

eSTACs Entering STAC-1 for SEIT and Related Services

Livingston County Timeline

- * **August 9, 2023:**

- * The County will **no** longer accept any paper STAC's after this date.
 - * You will hold all paper STAC's for 23/24 school year and enter into eSTACs **AFTER** McGuinness migrates over the children and services.

- * **August 10 through August 31, 2023:**

- * Livingston County will enter all previous paper STACs into their Preschool system. Once completed, McGuinness will migrate **ALL** students that are currently in the Livingston County Preschool database into eSTACs.

- * **September 1, 2023 (on or before):**

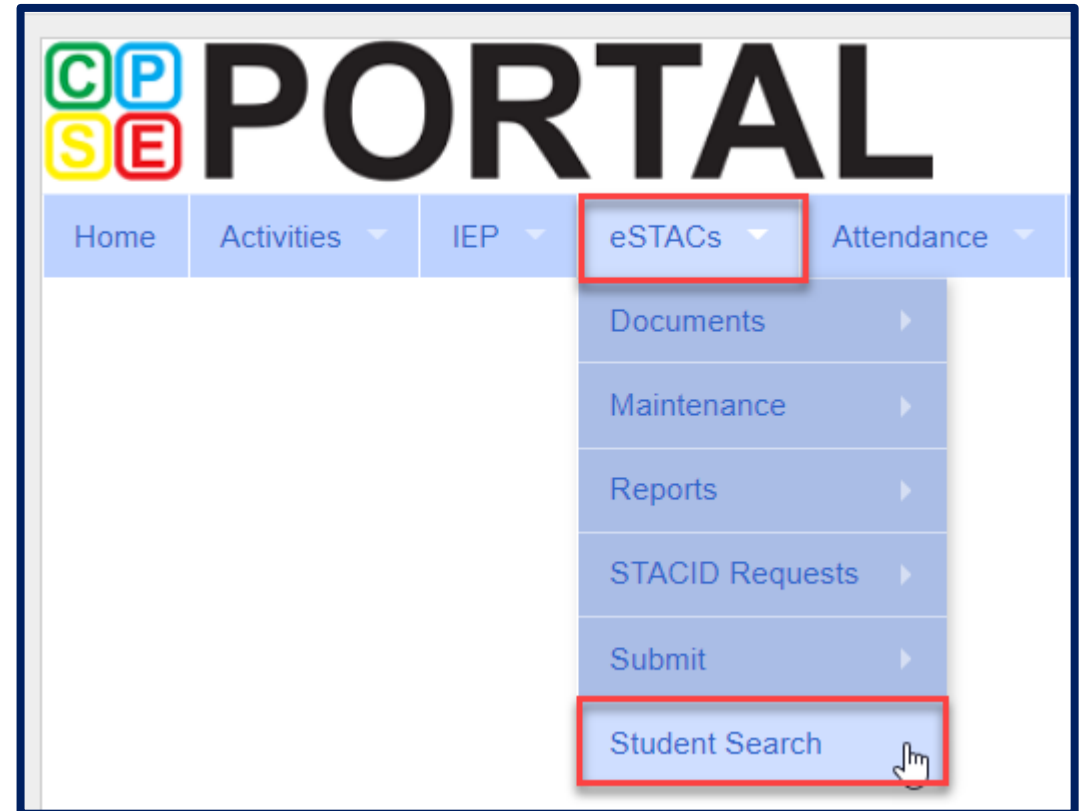
- * School districts will have all 23/24 children migrated into eSTACs.

- * **All prior year STAC's** (22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system.

Student Search

eSTACs Student

* Go to *eSTACs* -> *Student Search*



Student Search

- * Search for student using first and last name of student & click *Retrieve*.
- * As a reminder, when creating a child:
 - * If the child is a Jr/II/III, please enter this information in the Suffix box. Do not include this with the child's last name.
 - * If the child has a hyphenated last name or two last names, please enter as one last name:
 - * Example: Smith-Jones will be entered at SmithJones

Home	Activities ▾	IEP ▾	eSTACs ▾	Attendance ▾	Billing ▾	Lookup ▾	Documents ▾	Reports ▾	Maintenance ▾	Medicaid
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Filters

First Name	Last Name	DOB	STACID	CIN	Student Number
ant	bar				

County ROCKLAND ▾

District CLARKSTOWN CSD ▾

Clear Filters Retrieve

View Student Details

- * Click on Details to get to the student details page with evaluations, services, documents and forms.

[Home](#) [File Transfer ▾](#) [IEP ▾](#) [eSTACs ▾](#) [Lookup ▾](#) [Documents ▾](#) [Reports ▾](#) [Medicaid ▾](#) [People ▾](#) [My Account ▾](#) [Knowledge Base](#)

Filters

County

District

[Clear Filters](#) [Retrieve](#)

[Add New Student](#)

Last Name	First Name	DOB	Gender	CIN	STACID	Student Number			
Balmudo	Leo	03/19/17	M			5000039718	Edit	Details	

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: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Minnie** DOB: 1/1/2020 Eligibility: 1/1/2023 - 8/31/2025

STACID: CIN: Student Number: 5000067786 [Edit](#) [Resync](#)

[STAC-5s](#) [Evaluation Components](#) [IEP Placements](#) [IEP Mandates](#) [Documents](#) [Forms](#) [Eligibility Waivers](#)

