

**Evaluation Reimbursement Approvals
Guide to Adding STAC-5's
Screens DQEV L/DSEVL**

**DQEV L/DSEVL
03/06**

These screens are used by Counties to data enter information for a Request for Commissioner’s Approval for reimbursement of Preschool Evaluations for Students with Disabilities (STAC-5).

The Evaluation Reimbursement Approval screen (DSEVL) is **not** year specific. A student’s evaluation record can have up to 14 evaluation components for 3 years, if the CPSE, County and Evaluator are the same.

The method of data entry of an Evaluation Reimbursement Approval depends on if the STAC database has an Evaluation Approval (STAC 5a) for the student and if the CPSE, County and Evaluator are the same.

To check for a Reimbursement Evaluation Approval:

- **Go to the DQEV L screen**
- **Enter the STAC ID**
- **Click on the “Get Profile” button**

The STAC Child Evaluation Profile screen will display the student’s full name and the approved evaluations for the child. *(Skip to the next page of these instructions if a STAC 5a is found with the same County, School District and Evaluator).*

If **no** matching evaluations are found:

- **Click on the “Add Evaluation” button**
- **NOTE:** You must always begin your data entry of an evaluation on the **DQEV L** screen. **DO NOT** go directly to the **DSEVL** screen.

You may now enter the evaluation.

Below is a table of field descriptions for data entry of the STAC 5.

| Required Fields | Description of Information to be Entered |
|-------------------------------------|--|
| Disability | Click on either “Non-Disabled” or “Preschooler With Disability.” |
| County of Residence | Pre-filled with your county’s 2-digit SED code. |
| CPSE District | Select the school district with CPSE responsibility. |
| Foster Care Placement County | Select the appropriate Foster Care Placement County (if applicable). |
| Approved Evaluator | Select the approved evaluator from the list. Contact STAC and Special Aids if the evaluator is not listed. |
| Type | Select the evaluation type from the list. |
| Date | Enter the month and year (mmyy) the evaluation was conducted. |
| Bilingual | Click on the “Bil” box for a bilingual evaluation and a checkmark (√) will appear. If monolingual, leave blank. |
| To submit approval | Click  at the bottom of the screen to submit. |

If a single error occurs it will be displayed at the bottom of the screen.

If multiple errors occur, a **“View Messages/Errors”** box will pop up on your screen. Once you have read the multiple errors, close out of the **“View Messages/Errors”** box.

If your transaction is successful, the screen will return with the data items you entered and **“SUCCESSFUL ADD”** will be displayed at the bottom of the screen.

Adding or Changing Evaluation Reimbursement Approval To an existing STAC 5A

These instructions will assist you in adding an evaluation component **and/or** changing an existing Evaluation Reimbursement Approval.

To check for an Evaluation Reimbursement Approval:

- **Go to the DQEV L screen.**
- **Enter the STAC ID click on “Get Profile”**

If there is an Evaluation Reimbursement Approval on the STAC database for your county a summary of the approval will be displayed.

To retrieve the Evaluation Reimbursement Approval:

- **Click on the “S” select box next to the evaluation record.**

Once the Evaluation Screen (DSEVL) is retrieved:

- **Space out DQEV L in the “GO TO” box located at the top right-hand corner of the screen.**
- **Click on the Inquire button located after the “Eval Number” box.**

“Change” will be inserted in the MODE field at the top right-hand corner of your screen.

There are two tables listed below. The first table is for **changes** to existing evaluation components. The second table is for **adding evaluation components** to an existing evaluation record.

Changes to an Existing Evaluation Reimbursement Approval

| Data Fields (which can be amended) | Data Description |
|---------------------------------------|--|
| “Bil” field (Bilingual) | Click on the “Bil” box for Bilingual evals and a checkmark (√) will appear . To change from bilingual to monolingual, click on the “Bil” box for Bilingual evals and the checkmark (√) will disappear. |
| “WD” field (Withdrawal) | You can withdraw a single evaluation component by clicking in the “WD” box next to the evaluation component and a checkmark (√) will appear. |

Adding Additional Evaluation Components to an Existing Evaluation Reimbursement Approval

Once you have retrieved the appropriate evaluation record, place the evaluation record in the “Change” mode (via the instructions above).

| Data Fields (which can be added) | Data Description |
|--|---|
| Type | Select the evaluation type from the list. |
| Date | Enter the month and year (mmyy) the evaluation was conducted. |
| Bilingual | Click on the “Bil” box for a bilingual evaluation and a checkmark (√) will appear. If monolingual, leave blank. |
| To Submit changes | Click on the  button at the bottom of the screen. |

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur, a “View Messages/Errors” box will pop up on your screen. Once you have read the multiple errors, close out of the “View Messages/Errors” box.

If your transaction is successful the screen will return with the data items you changed and “SUCCESSFUL CHANGE” will be displayed at the bottom of the screen.