Making Program Date Changes:

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

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

MARCH 2016

I.   Overview

Each year, the State Education Department (SED) requires that approved special education providers 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. 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 "1617" from the School Year dropdown.
4. Next enter your Provider Code or Provider Name. Then click on "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)

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**".
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 2016-17 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. Changing Program Dates

1. 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)
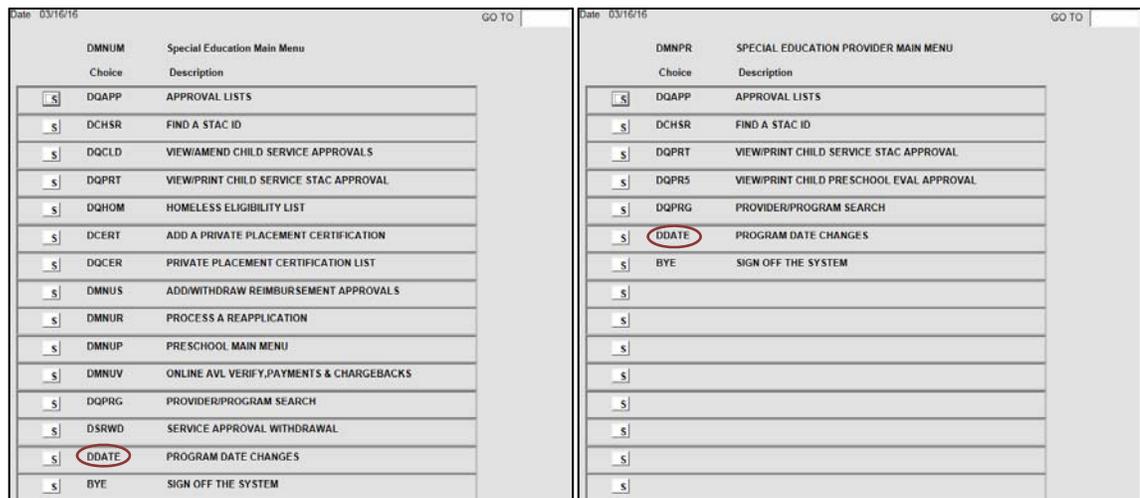
2. The Program Date Changes menu will display.

   Click the "S" button to the left of the screen you want to retrieve.
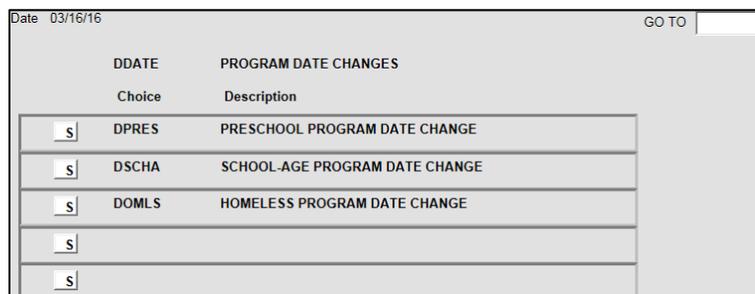
Preschool Program Screen   (DPRES)
School Age Program Screen (DSCHA)
Homeless Program Screen   (DOMLS)

The screens are slightly different in content, but the instructions apply to all program date changes.

3. To retrieve a specific program, do the following:
   i.   Select "**1617**" from the **School Year** dropdown.
   ii.   Enter your 12-digit SED/BEDS code in the **Provider** field.
   iii. Enter the 5-character program code in the **Program** fields.
   iv.   Click the [Inquire] button.

The selected program displays. **If the program dates are correct, no further action is required.**

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

4. 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.

5. 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.

6. 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.

7. 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.

8. 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: At any time when accessing your **DQPRG** program listing, you may note a program with an approval status of 1-year-only (Appr-1). These programs 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