

eSTACs

Amending versus Rescinding

Amending or Rescinding a STAC-5

Amending a STAC-5

- * Once you sign & submit the STAC-5, you can “Amend” the evaluation date or check the “Bilingual” box.
- * This is amended under the Evaluation Components tab.

CPSE: 142101040000 /

Student Information

Last Name: First Name: **Tripp** DOB: **7/18/2019** Eligibility: **7/1/2022 - 8/31/2024**

STACID: CIN: Student Number: 1

[Edit SED Summary](#) [Resync](#)

STAC-5s **Evaluation Components** IEP Placements IEP Mandates Documents Forms Eligibility Waivers

eSTACs Evaluation Number	eSTACs Evaluation Component Number	County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date		
EV00052651	EC00157995	ERIE	DIVERSIFIED SERVICES LLC	Education	4/5/2023	<input type="checkbox"/>	Submitted	mmachelski	4/18/2023	Update	Cancel
EV00052651	EC00157996	ERIE	DIVERSIFIED SERVICES LLC	Psychological	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157997	ERIE	DIVERSIFIED SERVICES LLC	Social	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157998	ERIE	DIVERSIFIED SERVICES LLC	Speech/Language	3/20/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind

[Add New STAC-5](#)

Rescinding a STAC-5

- * Once you sign & submit the STAC-5, you can “Rescind” the entire STAC-5 under the STAC-5 tab.

CPSE: 142101040000

Student Information

Last Name: First Name: DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: CIN: Student Number: Edit SED Summary Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date				
EV00052651	ERIE	DIVERSIFIED SERVICES LLC Mar 2023 - Apr 2023 (EDU, PSY, SOC, SPT)	Submitted	mmachelski	4/18/2023	View	Rescind	Print	Submission History Resync

Add New Evaluation

- * Or you can “Rescind” 1 component of the evaluation under the Evaluation Components tab.

CPSE: 142101040000

Student Information

Last Name: First Name: DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: CIN: Student Number: Edit SED Summary Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers

eSTACs Evaluation Number	eSTACs Evaluation Component Number	County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date		
EV00052651	EC00157995	ERIE	DIVERSIFIED SERVICES LLC	Education	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157996	ERIE	DIVERSIFIED SERVICES LLC	Psychological	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157997	ERIE	DIVERSIFIED SERVICES LLC	Social	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157998	ERIE	DIVERSIFIED SERVICES LLC	Speech/Language	3/20/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind

Add New STAC-5



Adding New Center Based Placements

Adding a new CB Placement STAC-1

- * Go to the IEP Placements tab

- * Click Add CB Placement

The screenshot displays the CPSE Portal interface. At the top, a navigation bar includes tabs for Home, Activities, IEP, eSTACs, Attendance, Billing, Lookup, Documents, and Reports. Below this, a header section shows the CPSE ID (500101060000) and the district (CLARKSTOWN CSD). The Student Information section displays details for a student named Barbara Ants, including her last name, first name, date of birth (8/17/2018), eligibility dates (7/1/2021 - 8/31/2023), STACID (J99999), CIN, and Student Number (9000099999). An 'Edit SED Summary' link is also present. Below the student information, a row of tabs allows navigation between different sections: STAC-5s, Evaluation Components, IEP Placements (which is highlighted with a red box), IEP Mandates, Documents, and Forms. Under the IEP Placements tab, there is a dropdown menu for 'School Year Session' set to '2021 - 2022 Winter'. Below this is a table with columns for School Year Session, Placement, Description, Status, Submitted By, and Submitted Date. The table currently shows 'No Placements'. At the bottom of the page, there are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'. A red arrow points to the 'Add CB Placement' button.

CPSE: 500101060000 CLARKSTOWN CSD

Student Information

Last Name: **Ants** First Name: **Barbara** DOB: **8/17/2018** Eligibility: **7/1/2021 - 8/31/2023**
STACID: **J99999** CIN: Student Number: **9000099999** [Edit SED Summary](#)

STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms

School Year Session 2021 - 2022 Winter

School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
No Placements										

Add CB Placement **Add SEIT/RS Placement**

Entering Program Information

1. Check this box if the child has multiple STACs for the same time period (CB + SEIT/RS, CB morning + CB afternoon)
2. Specify school year / session
3. Indicate if the child is placed in foster care
4. Choose the Provider
5. Indicate whether the Provider is the same provider that performed the most recent evaluation
6. Select the specific program the child will attend
7. This populates with the dates and hours the selected program runs
8. Enter the dates and hours that this student will attend this program, and click Save

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: DelFuego First Name: Anthony DOB: 3/12/2016 Eligibility: 1/1/2019 - 8/31/2021
STACID: CIN: [Edit](#)

Program Aide / Nurse / Interpreter Related Services Transportation

1 ☐ Click if this is a multiple service STAC (two or more concurrent STACs)

2 School Year Session 2019 - 2020 Summer ▼

3 Is this student placed in Foster Care? ☐ Yes ☒ No

4 Provider HEBREW ACADEMY FOR SPEC CHLDNR ▼

5 Same as Evaluation Provider? ☐ Yes ☒ No

6 Program 9101(C) 07/08/19 - 08/14/19 J/A-PRESCHOOL SPECIAL CLASS OVER 2.5 NASSAU COUNTY WOODMERE ▼

	Start Date	End Date	Hours Per Day	Days per Week
7 Program	07/08/2019	08/14/2019	5.00	5
8 This Child	07/08/2019	08/14/2019	5.00	5 ▼

[Save](#) ←

Adding Aides / Nurse / Interpreter

* To add an aide / nurse or Interpreter

1. Select the type (Aide, LPN, RN, or Interpreter)
2. Select whether this service is shared with another student
3. Indicate the hours per day this service is provided
4. Indicate the days per week this service is provided
5. Click Add

Type	Sharing	Hours Per Day	Days Per Week			
Aide 1	1:1 (No Sharing) 2	5.00 3	5 4	Add 5		

Type
Aide
Aide
RN
LPN
Interpreter

Sharing
1:1 (No Sharing)
1:1 (No Sharing)
Shared with 1 other student
Shared with 2 other students
Shared with 3 other students
Shared with 4 other students

Adding Related Services INCLUDED in Tuition

Program	Aide / Nurse / Interpreter	Related Services	Transportation							
Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
Occupational Therapy	07/08/2019	08/14/2019	I	2	30	WEEKLY	Therapy Room	Edit	Delete	Amend
Physical Therapy Group	07/08/2019	08/14/2019	G	3	45	WEEKLY	Gym	Edit	Delete	Amend
Speech Therapy 1	07/08/2019 2	08/14/2019 3	I 4	3 5	30 6	WEEKLY 7	Classroom 8	Edit	Delete	Amend

- 1.** The type of service
- 2.** The start date of this particular service
- 3.** The end date for this particular service
- 4.** Whether the service is Individual (I) or Group (G)
- 5.** The number of sessions per period
- 6.** The number of minutes for each session
- 7.** The period of time for this service
- 8.** Location where service will be performed

When IEP has no Related Services

- * If the IEP does not specify any related services, check the box at the top of the related services tab that says

“There are no recommended related services for this student on this Placement / IEP”

Program	Aide / Nurse / Interpreter	Related Services	Transportation									
<input type="checkbox"/> There are no recommended related services for this student on this Placement/IEP												
Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Submitted Date	Status			
<input type="text"/>	07/12/2022	08/20/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Add		

Adding Transportation

1. A list of types of transportations indicated in IEP (Bus or Parent reimbursement).
2. If transportation is needed, choose the provider.
3. If your county requires transportation documents then you will need to upload them.

The screenshot shows a web application interface with a top navigation bar containing tabs: Program, Aide / Nurse / Interpreter, Related Services, and Transportation. The Transportation tab is selected. Below the tabs, there is a checkbox labeled "The IEP does not authorize reimbursement for transportation/ No parent reimbursement will be sought". Below this is a table with columns: Service, Provider, Start Date, End Date, Submitted Date, Status, and two empty columns. The table contains two rows: "Bus" with provider "STUDENT BUS CO" and "Parent" with provider "Rockland Parent Transportation". Below the table, there are dropdown menus for Service and Provider, and input fields for Start Date and End Date. Below these is a section titled "Upload Transportation Document" with a "Document Type" dropdown, "Effective Date" input, and "Comment" input. There is a "Choose File" button and a file name "No file chosen". Below this is an "Upload" button. At the bottom, there is a section titled "Transportation Files" with a table header: Uploaded, DocumentType, Comments, and Effective Date.

