



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

OCTOBER 2018

## I. Overview

This screen is used by school districts to verify actual dates and 10-month annualized costs for 10-Month Public Excess Cost Placements.

There are three screens that work together for 10-Month public placements: DSPUB, for initial entry; DCPUB, to calculate actual costs for in-district and BOCES placements and provide additional detail; and DVPUB to verify the actual costs after the school year has ended.

A list of allowable costs for special education services which may be claimed for Public Excess High Cost Aid and a list of other costs which may not be claimed can be found by clicking on the link below:

[http://www.oms.nysed.gov/stac/schoolage/avl-payment\\_reports\\_and\\_chargebacks/annualized\\_cost\\_calculation.html](http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html)

## II. Preparation for DVPUB Verification

1. Log onto the EFRT system.
2. Prior to in-district verification, complete the DCPUB screen for all in-district records pre-selected by the STAC and Medicaid Unit (using the “**Unverified DCPUB Required**” filter on the DVPUB screen).
3. Prior to BOCES verification, complete the DCPUB screen for all BOCES records with additional costs not included in the 10-month annualized cost listed on the year-end final cost report from the BOCES.
4. On the DVPUB screen, select the appropriate year from the “**School Year**” dropdown menu. The screen will default to “Unverified” selection.
5. The CSE District will be pre-filled with your district’s 12-digit BEDS code
6. Click the **Get Providers** button. In the fall, school district providers will be listed in the dropdown list. In February, both school district and BOCES providers will be listed in the dropdown list.

Districts are required to verify claims separately for each Provider

7. Once a provider has been selected, click the **Get AVL** button.

Date: 10/12/18		New York State Education Department		Go to: <input type="text"/>	
Time: 02:35		Section (3602.19) High Cost-Public Verification Screen		Menu	
School Year	CSE District	District Count - Total records / Records Verified		Selection Type:	
1718	281230040000 EXAMPLETOWN UFSD	151		<input checked="" type="radio"/> Unverified 83 <input type="radio"/> Unverified DCPUB Required* 0 <input type="radio"/> Verified and Not Reviewed by SED 0 <input type="radio"/> Reviewed and Locked by SED** 0 <input type="radio"/> All Records 83	
<input type="button" value="Get Providers"/> EXAMPLETOWN UFSD 281230040000		<input type="button" value="Get AVL"/> Sort by Approved Cost Descending			
First 4 Letters of Last Name (Optional) <input type="text"/>					
** Districts have <a href="#">view only rights</a> for "Reviewed and Locked by SED" Records *DCPUB Record Required					
CSE District Threshold: 39900		COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS			
CSE District Public Excess Cost Ratio: .690		Contact Name	Phone #		Verification Completed
Education Provider Program Dates - 09/06/17 - 06/22/18		E-mail Address		<input type="checkbox"/>	
Last and First Names	From	To	Current Appr	10-Month Annualized Cost	Reviewed and Locked by SED
Education Provider Name and Code	Half	FTE	Date Rec Entered	Prev Verified	Verify
STAC ID Rec DOB			Date Rec Entered	Unverified DCPUB Required	Verified Date
EXAMPLE STUDENT	09/06/17	06/22/18	45,672.00	0	<input type="checkbox"/>
EXAMPLETOWN UFSD	281230040000				
H98765 02 11/22/11	1.000		09/18/18		

### III. DVPUB Initial Verification

**NEW FOR 2017-18!** Fall verification window for in-district claims:  
 In-District Claims: Verify Starting **October 17, 2018**  
 BOCES & Other District Claims: Verify Starting **February 1, 2019**

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.  
**NOTE:** 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.
3. Changes to the 10-month Annualized Cost can be made on the DVPUB screen for all verifications EXCEPT those with an associated DCPUB worksheet.  
**NOTE:** If a DCPUB has been entered, or if a DCPUB is required, any changes to 10-month annualized costs must be completed first on the DCPUB screen prior to verification on the DVPUB screen.
4. Once a student's dates of service and 10-month annualized costs are correct, check the box in the **Verify** column.
5. Hit the **Submit** button 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 BOCES approvals, reference the "BOCES Year-End Report Table" to identify the approved BOCES report which districts are required to use. A link to this table is posted on the STAC homepage each February when the BOCES verification period opens.

### IV. 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.

Date 10/12/18		New York State Education Department		Go to <input type="text"/>	
Time 02:35		<b>Section (3602.19) High Cost-Public Verification Screen</b>			
School Year <b>1718</b>		CSE District <b>281230040000</b> EXAMPLETOWN UFSD		District Count - Total records / Records Verified <b>151</b>	
Get Providers <b>EXAMPLETOWN UFSD</b>		281230040000		Selection Type:	
First 4 Letters of Last Name (Optional) <input type="text"/>		Get AVL		Sort by Approved Cost Descending <input type="checkbox"/>	
<input type="radio"/> Unverified <input type="radio"/> Unverified DCPUB Required* <b>0</b> <input checked="" type="radio"/> <b>Verified and Not Reviewed by SED</b> <b>7</b> <input type="radio"/> Reviewed and Locked by SED** <b>0</b> <input type="radio"/> All Records <b>83</b>		Record Counts:			
CSE District Threshold: <b>39900</b> CSE District Public Excess Cost Ratio: <b>.690</b>		COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS			
Education Provider Program Dates - 09/06/17 - 06/22/18		Contact Name <input type="text"/>		Phone # <input type="text"/>	
		E-mail Address <input type="text"/>		Verification Completed <input type="checkbox"/>	
		<b>10-Month Annualized Cost</b>			
Last and First Names		From		To	
Education Provider Name and Code		Half		FTE	
STAC ID Rec DOB		Date Rec Entered		Current Appr	
				Prev Verified	
				Verified	
				Verify	
				Reviewed and Locked by SED	
EXAMPLE STUDENT		09/06/17		06/22/18	
EXAMPLETOWN UFSD		281230040000		45,672.00	
H98765 02 11/22/11		1.000		09/18/18	
				45672.00	
				<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	
HIGHCOST VERY		09/06/17		06/23/17	
EXAMPLETOWN UFSD		281230040000		91,259.90	
H86420 02 12/11/10		1.000		10/12/17	
				91259.90	
				<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	
				03/26/18	

## V. DVPUB Re-Verification Process

### Re-verification is required when:

1. A district amends the dates of service (on a verified claim) either on the DSPUB or DVPUB screen
2. A district amends the 10-month annualized cost on the DCPUB screen (on a verified claim) for any record with an associated DCPUB worksheet.
3. A district amends the 10-month annualized cost on the DSPUB or DVPUB screen (on a verified claim) for any record without an associated DCPUB worksheet.

**NOTE:** Once 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.

## VI. Complete the Verification Process

**NOTE:** In order to certify that verification is complete, there must be at least one student record loaded on the screen. Select the “Verified and Not Reviewed by SED” type in the top-right box and click the Get AVL button before proceeding.

1. To certify that verification is complete, fill out the **Contact Name**, **Phone #**, and **E-mail Address** fields in the “COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS” section.
2. Check the “**Verification Completion**” box.
3. At the bottom on the screen, click the **Submit** button.

## VII. Monitoring Verification Progress

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.

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		09/06/17	06/22/18	45,672.00				
EXAMPLETOWN UFSO	281230040000							
H98765	02	11/22/11	1.000	09/18/18				