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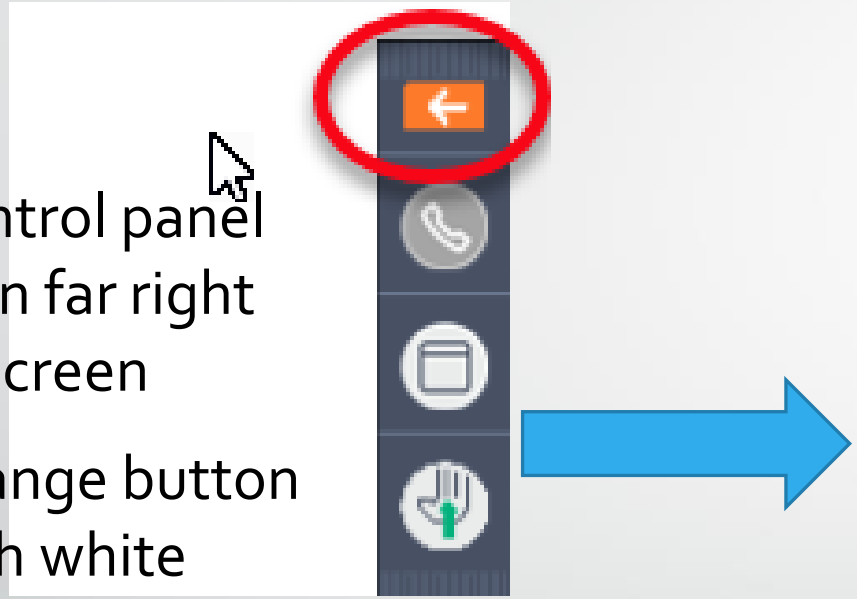
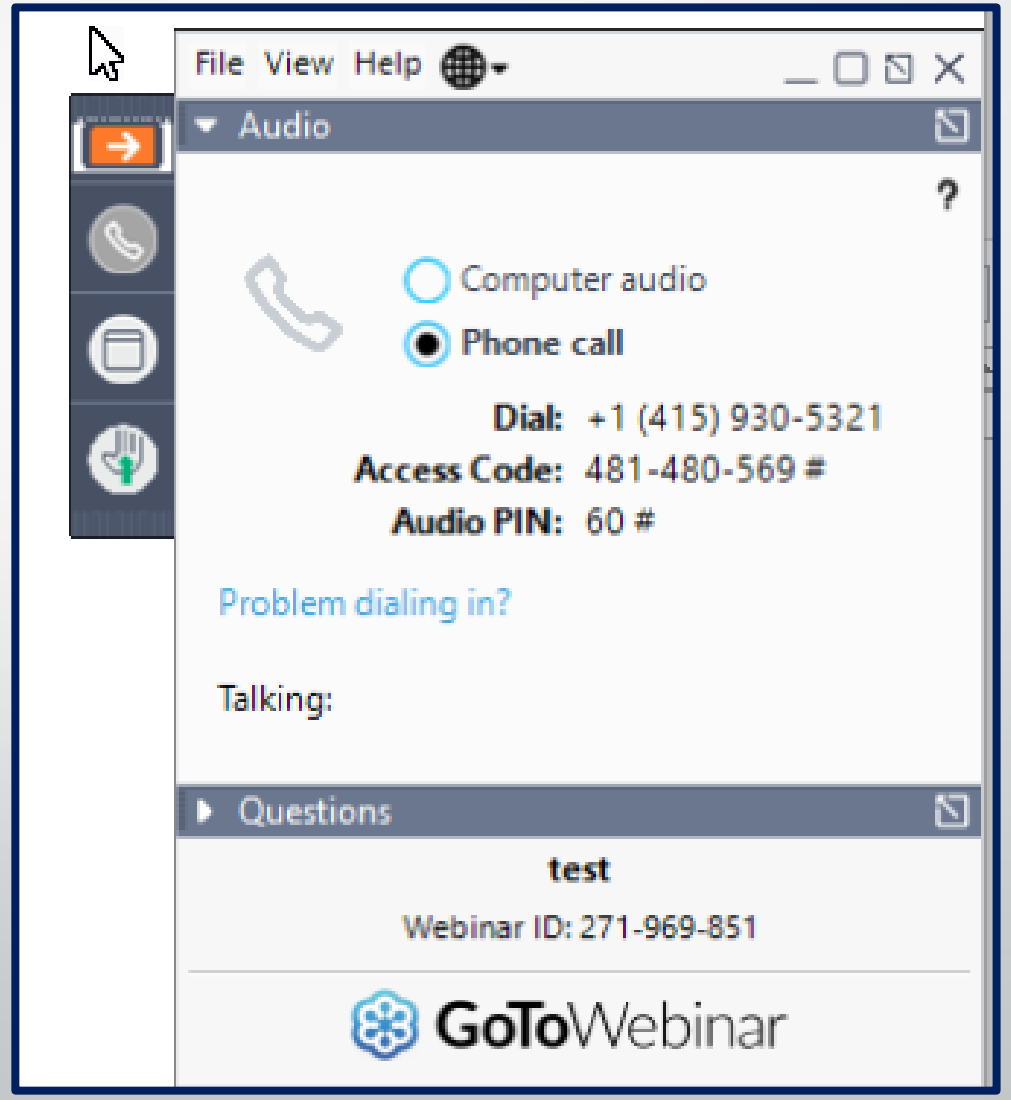
Using Go To Webinar