Service	Provider	Start Date	End Date	Submitted Date	Status		
Bus	STUDENT BUS CO	07/12/2022	08/20/2022		Not Submitted	Edit	Delete
Parent	Rockland Parent Transportation	07/12/2022	08/20/2022		Not Submitted	Edit	Delete
<input type="text"/>	<input type="text"/>	07/12/2022	08/20/2022			Add	

Upload Transportation Document

Document Type: Effective Date: Comment:

Choose File No file chosen

Upload

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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When IEP has no Transportation

- * If the student will **not** be bussed, **and** the parent will **not** be submitting for mileage reimbursement, check the box at the top of the transportation tab that says *“The IEP does not authorize reimbursement for transportation”*

Program Aide / Nurse / Interpreter Related Services **Transportation**

☐ The IEP does not authorize reimbursement for transportation/ No parent reimbursement will be sought

Service	Provider	Start Date	End Date	Submitted Date	Status			
<input type="text" value="v"/>	<input type="text" value="v"/>	07/12/2022	08/20/2022			Add		

Upload Transportation Document

Document Type: Effective Date: Comment:

No file chosen

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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Adding New SEIT/RS Placements

Adding a new STAC-1 for SEIT/Related Services

- * Go to the IEP Placements tab
- * Click Add SEIT/RS Placement

CPSE: 112806060000 RYDELL CSD

Student Information

Last Name: **Balmudo** First Name: **Leo** DOB: **3/19/2017** Eligibility: **1/1/2020 - 8/31/2022**
STACID: CIN: Student Number: **5000039718** [Edit](#)

STAC-5s **Evaluation Components** **IEP Placements** **IEP Mandates** **Documents** **Forms**

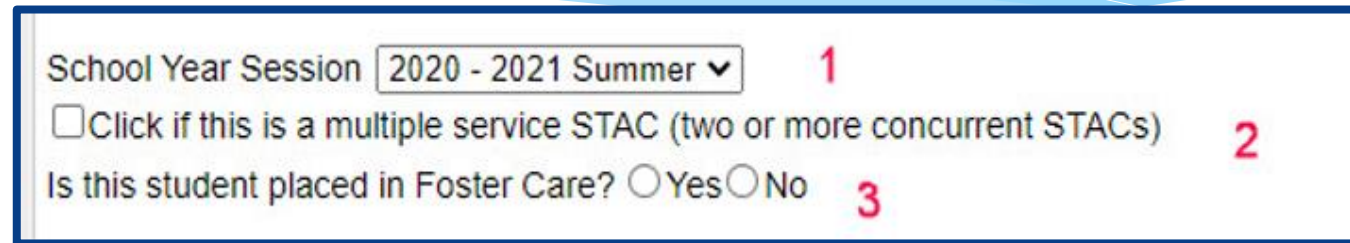
School Year Session **All Sessions** ▼

School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
2021 - 2022 Winter	CB	09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J)	Not Submitted			Edit	Delete	Print	Sign and Submit

Add CB Placement **Add SEIT/RS Placement**

For SEIT or RS

1. Select the School Year and Session
2. Indicate if this student has two or more concurrent STACs
3. Indicate if the child is in Foster Care



School Year Session 2020 - 2021 Summer ▼ 1

☐ Click if this is a multiple service STAC (two or more concurrent STACs) 2

Is this student placed in Foster Care? ☐ Yes ☐ No 3

- * Multiple Service / Concurrent STACs
 - * Student has a center based placement at the same time as having SEIT or fee for service related services
 - * Student has two separate center based placements
 - * Student has SEIT at the same time from two separate SEIT Providers

Adding SEIT

SEIT and Student **Related Services**

Is this student placed in Foster Care? ☐ Yes ☒ No

Provider **1**

Is this the same provider that conducted the most recent evaluation for this student? ☐ Yes ☒ No **2**

Program **3**

4	5	6	7	8	9	10			
Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
09/01/2018	06/30/2019	I	5	60	WEEKLY	Universal Pre-K	Edit	Delete	Amend
<input type="text" value="09/01/2018"/>	<input type="text" value="06/30/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add		

1. Select Provider
2. Indicate if Provider was same provider that did most recent evaluation
3. Select the program (should be only 1)
4. Edit the Start Date
5. Edit the End Date
6. Indicate individual or group
7. Indicate number of sessions per IEP
8. Indicate number of minutes per IEP (do not convert to 30 min)
9. Enter the period for the frequency
10. Select the location where the service will be performed

Adding Related Services

SEIT and Student Related Services

1 Provider	2 Service	3 Start Date	4 End Date	5 IND/GRP	6 Frequency	7 Minutes	8 Period	9 Location			
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	Speech Therapy	09/01/2018	06/30/2019	I	2	30	WEEKLY	Universal Pre-K	Edit	Delete	Amend
KIDZ THERAPY SERVICES	Parent Counseling and Training	09/01/2018	06/30/2019	I	1	60	WEEKLY	Home	Edit	Delete	Amend
<input type="text"/>	<input type="text"/>	9/1/2018	6/30/2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add		

1. Choose the provider
2. Select the service
3. When does service start
4. When does service end
5. Indicate Individual or Group
6. Indicate number of sessions per IEP
7. Enter minutes per session per IEP
8. Choose the time period for the frequency
9. Indicate where the service will happen

Service Coordination

- * If there are no SEIT services and there are two or more related services, and service coordination is needed:
 - * Choose provider, and Coordination under Service tab, and complete other information.
- * If there are no SEIT services and Service Coordination is not needed:
 - * Mark the checkbox “No Service Coordinator”.

SEIT and Student

Related Services

☐ No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
FRED S KELLER SCHOOL	Physical Therapy Indiv	09/01/2021	06/30/2022	I	<input type="checkbox"/>	2	30	WEEKLY	Home		Edit	Delete
DEREK FERST, SLP	Speech Therapy Indiv	09/01/2021	06/30/2022	I	<input type="checkbox"/>	3	30	WEEKLY	Preschool		Edit	Delete
DEREK FERST, SLP	Coordination	09/01/2021	06/30/2022	I	<input type="checkbox"/>	1	30	MONTHLY	Home/Community		Edit	Delete
<input type="text"/>	<input type="text"/>	09/01/2021	06/30/2022	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

Return to Student Details

eSTACs Uploading Documents

Uploading a Document

- * Every County requires certain documents to be uploaded, before you can sign and submit your STAC-5 and/or STAC-1.
- * Select Documents tab on Student Details screen.
- * This will also show any Missing Documents that need to be uploaded.
- * Click “Upload” button at bottom of screen or “Upload” at the end of the missing document line.

The screenshot shows the CPSE Student Information screen. At the top, the CPSE number is 500402060000. Below this is the Student Information section with fields for Last Name, First Name, DOB (3/9/2017), Eligibility (1/1/2020 - 8/31/2022), STACID, CIN, and Student Number (5000038460). There are buttons for 'Edit SED Summary' and 'Resync'. Below the student information is a navigation bar with tabs: STAC-5s, Evaluation Components, IEP Placements, IEP Mandates, Documents (highlighted with a red box), and Forms. Under the Documents tab, there are two sections: 'Uploaded Documents' and 'Missing Documents'. The 'Uploaded Documents' section shows a table with columns: Document Type, Uploaded Date, Applied To, Submitted Date, Submitted User, and Comments. It currently shows 'No Documents'. The 'Missing Documents' section shows a table with columns: Category, Type, Document Description, Applies To, and actions. It lists two missing documents: 'CHILD MEDICAID CONSENT' and 'PLACEMENT IEP'. At the bottom of the screen, there are two buttons: 'Upload' (highlighted with a red box) and 'Upload Multiple Documents'. Additionally, the 'Upload' button at the end of the 'PLACEMENT IEP' row in the 'Missing Documents' table is also highlighted with a red box.

