

# 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: [REDACTED] First Name: **Tripp** DOB: **7/18/2019** Eligibility: **7/1/2022 - 8/31/2024**

STACID: [REDACTED] CIN: [REDACTED] Student Number: 1 [REDACTED] [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: [redacted] First Name: [redacted] DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: [redacted] CIN: [redacted] Student Number: [redacted] [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	View	Rescind	Print	Submission History	Resync
EV00052651	ERIE	DIVERSIFIED SERVICES LLC Mar 2023 - Apr 2023 (EDU, PSY, SOC, SPT)	Submitted	mmachelski	4/18/2023					

[Add New Evaluation](#)

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

CPSE: 142101040000

Student Information

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

STACID: [redacted] CIN: [redacted] Student Number: [redacted] [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	Amend	Rescind
EV00052651	EC00157995	ERIE	DIVERSIFIED SERVICES LLC	Education	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157996	ERIE	DIVERSIFIED SERVICES LLC	Psychological	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157997	ERIE	DIVERSIFIED SERVICES LLC	Social	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157998	ERIE	DIVERSIFIED SERVICES LLC	Speech/Language	3/20/2023	No	Submitted	mmachelski	4/18/2023		

[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*

Home Activities IEP eSTACs Attendance Billing Lookup Documents Reports

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 CHLDRN ▼

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*

The screenshot shows a software interface with the following elements:

- Navigation tabs: Program, Aide / Nurse / Interpreter, Related Services, Transportation.
- Form fields:
  - Type: Aide (with a red '1' next to the dropdown arrow)
  - Sharing: 1:1 (No Sharing) (with a red '2' next to the dropdown arrow)
  - Hours Per Day: 5.00 (with a red '3' next to the input field)
  - Days Per Week: 5 (with a red '4' next to the dropdown arrow)
  - Add button (with a red '5' next to it)
- Open dropdown menu for 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



# 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"/>			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.

**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			
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"/>	<input type="text" value="07/12/2022"/>	<input type="text" value="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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# 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”*

The screenshot shows a software interface with four tabs: Program, Aide / Nurse / Interpreter, Related Services, and Transportation. The Transportation tab is active. A red box highlights a checkbox with the text: "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 three empty columns. The first row contains dropdown menus for Service and Provider, and text boxes for Start Date (07/12/2022) and End Date (08/20/2022). An "Add" button is in the Status column. Below the table is a section for "Upload Transportation Document" with a "Document Type" dropdown, "Effective Date" text box, and "Comment" text box. There is a "Choose File" button showing "No file chosen" and an "Upload" button. At the bottom is a "Transportation Files" section with a table header: "Uploaded", "DocumentType", "Comments", and "Effective Date".

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		



# 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

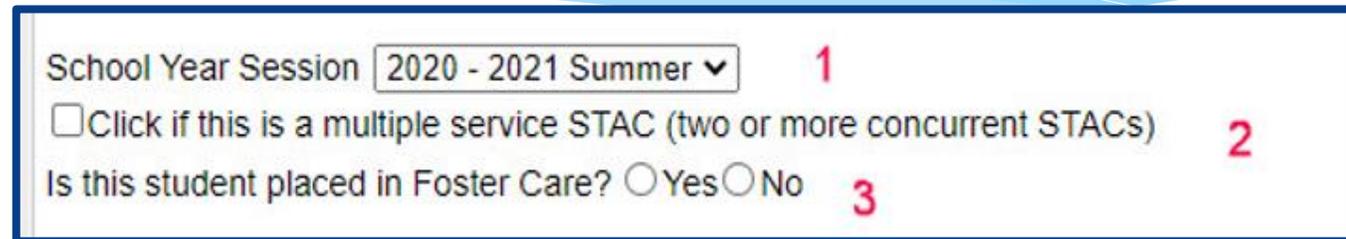
School Year Session

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			<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Sign and Submit</a>

[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
  - \* 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	Edit	Delete	Amend
09/01/2018	06/30/2019	I	5	60	WEEKLY	Universal Pre-K			
<input type="text" value="09/01/2018"/>	<input type="text" value="06/30/2019"/>	<input type="text" value="I"/>	<input type="text" value="5"/>	<input type="text" value="60"/>	<input type="text" value="WEEKLY"/>	<input type="text" value="Universal Pre-K"/>	<input type="button" value="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"/>	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”*.

