**Cayuga County
eSTACs Getting Started -
Entering Children and STAC-5**

Cayuga County Timeline

* **March 28, 2024:**
  * McGuinness will migrate all of the children that are in the Cayuga County Preschool system over into eSTACs.

* **April 1, 2024:**
  * Cayuga County school districts can begin entering 24/25 children and STACs into eSTACs.

* **All prior year STAC's** (23/24, 22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.

What is eSTACs

* eSTACs is part of our CPSE Portal website (*https://www.cpseportal.com*).

* It is a series of screens to facilitate the communication of STAC related information from the school district to the County.

* The goal is to eliminate sending paper between from the district to the County (or at least get very close).

eSTACs@CPSEPortal.com

Types of Information

* The following information can be sent to the County via eSTACs
  * Evaluation information (eliminating need for STAC-5)
  * Service information (eliminating need for STAC-1)
  * Supporting documentation including
    * Medicaid Parental Consents
    * Transportation forms
    * IEP
    * Aide / Nurse forms
    * Birth certificate, passport, adoption papers, legal name change document
    * More....

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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	☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

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**

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

_____   _____
Signature   **Date**

Getting Started

Home Page of Portal

* You will be using the eSTACs tab on your home page.
* You will also see News Feed articles on the right side of your home page.

Getting Started

* Each district has a login to the CPSE Portal.

* That single login can "invite" additional users from their district.

* Every individual that logs in for a district should have their own username & password.

* When a person receives an invite, they can then click a link to accept the invitation and create a username and password.

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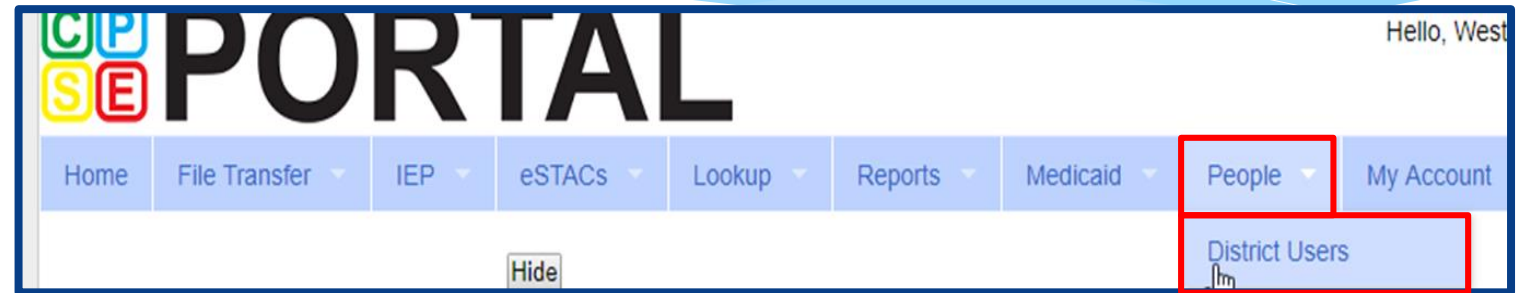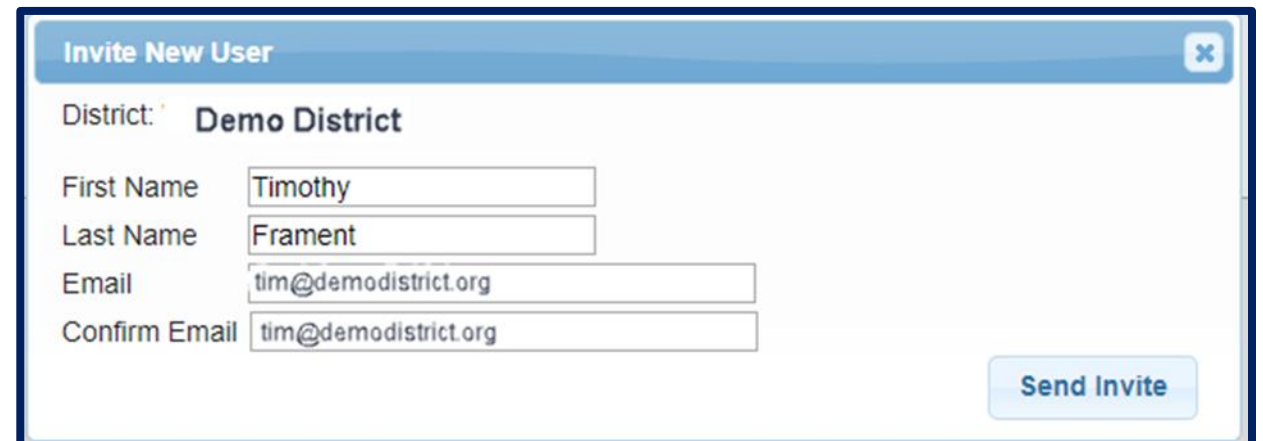
Inviting New Users

