



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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Medicaid Website: <http://www.oms.nysed.gov/medicaid>

EFRT ONLINE MANUAL FOR OCFS/OMH PLACEMENTS

(Chapter 563/947)

Guide for OCFS/OMH staff to submit education
placement data to STAC Online System

April 2023

System to Track and Account for Children (STAC)

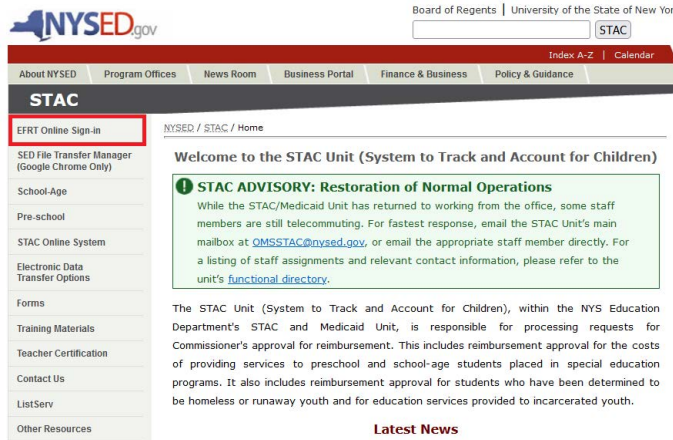
Overview: Submission of OCFS/OMH (Chapter 563/947) placement data to the NY State Education Department's STAC Unit

1. Pre-approval – Local agency reports placement of child with STAC - 200/3424 notification form (paper)
2. STAC Unit enters 200/3424 information into Online System
3. Local agency can review processed pre-approvals on Online System's DQOSA screen
4. Local agency requests reimbursement approval for education dates for student using the Online System's DSOSA screen

A.) Accessing the STAC Online System

To sign on to the EFRT system:

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 the case-sensitive confidential usercode and password.

The screenshot shows the "Welcome" login screen for the State Education Department Finance Information System. The page features a "Date" field showing "04/03/23" and a "GO TO" field. The main heading is "Welcome" in blue. Below this, the text "STATE EDUCATION DEPARTMENT FINANCE INFORMATION SYSTEM" is displayed. The NYSED logo and "New York State Education Department" are also visible. The login section prompts the user to "Please enter your User Code and Password and press Enter". It includes two input fields: "User Code" and "Password". A "Forgot Password" link is highlighted with a red box, and a "LOGIN" button is located at the bottom right.

NOTE: Use “Forgot Password” function at bottom right of EFRT log in screen to email a password reset link.

5. Upon login, the “HOME” menu is displayed (DMNOA).

Date 04/03/23 GO TO

DMNOA	OCFS / OMH MENU
Choice	Description
<input type="button" value="S"/>	DQOSA VIEW APPROVED PROCESSED 3424/200
<input type="button" value="S"/>	DSOSA ADD REIMBURSEMENT APPROVAL
<input type="button" value="S"/>	DQAPP VIEW AGENCY SERVICE APPROVALS
<input type="button" value="S"/>	DQCLD VIEW CHILD SERVICE APPROVALS
<input type="button" value="S"/>	DQPRT VIEW/PRINT CHILD SERVICE APPROVAL
<input type="button" value="S"/>	CHPWD CHANGE PASSWORD
<input type="button" value="S"/>	BYE SIGN OFF OF THE SYSTEM
<input type="button" value="S"/>	

B.) Checking your list of Pre-Approvals (DQOSA)

1. To see which students have their pre-approval (processed 3424/200) available in the STAC system, click the “S” button to the left of the “DQOSA / LISTING OF APPROVED PROCESSED 3424/200” menu item, or type “DQOSA” in the “GO TO” box in the top-right corner of the screen and press the “Enter” key.

