



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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# July/August Summer 4408 2-Month Placements (Screen DSUMR):

A User Guide for School Districts

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STAC ONLINE SYSTEM (EFRT) SCHOOL AGE APPROVALS

JULY 2022

## I. Overview

This screen is used by school districts to enter/display a reimbursement approval for 2-Month placements in special education classes.

## II. Accessing the DSUMR 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 “**DSUMR**” SPECIAL CLASS APPROVAL (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 appropriate year from the **School Year** dropdown menu.
  - Each summer is associated with the school year that follows it. For Summer 2022, select 2223.
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 of Residence</b>	Select the school district in which the student's parent or legal guardian resides.
<b>County of Residence</b>	Select the county in which the student's parent or legal guardian resides.
<b>Agency to be Paid</b>	Select the Agency to be Paid by SED. (Must match either the CSE District or District of Residence)
<b>Education Provider and Maintenance Provider</b>	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>	To view programs, click the <b>Get ED Programs</b> button (for education) or the <b>Get MA Programs</b> button (for maintenance). You cannot retrieve the programs until you have selected a Provider.
<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>Percent Aide</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>  .)

Data Field	Description
<b>Transportation Cost</b>	Enter the 2-month transportation cost. (Do not enter \$ sign or commas)

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

#### IV. Amending Reimbursement Approval

- From your home menu, select the top choice on the list:  
“**DMQRY**” STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
- From the DMQRY menu, select “**DQCLD**” VIEW/AMEND CHILD SERVICE APPROVALS.
- Enter the student’s STAC ID in the **STAC ID** field.
- Click the **Get Profile** button.
- 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.

- Delete all of the text in the **Go to** field at the top-right corner of the screen.
- 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.
- 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>Change</b>	Enter the letter “C” in the Change box for the Education or Maintenance service that is being changed.
<b>Start Date</b>	Enter the amended start date.
<b>End Date</b>	Enter the amended end date.
<b>Percent Aide</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 DVSTR verification screen.)

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

#### V. Troubleshooting

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