* Go to **People -> District Users**

* Click "*Invite New User*".
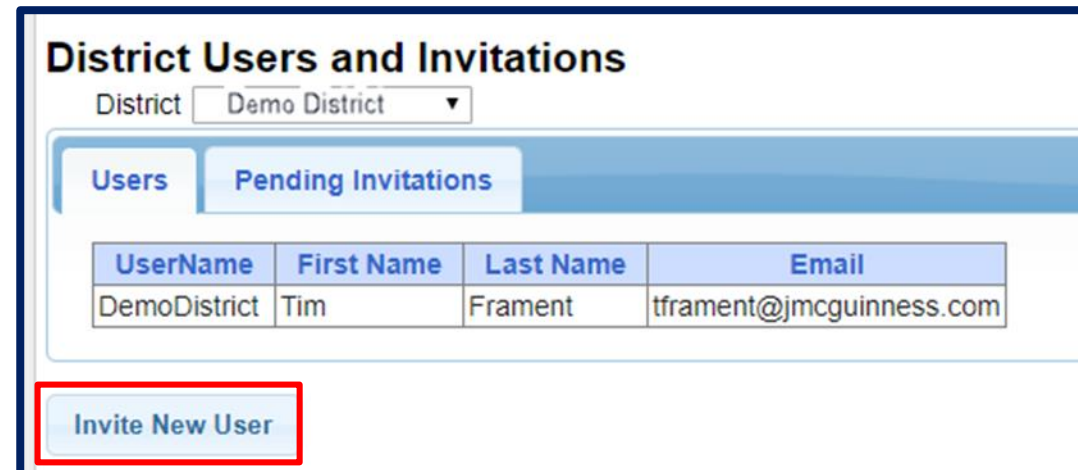
Inviting New Users

* Enter First Name, Last Name & Email address of new user, and click "*Send Invite*".

* CPSE Portal will send an email inviting the new user to join the Portal.

Invite New User

District: **Demo District**

First Name: Timothy
Last Name: Frament
Email: tim@demodistrict.org
Confirm Email: tim@demodistrict.org

Send Invite

Accepting the Invitation

* The new user will receive the below email containing a link to join the Portal.
  * The link will come from **noreply@CPSEPortal.com**.

From: noreply@CPSEPortal.com
Sent: Thursday, January 31, 2019 9:56 PM
Subject: User Invitation

Timothy Frament,

You have been invited to be associated with the district DEMO DISTRICT in the CPSEPortal system. Please follow the link below to confirm this invitation, and associate yourself with this district.

http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=db7d8f7ab79a4ddebd037d9c855e36fc

NOTE: This is an automated email and should not be replied to.

Choosing Username and Password

* The confirmation page allows the user to choose a username and password, and *"Accept Invitation"*.

* When the individual enters their choice for a username the screen will display whether that name is available or not.

CPSEPortal Invitation
You have been invited to be associated with █████████ as a
password and then you may log in to the system. If any of your details

Name Confirmation - Confirm this information is correct
First Name   Last Name
Timothy   **Frament**

User Account Information
Username
| myUserName | ✓ Available

Password   Confirm Password
| •••• | 🔑 | •••• | 🔑

[Accept Invitation]

User Account Information
Username
| demodistrict | ⚠ Taken

Password   Confirm Password
| •••• | 🔑 | •••• | 🔑

[Accept Invitation]

Invitation Issues –
User did not receive an email

* Have user check their junk / spam folder.

* Use the Pending Invitations tab under *People -> District Users* to either:
    * Resend link
    * Copy the link and send with your email

Users	Pending Invitations	

First Name	Last Name	Email	Email Sent	
Test	User	demo@cpseportal.com	01/31/2019 @ 10:17 PM	resend delete View Link

Invite New User

Link to Invitation

http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=b89d3aa6bbc842079b77da67b71378a0

