

Guide to Requesting Reimbursement Approval  
 July/August Placements (2-Month)  
 Online Screen: **DSUMR**

This screen is used by school districts to enter/display a reimbursement approval for 2-Month placements in special education classes.

Go to the online screen named DSUMR.

- Enter the **STAC ID** and the first three letters of the student’s last name,
- Select school year,
- Click

The student’s full name will be displayed for you to verify, and ‘Add’ will be inserted in the MODE field at the top of the screen. SUBMIT the fields listed below.

Data Fields	Description
<b>School Year</b>	The school year in which the services will be or were provided.
<b>Disability</b>	Select the student’s disability from the list.
<b>CSE District</b>	Pre-filled with your district’s 12-digit SED code.
<b>District and County of Residence</b>	Select the school district and county in which the student’s parent or legal guardian resides.
<b>Agency to be Paid</b>	Select the Agency to be Paid by the State Education Department. (Must match either the CSE or resident district).
<b>Education Provider (Ed and Maint)</b>	Select the approved education provider from the list. Contact STAC and Special Aids if the provider is not listed.
<b>Program (Ed and Maint)</b>	To view programs, click on “Get ED Programs”. You cannot retrieve the programs until you have selected the Education Provider.
<b>Start Date</b>	Enter the date (mm/dd/yy) that the services begin. The program begin date is indicated in the program description. The student may not start prior to that date.
<b>End Date</b>	Enter the date (mm/dd/yy) that the services end. The program end date is indicated in the program description. The student’s end date may not go beyond that date.
<b>Half (Education Only)</b>	If the student is receiving half-day services, check (√)“Half”
<b>Aide</b>	If the student is receiving the services of a full-time Aide , check (√)“Aide”. (Partial and shared aides or 1:1 nurses or Maintenance aides require that you submit an Aide Request form.)
<b>Transportation Cost</b>	Enter the 2-month transportation cost. (Do not enter \$ sign or commas).
Click <input type="button" value="Add"/> to submit.	

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur, the errors will be displayed on a separate error page. If your transaction is successful, a ‘Successful Add’ message will be displayed at the bottom of the screen.

Guide to **Amending** Reimbursement Approvals  
July/August Placements (2-Month)  
Online Screen: **DSUMR**

This screen is used by school districts to amend a reimbursement approval for 2-Month placements in special education classes. Once an approval has been successfully added, it may be necessary to make changes to the approval. Listed below are instructions and a table of data fields that can be changed.

Go to the **DQCLD** screen.

- Enter the STAC ID and click on the **‘Enter’** key or **‘Get Profile’** box.
- Select the service approval you want to amend by clicking on the **[S]** to the left of the approval.

The service reimbursement approval will be displayed.

- Delete or space out DQCLD in the GO TO box located at the top right corner.
- Click on the **‘Inquire’** button located next to the ‘Record Number’ box.

The screen will retrieve the most current amendment and “change” will be inserted in the MODE field at the top right-hand corner of the screen (to the right of the date of birth).

Below is a table of fields that can be amended.

Amendable Fields	Description
<b>Disability</b>	Select the correct disability code. Program must be approved for that disability.
<b>Half</b>	If changing half-time status, check (√)“Half”.
<b>Add/Change</b>	Enter the letter ‘C’ on the Education or Maintenance record that is being changed.
<b>Start Date</b>	Enter the correct start date.
<b>End Date</b>	Enter the correct end date.
<b>Aide</b>	If the student is receiving the services of a full-time Aide , check (√)“Aide”. (Partial and shared aides or 1:1 nurses or Maintenance aides require that you submit an Aide Request form.)
<b>Transportation Cost</b>	Enter the correct cost. Transportation costs may also be corrected on the claim report (AVL).
Click <input type="button" value="Change"/> to submit.	

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur, the errors will be displayed on a separate error page. If your transaction is successful, a ‘Successful Change’ message will be displayed at the bottom of the screen.