



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

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

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# Online Verification of 10-Mo. High Cost Public Placements (DVPUB):

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) SCHOOL AGE VERIFICATION

MARCH 2018

## NEW THIS YEAR—FOR 2016-17 DVPUB VERIFICATION

**STEP 1:** The new High Cost Student Data Worksheet online screen (DCPUB screen) replaces the paper High Cost Student Data Report submitted for prior school years. Districts will be required to complete the DCPUB screen for several verifications **pre-selected** by the STAC & Medicaid Unit:

1. Each district's top three In-District verifications (in terms of 10-month annualized cost)
2. In-District verifications which exceed a district's threshold by \$40,000+.
3. The **pre-selected** claims can be viewed by filtering on "Unverified DCPUB Required" on the DVPUB screen

Date: 03/13/18  
Time: 12:22  
New York State Education Department  
Go to: DVPUB  
Menu

**Section (3602.19) High Cost-Public Verification Screen**

School Year: 1617  
CSE District: 281230040000 EXAMPLETOWN UFSD  
District Count - Total records / Records Verified: 7 / 2  
Selection Type: Unverified (5), Unverified DCPUB Required\* (2), Verified and Not Reviewed by SED (2), Reviewed and Locked by SED\*\* (0), All Records (7)  
Record Counts: 5, 2, 2, 0, 7

Get Providers: EXAMPLETOWN UFSD 281230040000  
First 4 Letters of Last Name (Optional): [ ] Get AVL  
Sort by Approved Cost Descending [x]

\*\* Districts have [view only rights](#) for "Reviewed and Locked by SED" Records  
\*DCPUB Record Required

CSE District Threshold: 57828  
CSE District Public Excess Cost Ratio: .250  
Education Provider Program Dates - 09/06/16 - 06/23/17

COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS  
Contact Name: KELLY MASON Phone #: 5184747116  
E-mail Address: Kelly.Mason@nysed.gov Verification Completed [ ]

**STEP 2:** For 2016-17, in addition to the pre-selected claims (based on DSPUB approval costs), districts will be required to complete the DCPUB online screen for:

1. Any BOCES verifications where the verified cost exceeds the cost listed on the BOCES Year-End report; and
2. Any In-District verifications where the "DSPUB approval cost" was not \$40,000 greater than the district threshold, but the "verified" cost is \$40,000+ above the district threshold. For these records, the verification will be rejected.
  - a. The records will appear under the "Unverified DCPUB Required\*" selection type, and a **"DCPUB Required"** label will be added to the record on the DVPUB screen.
  - b. After the DCPUB screen has been completed, the label on the DVPUB screen will switch to **"DCPUB On"** and the record can be verified from the "Unverified" selection type.

NOTE: For more information on how to complete the DCPUB screen, the full instruction guide can be found at: [http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/guide\\_DCPUB.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/guide_DCPUB.pdf)

### Preparation for DVPUB Verification:

Log onto the EFRT system, and starting with the 2016-17 year, complete the DCPUB screen for all records pre-selected by the STAC and Medicaid Unit using the "Unverified DCPUB Required" filter on the DVPUB screen (see below). Go to the DVPUB screen and Select the appropriate year from the "School Year" dropdown menu. The screen will default to "Unverified" selection.

1. The CSE District will be pre-filled with your district's 12-digit BEDS code.
2. Click the "Get Providers" Button. In-District, Other District and BOCES providers will be displayed.
3. Districts are required to verify claims separately for each Provider.
4. Once a provider has been selected, click on Get AVL.

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Record Counts: 5, 2, 2, 0, 7

Get Providers: EXAMPLETOWN UFSD 281230040000  
First 4 Letters of Last Name (Optional): [ ] Get AVL  
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\*DCPUB Record Required

CSE District Threshold: 57828  
CSE District Public Excess Cost Ratio: .250  
Education Provider Program Dates - 09/06/16 - 06/23/17

COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS  
Contact Name: KELLY MASON Phone #: 5184747116  
E-mail Address: Kelly.Mason@nysed.gov Verification Completed [ ]

Last and First Names		From	To	Current Appr	Prev Verified	Verified	Verify	Reviewed and Locked by SED	
STAC ID	Rec	DOB	Half	FTE	Date Rec Entered	Unverified	DCPUB Required	Verified Date	
								Date Locked	
EXAMPLE	STUDENT				09/06/16	01/31/17	120,000.00	0	
EXAMPLETOWN					281230040000				
B18079	01	07/30/04		.512	10/17/16		DCPUB Required		

## DVPUB Initial Verification

1. Review individual dates of service and 10-month Annualized cost.
2. Dates of Services can be amended on the DVPUB screen for all verifications.
3. Changes to the 10-month Annualized Cost can be made on the DVPUB screen for all verifications EXCEPT those selected verifications which require a DCPUB screen to be completed. If a DCPUB is required, any changes to 10-month Annualized costs first must be completed on the DCPUB screen prior to verification on the DVPUB screen.
4. Whenever a student was enrolled for the entire year and the student's FTE is 1.000, do not amend the start or end dates.
5. Once a student's dates of service and 10-month annualized costs are correct, please verify the claim.
6. Hit the "Submit" key after you complete the verification for all students displayed on each DVPUB screen. Otherwise the updates and verifications will not be processed.

