THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

System to Track and Account for Children (STAC) and Medicaid Unit

89 Washington Avenue ● Room EB 25 ● Albany, NY 12234
Tel: (518) 474-7116 ● FAX:(518) 402-5047
STAC E-mail: omsstac@nysed.gov   Medicaid E-mail: medined@nysed.gov
STAC Website: http://www.oms.nysed.gov/stac   Medicaid Website: http://www.oms.nysed.gov/medicaid

Online User Verification

A User Guide for SED-Approved Provider Verification of STAC Online Users
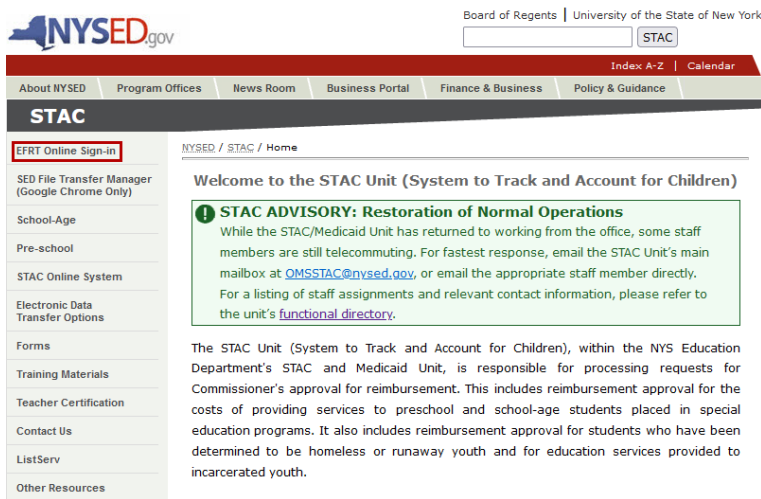
STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS
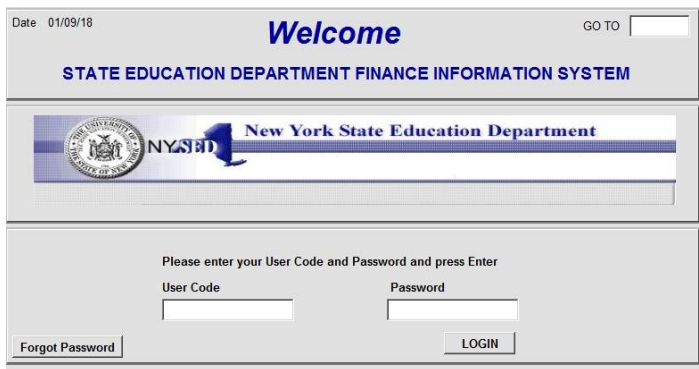
NOVEMBER 2022

Overview: These instructions outline how an Authorized Provider Representative can utilize the XTEND screen to re-verify or suspend STAC online users.
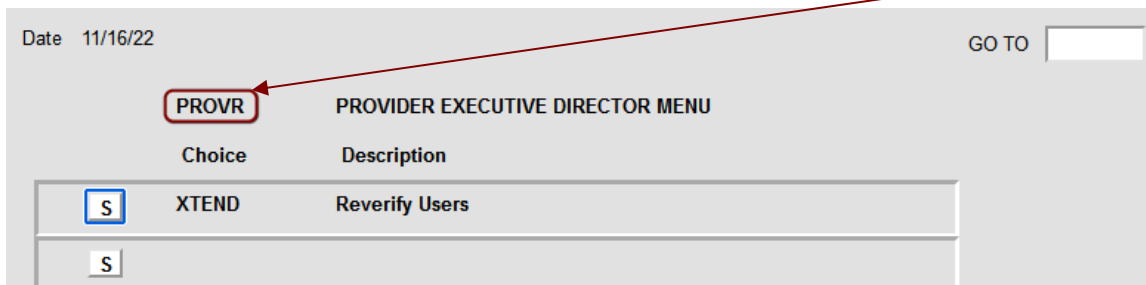
I. Access the XTEND screen

