



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

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**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>

# Section 4410 Preschool Committee on Preschool Special Education (CPSE) Administrative Costs (Screens DQDAT, DDADM and DQDAD)

A User Guide for School Districts and Municipalities

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STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

January 2018  
(updated October 2019)

# Section 4410 Preschool CPSE Administrative Costs Claiming Instructions

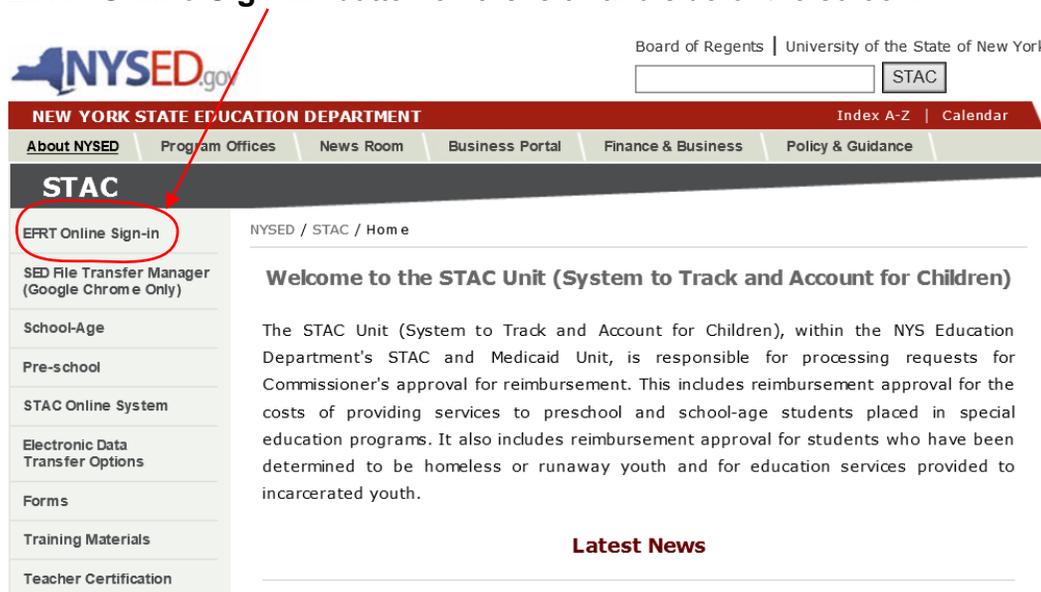
Section 4410 of NYS Education Law authorizes school districts to receive reimbursement from counties for reasonable and necessary CPSE administrative costs incurred for preschool students.

These instructions outline how school districts can claim (through their municipality) administrative costs incurred for each eligible preschool child served.

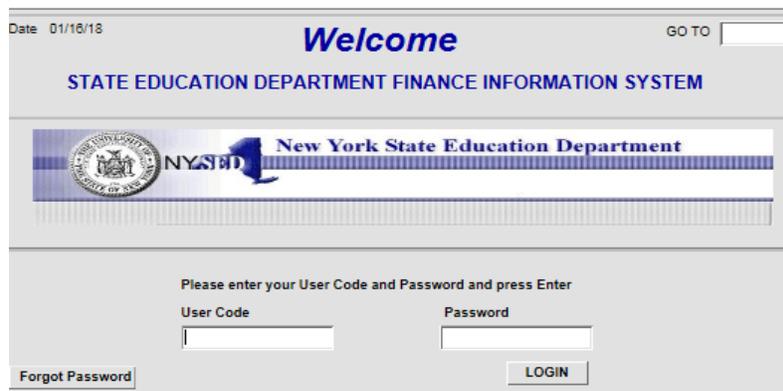
The NYSED STAC and Medicaid Unit requires school districts to record administrative expenses in the State Aid Management System (SAMS) (via Schedules 31-34 of their district ST-3 form) for a given school year. The STAC and Medicaid Unit extracts this information from the SAMS system and uploads to the EFRT online system.

## To begin:

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 your case-sensitive confidential user code and password.

