Section 4410 Preschool Evaluations AVL (EVAL-AVL) Processing (EFH380 Report & Screens DVEVL, DREVL and DLEVL)

A User Guide for Municipalities

STAC ONLINE SYSTEM (EFRT) PRE-SCHOOL

September 2018
updated 11/2018

Section 4410 Preschool
Evaluation AVL
Online Claiming Instructions
EFH380 Report and EFRT Screens (*DVEVL, DREVL, DLEVL*)

Section 4410 of Education Law authorizes municipalities to receive state reimbursement for certain preschool evaluations per eligible preschool student. **As of September 2018, the NYSED STAC/Medicaid Unit will no longer issue paper Automated Voucher Listings (AVLs) for claiming.** These instructions outline how municipalities can claim for eligible preschool evaluation costs electronically using the EFRT system.

Each February, the NYSED STAC/Medicaid Unit posts an AVL schedule on its website at http://www.oms.nysed.gov/stac/preschool/AVL/home.html. This schedule lists the preschool Evaluation AVLs (and other AVLs) that are made available for claiming each month during the upcoming state fiscal year. When a preschool Evaluation AVL is released, municipalities are notified of the claiming opportunity via email. Below are instructions on how to access the preschool evaluation AVL online screens used in this claiming process.

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AUTOMATED VOUCHER LISTING (AVL) – 4410 EVALUATION SYSTEM REPORT (EFH380)
Accessing EVAL-AVL Reports

Access to the SED File Transfer Manager (FTM) is required to view or download the EFH380 (Automated Voucher Listing – 4410 Evaluation System) Report. If county representatives do not already have access to the SED FTM, please visit the following link to apply for access:

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

After receiving an SED File Transfer Manager username and password, click on the link below and Login:
- https://sedftm.nysed.gov/webclient/Login.xhtml

- Navigate to your county's folders within the SED File Transfer Manager (FTM).
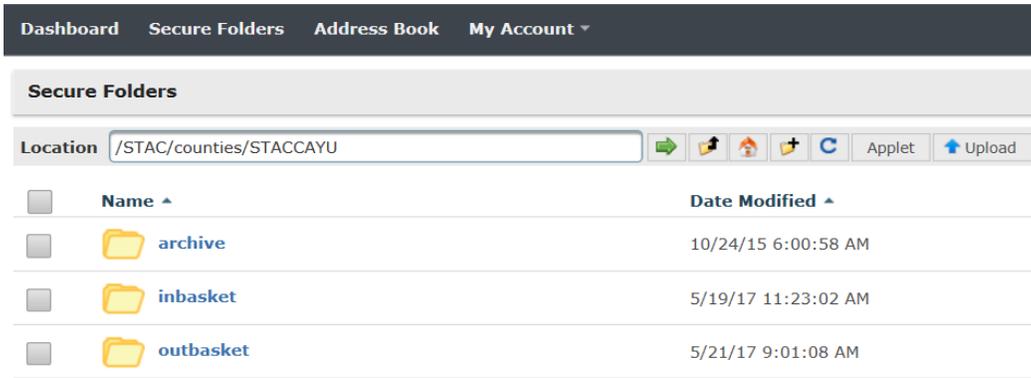
- Open your county's outbasket.

- When an evaluation AVL is available for claiming, county outbaskets will contain a .pdf file with the following naming convention:

  - **CCCC_EFH380_YYYY_XX_YYYYMMDDHHMM.pdf**

    - CCCC is the first 4 letters of the municipality name
    - EFH380 is the name of the report
    - YYYY is the school year (ex. 2017-18 would display as 1718)
    - XX is the AVL# (ex. AVL 02 would display as 02)
    - YYYYMMDDHHMM is the report creation date and time (ex. 201808220502)

- Once the file is located, it can be viewed or downloaded.

Note: This is the same report that municipalities previously received as a hardcopy from the NYSED STAC and Medicaid Unit when an EVAL-AVL was released for claiming. The .pdf file is provided as a courtesy to municipalities and is not required in the claiming process.

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There are 3 preschool evaluation online screens in EFRT:

- *DVEVL* – used for claiming preschool evaluation costs
- *DREVL* – used for viewing closed preschool evaluation AVLs
- *DLEVL* – used for viewing the ledger (payment) status of preschool evaluation AVLs

STAC 4410 EVALUATION AVL / UPDATE / DISPLAY (*DVEVL*)
Accessing *DVEVL* Screen in EFRT

This screen is used by municipalities to submit preschool evaluation claims for state reimbursement.