Copy	Ctrl+C
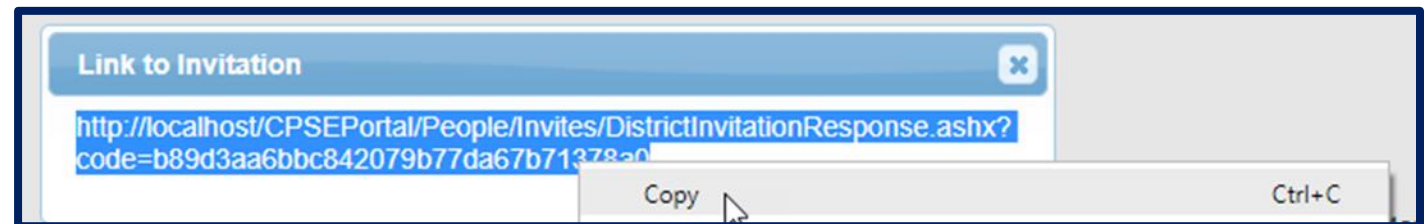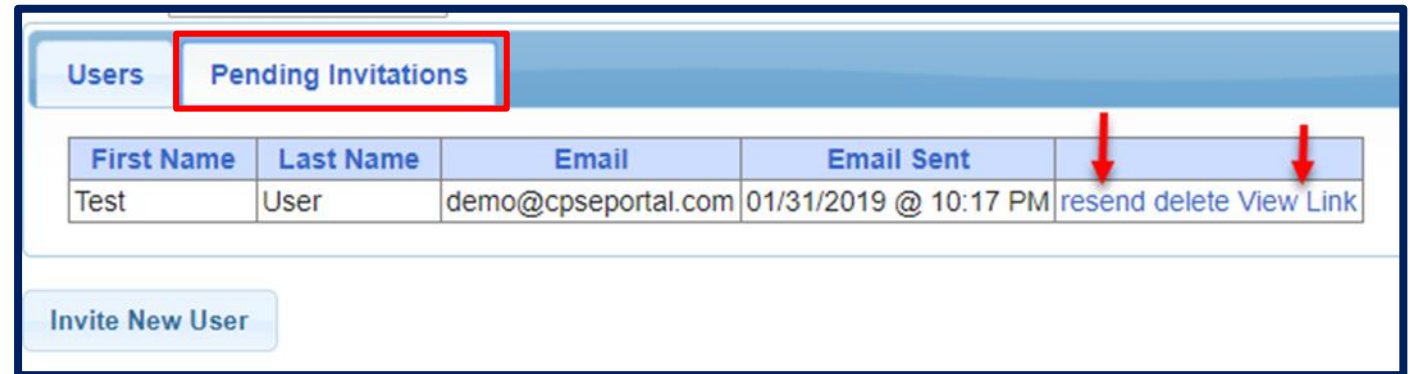
Deleting District Users
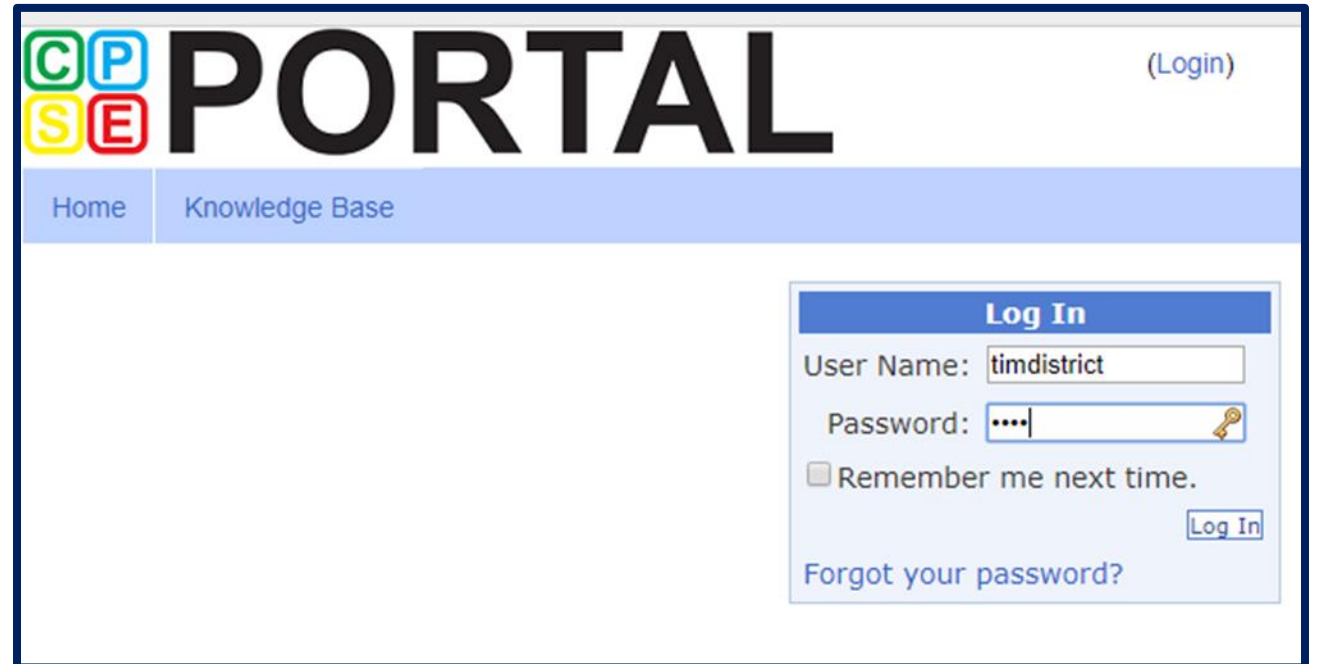
* If a staff member leaves their position the CPSE Chair listed in the Portal can delete them from the Portal.

* Go to *People -> District Users*

* Select the "*Delete*" option next to the staff members name.

Logging In

* Use your browser to navigate to **https://www.cpseportal.com**

* Enter your User Name and password.

Digital Signature – User Profile

* The user's account should have that individuals first and last name associated with the account.

* You can easily see whether your account has the first and last name entered by looking user profile panel on the dashboard when you first log in.

* To add or edit First & Last name, click *My Account -> User Account Details*.

Digital Signature

* Go to *My Account -> User Account Details*

* Use the User Account Details page to enter / edit your Last name and First name for your account.

* Click "*Update*" to save the changes
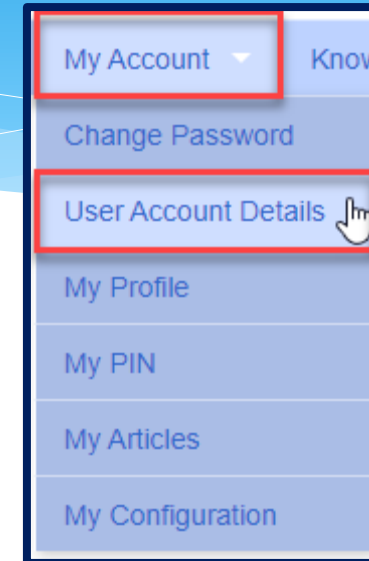
Digital Signature – Signature & Title

* Go to **My Account -> My Profile**

* On the Personal and Professional tab, ensure that your first and last name are correct.

* Enter your Signature & Title by typing out your "signature" exactly as it would be if you signed your name with a pen. Include any punctuation, titles, etc. that you include when you sign your name for CPSE related documents.

* Click "*Update*" to save your changes.

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Digital Signature – Creating Your Pin

Go to **My Account -> My PIN**

To create your PIN:

* 1 - Choose a PIN and type it in the PIN Number field.

* 2 - Enter your username that you log in with (should be prefilled).

