

**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.

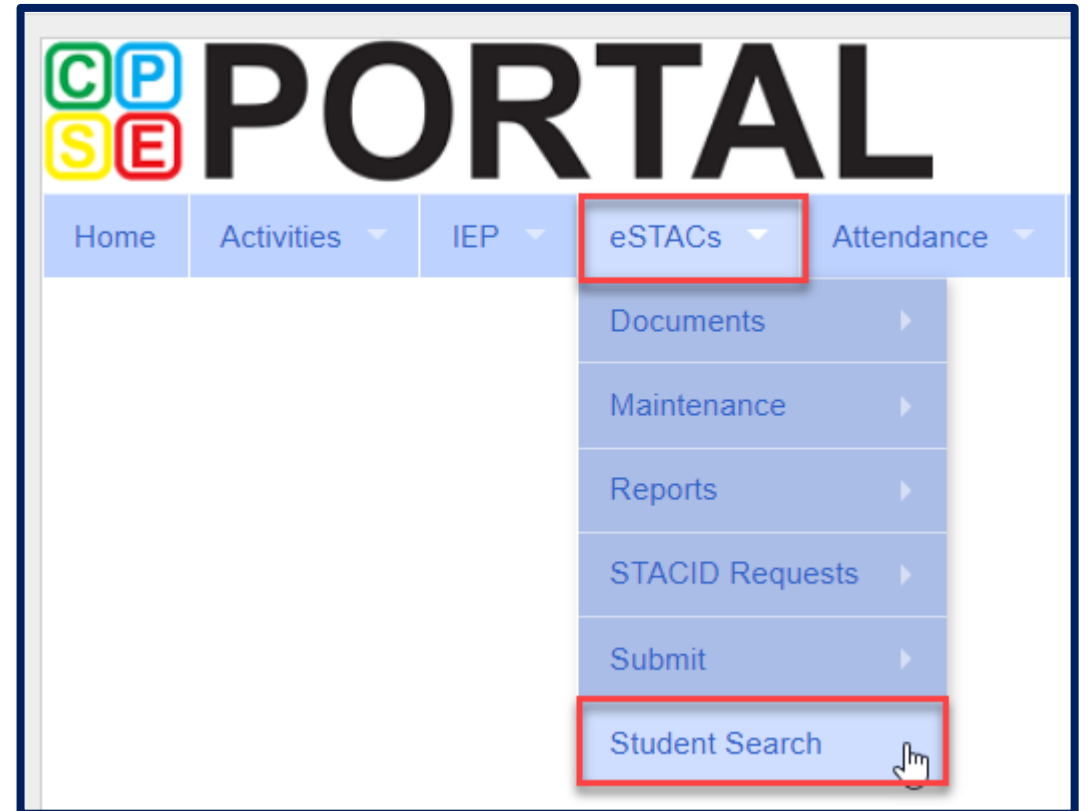
- * **All prior year STAC-1's** (23/24, 22/23 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.

Student Search

eSTACs Student

* Go to eSTACs -> Student Search

For help email: eSTACs@CPSEPortal.com



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

The screenshot displays a web application interface for student search. At the top, there is a navigation bar with menu items: Home, Activities, IEP, eSTACs, Attendance, Billing, Lookup, Documents, Reports, Maintenance, and Medicaid. Below this is a 'Filters' section containing several input fields: 'First Name' (containing 'ant'), 'Last Name' (containing 'bar'), 'DOB', 'STACID', 'CIN', and 'Student Number'. There are also two dropdown menus: 'County' set to 'ROCKLAND' and 'District' set to 'CLARKSTOWN CSD'. At the bottom right of the filter section, there are two buttons: 'Clear Filters' and 'Retrieve', with the 'Retrieve' button highlighted by a red box.

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



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

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](#)

School Year Session

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
PL00124233	2023 - 2024 Summer	CB	07/05/2023-08/15/2023 ARC -- PRIME TIME FOR KIDS-9165(A)	Not Submitted			Edit	Delete	Print	Sign and Submit	Resync
PL00124234	2023 - 2024 Winter	CB	09/06/2023-06/21/2024 ARC -- PRIME TIME FOR KIDS-9165(I)	Not Submitted			Edit	Delete	Print	Sign and Submit	Resync

[Add CB Placement](#) [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 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

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Status		
07/03/2023	08/15/2023	I	2	60	WEEKLY	Home		Edit	Delete
<input type="text" value="07/01/2023"/>	<input type="text" value="08/31/2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		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

