



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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Making Program Date Changes

A User Guide for School Districts, BOCES, Counties and Other SED-Approved Education Providers

STAC ONLINE SYSTEM (EFRT) INTRODUCTORY TOPICS

APRIL 2024

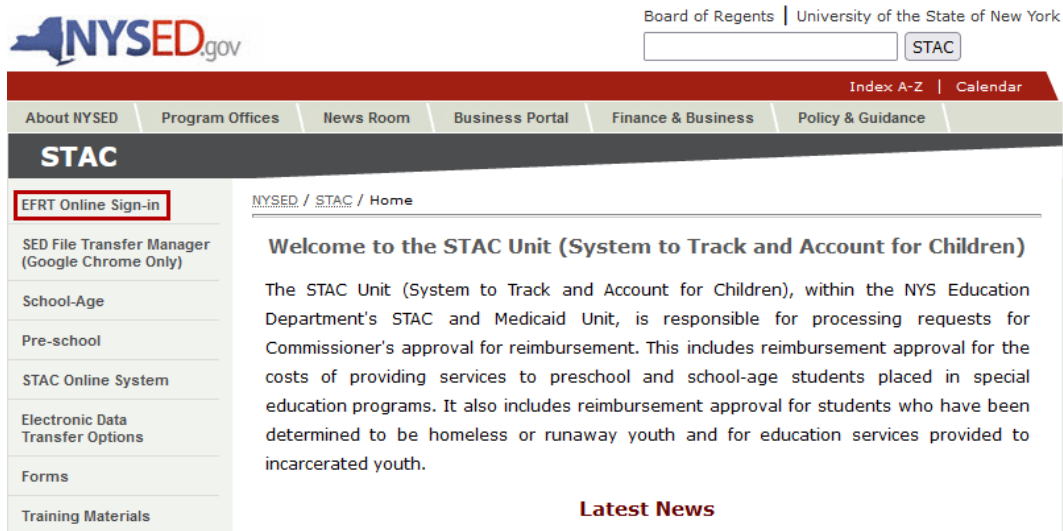
Overview:

Each year, the State Education Department (SED) requires that approved special education providers, school districts, and BOCES confirm or correct the program date information on the System to Track and Account for Children (STAC) program file. Default program dates are chosen for 2-month and 10-month programs.

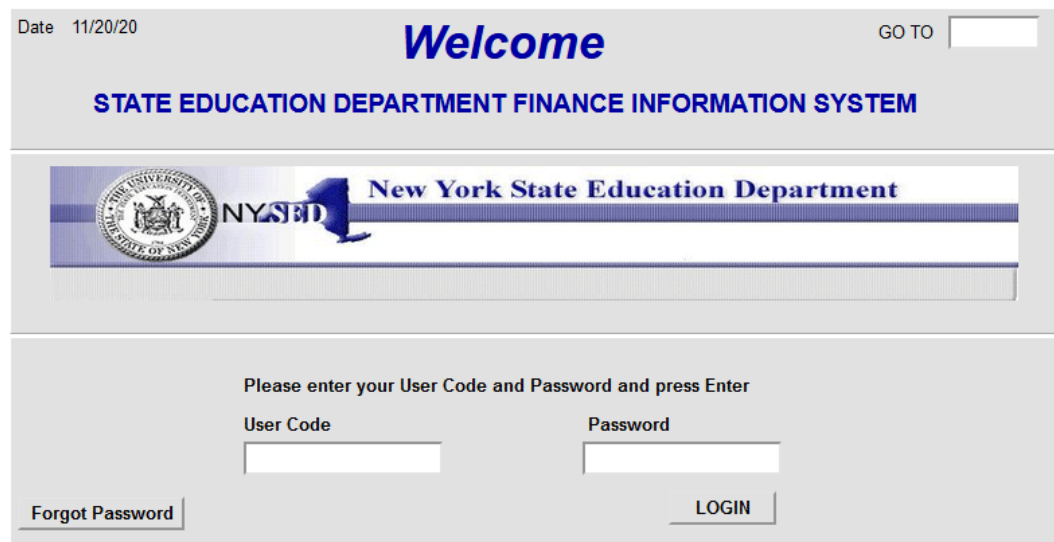
If the default dates are not the correct program dates for your agency, you must access the STAC Online System to change your program information to reflect the correct dates.

