



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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Online Verification of 10-Mo. High Cost Public Placements (DVPUB):

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) SCHOOL AGE VERIFICATION

OCTOBER 2019

I. Overview

This screen is used by school districts to verify actual dates and 10-month annualized costs for 10-Month Public Excess Cost Placements.

There are three screens that work together for 10-Month public placements: DSPUB, for initial entry; DCPUB, to calculate actual costs for in-district and BOCES placements and provide additional detail; and DVPUB to verify the actual costs after the school year has ended.

A list of allowable costs for special education services which may be claimed for Public Excess High Cost Aid and a list of other costs which may not be claimed can be found by clicking on the link below:

http://www.oms.nysed.gov/stac/schoolage/avl-payment_reports_and_chargebacks/annualized_cost_calculation.html

II. Preparation for DVPUB Verification

1. Log onto the EFRT system.
2. Prior to in-district verification, complete the DCPUB screen for all in-district records pre-selected by the STAC and Medicaid Unit (using the “**Unverified DCPUB Required**” filter on the DVPUB screen).
3. Prior to BOCES verification, complete the DCPUB screen for all BOCES records with additional costs not included in the 10-month annualized cost listed on the year-end final cost report from the BOCES.
4. On the DVPUB screen, select the appropriate year from the “**School Year**” dropdown menu. The screen will default to “Unverified” selection.
5. The CSE District will be pre-filled with your district’s 12-digit BEDS code
6. Click the **Get Providers** button. In the fall, school district providers will be listed in the dropdown list. In February, both school district and BOCES providers will be listed in the dropdown list.

Districts are required to verify claims separately for each Provider

7. Once a provider has been selected, click the **Get AVL** button.

Date: 10/01/19 Time: 05:14	New York State Education Department		Go to: <input type="text"/>				
Section (3602.19) High Cost-Public Verification Screen							
School Year 1819	CSE District 010623060000	District Count - Total records / Records Verified EXAMPLETOWN UFSD 76	Selection Type: <input checked="" type="radio"/> Unverified <input type="radio"/> Unverified DCPUB/DCPOD Required* 20 <input type="radio"/> Verified and Not Reviewed by SED <input type="radio"/> Reviewed and Locked by SED** <input type="radio"/> All Records				
Record Counts:							
			71				
Get Providers	EXAMPLETOWN UFSD	281230040000	0				
Get AVL	Sort by Approved Cost Descending <input type="checkbox"/>						
** Districts have view only rights for "Reviewed and Locked by SED" Records *DCPUB/DCPOD Record Required							
CSE District Threshold: 41667 CSE District Public Excess Cost Ratio: .700		COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS					
Education Provider Program Dates - 09/05/18 - 06/21/19		Contact Name <input type="text"/>	Phone # <input type="text"/>				
		E-mail Address <input type="text"/>	Verification Completed <input type="checkbox"/>				
10-Month Annualized Cost							
Last and First Names	From	To	Current Appr	Prev Verified	Verified	Verify	Reviewed and Locked by SED
Education Provider Name and Code	Half	FTE	Date Rec Entered	Unverified DCPUB/DCPOD Required		Verified Date	Date Locked
STAC ID Rec DOB							
ARTHUR CHESTER	09/05/18	06/21/19	91,102.40	0	<input type="checkbox"/>		<input type="checkbox"/>
EXAMPLETOWN UFSD	281230040000						
A72127 02 10/05/09	1.000	01/09/19	DCPUB Required				

III. DVPUB Initial Verification

In-District Claims:	Verify Starting October 3, 2019
Other District Claims:	Verify Starting Early December 2019
BOCES & Other District Claims:	Verify Starting February 2020

1. Review individual dates of service and 10-month annualized cost.
2. Dates of Services can be amended on the DVPUB screen for all verifications.
NOTE: Whenever a student was enrolled for the entire year and the student's FTE is 1.000, do not amend the start or end dates.
3. Changes to the 10-month Annualized Cost can be made on the DVPUB screen for all verifications EXCEPT those with an associated DCPUB worksheet.
NOTE: If a DCPUB has been entered, or if a DCPUB is required, any changes to 10-month annualized costs must be completed first on the DCPUB screen prior to verification on the DVPUB screen.
4. Once a student's dates of service and 10-month annualized costs are correct, check the box in the **Verify** column.
5. Hit the **Submit** button after you complete the verification for all students displayed on each DVPUB screen. Otherwise the updates and verifications will not be processed.
NOTE: When verifying BOCES approvals, reference the "BOCES Year-End Report Table" to identify the approved BOCES report which districts are required to use. A link to this table is posted on the STAC homepage each February when the BOCES verification period opens.

