



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>

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

A User Guide for Municipalities

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

May 2019

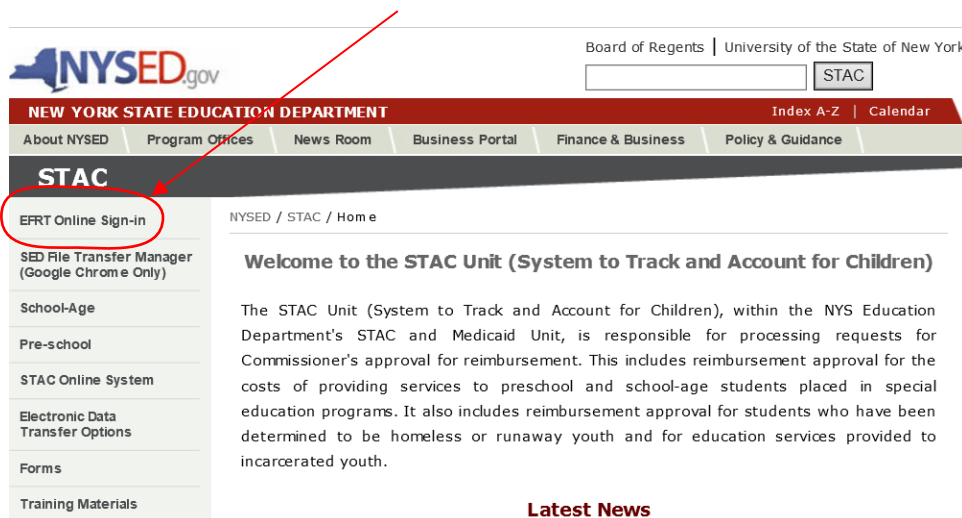
Section 4410 Preschool County Administrative Costs Claiming Instructions Screen (DCADM)

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.

The screenshot shows the 'Welcome' login screen for the State Education Department Finance Information System. At the top, there is a date field showing '05/20/19' and a 'GO TO' field. Below this is the text 'Welcome' and 'STATE EDUCATION DEPARTMENT FINANCE INFORMATION SYSTEM'. The NYSED logo is displayed in the center. At the bottom, there is a login form with the text 'Please enter your User Code and Password and press Enter'. The form includes two input fields: 'User Code' and 'Password'. Below the 'User Code' field is a 'Forgot Password' link, and below the 'Password' field is a 'LOGIN' button.

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.

Date 05/20/19

DMNUP PRESCHOOL SERVICE REIMBURSEMENT MENU

Choice	Description
<input type="button" value="s"/> DMNAC	ADMINSTRATIVE COST SCREENS
<input type="button" value="s"/> DQAPP	APPROVAL LISTS
<input type="button" value="s"/> DCHSR	FIND A STAC ID
<input type="button" value="s"/> DQCLD	VIEW CHILD SERVICE PROFILE
<input type="button" value="s"/> DQEVL	VIEW/ADD/CHG CHILD EVALUATON

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

Date 05/20/19 Time 11:26

New York State Education Department

System to Track and Account for Children (STAC) and Medicaid Unit

STATEMENT OF COUNTY ADMINISTRATIVE COSTS INCURRED UNDER SECTION 4410 OF THE EDUCATION LAW

School Year County SED Code Number

Line No.	Budget Category	Coordination of all Services	Secretarial/ Clerical Support	Other	TOTAL
1	Professional Salaries	0			
2	Support Staff Salaries		0		
3	Purchased Services	0	0		
4	Supplies and Materials			0	
5	Travel Expenses	0	0		
6	Employee Benefits	0	0		
7	Indirect Costs			0	
8	TOTAL EXPENDITURES				

Required for Inquiry

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.

Date 03/05/18 Time 01:08 New York State Education Department

Go to Menu

System to Track and Account for Children (STAC) and Medicaid Unit
STATEMENT OF COUNTY ADMINISTRATIVE COSTS INCURRED
UNDER SECTION 4410 OF THE EDUCATION LAW

School Year 1617 County SED Code Number

Mode Change

JULY 1, 2016-- JUNE 30, 2017

Line No.	Budget Category	Coordination of all Services	Secretarial/ Clerical Support	Other	TOTAL
1	Professional Salaries	75,000			75,000
2	Support Staff Salaries		32,000		32,000
3	Purchased Services	15,000	0		15,000
4	Supplies and Materials			1,500	1,500
5	Travel Expenses	2,500	0		2,500
6	Employee Benefits	32,000	12,000		44,000
7	Indirect Costs			500	500
8	TOTAL EXPENDITURES	124,500	44,000	2,000	170,500

Required for Inquiry Inquire Add Change Upd 01/05/17 User YWANG

13:08:05:63 INPUT REQUEST 0.00

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

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.

