



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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# Searching for and Assigning STAC IDs: A User Guide for School Districts and Counties

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STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

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## I. Overview

All student information entered into the STAC database is linked to a child-specific student identifier (STAC ID). A student is assigned a STAC ID by a school district or county the first time he or she qualifies for State reimbursement through the STAC and Medicaid Unit. This STAC ID remains with the student throughout his or her academic career, including:

- the transition from preschool services (county) to school age services (school district)
- changes in the student's legal name
- changes from one school district to another school district

These instructions outline how a school district or county can search for a student's STAC ID and, if an existing STAC ID cannot be identified, how to add a STAC ID for a new student.

## II. Searching for a STAC ID

1. After signing into the STAC Online System, the main menu will appear. Click the "S" button to the left of the "DCHSR / FIND A STAC ID" menu item; *or* type "DCHSR" in the "GO TO" box in the top-right corner of the screen and hit "Enter" on your keyboard.
2. Enter **the first three letters of the student's last name** and **the first three letters of the student's first name**.
3. Click the  button.
4. Your results will be one of the following:
  - The **STAC Child Search** screen displays the child matches based on your search criteria.

Select	STAC-ID	W/D	Date of Birth	Last Name (first 3 letters)	First Name (first 3 letters)	MI	From	To
<input type="checkbox"/>	B16637	N	01/01/00	DOE	JOHN			
<input type="checkbox"/>								
<input type="checkbox"/>								

- i. If you found a match associated with your district or county, find the row for the student you want to explore in greater depth.
- ii. To view the student's service approvals, type the letter "S" in the "Select" column box and click the  button.
- iii. To view the student's evaluations, type the letter "E" in the "Select" column box, and click the  button.

- The **STAC Child Search screen** does *not* display any child matches based on your search criteria.

The screenshot shows the "STAC Child Search" interface from the New York State Education Department. At the top, it displays the date (10/16/15) and time (11:02). The search criteria are: Last Name (first 3 letters) "BOX", First Name (first 3 letters) "JOS", MI (empty), Date of Birth (empty), and SIS ID (empty). Below the search criteria are buttons for "Select" (with sub-options "S = Service Summary" and "E = Evaluation Summary"), "Search", and "Assign a New STAC ID". A table with columns "Select", "STAC-ID", "W/D", "Date of Birth", "Last Name (first 3 letters)", "First Name (first 3 letters)", "MI", "From", and "To" is shown, but it is empty. At the bottom left, a red oval highlights a message: "ATTENTION 12 No matches for District,click Assign a New STAC ID".

- If you're using Internet Explorer, the message "**12 No matches for District,click Assign a New STAC ID**" may appear in the bottom-left corner of your browser window.
  - If no STAC ID was found meeting your search criteria, go to Section III of this guide ("Assigning a New STAC ID").
- If you want to search for STAC IDs for additional students on DCHSR, clear out the "Last Name" and "First Name" fields, enter **the first three letters of the last name and the first three letters of the first name** of the next student and click the **Search** button again.

### III. Assigning a New STAC ID

- When no matches are found on the “DCHSR” screen, clicking the **Assign a New STAC ID** button will take you the “STAC Child Update” screen (“DKIDS”).

- Enter the student’s complete information into the fields. Make sure to enter the student’s **entire last name** and **entire first name**. (The **required** data fields for the student are indicated in **blue** on the “DKIDS” screen)

Data Items	Description of Data Items
<b>Complete Last Name</b>	The letters you entered in your search will be carried over to the screen. Enter the remaining letters of the student’s last name. <i>(required)</i>
<b>Complete First Name</b>	The letters you entered in your search will be carried over to the screen. Enter the remaining letters of the student’s first name. <i>(required)</i>
<b>MI</b>	Enter the student’s middle initial <i>(optional)</i>
<b>Date of Birth</b>	Enter the student’s date of birth (mm/dd/yy) <i>(required)</i>
<b>SIS ID</b>	Enter the student’s outside ID (Student Information ID) <i>(optional)</i>
<b>Gender</b>	Check one. <i>(required)</i>
<b>Race-Ethnicity</b>	Choose one category. <i>(required)</i>

- Click the **Add a New Stac ID** button after all the required data fields have been entered.
- The system will try to find potential existing STAC IDs for the student. If no potential matches are found, a message stating that “A New STAC ID has been assigned for this child” will appear.

The newly generated STAC ID will appear in **red** directly above this message. Record this STAC ID for future use, as it will continue to be associated with the student until he or she is no longer eligible for reimbursement.

STAC ID	Complete Last Name	Complete First Name	MI	Date of Birth	Mode
B17779	BOXLEY	JOSEPHINE		02/02/06 (MM/DD/YY)	Change
SIS ID		Gender		Race-Ethnicity	
		Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>		BLACK	
Former Name					
Required for Add					
Enter		10/16/15		STAC	
Upd		10/16/15		STAC	
User ALENHARD					
<input type="button" value="Add a New Stac ID"/> <input type="button" value="Not a Match"/> <input type="button" value="New Search"/>					
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>B17779</b></div> <p><b>A New STAC ID has been assigned for this child.</b> Please record this number for future reference.</p>					
<div style="border: 1px solid blue; height: 20px; width: 100%;"></div>					
For SED Internal Staff Use Only					
ATTENTION Successful ADD					

- If a possible match is found, a message will appear in the bottom-left corner of your screen (if using Internet Explorer) telling you to call the STAC Unit. We will be happy to assist you in identifying if it is a legitimate match. If no legitimate match can be identified, we will generate a new STAC ID on your behalf.
- Please call the STAC and Medicaid Unit at 518-474-7116 if you have any question about this process.