1 2 3 4 5 6 7 8 9 10

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	<input type="checkbox"/>	3	30	WEEKLY	Home		Edit	Delete
Jawonio	Physical Therapy Indiv	07/03/2023	08/15/2023	I	<input type="checkbox"/>	2	45	WEEKLY	Daycare		Edit	Delete
DEREK FERST, SLP	Coordination	07/01/2023	08/31/2023	I	<input type="checkbox"/>	1	30	MONTHLY	Home		Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		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.**

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](#)

School Year Session **2023 - 2024 Summer** ▼

Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? Yes No

SEIT and Student **Related Services** **Transportation**

Service	Provider	Start Date	End Date	Submitted Date	Status			
▼	▼					Add		

Upload Transportation Document

Document Type: ▼ Effective Date: Comment:

[Choose File](#) No file chosen

[Upload](#)

[Return to Student Details](#)

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”*.

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	<input type="checkbox"/>	3	30	WEEKLY	Home		Edit	Delete
Jawonio	Physical Therapy Indiv	07/03/2023	08/15/2023	I	<input type="checkbox"/>	2	45	WEEKLY	Daycare		Edit	Delete
DEREK FERST, SLP	Coordination	07/01/2023	08/31/2023	I	<input type="checkbox"/>	1	30	MONTHLY	Home		Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

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.

Program Aide / Nurse / Interpreter **Related Services** Transportation

There are no recommended related services for this student on this Placement/IEP

Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Submitted Date	Status			
Speech Therapy Indiv	12/01/2020	04/02/2021	I	3	30	WEEKLY	Preschool		Not Submitted	Edit	Delete	
Occupational Therapy Indiv	12/01/2020	04/02/2021	I	2	30	WEEKLY	Preschool		Not Submitted	Edit	Delete	
Parent Counseling and Training	12/01/2020	04/02/2021	I	1	60	MONTHLY	Preschool		Not Submitted	Edit	Delete	
<input type="text"/>	12/01/2020	04/02/2021	<input type="text"/>			<input type="text"/>	<input type="text"/>			Add		

Assistive Technology Services
Audiology
Interpreter
Occupational Therapy Group
Occupational Therapy Indiv
Orientation & Mobility
Parent Counseling and Training
Physical Therapy Group
Physical Therapy Indiv
Psychological Counseling (CSL)
School Health / Nurse
Social Work
Speech Therapy Group
Speech Therapy Indiv
Teacher of Hearing Impaired
Teacher of Visually Impaired

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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:

Click if this is a multiple service STAC (two or more concurrent STACs)

School Year Session: 2021 - 2022 Winter

Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? Yes No

SEIT and Student **Related Services**

No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
KIDZ THERAPY SERVICES	Assistive Technology Services	09/13/2021	11/15/2021	I	<input type="checkbox"/>	4	45	IEP	Home	Submitted	Amend	Rescind
		09/01/2021	06/30/2022		<input type="checkbox"/>						Add	

[Return to Student Details](#)

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	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Teacher of Hearing Impaired	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Physical Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	1	30	WEEKLY		Amended	Amend	Rescind
SHARONA JOLLY & ASSOCIATES	Occupational Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
CORNERSTONE FAMILY HEALTHCARE	Assistive Tech Device	09/09/2021	06/24/2022	I	<input type="checkbox"/>	100	30	IEP			Edit	Delete
		09/01/2021	06/30/2022		<input type="checkbox"/>						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.

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

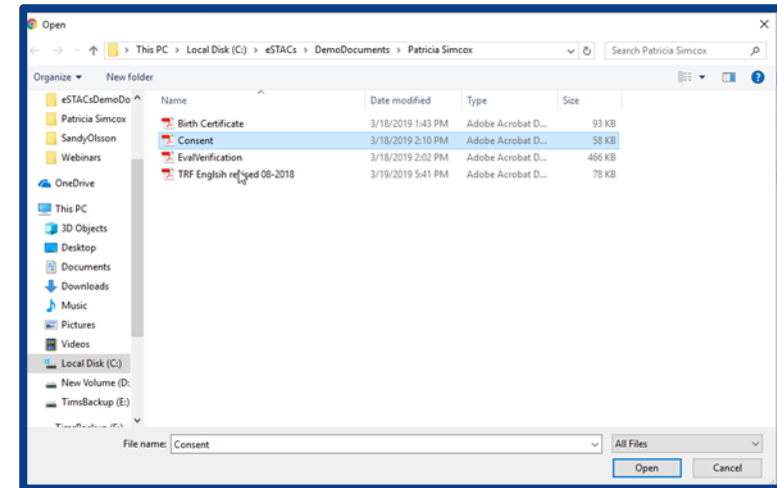
- * Click “Choose File” button.
- * Browse to the file location and select the file.
- * Click the “Open” button on the file dialog
- * The filename will appear next to “Choose File” button.
- * Click “Upload”.