* 3 - Enter your password that you use to login to CPSE Portal.

* 4 - Click "*Save PIN*".

My Account ▾   Know

Change Password

User Account Details

My Profile

My PIN

My Articles

My Configuration
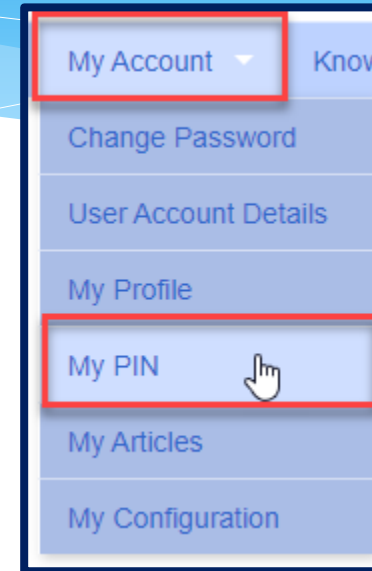
PIN Selection

You have not yet chosen a PIN. You will be unable to digitally sign until you do so. Please create one now.

PIN Number: [   ] **1**   [Save PIN] **4**
Username: [DistrictUserName] **2**
Password: [   ] **3**

Digital Signature – Creating PIN Problems

* The message "**No person record exists for your account. PIN cannot be created**." indicates that you did not perform Step #1 – Entering your first and last name for the user account.

* The message "**Invalid Password. Try Again**" indicates that what you are entering into "Password" field is not the correct password that you use to log into CPSE Portal. Make sure that you are not entering your PIN a second time in the Password field.

PIN Selection

No person record exists for your account. PIN cannot be created.

PIN Number: _____   Save PIN
Username: _____
Password: _____ 🔑

PIN Selection

You have already chosen a PIN.
Invalid Password. Try again.

PIN Number: _____   Change PIN
Username: RyDellUser
Password: _____ 🔑

eSTACs@CPSEPortal.com
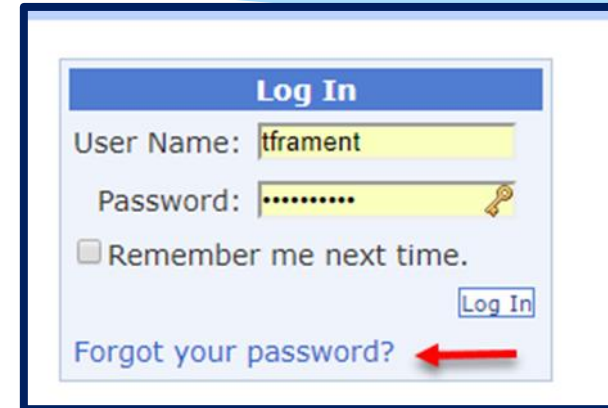
Forgotten Passwords

* User can click "*Forgot your password?*" on login screen.

* Enter your username and click "*Submit*".

* An email with a new password will be sent to your email address.

Forgotten Usernames

* Any district user (or County user) can use the district users screen to view all the users and see what their username is.

* Go to *People -> District Users*

eSTACs Entering Children

eSTACs Student Search
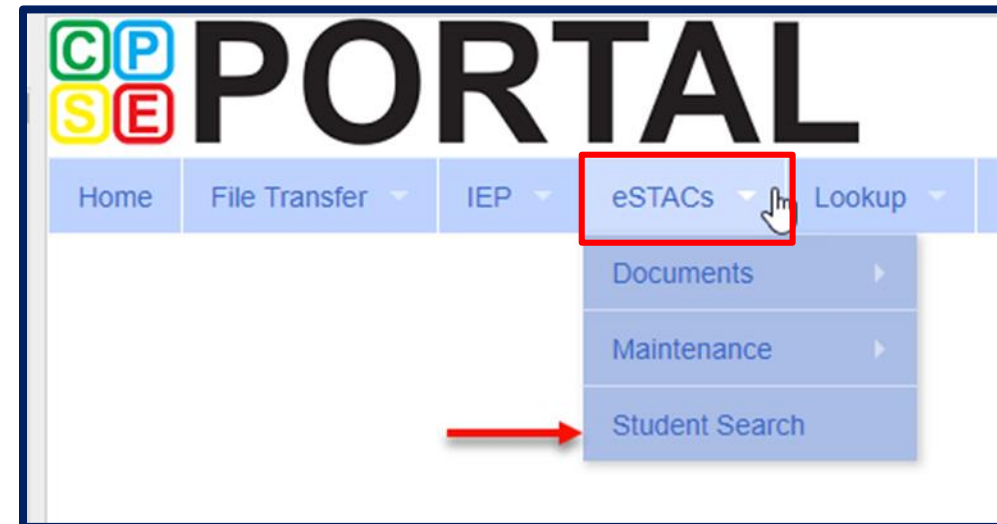
* Go to *eSTACs –> Student Search*

Student Search

* **ALWAYS** search to make sure the child isn't already in the system.

* The fields above are used as filters to find a specific child. You can search based on any combination of fields.

* Searching with no filters specified will return all children. Click "*Retrieve*".

Student Search – no Filters

Student Search – Partial Name

* For the first and last name you can enter the first few letters and search to find all students that name start with those letters.

Student Search - Wildcard

* Use the percent sign (%) as a wildcard.

Student Search – Multiple Fields

* You can search for both first and last name as well as partial first and last names.

Adding a Student

* Go to the Student Search screen.

* Verify student is not already in system.

* Click on "*Add New Student*" button.