Go To Webinar Control Panel

- Control panel is on far right of screen
- Orange button with white arrow expands and shrinks control panel



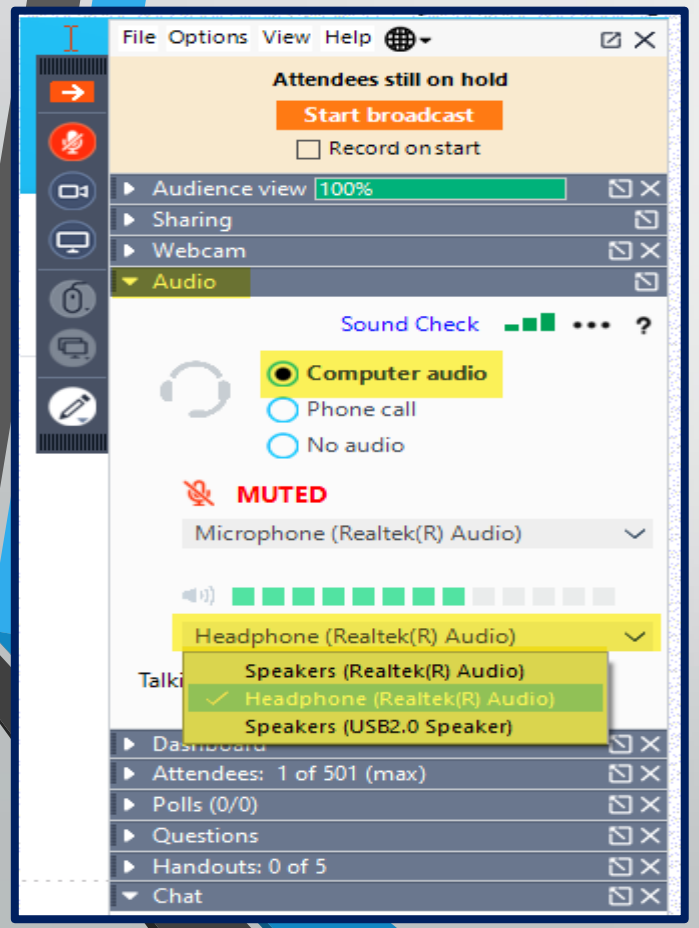


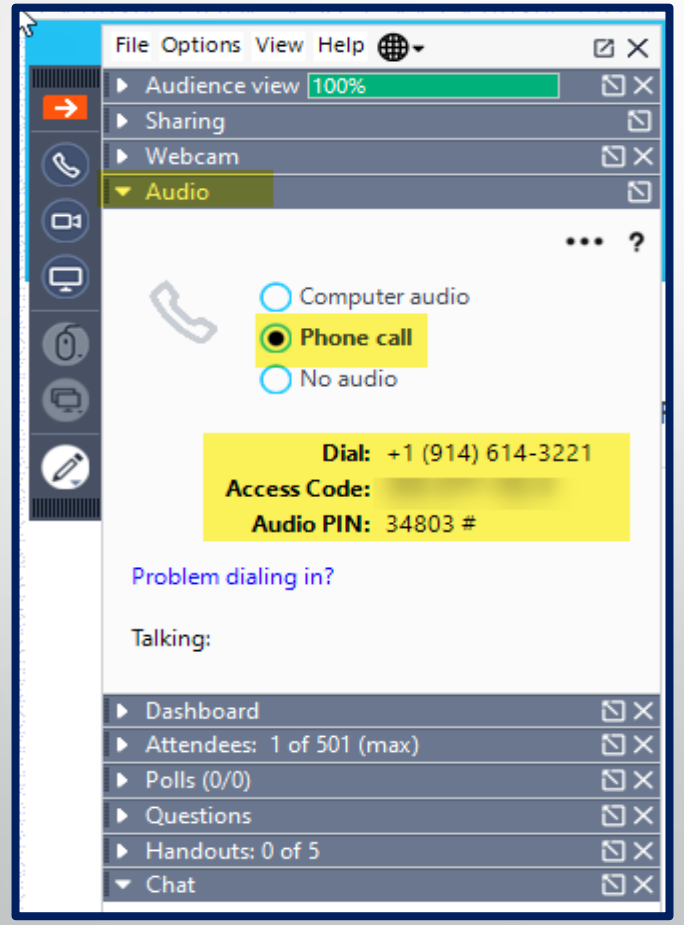
