



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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Medicaid Website: <http://www.oms.nysed.gov/medicaid>

# Making Program Date Changes:

A User Guide for School Districts, BOCES,  
Counties and Other SED-Approved Education  
Providers

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STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

MARCH 2017

## I. Overview

Each year, the State Education Department (SED) requires that approved special education providers, school districts and BOCES confirm or correct the program date information on the System to Track and Account for Children (STAC) program file. Default program dates are chosen for 2-month and 10-month programs.

If the default dates are not the correct program dates for your agency, you must access the STAC Online System to change your program information to reflect the correct dates.

## II. Accessing the STAC Online System

1. Proceed to the STAC Unit website at: <http://www.oms.nysed.gov/stac/>
2. From the navigation menu on the left, click the “EFRT Online Sign-In” link:



3. Log onto the STAC Online System. **All entries must be uppercase.**

- i. Enter your assigned **User Code**.
- ii. Tab to the **Password** field and enter your assigned password.
- iii. Press **Enter**.

### III. FIRST STEP: Retrieving the List of Approved Programs

1. Once logged in to the system, you will be directed to the appropriate Home menu.
2. From your Home menu, select DQPRG.
3. On the DQPRG screen, select “1718” from the School Year dropdown.
4. Next enter your Provider Code or Provider Name. Then click “**Get Providers**”.
5. Select the appropriate Provider from the Provider dropdown list.
6. Select “All Programs” and click on the “Get Programs” button.
7. A listing of your district/agency’s approved programs will be displayed. (See example below)

Date 03/06/17 Time 01:10 New York State Education Department Special Education Program Listing

Go to  Menu

School Year: 1718 Provider Code Search:  Provider Name Search: SPECIAL

SPECIAL ED PROVIDER 123456789101

Telephone: 518-474-7116 Contact: ERICA EXECUTIVEDIRECTOR From: 9697 Through:  Evaluator:

Choose One:  All Programs  Pre School Programs  School Age Programs

Previous Page Next Page

Select	Code	Program Name			
<input type="checkbox"/>	9000 A	J/A-SCHOOL AGE-SPECIAL CLASS-F	REGULAR		
<input type="checkbox"/>	9000 C	J/A-SCHOOL AGE-SPECIAL CLASS-F	REGULAR		
<input type="checkbox"/>	9000 I	S/Y-SCHOOL AGE-SPECIAL CLASS-F	REGULAR		
<input type="checkbox"/>	9000 J	S/Y-SCHOOL AGE-SPECIAL CLASS-F	REGULAR		
<input type="checkbox"/>	9001 A	J/A-SCHOOL AGE-SPECIAL CLASS-F	INTENSIVE		
<input type="checkbox"/>	9001 I	S/Y-SCHOOL AGE-SPECIAL CLASS-F	INTENSIVE		
<input type="checkbox"/>	9160 A	J/A-PRESCH-INTGRTD SPEC CLS OV	Hours 5.00	Days-5	Appr- Y
<input type="checkbox"/>	9160 I	S/Y-PRESCH-INTGRTD SPEC CLS OV	Hours 5.00	Days-5	Appr- Y

8. Check to see that all approved agency programs are listed. If all programs are displayed, you will see the following message at the bottom-left corner of the screen: “**Attention 08 No more programs in search range**”. (in Internet Explorer)
9. If there are additional approved programs, you will see the following message at the bottom-left corner of the screen: “**Attention 08 More programs to follow**”. Click on the “Next Page” button to view the additional programs.
10. Print each page of approved programs to reference as you update your 2017-18 program dates.
11. Type “**HOME**” in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard to return to your main menu.

### IV. SECOND STEP: Changing Program Dates

- From your main menu, click the “S” button to the left of the “DDATE / PROGRAM DATE CHANGES” menu item;  
or type “DDATE” in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.

District Main Menu (DMNUM)

Provider Main Menu (DMNPR)

Choice	Description
<input type="button" value="s"/>	DMQRY STAC SCHOOL AGE INQUIRY SCREENS
<input type="button" value="s"/>	DMNUS ADD/WITHDRAW REIMBURSEMENT APPROVALS
<input type="button" value="s"/>	DMNUR PROCESS A REAPPLICATION
<input type="button" value="s"/>	DMNUV ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="button" value="s"/>	DMNUP PRESCHOOL MAIN MENU
<input type="button" value="s"/>	DCERT ADD A PRIVATE PLACEMENT CERTIFICATION
<input type="button" value="s"/>	DSRWD SERVICE APPROVAL WITHDRAWAL
<input type="button" value="s"/>	DCHSR FIND A STAC ID FOR A STUDENT
<input type="button" value="s"/>	DQCLD VIEW/AMEND CHILD SERVICE APPROVALS
<input type="button" value="s"/>	DQAPP APPROVAL LISTS
<input type="button" value="s"/>	DQPRG PROVIDER/PROGRAM SEARCH
<input type="button" value="s"/>	DQSBO APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="button" value="s"/>	DQSUM 4408/4201 SUMMER DISTRICT SUMMARY REPORT
<input type="button" value="s"/>	<b>DDATE</b> PROGRAM DATE CHANGES
<input type="button" value="s"/>	BYE SIGN OFF THE SYSTEM