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

Choose File No file chosen [Upload](#)



CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

Choose File **Consent.pdf** [Upload](#)

Uploading a Document

- * Right hand 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.

The screenshot displays the eSTACsFileHandler.ashx interface. On the left, a modal window titled "Enter Details for Entire Document" is open, with a checked checkbox. It includes fields for "Page 1 to 1", "Document Type" (with a dropdown menu open showing "IEP" selected), "School Year", "Placement" (with "07/05/2021-08/13" selected), and "Comments" (with "IEP" entered). The dropdown menu lists various document types such as "Birth Certificate", "Passport", "Adoption Papers", "Legal Name Change", and "IEP". At the bottom of the modal are "OK" and "Cancel" buttons. On the right, the main interface shows the "Blind Brook-Rye Union Free School District" header, followed by student information including name, date of birth, gender, address, and contact details. Below this is a table with two columns: "IEP INFORMATION" and "SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES".

IEP INFORMATION	SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES
Projected IEP Start Date: 07/05/2021	Special Class in an Integrated Setting: 6:1+1 09/01/2021 - 06/24/2022 2 x Weekly, 5hr. School
Projected IEP End Date: 06/25/2022	Speech/Language Therapy: Individual 09/01/2021 - 06/24/2022 2 x Weekly, 30min. School
Projected Date of Annual Review: 06/24/2022	Occupational Therapy: Individual 09/01/2021 - 06/24/2022 2 x Weekly, 30min. School
Projected Date for Reevaluation: 03/18/2024	Physical Therapy: Individual 09/01/2021 - 06/24/2022 2 x Weekly, 30min. School
Extended School Year: Yes	
Behavior Intervention Plan: No	Special Class in an Integrated Setting: 6:1+1 07/05/2021 - 08/13/2021 5 x Weekly, 5hr. School
Supplementary Aids and Services: No	Speech/Language Therapy: Individual 07/05/2021 - 08/13/2021 2 x Weekly, 30min. School
Assistive Technology: No	Occupational Therapy: Individual 07/05/2021 - 08/13/2021 2 x Weekly, 30min. School
Supports for School Personnel: No	Physical Therapy: Individual 07/05/2021 - 08/13/2021 2 x Weekly, 30min. School
Testing Accommodations: No	
Participate State/District Assessments: N/A	
Special Transportation: Yes	

Attaching Documents

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

Document Type

Id : Birth Certificate
Id : Passport
Id : Adoption Papers
Id : Legal Name Change
Id : Child Information Change Form
Medicaid : Medicaid Parental Consent
Medicaid : Parent Revoked Consent
Medicaid : Unable to obtain Medicaid Consent
Foster Care : LDSS2999
Eval : Evaluation Justification Letter
Eval : Justification For Eval Outside Eligibility Dates
Eval : Evaluation Approval Request
Serv : Aide
Serv : Nurse
Serv : IEP
Serv : Interpreter
Serv : Summer Regression Justification
Serv : Explanation for not having a STAC-5
Serv : Written Order(s)

Comments

OK Cancel

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers

Uploaded Documents

	Document Type	Uploaded Date	Applied To	Submitted Date	Submitted User	Status	Comments		
Select	Medicaid Parental Consent	04/11/2024	Student Record	4/11/2024	demodistrict	SUBMITTED		Edit View	
Select	IEP	04/11/2024	09/06/2023-06/21/2024 A STARTING PLACE-9160(l)	4/11/2024	demodistrict	SUBMITTED		Edit View	
Select	Unidentified	10/22/2024	Student Record			NOT SUBMITTED		Edit View Delete	

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.

CPSE: 112806060000 RYDELL CSD

Student Information

Last Name: **Balmudo** First Name: **Leo** DOB: **3/19/2017** Eligibility: **1/1/2020 - 8/31/2022**
STACID: CIN: Student Number: **5000039718** [Edit](#)

[STAC-5s](#) [Evaluation Components](#) [IEP Placements](#) [IEP Mandates](#) [Documents](#) [Forms](#)

School Year Session

School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
2021 - 2022 Winter	CB	09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J)	Not Submitted			Edit	Delete	Print	Sign and Submit	
2021 - 2022 Winter	SEITRS	09/01/2021-06/30/2022 RS (COORD, PT(I), ST(I))	Not Submitted			Edit	Delete	Print	Sign and Submit	

[Add CB Placement](#) [Add 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?