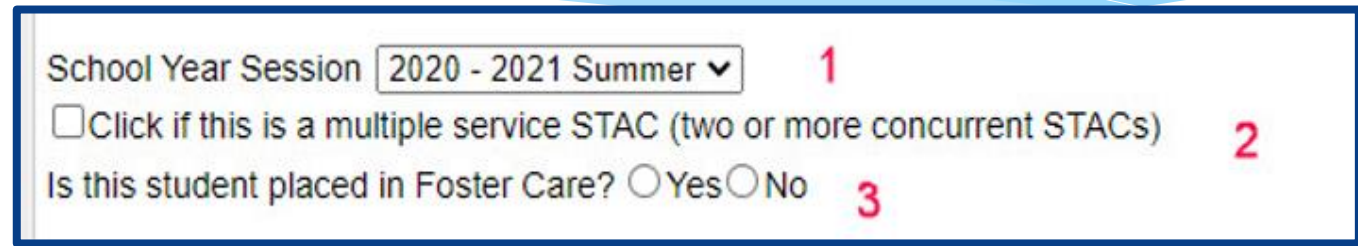
School Year Session

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date						
PL00124233	2023 - 2024 Summer	CB	07/05/2023-08/15/2023 ARC -- PRIME TIME FOR KIDS-9165(A)	Not Submitted			Edit	Delete	Print	Sign and Submit	Resync	
PL00124234	2023 - 2024 Winter	CB	09/06/2023-06/21/2024 ARC -- PRIME TIME FOR KIDS-9165(I)	Not Submitted			Edit	Delete	Print	Sign and Submit	Resync	

[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 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
 - * Contact Livingston County first before creating multiple 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"/>	<input type="text"/>	<input type="text"/>	<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

Assistive Technology Services

- * Assistive Technology Services will be added to the Related Services tab.
- * This can be either under the CB Placement or the SEIT/RS 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>	12/01/2020	04/02/2021	<div>▼</div>			<div>▼</div>	<div>▼</div>			Add	

Assistive Technology Services

Audiology

Interpreter

Occupational Therapy Group

Occupational Therapy Indiv

Orientation & Mobility

Parent Counseling and Training

Physical Therapy Group

Physical Therapy Indiv

Psychological Counseling (CSL)

School Health / Nurse

Social Work

Speech Therapy Group

Speech Therapy Indiv

Teacher of Hearing Impaired

Teacher of Visually Impaired

© James McGuinness & Associates

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
		09/01/2021	06/30/2022		<input type="checkbox"/>						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
SHARON A 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>	09/01/2021	06/30/2022	<div>▼</div>	<input type="checkbox"/>	<div></div>	<div></div>	<div>▼</div>	<div>▼</div>		Add	

Return to Student Details

Transportation for SEIT

- * Some counties pay transportation for some SEIT students.
- * Check with your county first before adding transportation for SEIT.

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Minnie** DOB: **1/1/2020** Eligibility: **1/1/2023 - 8/31/2025**

STACID: CIN: Student Number: **5000067786** [Edit](#) [Resync](#)

School Year Session **2023 - 2024 Summer** ▼

☐ 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** **Transportation**

Service	Provider	Start Date	End Date	Submitted Date	Status			
▼	▼					Add		

Upload Transportation Document

Document Type: ▼ Effective Date: Comment:

[Choose File](#) No file chosen

[Upload](#)

[Return to Student Details](#)

Uploading Documents

Documents Required for Services – Livingston County

- * Livingston County requires the following documents to be uploaded, before you can sign and submit your STAC-1:
 - * **The IEP**
 - * **AND**
 - * **The Medicaid Parental Consent**

Documents Required for Services – Ontario County

- * Ontario County requires the following documents to be uploaded, before you can sign and submit your STAC-1:
 - * **The IEP**

Forms Tab

- * The Forms tab has a list of generic forms that when chosen, will populate with the child's information on them.

The screenshot shows the CPSE Portal interface. At the top, a header bar contains the text "CPSE: 660413020000 ABBOT". Below this is a "Student Information" section with fields for Last Name (Smith), First Name (John), DOB (1/1/2019), Eligibility (1/1/2022 - 8/31/2024), STACID, CIN, and Student Number (5000067785). There are "Edit" and "Resync" buttons. Below the student information is a horizontal menu with tabs: "STAC-5s", "Evaluation Components", "IEP Placements", "IEP Mandates", "Documents", "Forms" (highlighted with a red circle), and "Eligibility Waivers". Under the "Forms" tab, there is a "School Year" dropdown menu. Below that is a "Forms" section with a table listing four forms: "Medicaid Parental Consent", "Medicaid Parental Consent (Spanish)", "Written Order", and "Unable to obtain consent". Each form has a checkbox and a description. At the bottom of the forms section is a "Generate Forms" button.

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Smith** First Name: **John** DOB: **1/1/2019** Eligibility: **1/1/2022 - 8/31/2024**

STACID: CIN: Student Number: **5000067785** Edit Resync

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

School Year

Forms

	Form	Description
<input type="checkbox"/>	Medicaid Parental Consent	Consent to Access Medicaid
<input type="checkbox"/>	Medicaid Parental Consent (Spanish)	Consent to Access Medicaid (Spanish)
<input type="checkbox"/>	Written Order	Generic Written Order / Prescription / Referral
<input type="checkbox"/>	Unable to obtain consent	Notification of not being able to obtain Medicaid Parental Consent

Generate Forms

Uploading a Document

- * 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.

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Minnie** DOB: 1/1/2020 Eligibility: 1/1/2023 - 8/31/2025

STACID: CIN: Student Number: 5000067786 Edit Resync

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

Uploaded Documents

	Document Type	Uploaded Date	Applied To	Submitted Date	SubmittedUser	Status	Comments			
Select	Unidentified	08/04/2023	Student Record			NOT SUBMITTED		Edit View	Delete	

Missing Documents

Category	Type	DocumentDescription	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	07/05/2023-08/15/2023 ARC -- PRIME TIME FOR KIDS-9165(A)	Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/06/2023-06/21/2024 ARC -- PRIME TIME FOR KIDS-9165(I)	Show Document List	Upload

