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

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Guide to Adding School Age STAC 1's for
Summer Related Services/Specially Designed Instruction Reimbursements
Screen (DSSRS) for 9015 Program Approvals

This screen is used by School Districts to data enter the information for a Request for Commissioner's Approval of Services for Students with Disabilities (STAC-1) for 4408 Specially Designed Instruction and/or Related Services. Listed below are instructions and a table of data fields that need to be entered. **Please view the DQPRG screen for a listing of approved 9015 programs and related service types for the selected education provider.**

9015 Program Key

9015A – Complete the **Related Services Section**.
    Select blank line from the **Specially Designed Instruction** dropdown.
9015B – Complete the **Specially Designed Instruction Section**.
    Select blank line from the **Related Services** dropdown.
9015C – Complete <u>both</u> the **Specially Designed Instruction** <u>and</u> the **Related Services Sections.**
9015D – Complete either the **Specially Designed Instruction Section or** the **Related Services Section** or <u>both</u>.
    Select blank line from the dropdown of the section NOT being completed.

Go to the DSSRS screen.
- **Enter the student's STAC ID and first three letters of the student's last name (in uppercase letters),**
- **Select school year,**
- **Click on the "Inquire" button**

The student's full name and date of birth will be displayed for you to verify, and the record will be in the **"Add"** mode (displayed 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.

Disability	Select the student's disability from the list.
CSE District	Will be pre-filled with your district's 12-digit SED Code
District of Residence	Select the district in which the student's parent or legal guardian resides.
Agency To Be Paid	Select the Agency to be Paid by the State Education Department (must match either the CSE or resident district).
County of Residence	Select the county in which the student's parent or legal guardian resides.
Provider	Select the appropriate education provider from the "Provider" dropdown list and click Get Programs.
Program	The approved 9015 programs for the selected provider will be populated in the SDI and RS sections of the screen.

Specially Designed Instruction (SDI) (Required for Programs 9015B and 9015C and, if appropriate, program 9015D)	**9015B** - Complete SDI section only and select blank line from the Related Services dropdown. **9015C** – Complete both the SDI and Related Services sections of the screen. **9015D** - per the student's IEP, complete the SDI, the RS or both sections of the screen. If only one section is being completed, select the blank line from the dropdown under the section of the screen that you are not completing.
Start and End Dates	Enter the start and end dates (mm/dd/yr). The program dates are indicated in the program description.
Group Size	Select 1 through 5 from the "Group Size" dropdown list.
Number of ½ hr units	Enter total number of SDI ½ hr units.
Prorated # of ½ hr units	Display field only; system will divide # of ½ hr units by the group size and display the number of prorated ½ hr units upon ADD'ing the STAC approval.
Related Services (Required for programs 9015A and 9015C and, if appropriate, program 9015D)	**9015A** - Complete Related Service section only and select blank line from the Specially Designed Instruction dropdown. **9015C** – Complete both the SDI and Related Services sections of the screen. **9015D** - per the student's IEP, complete the Related Services, the Specially Designed Instruction, or both sections of the screen. If only one section is being completed, select the blank line from dropdown under the section of the screen that you are not completing.
Related Service Type (Use **DQPRG** for approved 9015 programs to view a listing of approved Related Service Types)	Select the appropriate Related Service type from the "Type" dropdown list. If the selected Related Service Type is not approved for the Provider/Program, the user will receive an error message upon ADD'ing the STAC approval.
Start and End Dates	Enter the start and end dates (mm/dd/yr). The program dates are indicated in the program description.
Group Size	Select 1 through 6 from the "Group Size" dropdown list.
Number of ½ Hr Units	Enter total number of related services ½ hour units.
Prorated # of ½ Hr Units	Display field only; system will divide # of ½ hr units by the group size upon ADD'ing the STAC approval.
Transportation	Enter Transportation cost (if appropriate).
Submission of STAC approval	Click "**ADD**" button.

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. The **Total Num of Pro-Rated (SDI and RS) 1/2 HR**

Units will now be displayed.


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Date 12/02/14        New York State Education Department          Go to _____
Time 01:00         School Age Summer Related / SDI Service (4408)      [ Menu ]

STAC ID    Name                          Date of Birth        Mode
[B17590]   JANUARY        JOAN            01/02/00             Change
School Year   Record Number              Disability
1415 ▼       01 ▼  01   [ Inquire ]      Autism                        ▼

         CSE District  580905020000    HAMPTON BAYS UFSD
    District of Residence          Agency to be Paid       County of Residence
HAMPTON BAYS UFSD          ▼  HAMPTON BAYS UFSD      ▼  SUFFOLK      ▼

Provider   HAMPTON BAYS UFSD                 580905020000      ▼  [ Get Programs ]

Specially Designed Instruction          Approved Programs - 9015B, 9015C, and 9015D
     9015C SPEC INSTRC W/REL SV 05-21 07/07/14-08/15/14 DAY            ▼
  Start Date   End Date   Group Size   # of 1/2 HR Units   Prorated # of 1/2 HR Units   Withdrawn
  07/07/14    08/15/14      2 ▼            60                      30                      N

Related Services                        Approved Programs - 9015A, 9015C, and 9015D
     9015C SPEC INSTRC W/REL SV 05-21 07/07/14-08/15/14 DAY            ▼
                                          Group  # of 1/2 HR  Prorated # of
Act       Type          Start Date  End Date  Size   Units    1/2 HR Units   Withdrawn
  [ ]  Physical Therapy  ▼  07/07/14  08/15/14  3 ▼    15          5            N
  [ ]  Speech Therapy    ▼  07/07/14  08/15/14  1 ▼    12          12           N
  [ ]                    ▼                         ▼    0
  [ ]                    ▼                         ▼    0

  1/2 HR Unit Rate  $ 30.00   Total Num of Pro-Rated Rel Service 1/2 HR Units   17      Cost
  Transportation Cost 500.00  Total Num of Pro-Rated (SDI and RS) 1/2 HR Units  47   $ 1410.00

Enter  12/02/14   DIST          Update              User   AWOLFGAN
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AMENDMENTS to the DSSRS screen

The following changes or amendments may be made to an existing DSSRS STAC approval:

1. Place the DSSRS screen in the **Change** mode.

2. Under the "Specially Designed Instruction" of the screen, the following fields can be amended: **Start Date, End Date, Group Size, Number of ½ hr units.**

3. Under the "Related Services" section of the screen, the following fields can be amended: **Start Date, End Date, Group Size, Number of ½ hr units.** An additional **Related Service Type** and appropriate information can also be added to an existing DSSRS approval.

4. Enter an uppercase "C" in the "Act" column when making a change to an existing related services line. Enter an uppercase "A" in the "Act" column when adding an additional related service to an existing approval. Then click on "Change" at the bottom of the screen.

   NOTE: Transportation can also be amended.