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.

CPSE: 500402060000

Student Information

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

STACID: [REDACTED] CIN: [REDACTED] 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

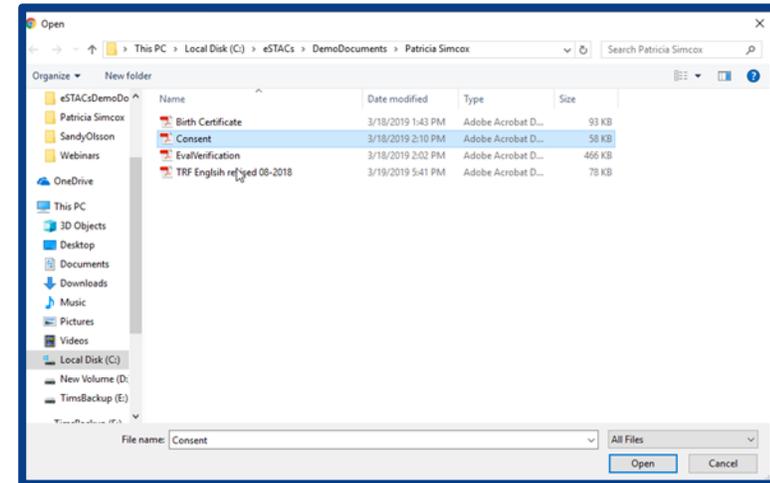
- \* Click “Choose File” button.
- \* Browse to the file location and select the file.
- \* Click the “Open” button on the file dialog
- \* The filename will appear next to “Choose File” button.
- \* Click “Upload”.

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 eSTACs File Handler interface. On the left, a modal window titled "Enter Details for Entire Document" is open, with a checked checkbox. The modal contains fields for "Document Type" (with a dropdown menu open showing "IEP" selected), "School Year" (with a dropdown menu open showing "07/05/2021-08/13" selected), and "Placement" (with a dropdown menu open showing "IEP" selected). The modal also includes a "Comments" section with "IEP" entered and "OK" and "Cancel" buttons at the bottom. On the right, the main interface shows the "eSTACsFileHandler.ashx" page with a document viewer displaying a student record for "Blind Brook-Rye Union Free School District". The student record includes fields for Student, Address, Date of Birth, Gender, ID #, Age as of meeting date, Native Language, Interpreter Required, Contacts, Home/Mobile #, Work #, School Year, Placement, School, and Grade. Below the student record, there are two tables: "IEP INFORMATION" and "SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES".

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

# Documents for Aide / Nurse / Interpreter

- \* There are occasions when you will need to upload the Request For Reimbursement For Partial Aide/Nurse/Interpreter form.
- \* eSTACs will inform you when this form is needed when completing the Sign and Submit process.
- \* Go to the Aide/Nurse/Interpreter tab and click *Print*.
- \* Have form signed by the Superintendent and upload form to eSTACs.

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](#)

**Placement Information**

Session: From Date: **09/08/2021** To Date: **06/22/2022**  
Hrs/Day: **5.00** Days/Wk: **5** Aide/RN/LPN:  
Provider: **FRED S KELLER SCHOOL** Program: **9100**

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

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status			
Aide	Shared with 3 other students	09/08/2021	06/22/2022	5.00	5		Not Submitted	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5 <input type="text"/>			<a href="#">Add</a>		

[Return to Student Details](#)

# Comparison eSTAC to Paper Form

Program	Aide / Nurse / Interpreter	Related Services	Transportation								
Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status				
Aide 1	Shared with 3 other students 2	09/08/2021	06/22/2022	5.00 3	5 4		Not Submitted	Edit	Delete	Print	
▼	▼	09/08/2021	06/22/2022	5.00	5 ▼			Add			

### Request for Reimbursement for Student-Specific Nurses and Interpreters

**\*\*For Preschool Use Only\*\***

STAC-ID

Do NOT submit this form for:  
 > Education Aides  
 (Enter aide percentage on EFRT service approval screen)

A completed and signed Preschool STAC-1 form should be submitted along with this form.  
 Scan and upload both completed forms to SED File Transfer Manager (FTM) "inbasket".  
 Email [OMSSTAC@nysed.gov](mailto:OMSSTAC@nysed.gov) with the SED FTM location and filenames. Do NOT attach completed forms to emails.

