EFRT ONLINE MANUAL FOR OCFS/OMH PLACEMENTS

(Chapter 563/947)

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

May 2019
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:


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.

   ![STAC Online System Image](image)

**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).

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
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).

**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**
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

<table>
<thead>
<tr>
<th>Data Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year</td>
<td>The school year in which the services will be or were provided.</td>
</tr>
<tr>
<td>Disability</td>
<td>Select the student’s disability from the list.</td>
</tr>
<tr>
<td>Chapter Type</td>
<td>Select whether the student was in a CCI or a RTF.</td>
</tr>
<tr>
<td>Education Provider</td>
<td>Select the approved provider from the list. Contact STAC and Medicaid Unit if the provider is not listed.</td>
</tr>
<tr>
<td>Program</td>
<td>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.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Enter the date (mm/dd/yy) services began. The student may not start prior to the beginning of the program.</td>
</tr>
<tr>
<td>End Date</td>
<td>Enter the date (mm/dd/yy) services ended. The student placement may not go beyond the end date of the program.</td>
</tr>
</tbody>
</table>

Click **Add**
D.) Viewing Approved Reimbursement Requests

On the OCFS/OMH Menu:

Use choice DQAPP to find a list of all STAC approvals for a particular year
Use choice DQPRT to view/print a single approval

1. Viewing by list

For OMH placements:

Select the school year, click on Get Providers,
Use the dropdown for the placement type,
Select DSOSA,
Click on Get Records

Placements that are approved for reimbursement will be displayed. If a student is not listed, no STAC System reimbursement can be generated.
For OCFS Placements:

Select the school year, click on **Get Providers**,
Use the dropdown for the placement type,
Select DSOSA,
Click on **Get Records**

Placements that are approved for reimbursement will be displayed. If a student is not listed, no STAC System reimbursement will be generated.

**DQAPP**

2. Viewing Individual Student Approvals:

Go to DQCLD Online Screen

Enter the STAC ID and hit enter on your computer. Reimbursement approval records for that student will be displayed.

Click on the “S” next to the record you would like to open.
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.

DQPRT – A printable version of an approval
E.) Changing Your STAC Online System Password (CHPWD)

CHPWD – Use to change password. Enter your old password, Enter your new password, twice. Hit enter on your computer.

STAC and Medicaid Unit Assistance Contact:

Kelly Mason  
Education Finance Specialist  
518-402-5218 (phone)  
518-402-5047 (fax)  
Kelly.Mason@nysed.gov