



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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Medicaid Website: <https://www.oms.nysed.gov/medicaid>

Listing of STAC Approvals for a Particular School Year

A User Guide for School Districts, Municipalities, and
SED-Approved Special Education Providers

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

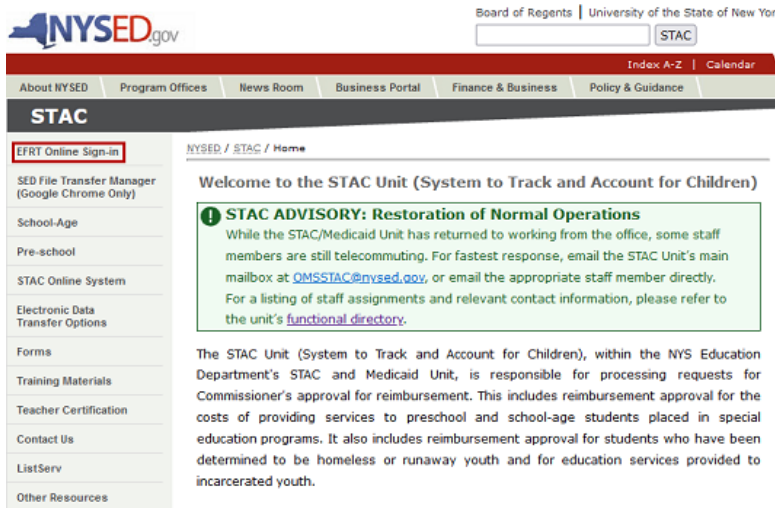
MARCH 2023

Overview:

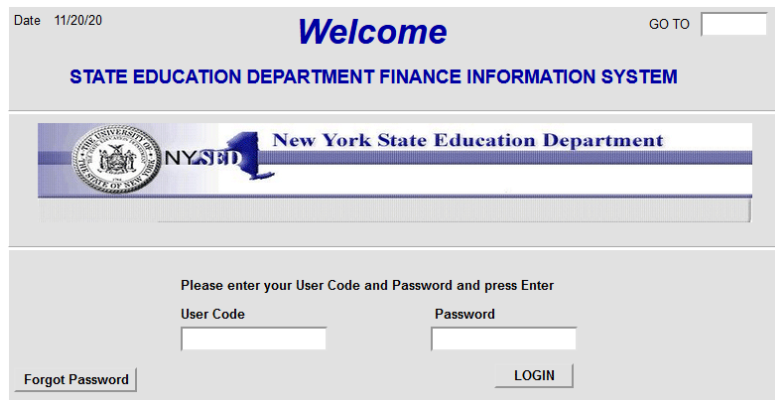
There are times when a school district, municipality, or SED-approved provider needs to confirm which students have been claimed for a particular school year. The DQAPP screen provides an Agency Approvals List that can be filtered by provider, placement type, and verification status.