STUDENT, COUNTY, AND SCHOOL DISTRICT INFORMATION											
Student Name: <b>John Smith</b>						Date of Birth (mm/dd/yy): <b>01/01/2019</b>					
County of Residence Name: <b>ROCKLAND</b>											
Name of School District with CPSE Responsibility: <b>ABBOT</b>						School District SED Code: <b>6 6 0 4 1 3 0 2 0 0 0 0</b>					

AIDES/NURSES/INTERPRETERS DURING EDUCATION HOURS					
<input checked="" type="checkbox"/> Aide	Requested Start: <b>09/07/2022</b>	Requested End: <b>06/23/2023</b>	Hours 1:1 Requested: <b>3.50 Hours / Day</b>	Days 1:1 Requested: <b>4 Days / Week</b>	Shared by multiple students: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: <b>4</b> students
<input type="checkbox"/> RN	Requested Start: to	Requested End: to	Hours 1:1 Requested: Hours / Day	Days 1:1 Requested: Days / Week	Shared by multiple students: <input type="checkbox"/> No <input type="checkbox"/> Yes: ___ students
<input type="checkbox"/> LPN	Requested Start: to	Requested End: to	Hours 1:1 Requested: Hours / Day	Days 1:1 Requested: Days / Week	Shared by multiple students: <input type="checkbox"/> No <input type="checkbox"/> Yes: ___ students
<input type="checkbox"/> Interpreter	Requested Start: to	Requested End: to	Hours 1:1 Requested: Hours / Day	Days 1:1 Requested: Days / Week	Shared by multiple students: <input type="checkbox"/> No <input type="checkbox"/> Yes: ___ students

PRESCHOOL EDUCATION PLACEMENT											
Education Provider Name: <b>Head Start of Rockland</b>						Education Provider SED Code: <b>5 0 0 3 0 4 8 8 0 2 2 2</b>					
Program Name: <b>S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5</b>						Program Code: <b>9 1 6 0 - I</b>					
Program Runs: <b>3.50 Hours/Day 5 Days/Week</b>						Student Attends: <b>3.50 Hours/Day 4 Days/Week</b>					

**CPSE DISTRICT OF RESIDENCE/NYC DISTRICT OF SERVICE ASSURANCE:**

I have reviewed the above named student's records and assure that the student's Individualized Education Plan (IEP) specifically requires that a 1:1 Aide/Nurse/Interpreter be provided for the period indicated above.

Signature: CPSE Superintendent of Schools/NYC Superintendent of Clinical Services \_\_\_\_\_ Date \_\_\_\_\_

PERSON COMPLETING THIS FORM	
Name	Phone
Fax	Email

# 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 for a student. At the top, the student's CPSE ID is 660413020000 ABBOT. Below this is the Student Information section, which includes fields for Last Name (Smith), First Name (John), DOB (1/1/2019), Eligibility (1/1/2022 - 8/31/2024), STACID, CIN, and Student Number (500067785). There are 'Edit' and 'Resync' buttons. A navigation bar contains tabs for STAC-5s, Evaluation Components, IEP Placements, IEP Mandates, Documents, Forms (highlighted with a red circle), and Eligibility Waivers. Below the navigation bar is a 'School Year' dropdown menu. The main content area is titled 'Forms' and contains a table with four rows of generic forms. Each row has a checkbox, a 'Form' name, and a 'Description'. A 'Generate Forms' button is located at the bottom left of the table.

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: **500067785** 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



# Amendments

# Amendments

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

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

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.

