



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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STAC Website: <http://www.oms.nysed.gov/stac>

Medicaid Website: <http://www.oms.nysed.gov/medicaid>

Making Program Date Changes:

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

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

APRIL 2020

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: <http://www.oms.nysed.gov/stac/>
2. From the navigation menu on the left, click the “EFRT Online Sign-In” link:

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NEW YORK STATE EDUCATION DEPARTMENT

Index A-Z | Calendar

About NYSED | Program Offices | News Room | Business Portal | Finance & Business | Policy & Guidance

STAC

EFRT Online Sign-in

NYSED / STAC / Home

Welcome to the STAC Unit (System to Track and Account for Children)

STAC ADVISORY: Office Closure
In response to the COVID-19 public health emergency, the STAC/Medicaid Unit will be telecommuting through the close of business April 15, 2020. Individuals in need of assistance are advised **not to call the office**. All communication should be sent to the STAC Unit's main mailbox at QMSSTAC@nysed.gov, or emailed directly to an appropriate staff member. For a listing of staff assignments and relevant contact information, please refer to the unit's [functional directory](#).

The STAC Unit (System to Track and Account for Children), within the NYS Education Department's STAC and Medicaid Unit, is responsible for processing requests for Commissioner's approval for reimbursement. This includes reimbursement approval for the costs of providing services to preschool and school-age students placed in special education programs. It also includes reimbursement approval for students who have been determined to be homeless or runaway youth and for education services provided to incarcerated youth.

Latest News

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

Date 03/21/18

Welcome

GO TO

STATE EDUCATION DEPARTMENT FINANCE INFORMATION SYSTEM

New York State Education Department

Please enter your User Code and Password and press Enter

User Code

Password

Forgot Password

LOGIN

- i. Enter your assigned **User Code**.
- ii. 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:

Date 04/08/20
Time 10:12

New York State Education Department

Go to Menu

Special Education Program Listing

School Year: 2021
Provider Code Search:
Provider Name Search: SPECIAL ED
Get Providers

SPECIAL ED PROVIDER 010100115658

Telephone: 518-474-7116
Contact: ERICA EXECUTIVE DIRECTOR
From: 1617
Through: 1617
Evaluator: 1617

Choose One
☒ All Programs
☐ Pre School Programs
☐ School Age Programs
 Get Programs

Previous Page Next Page

Select	Code	Program Name	Appr.
<input checked="" type="checkbox"/>	9002 A	J/A-SCHOOL AGE-SPECIAL CLASS-F 07/06/20 - 08/14/20 DAY RES Age 10 - 21	Appr- Y
<input checked="" type="checkbox"/>	9002 B	J/A-SCHOOL AGE-SPECIAL CLASS-F 1:1 AIDE/15 MIN LPN 07/06/20 - 08/14/20 DAY Age 10 - 21	Appr- 1
<input checked="" type="checkbox"/>	9002 I	S/Y-SCHOOL AGE-SPECIAL CLASS-F 09/09/20 - 06/24/21 DAY RES Age 10 - 21	Appr- Y
<input checked="" type="checkbox"/>	9265 I	S/Y-MAINTENANCE-INSTATE REGULAR 09/01/20 - 06/30/21 Age 10 - 21	Appr- Y
<input checked="" type="checkbox"/>	9266 A	J/A-MAINTENANCE-INSTATE REGULAR 07/01/20 - 08/31/20 Age 10 - 21	Appr- Y
<input checked="" type="checkbox"/>	9267 A	J/A-MAINTENANCE-INSTATE HTP 07/01/20 - 08/31/20 Age 10 - 21	Appr- Y

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.
10. 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

- 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.