Student Information

* Field with an asterisk (*) next to their label are required in order to save.

* 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.

* Cayuga County requires the address of the child.

* Other fields should be entered if the information is known.

Student Information

Add/Edit Student

County of Student's Current Location* ROCKLAND

Is this student placed in Foster Care?* ○ Yes ○ No

District* ABBOT

Legal Last Name* [   ]   Suffix [   ]

Legal First Name* [   ]

Middle Initial [ ]

DOB* [   ]

Gender* ○ Male ○ Female

Race/Ethnicity* [   ]

CIN [   ]

SEDSTACID [   ]

Address [   ]

City [   ]

State [ ]

Zip [   ]

Transfer Student Information

From County [   ]   From District [   ]

Save   Cancel

Student Information

* When you enter the DOB, the dates of eligibility will populate.

* Gender now contains "Non Binary" if needed.

* Race/Ethnicity field contains "Two or more Races / Unknown" if you do not know the race.

Student Information

Add/Edit Student

County of Student's Current Location* ROCKLAND

Is this student placed in Foster Care?* ○ Yes ● No

District* ABBOT

Legal Last Name* Mouse   Suffix

Legal First Name* Minnie

Middle Initial

DOB* 1/1/2020
Eligibility: 1/1/2023-8/31/2025

Gender* ○ Male ● Female ○ Non Binary

Race/Ethnicity*

Hispanic or Latino
American Indian or Alaskan Native
Asian or Pacific Islander
Black or African American
White
Two or more Races / Unknown

CIN

SEDSTACID

Address

City

State

Zip

Transfer Student Information

From County

From District

Save   Cancel

Saving Incomplete Entry

* Clicking "*Save*" without all mandatory fields entered will result in labels indicating the missing data.

* If you do not enter the child's address, you will not be able to submit the STAC-5 or STAC-1.

Student Information

Add/Edit Student

County of Student's Current Location*	ROCKLAND
Is this student placed in Foster Care?*	○ Yes ○ No *Required
District*	ABBOT
Legal Last Name*	_____ *Required Suffix _____
Legal First Name*	_____ *Required
Middle Initial	[ ]
DOB*	_____ *Required
Gender*	○ Male ○ Female *Required
Race/Ethnicity*	_____ *Required
CIN	_____
SEDSTACID	_____
Address	_____
City	_____
State	[ ]
Zip	_____

Transfer Student Information

From County _____   From District _____

Save   Cancel

Student Details

* Upon saving a new student, the system will take you to the student details page.

* Once student is created, each child is given a Student Number.

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

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date					
No STAC-5s										

Add New Evaluation

Student Details

* Top section shows child demographic information.
* Lower section has tabs for:
  * STAC-5s (one row per STAC-5)
  * Evaluation Components (one row per evaluation component)
  * IEP Placements (one row per STAC-1)
  * IEP Mandates (one row per mandated service on IEP)
  * Documents (uploaded documents for student)
  * Forms
  * Eligibility Waivers

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 |

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date					
No STAC-5s										

Add New Evaluation

Editing Existing Student

* Search for student

* Click "*Edit*" to edit student demographics (name, address, etc.)

* Click "*Details*" to get to student details page with evaluations, services, documents, etc.
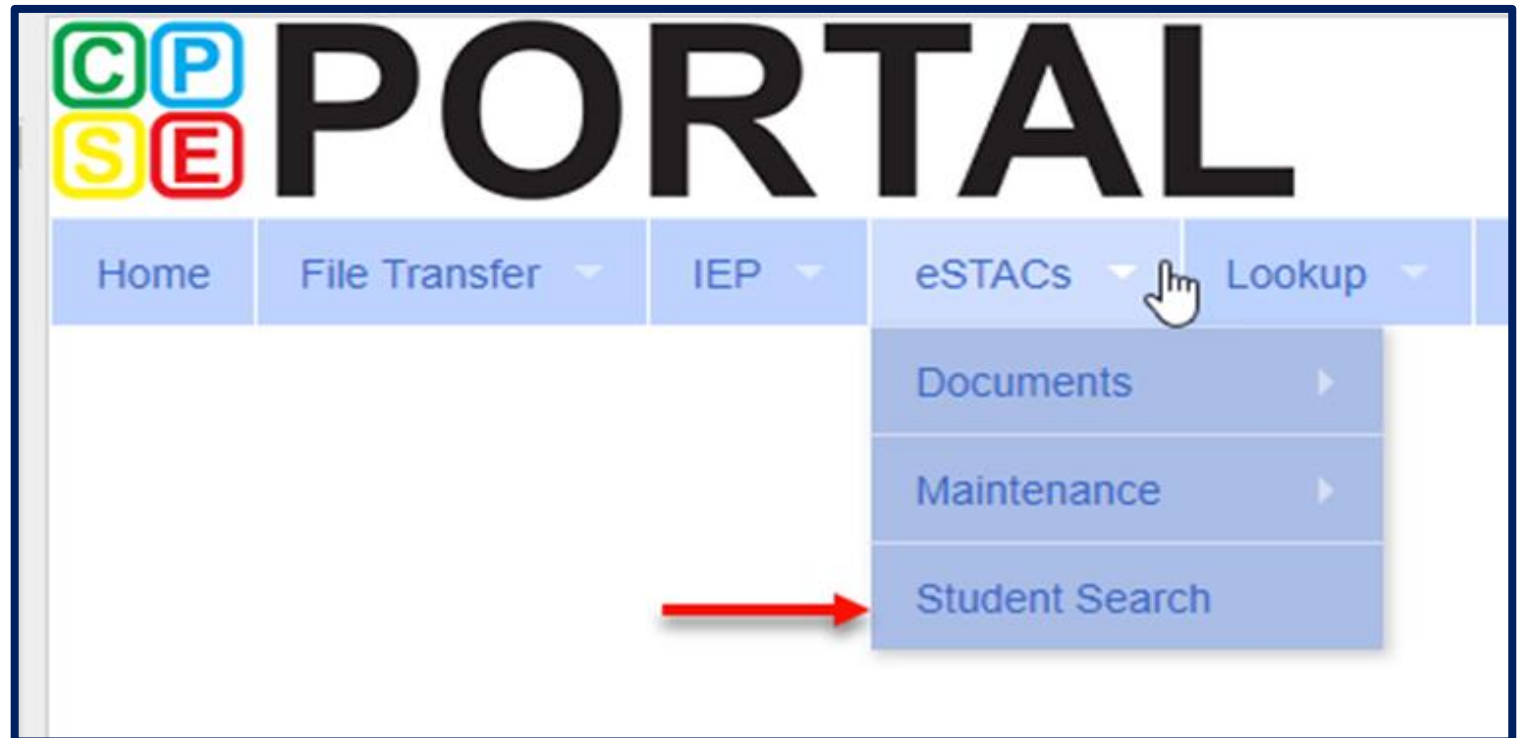
Filters

