Jefferson County
eSTACs Entering STAC-1
for SEIT and Related Services

Jefferson County Timeline

* **March 7, 2025:**
  * Jefferson County will **no longer accept any 24/25 STAC-5's**. You will however continue to send your 24/25 paper STAC-1's to the county.

* **March 10, 2025:**
  * McGuinness migrated all of the children that are in the Jefferson County Preschool system over into eSTACs. Each district will only be able to see their own children.

* **March 11, 2025:**
  * School districts will begin entering 24/25 and/or 25/26 STAC-5's into eSTACs.

* **March 19, 2025:**
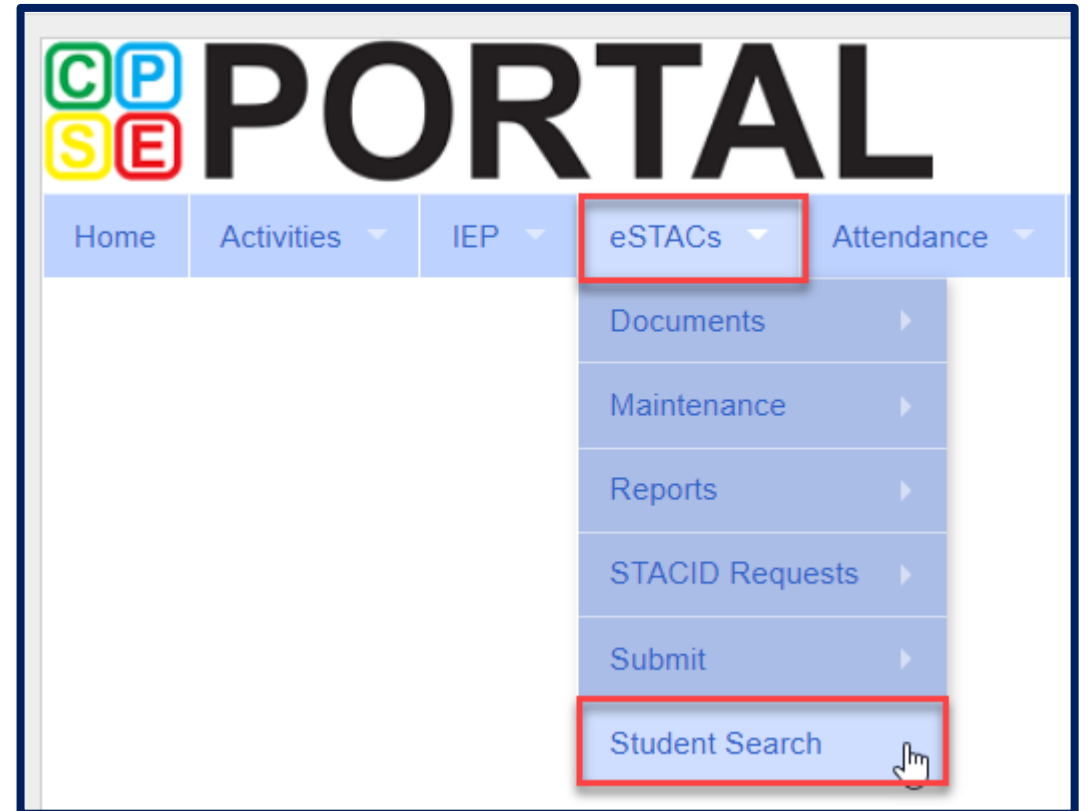 * Districts will be able to enter any 25/26 STAC-1's into eSTACs after the final eSTACs training.

* **All prior year STAC-1's** (23/24, 22/23 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.

Student Search

eSTACs Student

* Go to **eSTACs -> Student Search**

Student Search

* Search for student using first and last name of student & click *Retrieve.*
* As a reminder, 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.
  * If the child has a hyphenated last name or two last names, please enter as one last name:
    * Example: Smith-Jones will be entered at SmithJones

View Student Details

* Click on Details to get to the student details page with evaluations, services, documents and forms.

