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



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

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Section 4410 Preschool Committee on Preschool Special Education (CPSE) Administrative Costs (Screens DQDAT, DDADM and DQDAD)

A User Guide for School Districts and Municipalities

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

January 2018 (updated October 2019)

Section 4410 Preschool CPSE Administrative Costs Claiming Instructions

Section 4410 of NYS Education Law authorizes school districts to receive reimbursement from counties for reasonable and necessary CPSE administrative costs incurred for preschool students.

These instructions outline how school districts can claim (through their municipality) administrative costs incurred for each eligible preschool child served.

The NYSED STAC and Medicaid Unit requires school districts to record administrative expenses in the State Aid Management System (SAMS) (via Schedules 31-34 of their district ST-3 form) for a given school year. The STAC and Medicaid Unit extracts this information from the SAMS system and uploads to the EFRT online system.

To begin:

- 1. Go to the STAC homepage at http://www.oms.nysed.gov/stac/
- 2. Click on the "EFRT Online Sign-In" button on the left-hand side of the screen.

-INYS	ED.gov		Board of Regents	University of the State	of New York				
NEW YORK ST	TATE EDUCATION	I DEPARTMENT			Index A-Z C	alendar			
About NYSED	Program Offices	News Room	Business Portal	Finance & Business	Policy & Guidance				
STAC									
EFRT Online Sign-i	n NYSED	/ STAC / Hom e							
SED File Transfer I (Google Chrome C	Manager We	elcome to the	e STAC Unit (Sy	stem to Track ar	nd Account for Chil	ldren)			
School-Age	The	The STAC Unit (System to Track and Account for Children), within the NYS Education							
Pre-school	Dep	Department's STAC and Medicaid Unit, is responsible for processing requests for							
STAC Online Syste	em cost	s of providing	services to pres	chool and school-age	e students placed in	special			
Electronic Data Transfer Options	edu dete	cation programs ermined to be	. It also includes re homeless or runav	eimbursement approva vay youth and for ea	l for students who hav ducation services prov	ve been vided to			
Forms	inca	rcerated youth.							
Training Materials			L	atest News					
Teacher Certificat	ion								

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

Date 01/16/18	Wel	come	GO TO
STATE E	DUCATION DEPARTMEN	IT FINANCE INFORMA	TION SYSTEM
- (*)	NYSTRO New York	c State Education D	epartment
	Please enter your User Code	and Password and press Enter	
	User Code	Password	_
Format Passward		LOGIN	

4. Enter your case-sensitive confidential user code and password.



ACCESSING PRESCHOOL CHILD LISTING (DQKID)

The **DQKID** screen allows municipalities and districts to view the child information used to calculate CPSE administrative costs for a specified school year (and can also be accessed by **municipalities** via SED File Transfer Manager (FTM)).

To VIEW the child listing screen (DQKID):

- Enter DQKID in the GO TO box located at the top right-hand corner of the screen and press ENTER on your keyboard or select DMNAC then DQKID screen from the DMNUM or DMNUP (municipalities) main menu.
- Select SCHOOL YEAR
- Enter municipality/school district code
- Click GET RECORDS to view data.
- To return to the main menu enter DMNUM or DMNUP (municipalities) in the "GO TO" box.

Ultilize the "Send to SED FTM" button to send the report to your SED FTM Outbasket in the form of a .pdf file.

P4							
Date 02/07/17		New York	State Educa	tion Department	Go	to	
Time 09:25						Marrie 1	
	List o	f Preschool	ers Gen	erating Administrativ	e Costs	menu	
School Year	COUNTY					Agency Type	
	COU		,			(Internal use only)	
1516		ALDANI				COUNTY	
Got Bocor	de						
Get Recon	us	Due De	ta	1			
		Run Da	le				
Record Count	t 4	01/17/17					
Required for I	Inquiry						
00111171	DIATO					STACID	PEC
COUNTY	DISTR			NAME		STAC-ID	NEC
ALBANY	ALBANY	CITY SD		DSPRE TRYOUT		B17135 01	
ALBANY	ALBANY	CITY SD		DSSEITEST TESTER		B17818 01	
ALBANY	ALBANY	CITY SD		MILLER SUSAN		B17826 01	
ALBANY	ALBANY	CITY SD		VALENTINE MARY		B17827 U1	
00.25.10.25	INDUT DEQUEST		0.00				
09.25.19.55	INPUT REQUEST		0.00				

