



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:

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) SCHOOL AGE VERIFICATION

FEBRUARY 2017

I. Overview

To receive 10-month High Cost PUBLIC excess cost aid, school districts must verify the dates of service and the 10-Month Annualized Costs on the DVPUB online screen.

II. Accessing the DVPUB Screen

1. After signing on to the STAC Online System, go to the “DVPUB” screen.
2. Select the **School Year** from the Drop Down Menu. (currently available for the 2014-15 and 2015-16 years)
3. The CSE District will be pre-filled with your district’s 12-digit BEDS code.
4. Click the **Get Providers** button. In-District, Other-District **and BOCES providers** will be displayed.
5. Verification is processed separately for each education provider. Select the appropriate education provider from the Provider dropdown.
6. The screen defaults to the “Unverified” Selection Type.
7. Click the **Get AVL** button. The students will appear alphabetically by last name for each provider selected.

Date 02/15/17 New York State Education Department
 Time 12:49 Go to

Section (3602.19) High Cost-Public Verification Screen Menu

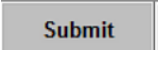
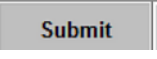
School Year	CSE District	Selection Type:	Record Counts:
1516	281230040000 EXAMPLETOWN UFSD	<input checked="" type="radio"/> Unverified	2
Get Providers	EXAMPLETOWN UFSD 281230040000	<input type="radio"/> Verified and Not Reviewed by SED	0
First 4 Letters of Last Name (Optional) <input type="text"/>	Get AVL	<input type="radio"/> - Stopped Records Only*	0
		<input type="radio"/> Reviewed and Locked by SED**	0
		<input type="radio"/> All Records	2

CSE District Threshold: 40263 *STOP PAYMENT flag is set if the current or a prior Verified Cost Exceeds \$105,000.00
 CSE District Public Excess Cost Ratio: .579 ** Districts have view only rights for "Reviewed and Locked by SED" Records

Education Provider Program Dates - 09/08/15 - 06/23/16 INTERNAL USE ONLY

Last and First Names		From	To	Current Appr	10-Month Annualized Cost		Verified	Verify	Reviewed and Locked by SED
					Prev Verified	Verified			
STAC ID	Rec	DOB	Half	FTE	Date Rec Entered	Stop Payment and Date	Verified Date	Date Locked	
APRIL	ALICE	09/08/15	06/23/16	55,058.54			0	<input type="checkbox"/>	<input type="checkbox"/>
EXAMPLETOWN UFSD		281230040000							
A99999	01	01/02/03		1.000	01/04/17				
DECEMBER	DEREK	09/08/15	06/23/16	46,944.13			0	<input type="checkbox"/>	<input type="checkbox"/>
EXAMPLETOWN UFSD		281230040000							
D12121	01	02/04/06		1.000	01/04/17				
							0	<input type="checkbox"/>	<input type="checkbox"/>

III. Initial Verification

1. Review individual dates of service and 10-Month Annualized Cost.
2. Dates of service *can* be changed on the “DVPUB” screen. If a student was enrolled all year, with a FTE of 1.000, do not amend the dates.
3. Once a student’s dates of service are correct, the 10-Month Annualized Cost can now be verified:
 - To verify the 10-Month Annualized Cost as it is displayed under the “Current Appr” column, check the “Verify” box and click the  button at the bottom of the screen.
 - To verify a cost that is different from the cost displayed under the “Current Appr” column, enter the correct cost in the data entry box in the “Verified” column, check the “Verify” box, and click the  button at the bottom of the screen.


Note-when verifying 2015-16 BOCES approvals, reference the “[2015-16 BOCES Year-End Report Table](#)” to identify the approved BOCES report which districts are required to use when verifying dates of service and 10-Month Annualized Costs for BOCES students.

4. A **STOP** will be placed on all records with a verified 10-Month Annualized Cost greater than \$104,999:
 - **In-District and Other District “STOPPED” records:** Backup documentation may be required for In-District and Other District “STOPPED” records. See Section VIII for actions districts must take for “STOPPED” records.
 - **BOCES “STOPPED” records:** Backup documentation for BOCES “STOPPED” records **may be** required if requested by the STAC and Medicaid Unit as part of the High Cost Public review process.


