



eSTACs Amending versus Rescinding

6/14/2023 & 6/15/2023

Questions & Answers

Topic/Category	
AMENDING	
Q	Does change in location (wrong location entered) need to be amended or rescinded?
A	You can always AMEND the location. You will never rescind because the location is wrong.
Q	If I am adding a Nurse, I end the previous Center Based and restart a new Center Based with the nurse?
A	Yes. You will end date the CB placement, and create a new CB Placement with all of the details including the nurse with a new start date.
Q	When I click on "Amend"...the "Amend Placement" option shows on the screen. If I click on "Amend Specific Mandate", the word "OK" should pop up automatically. It doesn't. Many times I have to refresh the screen in order to get it to show. Is this a flaw of the software? It happens on the Mac and the PC.
A	This does occasionally happen. Try to refresh your page.
RESCINDING	
Q	If I rescind something and I need to add something to correct it, do I have to wait to add the update after the County does something with "Rescind pending"?
A	No. Once you rescind the service you can create the new service.
Q	If you submitted 2 speech individual and it should be 1 individual and 1 group do you rescind the speech and put individual and group in separately or do you amend?
A	If you enter 2 ST IND and it should be ST 1 IND & ST 1 GRP, then you will rescind the ST 2 IND. You will then add the ST 1 IND & then add another line and add the ST 1 GRP. Individual and group services cannot be combined. The service providers need to enter individual services on one enrollment and group services on another enrollment.
Q	Would you just amend a single service in the CB placement if it was wrong instead of rescinding it if it has not started yet?
A	If your service is wrong (i.e. wrong frequency), you cannot Amend. You must rescind the service and enter the service correctly. The only items that can always be amended are the start date, end date and location.

Q	The system requires the student to attend for a minimum of 6 days in order for us to amend a kid who never started - is there a way around this for a kid who never started?
A	If the child never started or is never going to start, then you can rescind the entire CB or SEIT/RS Placement. Once the child starts and receives services, then you can end date the placement after 3 days.
Q	What happens when attendances have been added by agency, but now we need to rescind?
A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind.
MISCELLANEOUS	
Q	How do I know which program to choose for Center Based program?
A	If there are multiple programs for the agency and you are unsure, then contact the agency and they will direct you as to what program the child is going into.
Q	Why doesn't new IEP that has been uploaded show up when amending?
A	We have been made aware of this issue and this will be corrected when we update the Portal to the new version.
Q	What if the IEP summary page is two pages or more?
A	<p>Check the checkbox "Enter Details for Entire Document".</p> 
Q	How are providers added to the eSTAC portal?
A	The County will give McGuinness the directive as to when new providers will be added to the Portal. They most likely will need to have a signed contract with the County first.
Q	I have a provider asking me for an ESID # is that something I do? I'm not sure what this is.
A	<p>Once the CB and/or SEIT/RS Placements are signed and submitted, the County will synchronize those services into their Preschool database. The County will then send enrollments to the Portal for each service that the child is receiving. Those enrollments will have an ESID # assigned to it. You most likely will not need this ESID #. If you do need the ESID #, you can go to the IEP Mandates tab on your child, and the ESID # will appear under the ESID column.</p> 

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