

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

March 18, 2024 (AM & PM sessions)

Questions & Answers

Topic/Category	
STUDENTS DEMOGRAPHICS PAGE	
Q	Do you only need to enter a child's address once in demographics or do you need to add it for every STAC entered?
A	You will only need to enter the address once on the demographics page.
Q	Will the migrated students come over with their addresses already populated on the demographics page?
A	Yes, when we migrate over the children we will also be able to bring over their addresses.
MEDICAID CONSENTS	
Q	If we have the Medicaid Consent form in the child's file, can we upload that consent once the children come over?
A	Yes, you can upload the Medicaid Consents.
EVALUATIONS (STAC-5's)	
Q	Is the justification letter from the district, the evaluator or the parent request?
A	The justification letter can be from any of the above.
Q	Can you review the criteria or situation deeming the necessity for the evaluation justification letter?
A	A justification letter is required when a child has 2 or more evaluations given within the same school year for the same service. For example, if a child has a speech evaluation in September, and then has another speech evaluation in February of the same school year, eSTACs will require that a justification letter be uploaded before you can sign and submit for the second STAC-5.
Q	Since we will start entering with 24-25 evaluations, programs and services, you mentioned that we would not be able to enter an evaluation in eSTACs if it was completed prior to the beginning of 24-25 (we would still need to send a paper STAC). Is this the same for years going forward?
A	Any evaluations that are completed through 6/30/2024 will need to be on a paper STAC-5 and sent to the county for entry in their Preschool system. All evaluations that are completed starting 7/1/2024 will be entered into eSTACs. Since you will be using eSTACs for future years, this should only happen with the 23/34 school year.
MISCELLANEOUS	
Q	Please clarify that we will only see students that are assigned to our district.
A	This is correct. Each school district will only be able see and search for children that are in their district only.
Q	Would the special education secretary type all of the information in eSTACs, and then chairperson goes in and signs off/ approves it, or does that step need to be completed all at once?
A	This is up to your district. Some secretaries have sign/submit permissions, so they can do the entry work and sign the STAC-5's. Some secretaries will only do the entry work, and then the Chair will sign/submit.