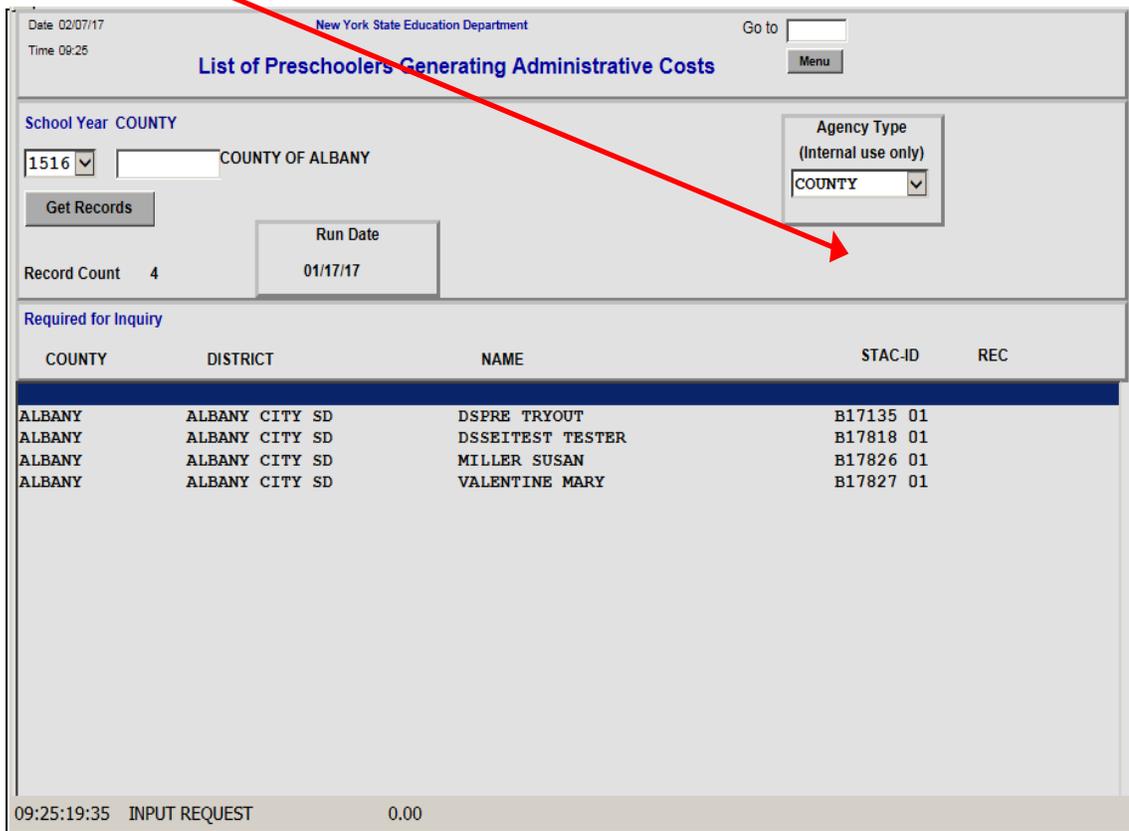
## ACCESSING PRESCHOOL CHILD LISTING (DQKID)

The **DQKID** screen allows municipalities and districts to view the child information used to calculate CPSE administrative costs for a specified school year (and can also be accessed by **municipalities** via SED File Transfer Manager (FTM)).

To **VIEW** the child listing screen (**DQKID**):

- Enter **DQKID** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DQKID** screen from the **DMNUM** or **DMNUP** (municipalities) main menu.
- Select **SCHOOL YEAR**
- Enter municipality/school district code
- Click **GET RECORDS** to view data.
- To return to the main menu enter **DMNUM** or **DMNUP** (municipalities) in the "GO TO" box.

Utilize the "Send to SED FTM" button to send the report to your SED FTM Outbasket in the form of a .pdf file.



Date: 02/07/17  
Time: 09:25  
New York State Education Department  
Go to:   
Menu

### List of Preschoolers Generating Administrative Costs

School Year: 1516  
COUNTY: COUNTY OF ALBANY  
Agency Type (Internal use only): COUNTY

Get Records

Record Count: 4  
Run Date: 01/17/17

Required for Inquiry

COUNTY	DISTRICT	NAME	STAC-ID	REC
ALBANY	ALBANY CITY SD	DSPRE TRYOUT	B17135	01
ALBANY	ALBANY CITY SD	DSSEITEST TESTER	B17818	01
ALBANY	ALBANY CITY SD	MILLER SUSAN	B17826	01
ALBANY	ALBANY CITY SD	VALENTINE MARY	B17827	01