Home	File Transfer	IEP	eSTACs	Lookup	Documents	Reports	Medicaid	People	My Account	Knowledge Base

Filters

bal	leo	DOB	STACID	CIN	Student Number

County ROCKLAND ▾

District RYDELL CSD ▾

Clear Filters   **Retrieve**

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID	Student Number			
Balmudo	Leo	03/19/17	M			5000039718	Edit	Details	

For help email: eSTACs@CPSEPortal.com

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

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 [2020 - 2021 Summer ✓]   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**	**Transportation**						

Provider `SHARON A JOLLY & ASSOCIATES ` **1**
Is this the same provider that conducted the most recent evaluation for this student? ○Yes ●No **2**
Program `SEIT 07/01/23 - 08/31/23 9135(S) ` **3**

4	**5**	**6**	**7**	**8**	**9**	**10**		
Start Date	**End Date**	**IND/GRP**	**Frequency**	**Minutes**	**Period**	**Location**	**Status**	
07/03/2023	08/15/2023	I	2	60	WEEKLY	Home		Edit Delete
07/01/2023	08/31/2023							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
(fee for service not CBRS)

| SEIT and Student | Related Services | Transportation |

☐ No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
DEREK FERST, SLP	Speech Therapy Indiv	07/03/2023	08/15/2023	I	☐	3	30	WEEKLY	Home		Edit	Delete
Jawonio	Physical Therapy Indiv	07/03/2023	08/15/2023	I	☐	2	45	WEEKLY	Daycare		Edit	Delete
DEREK FERST, SLP	Coordination	07/01/2023	08/31/2023	I	☐	1	30	MONTHLY	Home		Edit	Delete
▾	▾	07/01/2023	08/31/2023	▾	☐			▾	▾		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. If Bilingual service – then check box
7. Indicate number of sessions per IEP
8. Enter minutes per session per IEP
9. Choose the time period for the frequency
10. Indicate where the service will happen

Transportation for SEIT or Related Services

* Some counties pay transportation for SEIT or RS students.

    * **Check with your county first before adding transportation for SEIT or Related Service.**

        * **Jefferson County does allow transportation for SEIT if needed.**

Co-Treats

Co-Treats

* There is no special way to denote co-treats in eSTACs.
  * Enter services PER the IEP:
    * If OT is 2x30, and co-treat is 1x30, then enter into eSTACs:
      * OT 2x30
      * OT 1x30
    * If ST is 3x45, and co-treat is 1x30, then enter into eSTACs:
      * ST 3x45
      * ST 1x30
    * The clinician's will know how to enter their session notes for co-treating.

6 Day Cycle

6 Day Cycle

* If any providers follow a 6 day cycle:
    * Enter to match the IEP.
    * If ST is 2x30, then enter ST 2x30.
        * The providers will figure out the cycle and follow it.

Service Coordination

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".*

Assisted Tech Service and Assisted Tech Device

Assistive Technology Services

* Assistive Technology Services will be added to the Related Services tab.
* This can be either under the CB Placement or the SEIT/RS Placement.

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 SEIT/RS Placement choosing the provider.

  * If more than one Placement – then you will also need to check the checkbox:

For help email: eSTACs@CPSEPortal.com

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.
* If the cost of the device is:
  * Less than $100 – then enter frequency of 10
    * If more than $1,000 – then enter frequency of 100
* Always contact the county first.

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	☐	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Teacher of Hearing Impaired	09/09/2021	06/24/2022	I	☐	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Physical Therapy Indiv	09/09/2021	06/24/2022	I	☐	1	30	WEEKLY		Amended	Amend	Rescind
SHARON A JOLLY & ASSOCIATES	Occupational Therapy Indiv	09/09/2021	06/24/2022	I	☐	2	30	WEEKLY		Submitted	Amend	Rescind
CORNERSTONE FAMILY HEALTHCARE	Assistive Tech Device	09/09/2021	06/24/2022	I	☐	100	30	IEP			Edit	Delete
⌄	⌄	09/01/2021	06/30/2022	⌄	☐			⌄	⌄		Add	

Return to Student Details

Uploading Documents

Documents Required for Evaluations – Jefferson County

* Jefferson 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.
  * **The IEP - all dates and services on the IEP must match the entries in eSTACs.**
  * **The Consent to Initiate Services.**
  * **Birth Certificate or Adoption Papers. Only needed for the following districts:**
    * General Brown
    * Lyme
    * Thousand Islands
    * Watertown

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.