DISTRICTS ONLY (Pages 4 & 5) (Municipalities - Skip to Page 6)

ACCESSING THE ADMINISTRATIVE COST LISTING SCREEN (DQDAT)

The DQDAT screen is used by the school district to view the Administrative Cost Listing (ACL):

To access the **DQDAT** screen:

Enter DQDAT in the GO TO box located at the top right-hand corner of the screen and press ENTER on your keyboard or select DMNAC then DQDAT from the DMNUM main menu.

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Fi	ile	Edit	View	Favorites	s To	ols Help	\frown
D	ate	01/31	/18				GO TO DQDAT
			D	MNUM		Special Education Main Menu	
			(Choice		rescription	_
		S	D	MQRY		STAC SCHOOL AGE INQUIRY SCREENS	
		s	D	MNUS	/		
		s	D			PROCESS A REAPPLICATION	
		s	•	MNUV		ONLINE AVL VERIFY, PAYMENTS & CHARGEBACKS	
				MNAC)	CPSE ADMINSTRATIVE COST SCREENS	
		S	D	CERT		ADD A PRIVATE PLACEMENT CERTIFICATION	
		S	D	SRWD		SERVICE APPROVAL WITHDRAWAL	
		s	D	CHSR		FIND A STAC ID FOR A STUDENT	
		s	D	QCLD		VIEW/AMEND CHILD SERVICE APPROVALS	
		s	D	QAPP		APPROVAL LISTS	
		s	D	QPRG		PROVIDER/PROGRAM SEARCH	
		S	D	QSBO		APPROVAL/VERIFICATION SUMMARY (3 YEAR)	
AT	TEN	ITION	0	L Good Af	ternoo	on - Welcome to the system	

To **REVIEW** the district **Administrative Cost Listing** data for a specific year:

- Select School Year
- "District" should be auto-filled
- Click "GET PROVIDERS"
- The district Administrative Cost Listing will appear with corresponding amount billable to the appropriate county

Date 01/16/18	New York State Educati	on Department	Go to DQDAT	
Time 10:57				
441	0 ADMINISTRATIVE COST LIST	NG TO SCHOOL DR		
School Year				
1516 🗸				
Get Providers				
Required for Ing	- Hirv			
	A. CPSE Costs Reported		232742	
	B. CPSE Costs Approved By SED		216892	
	C. Total Outstandind Approved CPSE Cos	ts (A OR B)	216892	
	D. Total Number of Students Approved on	STAC	388	
	E. Outstanding Approved Costs per Stude	nt on STAC (C/D)	559	
	Students Assessed on STAC	Casta non Student		
County Name	Students Approved on STAC	Costs per Student	Amount CPSE Billable to County	
	4	559	2236	

ACCESSING 3-YEAR COMPARISON SCREEN (DQDAD)

The **DQDAD** screen is used by districts to view administrative cost data for CPSE administrative costs for current and prior two-years of data.

To VIEW 3-year comparison screen (DQDAD):

- Enter DQDAD in the GO TO box located at the top right-hand corner of the screen and press ENTER on your keyboard or select DMNAC then DQDAD screen from the DMNUM main menu.
- Select SCHOOL YEAR
- > **DISTRICT** should be auto-filled
- Click either "One Year Selected" or "Year Selected and Prior 2 Years" to view data (currently only one year of information is available)
- > Click INQUIRE
- > To return to the main menu enter **DMNUM** in the "**GO TO**" box.

Date 01/16/18	New York State Education Department Go to DQDAD								
Time 12:53	System to Tra	System to Track and Account for Children (STAC) and Medicaid Unit							
	STA	TEMENT OF CP	SE ADMINISTRA	TIVE COSTS I	NCURRED	-			
		UNDER SECTI	ON 4410 OF TH	E EDUCATION	LAW				
School Year	District								
1516 🗸		Inquire							
Choose One									
		• Year select	ed and prior 2 y	ears					
			2013-14	% change	2014-15	% change	2015-16		
CPSE Costs	Reported		0	999+	232,742	0	232,742		
CPSE Costs	Approved by SED		0	999+	216,892	0	216,892		
Total Outsta	Total Outstanding Approved CPSE Costs* 0 999+ 216,892 0 216,892								
Total Number of Students Approved on STAC 0 999+ 388 0 388									
*This is CPSE Costs Reported or Approved by SED, whichever is lower.									

