Reapplication Instructions-
Chapter 47, 66 and 721
2-Month Placements (OPWDD)
(Screen DRCSM)

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) REAPPLICATONS

APRIL 2019
Reapplication Instructions
Chapter 2-Month Placements
Screen (DRCSM)

This screen is used by school districts to re-apply for reimbursement approval for Chapter 2-Month Placements. Each April, the STAC and Medicaid Unit issues reapplications based on the current year’s reimbursement approvals. If a student did not have an approval on the STAC database by April 1, a reapplication for the subsequent school year cannot be generated. Students without an approval on the system by April 1 require a full application. Listed below are instructions to retrieve and submit reapplication requests.

To retrieve the 2-Month Chapter reapplication screen:
➢ Enter DRCSM in the “Go to” box located at the top right hand corner of the screen or select the screen from the reapplication menu (DMNUR).
➢ Press the ENTER key on your keyboard.

To retrieve your district’s 2-Month Chapter reapplication:
➢ Select School Year.
➢ CSE District will be displayed.
➢ Click on Get Providers.
➢ Choose Provider from the list.
➢ Click on Get Reapps.
➢ Enter first 4 letters of Last Name to retrieve specific students or leave blank to retrieve list from beginning.
Displayed will be the list of student(s) who generated a reapplication for the education provider you selected. The following columns will be shown: STAC ID, Name, Education Program, Chapter Type and Transportation Cost. The student list is continuous with 10 students displayed on the screen.

<table>
<thead>
<tr>
<th>STAC ID</th>
<th>Reapply</th>
<th>Name</th>
<th>Education</th>
<th>Chapter Type</th>
<th>Transportation Cost</th>
</tr>
</thead>
<tbody>
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<td>A61867</td>
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<td>ANDY</td>
<td>9000</td>
<td>IRA</td>
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<td>ISABELLE</td>
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</tr>
</tbody>
</table>

To submit a reapplication for student(s) on the selected page:

- Enter a “✓” in the Reapply box for each continuing student.
- Select “Chapter Type” from the drop down.
- Enter “Transportation Cost” (not required).
- Repeat these steps for all appropriate providers.
- Click on Submit.

When complete, the student(s) not selected will remain on the reapplication list.

- To view the reimbursement approvals, retrieve the Profile of Services screen DQCLD.
- To retrieve a list of students for a different education provider, select a new provider from the list and click Get Reapps.
- To return to the main menu enter DMNUM or type HOME in the “Go to” box.

NOTE: ALL CHAPTER REAPPLICATIONS MUST HAVE A VALID STAC 200 ON THE STAC ONLINE SYSTEM.