09:25:19:35 INPUT REQUEST 0.00

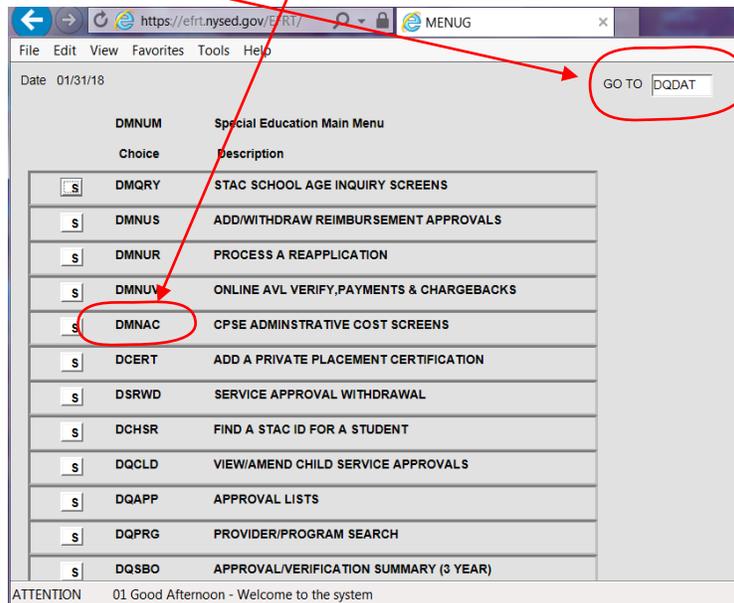
## **DISTRICTS ONLY (Pages 4 & 5)** **(Municipalities - Skip to Page 6)**

### **ACCESSING THE ADMINISTRATIVE COST LISTING SCREEN (DQDAT)**

The **DQDAT** screen is used by the school district to view the **Administrative Cost Listing (ACL)**:

To access the **DQDAT** screen:

- Enter **DQDAT** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DQDAT** from the **DMNUM** main menu.



To **REVIEW** the district **Administrative Cost Listing** data for a specific year:

- Select School Year
- "District" should be auto-filled
- Click "**GET PROVIDERS**"
- The district Administrative Cost Listing will appear with corresponding amount billable to the appropriate county

Date 01/16/18  
Time 10:57

New York State Education Department

Go to

### 4410 ADMINISTRATIVE COST LISTING TO SCHOOL DISTRICT ACL

School Year

Required for Inquiry

A. CPSE Costs Reported	232742
B. CPSE Costs Approved By SED	216892
C. Total Outstanding Approved CPSE Costs (A OR B)	216892
D. Total Number of Students Approved on STAC	388
E. Outstanding Approved Costs per Student on STAC (C/D)	559

County Name	Students Approved on STAC	Costs per Student	Amount CPSE Billable to County
	4	559	2236

## ACCESSING 3-YEAR COMPARISON SCREEN (DQDAD)

The **DQDAD** screen is used by districts to view administrative cost data for CPSE administrative costs for current and prior two-years of data.

To **VIEW** 3-year comparison screen (**DQDAD**):

- Enter **DQDAD** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DQDAD** screen from the **DMNUM** main menu.
- Select **SCHOOL YEAR**
- **DISTRICT** should be auto-filled
- Click either “**One Year Selected**” or “**Year Selected and Prior 2 Years**” to view data (currently only one year of information is available)
- Click **INQUIRE**
- To return to the main menu enter **DMNUM** in the “**GO TO**” box.

Date 01/16/18  
Time 12:53

New York State Education Department

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

STATEMENT OF CPSE ADMINISTRATIVE COSTS INCURRED  
UNDER SECTION 4410 OF THE EDUCATION LAW

School Year  District

Choose One  1 Year selected  Year selected and prior 2 years

	2013-14	% change	2014-15	% change	2015-16
<b>CPSE Costs Reported</b>	0	999+	232,742	0	232,742
<b>CPSE Costs Approved by SED</b>	0	999+	216,892	0	216,892
<b>Total Outstanding Approved CPSE Costs*</b>	0	999+	216,892	0	216,892
<b>Total Number of Students Approved on STAC</b>	0	999+	388	0	388

\*This is CPSE Costs Reported or Approved by SED, whichever is lower.

# MUNICIPALITIES ONLY

(Pages 6,7,8)

## ACCESSING THE CPSE ADMINISTRATIVE COST AVL (DDADM)

The **DDADM** screen, 4410 School District Outstanding Administrative Costs (or CPSE Administrative Cost AVL), allows municipalities to claim approved CPSE Administrative Costs (that have been paid to school districts) for a specified school year.

To **VIEW/COMPLETE** the AVL screen (**DDADM**) for a specific year:

- Select “School Year”
- “County” should be auto-filled
- Click **INQUIRE**
- **ENTER** “Date Billed by District”, “Amount Paid to School District”, and “Date Paid to District” as appropriate (if there are multiple pages, click “next” to view)
- Select **SUBMIT** button at bottom of screen once data has been entered
- To return to the preschool main menu, enter **DMNUP** in the **GO TO** box.