DQOSA SCREEN

Date 04/03/23 Go to
 Time 04:20 Menu

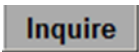
New York State Education Department
Other State Agency Eligibility List

School Year	Local Responsible Agency	OMH Region
2223	010100640500 ALBANY CO DEPT SOCIAL SERVICES	
	Chapter Type	
	ALL	<input type="button" value="Inquire"/>

Record Count 3

Last Name/ First Name	STAC ID	Seq Num	District-RES/ADMIN	Chap-Type	Eligible Date Begin End	W D W
EXAMPLE EMMA	J12345	01	ALBANY CITY SD	CCI	12/22/21-	N
SAMPLE SALLY	B56789	01	ALBANY CITY SD	CCI	11/22/21-	N
DESOSA DAN	K54321	01	ALBANY CITY SD	RTF	08/09/21-	N

2. Select the appropriate school year when eligibility started and chapter type, then hit the button:



3. If there is an eligibility (pre-approval) on this list, a request for reimbursement may be submitted.

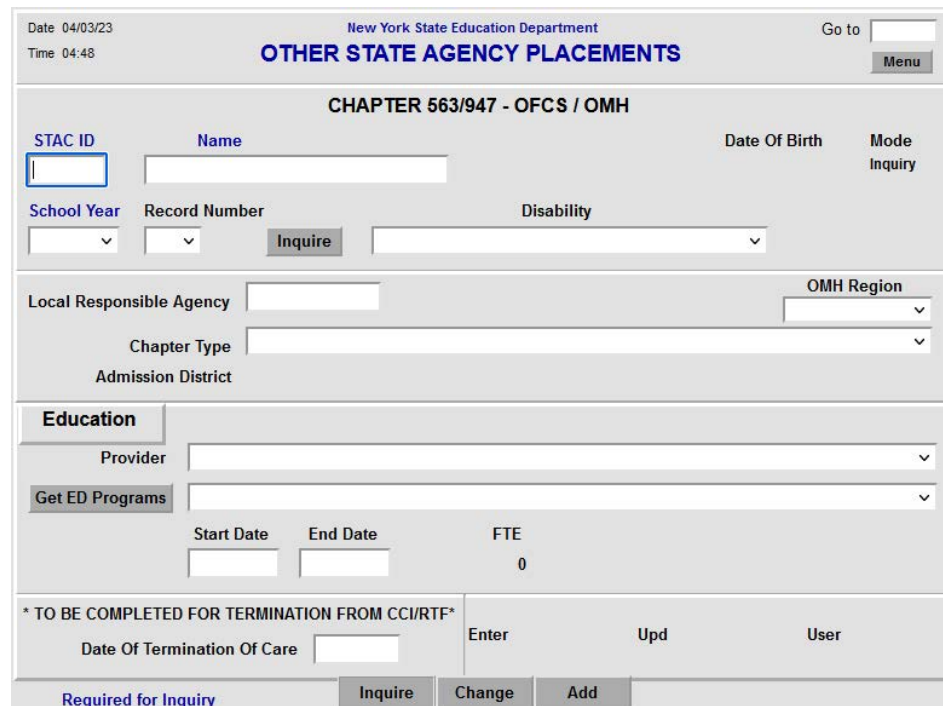
4. If a student is not included in the listing, the 3434/200 has not been sent to the STAC Unit, or has not been processed yet by the STAC Unit. When the 3424/200 has been processed the student will be displayed on the DQOSA screen and will be available for reimbursement approval requests.

NOTE: If a student is not included on the listing, check the prior school years to see if eligibility began in a prior year and continues into a subsequent year(s). The DQOSA screen only displays students who first became eligible in the school year selected, or in the year prior.

C.) Requesting Approval for Reimbursement Dates (DSOSA)

Go to DSOSA Online Screen from the DMNOA Home Menu, or type “DSOSA” in the upper right hand Go to box.

DSOSA Screen



The screenshot shows the DSOSA Online Screen interface. At the top, it displays the date (04/03/23) and time (04:48) on the left, and the New York State Education Department logo and a 'Go to' search box on the right. The main title is 'OTHER STATE AGENCY PLACEMENTS' with a 'Menu' button. Below this, it specifies 'CHAPTER 563/947 - OFCS / OMH'. The form is divided into several sections: 1. Student Information: Fields for STAC ID, Name, Date Of Birth, and Mode Inquiry. 2. Search/Filter: Fields for School Year (dropdown), Record Number (dropdown), and Disability (dropdown), with an 'Inquire' button. 3. Agency Information: Fields for Local Responsible Agency, Chapter Type, Admission District, and OMH Region (dropdown). 4. Education Section: A tabbed section with 'Education' selected, containing fields for Provider, Get ED Programs, Start Date, End Date, and FTE (set to 0). 5. Termination Information: A section with a note '* TO BE COMPLETED FOR TERMINATION FROM CCI/RTF*' and a field for Date Of Termination Of Care, with buttons for Enter, Upd, and User. At the bottom, there are buttons for 'Required for Inquiry', 'Inquire', 'Change', and 'Add'.