Choice	Description
<input type="button" value="s"/>	DQAPP APPROVAL LISTS
<input type="button" value="s"/>	DCHSR FIND A STAC ID
<input type="button" value="s"/>	DQPRG VIEW/PRINT CHILD SERVICE STAC APPROVAL
<input type="button" value="s"/>	DQPR5 VIEW/PRINT CHILD PRESCHOOL EVAL APPROVAL
<input type="button" value="s"/>	DQPRG PROVIDER/PROGRAM SEARCH
<input type="button" value="s"/>	<b>DDATE</b> PROGRAM DATE CHANGES
<input type="button" value="s"/>	BYE SIGN OFF THE SYSTEM
<input type="button" value="s"/>	
<input type="button" value="s"/>	
<input type="button" value="s"/>	
<input type="button" value="s"/>	
<input type="button" value="s"/>	
<input type="button" value="s"/>	
<input type="button" value="s"/>	
<input type="button" value="s"/>	

- The Program Date Changes menu will display.  
Click the “S” button to the left of the screen you want to retrieve.

Choice	Description
<input type="button" value="s"/>	DPRES PRESCHOOL PROGRAM DATE CHANGE
<input type="button" value="s"/>	DSCHA SCHOOL-AGE PROGRAM DATE CHANGE
<input type="button" value="s"/>	DOMLS HOMELESS PROGRAM DATE CHANGE
<input type="button" value="s"/>	
<input type="button" value="s"/>	

Preschool Program Screen (DPRES)  
School Age Program Screen (DSCHA)  
Homeless Program Screen (DOMLS)

- To retrieve a specific program, do the following:
  - Select “1718” from the School Year dropdown.
  - Enter your 12-digit SED/BEDS code in the **Provider** field.
  - Enter the 5-character program code in the **Program** fields.
  - Click the **Inquire** button.

The screenshot shows the 'Special Education School Age Program' form. Annotations are as follows:

- (A) points to the 'Begin Date' field (07/03/17) and the 'Operating' checkbox (checked).
- (B) points to the 'Operating' checkbox.
- (C) points to the 'Enrollment (Student Count)' section, which shows zero counts for July, October, February, and May.
- (D) points to the 'Initial Approval Date' and 'Closeout Date' fields.

Other visible fields include: School Year (1718), Provider (010100010000 ALBANY CITY SD), Program Description (J/A-SCHOOL AGE-SPECIAL CLASS-FULL DA), and a 'Required for Inquiry' button at the bottom.

4. The selected program displays. **If the program dates (A) are correct and the program will be operating (B), no further action is required.**
5. To change the program dates:
  - i. Enter the correct dates in the **Begin Date** and **End Date** fields in MM/DD/YY format.
  - ii. Click the **Change** button at the bottom of the screen.
  - iii. If the transaction was successful, you will see the following message in the Internet Explorer status bar at the bottom-left corner of the screen: **“ATTENTION 02 Successful Change”**. Please wait for this message before making any additional program date changes.
6. If your program is not operating for the 2017-18 school year, uncheck the “Operating” box (B) and click the **Change** button at the bottom of the screen.
7. The P-12 Office of Special Education will send out a memo with additional information about the Enrollment section (C) before October. No action is required in this section at this time.
8. The Initial Approval Date and Closeout Date (D) are for SED use only.
9. If necessary, enter the next 5-character program code and click on the **Inquire** button to display the program. Proceed to make program date changes for all applicable programs as indicated on your **DQPRG** program listing.
10. To return to the **Program Date Changes** menu, type **“DDATE”** in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.
11. To return to your main menu, type **“HOME”** in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.
12. To log off the system, type **“BYE”** in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.

**Note:** Programs with an approval status of 1-year-only (Appr-1) are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC and Medicaid Unit at 518-402-5047, using the following form:

[http://www.oms.nysed.gov/stac/forms/stac\\_prog\\_dates\\_form.pdf](http://www.oms.nysed.gov/stac/forms/stac_prog_dates_form.pdf)

**Note:** It is not necessary to change the dates for special education itinerant service SEIT 9135-9139 programs