. If the district fails to submit a timely certification, State reimbursement shall commence on the date the certification for reimbursement is received by the Department.

[Inquire] [Add]

Successful Add

Adding an Additional DCERT for a Different Placement Type

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

If the need arises for a new 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 2014-15 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 certifications.
- 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, please note that the STAC Online system only recognizes the most recent certification on file for a specific student.

Presentation Client - School Age Payment Screen - (efrttest) - [DQCER]

File Edit View System Options Help

Date 03/10/14 Time 01:13 **New York State Education Department** Go to **Private Placement Certification List**

School Year 1415 **District** 010100010000 ALBANY CITY SD

Record Count 2

Last Name/First Name	STAC ID	Day/Res	In/Out of State	Certification Date/Time	Date Transferred Into District	User
FOURTEEN JUSTIN	B17058	RES	OUT-STATE	03/10/14 01:05 PM		AWOLFGAN
VALENTINE DAY	B17053	DAY	IN-STATE	02/11/14 02:05 PM	02/01/14	AWOLFGAN

2014-15 Reminders for Successful Processing of STAC DCERT/DSUMR/DSPRV

1.) Timeliness

Remember to have DCERTS processed in a timely manner. Certifications must be processed within six business days of the start date of service to receive full reimbursement.

2.) Processing Order for DCERTs and STAC 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 2014-15 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 must be added or amended prior to adding the residential certification and residential STAC service approval.

3.) New 2014-15 Summer Requirements

For two-month summer placements processed on the DSUMR screen, DCERTS are required when the education provider is a private provider or a special acts school. No DCERTS will be required when the two-month education provider is a district or a BOCES.