To access the *DVEVL* screen:

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.
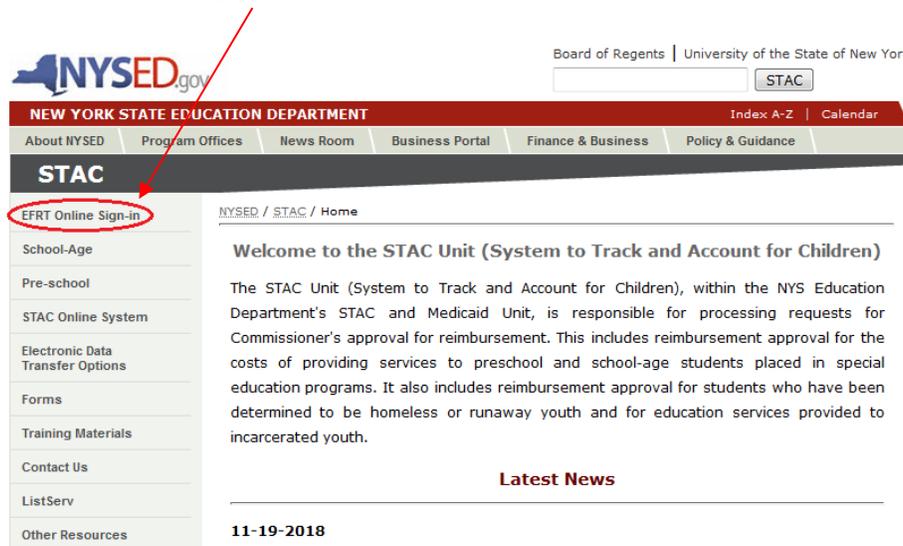
3. You will be advanced to the "**WELCOME**" online screen.
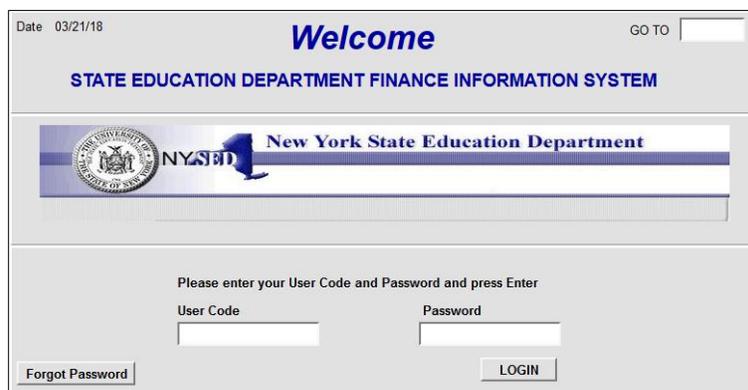
4. Enter your case-sensitive confidential user code and password.

5. Enter **DVEVL** in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard or select **DMNVP** and then **DVEVL** from the **DMNVP** Preschool Online Processing AVL Menu.

Date 11/21/18				GO TO DVEVL
	DMNUP	PRESCHOOL SERVICE REIMBURSMENT MENU		
	Choice	Description		
S	DMNAC	ADMINSTRATIVE COST SCREENS		
S	DQAPP	APPROVAL LISTS		
S	DCHSR	FIND A STAC ID		
S	DQCLD	VIEW CHILD SERVICE PROFILE		
S	DQEVL	VIEW/ADD/CHG CHILD EVALUATON		
S	DQPRT	VIEW/PRINT CHILD SERVICE STAC APPROVAL		
S	DQPR5	VIEW/PRINT CHILD PRESCHOOL EVAL APPROVAL		
S	DSRWD	WITHDRAW STAC APPROVAL		
S	DSPRE	ADD/CHANGE SERVICE APPROVAL (SPEC CLASS)		
S	DSSEI	ADD/CHANGE SERVICE APPROVAL (SEIT/RS)		
S	DMNVP	PROCESS ONLINE AVLS		

6. Example of *DVEVL* Screen and Field Description

Date 08/22/18		New York State Education Department			Go to	
Time 11:02		**4410 Evaluation AVL/Update/Display**			Menu	

Year: 1516 ▾   County: SCHUYLER ▾   AVL Number: 5

First 4 Letters of Last Name (Optional) [   ]   GET AVL

STAC ID	NUM EVAL	LAST NAME	FIRST NAME	AMOUNT AVAILABLE	FULL PAYMENT?	AMOUNT PAID	SELECTION	
B17910	01	BOWE	DIRT	109.00	☐	0	Evaluation	Ledger
B17911	01	HENT	JIM	163.00	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger
	00			0	☐	0	Evaluation	Ledger

AVL Claim Total   0

View   Submit

DVEVL SCREEN - FIELD DESCRIPTIONS

o *YEAR* (drop down box) – select school year.

o *COUNTY* – name of municipality associated with the user.

o *FIRST 4 LETTERS OF LAST NAME* *(optional)* (entry field) – to go directly to a specific student record or leave this field blank to see the complete Eval-AVL.

o *GET AVL* – this button retrieves the current preschool AVL information for the specific school year and county combination selected. If data is entered into the First 4 Letters of Last Name field, the AVL display will begin with the letters selected.

