

**Preschool-4410 Center base Placements
Guide to Adding STAC-1's
Screen (DSPRE)**

**DSPRE
(03/06)**

This screen is used by Counties to data enter the information for a Request for Commissioner's Approval of Services for Students with Disabilities (STAC-1) for 4410 Center base Preschool placements. Listed below are instructions and a table of data fields that need to be entered.

Go to the DSPRE screen.

- **Enter the STAC ID and the first three letters of the student's last name**
- **Select school year**
- **Click Inquire**

The student's full name will be displayed for you to verify, and **ADD** will be inserted in the MODE field at the top right-hand corner of the screen. You may now enter the record. Submit the fields listed below.

Required Fields	Description of Information to be Entered
County of Residence	Pre-filled with your county's 2-digit SED code.
CPSE District	Select the school district which has CPSE responsibility.
Foster Care Placement County	Select the appropriate Foster Care Placement County (if applicable).
Education Provider	Select the approved education provider from the list. Contact STAC and Special Aids if the provider is not listed.
Program	To view programs, click on " Get ED Programs. " You cannot retrieve the programs until you have selected the Education Provider. Select the appropriate program.
Start Date	Enter the date (mm/dd/yy) that the services begin. The program begin date is indicated the program description. The student may not start prior to that date.
End Date	Enter the date (mm/dd/yy) that the services ended. The program end date is indicated in the program description. The student's end day may not go beyond that date.
Hours	Enter the number of hours the student is attending the program (i.e.2.50).
Days	Enter the number of days per week the student is attending the program. (i.e., 5).
Aide	If the student is receiving the services of a full-time Aide, click on the "Aide" box and a checkmark (√) will appear in the box. (Partial and shared aides or 1:1 nurses/1:1 interpreters require that you submit an Aide Request form.)
Transportation	Enter the cost of transportation (a decimal character must be entered).
Multiple Services	If the service is a dual service for a student, click on the "Multiple Services" box and a checkmark (√) will appear.
To Submit approval	Click Add at the bottom of the screen to submit.

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur, a “View Messages/Errors” box will pop up on your screen. Once you have read the multiple errors, close out of the “View Messages/Errors” box.

Amending STAC-3 Approvals Screen (DSPRE)

Once a STAC 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 **DQCLD** screen

- Enter the STAC ID and click on the “Get Profile” box
- **Select the service approval you want to change (by clicking on the “S” select box next to that approval)**

The Service Reimbursement Approval (STAC 3) will be displayed.

- Space out DQCLD in the GO TO box located at the top right corner.
- **Click on the Inquire button located after the “Record Number” box.**
- **The screen will retrieve the most current amendment and “Change” will be inserted in the MODE field at the top right-hand corner of the screen.**

Below is a table of fields which can be amended

Fields that can be changed	Description of Data that can be changed
Program	Click on “Get ED Programs” and select program.
Start Date	Enter the correct start date (mm/dd/yy).
End Date	Enter the correct end date (mm/dd/yy).
Hours	Change the hours per day, i.e. (2.50).
Days per week	Change the days per week, i.e. (3).
Transportation	Change the transportation amount (a decimal character must be entered).
To Submit Changes	Click Change at the bottom of the screen to submit.

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur, a “View Messages/Errors” box will pop up on your screen. Once you have read the multiple errors, close out of the “View Messages/Errors” box.