I. Access the DQAPP 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.

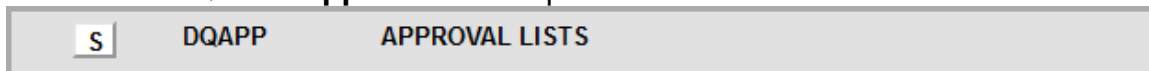


3. You will be advanced to the “Welcome” screen.



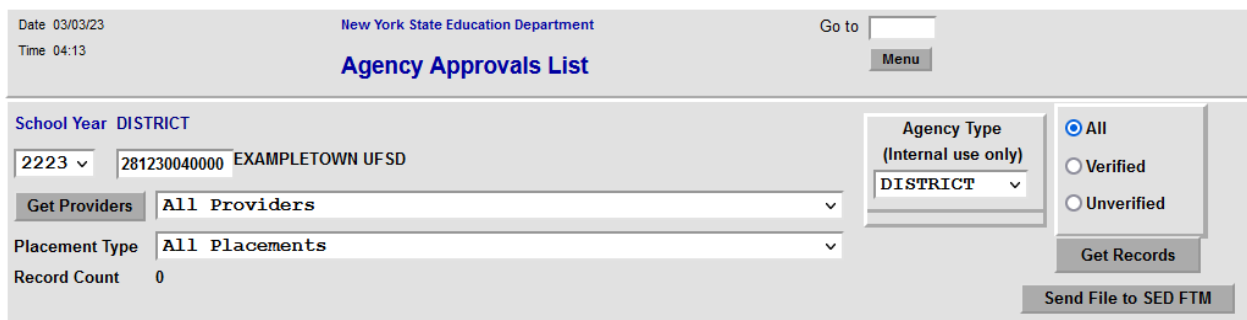
4. Enter your case-sensitive confidential Usercode and password.
 - If you see an error message indicating that your Usercode has expired, contact your superintendent, municipality representative, or executive director and ask them to reauthorize you.
5. If it has been more than six months since you’ve last accessed EFRT, you may be required to change your password. If a new password is required:
 - Enter the password from the letter you received as the Old Password.
 - The new password you select should be exactly eight characters, no more and no less. Six letters followed by two numbers works best.

6. After logging in, you will be taken to the appropriate home menu for your agency type.
 - Most school district users will be advanced to the **“DMNUM” Special Education Main Menu** screen.
 - Most county 4410 users will be advanced to the **“DMNUP” Preschool Service Reimbursement Menu** screen.
 - Most provider users will be advanced to the **“DMNPR” Special Education Provider Main Menu** screen.
7. School district users should select the **“DMQRY” STAC School Age & Preschool Inquiry Screens** option. County 4410 users and provider users should remain on their home menu.
8. Select the **“DQAPP” Approval Lists** option from the menu.



II. Choose the Selection Criteria and Get Records

1. Select the enrollment year associated with the data you’re seeking from the **“School Year”** dropdown menu.
2. Your agency’s SED Code and **Agency Type** should be pre-filled based on your Usercode.
3. Click the **“Get Providers”** button.
4. If you are a provider user, the **“Provider”** dropdown menu will populate automatically. If you are a school district or county 4410 user, you will have the option to select a specific provider or select **“All Providers”**.
5. Select a specific placement type from the **“Placement Type”** dropdown menu or select **“All Placement Types”**.
6. By default the screen will retrieve **“All”** records. If you want to limit your selection to **“Verified”** or **“Unverified”** records, select the appropriate radio button from the box in the top-right corner of the screen.
7. Click the **“Get Records”** button.



8. A list of all approvals of the placement you selected will be displayed.

Required for Inquiry													VER	STP	A	W	
NAME	STAC ID	REC	Provider	ISPEC	PRO -GRAM	SERVICE DATES		FTE/		Aide %		RATE	COST	ET DR	ET DR	U D	D W
APRICOT ANNA	D25419	01	WESTERN SUFFOLK	DSUMR	9002A	070722	081722	1.000	100	10377	10377	YY	NN	N			
BERRY BARTHOLO	F19784	01	EASTERN SUFFOLK	DSUMR	9001A	070422	081222	1.000	100	9174	9174	YY	NN	N			
CHERRY CYNTHIA	F77136	02	WESTERN SUFFOLK	DSUMR	9002A	070722	081722	1.000	100	10377	10377	YY	NN	N			
DATE DAVID	C94696	01	BROOKVILLE CENT	DSUMR	9000A	070422	081222	1.000	000	10927	10927	YY	NN	N			

III. Generate a Printable PDF Copy of the Displayed List

1. Once the population of reimbursement claims you have selected is displayed on the screen, click the **“Send File to SED FTM”** button to generate a PDF copy of the listing with appropriate page breaks.
2. The generated PDF will be available in your agency’s **“outbasket”** within the **SED File Transfer Manager**.
3. The PDF will not have any top or left margins, so make sure to select the **“Fit”** option under **“Page Sizing & Handling”** when printing a copy using Adobe Acrobat or Adobe Acrobat Reader.