NOTE: When verifying 2016-17 BOCES approvals, reference the "2016-17 BOCES Year-End Report Table" to identify the approved BOCES report which districts are required to use: [http://www.oms.nysed.gov/stac/schoolage/correspondence/201617\\_boces\\_yearend\\_report\\_table\\_EXTERNAL.pdf](http://www.oms.nysed.gov/stac/schoolage/correspondence/201617_boces_yearend_report_table_EXTERNAL.pdf)

## Reviewing Your Verifications

1. To view all verified records, select "Verified and Not Reviewed by SED" under Selection Type and then click the "Get AVL" button.

School Year	CSE District	District Count - Total records / Records Verified	Selection Type:	Record Counts:
1617	281230040000 EXAMPLETOWN UFSD	7 2	<input type="radio"/> Unverified <input type="radio"/> Unverified DCPUB Required* <input checked="" type="radio"/> Verified and Not Reviewed by SED <input type="radio"/> Reviewed and Locked by SED** <input type="radio"/> All Records	5 2 2 0 7

  

CSE District Threshold: 57828		COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS	
CSE District Public Excess Cost Ratio: .250		Contact Name: MARIE BOITANO	Phone #: 6312626637
Education Provider Program Dates - 09/06/16 - 06/23/17		E-mail Address: marie.boitano@northport.k12.ny.us	Verification Completed <input type="checkbox"/>

  

Last and First Names	From	To	Current Appr	10-Month Annualized Cost	Verify	Reviewed and Locked by SED
Education Provider Name and Code	Half	FTE	Date Rec Entered	Unverified DCPUB Required	Verified Date	Date Locked
EXAMPLE STUDENT	09/06/16	01/31/17	94,812.90	120,000.00	94812.90	<input type="checkbox"/>
EXAMPLETOWN 281230040000				DCPUB on		
B18079 01 07/30/04		.512	02/24/17		03/13/18	
HIGHCOST JIMMY	09/06/16	06/23/17	77,628.60		77628.60	<input type="checkbox"/>
EXAMPLETOWN 281230040000				DCPUB on		
B10676 02 01/02/00		1.000	02/24/17		03/13/18	

NOTE: Districts cannot utilize the DCPUB screen for any outstanding 1516 High Cost Public verifications.

## DVPUB Re-Verification Process

### Re-verification is required when:

1. A district amends the dates of service (on a previously verified claim) either on the DSPUB or DVPUB screen.
2. A district amends the 10-month annualized cost on the DCPUB screen (on a previously verified claim) for those verifications which were identified as requiring a DCPUB screen to be completed.
3. A district amends the 10-month annualized cost on the DSPUB or DVPUB screen (on a previously verified claim).
4. NOTE: After a record has been **“Reviewed and Locked by SED”**, it cannot be amended or re-verified. District should contact the STAC and Medicaid Unit for any necessary changes to a “Reviewed and Locked by SED” record.

### Submission of DVPUB Signature:

The paper DVPUB Signature Form has been incorporated into the DVPUB screen starting with the 1617 school year.

Click on “Verification Completed” box on the DVPUB screen, complete the Contact Info Section and Click on Submit at the bottom of the screen.

### Additional District Actions

A district can utilize the “District Count” located at the center of the upper portion of the DVPUB screen to monitor its progress in completing the verification process.

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Get Providers EXAMPLETOWN UFSD	281230040000	Selection Type: <input checked="" type="radio"/> Unverified <input type="radio"/> Unverified DCPUB Required* 2 <input type="radio"/> Verified and Not Reviewed by SED 2 <input type="radio"/> Reviewed and Locked by SED** 0 <input type="radio"/> All Records 7
Record Counts:		
First 4 Letters of Last Name (Optional)	Get AVL	Sort by Approved Cost Descending <input checked="" type="checkbox"/>
** Districts have <a href="#">view only rights</a> for "Reviewed and Locked by SED" Records *DCPUB Record Required		
CSE District Threshold: 57828 CSE District Public Excess Cost Ratio: .250	COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS	
Education Provider Program Dates - 09/06/16 - 06/23/17	Contact Name KELLY MASON	Phone # 5184747116
	E-mail Address Kelly.Mason@nysed.gov	Verification Completed <input type="checkbox"/>

### Final Warnings

1. In-district records flagged as DCPUB Required **will not be available for payment** until DCPUB is completed and record is verified on DVPUB.
2. DCPUB must be completed for BOCES records where cost exceeds the 10-Month Annualized Cost listed on the BOCES year-end final cost report. Without completion of DCPUB for these BOCES students, records **will be capped at amount from BOCES report**. Districts must identify these records; do not wait for DCPUB Required label on DVPUB screen.