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				
	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 CHLDRN

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

Program	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  

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

Program

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
<input type="text" value="09/08/2020"/> 	<input type="text" value="06/18/2021"/> 	<input type="text" value="Individual"/> 	<input type="text" value="5"/> 	<input type="text" value="60"/> 	<input type="text" value="Weekly"/> 	<input type="text" value="Daycare"/> 
<input type="text" value="09/08/2020"/>	<input type="text" value="06/18/2021"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

\* 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

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	

**Amend Placement**

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

Cancel

# 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

**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

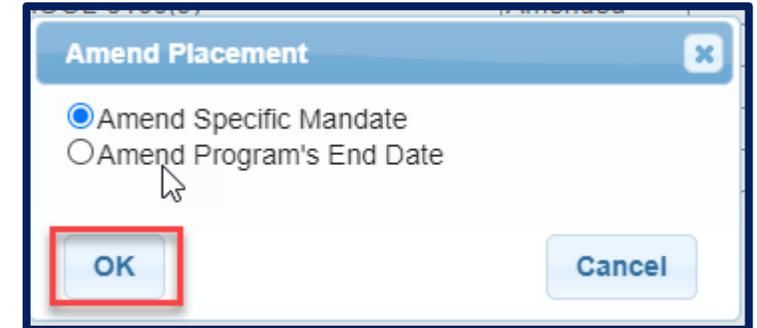
STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms Eligibility Waivers

School Year Session

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

# Amending at IEP Placement Level

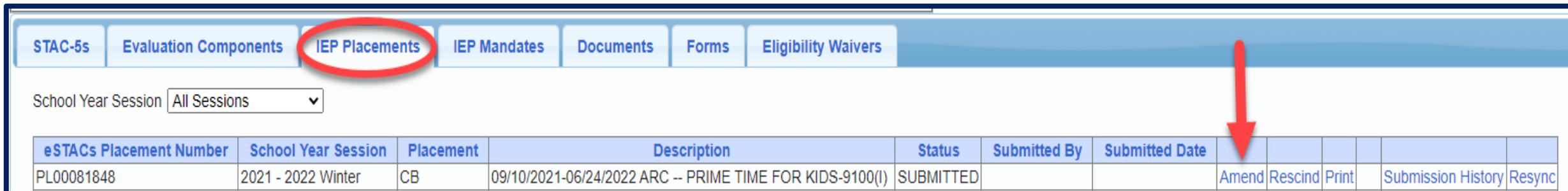
- \* When you Amend Specific Mandate, you can:
  - \* Change programs
  - \* Change in frequency for a related service – end date old RS & frequency and create new RS
  - \* Add new related service
  - \* End date a related service
  - \* Change transportation mid-year
  - \* Switch from one related service provider to another mid-year (Not for CB)



Amend Placement

Amend Specific Mandate  
 Amend Program's End Date

OK Cancel



School Year Session: All Sessions

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

# Amending at Detail Level / Mandate

- \* 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

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
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 shows a software interface for managing IEPs. At the top, there are tabs for 'STAC-5s', 'Evaluation Components', 'IEP Placements', 'IEP Mandates', 'Documents', 'Forms', and 'Eligibility Waivers'. Below the tabs, there is a dropdown menu for 'School Year Session' set to 'All Sessions'. A table lists IEP placements with columns for 'eSTACs Placement Number', 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', 'Submitted Date', and action buttons like 'Amend', 'Rescind', 'Print', 'Submission History', and 'Resync'. Below the table are buttons for 'Add CB Placement' and 'Add SEIT/RS Placement'. A red arrow points to the 'Amend Placement' dialog box, which has two radio button options: 'Amend Specific Mandate' and 'Amend Program's End Date' (which is selected). Below these options are fields for 'End Date' and 'Reason'. A dropdown menu for 'Reason' is open, showing a list of reasons: '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' dialog box also has an 'Amend Placement' button and an 'Cancel' button.

