



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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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

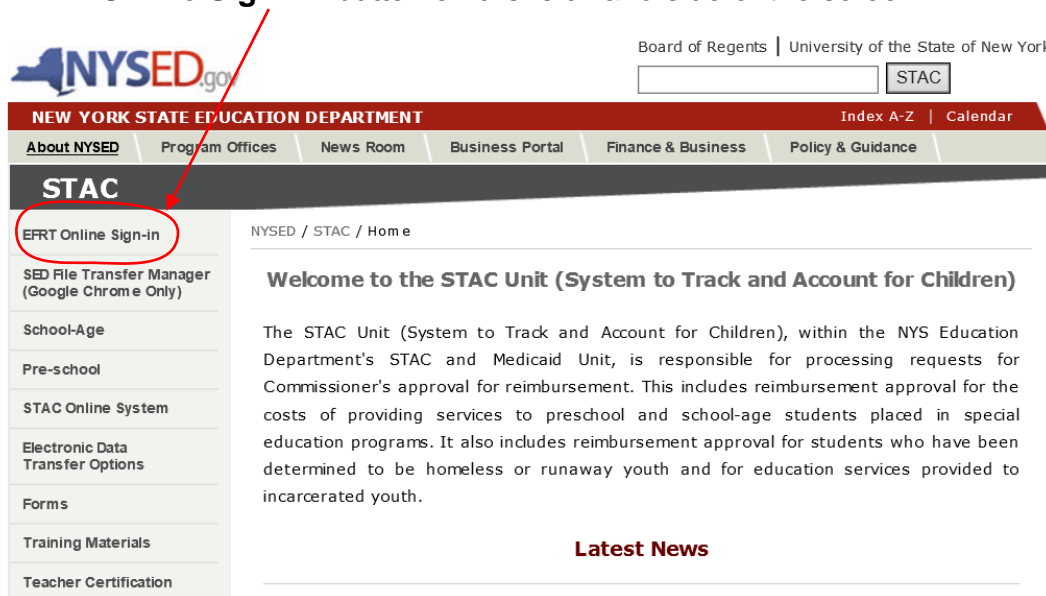
Section 4410 of NYS Education Law authorizes school districts to receive reimbursement from counties for reasonable and necessary CPSE administrative costs incurred for preschool students.

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

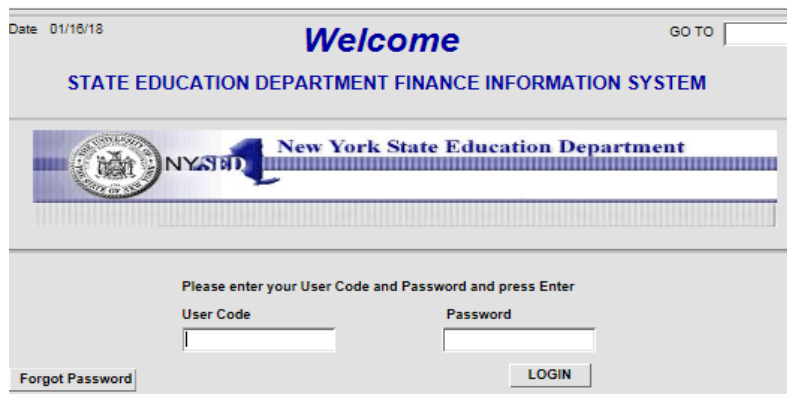
The NYSED STAC and Medicaid Unit requires school districts to record administrative expenses in the State Aid Management System (SAMS) (via Schedules 31-34 of their district ST-3 form) for a given school year. The STAC and Medicaid Unit extracts this information from the SAMS system and uploads to the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