CPSE: 500402060000

Student Information

Last Name: First Name: DOB: 3/9/2017 Eligibility: 1/1/2020 - 8/31/2022

STACID: CIN: Student Number: 5000038460 Edit SED Summary Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms

Uploaded Documents

Document Type	Uploaded Date	Applied To	Submitted Date	Submitted User	Comments
No Documents					

Missing Documents

Category	Type	Document Description	Applies To	
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/10/2021-06/24/2022 RS (ST(I))	Show Document List Upload

Upload Upload Multiple Documents

Uploading a Document

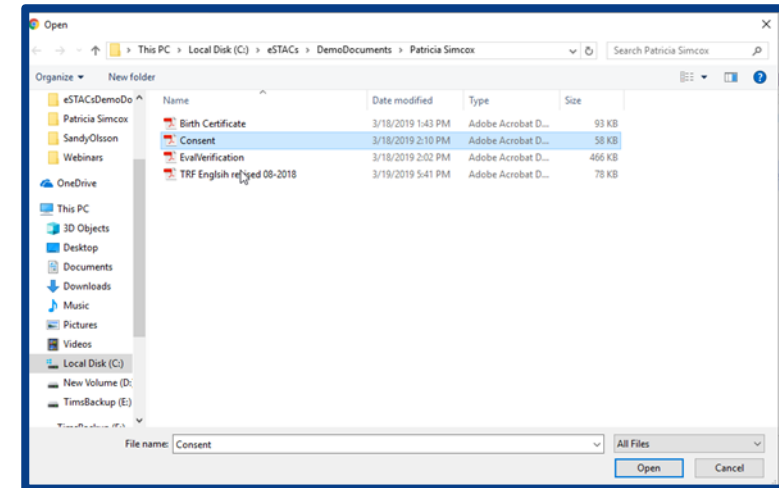
- * Click “Choose File” button.
- * Browse to the file location and select the file.
- * Click the “Open” button on the file dialog
- * The filename will appear next to “Choose File” button.
- * Click “Upload”.

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

Choose File No file chosen [Upload](#)



CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

Choose File **Consent.pdf** [Upload](#)

Uploading a Document

- * Right hand side shows the document being uploaded.
- * If uploading the entire IEP, then check box “Enter Details for Entire Document”.
- * Choose document type.
- * Choose correct school year and placement.

The screenshot displays the 'eSTACsFileHandler.ashx' web application. On the left, a form titled 'Enter Details for Entire Document' (checked) allows users to specify document details. A dropdown menu for 'Document Type' is open, showing various options with 'Serv: IEP' selected. Other fields include 'School Year' (set to 2021-2022) and 'Placement' (set to 07/05/2021-08/13). A 'Comments' section contains the text 'IEP'. At the bottom of the form are 'OK' and 'Cancel' buttons. On the right, a summary page for 'Blind Brook-Rye Union Free School District' (390 North Ridge Street, Rye Brook, NY 10573-1105) is shown. It includes student information (Student ID: 112201514, Date of Birth: 12/22/2017, Gender: Male, Native Language: English, Interpreter Required: No), contact information, and a table of special education services. The table lists various programs like 'Special Class in an Integrated Setting' and 'Speech/Language Therapy' with their respective schedules and school locations.

Enter Details for Entire Document ☒

Page 1 to 1

Document Type: Serv: IEP

School Year: 2021-2022

Placement: 07/05/2021-08/13

Comments: IEP

OK Cancel

eSTACsFileHandler.ashx

1 / 11 | - 100% + | [Icon] [Icon]

Blind Brook-Rye Union Free School District
390 North Ridge Street
Rye Brook, NY 10573-1105

Student: [Redacted] Date of Birth: 12/22/2017 Gender: Male ID #: 112201514
Address: [Redacted] Age as of meeting date: 3:4 Native Language: English
County: Westchester Interpreter Required: No
Contacts: [Redacted] Home/Mobile #: H: (914) 539-5147 M: (914) 420-6713 Work #: [Redacted] Email: [Redacted]
Home/Mobile #: H: (914) 539-5147 M: (914) 539-5147 Work #: [Redacted] Email: [Redacted]
School Year: 2021-2022 Placement: Approved Preschool Special Education Program School: Preschool Itinerant Services Only Grade: Preschool

Special Alerts:

IEP INFORMATION	
Projected IEP Start Date:	07/05/2021
Projected IEP End Date:	06/25/2022
Projected Date of Annual Review:	06/24/2022
Projected Date for Reevaluation:	03/18/2024
Extended School Year:	Yes
Behavior Intervention Plan:	No
Supplementary Aids and Services:	No
Assistive Technology:	No
Supports for School Personnel:	No
Testing Accommodations:	No
Participate State/District Assessments:	N/A
Special Transportation:	Yes

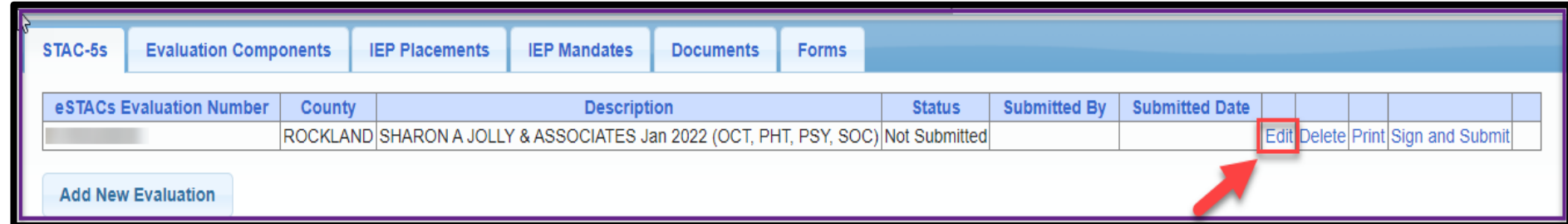
SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES		
Special Class in an Integrated Setting: 6:1+1	09/01/2021 - 06/24/2022 2 x Weekly, 5hr.	School
Speech/Language Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School
Occupational Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School
Physical Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School
Special Class in an Integrated Setting: 6:1+1	07/05/2021 - 08/13/2021 5 x Weekly, 5hr.	School
Speech/Language Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
Occupational Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
Physical Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School



Amendments

Amendments

- * Prior to submitting a STAC to the County, you can **Edit** a placement and make any necessary changes.

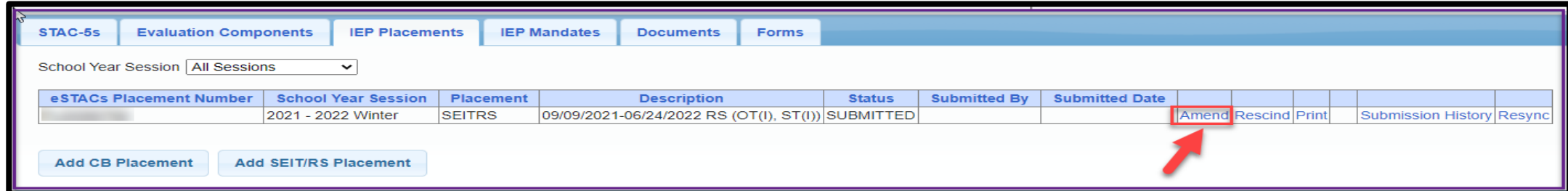


The screenshot shows the 'STAC-5s' tab selected in the top navigation bar. Below the navigation bar is a table with the following columns: eSTACs Evaluation Number, County, Description, Status, Submitted By, Submitted Date, and a set of action buttons. The first row of data shows 'ROCKLAND' as the county and 'SHARON A JOLLY & ASSOCIATES Jan 2022 (OCT, PHT, PSY, SOC)' as the description. The status is 'Not Submitted'. The 'Edit' button in the action column is highlighted with a red box and a red arrow pointing to it.

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date	
	ROCKLAND	SHARON A JOLLY & ASSOCIATES Jan 2022 (OCT, PHT, PSY, SOC)	Not Submitted			Edit Delete Print Sign and Submit

[Add New Evaluation](#)

- * After you submit a STAC to the County, you must **Amend** the placement to make any changes.



