



STAC, Special Aids and Medicaid Unit
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TO: Directors of Preschool Special Education Programs
Directors of Private School-Age Special Education Programs
Superintendents of Special Act School Districts
Superintendents of Public School Districts
Superintendents of BOCES

FROM: Maureen C. McCarthy

RE: 2013-2014 Program Service Dates

Each year, The State Education Department (SED) requires that approved special education providers confirm or correct the program date information on the System to Track and Account for Children (STAC) program file for the new school year. In creating the program file for 2013-14, SED has applied the following default dates:

- 02-month programs **July 8, 2013 through August 16, 2013,**
- 10-month programs **September 4, 2013 through June 20, 2014.**

If these are not the correct program dates for your agency, you must access the online system to change your program information to reflect the correct dates. Instructions for date change procedures are indicated on the reverse side of this letter. A direct link to this letter and a separate Instruction Guide can be found on the STAC homepage at <http://www.oms.nysed.gov/stac/>. The Guide also can be found under STAC Online System/Online Instructions.

Providers must use their assigned STAC Usercode to access their program information online and correct their calendar dates by **June 14, 2013**. Providers who do not currently have a Usercode should submit a Request Form for Online Access. A link to the Form can be found at:

http://www.oms.nysed.gov/stac/stac_online_system/stac_access_form.pdf

Authorized users must log on to the STAC Online System and proceed to the DQPRG screen to view a complete listing of all your approved programs for the 2013-14 year. For the July-August 2013 extended school year, the program must include at least 30 days during July and August. For the September 2013-June 2014 school year, the program must include at least 180 days. **Dates should reflect the first and last days that students will be in attendance.** School calendars for the 2-month and 10-month programs must be available for inspection by appropriate personnel of the Department and each student's school district.

It is **not** necessary to change the dates for special education itinerant service (SEIT-9135/9136) programs since preschool students in these programs have varying start and end dates based on the weekly sessions of service delivery in these programs.

If you have any questions regarding the date change process, please contact the STAC, Special Aids and Medicaid Unit at (518) 474-7116 or via e-mail at omsstac@mail.nysed.gov. Questions related to program approvals should be directed to P12: Office of Special Education/COASST at (518) 473-6108.

NEW: We are recommending that all providers sign up for our new LISTSERV specifically for New York State Approved Providers. Instructions for signing up for the STACPROVID ListServ can be found on our website at <http://www.oms.nysed.gov/stac/listserv/>

Instructions for Making Program Date Changes

NOTE: A PDF version of these instructions with screenshots is available at:
http://www.oms.nysed.gov/stac/training_materials/program_dates.pdf

Proceed to the STAC website at <http://www.oms.nysed.gov/stac/>

From the column on the left, click on EFRT Online Sign-in.

Click on the **EFRT** button. The **Presentation Client Window** will display. Do not close this window while the application is running. If a security warning asks you whether to block unsafe components, click **No**.

Log Onto the STAC database. **All entries must be in uppercase.**

- Enter your assigned **Usercode**.
- Tab to the Password field and enter your assigned **Password**.
- Press **Enter**.

From the Special Education Main Menu, **select DDATE: Program Date Changes**. The Program Date Changes Menu will display.

Click on the **“S”elect** button next to the screen you wish to retrieve:

- DPRES Preschool Program Date Changes
- DSCHA School-Age Program Date Changes
- DOMLS Homeless Program Date Changes

These three program screens are slightly different in content but the instructions apply to all program date changes. To **retrieve a specific program**, enter the following data for your agency’s approved programs:

- Select **‘1314’** from the School Year dropdown field.
- Enter your **agency’s 12-digit SED code** in the Provider field.
- Enter the **5-character program code** in the Program fields (e.g. 9000 A).
- Click on **Inquire**.

The selected program will display. If the program dates are correct, no further action is required.

To **change** the program **dates**:

- Enter the correct dates in the **Begin Date** and **End Date** fields in mm/dd/yy format.
- Click on **Change** at the bottom of the screen. If the transaction was successful, **“Report Completed”** will display at the bottom left of the screen. **Please wait for this message before making additional program date changes.**
- If necessary, enter the next **5-character program code** and click on **Inquire** to display the program. **Proceed to make program date changes for all applicable programs.**

To return to the **Program Date Changes Menu**, enter **DDATE** in the Go To field at the top right of the screen. Press Enter.

To return to the **Special Education Main Menu**, enter **HOME** in the Go To field at the top right of the screen. Press Enter.

To **logoff** the system, enter **BYE** in the Go To field at the top right of the screen. Press Enter

Note: At any time when accessing your program listing from the Special Education Main Menu -- DQPRG: Provider/Program Search, you may note a program with an approval status of 1-year-only (Appr-1). These programs are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC, Special Aids and Medicaid Unit at 518/402-5047.