1. Go to the STAC homepage: **https://www.oms.nysed.gov/stac/**

2. Click on the "**EFRT Online Sign-In**" button on the left-hand side of the screen.

3. You will be advanced to the "**WELCOME**" online screen.

4. Enter the case sensitive confidential Usercode and password.

5. Authorized Provider Representatives will be advanced to the "**PROVR**" screen.

6. Click on the "S" to the left of the **"XTEND"** Choice.

Date 11/16/22		GO TO
PROVR	PROVIDER EXECUTIVE DIRECTOR MENU	
Choice	Description	
S	XTEND	Reverify Users
S		

7. You will be advanced to the **"XTEND"** online screen. A list of <u>all</u> active (and recently suspended) STAC system online users for your agency will appear on the **XTEND** screen. This list will include all users for your agency. This screen also contains all suspended users for your agency for the past two years.

Date 11/16/22
Time 03:30

New York State Education Department
Agency Authorized Users Listing

Go to
Menu

Agency Code	Agency Name Search		Agency Type (Internal use only)
281230049245		Get Agencies	PROVIDER

EXAMPLE PROVIDER   281230049245   Get Users

Telephone	Contact			From	Through
516-555-1253	DAVINA DIRECTOR		Evaluator	1617	

Previous   Next   Update Users

Usercode	User Name	BOCES Consultant?	Private Consultant?	Last Accessed	Authorized Until	Suspend User	Reverify User
BBOOP	BETTY BOOP	N	N	05/02/2006	01/15/2021	☑	☐
FDOG	FITZ DOG	N	N	04/12/2021	01/15/2023	☐	☐
KCLOWN	KOKO CLOWN	N	N	04/12/2021	01/15/2023	☐	☐
PSAILOR	POPEYE SAILOR	N	N	03/30/2021	01/15/2022	☑	☐

II. Suspend & reauthorize existing users

Authorized Provider Representatives have the following options on the **XTEND** screen. Note that users can be suspended, reverified, or reactivated individually or as a group. For the updates to be processed on STAC online system, you **must** click on the "**Update Users**" button.

1. **"Suspend User"**

    Action: Place a check mark in the box under the **"Suspend User"** column for the appropriate user. Repeat action for all users to be suspended. Once the appropriate users have been suspended, click on the "**Update Users**" button.

    Result: This immediately prevents a user from accessing the STAC Online (EFRT) System.

2. **"Reverify User"**

    Action: Place a check mark in the box under the **"Reverify User"** column for the appropriate user. Repeat action for all users to be reverified. Once the appropriate users have been reverified, click on the **"Update Users"** button.

    Result: This immediately reauthorizes user through January 15, 2024.

3. **"Reactivate a Suspended User"**

    Action: Removing the checkmark under the **"Suspend User"** column and place a checkmark in the **"Reverify User"** box. Repeat action for all suspended users to be reactivated. Once the appropriate users have been reactivated, click on the **"Update Users"** button.

    Result: This immediately reauthorizes user through January 15, 2024.

4. **No action taken**

    Action: No action taken

    Result: User's rights will be suspended and access to the STAC Online (EFRT) System will be denied effective January 16, 2023.

III. FINAL ACTION: Confirm users have been reauthorized

After all users have been appropriately reviewed and/or updated, click on "**Update Users**" (outlined in red below) on the top right-hand side of the screen. Please review the "**Authorized Until**" column on the **XTEND** screen and confirm that the "**Authorized Until**" dates for these users have been updated to January 15, 2024.

IV. Additional Notes:

- **Year-Round Process**

  The **XTEND** online screen is open year-round for Authorized Provider Representatives to suspend/reverify their users as necessary. Please keep the Authorized Provider Representative's Usercode and password (assigned solely for this process) in a confidential folder for use throughout the year.

- **New STAC Online Users**

  The **XTEND** screen cannot be utilized by Authorized Provider Representatives to **add** new STAC online users. The paper process for new users to apply for a user code and password to the STAC online system remains the same. New users must complete and forward to the STAC and Medicaid Unit a signed **"Request Form for Online Access to the STAC Database"**. Please contact the STAC/Medicaid Unit at **OMSSTAC@nysed.gov** if you have any questions regarding this process.