| Last Name | | First Name | | DOB | |

District _____ ▼

County _____

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

eSTACs Entering STAC-5

eSTACs Student Search

* Go to *eSTACs ->*
  Student Search

Student Search for Student Details

* Always search for the student first.

* If student is already in system, click the "***Details***" link for that student.

* If student does not exist, click "***Add New Student***".

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Filters

| Last Name | First Name | DOB | STACID | CIN |

District [ ]
County [

[Retrieve]

[Add New Student]

Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details
Facciano	Franchesca	09/09/16	F			Edit	Details
Jaworski	David	05/18/16	M			Edit	Details
LaTierri	Sonny	08/13/16	M			Edit	Details
Maraschino	Marty	07/22/16	F			Edit	Details
McKenzie	Bradley	12/05/16	M			Edit	Details
Misner	Martin	11/11/16	M			Edit	Details
Murdoch	Kenickie	10/10/16	M			Edit	Details
Nogerelli	John	06/14/16	M			Edit	Details
Rebchuck	Paulette	08/22/16	F			Edit	Details
Rizzo	Betty	09/09/16	F			Edit	Details
Willard	Willie	05/11/16	M			Edit	Details
Zinone	Stephanie	01/21/16	F			Edit	Details

Adding a New Evaluation

* Select the **"STAC-5s"** tab.
* Click the *"Add New Evaluation"* button.

eSTACs vs Paper STAC-5

Complete Fields Related to Evaluation

* Enter information regarding evaluation.

* Enter the exact evaluation dates.

* All fields labeled with an asterisk (*) must be filled in to save.

Evaluation Info

County*	[ ]
School Year*	2021 - 2022
Provider*	[ ]
Is this student placed in Foster Care?*	○ Yes ● No
Child is:	● Preschool Student With a Disability ○ Non-Disabled
Translation Cost	[ ]

This student is eligible for evaluations from **03/01/2021** to **07/31/2023**

Evaluation	Component	Eval Date	Bilingual		
Audiological	AUD		☐		
Education	EDU		☐		
Neurological	NEU		☐		
Neuropsychological	NPY		☐		
Occupational Therapy	OCT		☐		
Optometric	OPT		☐		
Orthopedic	ORT		☐		
Other Non-Physician	OTH		☐		
Other Physician	OTH		☐		
Physical Therapy	PHT		☐		
Physical/Medical	PHY		☐		
Psychiatric	PYC		☐		
Psychological	PSY	11/01/2021	☐		
Social	SOC	11/01/2021	☐		
Speech/Language	SPT	11/01/2021	☐		
Teacher of Visually Impaired	TVI		☐		

Save   Cancel

Evaluations – STAC-5 Tab

* There are two tabs for Evaluations:
* **STAC-5s Tab** - shows one line per STAC-5 group of components.

Evaluation Components Tab

* The second tab for Evaluations is the Evaluation Components.
* **Evaluation Components Tab** - shows one line per component.

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 | Eligisity Waivers |

eSTACs Evaluation Number	eSTACs Evaluation Component Number	County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date		
EV00048818	EC00145985	ROCKLAND	ARC -- PRIME TIME FOR KIDS	Psychological	9/15/2022	No	Submitted	kellyknowles	6/14/2023	Amend	Rescind
EV00048818	EC00145986	ROCKLAND	ARC -- PRIME TIME FOR KIDS	Social	9/15/2022	No	Submitted	kellyknowles	6/14/2023	Amend	Rescind
EV00048818	EC00145987	ROCKLAND	ARC -- PRIME TIME FOR KIDS	Speech/Language	9/12/2022	No	Amended			Amend	Rescind
EV00048819	EC00145988	ROCKLAND	ARC -- PRIME TIME FOR KIDS	Psychological	7/12/2023	No	Not Submitted			Edit	Delete
EV00048819	EC00145989	ROCKLAND	ARC -- PRIME TIME FOR KIDS	Social	7/12/2023	No	Not Submitted			Edit	Delete

Add New STAC-5

Evaluations Crossing Over 23/24 & 24/25 SY

* If you have evaluations and:
  * One evaluation was completed in the 23/24 SY – then complete paper STAC-5 for that evaluation.
  * If the other evaluations are July 1, 2024 dates and forward – then enter those evaluations into eSTACs.