Student Name Balmudo, Leo **CPSE District** RYDELL CSD
DOB 3/19/2017 **County** ROCKLAND
STAC ID
Student # 5000039718

School Year: 2021 - 2022 Winter **Placement Type:** SEITRS **Provider:**

Show Rescinded [Print STAC-1](#)

Placements To Submit

Provider	From Date	To Date	Service Type	Frequency	Location
FRED S KELLER SCHOOL	9/10/2021	6/24/2022	Special Education (SEIS) :Individual	2x60	Preschool
JAWONIO, INC	9/10/2021	6/24/2022	Occupational Therapy Indiv	2x30	Home/Community
FRED S KELLER SCHOOL	9/10/2021	6/24/2022	Parent Counseling and Training :Individual	1x60 MONTHLY	Home/Community
RISING STARS OF ROCKLAND	9/10/2021	6/24/2022	Physical Therapy Indiv	1x30	Home/Community
DEREK FERST, SLP	9/10/2021	6/24/2022	Speech Therapy Indiv	1x30	Home/Community
DEREK FERST, SLP	9/10/2021	6/24/2022	Speech Therapy Indiv	1x30	Facility Location / Private Office

[Submit](#)

eSTACsFi... 1 / 1 | 72%

IEP INFORMATION	SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES			
Projected IEP Start Date:	07/01/2021	Special Education Itinerant Services: 1:1 : Direct	09/10/2021 - 06/24/2022 2 x Weekly, 1hr.	School
Projected IEP End Date:	06/24/2022	Parent Counseling and Training: Indirect	09/10/2021 - 06/24/2022 1 x Monthly, 1hr.	Home/Community
Projected Date of Annual Review:	04/28/2022	Speech/Language Therapy: Individual	09/10/2021 - 06/24/2022 1 x Weekly, 30min.	Therapist's Office
Projected Date for Reevaluation:	04/02/2024	Occupational Therapy: Individual	09/10/2021 - 06/24/2022 2 x Weekly, 30min.	Home/Community
Extended School Year:	Yes	Physical Therapy: Individual	09/10/2021 - 06/24/2022 1 x Weekly, 30min.	Home/Community
Behavior Intervention Plan:	No	Speech/Language Therapy: Individual	09/10/2021 - 06/24/2022 1 x Weekly, 30min.	Home/Community
Supplementary Aids and Services:	No	Special Education Itinerant Services: 1:1 : Direct	07/01/2021 - 08/11/2021 2 x Weekly, 1hr.	School
Assistive Technology:	No	Speech/Language Therapy: Individual	07/01/2021 - 08/11/2021 2 x Weekly, 30min.	Therapist's Office
Supports for School Personnel:	No			
Testing Accommodations:	No			
Participate State/District Assessments:	N/A			
Special Transportation:	No			

Signing and Submitting Placements

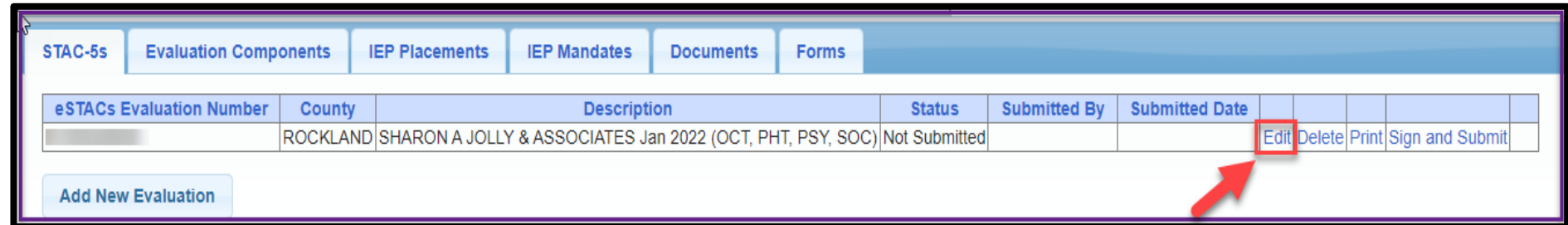
- * **REMEMBER**

- * 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.

Amendments and/or Corrections

Amendments

- * Prior to submitting a STAC to the County, you can **Edit** a placement and make any necessary changes.

