

### THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

## System to Track and Account for Children (STAC) and Medicaid Unit

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# Making Program Date Changes:

A User Guide for School Districts, BOCES, Counties and Other SED-Approved Education Providers

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

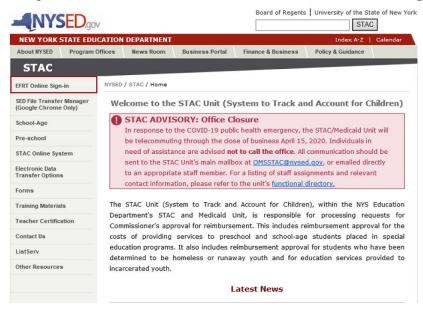
# I. Overview

Each year, the State Education Department (SED) requires that approved special education providers, school districts, and BOCES confirm or correct the program date information on the System to Track and Account for Children (STAC) program file. Default program dates are chosen for 2-month and 10-month programs.

If the default dates are not the correct program dates for your agency, you must access the STAC Online System to change your program information to reflect the correct dates.

# II. Accessing the STAC Online System

- 1. Proceed to the STAC Unit website at: <a href="http://www.oms.nysed.gov/stac/">http://www.oms.nysed.gov/stac/</a>
- 2. From the navigation menu on the left, click the "EFRT Online Sign-In" link:



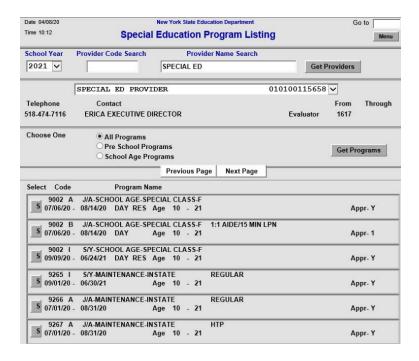
3. Log onto the STAC Online System. All entries must be uppercase.



- i. Enter your assigned User Code.
- Tab to the **Password** field and enter your assigned password.
- iii. Press Enter.

# III. FIRST STEP: Retrieving the List of Approved Programs

- 1. Once logged into the system, you will be directed to the appropriate home menu.
- 2. From your home menu, select "DQPRG".
- 3. On the DQPRG screen, select "2021" from the School Year dropdown.
- 4. Next enter your Provider Code or Provider Name. Then click "Get Providers".
- 5. Select the appropriate Provider from the Provider dropdown list.
- 6. Select "All Programs" and click the "Get Programs" button.
- 7. A listing of your district/agency's approved programs will be displayed:

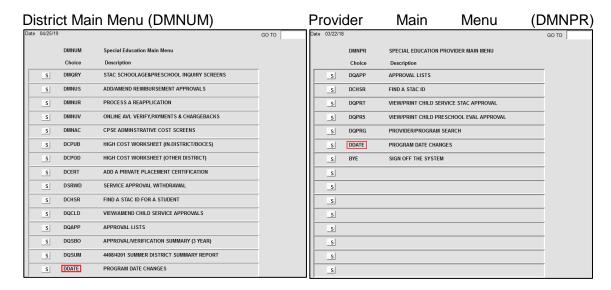


- 8. Check to see that all approved agency programs are listed. If all programs are displayed, you will see the following message at the bottom-left corner of the screen: "Attention 08 No more programs in search range". (in Internet Explorer)
- 9. If there are additional approved programs, you will see the following message at the bottom-left corner of the screen: "Attention 08 No more programs in search range". Click on the "Next Page" button to view the additional programs.
- Print each page of approved programs to reference as you update your 2020-21 program dates.
- 11. Type "**HOME**" in the "GO TO" box in the top-right corner of the screen and hit "Enter" on your keyboard to return to your main menu.

# **IV. SECOND STEP: Changing Program Dates**

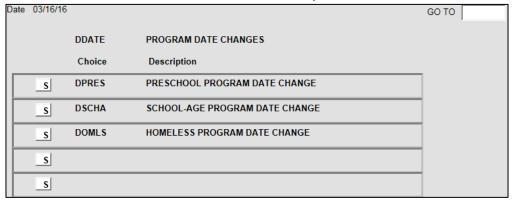
1. From your main menu, click the "S" button to the left of the "DDATE / PROGRAM DATE CHANGES" menu item;

or type "**DDATE**" in the "GO TO" box in the top-right corner of the screen and hit "Enter" on your keyboard.

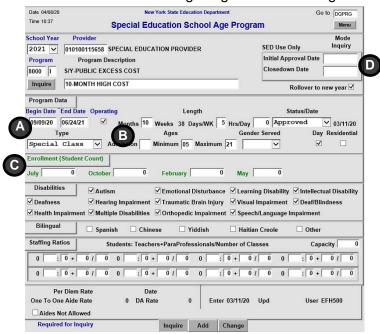


2. The Program Date Changes menu will display.

Click the "S" button to the left of the screen you want to retrieve.



- Preschool Program Screen (DPRES)
   School Age Program Screen (DSCHA)
- Homeless Program Screen (DOMLS)
- 3. To retrieve a specific program, do the following:
  - i. Select "2021" from the School Year dropdown.
  - ii. Enter your 12-digit SED/BEDS code in the **Provider** field.
  - iii. Enter the 5-character program code in the **Program** fields.
  - iv. Click the **Inquire** button.



- 4. The selected program displays. If the program dates (A) are correct and the program will be operating (B), no further action is required.
- 5. To change the program dates:
  - Go into Change mode by clearing out the "GO TO" box and hitting "Enter" on your keyboard.
  - ii. Enter the correct dates in the **Begin Date** and **End Date** fields in MM/DD/YY format.
  - iii. Click the **Change** button at the bottom of the screen.
  - iv. If the transaction was successful, you will see the following message in the Internet Explorer status bar at the bottom-left corner of the screen: "ATTENTION 02 Successful Change". Please wait for this message before making any additional program date changes.
- 6. If your program is not operating for the 2020-21 school year, uncheck the "Operating" box (B) and click the Change button at the bottom of the screen.
- 7. The P-12 Office of Special Education will send out a memo with additional information about the Enrollment section (C). No action is required in this section at this time.
- 8. The Initial Approval Date and Closeout Date (D) are for SED use only.
- If necessary, enter the next 5-character program code and click on the **Inquire** button to display the program. Proceed to make program date changes for all applicable programs as indicated on your **DQPRG** program listing.
- 10. To return to the **Program Date Changes** menu, type "**DDATE**" in the "GO TO" box in the top-right corner of the screen and hit "Enter" on your keyboard.
- 11. To return to your main menu, type "**HOME**" in the "GO TO" box in the top-right corner of the screen and hit "Enter" on your keyboard.
- 12. To log off the system, type "**BYE**" in the "GO TO" box in the top-right corner of the screen and hit "Enter" on your keyboard.