For help email: eSTACs@CPSEPortal.com

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 |

Uploaded Documents

	Document Type	Uploaded Date	Applied To	Submitted Date	SubmittedUser	Status	Comments			
Select	Unidentified	08/04/2023	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	IEP	Copy of IEP for Placement	07/05/2023-08/15/2023 ARC -- PRIME TIME FOR KIDS-9165(A)	Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/06/2023-06/21/2024 ARC -- PRIME TIME FOR KIDS-9165(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.
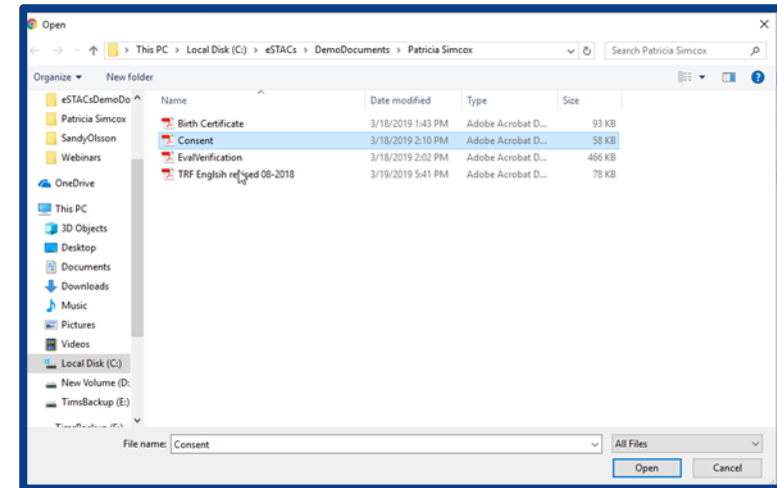
* Click "*Upload*".

Uploading a Document

* Right had 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.

For help email: eSTACs@CPSEPortal.com

Attaching Documents

* When attaching documents:
  * Make sure that you choose a document type or it will be listed as Unidentified.

Signing and Submitting STAC-1

Signing and Submitting

* Once all information is entered from the IEP, you will now need to Sign and Submit the SEIT/RS Placement.

Compare SEIT/RS Placement to IEP

* REMEMBER: compare all Compare ALL of your entries on left side to IEP on right side. **Do not** sign & submit if not correct.
  * Does the service match (individual or group); Does the frequency and duration match; Do the dates match?

Signing and Submitting Placements
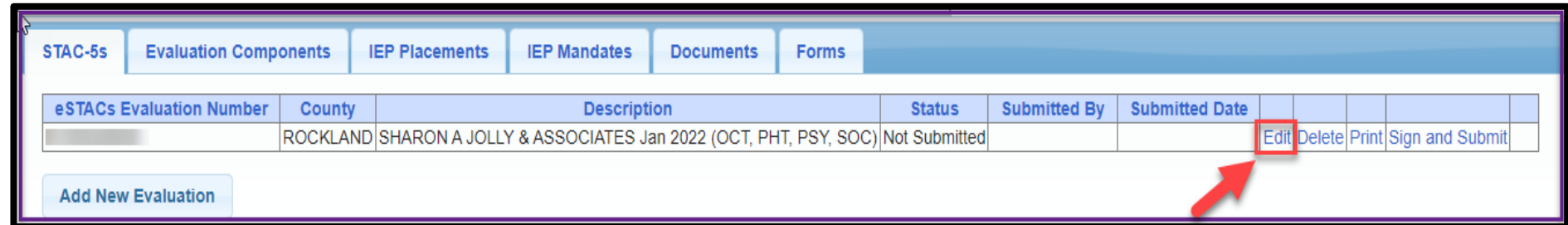
* **REMEMBER**

* 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.

eSTACs@CPSEPortal.com

Amendments and/or Corrections

Amendments

* Prior to submitting a STAC to the County, you can *Edit* a placement and make any necessary changes.
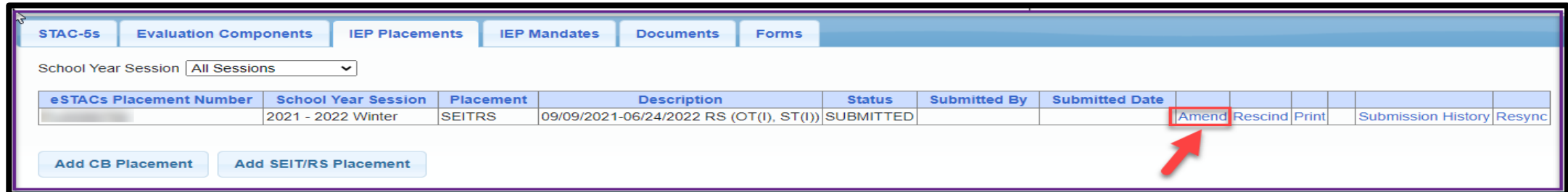
* After you submit a STAC to the County, you must *Amend* the placement to make any changes.