Upload Upload Multiple Documents

Uploading a Document

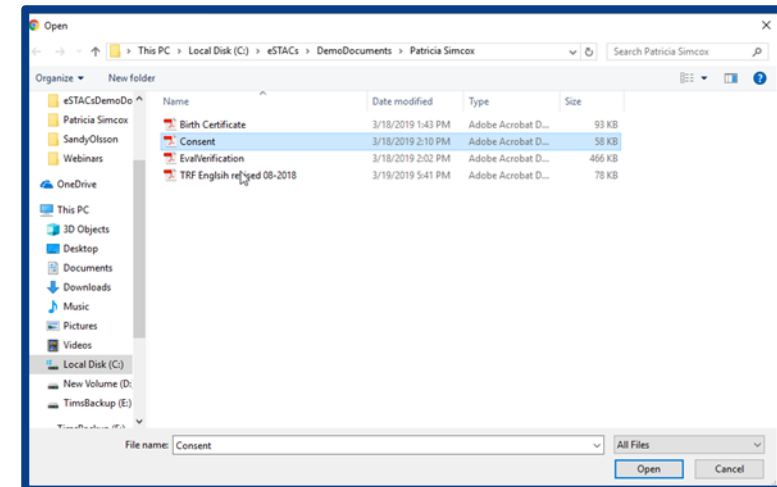
- * Click “Choose File” button.
- * Browse to the file location and select the file.
- * Click the “Open” button on the file dialog
- * The filename will appear next to “Choose File” button.
- * Click “Upload”.

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.

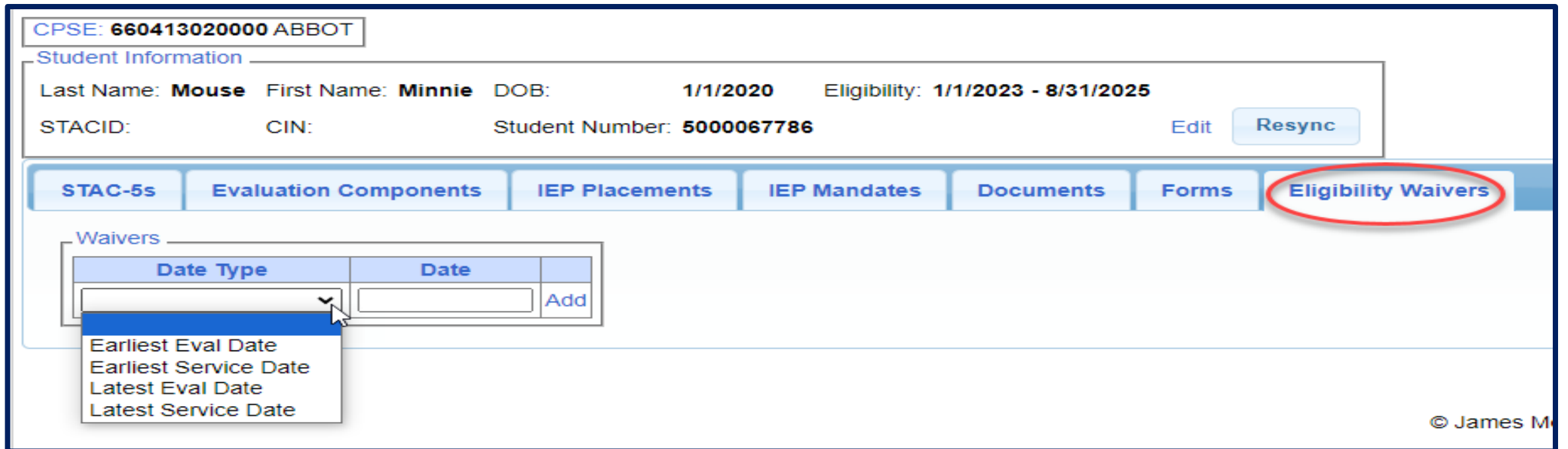
The screenshot displays the 'eSTACsFileHandler.ashx' interface. On the left, a form titled 'Enter Details for Entire Document' (checked) includes fields for 'Document Type' (a dropdown menu with 'Serv: IEP' selected), 'School Year' (a dropdown menu with '2021-2022' selected), and 'Placement' (a dropdown menu with '07/05/2021-08/13' selected). Below these is a 'Comments' section with 'IEP' entered. 'OK' and 'Cancel' buttons are at the bottom. On the right, a summary page for 'Blind Brook-Rye Union Free School District' (390 North Ridge Street, Rye Brook, NY 10573-1105) shows 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 frequencies and durations.

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

Eligibility Waivers

Eligibility Waivers Tab

- * If you have an evaluation or services that are outside of the eligibility dates, you can choose the Date Type, enter date and click “Add”. You can then upload any supporting documentation.



The screenshot shows the CPSE Portal interface for a student named Minnie Mouse. The top navigation bar includes tabs for STAC-5s, Evaluation Components, IEP Placements, IEP Mandates, Documents, Forms, and Eligibility Waivers (which is circled in red). The student information section displays the following details: Last Name: Mouse, First Name: Minnie, DOB: 1/1/2020, Eligibility: 1/1/2023 - 8/31/2025, STACID, CIN, and Student Number: 5000067786. Below this, the 'Eligibility Waivers' section is active, showing a table with columns for Date Type, Date, and an Add button. A dropdown menu is open under the Date Type column, listing four options: Earliest Eval Date, Earliest Service Date, Latest Eval Date, and Latest Service Date. The Add button is visible next to the Date column.

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Minnie** DOB: **1/1/2020** Eligibility: **1/1/2023 - 8/31/2025**

STACID: CIN: Student Number: **5000067786** Edit Resync

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

Waivers

Date Type	Date	
<div>Earliest Eval Date Earliest Service Date Latest Eval Date Latest Service Date</div>	<input type="text"/>	Add

© James M

Signing and Submitting STAC-1

Signing and Submitting

- * Once all information is entered from the IEP, you will now need to Sign and Submit the 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	
2021 - 2022 Winter	SEITRS	09/01/2021-06/30/2022 RS (COORD, PT(I), ST(I))	Not Submitted			Edit	Delete	Print	Sign and Submit	

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

Compare SEIT/RS Placement to IEP

- * **REMEMBER:** compare all Compare ALL of your entries on left side to IEP on right side. **Do not sign & submit** if not correct.