MUNICIPALITIES ONLY (Pages 6,7,8)

ACCESSING THE CPSE ADMINISTRATIVE COST AVL (DDADM)

The **DDADM** screen, 4410 School District Outstanding Administrative Costs (or CPSE Administrative Cost AVL), allows municipalities to claim approved CPSE Administrative Costs (that have been paid to school districts) for a specified school year.

To VIEW/COMPLETE the AVL screen (DDADM) for a specific year:

- Select "School Year"
- "County" should be auto-filled
- Click INQUIRE
- ENTER "Date Billed by District", "Amount Paid to School District", and "Date Paid to District" as appropriate (if there are multiple pages, click "next" to view)
- > Select **SUBMIT** button at bottom of screen once data has been entered
- > To return to the preschool main menu, enter **DMNUP** in the **GO TO** box.

Date 10/08/19 New York State Education Department Go to Time 02:03 System to Track and Account for Children (STAC) AVL to County Mer 4410 School District Outstanding Administrative Costs Mer								
School Year County	V	Inquire						
District District Name	CP SE Cost Reported	CPSE Total Costs Approved Approved CPSE Cost	Total Number of Students Approved on s STAC	Approved Costs/ Student	Total Number of Students Approved for CPSE Your County Billable	Date Billed By District	Am ount Paid to School District	Date Paid to District
					0			0
					0			0
					0			0
					0			0
					0			0
					0			0
					0			0
					0			0
		Previous Ne	xt Submi	t				

Data added/edited must be certified by completing the **Electronic Signature** process. To access, select "CPSE Admin Signature" from the electronic signature page. If you are new to the electronic signature process you may view instructions via this link: http://www.oms.nysed.gov/stac/preschool/AVL/electronic signature avl.pdf

ACCESSING CPSE ADMINISTRATIVE COST REPORTS (AND ASSOCIATED .TXT FILES) EFH802 (Preschoolers Generating Administrative Costs) EFH805 (Reimbursement for CPSE Administrative Costs)

Access to the SED File Transfer Manager (FTM) site may be used to view or download CPSE Administrative Cost reports. The following is the link to apply for access:

<u>http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf</u>

After receiving a SED File Transfer Manager (FTM) User Name and Password, click on the link below and Login (Note: Use <u>only</u> Google Chrome to access the SED FTM):

<u>https://sedftm.nysed.gov/webclient/Login.xhtml</u>



User Name	
Password	
	Login
	Forgot Password?

> Navigate to your county's SED File Transfer Manager (FTM) Folders

Dashboa	rd Secure Folders Addre	ess Book My Account -	
Secure	Folders		
Location	/STAC/counties/STACCAYU		📄 💅 🛧 🍠 C Applet 🕈 Upload
	Name 🔺		Date Modified 🔺
	archive archive		10/24/15 6:00:58 AM
	inbasket		5/19/17 11:23:02 AM
	outbasket		5/21/17 9:01:08 AM

- Open your county's outbasket.
- The outbasket will contain 2 text files and 2 excel files:

CountyName_EFH802_yyyyyy.txt

> File contains the List of Preschoolers Generating Administrative Cost found on DQKID

CountyName_EFH802_yyyyyy.xlsm

- > File contains the List of Preschoolers Generating Administrative Costs Report
- > Open the file
- Click on Enable Editing



> The Report is now ready to view or print

Note: The below data will be available to the county once payment data is generated.

CCCC_EFH805_YYYY_##_yyyymmddhhmm.pdf

- > File contains the Reimbursement for CPSE Administrative Expenses Report
 - "CCCC" represents the first four letters of a county's name, except for New York City (NEWY) and Saint Lawrence (STLA).
 - "YYYY" represents the four-digit school year (example: 2017-18 would be 1718)
 - > "##" represents the two-digit Pay Number.
 - "yyyymmddhhmm" represents the year/month/day/hour/minute that the report was created.