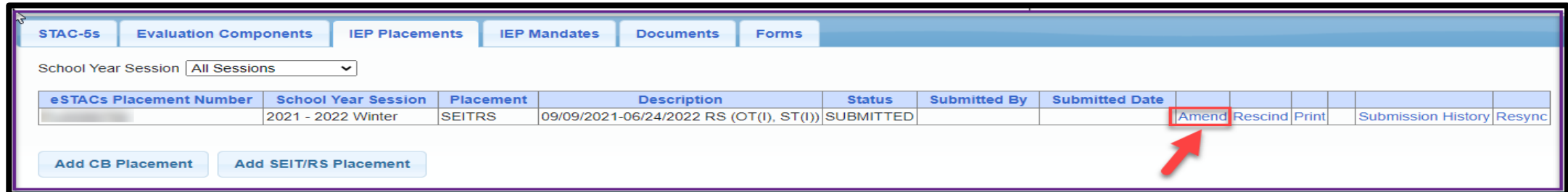


The screenshot shows the 'eSTACs' interface with tabs for 'STAC-5s', 'Evaluation Components', 'IEP Placements', 'IEP Mandates', 'Documents', and 'Forms'. A table lists evaluations with columns for 'eSTACs Evaluation Number', 'County', 'Description', 'Status', 'Submitted By', and 'Submitted Date'. The 'Edit' button in the action column is highlighted with a red box and a red arrow.

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date				
	ROCKLAND	SHARON A JOLLY & ASSOCIATES Jan 2022 (OCT, PHT, PSY, SOC)	Not Submitted			Edit	Delete	Print	Sign and Submit

[Add New Evaluation](#)

- * After you submit a STAC to the County, you must **Amend** the placement to make any changes.



The screenshot shows the 'eSTACs' interface with tabs for 'STAC-5s', 'Evaluation Components', 'IEP Placements', 'IEP Mandates', 'Documents', and 'Forms'. A dropdown menu for 'School Year Session' is set to 'All Sessions'. A table lists placements with columns for 'eSTACs Placement Number', 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', and 'Submitted Date'. The 'Amend' button in the action column is highlighted with a red box and a red arrow.

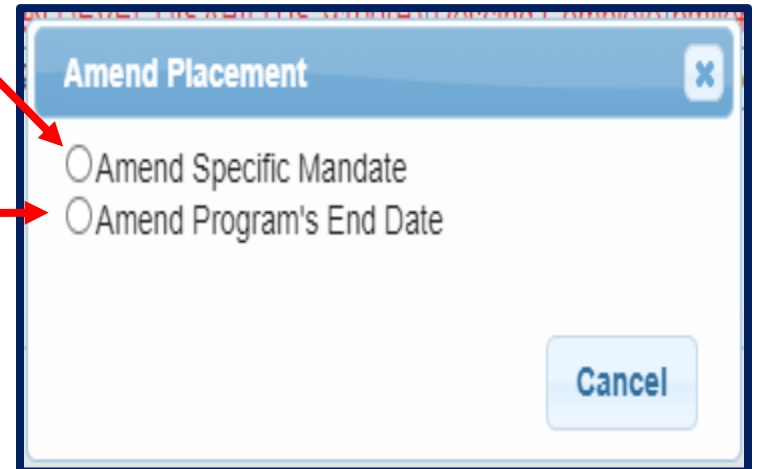
eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
	2021 - 2022 Winter	SEITRS	09/09/2021-06/24/2022 RS (OT(I), ST(I))	SUBMITTED			Amend	Rescind	Print	Submission History Resync

[Add CB Placement](#) [Add SEIT/RS Placement](#)

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

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

Amend Placement

Amend Specific Mandate
 Amend Program's End Date

End Date:

Reason:

Select Reason

- Select Reason
- Child moved out of district
- Child changed program
- Aide/RN/LPN was added to IEP
- Aide/RN/LPN was removed from IEP
- Parent withdrew student from Program
- Other

Amend

STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms Eligibility Waivers

School Year Session

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Sign and Submit	Submission History	Resync
PL00124228	2022 - 2023 Winter	CB	09/07/2022-03/01/2023 FRED S KELLER SCHOOL-9100(J)	Amended			Amend	Rescind	Print	Sign and Submit	Submission History	Resync
PL00124229	2022 - 2023 Winter	SEITRS	09/01/2022-06/30/2023 RS (PNT, ST(I))	Amended			Amend	Rescind	Print	Sign and Submit	Submission History	Resync

Amending at Details Level

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

Screenshot of the IEP Mandates interface showing a table of services and their details.