* Once a STAC is submitted, you are limited as to what changes can be made.

For help email: eSTACs@CPSEPortal.com

Amendments

* Now choose to "Amend Specific Mandate" to make changes to the STAC such as:
  * You need to change the start/end dates,
  * You need to add a new service to the STAC,
  * You need to change a location on the STAC,
  * You need to change the program listed on the STAC,
  * You need to rescind a service.

* Amend Program's End Date
  * To end all services on a specific date.

Amend Placement

○ Amend Specific Mandate
○ Amend Program's End Date

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
  * Parent withdrew their child mid year
  * Child switched from CB to SEIT/RS mid-year (or vice-versa)
  * Other – child declassified

Amending at Details Level

* Under the "IEP Mandates" tab you can Amend just one specific service.

Cheat Sheets

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

Corrections
Actions Needed to Correct Data in eSTACs by Placement Type

Placement Type	Service Category	Requires Rescinding entire placement	Requires Rescinding single detail	Can correct data via amending
SEIT/RS	SEIT	School Year Session Foster County Provider	Individual vs Group Frequency, Duration & Period	Start Date End Date Location
	Related Service	School Year Session Foster County	Provider Service Individual vs Group Frequency, Duration & Period	Start Date End Date Location

For help email: eSTACs@CPSEPortal.com
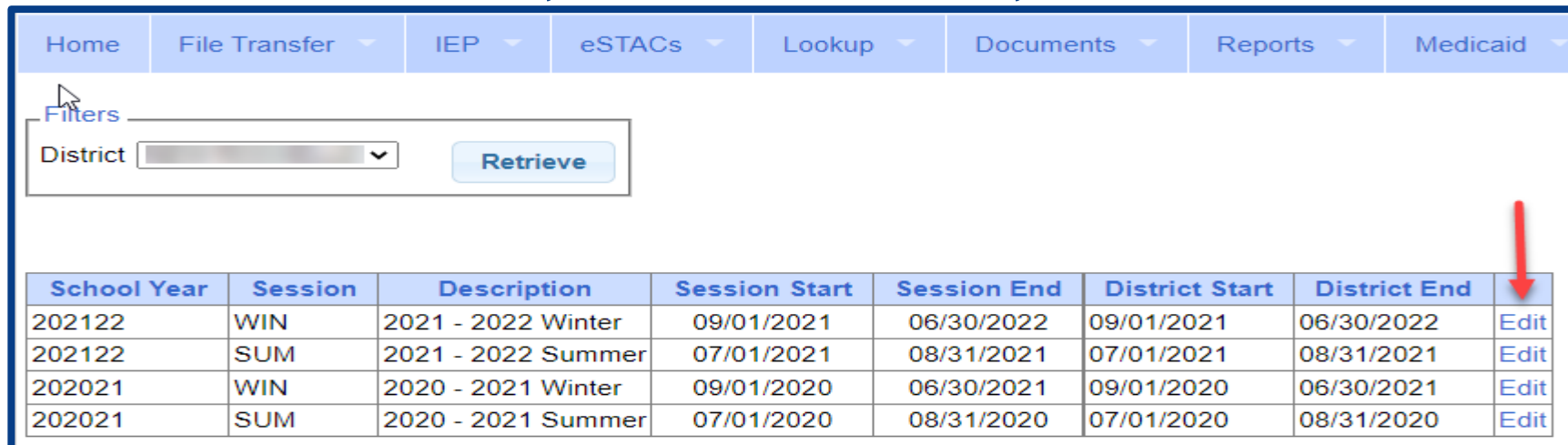
Corrections
Actions Needed to Correct Data in eSTACs by Field

	Center Based (CB)				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

Reports

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*

School Year	Session	Description	Session Start	Session End	District Start	District End	
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

For help email: eSTACs@CPSEPortal.com

Providers eSTACs Reports

* Every County contracts with specific providers for specific services.
* The services are:
    * Evaluations
    * SEIT
    * Related Services (fee for service)
    * Center based
    * Transportation

* These providers can change from year to year.