Student Name Balmudo, Leo

DOB 3/19/2017

STAC ID

Student # 5000039718

CPSE District RYDELL CSD

County ROCKLAND

School Year: 2021 - 2022 Winter

Placement Type: SEITRS

Provider:

☐ Show Rescinded

[Print STAC-1](#)

Placements To Submit

Provider	From Date	To Date	Service Type	Frequency	Location
FRED S KELLER SCHOOL	9/10/2021	6/24/2022	Special Education (SEIS) :Individual	2x60	Preschool
JAWONIO, INC	9/10/2021	6/24/2022	Occupational Therapy Indiv	2x30	Home/Community
FRED S KELLER SCHOOL	9/10/2021	6/24/2022	Parent Counseling and Training :Individual	1x60 MONTHLY	Home/Community
RISING STARS OF ROCKLAND	9/10/2021	6/24/2022	Physical Therapy Indiv	1x30	Home/Community
DEREK FERST, SLP	9/10/2021	6/24/2022	Speech Therapy Indiv	1x30	Home/Community
DEREK FERST, SLP	9/10/2021	6/24/2022	Speech Therapy Indiv	1x30	Facility Location / Private Office

[Send STACs@CPSEPortal.com](#)

eSTACsFi... 1 / 1 72%

IEP INFORMATION

Projected IEP Start Date: 07/01/2021

Projected IEP End Date: 06/24/2022

Projected Date of Annual Review: 04/28/2022

Projected Date for Reevaluation: 04/02/2024

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: No

SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES

Special Education Itinerant Services: 1:1 : Direct 09/10/2021 - 06/24/2022 2 x Weekly, 1hr. School

Parent Counseling and Training: Indirect 09/10/2021 - 06/24/2022 1 x Monthly, 1hr. Home/Community

Speech/Language Therapy: Individual 09/10/2021 - 06/24/2022 1 x Weekly, 30min. Therapist's Office

Occupational Therapy: Individual 09/10/2021 - 06/24/2022 2 x Weekly, 30min. Home/Community

Physical Therapy: Individual 09/10/2021 - 06/24/2022 1 x Weekly, 30min. Home/Community

Speech/Language Therapy: Individual 09/10/2021 - 06/24/2022 1 x Weekly, 30min. Home/Community

Special Education Itinerant Services: 1:1 : Direct 07/01/2021 - 08/11/2021 2 x Weekly, 1hr. School

Speech/Language Therapy: Individual 07/01/2021 - 08/11/2021 2 x Weekly, 30min. Therapist's Office

Amendments and/or Corrections

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.	

Corrections

Actions Needed to Correct Data in eSTACs by Field

Placement Type	Service Category	Requires Rescinding entire placement	Requires Rescinding single detail	Can correct data via amending
SEIT/RS	SEIT	School Year Session Foster County Provider	Individual vs Group Frequency, Duration & Period	Start Date End Date Location
	Related Service	School Year Session Foster County	Provider Service Individual vs Group Frequency, Duration & Period	Start Date End Date Location

Corrections

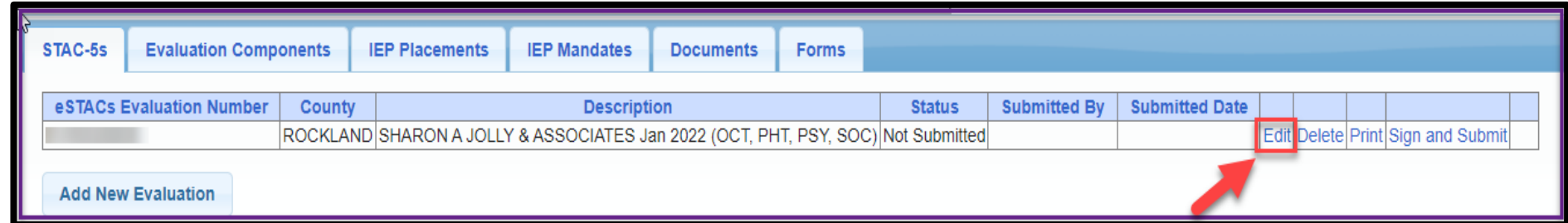
Actions Needed to Correct Data in eSTACs by Field

	Center Based (CB)				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

Amendments and/or Corrections

Amendments

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

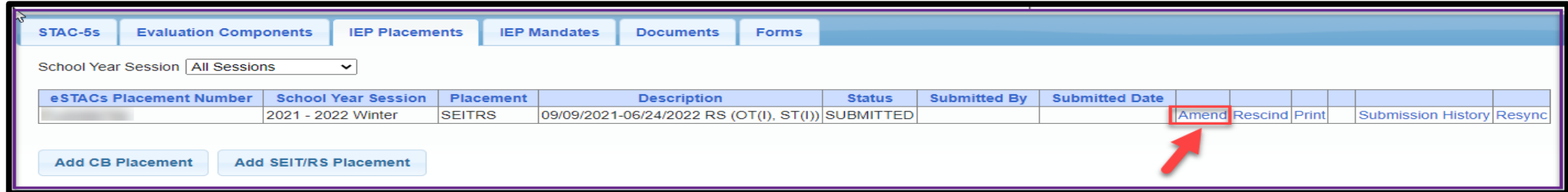


The screenshot shows the 'STAC-5s' tab selected in the top navigation bar. Below the navigation bar is a table with the following columns: eSTACs Evaluation Number, County, Description, Status, Submitted By, Submitted Date, and a set of action buttons. The first row of data shows 'ROCKLAND' as the county 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