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					



# 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

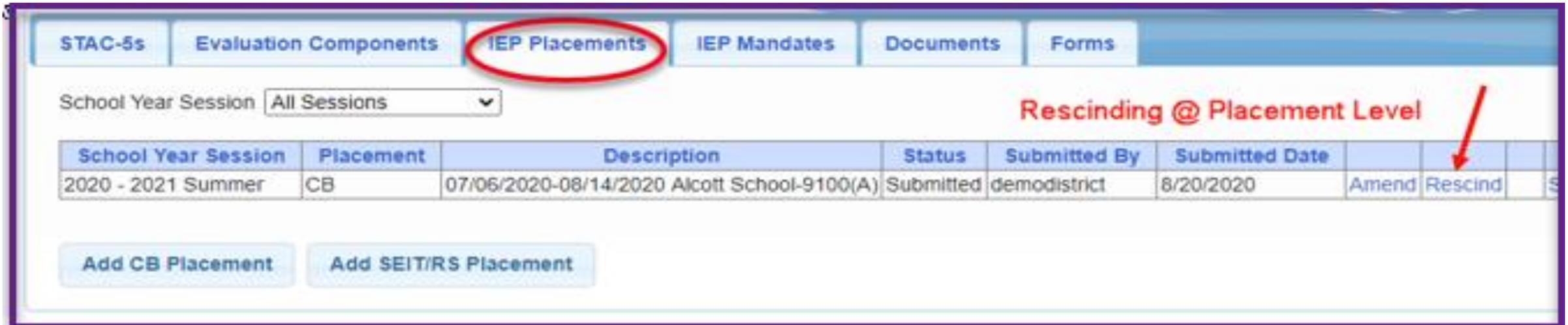
- \* A Placement is a group of details. A placement is the equivalent of a paper STAC-1
- \* A detail is the individual service such as:
  - \* CB Program (SC / SCIS, Full day/half day)
  - \* Related Service (OT, PT, ST)
  - \* SEIT
  - \* Transportation
- \* The details are sometimes referred to as “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:



The screenshot shows a software interface for managing IEP placements. At the top, there are several tabs: 'STAC-5s', 'Evaluation Components', 'IEP Placements' (which is circled in red), 'IEP Mandates', 'Documents', and 'Forms'. Below the tabs, there is a dropdown menu for 'School Year Session' set to 'All Sessions'. A red text label 'Rescinding @ Placement Level' is positioned above a table. The table has columns for 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', 'Submitted Date', and two action buttons: 'Amend' and 'Rescind'. A red arrow points to the 'Rescind' button in the first row of the table. Below the table are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'.

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 / Mandate

\* 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

# 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.

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	
<input type="text"/>	<input type="text"/>	Add

- Earliest Eval Date
- Earliest Service Date
- Latest Eval Date
- Latest Service Date

© James M



# 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

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



# 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.

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	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	