o *STAC ID* (display only field) – child-specific STAC Unit identification number.

o *NUM EVAL* (display only field) – preschool eval number associated with the STAC ID listed.

o *LAST NAME* (display only field) – last name of the child associated with the STAC ID listed.

o *FIRST NAME* (display only field) – first name of the child associated with the STAC ID listed.

o *AMOUNT AVAILABLE* (display only field) - the total amount available remaining to be claimed on this NUM EVAL for the specific School Year.

o *FULL PAYMENT* (entry field) – check box to claim the **complete** AMOUNT AVAILABLE in the prior column

o *AMOUNT PAID* (entry field) – to claim a **partial** amount of the AMOUNT AVAILABLE**.** If no claim is to be made, leave "0".

o *SELECTION*

   ▪ *EVALUATION* – this button will take the user to the Evaluation Record associated with the specific EVAL-AVL record listed. After viewing, hit ENTER to return to the *DVEVL* screen.

   ▪ *LEDGER* – This button will take the user to the Ledger Record associated with the specific EVAL-AVL record listed. After viewing, hit ENTER to return to the *DVEVL* screen.

o *AVL CLAIM TOTAL* (bottom of screen) (display only field) – running total for <u>entire</u> EVAL-AVL.

o *VIEW* – button used to navigate to the next page.

o *SUBMIT* – button to submit the entries made to the current page. Once pressed, any amounts claimed on the current page be added to the AVL Claim Total and the user will be forwarded to the next page.

7. To **ENTER** data for a specific preschool Evaluation AVL:

- Select **School Year**
- **"County"** will auto-fill
- Optional - enter the **First 4 Letters of Last Name** to go directly to a specific record or leave this field blank to see the complete EVAL-AVL.
- Click **"GET AVL"**
- A list of records available for claiming will be displayed on screen.
- Choose one of the following:
  - o **Check the box** under **FULL PAYMENT** if the entire amount listed under AMOUNT AVAILABLE is the amount to be claimed.
  - o **Enter a partial amount** to be claimed under **AMOUNT PAID**.
  - o If no claim is to be made, no entry is needed. Leave "0" in the AMOUNT PAID field.
- Press **Submit** to lock in the claims listed on the current screen.
- Press **View** to be forwarded to the next page of the EVAL-AVL.
- To return to the main Preschool menu enter *DMNUP* in the "**GO TO**" box and press **ENTER**.

8. After completing the entry of claims on the *DVEVL* screen, municipalities must send an email to the NYSED STAC and Medicaid Unit via the OMSSTAC@nysed.gov mailbox. The subject line of the email should include the name of the EVAL-AVL (example: 2017-18 EVAL-AVL #02) and include a statement advising STAC of the AVL Claim Total for the EVAL-AVL listed. In the case of multiple AVLs being processed, a separate email should be sent for each.

9. AVL data added/edited must be certified by completing the **Electronic Signature** process. Once logged in, select "4410 AVL Electronic Signature" from the User Menu, then School Year and Service Type for the AVL in question. 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

STAC EVALUATION AVL INFORMATION PAGE (*DREVL*)
Accessing *DREVL* Screen in EFRT

This screen is used by municipalities to view the results of a preschool EVAL-AVL after it is closed out. The report represents a detailed list of claims/recoupments for each child record within a specific EVAL-AVL.

To access the *DREVL* screen:

1. After logging into EFRT, enter *DREVL* in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard, or select *DMNUV* then *DMNVP* then *DREVL* from the *DMNVP* Preschool Online Processing AVL Menu.

2. Select the **AVL Number** from the dropdown menu.

3. **"County"** will auto-fill.

4. Select **1st Letter of Last Name** (or ALL) to go directly to a specific letter of last name. **ALL** will display the entire EVAL-AVL.

5. Click **Inquire** to view the report selected

6. To return to the main Preschool menu enter *DMNUP* in the "**GO TO**" box and press **ENTER**.

4410 EVALUATION PAYMENT LEDGER SCREEN (*DLEVL*)
Accessing *DLEVL* Screen in EFRT

This screen is used by municipalities to view the ledger records associated with a specific combination of STAC ID/School Year/Record (Evaluation) Number.

To access the *DLEVL* screen:

1. After logging into EFRT, enter *DLEVL* in the **GO TO** box located at the top right-hand corner of the screen and press **ENTER** on your keyboard, or select *DMNUV* then *DMNVP* then *DLEVL* from the *DMNVP* Preschool Online Processing AVL Menu.

2. Enter **STAC ID** associated with the child in question.

3. Select the **School Year** from the dropdown menu.

4. Select the **Record** (Evaluation) **Number** from the dropdown menu.

5. Click **Inquire** to view the record selected

6. To return to the main Preschool menu enter *DMNUP* in the "**GO TO**" box and press **ENTER**.