County Provider Listing

* This shows which providers are contracted with the County for which particular services

* Go to *eSTACs -> Reports -> County Provider Listing*
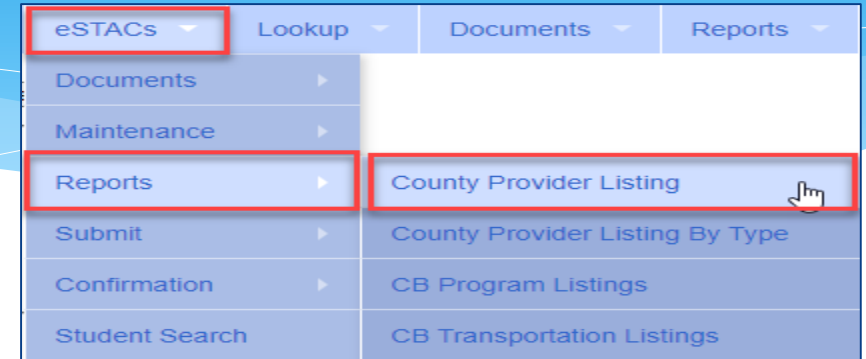
County Provider Listing

Filters

County: ROCKLAND   School Year Session: 2021 - 2022 Winter   [Retrieve]

[Excel]

eSTACs Provider Name	NPI	SED Provider Code	SED Provider Name	Evaluations	SEIT	Related Services	Centerbased	Transportation
A STARTING PLACE	1437302262	500308880107	A STARTING PLACE			Y	Y	
ARC -- PRIME TIME FOR KIDS	1386898583	500308990003	ARC ROCKLAND CO CHAP PRIME TIME	Y		Y	Y	
AVI	1306127626					Y		
CHILDREN'S HOME LMSW, OT, PT, PSYC,	1508019365	800000071335	CHILDREN'S HOME LMSW, OT, PT, PSYC,	Y		Y		
CORNERSTONE FAMILY HEALTHCARE	1689669079					Y		
DEREK FERST, SLP	1740432830					Y		
Donlon-Farry, Eibhlin	1447489687					Y		

County Provider Listing By Type

* Shows contracted providers for a particular service.
* Go to *eSTACs -> Reports -> County Provider Listing By Type*
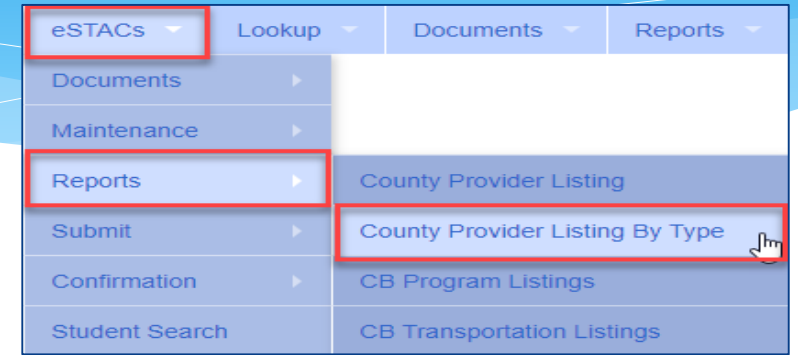
County Provider Listings

Filters

County [ROCKLAND ▾] School Year Session [2021 - 2022 Winter ▾] Type: [SEIT ▾] [Retrieve]

[Excel]

eSTACs Provider Name	NPI	SED Provider Code	SED Provider Name
FRED S KELLER SCHOOL	1407008626	662300880413	APPLIED BEHAVIOR ANALYSIS FRED S KEL
Head Start of Rockland	1639459993	500304880222	HEAD START OF ROCKLAND - PRESCHOOL P
HEBREW ACAD FOR SPEC CHLDRN	1033556519	332000227132	HEBREW ACADEMY FOR SPEC CHLDRN
HTA OF NEW YORK	1033361357	660405880003	HTA OF NEW YORK
SHARON A JOLLY & ASSOCIATES	1467767228	441201880022	SHARON A JOLLY & ASSOCIATES

UnSubmitted Placements Report

* **eSTACs -> Reports -> UnSubmitted Placements**
  * The Status column will show any "Problems Found".

UnSubmitted Placements – Problems Found

* In the example below:
  * The IEP needs to be uploaded,
  * And the ST services is missing a location.

CPSE: **500304030000** NYACK UFSD

Student Information

Last Name:	First Name:	DOB:	12/15/2016	Eligibility: 7/1/2019 - 8/31/2022

STACID:	CIN:	Student Number:		Edit SED Summary	Resync

Placement Details

Provider	Service	From Date	To Date	Program	Location	Rate	Description	Detail Status	
Shannon Bender	Speech Therapy Indiv	09/09/2021	06/24/2022				ST(I) 2x30	Submitted	Details

Problems

Detail	FromDate	ToDate	Problem
			Missing Copy of IEP for Placement
Speech Therapy Indiv	09/09/21	06/24/22	County requires the Placement Location be entered

Placement Problems Report

* You can also review issues with why you cannot sign & submit.
* Go to *eSTACs -> Reports -> Placement Problems*.