Add CB Placement Add SEIT/RS Placement

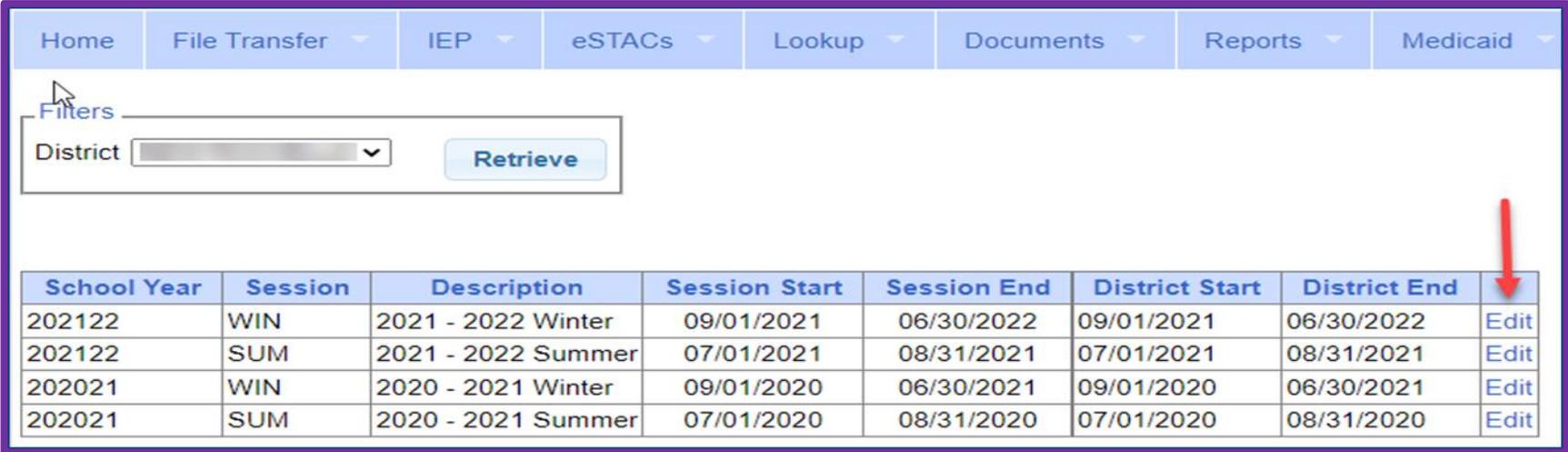
# Changing District School Dates

\* 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**

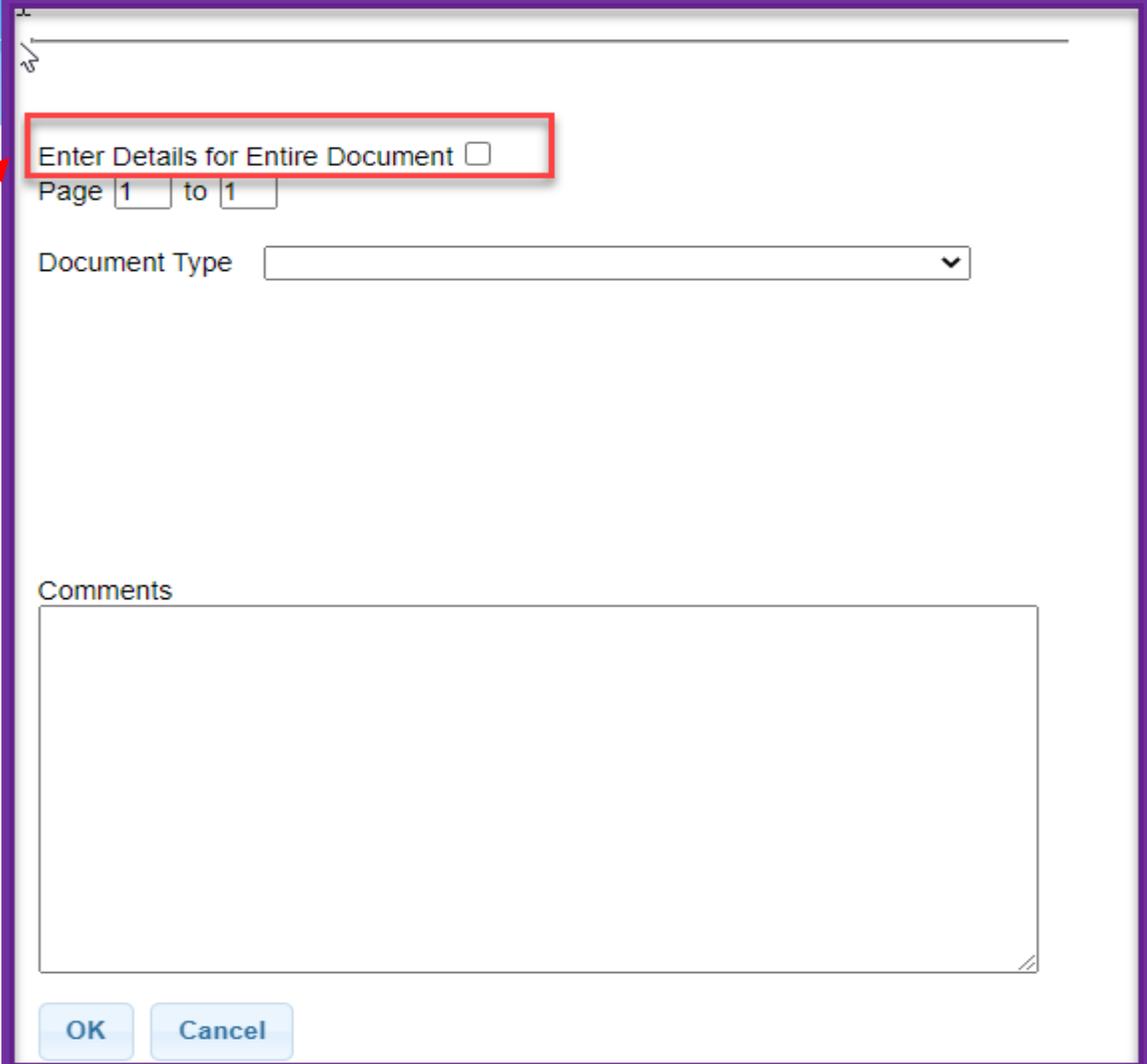


The screenshot shows the eSTACs web application interface. At the top, there is a navigation menu with the following items: Home, File Transfer, IEP, eSTACs, Lookup, Documents, Reports, and Medicaid. Below the navigation menu, there is a 'Filters' section with a 'District' dropdown menu and a 'Retrieve' 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

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

# 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	Edit	Delete
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
<input type="text"/>	12/01/2020	04/02/2021	<input type="text"/>			Add					

Re **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