* If you try to enter an evaluation with a date prior to July 1, 2024, you will receive an error when trying to sign/submit the STAC-5.

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eSTACs Uploading Documents

eSTACs@CPSEPortal.com

Documents Required for Evaluations – Cayuga County

* Cayuga County requires the following documents to be uploaded, before you can sign and submit your STAC-5:

  * **A Medicaid Parental Consent:**
    * A signed Medicaid Parental Consent or,
    * An Unable to Obtain Medicaid Consent.

  * **An Evaluation Justification Letter:**
    * **Only** needed if 2 evaluations need to be completed within the same school year for the same type of evaluation when completing the STAC-5.

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.

Last Name: **Mouse**   First Name: **Mickey**   DOB: **10/19/2019**   Eligibility: **7/1/2022 - 8/31/2024**

STACID: CIN: Student Number: **5000067792**   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	03/15/2024	Student Record			NOT SUBMITTED		Edit View	Delete
Select	Unidentified	03/15/2024	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	AIDE FORM	Copy of SED AIDE form for partial/shared AIDE for CB Placement	09/06/2023-06/21/2024 A STARTING PLACE-9100(J)	Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/06/2023-06/21/2024 A STARTING PLACE-9100(J)	Show Document List	Upload

Upload   Upload Multiple Documents

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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"*.

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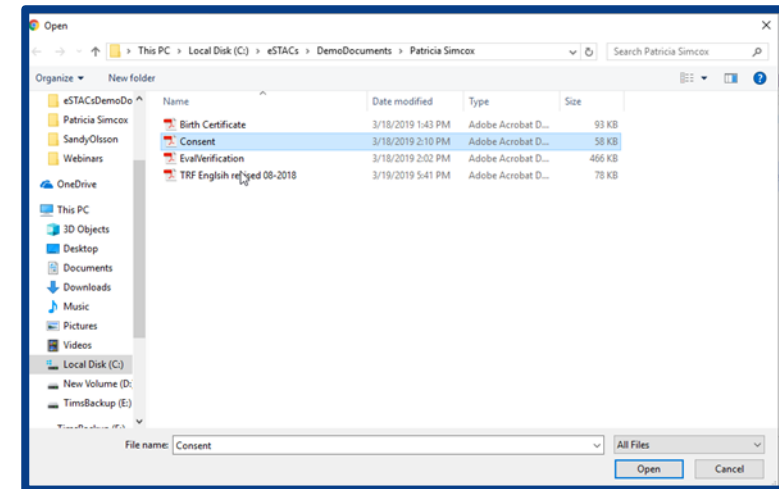
Indicate Document Type

* Right hand side shows the document.
* Left hand side shows fields to specify what type of document it is, as well as other related fields specific to the type of document.

eSTACs Sign and Submit

Sign and Submit Evaluation – Signing Per Student

* Once all documents have been uploaded for the evaluation (if any), you can now "*Sign and Submit*" the STAC-5.

* The Status, Submitted By & Submitted Date columns will now show a status of submitted, who submitted the STAC-5, and the date submitted.

* This will now be sent to the county for review.

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 |

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date					
EV00048818	ROCKLAND	ARC -- PRIME TIME FOR KIDS Sep 2022 (PSY, SOC, SPT)	Amended			Amend	Rescind	Print	Sign and Submit	Submission History	Resync
EV00048819	ROCKLAND	ARC -- PRIME TIME FOR KIDS Jul 2023 (PSY, SOC)	Not Submitted			Edit	Delete	Print	Sign and Submit	Resync

Add New Evaluation

Submitting Evaluations
Error Messages – Missing Document(s)

* If all of your documents are not uploaded, you will not be able to sign and submit.

* Your error will tell you what documents need to be uploaded.

* You can also see the missing documents on the documents tab, under Missing Documents.

eSTACs@CPSEPortal.com

Submitting Evaluations
Error Messages

1. You did not create your first and last name.

2. You did not create a PIN for your Portal account.

3. You did not create your signature and title.

4. Your district's authorization paperwork was not sent to McGuinness or you are not listed on the paperwork to sign and submit evaluations.
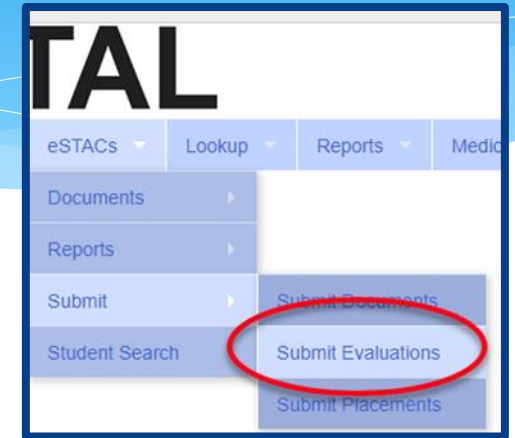
1 ⚠ You do not have a person record assiociated with this account. Please fill in your firs

2 ⚠ You have not yet created your PIN. Please create your PIN now.

3 Please enter your signature title and credentials on the "My Profile" page.

4 You are not authorized by the county to sign evaluations.

eSTACs@CPSEPortal.com

Sign and Submit Evaluations –
Signing All Unsubmitted Evaluations at One Time

* Go to *eSTACs -> Submit -> Submit Evaluations*
* This grid displays unsubmitted evaluations based on selected filters.
* Rows where Status = "OK To Submit" will have a checkbox.
* Rows where Status = "Problems Found" will not have a checkbox.
* Mark the checkbox on the rows that you wish to submit to the County or click "*Select All*".
* Click "*Submit*" to submit the marked evaluations to the County.

