



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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# Making Program Date Changes:

A User Guide for School Districts, BOCES,  
Counties and Other SED-Approved Education  
Providers

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STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

APRIL 2021

## I. Overview

Each year, the State Education Department (SED) requires that approved special education providers, school districts, and BOCES confirm or correct the program date information on the System to Track and Account for Children (STAC) program file. Default program dates are chosen for 2-month and 10-month programs.

If the default dates are not the correct program dates for your agency, you must access the STAC Online System to change your program information to reflect the correct dates.

## II. Accessing the STAC Online System

1. Proceed to the STAC Unit website at: <http://www.oms.nysed.gov/stac/>
2. From the navigation menu on the left, click the “EFRT Online Sign-In” link:

The screenshot shows the NYSED STAC website. The top navigation bar includes 'Board of Regents | University of the State of New York' and a search box. Below this is a secondary navigation bar with tabs for 'About NYSED', 'Program Offices', 'News Room', 'Business Portal', 'Finance & Business', and 'Policy & Guidance'. The main content area is titled 'STAC' and features a left sidebar with various links. The 'EFRT Online Sign-in' link is highlighted with a red box. The main content area displays a 'Welcome to the STAC Unit' message and a prominent red 'STAC ADVISORY: Continuing COVID-19 Impacts' box with instructions on how to seek assistance.

3. Log onto the STAC Online System. **All entries must be uppercase.**

The screenshot shows the STAC Online System login page. The page displays the date '04/05/21', a 'Welcome' message, and the 'STATE EDUCATION DEPARTMENT FINANCE INFORMATION SYSTEM' title. Below this is the 'New York State Education Department' logo and a login form with fields for 'User Code' and 'Password', a 'Forgot Password' link, and a 'LOGIN' button.

- i. Enter your assigned **User Code**.
- ii. Tab to the **Password** field and enter your assigned password.
- iii. Press **Enter**.

### III. FIRST STEP: Retrieving the List of Approved Programs

1. Once logged into the system, you will be directed to the appropriate home menu.
2. From your home menu, select “**DQPRG**”.
3. On the DQPRG screen, select “**2122**” from the School Year dropdown.
4. Next enter your Provider Code or Provider Name. Then click “**Get Providers**”.
5. Select the appropriate Provider from the Provider dropdown list.
6. Select “All Programs” and click the “Get Programs” button.
7. A listing of your district/agency’s approved programs will be displayed:

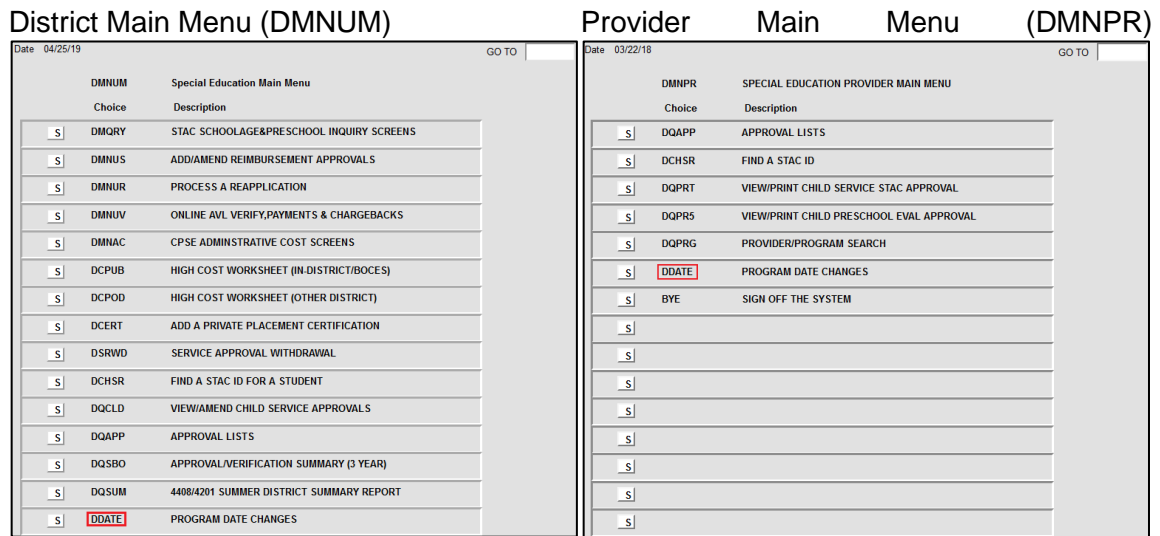
The screenshot shows the 'Special Education Program Listing' interface. At the top, it displays the date (04/05/21) and time (10:02) on the left, and a 'Go to' field on the right. The title 'Special Education Program Listing' is centered. Below the title are search fields for 'School Year' (set to 2122), 'Provider Code Search', and 'Provider Name Search' (containing 'SPECIAL'). A 'Get Providers' button is next to the name search field. Below these is a dropdown menu for 'SPECIAL ED PROVIDER' with the value '010100123456'. Further down, there are fields for 'Telephone' (518-346-1273), 'Contact' (BETH POTTER), 'Evaluator' (1617), and 'Through'. A 'Choose One' section has radio buttons for 'All Programs' (selected), 'Pre School Programs', and 'School Age Programs'. A 'Get Programs' button is at the bottom right of this section. Below are 'Previous Page' and 'Next Page' buttons. The main area is a table with columns 'Select', 'Code', and 'Program Name'. The table lists several programs with their respective codes, dates, and statuses.