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



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

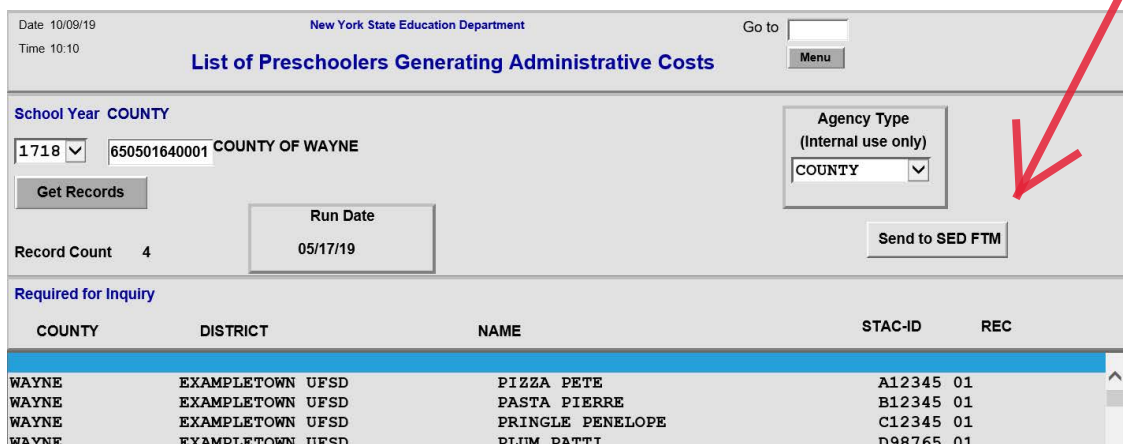
ACCESSING PRESCHOOL CHILD LISTING (DQKID)

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.

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



The screenshot shows the 'List of Preschoolers Generating Administrative Costs' screen. At the top, it displays the date (10/09/19) and time (10:10) on the left, and the 'New York State Education Department' logo in the center. On the right, there is a 'Go to' field and a 'Menu' button. The main title is 'List of Preschoolers Generating Administrative Costs'. Below this, there are several input fields: 'School Year' (1718), 'COUNTY' (650501640001 COUNTY OF WAYNE), and 'Agency Type (Internal use only)' (COUNTY). There are buttons for 'Get Records' and 'Run Date' (05/17/19). A 'Record Count' of 4 is displayed. A 'Send to SED FTM' button is located on the right side, with a red arrow pointing to it. Below the form is a table with the following data:

COUNTY	DISTRICT	NAME	STAC-ID	REC
WAYNE	EXAMPLETOWN UFSD	PIZZA PETE	A12345	01
WAYNE	EXAMPLETOWN UFSD	PASTA PIERRE	B12345	01
WAYNE	EXAMPLETOWN UFSD	PRINGLE PENELOPE	C12345	01
WAYNE	EXAMPLETOWN UFSD	PLUM PATTI	D98765	01

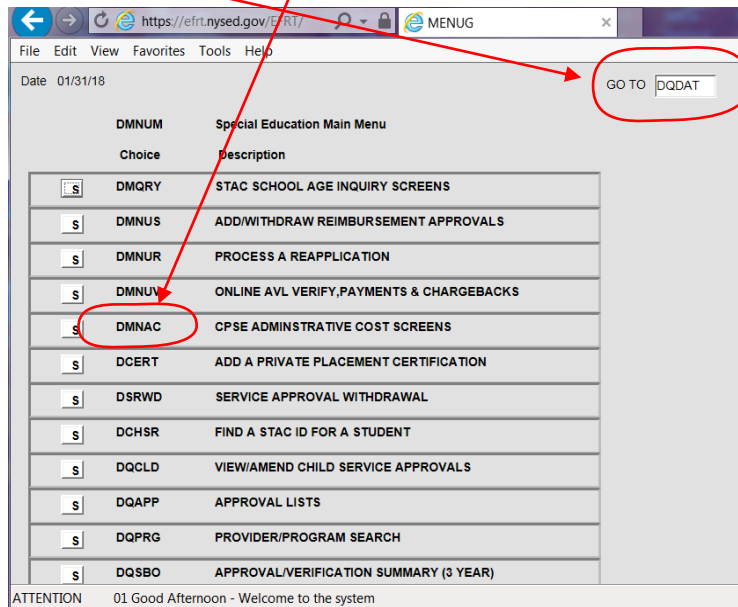
DISTRICTS ONLY (Pages 4 & 5) **(Municipalities - Skip to Page 6)**

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.