IV. Reviewing Your Verifications

1. To view all verified records, select "**Verified and Not Reviewed by SED**" under Selection Type and then click the **Get AVL** button.

Date 10/01/19 Time 05:14 New York State Education Department Go to Menu

Section (3602.19) High Cost-Public Verification Screen

School Year	CSE District	District Count - Total records / Records Verified	Selection Type:	Record Counts:
1819	010623060000 EXAMPLETOWN UFSD	76 / 7	<input type="radio"/> Unverified	64
Get Providers	EXAMPLETOWN UFSD	281230040000	<input type="radio"/> Unverified DCPUB/DCPOD Required*	18
First 4 Letters of Last Name (Optional)	<input type="text"/>	Get AVL	<input checked="" type="radio"/> Verified and Not Reviewed by SED	7
		Sort by Approved Cost Descending	<input type="radio"/> Reviewed and Locked by SED**	0
		<input type="checkbox"/>	<input type="radio"/> All Records	71

** Districts have [view only rights](#) for "Reviewed and Locked by SED" Records
*DCPUB/DCPOD Record Required

CSE District Threshold: 41667	COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS	
CSE District Public Excess Cost Ratio: .700	Contact Name <input type="text"/>	Phone # <input type="text"/>
Education Provider Program Dates - 09/05/18 - 06/21/19	E-mail Address <input type="text"/>	Verification Completed <input type="checkbox"/>

Last and First Names	From	To	Current Appr	10-Month Annualized Cost		Verify	Reviewed and Locked by SED
				Prev Verified	Verified		
Education Provider Name and Code	Half	FTE	Date Rec Entered	Unverified	DCPUB/DCPOD Required	Verified Date	Date Locked
ARTHUR CHESTER	09/05/18	06/21/19	91,102.40			91102.40 <input checked="" type="checkbox"/>	<input type="checkbox"/>
EXAMPLETOWN UFSD	281230040000			DCPUB on			
A72127 02 10/05/09		1.000	01/09/19				
BLY NELLIE	09/05/18	06/21/19	93,845.13			93845.13 <input checked="" type="checkbox"/>	<input type="checkbox"/>
EXAMPLETOWN UFSD	281230040000			DCPUB on			
936639 02 05/05/04		1.000	02/25/19				

V. DVPUB Re-Verification Process

Re-verification is required when:

1. A district amends the dates of service (on a verified claim) either on the DSPUB or DVPUB screen
2. A district amends the 10-month annualized cost on the DCPUB screen (on a verified claim) for any record with an associated DCPUB worksheet.
3. A district amends the 10-month annualized cost on the DSPUB or DVPUB screen (on a verified claim) for any record without an associated DCPUB worksheet.

NOTE: Once a record has been “**Reviewed and Locked by SED**”, it cannot be amended or re-verified. District should contact the STAC and Medicaid Unit for any necessary changes to a “Reviewed and Locked by SED” record.

VI. Complete the Verification Process

NOTE: In order to certify that verification is complete, there must be at least one student record loaded on the screen. Select the “Verified and Not Reviewed by SED” type in the top-right box and click the Get AVL button before proceeding.

1. To certify that verification is complete, fill out the **Contact Name**, **Phone #**, and **E-mail Address** fields in the “COMPLETION OF 10-MONTH VERIFICATION FOR ALL PUBLIC PROVIDERS” section.
2. Check the “**Verification Completion**” box.
3. At the bottom on the screen, click the **Submit** button.

VII. Monitoring Verification Progress

A district can utilize the “District Count” located at the center of the upper portion of the DVPUB screen to monitor its progress in completing the verification process.

Last and First Names		From	To	Current Appr	10-Month Annualized Cost	Verified	Verify	Reviewed and Locked by SED
Education Provider Name and Code		Half	FTE	Date Rec Entered	Unverified	DCPUB/DCPOD Required	Verified Date	Date Locked
ARTHUR CHESTER		09/05/18	06/21/19	91,102.40			91102.40	<input checked="" type="checkbox"/>
EXAMPLETOWN UFSD		281230040000			DCPUB on			<input type="checkbox"/>
A72127	02	10/05/09	1.000	01/09/19				