Select	Code	Program Name	Appr.
<input type="checkbox"/>	9002 A	J/A-SCHOOL AGE-SPECIAL CLASS-F 07/05/21 - 08/13/21 DAY RES Age 10 - 21	Y
<input type="checkbox"/>	9002 B	J/A-SCHOOL AGE-SPECIAL CLASS-F 1:1 AIDE/15 MIN LPN 07/05/21 - 08/13/21 DAY Age 10 - 21	1
<input type="checkbox"/>	9002 I	S/Y-SCHOOL AGE-SPECIAL CLASS-F 09/08/21 - 06/24/22 DAY RES Age 10 - 21	Y
<input type="checkbox"/>	9265 I	S/Y-MAINTENANCE-INSTATE REGULAR 09/01/21 - 06/30/22 Age 10 - 21	Y
<input type="checkbox"/>	9266 A	J/A-MAINTENANCE-INSTATE REGULAR 07/01/21 - 08/31/21 Age 10 - 21	Y
<input type="checkbox"/>	9267 A	J/A-MAINTENANCE-INSTATE HTP 07/01/21 - 08/31/21 Age 10 - 21	Y
<input type="checkbox"/>	9267 I	S/Y-MAINTENANCE-INSTATE HTP 09/01/21 - 06/30/22 Age 10 - 21	Y

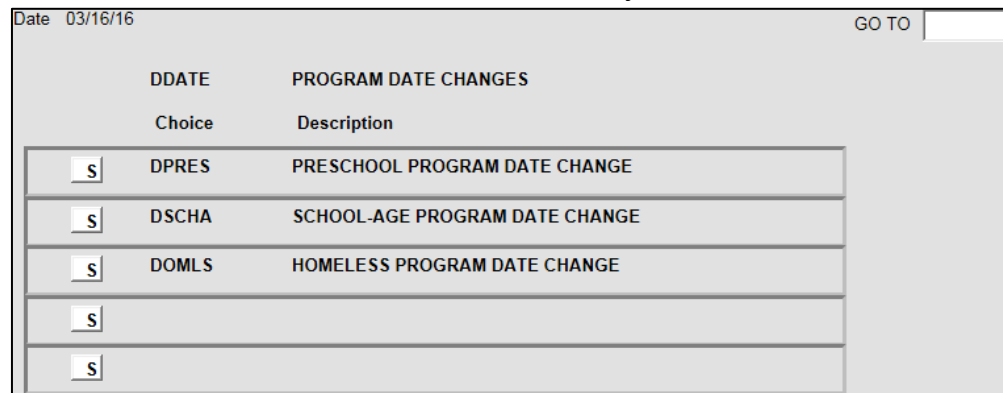
8. Check to see that all approved agency programs are listed. If all programs are displayed, you will see the following message at the bottom-left corner of the screen: “**Attention 08 No more programs in search range**”. (in Internet Explorer)
9. If there are additional approved programs, you will see the following message at the bottom-left corner of the screen: “**Attention 08 No more programs in search range**”. Click on the “Next Page” button to view the additional programs.
10. Print each page of approved programs to reference as you update your 2021-22 program dates.
11. Type “**HOME**” in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard to return to your main menu.