I. Access the STAC Online (EFRT) System

1. Go to the STAC homepage: <https://www.oms.nysed.gov/stac/>
2. From the navigation menu on the left, click the “EFRT Online Sign-In” link:



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 your existing password used on the Welcome screen as your 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.
 - Make sure the Go to box in the top-right corner is empty before hitting submit.
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.

II. Retrieve the List of Approved Programs

1. 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.
2. Select **“DQPRG” PROVIDER/PROGRAM SEARCH** option.
3. On the DQPRG screen, select **“2425”** from the School Year dropdown.
4. Next enter your Provider Code or Provider Name. Then click **“Get Providers”**.
5. Select the appropriate Provider from the Provider dropdown list.
6. Select **“All Programs”** and click the **“Get Programs”** button.
7. A listing of your district/agency's approved programs will be displayed:

The screenshot shows the 'Special Education Program Listing' interface. At the top, it displays the date (02/02/24), time (11:35), and the New York State Education Department logo. The main title is 'Special Education Program Listing'. Below this, there are search filters for 'School Year' (set to 2425), 'Provider Code Search', and 'Provider Name Search' (set to SPECIAL). A 'Get Providers' button is visible. The selected provider is 'SPECIAL ED PROVIDER' with code '010100115658'. Contact information for ERICA EXECUTIVEDIRECTOR is shown, along with telephone number 518-474-7116 and evaluator information. There are radio buttons for 'Choose One' with options: 'All Programs' (selected), 'Pre School Programs', and 'School Age Programs'. A 'Get Programs' button is at the bottom right of the filter section. Below the filters are 'Previous Page' and 'Next Page' buttons. The main area contains a table of approved programs with columns for 'Select', 'Code', and 'Program Name'. The table lists several programs with their respective codes, descriptions, dates, and approval status.

Select	Code	Program Name	Approval
S	9002 A	J/A-SCHOOL AGE-SPECIAL CLASS-F 07/08/24 - 08/16/24 DAY RES Age 10 - 21	Appr- Y
S	9002 B	J/A-SCHOOL AGE-SPECIAL CLASS-F 1:1 AIDE/15 MIN LPN 07/08/24 - 08/16/24 DAY Age 10 - 21	Appr- 1
S	9002 I	S/Y-SCHOOL AGE-SPECIAL CLASS-F 09/04/24 - 06/20/25 DAY RES Age 10 - 21	Appr- Y
S	9265 I	S/Y-MAINTENANCE-INSTATE REGULAR 09/04/24 - 06/20/25 Age 10 - 21	Appr- Y
S	9266 A	J/A-MAINTENANCE-INSTATE REGULAR INST B 07/01/24 - 08/31/24 Age 10 - 21	Appr- Y
S	9267 A	J/A-MAINTENANCE-INSTATE HTP INST QRTP B11 07/01/24 - 08/31/24 Age 10 - 21	Appr- Y
S	9267 I	S/Y-MAINTENANCE-INSTATE HTP 09/01/24 - 06/30/25 Age 10 - 21	Appr- Y
S			

8. Check to see that all approved agency programs are listed. Click on the “Next Page” button to view additional programs. If there aren’t any additional approved programs, you will see the following message in a popup window: “ERROR 08 No more programs available”.
9. Print each page of approved programs to reference as you update your 2024-25 program dates.
10. Type “HOME” in the “Go to” box in the top-right corner of the screen and hit Enter on your keyboard to return to your main menu.

III. Change Program Dates

1. From your main menu:
 - either* click the “S” button to the left of the “DDATE / PROGRAM DATE CHANGES” menu item;
 - or* type “DDATE” in the “GO TO” box in the top-right corner of the screen and hit Enter on your keyboard.