Replacing a Document

* You can go to **eSTACs -> Documents -> Replace Document** to replace a document if needed.
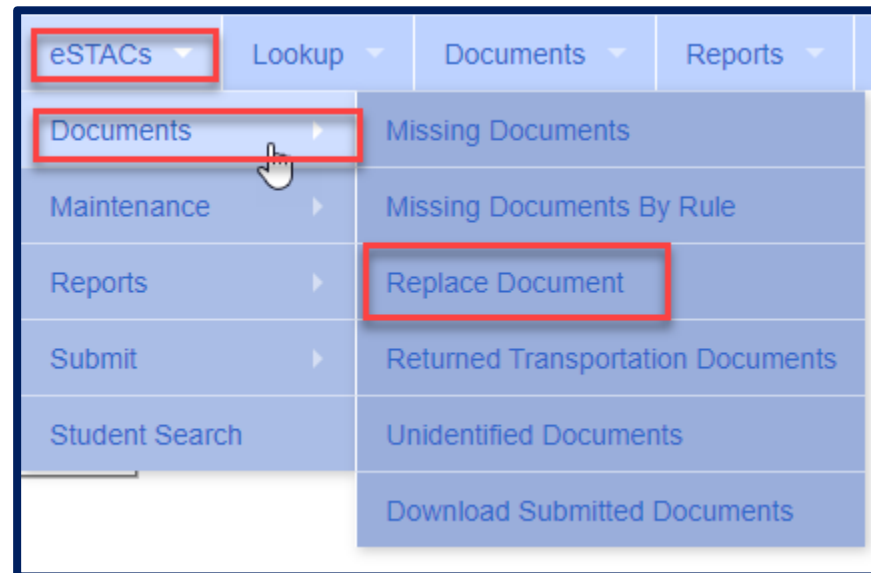
Submitting Documents -
After Placements Have Been Submitted

* Any documents that have been uploaded after you have signed & submitted the placement, must now be submitted to the County.

* Go to *eSTACs -> Submit -> 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.
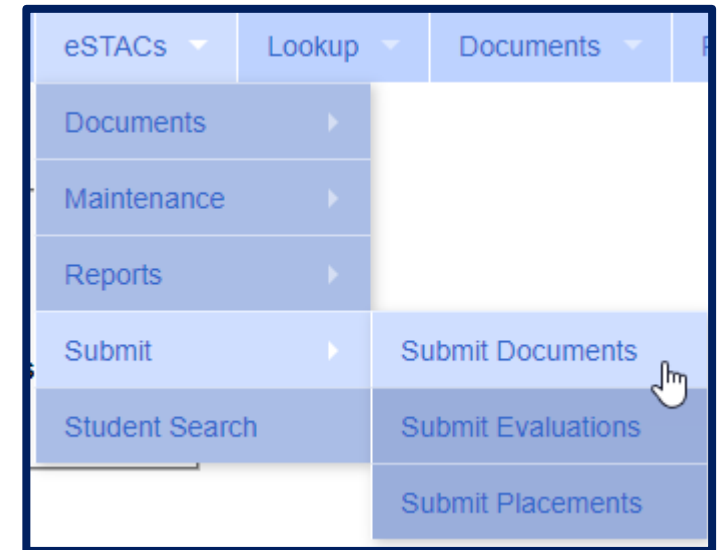
Common Errors

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 with SEIT or RS services.
* **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]

Closing

Jefferson County Timeline

* **March 7, 2025:**
  * Jefferson County will **no longer accept any 24/25 STAC-5's**. You will however continue to send your 24/25 paper STAC-1's to the county.

* **March 10, 2025:**
  * McGuinness migrated all of the children that are in the Jefferson County Preschool system over into eSTACs. Each district will only be able to see their own children.

* **March 11, 2025:**
  * School districts will begin entering 24/25 and/or 25/26 STAC-5's into eSTACs.

* **March 19, 2025:**
  * Districts will be able to enter any 25/26 STAC-1's into eSTACs after the final eSTACs training.

* **All prior year STAC-1's** (23/24, 22/23 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.

For help, email: eSTACs@CPSEPortal.com

Getting Support

* 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 the child's name in emails as this is a HIPPA violation. Please use their STAC ID # or their 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.