The screenshot shows the 'STAC-5s' tab selected in the top navigation bar. Below the navigation bar is a dropdown menu for 'School Year Session' set to 'All Sessions'. Below that is a table with the following columns: eSTACs Placement Number, School Year Session, Placement, Description, Status, Submitted By, Submitted Date, and a set of action buttons. The first row of data shows '2021 - 2022 Winter' as the school year session, 'SEITRS' as the placement, and '09/09/2021-06/24/2022 RS (OT(I), ST(I))' as the description. The status is 'SUBMITTED'. The 'Amend' button in the action column is highlighted with a red box and a red arrow pointing to it.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	
	2021 - 2022 Winter	SEITRS	09/09/2021-06/24/2022 RS (OT(I), ST(I))	SUBMITTED			Amend Rescind Print Submission History Resync

[Add CB Placement](#) [Add SEIT/RS Placement](#)

- * Once a STAC is submitted, you are limited as to what changes can be made.

Corrections – For All STAC Types

- * Fields that **cannot** be corrected:
 - * Child's foster care status and foster care county
 - * School Year Session
- * Fields that **can** be corrected:
 - * Multiple Service STAC

Corrections for Center Based (CB)

Provider: HEBREW ACAD FOR SPEC CHLDN

Same as Evaluation Provider? ☐ Yes ☒ No

Program: 9165(J) 09/08/20 - 06/24/21 S/Y-PRESCHOOL-INTGRTD SPEC CLASS 2.5

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/08/2020	06/24/2021	2.50	5
This Child	09/08/2020	06/24/2021	2.50	5

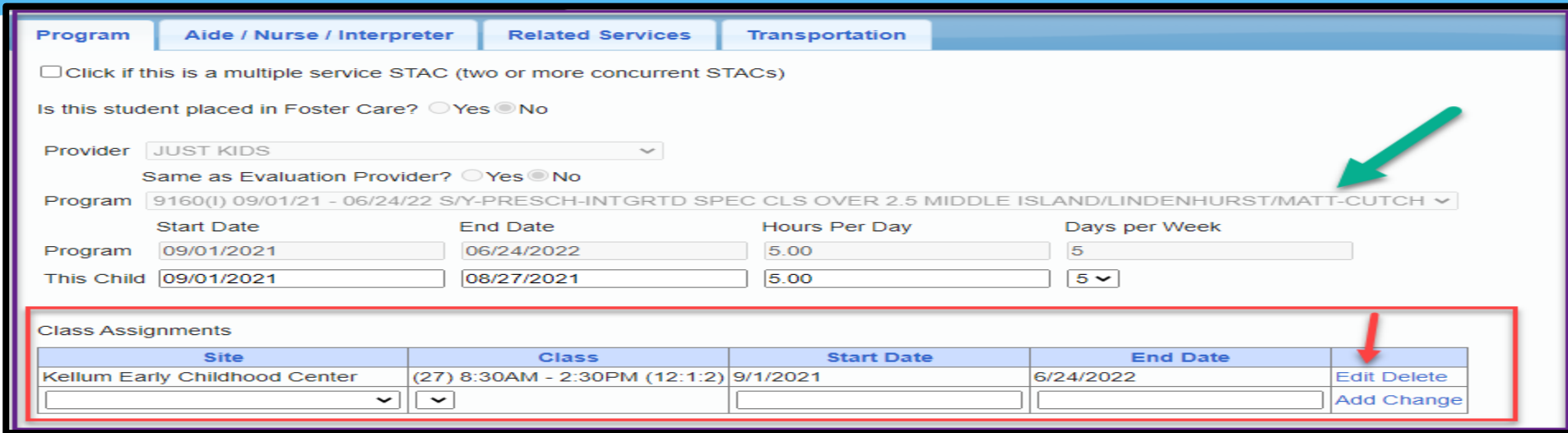
* Fields that **cannot** be corrected:

- * Provider

* Fields that **can** be corrected:

- * Program (*within same provider*)
- * From Date, To Date
- * Hours Per Day, Days Per Week

Correction for CB – Changing the Program



Program | Aide / Nurse / Interpreter | Related Services | Transportation

☐ Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? ☐ Yes ☒ No

Provider: JUST KIDS

Same as Evaluation Provider? ☐ Yes ☒ No

Program: 9160(I) 09/01/21 - 06/24/22 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 MIDDLE ISLAND/LINDENHURST/MATT-CUTCH

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/01/2021	06/24/2022	5.00	5
This Child	09/01/2021	08/27/2021	5.00	5

Class Assignments

Site	Class	Start Date	End Date	
Kellum Early Childhood Center	(27) 8:30AM - 2:30PM (12:1:2)	9/1/2021	6/24/2022	Edit Delete
				Add Change

- * If your child is in a Class Assignment, you will not be able to change the Program until you Edit the Class Assignment.
- * This will remove the child from the assignment, and then the Program will be available to change.
- * You can then change the program, and put the child back into a Class Assignment.

Correction for CB – Changing Classroom Assignment

Program | **Aide / Nurse / Interpreter** | **Related Services** | **Transportation**

☐ Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? ☐ Yes ☒ No

Provider: JUST KIDS

Same as Evaluation Provider? ☐ Yes ☒ No

Program: 9160(I) 09/01/21 - 06/24/22 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 MIDDLE ISLAND/LINDENHURST/MATT-CUTCH

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/01/2021	06/24/2022	5.00	5
This Child	09/01/2021	08/27/2021	5.00	5

Class Assignments

Site	Class	Start Date	End Date	
Kellum Early Childhood Center	(27) 8:30AM - 2:30PM (12:1:2)	9/1/2021	6/24/2022	Edit Delete
				Add Change

- * If your child is only changing Classroom Assignments:
 - * Edit the current Classroom and enter a new End Date.
 - * Choose a new Classroom with a new Start & End Date, and click Add.
 - * You are essentially moving the child from one Class to another.

Correction for CB Aide/RN/LPN

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week
LPN	1:1 (No Sharing)	09/08/2020	06/24/2021	2.50	5
		09/08/2020	06/24/2021	2.50	5

* Fields that **cannot** be corrected:

- * Type (AIDE/LPN/RN)
- * Sharing

* Fields that **can** be corrected:

- * Hours Per Day
- * Days Per week

Corrections for CB Related Services

Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
Occupational Therapy Indiv	09/08/2020	06/24/2021	Individual	3	30	Weekly	Preschool
Psychological Counseling (CSL)	09/08/2020	06/24/2021	G	1	60	WEEKLY	Preschool
Speech Therapy Group	09/08/2020	10/24/2020	G	3	45	WEEKLY	Classroom
Speech Therapy Indiv	10/25/2020	06/24/2021	I	3	45	WEEKLY	Classroom
	09/08/2020	06/24/2021					

- * Fields that **cannot** be corrected

- * Service
- * Individual vs Group
- * Frequency
- * Duration
- * Period

- * Fields that **can** be corrected

- * From Date
- * To Date
- * Location

Corrections for CB Transportation

Service	Provider	Start Date	End Date
Parent	WESTCHESTER PARENT TRANSPORTATION	09/08/2020	06/24/2021
Bus	521 HASC (ASTRA)	09/08/2020	06/24/2021
		09/08/2020	06/24/2021

- * Fields that **cannot** be corrected
 - * Service (Bus, Parent, RN, LPN, etc.)
 - * Provider

- * Fields that **can** be corrected
 - * From Date
 - * To Date

Corrections for SEIT

Provider BILINGUALS INC. DBA ACHIEVE BEYOND

Is this the same provider that conducted the most recent evaluation for this student? ☐ Yes ☒ No

Program SEIT 09/01/20 - 06/30/21 9135(T)

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
09/08/2020	06/18/2021	Individual	5	60	Weekly	Daycare
09/08/2020	06/18/2021					

Red arrows point to Provider, IND/GRP, Frequency, Minutes, and Period. Green arrows point to Start Date, End Date, and Location.