### IV. SECOND STEP: Changing Program Dates

1. From your main menu, click the “S” button to the left of the “DDATE / PROGRAM DATE CHANGES” menu item;  
*or* type “DDATE” in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.



2. The Program Date Changes menu will display.  
 Click the “S” button to the left of the screen you want to retrieve.



- Preschool Program Screen (DPRES)
- School Age Program Screen (DSCHA)
- Homeless Program Screen (DOMLS)

3. To retrieve a specific program, do the following:
  - i. Select “2122” from the **School Year** dropdown.
  - ii. Enter your 12-digit SED/BEDS code in the **Provider** field.
  - iii. Enter the 5-character program code in the **Program** fields.
  - iv. Click the **Inquire** button.

The screenshot shows the 'Special Education School Age Program' form. At the top, it displays the date 04/05/21, time 10:14, and the user 'DQPRG'. The form is divided into several sections:

- School Year/Provider:** 2122 / 010100123456 SPECIAL ED PROVIDER
- Program:** 9000 A, J/A-SCHOOL AGE-SPECIAL CLASS-FULL DA, FULL DAY 5 1/2 HOUR CLASS
- Program Data:** Begin Date: 07/05/21, End Date: 08/13/21, Operating: . Length: 02 months, 6 Weeks, 5 Days/WK, 5 Hrs/Day. Status/Date: Approved, 03/04/21.
- Enrollment (Student Count):** October: 0, February: 0, May: 0.
- Disabilities:**  Emotional Disturbance,  Learning Disability,  Intellectual Disability.
- Staffing Ratios:** Students: Teachers+ParaProfessionals/Number of Classes. Capacity: 89.
- Per Diem Rate:** One To One Aide Rate: 0, DA Rate: 0, Date: 03/04/21, User: EFH500.

4. The selected program displays. **If the program dates (A) are correct and the program will be operating (B), no further action is required.**
5. To change the program dates:
  - i. Go into Change mode by clearing out the “GO TO” box and hitting “Enter” on your keyboard.
  - ii. Enter the correct dates in the **Begin Date** and **End Date** fields in MM/DD/YY format.
  - iii. Click the **Change** button at the bottom of the screen.
  - iv. If the transaction was successful, you will see the following message in the Internet Explorer status bar at the bottom-left corner of the screen: **“ATTENTION 02 Successful Change”**. Please wait for this message before making any additional program date changes.
6. If your program is not operating for the 2021-22 school year, uncheck the **“Operating”** box (B) and click the **Change** button at the bottom of the screen.
7. The P-12 Office of Special Education will send out a memo with additional information about the Enrollment section (C). No action is required in this section at this time.
8. The Initial Approval Date and Closeout Date (D) are for SED use only.
9. If necessary, enter the next 5-character program code and click on the **Inquire** button to display the program. Proceed to make program date changes for all applicable programs as indicated on your **DQPRG** program listing.
10. To return to the **Program Date Changes** menu, type **“DDATE”** in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.
11. To return to your main menu, type **“HOME”** in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.
12. To log off the system, type **“BYE”** in the “GO TO” box in the top-right corner of the screen and hit “Enter” on your keyboard.

**Note:** Programs with an approval status of 1-year-only (Apr-1) are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC and Medicaid Unit at 518-402-5047, using the following form: [http://www.oms.nysed.gov/stac/forms/stac\\_prog\\_dates\\_form.pdf](http://www.oms.nysed.gov/stac/forms/stac_prog_dates_form.pdf)

**Note:** It is not necessary to change the dates for special education itinerant service SEIT 9135-9139 programs.