

Guide to Requesting Reimbursement Approval
Incarcerated Youth Placement
Online Screen: **DSINC**

This screen is used by Public School Districts to data enter information for a Request for Commissioner's Approval of Services for Incarcerated Youth.

Go to the online screen named DSINC

- ⌚ **Enter the STAC ID, the first three letters of the student's last name, the school year and transmit.**

The student's full name will be displayed for you to verify, and ADD will be inserted under the "Mode" label at the top, right of the screen. You may now enter the record.

The fields that need to be completed are listed below:

| Fields to be Entered | Description of Information to be Entered |
|-----------------------------------|---|
| Disability | Select Disability or choose Non-Disabled from the drop-down menu. |
| Facility District | This field will be pre-filled with your district's 12-digit BEDS code. |
| District of Last Residence | Select the school district of residence at the time of commitment to custody by typing partial name in the box on left and clicking the search button. Choose the district name from the dropdown box. Note: This school district must be the resident district associated with the students address. |
| Education Provider | Select the education provider from the dropdown box. (Call the STAC unit if the school district is not included in the dropdown.) |
| Program | Click on "Get ED Programs." This field will be pre-filled with the Incarcerated Youth program code "8050Y." |
| Start Date | Enter the start date (MM/DD/YY) when education service began. Note: If the date entered is prior to the program start date on file, an error message will be displayed showing the program start date. |
| End Date | Enter the end date (MM/DD/YY) of education service. Note: If the date entered is after the program end date on file, an error message will be displayed showing the program end date. |
| Address | Enter the street address, city, state and zip code where the student resided at time of commitment to custody. Note: This address must be located within the boundaries of the District of Last Residence. |
| Transmit | Transmit from the bottom of the page. |

Once all information has been entered, click the "Add" button to transmit and create the record.

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur you will receive an error page. To finish entering your records press the Page Up key to return to the entry screen. **Do not transmit until you correct the errors.**

If your transaction is successful, the screen will return with the data items you entered and "SUCCESSFUL ADD" will be displayed at the bottom of the screen.

Guide to Amending Reimbursement Approval
Incarcerated Youth Placement
Online Screens: **DQCLD/DSINC**

After an IY STAC approval has been successfully added to the STAC database, it may be necessary to make changes to the approval. There are only certain fields that may be changed. Listed below are instructions and a table of data fields that can be changed.

Go to the online screen named DQCLD

- ⌚ Enter the **STAC ID** and **transmit**.
- ⌚ Click on the **[S]** next to the record you need to change.

The Service Reimbursement Approval will be displayed.

- ⌚ **Space out DQCLD** in the GO TO box located at the top right corner. **Transmit** below the student's last name.
- ⌚ Change (**CHG**) will be automatically displayed under the "Mode" label located at the top, right side of the screen. You can now make your changes to the fields indicated in the table below.

| Fields that can be changed | Description of Data that can be changed. |
|-----------------------------------|--|
| Disability | Select Disability or choose Non-Disabled from the drop-down menu. |
| District of Last Residence | Select the school district of residence at the time of commitment to custody by typing partial name in the box on left and clicking the search button. Choose the district name from the dropdown box. Note: This school district must be the resident district associated with the student's address. |
| Start Date | Enter the correct start date (MM/DD/YY) for education services. Note: If the new start date entered is prior to the program start date on file, an error message will be displayed showing the program start date. |
| End Date | Enter the correct end date (MM/DD/YY) of education services. Note: If the new end date entered is after the program end date on file, an error message will be displayed showing the program end date. |
| Address | Enter the correct street address, city, state or zip code where the student resided at time of commitment to custody. Note: This address must be located within the boundaries of the District of Last Residence listed on the STAC approval. |
| Transmit | Transmit from the bottom of the page. |

Select "**Change**" from the bottom of the screen to transmit. .

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur you will receive an error page. To finish entering your changes press the Page Up key to return to the entry screen. **Do not transmit until you correct the errors.**

If your transaction is successful the screen will return with the data items you changed and "**SUCCESSFUL CHANGE**" will be displayed at the bottom of the screen.