Navigation tabs: STAC-5s, Evaluation Components, IEP Placements, **IEP Mandates**, Documents, Forms, Eligibility Waivers

School Year Session: All Sessions (dropdown)
Placement: (dropdown)

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			
202223W_01	PL00124228	PD00330606	09/07/22	03/01/23	FRED S KELLER SCHOOL	Classroom	9100			53776.00	Classroom 5.00 hrs/day 5 days/wk	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330607	09/07/22	03/01/23	FRED S KELLER SCHOOL	Occupational Therapy Indiv		Preschool			OT(I) 2x30 (Preschool)	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330608	09/07/22	03/01/23	FRED S KELLER SCHOOL	Speech Therapy Indiv		Preschool			ST(I) 2x30 (Preschool)	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330609	09/07/22	03/01/23	FRED S KELLER SCHOOL	Bus					Transportation: Bus	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330632	12/01/22	03/01/23	FRED S KELLER SCHOOL	Physical Therapy Indiv		Preschool			PT(I) 3x45 (Preschool)	Amended			Amend	Rescind	Resync
202223W_02	PL00124229	PD00330610	09/01/22	06/30/23	A STARTING PLACE	Speech Therapy Indiv		Home			ST(I) 3x30 (Home)	Submitted	kellyknowles	6/14/2023 2:45:22 PM	Amend	Rescind	Resync
202223W_02	PL00124229	PD00330611	09/01/22	06/30/23	A STARTING PLACE	Parent Counseling and Training		Home			PNT 1x30 MONTHLY (Home)	Not Submitted			Edit		Resync

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	End Placement detail by amending end date of detail
The student no longer needs SEIT	
The student needs an additional related service	Add additional placement details as necessary
The student needs to have SEIT in addition to just RS	
There should be a change to a related service (change in frequency, change from individual to group, change location)	End Placement detail by amending end date of detail, then add new placement detail
There should be a change to the SEIT frequency or between individual and group.	

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

Corrections

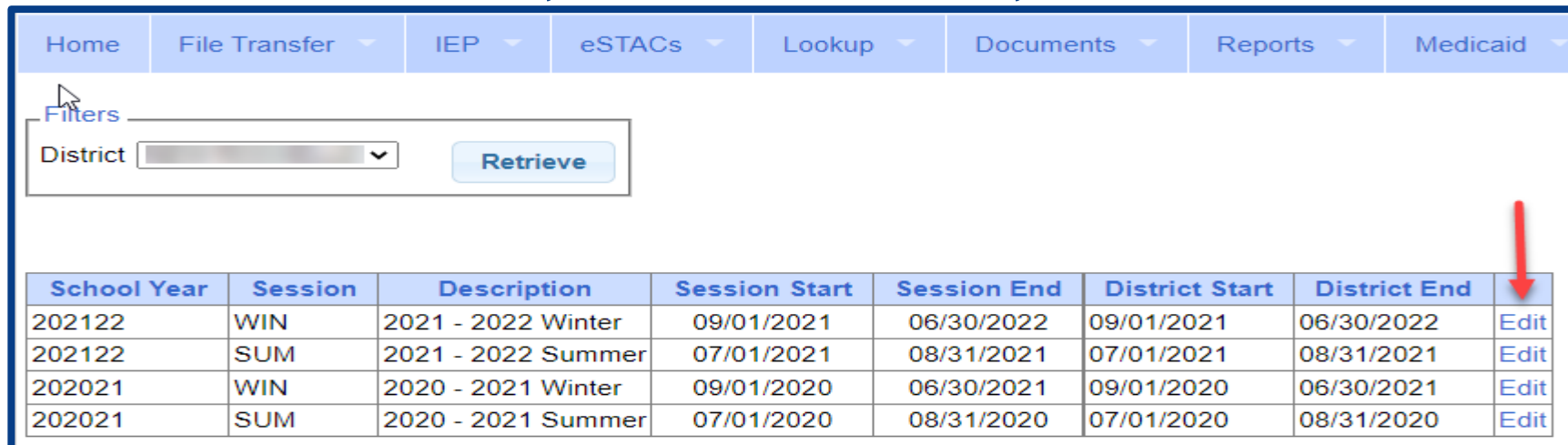
Actions Needed to Correct Data in eSTACs by Field

	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**



The screenshot shows the eSTACs web application interface. At the top, there is a navigation menu with the following items: Home, File Transfer, IEP, eSTACs, Lookup, Documents, Reports, and Medicaid. Below the navigation menu, there is a 'Filters' section with a 'District' dropdown menu and a 'Retrieve' button. Below the filters, there is a table with the following columns: School Year, Session, Description, Session Start, Session End, District Start, District End, and Edit. The table contains four rows of data. A red arrow points to the 'Edit' link in the last column of the table.