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 10/15/19 Time 10:00 New York State Education Department Go to [DQDAD] Menu

4410 ADMINISTRATIVE COST LISTING TO SCHOOL DISTRICT ACL

School Year
 1718 281230040000 EXAMPLETOWN UFSD
 Get Providers
 Required for Inquiry

A. CPSE Costs Reported	2120
B. CPSE Costs Approved By SED	2416.85
C. Total Outstanding Approved CPSE Costs (A OR B)	2120
D. Total Number of Students Approved on STAC	4
E. Outstanding Approved Costs per Student on STAC (C/D)	530.01

County Name	Students Approved on STAC	Costs per Student	Amount CPSE Billable to County
65 EXAMPLETOWN	4	530.01	2120.04

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 10/15/19 Time 10:43 New York State Education Department Go to [DQDAD] Menu

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

STATEMENT OF CPSE ADMINISTRATIVE COSTS INCURRED UNDER SECTION 4410 OF THE EDUCATION LAW

School Year 1718 **District** 281230040000 EXAMPLETOWN UFSD
 Inquire
 Choose One 1 Year selected Year selected and prior 2 years

	2015-16	% change	2016-17	% change	2017-18
CPSE Costs Reported	231,268	1+	232,429	6+	245,927
CPSE Costs Approved by SED	224,652	13+	253,602	10+	279,328
Total Outstanding Approved CPSE Costs*	224,652	3+	232,429	6+	245,927
Total Number of Students Approved on STAC	388	13+	438	6+	464

*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 10/15/19 Time 10:52		New York State Education Department				Go to <input type="text" value="DDADM"/>				
System to Track and Account for Children (STAC)										
AVL to County										
4410 School District Outstanding Administrative Costs										
School Year		County								
<input type="text" value="1718"/>		<input type="text" value="EXAMPLE"/>		<input type="button" value="Inquire"/>						
District	District Name	CPSE Cost Reported	CPSE Costs Approved	Total Approved CPSE Costs	Total Number of Students Approved on STAC	Approved Costs/ Student	Total Number of Students Approved for CPSE Your County	Date Billed By District	Amount Paid to School District	Date Paid to District
12345678	GOTHAM CITY SD	7939	21672	7939	36	220.52	15	3307.80	<input type="text" value="0"/>	<input type="text"/>
23456789	HOGWARTS SD	18296	10234	10234	17	602.00	4	2408.00	<input type="text" value="0"/>	<input type="text"/>
87654321	BIKINI BOTTOM SD	21137	27090	21137	45	469.71	45	21136.95	<input type="text" value="0"/>	<input type="text"/>
98765432	STACVILLE SD	8892	13244	8892	22	404.18	18	7275.24	<input type="text" value="0"/>	<input type="text"/>

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:

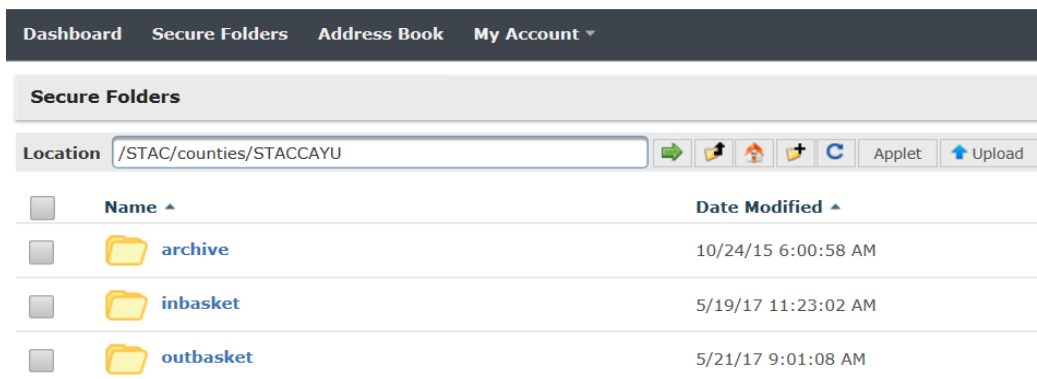
- http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf

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

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

A login form with a light blue background. It contains two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. At the bottom right of the form is a link that says 'Forgot Password?'.

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



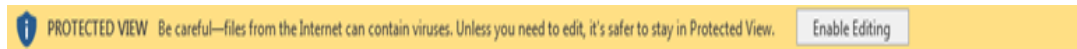
- Open your county's outbasket.
- The outbasket will contain 2 text files and 2 excel files:

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



- Click on Enable Content



- 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.