Section 4410 Preschool County Administrative Costs (Screens DCADM, DQKID and DQCAD)

A User Guide for Municipalities

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

May 2019
Section 4410 of Education Law authorizes municipalities to receive administrative cost reimbursement per eligible preschool student with a disability. These instructions outline how municipalities can claim administrative costs incurred for each eligible preschool child served.

In February, the NYSED STAC and Medicaid Unit requires municipalities to record administrative expenses for a given school year and submit these expenses to the Unit by March of the current year. Below are instructions on how to submit these costs.

To access the DCADM screen:

1. Go to the STAC homepage at http://www.oms.nysed.gov/stac/
2. Click on the “EFRT Online Sign-In” button on the left-hand side of the screen.
3. You will be advanced to the “WELCOME” online screen.
4. Enter your case-sensitive confidential user code and password.
5. Enter **DCADM** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNAC** then **DCADM** from the **DMNUP** Preschool main menu.

6. To **ENTER** data for a specific year:

   - Select School Year
   - “County” should be auto-filled
   - Click “**INQUIRE**”
   - Complete all required information in boxes not grayed out - **only whole numbers will be accepted**
   - Select “**ADD**” button at bottom of screen
7. To **EDIT** data for a specific year:

- Select School Year
- County should be auto-filled
- Click **INQUIRE** (screen should be in **CHANGE** mode)
- Make edits as appropriate
- Select **CHANGE** button at bottom of screen
- To return to the preschool main menu, enter **DMNUP** in the **GO TO** box.

8. Data added/edited must be certified by completing the **Electronic Signature** process. To access, select “County Admin Signature” from the electronic signature page. If you are new to the electronic signature process you may view instructions via this link: [http://www.oms.nysed.gov/stac/preschool/AVL/electronic_signature_avl.pdf](http://www.oms.nysed.gov/stac/preschool/AVL/electronic_signature_avl.pdf)
ACCESSING PRESCHOOL CHILD LISTING (DQKID)

This screen is used by municipalities to view child information used to calculate the county administrative cost claiming process. This information is available online via the DQKID screen or can be accessed via FTP file through the GoAnywhere system.

To VIEW the child listing screen (DQKID):

➢ Enter DQKID in the GO TO box located at the top right-hand corner of the screen and press ENTER on your keyboard or select DMNAC then DQKID screen from the DMNUP Preschool main menu.
➢ Select SCHOOL YEAR
➢ COUNTY information should be auto-filled
➢ Click GET RECORDS to view data.
➢ To return to the main Preschool menu enter DMNUP in the “GO TO” box.
ACCESING 3-YEAR COMPARISON SCREEN (DQCAD)

This screen is used by municipalities to view administrative cost data for county administrative costs for current and prior two-years of data.

To VIEW 3-year comparison screen (DQCAD):

➢ Enter DQCAD in the GO TO box located at the top right-hand corner of the screen and press ENTER on your keyboard or select DMNAC then DQCAD screen from the DMNUP Preschool main menu.
➢ Select SCHOOL YEAR
➢ COUNTY should be auto-filled
➢ Click either “One Year Selected” or “Year Selected and Prior 2 Years” to view data.
➢ Click INQUIRE
➢ To return to the main Preschool menu enter DMNUP in the “GO TO” box.

<table>
<thead>
<tr>
<th>School Year</th>
<th>County</th>
<th>2014-15</th>
<th>% change</th>
<th>2015-16</th>
<th>% change</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Salaries (Coordination of all Services)</td>
<td>45,000</td>
<td>99+</td>
<td>5,000,000</td>
<td>99-</td>
<td>75,000</td>
<td></td>
</tr>
<tr>
<td>Support Staff Salaries (Secretarial/Clerical Support)</td>
<td>150,000</td>
<td>26-</td>
<td>111,111</td>
<td>71-</td>
<td>32,000</td>
<td></td>
</tr>
<tr>
<td>Purchased Services (Coordination of all Services)</td>
<td>150,000</td>
<td>233+</td>
<td>500,000</td>
<td>97-</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Purchased Services (Secretarial/Clerical Support)</td>
<td>25,288</td>
<td>100-</td>
<td>11</td>
<td>100-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Supplies and Materials (Other)</td>
<td>50,000</td>
<td>100+</td>
<td>100,000</td>
<td>99-</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Travel Expenses (Coordination of all Services)</td>
<td>15,000</td>
<td>33-</td>
<td>10,000</td>
<td>75-</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Travel Expenses (Secretarial/Clerical Support)</td>
<td>12,000</td>
<td>67+</td>
<td>20,000</td>
<td>100-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits (Coordination of all Services)</td>
<td>23,000</td>
<td>333+</td>
<td>3,000,000</td>
<td>39-</td>
<td>32,000</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits (Secretarial/Clerical Support)</td>
<td>120,000</td>
<td>262+</td>
<td>500,000</td>
<td>98-</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>Indirect Costs (Other)</td>
<td>50,000</td>
<td>300+</td>
<td>200,000</td>
<td>100-</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL EXPENDITURES
Cost Submitted by County | 658,288 | 999+ | 9,441,122 | 98- | 170,500 |
Kid Count | 0 | 999+ | 4 | 100- | 0 |
Allowable Cost* | 0 | 999+ | 300 | 100- | 0 |

* This is ($75 x Kid Count) or Cost Submitted by County, whichever is lower.
ACCESSING COUNTY ADMINISTRATIVE COST REPORTS (AND ASSOCIATED .TXT FILES)
EFH802 (Preschoolers Generating Administrative Costs) and EFH803 (Reimbursement for County Administrative Expenses)

Access to the SED File Transfer Manager (FTM) is required to view or download County Administrative Cost reports. The following is the link to apply for access:


After receiving a SED FTM User Name and Password, open Google Chrome* and click on the link below and Login:

- [https://sedftm.nysed.gov/webclient/Login.xhtml](https://sedftm.nysed.gov/webclient/Login.xhtml)

*NOTE – SED FTM works best while using Google Chrome as the internet browser.

- Navigate to your county’s SED FTM Folders

- Open your county’s outbasket.
The outbasket will contain 3 text files and 2 excel files:

**CountyName_EFH802_yyyyy.txt**
- File contains the List of Preschoolers Generating Administrative Cost found on DQKID

**CountyName_EFH802_yyyyy.xlsm**
- File contains the List of Preschoolers Generating Administrative Cost Report
  - Open the file
  - Click on Enable Editing

  ![Protected View]

  - Click on Enable Content

- The Report is now ready to view or print

**CountyName_EFH803_yyyyyyE.txt**
- File contains the calculated data used for the EFH803 Report

**CountyName_EFH803_yyyyyyF.txt**
- File contains the list of school districts and the associated child counts for each district seen on the EFH803 Report

**CountyName_EFH803_yyyyyy.xlsm**
- File contains the Reimbursement for County Administrative Expenses Report
  - Open the file
  - Click on Enable Editing

  ![Protected View]

  - Click on Enable Content

- The Report is now ready to view or print