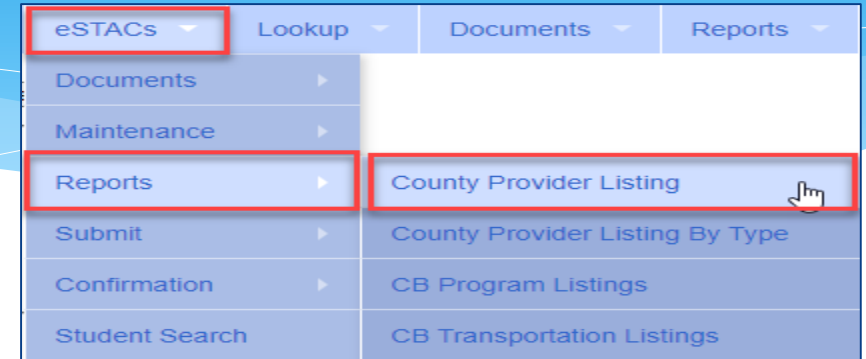
School Year	Session	Description	Session Start	Session End	District Start	District End	Edit
202122	WIN	2021 - 2022 Winter	09/01/2021	06/30/2022	09/01/2021	06/30/2022	Edit
202122	SUM	2021 - 2022 Summer	07/01/2021	08/31/2021	07/01/2021	08/31/2021	Edit
202021	WIN	2020 - 2021 Winter	09/01/2020	06/30/2021	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

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

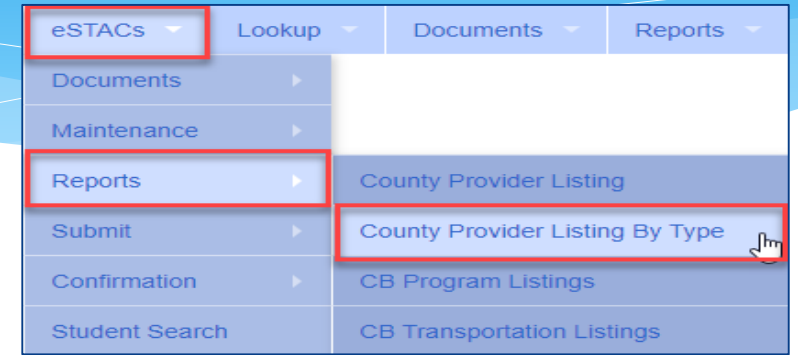
Filters

County School Year Session

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

Filters

County District School Year Session Show All Only OK To Submit Only Problems

Unsubmitted Placements

Student #	STACID	Last Name	First Name	School Year Session	District Name	Placement Type	Details	Status
5000042000	I13868		WALKER	2021 - 2022 Summer	NYACK UFSD	CB	07/06/2021-08/13/2021 ARC -- PRIME TIME FOR KIDS-9100(A)	Problems Found
5000038989	I67321		FREDRIC	2021 - 2022 Winter	NYACK UFSD	SEITRS	09/09/2021-06/24/2022 RS (ST(I))	Problems Found
5000038605	J67230		SON	2021 - 2022 Winter	NYACK UFSD	CB	10/06/2021-06/24/2022 A STARTING PLACE-9100(J)	Problems Found
5000067354			MARCELO	2022 - 2023 Winter	NYACK UFSD	SEITRS	01/11/2023-06/23/2023 RS (OT(I))	Problems Found
5000038666	J37634		RILEY	2021 - 2022 Summer	NYACK UFSD	CB	07/06/2021-08/13/2021 ARC -- PRIME TIME FOR KIDS-9100(A)	Problems Found
5000038666	J37634		RILEY	2021 - 2022 Winter	NYACK UFSD	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	Problems Found
5000038632	J37624		ISAIAH	2021 - 2022 Summer	NYACK UFSD	CB	07/12/2021-08/20/2021 Jawonio-9165(A)	Problems Found
5000038632	J37624		ISAIAH	2021 - 2022 Winter	NYACK UFSD	CB	09/13/2021-06/24/2022 Jawonio-9100(R)	Problems Found
5000038484	I67318		FRANCINE	2021 - 2022 Winter	NYACK UFSD	SEITRS	09/09/2021-06/24/2022 RS (ST(G), ST(I))	Problems Found
5000041863	I57328		STEPHINE	2021 - 2022 Summer	NYACK UFSD	CB	07/06/2021-08/13/2021 ARC -- PRIME TIME FOR KIDS-9100(A)	Problems Found
5000039112	J48646		BRENT	2021 - 2022 Winter	NYACK UFSD	CB	09/13/2021-06/24/2022 Head Start of Rockland-9160(I)	OK to Submit



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

STACID: [REDACTED] CIN: [REDACTED] Student Number: [REDACTED] [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*.

