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.

2.) Click Inquire:

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.

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.

### 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 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 16 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's) consent was obtained and other agency representative(s) were invited to the CSE meeting.

Additional county or State agency representative attended the CSE meeting.

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.
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.
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.