Communicating with Presenter

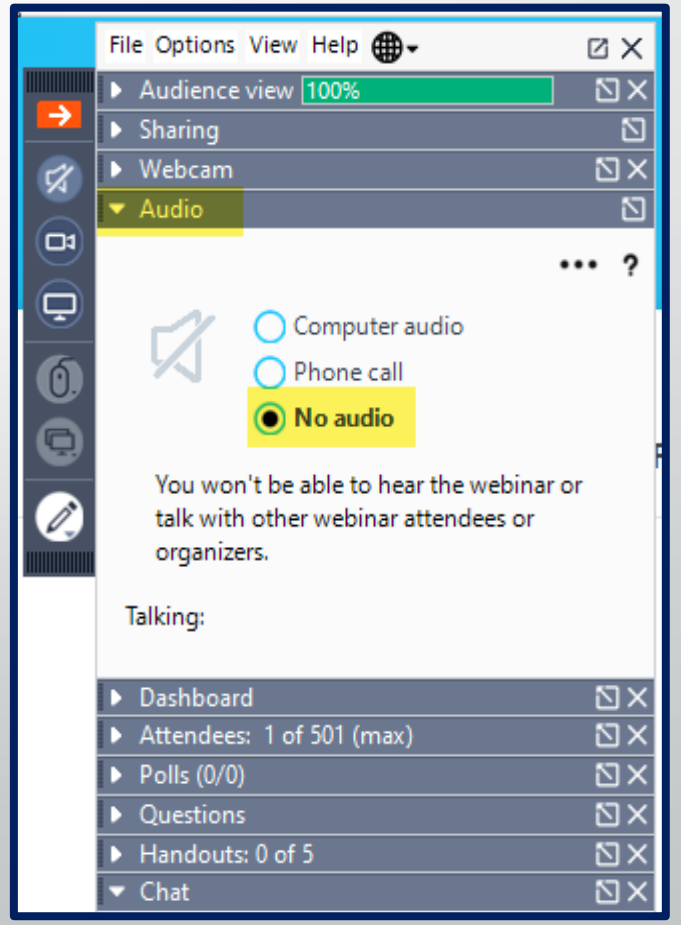
- All participants are on mute.
- You can raise your hand in response to a question we ask. Do not raise your hand to ask a question.
- You can type in question in the question box.