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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

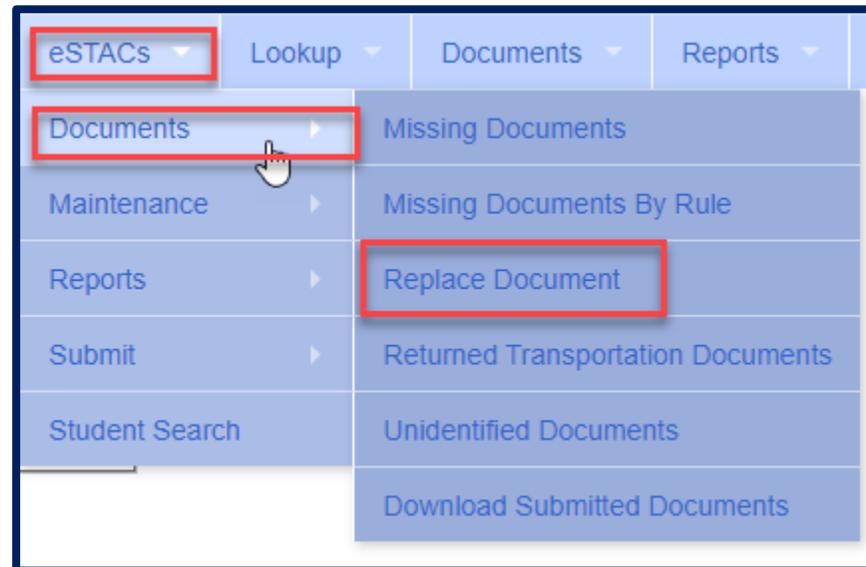
No Service Coordinator

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	<a href="#">Amend</a>	<a href="#">Rescind</a>
HTA OF NEW YORK	Teacher of Hearing Impaired	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	<a href="#">Amend</a>	<a href="#">Rescind</a>
HTA OF NEW YORK	Physical Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	1	30	WEEKLY		Amended	<a href="#">Amend</a>	<a href="#">Rescind</a>
SHARONA JOLLY & ASSOCIATES	Occupational Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	<a href="#">Amend</a>	<a href="#">Rescind</a>
CORNERSTONE FAMILY HEALTHCARE	Assistive Tech Device	09/09/2021	06/24/2022	I	<input type="checkbox"/>	100	30	IEP			<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<a href="#">Add</a>	

[Return to Student Details](#)

