Private Excess Cost 10-Month Placements (Screen DSPRV):

A User Guide for School Districts

STAC ONLINE SYSTEM (EFRT) SCHOOL AGE APPROVALS

JULY 2022

I.   Overview

This screen is used by school districts to enter/view a reimbursement approval in approved private schools during the 10-Month period (September through June).

II.   Accessing the DSPRV 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 "**DSPRV**" PRIVATE EXCESS COST APPROVAL (10 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 appropriate year from the **School Year** dropdown menu.

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
Disability	Select the student's disability from the dropdown list.
CSE District	Pre-filled with your district's 12-digit SED code.
District of Residence	Select the school district in which the student's parent or legal guardian resides.
County of Residence	Select the county 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 District or District of Residence)
Education Provider and Maintenance Provider	Select the approved provider from the list. Submit a [Request for Addition to Drop Down Menu Form](#) 📄 if the provider is not listed.
Program	To view programs, click the **Get ED Programs** button (for education) or the **Get MA Programs** button (for maintenance). You cannot retrieve the programs until you have selected a Provider.
Start Date	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.
End Date	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.
Aide Percentage (Child-specific only; Do **NOT** 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. (Do not enter % symbol. Nurses, interpreters, & maintenance aides require the submission of a [child-specific aide request form](#) 📄.)

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
Disability	Select the student's disability from the dropdown list.
Change	Enter the letter "C" in the Change box for the Education or Maintenance service that is being changed.
Start Date	Enter the amended start date.
End Date	Enter the amended end date.
Aide Percentage	Enter the amended aide percentage. To remove an aide, clear out this field so there's no text. Do not enter "0".

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

V. Troubleshooting

When most errors occur, the error messages will be displayed in pop-up box.