District Main Menu (DMNUM)

Date	04/25/19	GO TO	
DMNUM	Choice	Description	
	<input type="button" value="S"/>	DMQRY	STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
	<input type="button" value="S"/>	DMNUS	ADD/AMEND REIMBURSEMENT APPROVALS
	<input type="button" value="S"/>	DMNUR	PROCESS A REAPPLICATION
	<input type="button" value="S"/>	DMNUV	ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
	<input type="button" value="S"/>	DMNAC	CPSE ADMINISTRATIVE COST SCREENS
	<input type="button" value="S"/>	DCPUB	HIGH COST WORKSHEET (IN-DISTRICT/BOCES)
	<input type="button" value="S"/>	DCPOD	HIGH COST WORKSHEET (OTHER DISTRICT)
	<input type="button" value="S"/>	DCERT	ADD A PRIVATE PLACEMENT CERTIFICATION
	<input type="button" value="S"/>	DSRWD	SERVICE APPROVAL WITHDRAWAL
	<input type="button" value="S"/>	DCHSR	FIND A STAC ID FOR A STUDENT
	<input type="button" value="S"/>	DQCLD	VIEW/AMEND CHILD SERVICE APPROVALS
	<input type="button" value="S"/>	DQAPP	APPROVAL LISTS
	<input type="button" value="S"/>	DQSBO	APPROVAL/VERIFICATION SUMMARY (3 YEAR)
	<input type="button" value="S"/>	DQSUM	4408/4201 SUMMER DISTRICT SUMMARY REPORT
	<input type="button" value="S"/>	DDATE	PROGRAM DATE CHANGES

Provider

Main

Menu

(DMNPR)

Date	03/22/18	GO TO	
DMNPR	Choice	Description	
	<input type="button" value="S"/>	DQAPP	APPROVAL LISTS
	<input type="button" value="S"/>	DCHSR	FIND A STAC ID
	<input type="button" value="S"/>	DQPRT	VIEW/PRINT CHILD SERVICE STAC APPROVAL
	<input type="button" value="S"/>	DQPRS	VIEW/PRINT CHILD PRESCHOOL EVAL APPROVAL
	<input type="button" value="S"/>	DQPRG	PROVIDER/PROGRAM SEARCH
	<input type="button" value="S"/>	DDATE	PROGRAM DATE CHANGES
	<input type="button" value="S"/>	BYE	SIGN OFF THE SYSTEM
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		

- The Program Date Changes menu will display.
Click the “S” button to the left of the screen you want to retrieve.

Date	03/16/16	GO TO	
DDATE	Choice	Description	
	<input type="button" value="S"/>	DPRES	PRESCHOOL PROGRAM DATE CHANGE
	<input type="button" value="S"/>	DSCHA	SCHOOL-AGE PROGRAM DATE CHANGE
	<input type="button" value="S"/>	DOMLS	HOMELESS PROGRAM DATE CHANGE
	<input type="button" value="S"/>		
	<input type="button" value="S"/>		

- Preschool Program Screen (DPRES)
- School Age Program Screen (DSCHA)
- Homeless Program Screen (DOMLS)

- To retrieve a specific program, do the following:
 - Select “**2021**” from the **School Year** dropdown.
 - Enter your 12-digit SED/BEDS code in the **Provider** field.
 - Enter the 5-character program code in the **Program** fields.
 - Click the **Inquire** button.

The screenshot shows the 'Special Education School Age Program' form. At the top, it says 'Date: 04/08/20' and 'Time: 10:37'. The 'School Year' is set to '2021' and the 'Provider' is '010100115658 SPECIAL EDUCATION PROVIDER'. The 'Program' is '8000 S/Y-PUBLIC EXCESS COST'. The 'Initial Approval Date' and 'Closeout Date' are both empty. The 'Rollover to new year' checkbox is checked. The 'Program Data' section shows 'Begin Date' as 09/09/20 (labeled A), 'End Date' as 06/24/21 (labeled A), and 'Operating' is checked (labeled B). The 'Enrollment (Student Count)' section (labeled C) shows monthly counts for July, October, February, and May. The 'Disabilities' section lists various conditions with checkboxes. The 'Bilingual' section has checkboxes for Spanish, Chinese, Yiddish, Haitian Creole, and Other. The 'Staffing Ratios' section shows a table with columns for Teachers, ParaProfessionals, Number of Classes, and Capacity. At the bottom, there are buttons for 'Required for Inquiry', 'Inquire', 'Add', and 'Change'.

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:
 - i. 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.
9. 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.

Note: Programs with an approval status of 1-year-only (Appr-1) 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 and Medicaid Unit at 518-402-5047, using the following form: http://www.oms.nysed.gov/stac/forms/stac_prog_dates_form.pdf

Note: It is not necessary to change the dates for special education itinerant service SEIT 9135-9139 programs.