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 (<u>paper</u>)

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
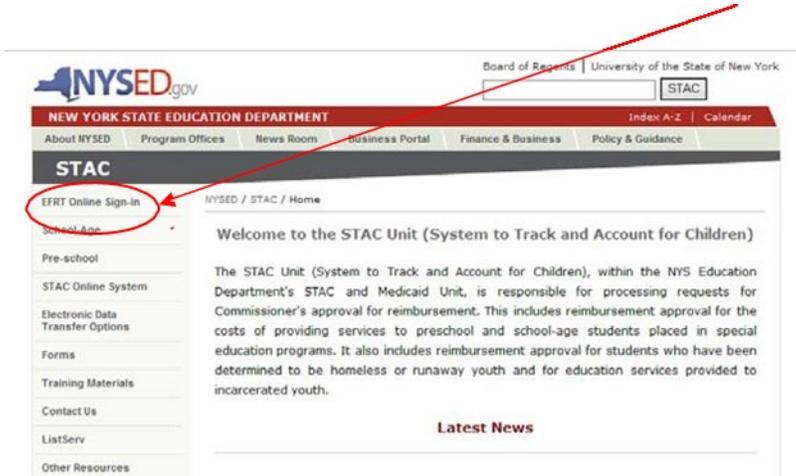
3. You will be advanced to the **"WELCOME" online** screen.

4. Enter the case-sensitive confidential usercode and password.

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 11/09/17			GO TO [ ]
	DMNOA	**OCFS OMH MENU**	
	Choice	**Description**	
[S]	DQOSA	VIEW APPROVED PROCESSED 3424/200	
[S]	DSOSA	ADD REIMBURSEMENT APPROVAL	
[S]	DQAPP	VIEW AGENCY SERVICE APPROVALS	
[S]	DQCLD	VIEW CHILD SERVICE APPROVALS	
[S]	DQPRT	VIEW/PRINT CHILD SERVICE APPROVAL	
[S]	CHPWD	CHANGE PASSWORD	
[S]	BYE	SIGN OFF OF THE SYSTEM	
[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

File   Edit   View   Favorites   Tools   Help

Date 11/08/17		**New York State Education Department**		Go to [ ]
Time 10:21		**Other State Agency Eligibility List**		[Menu]

School Year   **Local Responsible Agency**   **OMH Region**
[1617 ▼]   [010100010000]   ALBANY CITY SD   [▼]
                                               Chapter Type
                                               [ALL   ▼]   [Inquire]

Record Count   5

Last Name/ First Name	STAC ID	Seq Num	District-RES/ADMIN	Chap-Type	Eligible Date Begin	End	W D W
ALBERT ALBE	B17958	01	ALBANY CITY SD	CCI	09/01/16-		N
ALBERT KELL	B17954	01	ALBANY CITY SD	RTF	01/01/16-		N
DSOSA JIM	B17925	01	ALBANY CITY SD	CCI	07/09/15-		N
JONES JANU	B18035	01	ALBANY CITY SD	CCI	07/01/16-		N
WAALER BOXE	B17955	01	BUFFALO CITY SD	CCI	03/01/16-		N

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

Inquire

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

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]

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

| Date 11/10/17 | New York State Education Department | Go to [ ] |
| Time 07:45 | **Agency Approvals List** | [Menu] |

School Year DSS County

| [1516 ▽] | 010100640500 ALBANY CO DEPT SOCIAL SERVICES |

Agency Type
(Internal use only)
[DSS COUNTY ▽]

● All
○ Verified
○ Unverified

[Get Providers] All Providers ... ▽

Placement Type
Record Count

Choose Placement From List - Click Here
DSPRV Private Excess Cost - 10-Mo.
DSOSA Other State Agency Chap 563/947 - OFCS/OMH
DSSOS Section 4201 - Blind/Deaf - 2-Mo.
DSSSS Section 4201 - Blind/Deaf - 10-Mo.
DSSSY Sec. 4201 - Blind/Deaf - 10-Mo. 2013-14 fwd
DSUMR 4408 Public/Private Full/Half-Day - 2-Mo.

Required for Inqui
NAME

[Get Records]

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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.

| Date 11/10/17 | New York State Education Department | Go to [ ] |
| Time 08:58 | **STAC Child Service Profile** | [Menu] |

STAC ID   Name   Date of Birth
[B18041]   LAMP   LAVA   06/30/08

SIS ID   Gender   Race-Ethnicity
             MALE   NATIVE AMERICAN/ALASKAN NATIVE

Former Name   Name Chg Effective Date

Start From Service Date [   ] (MM/DD/YY)   [Get Profile] [Return to Search]

Service/Claim History

Select	Service Dates	Record No	Plac	Provider	CSE or CPSE	Withdrawn
[S]	10/16/16 11/16/16	01	DSOSA	CHILDREN'S HOME OF WYOMIN	NYS OFFICE OF MENTAL	N
[S]						
[S]						

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.

Date 11/10/17	**New York State Education Department**		Go to	DQCLD
Time 08:58	**OTHER STATE AGENCY PLACEMENTS**			Menu

CHAPTER 563/947 - OFCS / OMH

STAC ID	Name		Date Of Birth	Mode
B18041	LAMP	LAVA	06/30/08	Inquiry

School Year | Record Number | | Disability
1617 | 01 | 01 | Inquire | Emotional Disturbance

		OMH Region
Local Responsible Agency	010100690100 NYS OFFICE OF MENTAL HEALTH	Hud OMH
Chapter Type	Residential Treatment Facility (Ch. 947)	
Admission District	140801060000 CLARENCE CSD	

Education

Provider	CHILDREN'S HOME OF WYOMING CONFER	030701998858
Get ED Programs	9000I CAP:108	05-21 09/07/16-06/23/17 DAY

Start Date	End Date	FTE
10/16/16	11/16/16	.128

* TO BE COMPLETED FOR TERMINATION FROM CCI/RTF*

Date Of Termination Of Care [ ]   Enter 11/02/17 STAC Upd   User NRAIN

Required for Inquiry   Inquire   Change   Add

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.

Date   11/10/17   **Change Password Screen**   GO TO [   ]

Usercode   **PCUPCAKE**

Old password   [   ]

Please enter new password twice

New password   [   ]   [   ]

New Password must have the following criteria

    1. must be 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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