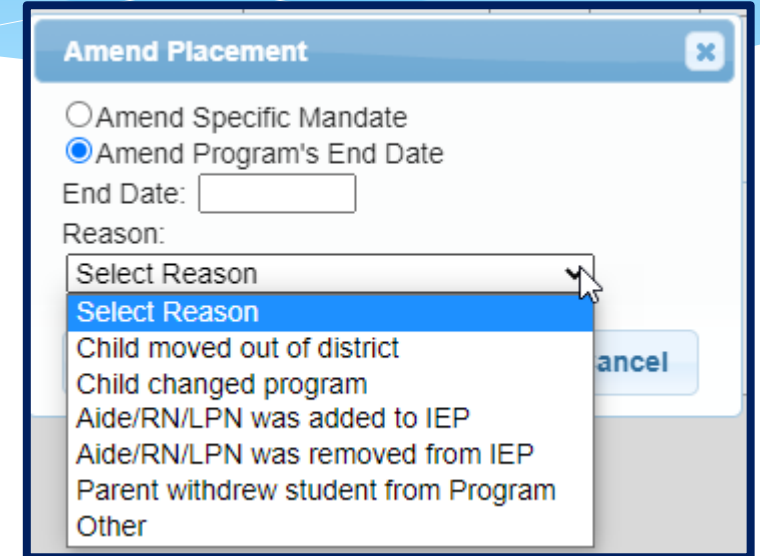
[Add CB Placement](#) [Add SEIT/RS Placement](#)

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

Amending at IEP Placement Level

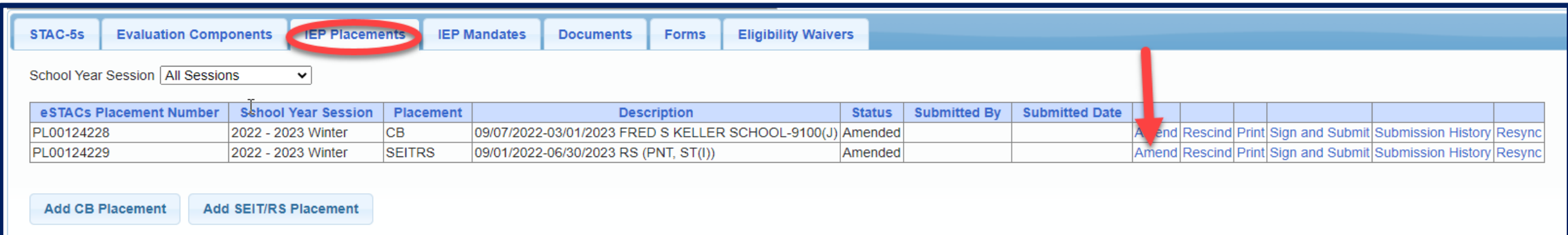
* All instances below will need to have the Placement End Dated:

- * 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)
- * Other – child declassified



The 'Amend Placement' dialog box contains the following elements:

- Radio buttons for 'Amend Specific Mandate' and 'Amend Program's End Date' (selected).
- An 'End Date' text input field.
- A 'Reason' dropdown menu with the following 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
 - Other
- 'Cancel' and 'OK' buttons.



The interface shows the 'IEP Placements' tab selected. A red arrow points to the 'Amend' button in the table's action column.

School Year Session: All Sessions

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Sign and Submit	Submission History	Resync
PL00124228	2022 - 2023 Winter	CB	09/07/2022-03/01/2023 FRED S KELLER SCHOOL-9100(J)	Amended			Amend	Rescind	Print	Sign and Submit	Submission History	Resync
PL00124229	2022 - 2023 Winter	SEITRS	09/01/2022-06/30/2023 RS (PNT, ST(I))	Amended			Amend	Rescind	Print	Sign and Submit	Submission History	Resync

Buttons: Add CB Placement Add SEIT/RS Placement

Amending at Details Level

- * Under the “IEP Mandates” tab you can Amend just one specific service.

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

All Sessions

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			
202223W_01	PL00124228	PD00330606	09/07/22	03/01/23	FRED S KELLER SCHOOL	Classroom	9100			53776.00	Classroom 5.00 hrs/day 5 days/wk	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330607	09/07/22	03/01/23	FRED S KELLER SCHOOL	Occupational Therapy Indiv		Preschool			OT(I) 2x30 (Preschool)	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330608	09/07/22	03/01/23	FRED S KELLER SCHOOL	Speech Therapy Indiv		Preschool			ST(I) 2x30 (Preschool)	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330609	09/07/22	03/01/23	FRED S KELLER SCHOOL	Bus					Transportation: Bus	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330632	12/01/22	03/01/23	FRED S KELLER SCHOOL	Physical Therapy Indiv		Preschool			PT(I) 3x45 (Preschool)	Amended			Amend	Rescind	Resync
202223W_02	PL00124229	PD00330610	09/01/22	06/30/23	A STARTING PLACE	Speech Therapy Indiv		Home			ST(I) 3x30 (Home)	Submitted	kellyknowles	6/14/2023 2:45:22 PM	Amend	Rescind	Resync
202223W_02	PL00124229	PD00330611	09/01/22	06/30/23	A STARTING PLACE	Parent Counseling and Training		Home			PNT 1x30 MONTHLY (Home)	Not Submitted			Edit		Resync