- * Fields that **cannot** be corrected

- * Provider
- * Individual vs Group
- * Frequency, Duration & Period

- * Fields that **can** be corrected

- * From Date
- * To Date
- * Location

Corrections for Related Services

Provider	Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
ALL ABOUT KIDS	Physical Therapy Indiv	9/8/2020	10/18/2020	Individual	2	30	Weekly	Community Setting
ALL ABOUT KIDS	Physical Therapy Indiv	10/19/2020	06/18/2021	I	3	30	WEEKLY	Community Setting
CREATIVE WONDERS OT PT SLP PLLC	Speech Therapy Indiv	10/19/2020	12/18/2020	I	2	45	WEEKLY	Community Setting
FELICITY AWERBUCH-SCHWARTZ, SLP	Speech Therapy Indiv	12/19/2020	06/18/2021	I	3	45	WEEKLY	Nursery School
		09/08/2020	06/18/2021					

* Fields that **cannot** be corrected

- * Provider
- * Service
- * Individual vs Group
- * Frequency, Duration & Period

* Fields that **can** be corrected

- * From Date
- * To Date
- * Location



Amendments From IEP Changes

Amendments From IEP Changes

- * There are three basic types of amendments:
 - * Ending a detail – service is no longer needed
 - * Adding a detail – child now qualifies for another service
 - * Changing a service by ending one detail and adding another – child was receiving group and now is going to receive individual

Amending Levels

The screenshot displays the eSTACs CPSE Portal interface. At the top, a navigation bar contains tabs for STAC-5s, Evaluation Components, IEP Placements (highlighted with a red circle), IEP Mandates, Documents, and Forms. Below the navigation bar, a dropdown menu for 'School Year Session' is set to 'All Sessions'. A table lists placement records with columns for eSTACs Placement Number, School Year Session, Placement, Description, Status, Submitted By, Submitted Date, and action links. A red arrow points to the 'Amend' link in the first row. Below the table are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'. An 'Amend Placement' dialog box is open, showing two options: 'Amend Specific Mandate' and 'Amend Program's End Date'. Red arrows point from the dialog options to the text 'Amending @ Detail Level' and 'Amending @ Placement Level' respectively. A 'Cancel' button is at the bottom of the dialog.

STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms

School Year Session All Sessions ▼

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date						
F	2021 - 2022 Winter	SEITRS	09/09/2021-06/24/2022 RS (OT(I), ST(I))	SUBMITTED			Amend	Rescind	Print	Submission History	Resync	

Add CB Placement Add SEIT/RS Placement

Amend Placement ✕

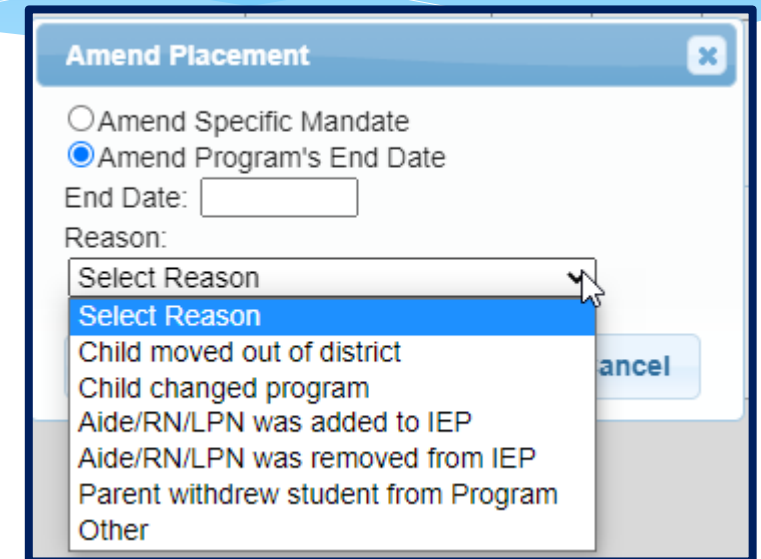
- ☐ Amend Specific Mandate ← Amending @ Detail Level
- ☐ Amend Program's End Date ← Amending @ Placement Level

Cancel

Amending at Placement Level

* All instances below will need to have the Placement End Dated:

- * Child moved out of district mid-year
- * Child changed SEIT providers mid-year
- * Child changed CB programs mid-year
- * Child added an AIDE mid year
- * Parent withdrew their student mid year
- * Child switched from CB to SEIT/RS mid-year (or vice-versa)



Amend Placement

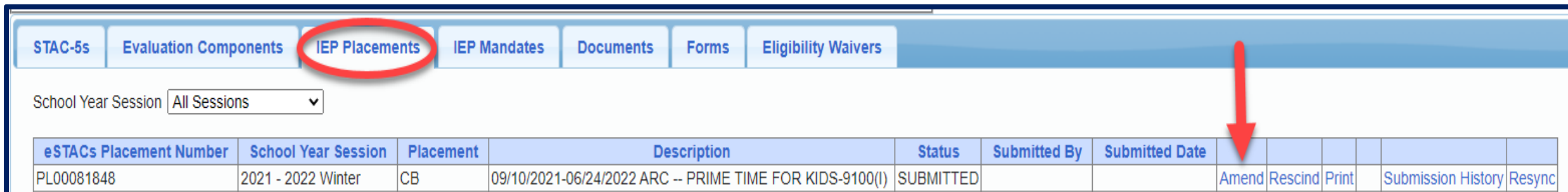
☐ Amend Specific Mandate
☒ Amend Program's End Date

End Date:

Reason:
Select Reason

- Select Reason
- Child moved out of district
- Child changed program
- Aide/RN/LPN was added to IEP
- Aide/RN/LPN was removed from IEP
- Parent withdrew student from Program
- Other

Amend



STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms Eligibility Waivers

School Year Session

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
PL00081848	2021 - 2022 Winter	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	SUBMITTED			Amend	Rescind	Print	Submission History	Resync

Amending at Detail Level

- * All instances below can be amended on current Placement:
 - * Change in frequency for a related service – end date old RS & frequency and create new RS
 - * Add new related service
 - * Switch from one related service provider to another mid-year
 - * Changing transportation mid-year
 - * Change in frequency for SEIT (*only if same provider*)
 - * Ending a related service

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

2021 - 2022 Winter

▼

Placement

▼

Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location	ESID	Rate	Description	Status	Submitted By User	Submitted Date			
202122W_01		PD00194613	09/10/21	06/24/22	ARC -- PRIME TIME FOR KIDS	Speech Therapy Indiv	9100	Classroom		33964.00	ST(I) 3x30 (Classroom)	Submitted			Amend	Rescind	Resync
202122W_01		PD00194614	09/10/21	06/24/22	ARC -- PRIME TIME FOR KIDS	Classroom	9100	Classroom		33964.00	Classroom 5.00 hrs/day 5 days/wk	Submitted			Amend	Rescind	Resync
202122W_01		PD00199967	09/10/21	06/24/22	STUDENT BUS CO	Bus					Transportation: Bus	Submitted			Amend	Rescind	Resync

End Date Entire Placement

- * **Remember** - you should End Date the entire CB or SEITRS Placement by amending the program end date for:
 - * Child moved out of district
 - * Child changed program
 - * Aide/RN/LPN was added to IEP
 - * Aide/RN/LPN was removed from IEP
 - * Parent withdrew student from Program
 - * Other



The screenshot displays the 'IEP Placements' tab in a software interface. At the top, there are navigation tabs: STAC-5s, Evaluation Components, IEP Placements (selected), IEP Mandates, Documents, Forms, and Eligibility Waivers. Below these is a 'School Year Session' dropdown menu set to 'All Sessions'. A table lists placements with columns: eSTACs Placement Number, School Year Session, Placement, Description, Status, Submitted By, Submitted Date, and action buttons (Amend, Rescind, Print, Submission History, Resync). One placement is shown: PL00129037, 2022 - 2023 Winter, SEITRS, 05/10/2023-06/23/2023 RS (ST(I)), Submitted, 4/19/2023. Below the table are buttons for 'Add CB Placement' and 'Add SEIT/RS Placement'. A red arrow points from the 'Add SEIT/RS Placement' button to an 'Amend Placement' dialog box. The dialog box has two radio buttons: 'Amend Specific Mandate' and 'Amend Program's End Date' (selected). It includes an 'End Date' field and a 'Reason' dropdown menu. The 'Reason' menu is open, showing options: 'Child moved out of district', 'Child changed program', 'Aide/RN/LPN was added to IEP', 'Aide/RN/LPN was removed from IEP', 'Parent withdrew student from Program', and 'Other'. An 'Amend Placement' button and a 'Cancel' button are also visible in the dialog.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Submission History	Resync
PL00129037	2022 - 2023 Winter	SEITRS	05/10/2023-06/23/2023 RS (ST(I))	Submitted		4/19/2023					

Amend Placement

☐ Amend Specific Mandate

☒ Amend Program's End Date

End Date:

Reason:

Select Reason

- Child moved out of district
- Child changed program
- Aide/RN/LPN was added to IEP
- Aide/RN/LPN was removed from IEP
- Parent withdrew student from Program
- Other



Rescinding

Rescinding

- * Rescinding is the process for “deleting” a submitted entry that never should have been entered and / or never occurred:
 - * Parents moved out of County before services started
 - * Parents declined services before services started
 - * Entered wrong related service provider
 - * Entered individual service when it should have been group
 - * Entered OT when it should have been PT
- * If a particular incorrect field cannot be changed, then the detail must be rescinded and replaced.

