Guide to Online Entry of Private Placement Certifications Required for 10-Month Private Excess Cost Aid (DCERT)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) PRIVATE CERTIFICATIONS

MAY 2019
Overview

The DCERT screen is used by school district personnel to submit information to SED for providing "Assurance of Required Certifications for 10-Month Private School Reimbursement." This process must be completed annually for each in-state and out-of-state school age student in an approved 10-month private day or private residential school, including Special Act School Districts. All information submitted is subject to verification by the New York State Education Department. Documentation supporting certifications made on this screen must be maintained at the school district and available upon request.

DCERT records are only required for 10-month school age private placements. Private Excess Cost Aid will not be paid for a 10-month school age private placement until a DCERT record is submitted through the STAC Online System (EFRT). Full reimbursement for private placements will be paid if DCERT and STAC verification records are on file within the statute of limitations pursuant to NYSEL § 3604:

- June 30th of the school year following the service year, for aid to be paid on a current basis;
- June 30th of the school year two years after the service year for aid to be paid from the prior year queue as funds become available.

<table>
<thead>
<tr>
<th>Service Period</th>
<th>DCERT Record</th>
<th>Approval/Verification Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 – August 31, 2015</td>
<td>n/a</td>
<td>June 30, 2019 (three years from the end of enrollment school year)</td>
</tr>
<tr>
<td>September 1, 2017 – June 30, 2018 (school year most recently concluded)</td>
<td>June 30, 2019 (for current year funding)</td>
<td>June 30, 2019 (for current year funding)</td>
</tr>
<tr>
<td>September 1, 2016 – June 30, 2017 (school year prior to school year most recently concluded)</td>
<td>June 30, 2019 (for prior year funding)</td>
<td>June 30, 2019 (for prior year funding)</td>
</tr>
</tbody>
</table>

To assist in this process, school districts can utilize the DQAPP screen (Agency Approval List) and the DQCER screen (Private Placement Certification List) on the STAC Online System (EFRT).

All 10-month private placement certification records (DCERT) should be submitted in accordance with the timeframes outlined in section 200.6(j)(3) of the Regulations of the Commissioner of Education. State reimbursement will not be available until a DCERT record is submitted.

Please note that school districts must continue to submit out-of-state packets along with paper STAC-1 forms for approval of State reimbursement for the placement of students in approved out-of-state residential schools. A printout of the DCERT should be submitted to the Nondistrict Unit along with the School Age STAC-1 forms.

To ensure proper reimbursement, please contact Kelly Mason (Kelly.Mason@nysed.gov) or Adam Lenhardt (Adam.Lenhardt@nysed.gov) in the STAC/Medicaid Unit at 518-474-7116 or if you have any questions regarding the amendment of your school district’s claims for 2-month or 10-month private placements during the school years that have not yet reached the statute of limitations.
Ten-month private placement certification is required for the following four types of private placements:

- Day In-State
- Day Out-of-State
- Residential In-State
- Residential Out-of-State

In addition to the annual certification, 10-month private placement certification is required in the following instances:

- Change from day to residential or residential to day placement
- Change from in-state to out-of-state or out-of-state to in-state placement
- Change in Committee on Special Education (CSE) school district
- Change from preschool to school age

**Online Instructions for Submitting a 10-Month Private Placement Certification Record (DCERT)**

1. Log onto the STAC Online System (EFRT).
2. Go to the online screen named DCERT (Private Placement Certification). Enter the STAC ID, the first 3 letters of the student’s last name, and select the appropriate school year. The CSE district will default to your district’s 12-digit BEDS code.
3. Click Inquire.
4. The student’s full name and date of birth will be displayed for you to verify that you have selected the correct student.
5. To create a certification record for a student in your school district:
   a. If there is no certification record for a student for a particular year, the type of placement will be blank, and the screen will be in ADD mode.
   b. Select the desired placement type: Day In-State, Day Out-of-State, Residential In-State, or Residential Out-of-State.
   c. Re-Inquire and the following message will appear on the bottom left side of screen “No records on for year selected please ADD”.
   d. Based on the selected placement type, **read and certify** the appropriate certification statements.
   e. Once you have read and certified all required certifications, click ADD to create a new certification.

Example of a Completed Certification (DCERT) for a Residential / In-State Placement

<table>
<thead>
<tr>
<th>Date</th>
<th>05/30/19</th>
<th>Name</th>
<th>PRIVATE PLACEMENT CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>06:03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAC ID</td>
<td>[13999]</td>
<td>Name</td>
<td>PRIVATE</td>
</tr>
<tr>
<td>School Year</td>
<td>2011</td>
<td>Placement Type</td>
<td>Residential In-State</td>
</tr>
<tr>
<td>Certification Date</td>
<td>05/30/19</td>
<td>User</td>
<td>DISTUSER</td>
</tr>
<tr>
<td>CSE Meeting Date (MM/DD/YY)</td>
<td>05/30/19</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Certification** (For all placements):
- The CSE has a current individualized education program (IEP).
- The CSE has documentation of its efforts to place the student in a public facility and the outcomes of those efforts, and/or of CSE findings regarding the lack of suitability of each currently available and geographically accessible public placement.
- The CSE has documentation of all efforts to have the student benefit from instruction in less restrictive settings, using support services and supplementary aids and special education services, and/or for those services not used, a statement of reasons why such services were not recommended.
- The CSE has detailed evidence of the student’s lack of progress in previous less restrictive programs and placements or a statement of reasons that such evidence is not available.
- In the case of a reclassification for reimbursement, the CSE has documentation of the continuing need for placement in a private school.

