



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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# OPWDD Chapter 47, 66, & 721 2-Month Placements (Screen DSCSM):

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) SCHOOL AGE APPROVALS

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## I. Overview

This screen is used by school districts to enter/view a 2-Month reimbursement approval for students in the custody of OPWDD residing in Chapter 47 Group Homes, Chapter 66 Developmental Centers, Chapter 721 Intermediate Care Facilities, or Chapter 721 Individual Residential Alternatives.

## II. Accessing the DSCSM Screen

1. Load EFRT in your web browser: <https://efrt.nysed.gov/efrt/>
2. Log onto the STAC Online System. **All entries must be uppercase.**

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



3. From your home menu, select “**DMNUS**” ADD/AMEND REIMBURSEMENT APPROVALS.
4. From the DMNUS menu, select “**DSCSM**” CHAPTER APPROVALS (2 MONTH).

### III. Entering Reimbursement Approval

1. Enter the student's STAC ID in the **STAC ID** field.
2. Enter the first three letters of the student's last name in the **Name** field.
3. Select the enrollment year from the **School Year** dropdown list.
4. Click the **Inquire** button.

The student's full name will be displayed for you to verify, and "Add" will be inserted in the **Mode** field at the top-right corner of the screen.

5. Fill out the fields listed below:

Data Field	Description
<b>Disability</b>	Select the student's disability from the dropdown list.
<b>CSE District</b>	Pre-filled with your district's 12-digit SED code.
<b>District and County of Residence</b>	Select the school district and county in which the student's parent or legal guardian resides.
<b>Chapter Type</b>	Check the district's copy of the STAC-200 and select the type of placement for the child: <ul style="list-style-type: none"> <li>• Individualized Residential Alternative</li> <li>• Intermediate Care Facility</li> <li>• Developmental Center</li> <li>• Group Home</li> </ul>
<b>ICF/IRA Provider</b>	Select the OPWDD agency provider from the list.
<b>Education Provider</b> (Pre-approval may be needed for private placement.)	Select the approved provider from the list. Submit a <a href="#">Request for Addition to Drop Down Menu Form</a>  if the provider is not listed.
<b>Program</b>	After selecting a Provider, click the <b>Get ED Programs</b> button to retrieve a list of programs.
<b>Start Date</b>	Enter the date (mm/dd/yy) that the student first attended the program for the selected enrollment period. The student cannot start prior to the program begin date indicated in the program description.
<b>End Date</b>	Enter the date (mm/dd/yy) that the student last attended the program for the selected enrollment period. The student's enrollment cannot go beyond program end date indicated in the program description.
<b>Aide Percentage</b> (Child-specific only; Do <b>NOT</b> claim classroom aides/paraprofessionals)	If the student is receiving the services of a 1:1 aide or TA, enter the percentage of time the aide is with the student rounded up to nearest whole percent; otherwise leave blank. Enter numbers only; do not enter % symbol or decimal point. (Nurses, interpreters, & maintenance aides require the submission of a <a href="#">child-specific aide request form</a>  .)
<b>Transportation Cost</b>	Enter the 2-month transportation cost. (Do not enter \$ sign or commas)

6. Click the **Add** button to submit.

#### IV. Amending Reimbursement Approval

1. From your home menu, select the top choice on the list:  
“**DMQRY**” STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
2. From the DMQRY menu, select “**DQCLD**” VIEW/AMEND CHILD SERVICE APPROVALS.
3. Enter the student’s STAC ID in the **STAC ID** field.
4. Click the **Get Profile** button.
5. Select the service approval you want to amend by clicking on the “**S**” to the left of the approval.

The service reimbursement approval will be displayed.

6. Delete all of the text in the **Go to** field at the top-right corner of the screen.
7. Hit **Enter** on your keyboard. “Change” will replace “Inquiry” in the **Mode** field just under the Go to field at the top-right corner of the screen.
8. The fields that can be amended are listed below:

Data Field	Description
<b>Disability</b>	Select the student’s disability from the dropdown list.
<b>Start Date</b>	Enter the amended start date.
<b>End Date</b>	Enter the amended end date.
<b>Aide Percentage</b>	Enter the amended aide percentage. To remove an aide, clear out this field so there’s no text. Do not enter “0”.
<b>Transportation Cost</b>	Enter the amended transportation cost. (Transportation cost may also be amended on the DVSTC verification screen.)

9. Click the **Change** button to submit.

#### V. Troubleshooting

If single error occurs, a message will be displayed in the status bar at the bottom of the screen (Internet Explorer only).

If multiple errors occur, the errors will be displayed in pop-up box (all browsers).