



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>

# Online User Verification

A User Guide for SED-Approved Provider Verification of  
STAC Online Users

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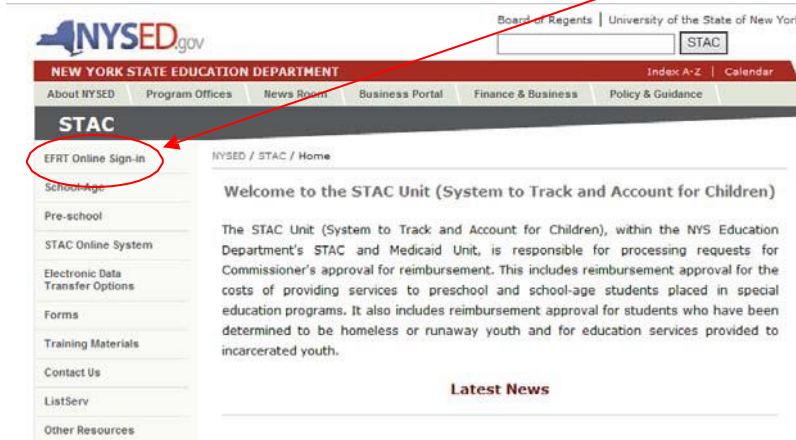
STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

FEBRUARY 2018

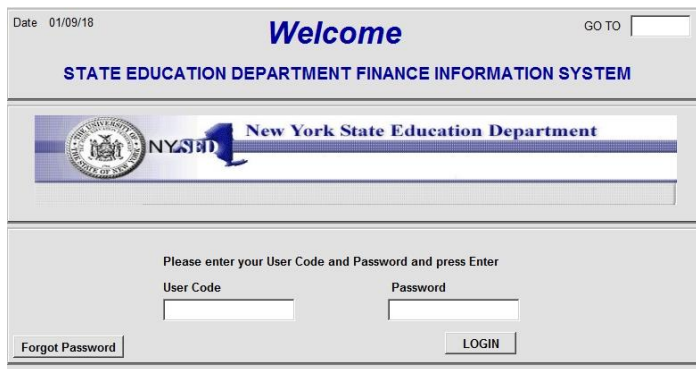
**Overview:** These instructions outline how an Authorized Provider Representative can utilize the XTEND screen to re-verify or suspend STAC online users.

To access the XTEND screen:

1. Go to the STAC homepage at <http://www.oms.nysed.gov/stac/>
2. Click on the “EFRT Online Sign-In” button on the left hand side of the screen.

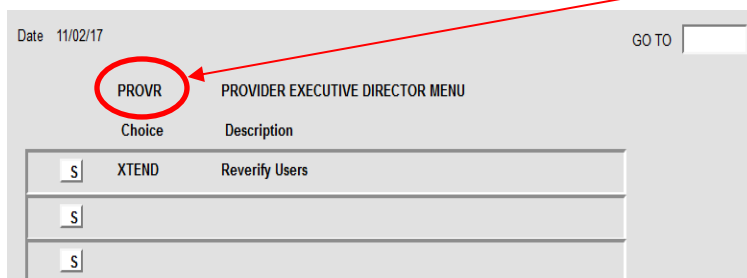


3. You will be advanced to the “**WELCOME**” online screen.

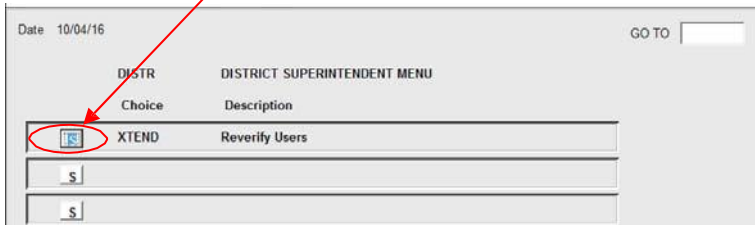


4. Enter the case-sensitive confidential Usercode and password.

5. Authorized Provider Representatives will be advanced to the “**PROVR**” screen.



- Click on the “S” to the left of the “**XTEND**” Choice.



- You will be advanced to the “**XTEND**” online screen. A list of all active (and recently suspended) STAC system online users for your agency will appear on the **XTEND** screen. This list will include all users for your agency. This screen also contains all suspended users for your agency for the past two years.

