


eSTACs Amending versus Rescinding

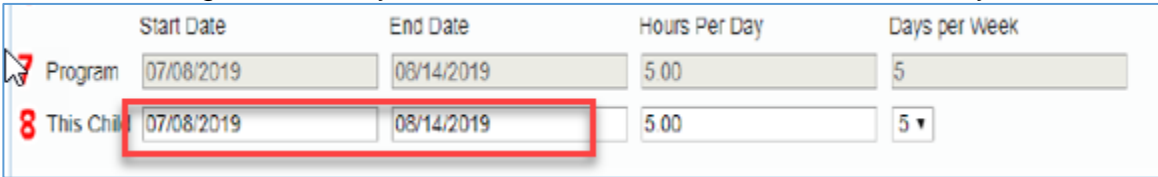
September 29, 2023

Questions & Answers

Topic/Category	
AMENDING	
Q	Does change in location (wrong location entered) need to be amended or rescinded?
A	You can always AMEND the location. You will never rescind because the location is wrong.
Q	If my student started a special class program but, now, that program wants to move the student to a less restrictive environment (their special class integrated classroom), I have to end the CB placement and start a new one?
A	No, you can amend the CB placement and change to a different program in the dropdown.
Q	If I am adding a Nurse, I end the previous Center Based and restart a new Center Based with the nurse?
A	Yes. You will end date the CB placement, and create a new CB Placement with all of the details including the nurse with a new start date.
Q	How do you end one SEIT and start another from a different agency after submitting?
A	If SEIT services were provided, then you will end date the SEIT/RS Placement and now create a new SEIT/RS Placement. If the first SEIT provider never serviced the child, then you will rescind the entire SEIT/RS Placement and start a new SEIT/RS Placement.
RESCINDING	
Q	If I rescind something and I need to add something to correct it, do I have to wait to add the update after the County does something with "Rescind pending"?
A	No. Once you rescind the service you can create the new service. If you have a rescind pending, then you did not sign & submit the placement.
Q	If you submitted 2 speech individual and it should be 1 individual and 1 group do you rescind the speech and put individual and group in separately or do you amend?
A	If you enter 2 ST IND and it should be ST 1 IND & ST 1 GRP, then you will rescind the ST 2 IND. You will then add the ST 1 IND & then add another line and add the ST 1 GRP. Individual and group services cannot be combined. The service providers need to enter individual services on one enrollment and group services on another enrollment.

Q	Would you just amend a single service in the CB placement if it was wrong instead of rescinding it if it has not started yet?
A	If your service is wrong (i.e. wrong frequency), you cannot Amend. You must rescind the service and enter the service correctly. The only items that can always be amended are the start date, end date and location.
Q	The system requires the student to attend for a minimum of 6 days in order for us to amend a kid who never started - is there a way around this for a kid who never started?
A	If the child never started or is never going to start, then you can rescind the entire CB or SEIT/RS Placement. Once the child starts and receives services, then you can end date the placement after 3 days.
Q	What happens when attendances have been added by agency, but now we need to rescind?
A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind.
Q	What if you entered speech 1x30 individual instead of 2x30 individual? I can't rescind it because they have provided the one time already. What do I do?
A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind.
Q	What do we do when an agency requests us to make corrections or amendments for a student but attendance had already been entered for a student?
A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind.
Q	What if after ESY the student leaves the district, do we rescind?
A	If the child was not serviced over the summer, then you can rescind the ESY services.
	MISCELLANEOUS
Q	How do I know which program to choose for Center Based program?
A	If there are multiple programs for the agency and you are unsure, then contact the agency and they will direct you as to what program the child is going into.
Q	Why do we need to send transportation forms out as well as enter here? This is a duplication of work
A	This is the directive of your county.
Q	What if the IEP summary page is two pages or more?
A	<div>  </div> <p>Check the checkbox "Enter Details for Entire Document".</p>