Student name is not entered – it is accessed from the STAC database by filling in the fields highlighted with blue labels:

1. Enter the STAC ID and the first three letters of the student’s last name,
2. Select school year,
3. Click **Inquire**

The student’s full name will be displayed for confirmation.

Confirm that “Add” is displayed in the MODE field at the upper right of the screen.

You are now ready to enter details of the education provided. Complete the data items and “SUBMIT”.

DSOSA Education Placement Data

Data Fields	Description
School Year	The school year in which the services will be or were provided.
Disability	Select the student’s disability from the list.
Chapter Type	Select whether the student was in a CCI or a RTF.
Education Provider	Select the approved provider from the list. Contact STAC and Medicaid Unit if the provider is not listed.
Program	Click the “Get ED Programs”. You cannot retrieve the programs until the Education Provider has been selected. Note the begin and end dates for each program.
Start Date	Enter the date (mm/dd/yy) services began. The student may not start prior to the beginning of the program.
End Date	Enter the date (mm/dd/yy) services ended. The student placement may not go beyond the end date of the program.

Click **Add**

The completed DSOSA screen contains the detailed information which has been input for that student. If changes need to be made, please contact the STAC Unit.

3. Printing/Viewing copy of Notice of Commissioner’s Approval for Reimbursement (STAC – 3 Notice)

To view/print out a copy of an approval, click on the “S” next to **DQPRT**.

Date 04/04/23 GO TO

Choice	Description
<input type="button" value="S"/>	DQOSA VIEW APPROVED PROCESSED 3424/200
<input type="button" value="S"/>	DSOSA ADD REIMBURSEMENT APPROVAL
<input type="button" value="S"/>	DQAPP VIEW AGENCY SERVICE APPROVALS
<input type="button" value="S"/>	DQCLD VIEW CHILD SERVICE APPROVALS
<input type="button" value="S"/>	DQPRT VIEW/PRINT CHILD SERVICE APPROVAL
<input type="button" value="S"/>	CHPWD CHANGE PASSWORD
<input type="button" value="S"/>	BYE SIGN OFF OF THE SYSTEM
<input type="button" value="S"/>	

DQPRT – A printable version of an approval

Date 04/04/23 Go to
 Time 09:12

New York State Education Department
 STAC and Special Aids Unit
NOTICE OF COMMISSIONER'S APPROVAL FOR REIMBURSEMENT

B56789	2223	01	SAMPLE	SALLY	X	03/04/05
STAC ID	School Year	Rec No	Last Name	First Name	MI	Date of Birth
Chapter 563/947			Emotionally Disturbed			
Placement Type			Disability			**Rate Pending
ALBANY CO DEPT SOCIAL SERVICES			ALBANY			
Responsible District			County of Residence			
GEORGE JUNIOR REPUBLIC UFSD			9000	I	S/Y-SCHOOL AGE-SPECIAL CLASS-FULL DA	
Education Service Provider			Program		WILLIAM GEORGE AGENCY	
Maintenance/Related Service Provider/ICF			Program			
Service Type	Service Period	Basis	Number	Rate **	Aide %	1:1 Rate
EDUC	09/07/22 10/20/22					DA Rate
						Cost
						WD
Chapter Type	Related Services Cost	Administration Cost	CSE Cost	Transportation Cost	Total Cost	
I certify that the amendment requested herein is accurate and that services will continue to be provided to the student in accordance with all applicable laws and regulations.						
Signature			Superintendent of School		Date	

E.) Changing Your STAC Online System Password (CHPWD)

CHPWD – Use to change password.

1. Delete the text "**BYE**" that appears in the GO TO bar in the top right corner.
2. Delete the old password that displays as hidden characters; retype the old password.
3. Enter in the new password twice. Passwords should be eight characters in length and contain at least one letter and one number.
4. Press **Submit** at the bottom of the form.

Date 04/04/23 Change Password Screen GO TO **BYE**

Usercode AKITZROW

Old password

(Or temporary password, after password reset)

Please enter new password twice

New password

New Password must have the following criteria

1. must be EXACTLY eight characters in length
2. must include at least one letter
3. must include at least one number
4. is not case sensitive

STAC and Medicaid Unit Assistance Contact:

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