Date 10/08/19  
Time 02:03  
New York State Education Department  
System to Track and Account for Children (STAC)  
AVL to County  
4410 School District Outstanding Administrative Costs

Go to   
Menu

School Year   
County  Inquire

District	District Name	CPSE Cost Reported	CPSE Costs Approved	Total Approved CPSE Costs	Total Number of Students Approved on STAC	Approved Costs/Student	Total Number of Students Approved for CPSE Billable	Date Billed By District	Amount Paid to School District	Date Paid to District
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>
							0	<input type="text"/>	<input type="text"/> 0	<input type="text"/>

Previous Next Submit

Data added/edited must be certified by completing the **Electronic Signature** process. To access, select “CPSE Admin Signature” from the electronic signature page. If you are new to the electronic signature process you may view instructions via this link:

[http://www.oms.nysed.gov/stac/preschool/AVL/electronic\\_signature\\_avl.pdf](http://www.oms.nysed.gov/stac/preschool/AVL/electronic_signature_avl.pdf)

**ACCESSING CPSE ADMINISTRATIVE COST REPORTS  
(AND ASSOCIATED .TXT FILES)  
EFH802 (Preschoolers Generating Administrative Costs)  
EFH805 (Reimbursement for CPSE Administrative Costs)**

Access to the SED File Transfer Manager (FTM) site may be used to view or download CPSE Administrative Cost reports. The following is the link to apply for access:

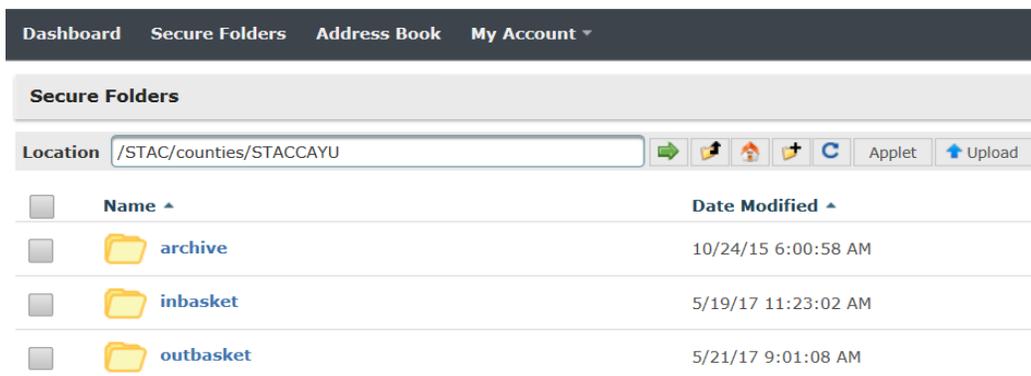
- [http://www.oms.nysed.gov/stac/forms/stac-603\\_form\\_authorization\\_ftp.pdf](http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf)

After receiving a SED File Transfer Manager (FTM) User Name and Password, click on the link below and Login (**Note: Use only Google Chrome to access the SED FTM**):

- <https://sedftm.nysed.gov/webclient/Login.xhtml>

A login form with a light blue background. It contains two input fields: 'User Name' and 'Password'. Below the password field is a blue button labeled 'Login'. At the bottom right of the form is a link that says 'Forgot Password?'.

- Navigate to your county's SED File Transfer Manager (FTM) Folders



- Open your county's outbasket.
- The outbasket will contain 2 text files and 2 excel files:

**CountyName\_EFH802\_yyyyyy.txt**

- File contains the List of Preschoolers Generating Administrative Cost found on DQKID

### CountyName\_EFH802\_yyyyyy.xlsm

- File contains the List of Preschoolers Generating Administrative Costs Report
- Open the file
- Click on Enable Editing



- Click on Enable Content



- The Report is now ready to view or print

**Note: The below data will be available to the county once payment data is generated.**

### CCCC\_EFH805\_YYYY\_##\_yyyymmddhhmm.pdf

- File contains the Reimbursement for CPSE Administrative Expenses Report
  - "CCCC" represents the first four letters of a county's name, except for New York City (NEWY) and Saint Lawrence (STLA).
  - "YYYY" represents the four-digit school year (example: 2017-18 would be 1718)
  - "##" represents the two-digit Pay Number.
  - "yyyymmddhhmm" represents the year/month/day/hour/minute that the report was created.