Placement Problems

Filters

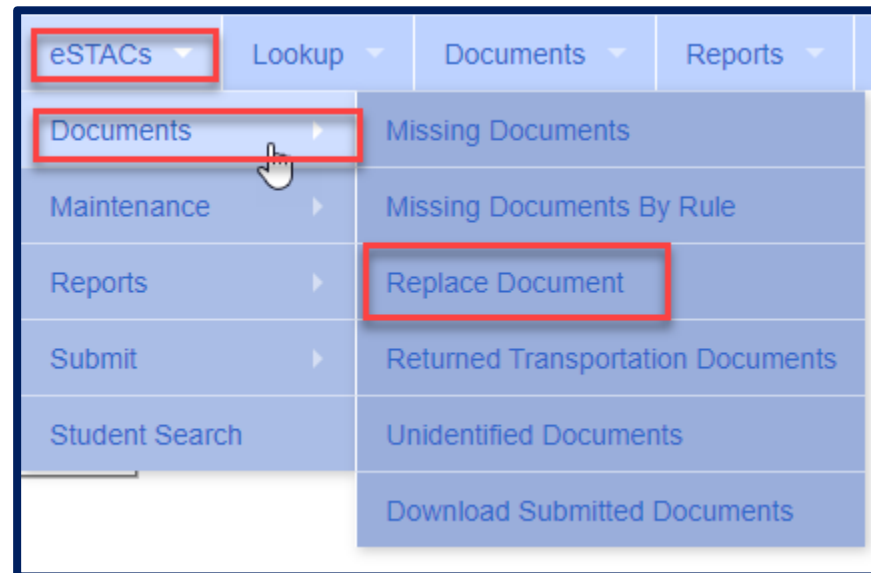
County District School Year Session*

District Name	Student #	STACID	Student Name	County Name	Placement Description	Problem
RYDELL CSD	5000067801		Jones, Minnie	ROCKLAND	07/03/2023-08/11/2023 A STARTING PLACE-9100(B)	Missing Medicaid Parental Consent
RYDELL CSD	5000067801		Jones, Minnie	ROCKLAND	07/03/2023-08/11/2023 A STARTING PLACE-9100(B)	Missing Copy of IEP for Placement
RYDELL CSD	5000067801		Jones, Minnie	ROCKLAND	07/01/2023-08/31/2023 RS (PNT)	Missing Medicaid Parental Consent
RYDELL CSD	5000067801		Jones, Minnie	ROCKLAND	07/01/2023-08/31/2023 RS (PNT)	Missing Copy of IEP for Placement



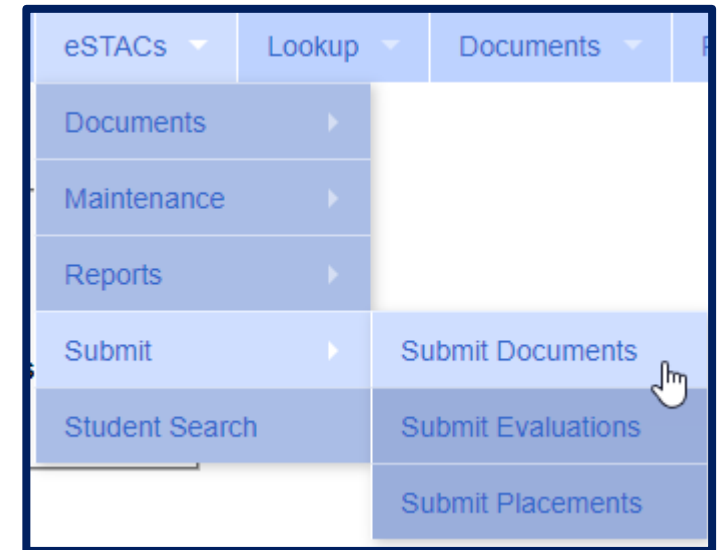
Replacing a Document

- * 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.



Submit Documents To County

Filters

District County

Select	Student Name	Document Name	Related To	Rule Name
<input type="checkbox"/>	Franklin, Peter	Child Miscellaneous		

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.

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.