Preschool – SEIT and or Related Services Placements   **DSSEI**
Guide to Adding STAC-1's   **03/06**
Screen (DSSEI)

        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 Special Education Itinerant Teacher (SEIT) and or Related Services. Listed below are instructions and a table of data fields that need to be entered.

> **Go to the DSSEI screen.**
> ➢ **Enter the student's STAC ID and first three letters of the student's last name.**
> ➢ **Select school year.**
> ➢ **Click on the**   **Inquire**   **button.**

        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. The fields that need to be completed are listed in the table 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 county (if applicable).
Education Provider *(For SEIT)*	Select the approved SEIT provider from the list. Contact STAC and Special Aids if the provider is not listed.
Program Code *(For SEIT)*	To view approved SEIT programs, click on **"Get ED Programs."** You cannot retrieve the programs until you have selected the Education (SEIT) Provider. Select the appropriate SEIT program.
Start and End Dates *(For SEIT)*	Enter the dates the SEIT services started and ended (mm/dd/yy).
Group *(For SEIT)*	Enter "1" if services are individual, or the number of students in the group.
Sessions *(For SEIT)*	Enter the total number of half-hour SEIT sessions.
Provider *(For Related Services)*	Select your county from the list (as the Related Services Provider.)
Program Code *(For Related Services)*	To view approved Related Services programs, click on **"Get RS Programs."** You cannot retrieve the programs until you have selected the Related Services Provider (your county). Select the appropriate related services program.
Type *(For Related Services)*	Select the related services type from the list.
Start and End Dates *(For Related Services)*	Enter the date each Related Service started and ended (mm/dd/yy).
Group *(For Related Services)*	Enter 1 if services are individual, or the number of students in the group.
Sessions *(For Related Services)*	Enter the total number of half-hour related services sessions.

Rate *(For Related Services)*	Enter the half-hour related service cost (a decimal character must be entered).
Transportation	Enter the cost of transportation (a decimal character must be entered).
Multiple Services	If the service is a dual service, click on the "Multiple Services" box and a checkmark (√) will appear.
To Submit Approval	Click on [**Add**] 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.

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.

<div align="center">

Amending STAC-3 Approvals
Screen (DSSEI)

</div>

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 is a table of data fields that can be amended.

Go to the **DQCLD** screen
- ➢ **Enter the STAC ID and click on "Get Profile."**
- ➢ **Click on the "S" select box next to the service approval you want to change and transmit.**

Service Reimbursement Approval (STAC 3) will be displayed.
- ➢ **Space out DQCLD in the GO TO box located at the top right corner. Click on "Inquire" box after the "Record Number" box.**
- ➢ **Change (Change) will be automatically inserted in the MODE field located at the top right-hand corner of the screen.**

The screen will retrieve the most current amendment. You may now make your changes to only the fields listed below**.**

Fields that can be changed/ and or Added	Description of Data that can be changed/ and or Added
SEIT Provider	SEIT Provider **can** be **added** (**not changed**) to an existing related service record. Select the approved SEIT provider from the list. Contact STAC and Special Aids if the provider is not listed. (see "ADD" instructions).
SEIT Program	A SEIT program (and provider) **can** be **added** (**not changed**) to an existing related service record. To view approved SEIT programs, click on **"Get ED Programs."** You cannot retrieve the SEIT programs until you have selected the Education (SEIT) Provider. Select the appropriate program.

Related Services Provider **Related Service Program**	Related Services **can be added** to an existing SEIT record. (see "ADD" instructions for Related Services Providers/Programs above).
Start/End Dates (SEIT)	Enter the correct start/end dates (mm/dd/yy). A cutback in end date requires a cutback in the number of sessions.
Group/Sessions (SEIT)	Enter the correct number of half-hour SEIT sessions.
Start Date (Related Services)	To **change** the start date for a related service, enter a **"C"** in the "ACT" field and then enter the new start date (mm/dd/yy). 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 (Related Services)	To **change** the end date of a related service, enter a **"C"** in the "ACT" field, and enter the revised end date (mm/dd/yy). 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. Cutback in end date requires cutback in number of related services sessions.
Group (Related Services)	Enter 1 if services are individual or enter the number of students in the group. If **changing** the number of students in a group for a related service, enter a **"C"** in the "ACT" field, and then enter the revised number of children in the group.
Sessions (Related Services)	To **Change** the number of half-hour sessions, enter a **"C"** in the "ACT" field, and then enter the revised number of sessions for a related service.
Adding additional related services to an existing records	To **Add** additional related service to an existing related service and/or SEIT/Related Service record, enter an **"A"** in the "ACT" field. Select the additional related service from the "TYPE" list and enter the start and end dates (mm/dd/yy), group number, number of ½ hr sessions, and rate. NOTE: You cannot **change** a related service type.
Rate	To **Change** an existing related service rate, enter a **"C"** in the "ACT" field, and enter the revised rate (a decimal character must be entered).
To submit change	Click on **Change** at the bottom of screen.

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.

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.

****ATS (Assistive Technology Services) & OTH (Other) cannot be submitted electronically. Please submit a STAC 1 to STAC & Special Aids Unit to request these services.