Forms

Forms Tab

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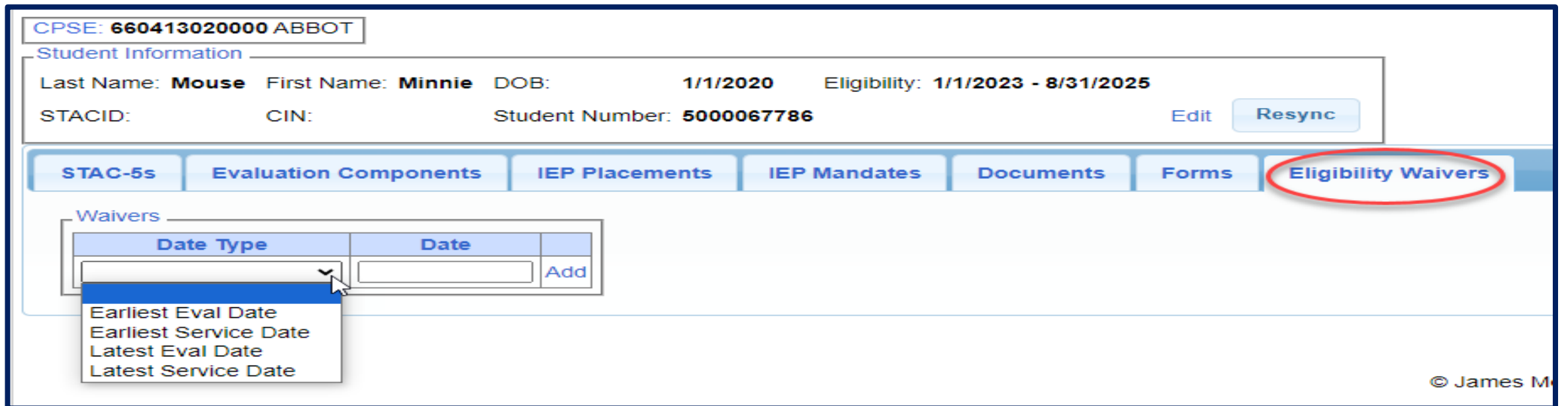
Forms Tab

If your County gave us a Medicaid Consent that they want you to use, your County consent will also populate here. If not, then your school district's name will populate on the top of the consent.

Medicaid Consent

Dear Parent/Guardian of: John Smith
District: ABBOT
County: ROCKLAND

This is to ask your permission (consent) for the listed county to bill your or your child's Medicaid Insurance Program for special education and related services that are on your child's individualized education program (IEP) and to ask you to give us your child's Client Identification Number (CIN) or allow us to obtain the CIN if you do not know it.

This consent allows the school district/county to bill Medicaid for covered health-related services and to release information to the school district's/county's Medicaid Billing Agent for that purpose.

I, _____ as the parent/guardian of John Smith _____
        (Print Parent's Name)   (Print Child's Name)
have received a written notification from the school district/county that explains my federal rights regarding the use of public benefits or insurance to pay for certain special education and related services.
I understand and agree that the school district/county may ask for a Client Identification Number (CIN), check on Medicaid eligibility, and/or access Medicaid to pay for special education and related services provided to my child.

I understand that:
- Providing consent will not impact my child's/my Medicaid coverage;
- Upon request, I may review copies of records disclosed pursuant to this authorization;
- Services listed in my child's IEP must be provided at no cost to me whether or not I give consent to bill Medicaid and/or provide my child's CIN;
- I have the right to withdraw consent at any time; and
- The school district/county must give me annual written notification of my rights regarding this consent.

I also give my consent for the school district/county to release the following records/ information about my child to the State's Medicaid Agency for the purpose of checking Medicaid eligibility and/or billing for special education and related services that are in my child's IEP. The following records will be shared:

Records to be shared (such as records or information about services your child receives)	
Prescription	Service Provider Attendance
Referral	"Under the Direction of" Certification
Treatment Logs	"Under the Supervision of" Certification
Individualized Education Program - IEP	"Under the Direction of" Logs
Attendance Records	"Under the Supervision of" Logs
Bus Logs	Calendar
Other unnamed documents needed to support a claim to Medicaid	Evaluations

Student's CIN, if known: _____

I give my consent voluntarily and understand that I may withdraw my consent at any time. I also understand that my child's right to receive special education and related services is in no way dependent on my granting consent and that, regardless of my decision to provide this consent, all the required services in my child's IEP will be provided to my child at no cost to me.

Parent/Guardian Signature: _____   Date:_____
                                                                                    Must fill-in full date

Print Name: _____

Eligibility Waivers

eSTACs@CPSEPortal.com

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.

* You may need to use this when a child is transitioning from EI into Preschool.

Closing

Cayuga County Timeline

* **March 28, 2024:**
  * McGuinness will migrate all of the children that are in the Cayuga County Preschool system over into eSTACs.

* **April 1, 2024:**
  * Cayuga County school districts can begin entering 24/25 children and STACs into eSTACs.

* **All prior year STAC's** (23/24, 22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.

Getting Support

* CPSE Portal Address (you may want to bookmark):
  https://www.cpseportal.com

* 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.
    * Do **not** use child's name
    * Use Student # or STAC ID #

* 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.