Rescinding

- * Rescinding is **NOT** for modifications to an existing service such as:
 - * Change in frequency
 - * Addition / removal of a 1:1 Aide / RN / LPN mid-year
 - * Change from one center based program to another (half-day to full day)
- * If a service was started, you **cannot rescind**, you must **amend**.
- * Typically, rescinds happen because something was entered incorrectly, or the parents changed their mind prior to services starting.
- * Some counties require that you contact them **before** you rescind.

Placement Level vs Detail Level

- * A Placement is a group of details. A placement is the equivalent of a paper STAC-1
- * A detail is the individual service such as:
 - * CB Program (SC / SCIS, Full day/half day)
 - * Related Service (OT, PT, ST)
 - * SEIT
 - * Transportation
- * The details are sometimes referred to as “mandates”.
- * Both amending and rescinding can be done at either the placement level or detail level.

Rescinding at Placement Level

- * Rescinding at the placement level means none of the details on the placement ever occurred and should not be provided:
 - * Prior to services starting the family moves out of the district
 - * Prior to services starting the family decides to opt out of services or change from CB to SEIT/RS or vice versa
 - * SEIT Provider is incorrect
 - * CB provider is incorrect
 - * Prior to services starting the family decides to switch to another CB provider

Rescinding at Placement Level

- * Rescind entire CB or SEITRS Placement:

STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms

School Year Session

Rescinding @ Placement Level

School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 Alcott School-9100(A)	Submitted	demodistrict	8/20/2020		

Rescinding at Detail Level

* Rescind specific single detail:

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

2022 - 2023 Winter

Placement

Rescinding @ Placement Detail Level

Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location	ESID	Rate	Description	Status	Submitted By User	Submitted Date	Amend	Rescind	Resync
202223W_01		PD00275992	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Classroom	9100			33964.00	Classroom 5.00 hrs/day 5 days/wk	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync
202223W_01		PD00275993	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Speech Therapy Indiv		Therapy Room			ST(I) 3x30 (Therapy Room)	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync
202223W_01		PD00275994	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Occupational Therapy Indiv		Therapy Room			OT(I) 2x30 (Therapy Room)	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync
202223W_01		PD00275995	09/07/22	06/23/23	STUDENT BUS CO	Bus					Transportation: Bus	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync



Cheat Sheets

AMENDING VS. RESCINDING
Corrections needed to correct data in eSTACs by PLACEMENT

Placement Type	Service Category	Requires Rescinding entire placement	Requires Rescinding entire detail	Can correct data via amending
CB	CB	School Year Session Foster County Provider		Program (SC vs SCIS, half day vs full day) Start Date / End Date Hours Per Day / Days Per Week
	AIDE		Type (AIDE/LPN/RN) Sharing	Hours Per Day Days Per Week
	Related Services		Service Individual vs Group Frequency, Duration & Period	Start Date End Date
	Transportation		Service (Bus, Parent, LPN, etc.) Provider	Start Date End Date
SEIT/RS	SEIT	School Year Session Foster County Provider	Individual vs Group Frequency, Duration & Period	Start Date End Date Location
	Related Services	School Year Session Foster County	Provider Service Individual vs Group Frequency, Duration & Period	Start Date End Date Location

AMENDING VS. RESCINDING

Corrections needed to correct data in eSTACs by FIELD

	Center Based (CB) & (CBRS)				SEIT and/or Related Services	
	CB	AIDE/RN/LPN	Related Service	Transportation	SEIT	Related Services
School Year Session	Rescind Entire Placement				Rescind Entire Placement	Rescind Entire Placement
Foster Care County	Rescind Entire Placement				Rescind Entire Placement	Rescind Entire Placement
Provider	Rescind Entire Placement				Rescind Entire Placement	Rescind Single Detail
Program	Amend				Rescind Entire Placement	
Sharing (AIDE)		Rescind Single Detail				
Service		Rescind Single Detail	Rescind Single Detail	Rescind Single Detail		Rescind Single Detail
Start Date	Amend		Amend	Amend	Amend	Amend
End Date	Amend		Amend	Amend	Amend	Amend
Hours Per Day	Amend	Amend				
Days Per Week	Amend	Amend				
Ind. Vs Group			Rescind Single Detail		Rescind Single Detail	Rescind Single Detail
Frequency			Rescind Single Detail		Rescind Single Detail	Rescind Single Detail
Duration			Rescind Single Detail		Rescind Single Detail	Rescind Single Detail
Period			Rescind Single Detail		Rescind Single Detail	Rescind Single Detail
Location			Amend		Amend	Amend

Center Based (CB) Amendments

18

CB Amendments	
CPSE determines	What to do
An AIDE/RN/LPN should be added to the IEP	End Placement and Create new placement with all necessary details
An AIDE/RN/LPN should be removed from the IEP	
The student should be in a different program (different provider, SC vs SCIS, half day vs full day etc.)	
The student no longer needs a particular related service	End Placement detail by amending end date of detail
The student will no longer receive a type of transportation	
The student needs an additional related service	Add additional placement details as necessary
The student will get a new type of transportation service (No transportation -> bus, bus->Bus + Parent, Bus-> Bus + AIDE)	
There should be a change to a related service (change in frequency, change from individual to group, change location)	End Placement detail by amending end date of detail, then add new placement detail
The child will change transportation (Bus->Parent, Parent->Bus)	

SEIT / RS Amendments

SEIT / RS Amendments

CPSE determines	What to do
The SEIT Provider should change	End Placement and Create new placement with all necessary details
The student no longer needs a particular related service	End Placement detail by amending end date of detail
The student no longer needs SEIT	
The student needs an additional related service	Add additional placement details as necessary
The student needs to have SEIT in addition to just RS	
There should be a change to a related service (change in frequency, change from individual to group, change location)	End Placement detail by amending end date of detail, then add new placement detail
There should be a change to the SEIT frequency or between individual and group.	



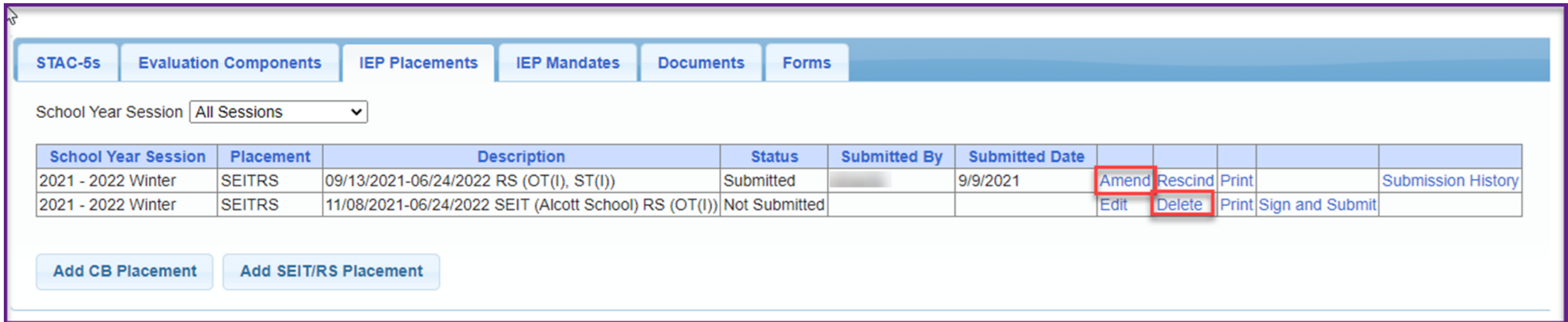
Miscellaneous Items

Common Errors

- * Common errors that we at McGuinness see through Portal tickets:
 - * School District dates not changed – therefore start & end dates do not match IEP.
 - * Always change your school district dates each year to help prevent date errors.
- * Attaching documents – you can either attach one page or all pages.
 - * When attaching documents, choose 1 page or all pages.
- * Overlapping placements – more than one placement has been created.
 - * Somewhere you have one or more services that have overlapping dates, or you may have created another placement when you only needed to amend the current placement (see next slide).
- * School district signed & submitted, but the agency doesn't see changes.
 - * Once the SD signs & submits the placement, the agency WILL NOT see the change immediately. The county will then synch the change(s) into their Preschool program, and then upload or change the enrollments.