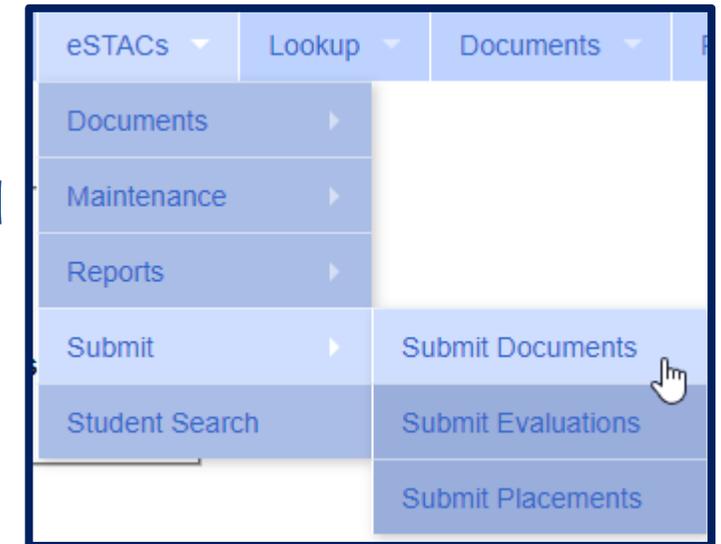
# Replacing a Document

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



# Submitting Documents - After Placements Have Been Submitted

- \* Any documents that have been uploaded after you have signed & submitted the placement, must now be submitted to the County.
- \* Go to **eSTACs -> Submit -> Documents**.
- \* This will bring up a list of documents that you have uploaded into eSTACs after you signed/submitted the placement.
- \* Now select the documents and click the *Submit* button.



A screenshot of the 'Submit Documents To County' form. The form has a title 'Submit Documents To County' and a 'Filters' section with 'District' and 'County' dropdown menus (set to 'WESTCHESTER') and a 'Retrieve' button. Below the filters are 'Select All' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. A table below shows a list of documents with columns for 'Select', 'Student Name', 'Document Name', 'Related To', and 'Rule Name'. A red arrow points to the 'Select' checkbox for the first row, which contains 'Medicaid Parental Consent' and 'MEDICAID CONSENT'.

Select	Student Name	Document Name	Related To	Rule Name
<input type="checkbox"/>		Medicaid Parental Consent		MEDICAID CONSENT

# 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.
- \* **REMEMBER TO SIGN & SUBMIT** – many districts forget to sign/submit and the services go nowhere.
- \* Once you have signed & submitted the placement, the county will now need to synchronize the services into their Preschool database, and send the enrollments to the Portal.
  - \* Providers will not see the new enrollments until the County does the step above.

# District Designation of Digital Signatories for eSTACs Form

- \* Each school district completes a District Designation of Digital Signatories for eSTACs form.
  - \* This form will designate the CPSE Chair and all staff who will have access to eSTACs, and will be marked as to **who can** sign & submit STAC-1 & STAC-5's for the school district.
  - \* McGuinness will enter all staff listed on the form and invite them to the Portal.
  - \* Once the school district staff accepts the invitation, and sets up their Portal account, then McGuinness will give the staff the necessary permissions to each staff to sign according to what is marked on the form.
  - \* If you want staff to do entry work, but **NOT** sign & submit STAC's, then do not check off any of the boxes.
- \* If the school district has a change in staff or needs to add staff signing privileges, a new form should be completed, and sent to McGuinness.

# District Designation of Digital Signatories for eSTACs

## District Designation of Digital Signatories for eSTACs

District \_\_\_\_\_

CPSE Chairperson \_\_\_\_\_

I authorize of the following individuals to use a digital signature to submit electronic STAC records the eSTACs system on behalf of our district.

Name	eMail	Position / Title	STAC-5	STAC-1
		CPSE Chairperson	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

We certify that for any STAC-5 that the above individuals electronically sign and submit through the eSTACs system, the child has received the submitted multidisciplinary evaluation in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

We certify that for any STAC-1 that the above individuals electronically sign and submit through the eSTACs system, the preschool student with a disability is being provided the educational services submitted and that such services have been recommended by the Committee on Preschool Education and that the child is eligible for such placement in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please fax the completed form to  
(518) 393-9938 attention eSTACs.



**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](mailto: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.