Date 01/09/18 Time 09:38 New York State Education Department Agency Authorized Users Listing

Agency Code: 530600998000 Agency Name Search: [ ] Get Agencies Agency Type (Internal use only): PROVIDER

NORTHEAST PARENT & CHILD SOCIETY 530600998000 Get Users

Telephone: 518-346-2300 Contact: MS. KRISTEN YOUMANS

Previous Next Update Users

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBETTY	BETTY BOOP	N	N	01/08/2018	04/09/2018	<input type="checkbox"/>	<input type="checkbox"/>
BWALTERS	BARBARA WALTERS	N	N	01/08/2018	04/09/2018	<input type="checkbox"/>	<input type="checkbox"/>
DBROWN1	DAISY BROWN	N	N	01/08/2018	04/09/2018	<input type="checkbox"/>	<input type="checkbox"/>
SDEE	SANDRA DEE	N	N	01/08/2018	04/09/2018	<input type="checkbox"/>	<input type="checkbox"/>

8. Authorized Provider Representatives have the following options on the **XTEND** screen. Note that users can be suspended, reverified, or reactivated individually or as a group. For the updates to be processed on STAC online system, you **must** click on the “**Update Users**” button.

- “**Suspend User**”

**Action:** Place a check mark in the box under the “**Suspend User**” column for the appropriate user. Repeat action for all users to be suspended. Once the appropriate users have been suspended, click on the “**Update Users**” button.

**Result:** This immediately prevents a user from accessing the STAC online system.

- “**Reverify User**”

**Action:** Place a check mark in the box under the “**Reverify User**” column for the appropriate user. Repeat action for all users to be reverified. Once the appropriate users have been reverified, click on the “**Update Users**” button.

**Result:** This immediately reauthorizes user through January 15, 2019.

- “**Reactivate a Suspended User**”

**Action:** Removing the checkmark under the “**Suspend User**” column and place a checkmark in the “**Reverify User**” box. Repeat action for all suspended users to be reactivated. Once the appropriate users have been reactivated, click on the “**Update Users**” button.

**Result:** This immediately reauthorizes user through January 15, 2019.

- **No action taken**

**Action:** No action taken

**Result:** User’s rights will be suspended and access to the STAC online system will be denied effective April 9, 2018.

## 9. FINAL ACTION TO BE TAKEN:

After all users have been appropriately reviewed and/or updated, click on “**Update Users**” on the top right-hand side of the screen. Please review the “**Authorized Until**” column on the **XTEND** screen and confirm that the “**Authorized Until**” dates for these users have been updated to January 15, 2019.

The screenshot shows the 'Agency Authorized Users Listing' interface. At the top, it displays the date (01/09/18) and time (10:09). The main title is 'Agency Authorized Users Listing'. Below this, there are search filters: 'Agency Code' (530600998000), 'Agency Name Search' (empty), and 'Agency Type' (PROVIDER). A 'Get Agencies' button is next to the search fields. Below the filters, the selected agency is 'NORTHEAST PARENT & CHILD SOCIETY' with agency code '530600998000'. Contact information is shown: Telephone 518-346-2300 and Contact MS. KRISTEN YOUMANS. A 'Get Users' button is present. At the bottom, there are navigation buttons: 'Previous', 'Next', and 'Update Users' (circled in red). Below the navigation is a table of users.

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBETTY	BETTY BOOP	N	N	01/08/2018	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
BWALTERS	BARBARA WALTERS	N	N	01/08/2018	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
DBROWN1	DAISY BROWN	N	N	01/08/2018	01/15/2019	<input type="checkbox"/>	<input type="checkbox"/>
SDEE	SANDRA DEE	N	N	01/08/2018	04/09/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Notes:

- **Year-Round Process**

The **XTEND** online screen is open year-round for Authorized Provider Representatives to suspend/reverify their users as necessary. Please keep the Authorized Provider Representative’s Usercode and password (assigned solely for this process) in a confidential folder for use throughout the year.

- **New STAC Online Users**

The **XTEND** screen cannot be utilized by Authorized Provider Representatives to **add** new STAC online users. The paper process for new users to apply for a user code and password to the STAC online system remains the same. New users must complete and forward to the STAC and Medicaid Unit a signed [“Request Form for Online Access to the STAC Database”](#). Please contact the STAC and Medicaid Unit at 518-474-7116 if you have any questions regarding this process.