Q	How are providers added to the eSTAC portal?																																																																								
A	The County will give McGuinness the directive as to when new providers will be added to the Portal. They most likely will need to have a signed contract with the County first.																																																																								
Q	I have a provider asking me for an ESID # is that something I do? I'm not sure what this is.																																																																								
A	Once the CB and/or SEIT/RS Placements are signed and submitted, the County will synchronize those services into their Preschool database. The County will then send enrollments to the Portal for each service that the child is receiving. Those enrollments will have an ESID # assigned to it. You most likely will not need this ESID #. If you do need the ESID #, you can go to the IEP Mandates tab on your child, and the ESID # will appear under the ESID column.																																																																								
	<div><div>STAC-5sEvaluation ComponentsIEP PlacementsIEP MandatesDocumentsFormsEligibility Waivers</div><div>School Year SessionAll Sessions</div><div>Placement</div><table><thead><tr><th>Placement</th><th>eSTACs Placement Number</th><th>eSTACs Placement Detail Number</th><th>From Date</th><th>To Date</th><th>Provider</th><th>Service</th><th>Program</th><th>Location</th><th>ESID</th><th>Rate</th><th>Description</th><th>Status</th><th>Submitted By User</th><th>Submitted Date</th><th>Amend</th><th>Rescind</th><th>Resync</th></tr></thead><tbody><tr><td></td><td></td><td></td><td>07/01/22</td><td>08/31/22</td><td>HEAR 2 LEARN, PLLC</td><td>Physical Therapy Indiv</td><td></td><td>Home</td><td>RS2223S0085134</td><td></td><td>PT(I) 1x30 (Home)</td><td>Submitted</td><td>kmartin</td><td>7/25/2022 9:50:14 AM</td><td>Amend</td><td>Rescind</td><td>Resync</td></tr><tr><td></td><td></td><td></td><td>09/07/22</td><td>06/30/23</td><td>HEAR 2 LEARN, PLLC</td><td>Physical Therapy Indiv</td><td></td><td>Home</td><td>RS2223W0085799</td><td></td><td>PT(I) 2x30 (Home)</td><td>Submitted</td><td>kmartin</td><td>7/25/2022 9:51:02 AM</td><td>Amend</td><td>Rescind</td><td>Resync</td></tr><tr><td></td><td></td><td></td><td>09/07/22</td><td>06/30/23</td><td>HEAR 2 LEARN, PLLC</td><td>Occupational Therapy Indiv</td><td></td><td>Home</td><td>RS2223W0085800</td><td></td><td>OT(I) 2x30 (Home)</td><td>Submitted</td><td>kmartin</td><td>7/25/2022 9:51:02 AM</td><td>Amend</td><td>Rescind</td><td>Resync</td></tr></tbody></table></div>	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				07/01/22	08/31/22	HEAR 2 LEARN, PLLC	Physical Therapy Indiv		Home	RS2223S0085134		PT(I) 1x30 (Home)	Submitted	kmartin	7/25/2022 9:50:14 AM	Amend	Rescind	Resync				09/07/22	06/30/23	HEAR 2 LEARN, PLLC	Physical Therapy Indiv		Home	RS2223W0085799		PT(I) 2x30 (Home)	Submitted	kmartin	7/25/2022 9:51:02 AM	Amend	Rescind	Resync				09/07/22	06/30/23	HEAR 2 LEARN, PLLC	Occupational Therapy Indiv		Home	RS2223W0085800		OT(I) 2x30 (Home)	Submitted	kmartin	7/25/2022 9:51:02 AM	Amend	Rescind	Resync
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Q	Is there a selection to input the new school district if the child is transferring?																																																																								
A	You can go to the child’s demographics page and enter the information on the bottom of this screen.																																																																								
Q	Could you remind districts to sign & submit after amend/rescind?																																																																								
A	Please remember to sign/submit after rescinding or amending your CB or SEITRS Placements.																																																																								
Q	I have a question about the sharing Aide form. I just sent one to SED and they said that is not necessary. I thought we had to get special approval and that was the reason behind the additional form? Does it just need to be attached to the associated program placement?																																																																								
A	We will contact SED to find out if the sharing Aide form is still necessary.																																																																								
Q	We have been advised that the summary page is not a legal part of the IEP and should not submit.																																																																								
A	This is county specific.																																																																								
Q	What if the provider has not updated their program dates? We are finding that we have to change the start dates.																																																																								
A	The CB providers have been sent numerous emails asking them to verify their CB program dates.																																																																								
Q	Why would you upload the IEP?																																																																								
A	This is now a requirement of most counties. The IEP should be uploaded so you can compare what you have entered into eSTACs to the uploaded IEP. This helps to eliminate errors.																																																																								

Q	If you have two fee-for-services related services with the same agency (ex: OT and PT both provided by the same agency), do you still add a coordinator?
A	If the IEP states service coordination, then yes.
Q	Should a student and evaluations be entered before the IEP meeting and the services get added? Or should we wait until after the meeting to add the student?
A	Once there are evaluations, you can create the student, and add the STAC-5. You do not need to wait for the services.
Q	What happens if a child doesn't qualify for services after the evaluation?
A	You will create the child, and the STAC-5. You will not be entering services.
Q	What about when students received ESY services the IEP date is from July to June. Does this affect the dates in the portal?
A	You will create a summer placement for the dates of 7-1-23 through 8-31-23 and a winter placement for the dates of 9-1-23 through 6-30-24.
Q	What happens when a student transfers to your district, however, they are already placed in a center based program? The student registered in our district later than the start date in the portal. Do we keep the date the start date at the center based program?
A	Under the Program dates, you will enter the start date for the child in your district. 
Q	Can you give an example of when you would use "per IEP" in the Period field?
A	If the Provider was to see the child quarterly, you could use the "per IEP" field.
Q	I've been asked to put STACs in prior to meeting. I am unsure at that time if disabled. What should be marked?
A	You can enter the child into eSTACs, as the demographics page does not require you to know if the child is disabled. You can also enter the evaluation without marking the box as this is not a requirement. 