Date: 02/07/17
Time: 09:25
New York State Education Department
Go to:
Menu

List of Preschoolers Generating Administrative Costs

School Year: 1516 COUNTY: COUNTY OF ALBANY
Agency Type (Internal use only): COUNTY

Get Records Run Date: 01/17/17
Record Count: 4

Required for Inquiry

COUNTY	DISTRICT	NAME	STAC-ID	REC
ALBANY	ALBANY CITY SD	DSPRE TRYOUT	B17135	01
ALBANY	ALBANY CITY SD	DSSEITEST TESTER	B17818	01
ALBANY	ALBANY CITY SD	MILLER SUSAN	B17826	01
ALBANY	ALBANY CITY SD	VALENTINE MARY	B17827	01

09:25:19:35 INPUT REQUEST 0.00

ACCESSING 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.

Date: 03/05/18 New York State Education Department
 Time: 01:19 System to Track and Account for Children (STAC) and Medicaid Unit
 STATEMENT OF COUNTY ADMINISTRATIVE COSTS INCURRED
 UNDER SECTION 4410 OF THE EDUCATION LAW

Go to:

School Year: County: SED Code Number:

Choose One: 1 Year selected Year selected and prior 2 years

	2014-15	% change	2015-16	% change	2016-17
<u>Professional Salaries (Coordination of all Services)</u>	45,000	999+	5,000,000	99-	75,000
<u>Support Staff Salaries (Secretarial/Clerical Support)</u>	150,000	26-	111,111	71-	32,000
<u>Purchased Services (Coordination of all Services)</u>	150,000	233+	500,000	97-	15,000
<u>Purchased Services (Secretarial/Clerical Support)</u>	25,288	100-	11	100-	0
<u>Supplies and Materials (Other)</u>	50,000	100+	100,000	99-	1,500
<u>Travel Expenses (Coordination of all Services)</u>	15,000	33-	10,000	75-	2,500
<u>Travel Expenses (Secretarial/Clerical Support)</u>	12,000	67+	20,000	100-	0
<u>Employee Benefits (Coordination of all Services)</u>	23,000	999+	3,000,000	99-	32,000
<u>Employee Benefits (Secretarial/Clerical Support)</u>	138,000	262+	500,000	98-	12,000
<u>Indirect Costs (Other)</u>	50,000	300+	200,000	100-	500
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:

- http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf

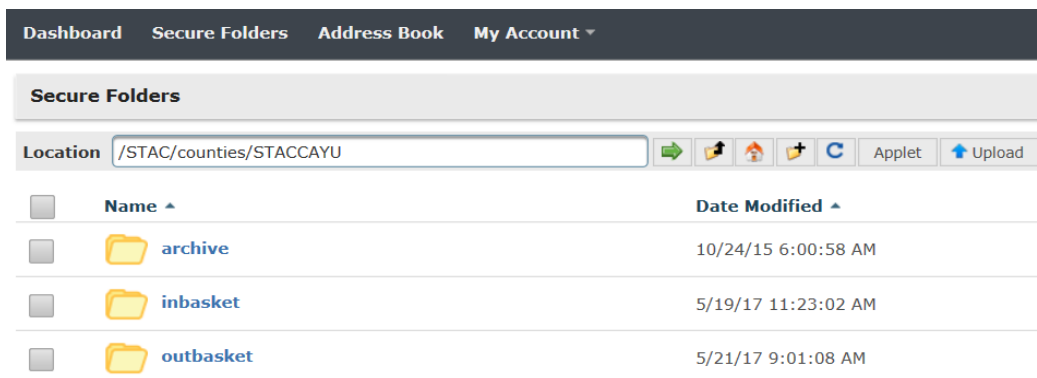
After receiving a SED FTM User Name and Password, open Google Chrome* and click on the link below and Login:

- <https://sedftm.nysed.gov/webclient/Login.xhtml>

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

A login form with a light blue background. It contains two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. At the bottom right of the form is a link that says 'Forgot Password?'.

- Navigate to your county's SED FTM Folders



- Open your county's outbasket.

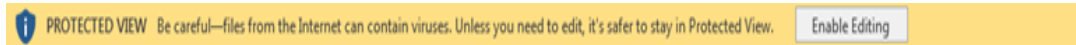
- The outbasket will contain 3 text files and 2 excel files:

CountyName_EFH802_yyyyyy.txt

- File contains the List of Preschoolers Generating Administrative Cost found on DQKID

CountyName_EFH802_yyyyyy.xlsm

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



- 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



- Click on Enable Content



- The Report is now ready to view or print