District Main Menu (DMNUM)

Choice	Description
<input type="checkbox"/>	DMQRY STAC SCHOOLAGE&PRESCHOOL INQUIRY SCREENS
<input type="checkbox"/>	DMNUS ADD/AMEND REIMBURSEMENT APPROVALS
<input type="checkbox"/>	DMNUR PROCESS A REAPPLICATION
<input type="checkbox"/>	DMNUV ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS
<input type="checkbox"/>	DMNAC CPSE ADMINISTRATIVE COST SCREENS
<input type="checkbox"/>	DCPUB HIGH COST WORKSHEET (IN-DISTRICT/BOCES)
<input type="checkbox"/>	DCPOD HIGH COST WORKSHEET (OTHER DISTRICT)
<input type="checkbox"/>	DCERT ADD A PRIVATE PLACEMENT CERTIFICATION
<input type="checkbox"/>	DSRWD WITHDRAW STAC APPROVAL
<input type="checkbox"/>	DCHSR FIND A STAC ID FOR A STUDENT
<input type="checkbox"/>	DQCLD VIEW/AMEND CHLD SERVICE APPROVALS
<input type="checkbox"/>	DQAPP APPROVAL LISTS
<input type="checkbox"/>	DQSBO APPROVAL/VERIFICATION SUMMARY (3 YEAR)
<input type="checkbox"/>	DQSUM 4408/4201 SUMMER DISTRICT SUMMARY REPORT
<input type="checkbox"/>	DDATE PROGRAM DATE CHANGES

Provider Main Menu (DMNPR)

Choice	Description
<input type="checkbox"/>	DQAPP APPROVAL LISTS
<input type="checkbox"/>	DCHSR FIND A STAC ID
<input type="checkbox"/>	DQPRT VIEW/PRINT CHILD SERVICE STAC APPROVAL
<input type="checkbox"/>	DQPRS VIEW/PRINT CHILD PRESCHOOL EVAL APPROVAL
<input type="checkbox"/>	DQPRG PROVIDER/PROGRAM SEARCH
<input type="checkbox"/>	DDATE PROGRAM DATE CHANGES
<input type="checkbox"/>	BYE SIGN OFF THE SYSTEM
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

2. The Program Date Changes menu will display.
3. Click the “S” button to the left of the screen you want to retrieve.

Choice	Description
<input type="checkbox"/>	DPRES PRESCHOOL PROGRAM DATE CHANGE
<input type="checkbox"/>	DSCHA SCHOOL-AGE PROGRAM DATE CHANGE
<input type="checkbox"/>	DOMLS HOMELESS PROGRAM DATE CHANGE
<input type="checkbox"/>	

- Preschool Program Screen (DPRES)
- School Age Program Screen (DSCHA)
- Homeless Program Screen (DOMLS)

4. To retrieve a specific program, do the following:
 - i. Select “2425” from the **School Year** dropdown.
 - ii. Enter your 12-digit SED/BEDS code in the **Provider** field.
 - iii. Enter the 5-character program code in the **Program** fields.
 - iv. Click the **Inquire** button.

5. The selected program displays. **If the program dates (A) are correct and the program will be operating (B), no further action is required.**
6. To change the program dates:
 - i. Go into Change mode by clearing out the “Go to” box and hitting Enter on your keyboard.
 - ii. Enter the correct dates in the **Begin Date** and **End Date** fields in MM/DD/YY format.
 - iii. Click the **Change** button at the bottom of the screen.
 - iv. Please wait a couple minutes for the FTEs to be recalculated on the reimbursement claims before making any additional program date changes.
7. If your program is not operating for the 2024-25 school year, uncheck the “**Operating**” box (B) and click the **Change** button at the bottom of the screen.
8. **For 9010-9012 programs only:** Update the Hrs/Day to reflect how long the program will operate each day.
9. The Initial Approval Date and Closeout Date (D) are for SED use only.
10. If necessary, enter the next 4-digit and 1-character program code and click on the Inquire button. Proceed to make program date changes for all applicable programs as indicated on your **DQPRG** program listing.
11. To return to your main menu, type “**HOME**” in the “Go to” box in the top-right corner of the screen and hit Enter on your keyboard.
12. To log off the system, type “**BYE**” in the “Go to” box in the top-right corner of the screen and hit Enter on your keyboard.

Note: Programs with an approval status of 1-year-only (Appr-1) are for internal use only. External users are not allowed to change the dates of these programs. If the dates of your 1-year-only program are incorrect, please fax the correct dates for that program to the STAC and Medicaid Unit at 518-402-5047, using the following form: https://www.oms.nysed.gov/stac/forms/stac_prog_dates_form.pdf

Note: If you cannot update your 9010 Hrs/Day online, use the following form: https://www.oms.nysed.gov/stac/forms/stac-719_notice_9010_modification.pdf

Note: It is not necessary to change the dates for special education itinerant service SEIT 9135-9139 programs.