Overlapping Placements

- * In most cases, you will only have one CB Placement and/or one SEITRS Placement.
- * In the example below, SEIT services were being added to the child.
 - * The district created another SEITRS Placement and added OT & ST to this placement. This created overlapping placements since the OT & ST were in the original SEITRS Placement that was created.
 - * The original placement should have been Amended and the SEIT provider needed to be entered within here. The additional placement needs to be deleted.



The screenshot displays the 'IEP Placements' tab in a software interface. It shows a table with two placements for the '2021 - 2022 Winter' session. The first placement is 'Submitted' and the second is 'Not Submitted'. The 'Amend' and 'Delete' buttons for the second placement are highlighted with red boxes.

School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Submission History
2021 - 2022 Winter	SEITRS	09/13/2021-06/24/2022 RS (OT(I), ST(I))	Submitted		9/9/2021	Amend	Rescind	Print	Submission History
2021 - 2022 Winter	SEITRS	11/08/2021-06/24/2022 SEIT (Alcott School) RS (OT(I))	Not Submitted			Edit	Delete	Print	Sign and Submit

Buttons at the bottom: Add CB Placement, Add SEIT/RS Placement

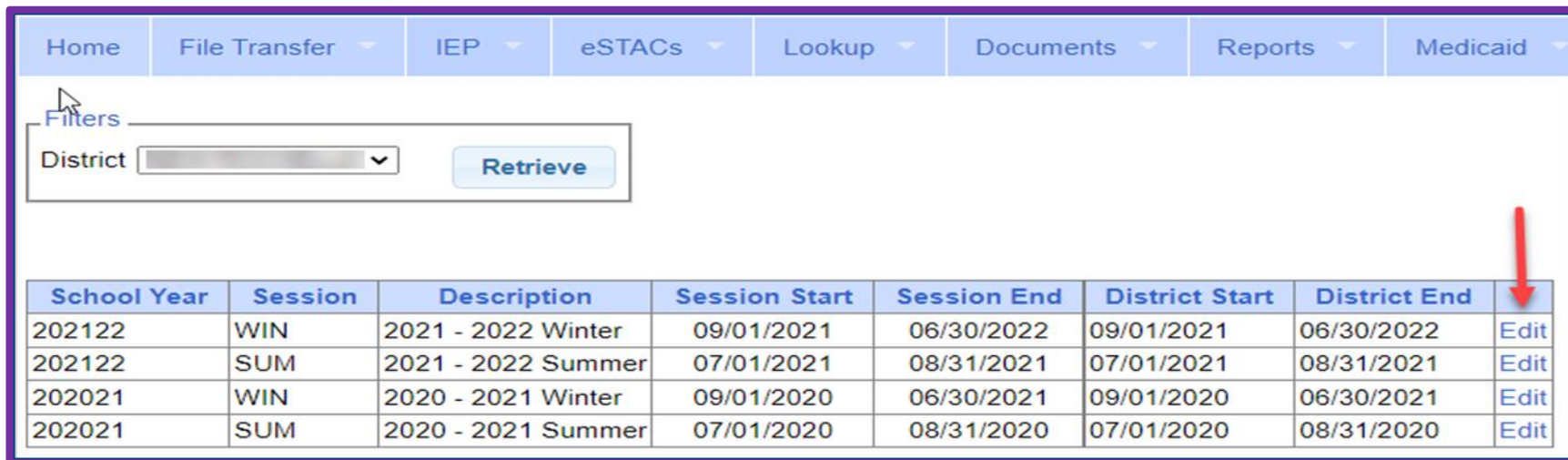
Signing and Submitting Placements

- * **REMEMBER**

- * It is imperative that you double check all services listed on the IEP **before** you sign and submit your placement.
- * This will prevent receiving an email from the County or McGuinness asking you to amend the start date, end date, frequency or duration in eSTACs to match the Portal.

Changing District School Dates

- * School district yearly dates are defaulted to:
 - * Summer dates: July 1 – August 31
 - * Winter dates: September 1 – June 30
- * Go to **eSTACs -> Maintenance -> Default Session Dates for District**



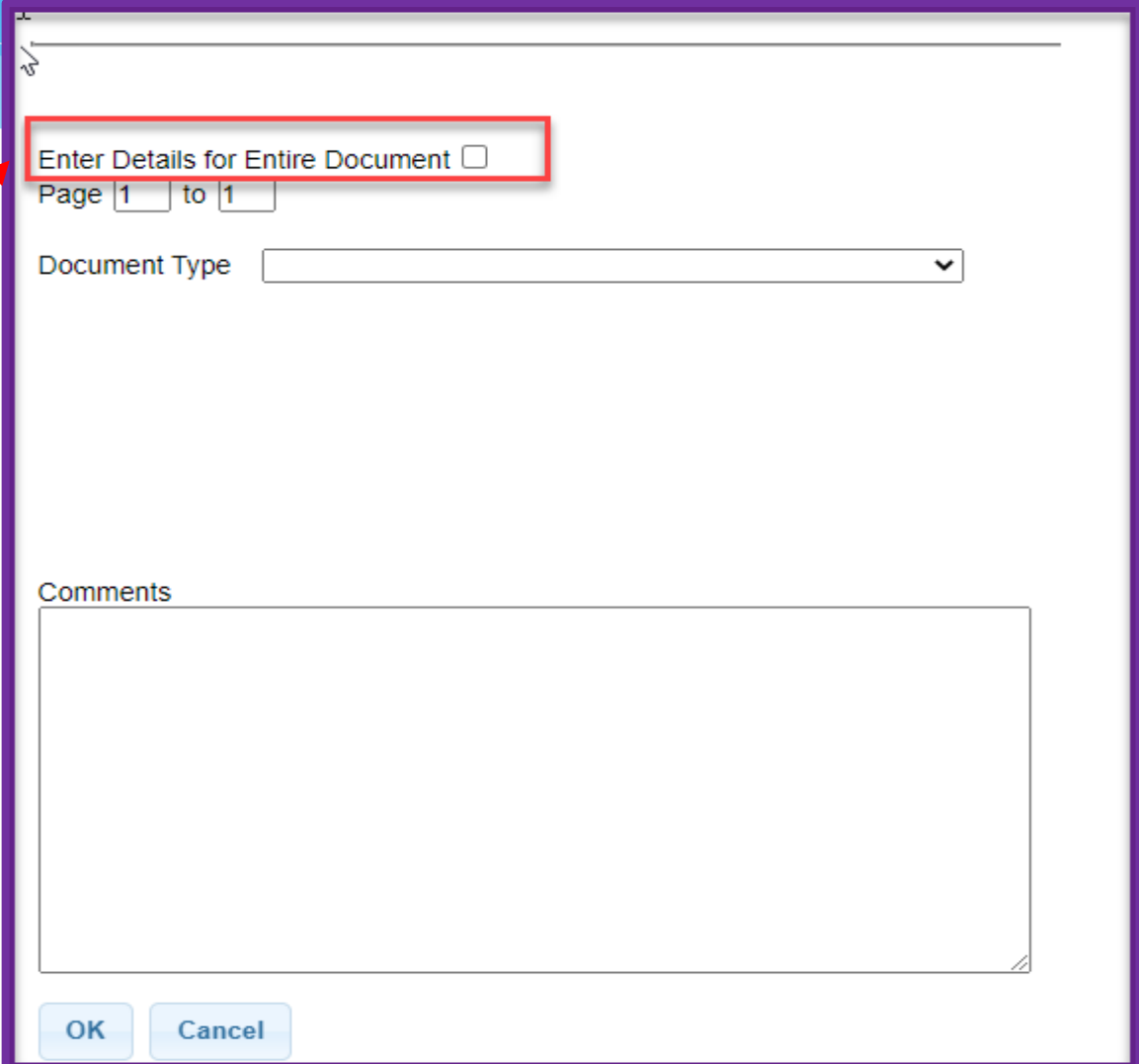
The screenshot shows the eSTACs Maintenance page. At the top, there is a navigation bar with links: Home, File Transfer, IEP, eSTACs, Lookup, Documents, Reports, and Medicaid. Below the navigation bar, there is a 'Filters' section with a 'District' dropdown menu and a 'Retrieve' button. The main content area displays a table with the following data:

School Year	Session	Description	Session Start	Session End	District Start	District End	
202122	WIN	2021 - 2022 Winter	09/01/2021	06/30/2022	09/01/2021	06/30/2022	Edit
202122	SUM	2021 - 2022 Summer	07/01/2021	08/31/2021	07/01/2021	08/31/2021	Edit
202021	WIN	2020 - 2021 Winter	09/01/2020	06/30/2021	09/01/2020	06/30/2021	Edit
202021	SUM	2020 - 2021 Summer	07/01/2020	08/31/2020	07/01/2020	08/31/2020	Edit

A red arrow points to the 'Edit' link in the last column of the table.

Attaching Documents

- * When attaching documents:
 - * You can choose to upload the entire document by checking the checkbox.
 - * Or you can upload certain pages by choosing the page numbers to upload.



The screenshot shows a document upload dialog box with a purple border. At the top, there is a checkbox labeled "Enter Details for Entire Document" which is currently unchecked. A red arrow points from the text "You can choose to upload the entire document by checking the checkbox." in the list to this checkbox. Below the checkbox are two input fields for "Page 1" and "Page 1", separated by the word "to". Below these is a "Document Type" label followed by a dropdown menu. At the bottom of the dialog is a large text area labeled "Comments". At the very bottom are two buttons: "OK" and "Cancel".

Enter Details for Entire Document ☐

Page 1 to 1

Document Type

Comments

Assistive Technology Services

- * Assistive Technology Services will be added to the Related Services tab.
- * This can be either under the CB Placement or the SEITRS Placement.

Program Aide / Nurse / Interpreter **Related Services** Transportation

☐ There are no recommended related services for this student on this Placement/IEP

Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Submitted Date	Status		
Speech Therapy Indiv	12/01/2020	04/02/2021	I	3	30	WEEKLY	Preschool		Not Submitted	Edit	Delete
Occupational Therapy Indiv	12/01/2020	04/02/2021	I	2	30	WEEKLY	Preschool		Not Submitted	Edit	Delete
Parent Counseling and Training	12/01/2020	04/02/2021	I	1	60	MONTHLY	Preschool		Not Submitted	Edit	Delete
<div><div>▼</div><div>Assistive Technology Services</div><div>Audiology</div><div>Interpreter</div><div>Occupational Therapy Group</div><div>Occupational Therapy Indiv</div><div>Orientation & Mobility</div><div>Parent Counseling and Training</div><div>Physical Therapy Group</div><div>Physical Therapy Indiv</div><div>Psychological Counseling (CSL)</div><div>School Health / Nurse</div><div>Social Work</div><div>Speech Therapy Group</div><div>Speech Therapy Indiv</div><div>Teacher of Hearing Impaired</div><div>Teacher of Visually Impaired</div></div>	12/01/2020	04/02/2021	▼			▼	▼			Add	

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Assistive Technology Services

- * If you have a CB Placement and the Assistive Tech Services are being delivered by a provider outside of the CB:
 - * Create a SEITRS Placement choosing the provider.
 - * If more than one Placement – then you will also need to check the checkbox

☒ Click if this is a multiple service STAC (two or more concurrent STACs)

School Year Session: 2021 - 2022 Winter

☒ Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? ☐ Yes ☒ No

SEIT and Student **Related Services**

☐ No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
KIDZ THERAPY SERVICES	Assistive Technology Services	09/13/2021	11/15/2021	I	<input type="checkbox"/>	4	45	IEP	Home	Submitted	Amend	Rescind
<input type="text"/>	<input type="text"/>	09/01/2021	06/30/2022	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

[Return to Student Details](#)

Assistive Tech Device

- * In most cases, the user of the Assistive Tech Device will obtain the device.
- * The device will **never** be part of the CB as it is not included with the tuition.

SEIT and Student

Related Services

☒ No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
Stefanelli, Marietta	Speech Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Teacher of Hearing Impaired	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Physical Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	1	30	WEEKLY		Amended	Amend	Rescind
SHARONA JOLLY & ASSOCIATES	Occupational Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
CORNERSTONE FAMILY HEALTHCARE	Assistive Tech Device	09/09/2021	06/24/2022	I	<input type="checkbox"/>	100	30	IEP			Edit	Delete
<div></div>	<div></div>	<div>09/01/2021</div>	<div>06/30/2022</div>	<div></div>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>		Add	

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TEST

Questions and Answers

Question 1

My SEIT provider is changing. What do I do??

- 1) I rescind my old SEIT provider.
- 2) I create another SEIT/RS Placement and have dual STAC's.
- 3) I contact support because I am overlapping services.
- 4) I end date my first SEIT provider, and create another SEIT/RS Placement with a new provider and a new start date.

Answer to Question 1

The answer is #4.

I end date my first SEIT provider, and create another SEIT/RS Placement with a new provider and a new start date.

This is not a dual STAC.

Question 2

I am adding a 1:1 Aide to my Center Based program. What will I do?

- 1) I rescind the entire CB Placement and start over.
- 2) I amend and add the 1:1 Aide to the current CB Placement.
- 3) I end date the CB Placement and create a new CB Placement with a new start date of the 1:1 Aide.
- 4) I create another CB Placement and have dual STACs.

Answer to Question 2

The answer is #3.

I end date the CB Placement and create a new CB Placement with a new start date of the 1:1 Aide.

This is not a dual STAC.

Question 3

My RS student is now going to get ST Group . What will I do?

- 1) I create another SEIT/RS Placement and add the provider & ST group in the new placement.
- 2) I end date the first SEIT/RS Placement & create a new SEIT/RS Placement for ST group.
- 3) I amend the SEIT/RS Placement and add the provider & ST group.
- 4) I rescind the first SEIT/RS Placement and create a new SEIT/RS Placement and add the new service.

Answer to Question 3

The answer is #3.

I amend the SEIT/RS Placement and add the provider & ST Group.

Question 4

My student is in a CB Program and is now going to get ST at home . What will I do?

- 1) I create another CB Placement and add the provider & ST in the new placement.
- 2) I create a SEIT/RS Placement and add the provider & ST @ home. I check the box for a dual STAC.
- 3) I amend the CB Placement & create a new line for ST at home.

Answer to Question 4

The answer is #2.

I create a SEIT/RS Placement and add the provider & ST @ home. I check the box for a dual STAC.

Question 5

My student moved out of my school district before school started. What will I do?

- 1) Nothing – just leave the placement alone.
- 2) End date by CB or SEIT/RS Placement
- 3) Call the county to let them know.
- 4) Rescind the CB or SEIT/RS Placement.

Answer to Question 5

The answer is #4.

Rescind the CB or SEIT/RS Placement.

Getting Support Help

- * If you need help in the Portal, send an email to eSTACs@CPSEPortal.com.
- * Remember to **NOT** use children's names in your email. You should be using the Student # or STAC ID # of the child
- * Please include your district name, which County you work with and a description of your issue along with the Student #.
- * If you would like to speak on the phone, please state so in your email along with your phone number and best times to reach you.