**Additional Certification required for all residential placements**:
- The CSE recommends placement of a student in an residential program.
- Documentation is on record that resident services are necessary to meet the student’s educational needs as specified in the student’s IEP.
- Documentation is on record that includes a proposed plan and timetable for enabling the student to return to a less restrictive environment or a statement of reasons why such a plan is not currently appropriate.
- Documentation is on record that demonstrates that there are no appropriate public or private facilities for such placement available within the State.

**Additional Certification (for all initial placements in residential care)**:
- Documentation is on record that, upon determination that the student was first at risk of residential placement, the district: provided information to the parent or community support services that may be available to the family, including the name and address of agencies which can perform an assessment of the family’s community support needs, where such a task had been made available to the CSE.

**NOTE**: In order to obtain a timely determination of approval of State reimbursement, the certification must be received by the Department prior to requesting reimbursement. If the district fails to submit a certification, requests for State reimbursement for ten-month private placements will not be processed.
Please note the following change to the DCERT screen for initial residential placements only for 2019-20 forward:

- Upon determination that the student was first at risk of residential placement, the school district with CSE responsibility must certify that it has documented that it "provided information to the parent on community support services that may be available to the family, including the name and address of agencies which can perform an assessment of a family’s community support needs, where such a list had been made available to the CSE."

**Adding an Additional DCERT for a Different Placement Type**

*The STAC Online System (EFRT) only recognizes the most recent certification on file for a specific student.*

If the need arises for a new private placement certification for a different placement type, please use the following instructions:

1. Go to the online screen named DCERT (Private Placement Certification). Enter the STAC ID, the first 3 letters of the student’s last name and select the appropriate school year. The CSE district will default to your district’s 12-digit BEDS code.
2. Click Inquire.
3. The most recent certification for the selected year will be displayed, showing all of the certifications associated with that placement type.
4. Select the new placement type from the dropdown.
5. Click Inquire.
6. The screen will be cleared of all previous certifications and will now be in the ADD mode.
7. Enter the CSE meeting date for the meeting held to adjust the student’s placement.
8. Based on the selected placement type, read and certify the appropriate certification statements.
9. Once you have read and certified all required certifications, click ADD to create a new certification approval.
**DQCER Screen** – District Private Placement Certification List

To display a full listing of all District Private Placement Certifications:

1. Go to the DQCER screen (Private Placement Certification List).
2. Select School Year.
3. Click on Inquire.
4. All certifications will be displayed first in alphabetical order, by student’s last name; followed by chronological order if a student has more than one certification on file for your district. When adding a STAC approval record, please note that the STAC Online System (EFRT) only recognizes the most recent certification on file for a specific student.

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**New York State Education Department**

**Private Placement Certification List**

<table>
<thead>
<tr>
<th>Last Name/First Name</th>
<th>STAC ID</th>
<th>Day/Res</th>
<th>In/Out of State</th>
<th>Certification Date/Time</th>
<th>CSE Meeting Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAM APPLESAUCE</td>
<td>A14094</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>02/20/20 12:42 PM</td>
<td>01/11/20</td>
<td>NYSED12</td>
</tr>
<tr>
<td>TAMi TAPI0CA</td>
<td>B34397</td>
<td>RES</td>
<td>IN-STATE</td>
<td>12/20/19 11:16 AM</td>
<td>11/02/19</td>
<td>NYSED12</td>
</tr>
<tr>
<td>WENDY WORCESTER</td>
<td>C95418</td>
<td>DAY</td>
<td>IN-STATE</td>
<td>09/18/19 02:40 PM</td>
<td>09/13/19</td>
<td>NYSED12</td>
</tr>
</tbody>
</table>

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**Reminders for Successful Processing of STAC DCERT and Ten-Month Private Approvals**

1. **Timeliness**: Remember to have DCERTS processed in a timely manner. The certification must be processed on the STAC Online System (EFRT) prior to adding a ten-month private approval record.

2. **Processing Order**: The STAC Online System (EFRT) only recognizes the most recent certification on file for a specific student. Prior to entering a second DCERT for a student, due to a change in placement type, it is necessary to have added the STAC service approval which corresponds to the first DCERT on file. For example, when a student changes from a day placement to a residential placement, the day service approval record must be added or amended prior to adding the residential certification and residential STAC service approval.

3. **Checking Status**: Please use the DQCER screen to verify that a certification has been successfully entered on the STAC Online System (EFRT). The new DCERT should be listed on the DQCER screen. If you have any questions, please contact the STAC and Medicaid Unit at 518-474-7116.