

# Orange County eSTACs Getting Started – Entering Children and STAC-5

January 13, 2025 (AM & PM sessions)

## Questions & Answers

Topic/Category	
<b>EVALUATIONS (STAC-5's)</b>	
<b>Q</b>	Will the evaluator enter the evaluation dates into the STAC-5 tab or is it the district's responsibility after the evaluation has been completed?
<b>A</b>	The evaluator does not have access to do any entry work in eSTACs. If the evaluator is also a provider in the Portal, they can however print the STAC-5 if needed. The evaluator can still send you the paper STAC-5 if they choose to, but it is no longer needed.
<b>Q</b>	If there are multiple providers, do we create different STAC-5's for each different provider? Before we entered multiple providers on one STAC.
<b>A</b>	Yes, you will need to create a STAC-5 for each provider as only one provider is available to select in the dropdown.
<b>Q</b>	Can you review the criteria or situation deeming the necessity for the evaluation justification letter?
<b>A</b>	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 January 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.
<b>Q</b>	Sometimes on the Psych's evaluation, there are multiple dates. Do we choose the first date or last date it was completed?
<b>A</b>	The county would like you to enter the last date that the evaluation was completed.
<b>MISCELLANEOUS</b>	
<b>Q</b>	Would the special education secretary type all of the information in eSTACs, and then chairperson goes in and signs off or approves it, or does that step need to be completed all at once?
<b>A</b>	This is up to your district. Some secretaries/office staff have sign/submit permissions for eSTACs. So they can do the entry work and sign the STAC's. Some secretaries/office staff will only do the entry work, and then the Chair or another designated staff member will sign/submit.
<b>Q</b>	What do we do with 2024-2025 STAC-1's after February 10, 2025?
<b>A</b>	All 24/25 STAC-1's will be sent to the county.
<b>Q</b>	I am already set-up in eSTACs with Ulster County. Do I need to set-up another account for Orange?
<b>A</b>	No. You will use the same username & login information. Once Orange County is setup for eSTACs, you will be able to choose either Orange or Ulster County in the dropdown.
<b>Q</b>	Is a birth certificate also required to enter a STAC-5 for Orange County?
<b>A</b>	Yes, either the birth certificate, adoption papers or paternity papers will need to be uploaded into eSTACs.

<b>Q</b>	How do you handle a child that moves from one district to another?
<b>A</b>	On the child's demographics page, you can choose what county or district that the child transferred to/from. We will discuss in the next training on how to handle when a child leaves your district.
<b>Q</b>	Will STACs have to be completed twice for students receiving summer services? Example, right now Johnny Jones will get summer & winter services and a STAC-1 is completed for summer and another for the fall.
<b>A</b>	Yes, and we will discuss this on our next training.
<b>Q</b>	What if the family doesn't have Medicaid or does not want to sign?
<b>A</b>	If the family doesn't have Medicaid, you can still ask them to sign the Medicaid Parental Consent. If the family chooses not to sign the consent, you can upload the Unable to Obtain Consent in eSTACs.
<b>Q</b>	Whose signature do you want at the bottom of the District Designation of Digital Signatories?
<b>A</b>	That form can be signed by the CPSE Chair, Superintendent or Director of Special Ed. Whomever at the district who will be making the decision on who can sign/submit STAC's.