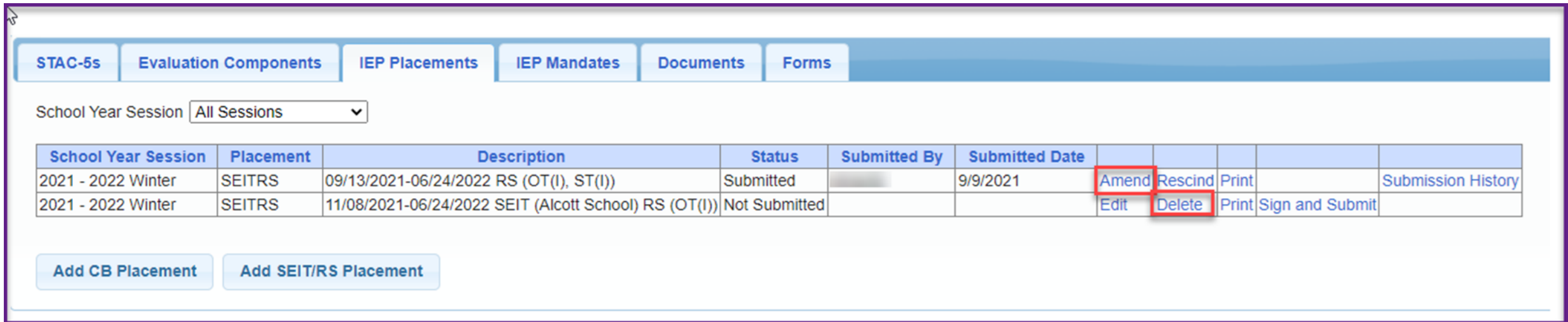
Common Errors

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. At the top, there are navigation tabs: STAC-5s, Evaluation Components, IEP Placements (selected), IEP Mandates, Documents, and Forms. Below these is a 'School Year Session' dropdown menu set to 'All Sessions'. A table lists two placements:

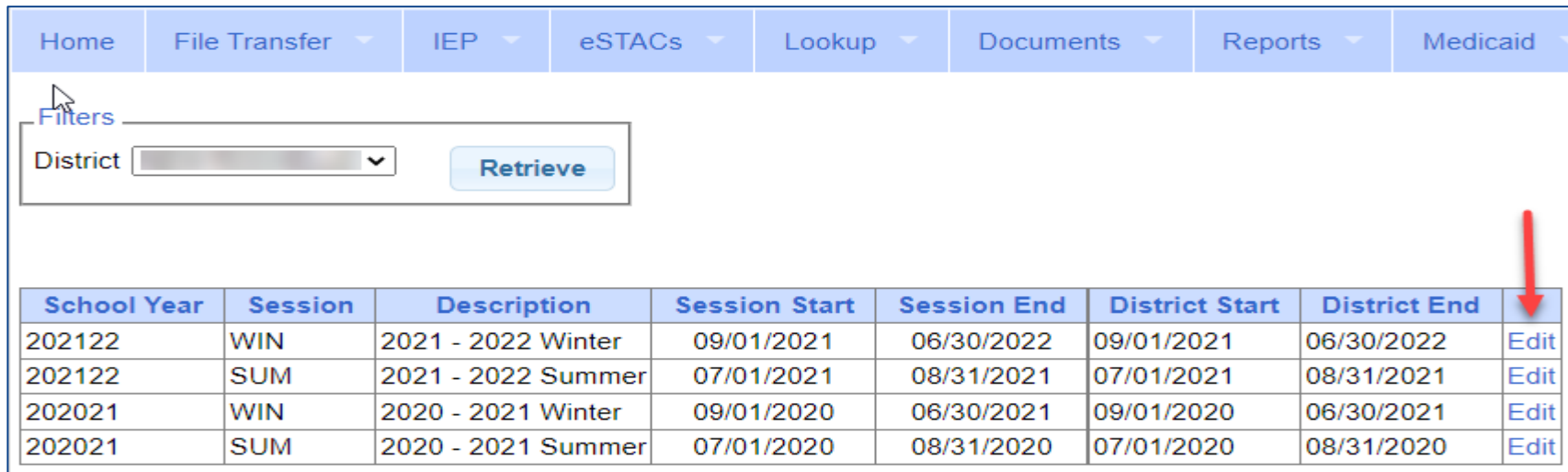
School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
2021 - 2022 Winter	SEITRS	09/13/2021-06/24/2022 RS (OT(I), ST(I))	Submitted		9/9/2021	Amend	Rescind	Print		Submission History
2021 - 2022 Winter	SEITRS	11/08/2021-06/24/2022 SEIT (Alcott School) RS (OT(I))	Not Submitted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

At the bottom of the interface, there are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'.

Reports

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. Below the filters, there is a table with the following columns: School Year, Session, Description, Session Start, Session End, District Start, District End, and Edit. The table contains four rows of data. A red arrow points to the 'Edit' link in the last column of the table.

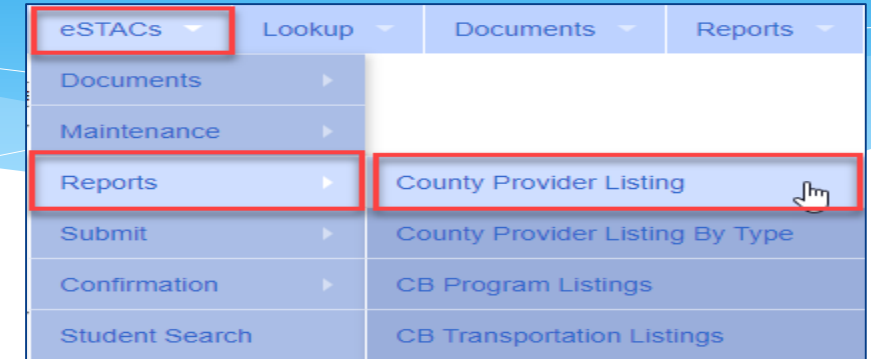
School Year	Session	Description	Session Start	Session End	District Start	District End	Edit
202122	WIN	2021 - 2022 Winter	09/01/2021	06/30/2022	09/01/2021	06/30/2022	Edit
202122	SUM	2021 - 2022 Summer	07/01/2021	08/31/2021	07/01/2021	08/31/2021	Edit
202021	WIN	2020 - 2021 Winter	09/01/2020	06/30/2021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

Providers eSTACs Reports

- * Every County contracts with specific providers for specific services.
- * The services are:
 - * Evaluations
 - * SEIT
 - * Related Services (fee for service)
 - * Center based
 - * Transportation
- * These providers can change from year to year.