IV. Viewing Verified Records

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

Date 02/15/17 Time 12:49 New York State Education Department

Section (3602.19) High Cost-Public Verification Screen Go to 

School Year 1516	CSE District 281230040000 EXAMPLETOWN UFSD	Selection Type: <input type="radio"/> Unverified <input checked="" type="radio"/> Verified and Not Reviewed by SED <input type="radio"/> - Stopped Records Only* <input type="radio"/> Reviewed and Locked by SED** <input type="radio"/> All Records	Record Counts: 0 2 0 0 2
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Get Providers: EXAMPLETOWN UFSD 281230040000 

First 4 Letters of Last Name (Optional)

CSE District Threshold: 40263 *STOP PAYMENT flag is set if the current or a prior Verified Cost Exceeds \$105,000.00
 CSE District Public Excess Cost Ratio: .579 ** Districts have view only rights for "Reviewed and Locked by SED" Records

Education Provider Program Dates - 09/08/15 - 06/23/16 INTERNAL USE ONLY

Sort by Approved Cost Descending

Last and First Names		From	To	Current Appr	10-Month Annualized Cost Prev Verified	Verified	Verify	Reviewed and Locked by SED
STAC ID	Rec	DOB	Half	FTE	Date Rec Entered	Stop Payment and Date	Verified Date	Date Locked
APRIL	ALICE	09/08/15	06/23/16	60,547.65	55,058.54	60547.65	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXAMPLETOWN UFSD								
A99999	01	01/02/03		1.000	01/04/17			
DECEMBER	DEREK	09/08/15	06/23/16	46,944.13		46213.44	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXAMPLETOWN UFSD								
D12121	01	02/04/06		1.000	01/04/17			

V. Re-Verification Guidelines

1. Re-verification is required when the district amends the dates of service and/or 10-Month Annualized Costs on a verified High Cost approval on the **DSPUB** screen. If a date change on the **DSPUB** screen impacts the “Student Enrollment Status” field, users will be required to update the “Student Enrollment Status” (from “Enrolled Full Year” to “Enrolled Partial Year” and vice versa).
2. Re-verification is not required when the district amends the dates of services and/or 10-Month Annualized Cost on a verified High Cost approval on the **DVPUB** screen.
3. Once a record has been “**Reviewed and Locked by SED**”, it cannot be amended or re-verified. District should contact the STAC Unit for any necessary changes to a “Reviewed and Locked by SED” record.

VI. Submission of “DVPUB Signature Form for Online Verification”

1. District must submit a “DVPUB Signature Form” following completion of DVPUB verification for all providers. Initial signature form is required by no later than 03/31/17.
2. The Signature form is available at the following link:
http://www.oms.nysed.gov/stac/forms/DVPUB_Signature_Form_Rev.pdf
3. Please try to complete your DVPUB verification and submission of the “DVPUB Signature Form” by **03/31/17**.

VII. Submission of “High Cost Student Data Report Form”

1. District required to submit a “High Cost Student Data Report Form” and all supporting documentation for **all In-District and Other District** “STOPPED” records (those records whose annualized costs exceed \$104,999) upon request.
2. District must submit a “High Cost Student Data Report Form” for BOCES students who received additional IEP approved services provided by district or another non-BOCES provider (i.e. after-school services).
3. District may be required to submit a “High Cost Student Data Report Form” and any supporting documentation if requested by the STAC and Medicaid Unit as part of the High Cost Public review process.
4. The High Cost Student Data Report form is available at the following link:
http://www.oms.nysed.gov/stac/forms/highcost_student_data_report.pdf

VIII. Additional District Actions

1. A district can utilize the “Selection Type/Record Count” filters located at the upper right-hand corner of the DVPUB screen to manage the verification process.

Selection Type	Actions by District
Unverified	10-Month Annualized Cost and dates of service can be amended and records can be verified by District.
Verified & Not Reviewed by SED	Records can be amended and re-verified by District.
Stopped Record	<p>Documentation for In-District and Other District records may be required for students whose verified 10-Month Annualized Cost exceed \$104,999:</p> <ol style="list-style-type: none"> 1. A completed “High Cost Student Data Report” 2. Selected pages from the student’s IEP that list the frequency and length of approved services <p>Required documentation for BOCES records where student’s verified 10-Month Annualized Cost exceeds \$104,999 AND student received additional IEP approved services provided by the district or another non-BOCES provider :</p> <ol style="list-style-type: none"> 1. A completed “High Cost Student Data Report” 2. Selected pages from the student’s IEP that list the frequency and length of approved services <p>Submit the above documentation along with the DVPUB Signature Form.</p> <p>Note: Districts <u>may be</u> required to submit a “High Cost Student Data Report Form” and additional cost documentation for selected “STOPPED” records if requested by the STAC and Medicaid Unit as part of the High Cost Public review process.</p>
Reviewed & Locked by SED	SED reviews and locks records following receipt of DVPUB Signature Form. District must contact STAC Unit to request that a “Reviewed and Locked” record be reopened.