County Provider Listing

- * This shows which providers are contracted with the County for which particular services
- * Go to **eSTACs** -> **Reports** -> **County Provider Listing**



County Provider Listing

Filters

County **ROCKLAND**

School Year Session **2021 - 2022 Winter**

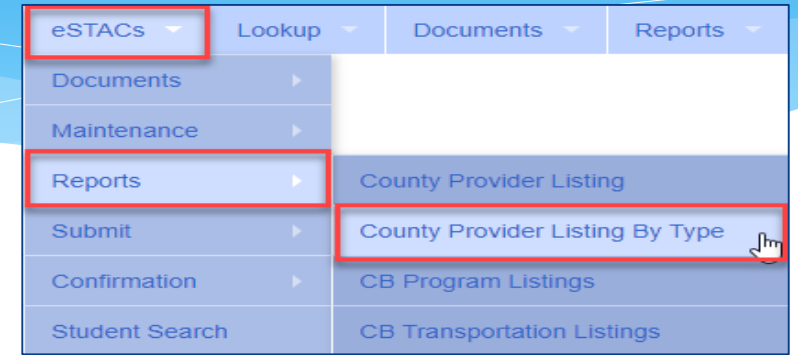
Retrieve

Excel

eSTACs Provider Name	NPI	SED Provider Code	SED Provider Name	Evaluations	SEIT	Related Services	Centerbased	Transportation
A STARTING PLACE	1437302262	500308880107	A STARTING PLACE			Y	Y	
ARC -- PRIME TIME FOR KIDS	1386898583	500308990003	ARC ROCKLAND CO CHAP PRIME TIME	Y		Y	Y	
AVI	1306127626					Y		
CHILDREN'S HOME LMSW, OT, PT, PSYC,	1508019365	800000071335	CHILDREN'S HOME LMSW, OT, PT, PSYC,	Y		Y		
CORNERSTONE FAMILY HEALTHCARE	1689669079					Y		
DEREK FERST, SLP	1740432830					Y		
Donlon-Farry, Eibhlin	1447489687					Y		

County Provider Listing By Type

- * Shows contracted providers for a particular service.
- * Go to **eSTACs** -> **Reports** -> **County Provider Listing By Type**



County Provider Listings

Filters

County: **ROCKLAND** School Year Session: **2021 - 2022 Winter** Type: **SEIT** [Retrieve](#)

[Excel](#)

eSTACs Provider Name	NPI	SED Provider Code	SED Provider Name
FRED S KELLER SCHOOL	1407008626	662300880413	APPLIED BEHAVIOR ANALYSIS FRED S KEL
Head Start of Rockland	1639459993	500304880222	HEAD START OF ROCKLAND - PRESCHOOL P
HEBREW ACAD FOR SPEC CHLDRN	1033556519	332000227132	HEBREW ACADEMY FOR SPEC CHLDRN
HTA OF NEW YORK	1033361357	660405880003	HTA OF NEW YORK
SHARON A JOLLY & ASSOCIATES	1467767228	441201880022	SHARON A JOLLY & ASSOCIATES

UnSubmitted Placements

- * eSTACs -> Reports -> UnSubmitted Placements
- * The Status column will show any “Problems Found”.

UnSubmitted Placements

Filters

County ROCKLAND District NYACK UFSD School Year Session All Sessions ☒ Show All ☐ Only OK To Submit ☐ Only Problems Retrieve

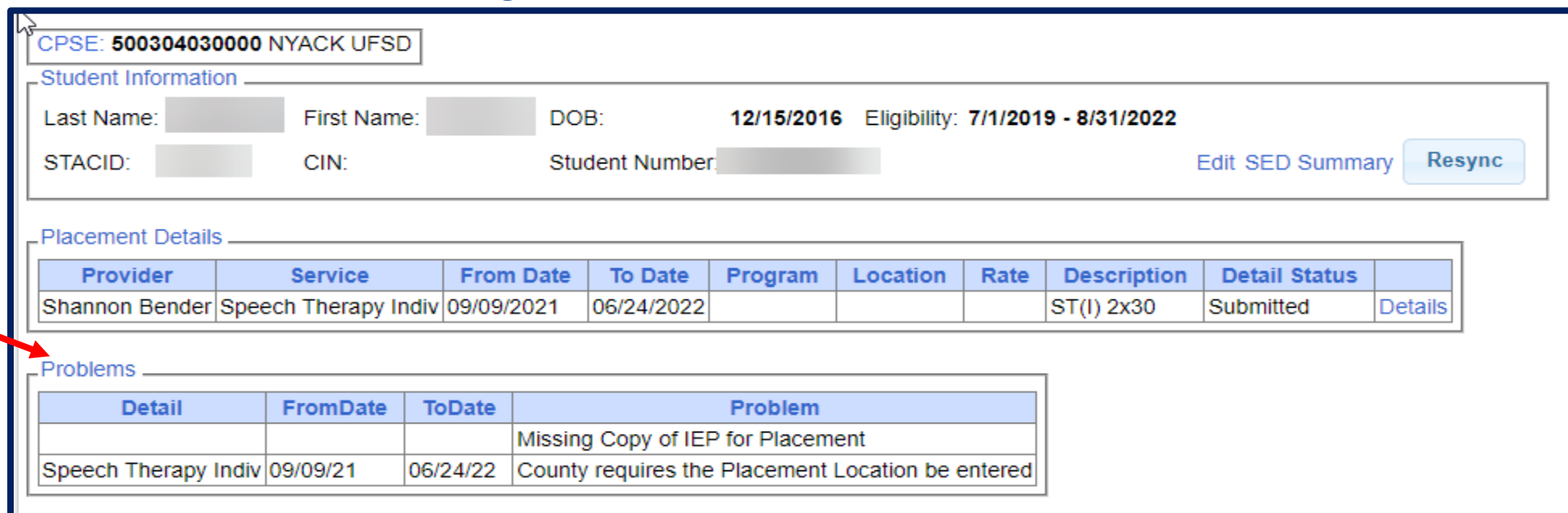
Excel

Unsubmitted Placements

Student #	STACID	Last Name	First Name	School Year Session	District Name	Placement Type	Details	Status
5000042000	I13868		WALKER	2021 - 2022 Summer	NYACK UFSD	CB	07/06/2021-08/13/2021 ARC -- PRIME TIME FOR KIDS-9100(A)	Problems Found
5000038989	I67321		FREDRIC	2021 - 2022 Winter	NYACK UFSD	SEITRS	09/09/2021-06/24/2022 RS (ST(I))	Problems Found
5000038605	J67230		SON	2021 - 2022 Winter	NYACK UFSD	CB	10/06/2021-06/24/2022 A STARTING PLACE-9100(J)	Problems Found
5000067354			MARCELO	2022 - 2023 Winter	NYACK UFSD	SEITRS	01/11/2023-06/23/2023 RS (OT(I))	Problems Found
5000038666	J37634		RILEY	2021 - 2022 Summer	NYACK UFSD	CB	07/06/2021-08/13/2021 ARC -- PRIME TIME FOR KIDS-9100(A)	Problems Found
5000038666	J37634		RILEY	2021 - 2022 Winter	NYACK UFSD	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	Problems Found
5000038632	J37624		ISAIAH	2021 - 2022 Summer	NYACK UFSD	CB	07/12/2021-08/20/2021 Jawonio-9165(A)	Problems Found
5000038632	J37624		ISAIAH	2021 - 2022 Winter	NYACK UFSD	CB	09/13/2021-06/24/2022 Jawonio-9100(R)	Problems Found
5000038484	I67318		FRANCINE	2021 - 2022 Winter	NYACK UFSD	SEITRS	09/09/2021-06/24/2022 RS (ST(G), ST(I))	Problems Found
5000041863	I57328		STEPHINE	2021 - 2022 Summer	NYACK UFSD	CB	07/06/2021-08/13/2021 ARC -- PRIME TIME FOR KIDS-9100(A)	Problems Found
5000039112	J48646		BRENT	2021 - 2022 Winter	NYACK UFSD	CB	09/13/2021-06/24/2022 Head Start of Rockland-9160(I)	OK to Submit

UnSubmitted Placements – Problems Found

- * In the example below:
 - * The IEP needs to be uploaded,
 - * And the ST services is missing a location.



CPSE: 500304030000 NYACK UFSD

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: 12/15/2016 Eligibility: 7/1/2019 - 8/31/2022

STACID: [REDACTED] CIN: [REDACTED] Student Number: [REDACTED] [Edit SED Summary](#) [Resync](#)

Placement Details

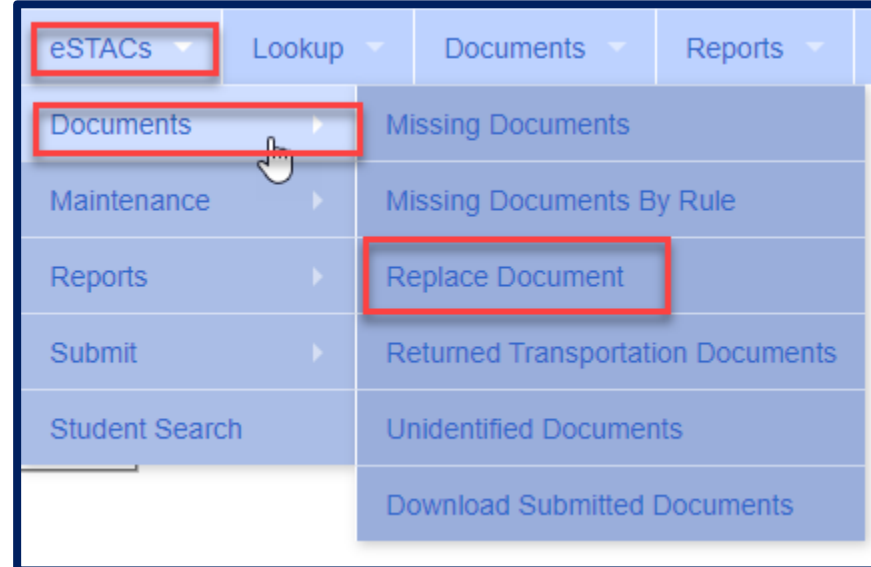
Provider	Service	From Date	To Date	Program	Location	Rate	Description	Detail Status	
Shannon Bender	Speech Therapy Indiv	09/09/2021	06/24/2022				ST(I) 2x30	Submitted	Details

Problems

Detail	FromDate	ToDate	Problem
			Missing Copy of IEP for Placement
Speech Therapy Indiv	09/09/21	06/24/22	County requires the Placement Location be entered

Replacing a Document

- * You can go to **eSTACs -> Documents -> Replace Document** to replace a document if needed.



Closing

Livingston County Timeline

- * **August 9, 2023:**

- * The County will **no** longer accept any paper STAC's after this date.
 - * You will hold all paper STAC's for 23/24 school year and enter into eSTACs **AFTER** McGuinness migrates over the children and services.

- * **August 10 through August 31, 2023:**

- * Livingston County will enter all previous paper STACs into their Preschool system. Once completed, McGuinness will migrate **ALL** students that are currently in the Livingston County Preschool database into eSTACs.

- * **September 1, 2023 (on or before):**

- * School districts will have all 23/24 children migrated into eSTACs.

- * **All prior year STAC's** (22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system.

Getting Support

- * If you need help you can contact Kelly Knowles at Kknowles@jmcguinness.com
- * After you are familiar with the Portal, and you need help, send an email to eSTACs@CPSEPortal.com.
- * Please include your district name, which County you work with and a description of your issue.
- * 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.