Can’t Hear the Webinar?

- Under the Audio tab, you can choose Computer Audio, Phone Call or No Audio. If you choose **No Audio**, you will not be able to hear the webinar!

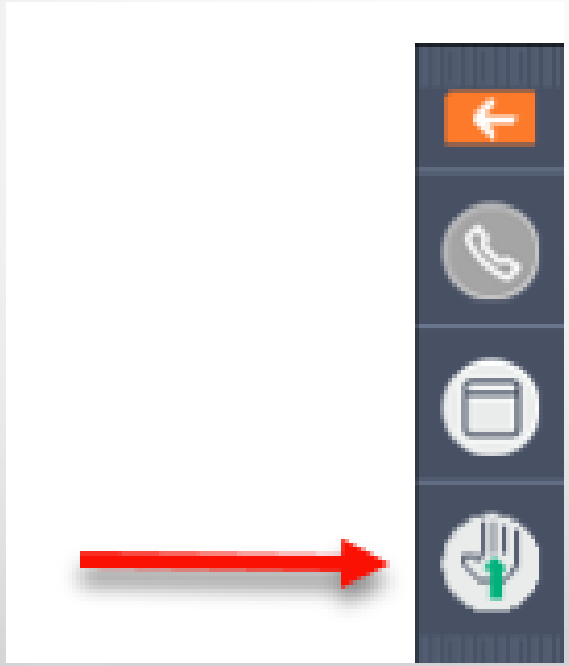






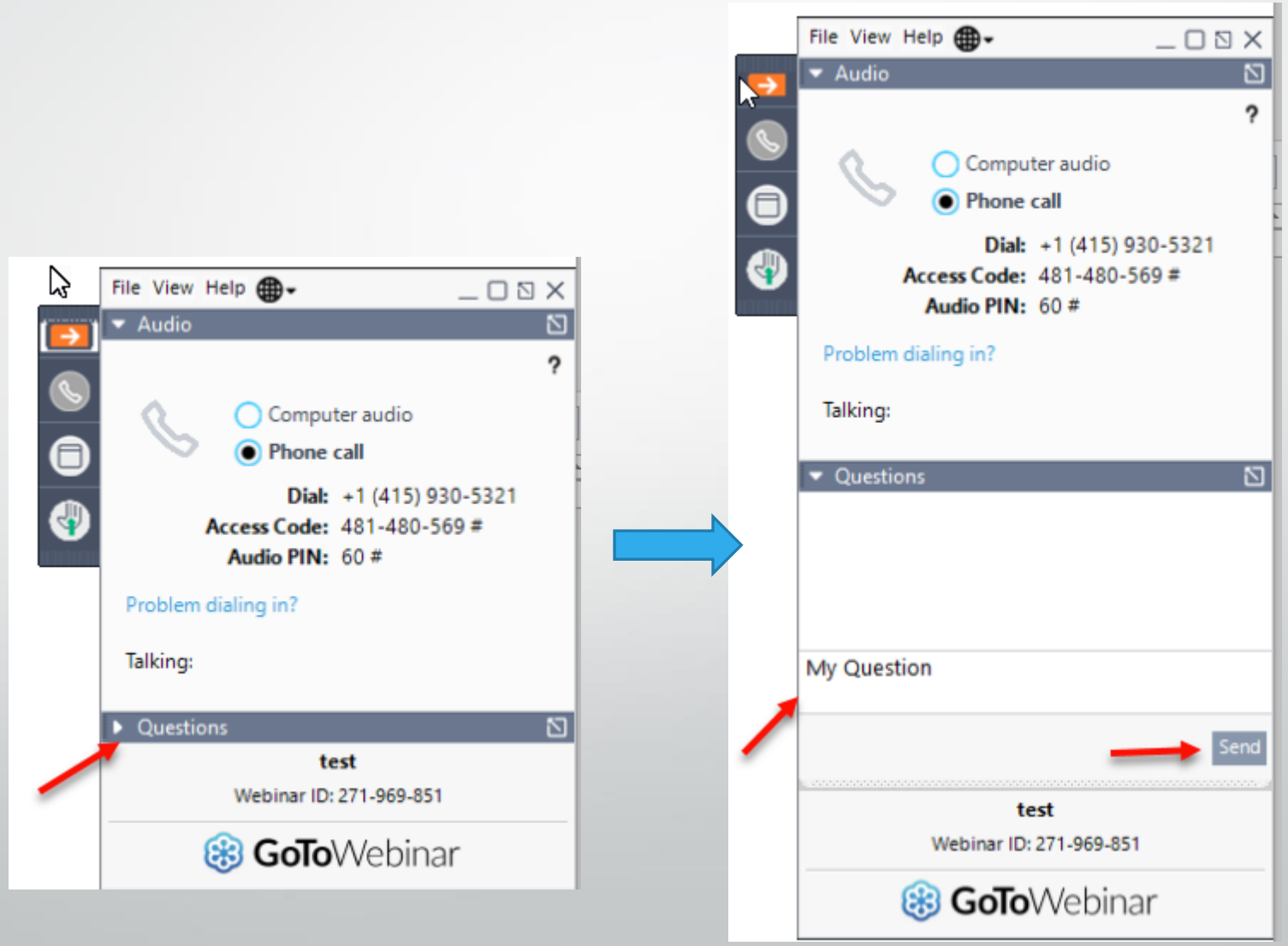
Raising your hand

- On bottom left of control panel is a button with a hand icon.
- Click that button to raise your hand.



Typing in a Question

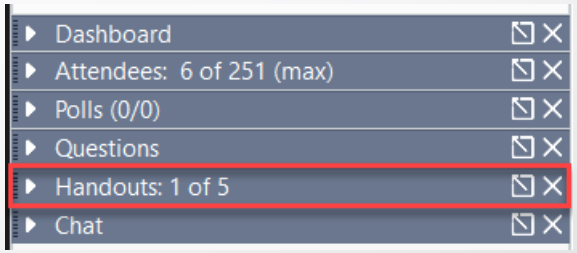
- Click the question bar to expand questions section.
- Type in your question and click send.

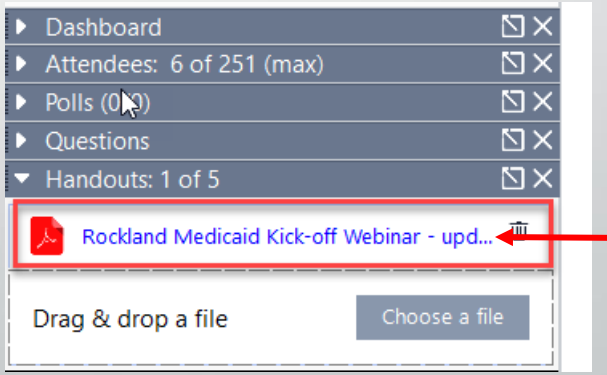


Handouts

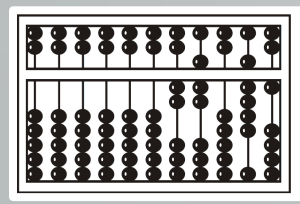
If you would like to download the handout:

- Click the "Handouts" icon on the control panel.
- Click the link for the handout that you would like to download.





SED Overview for the Preschool Program



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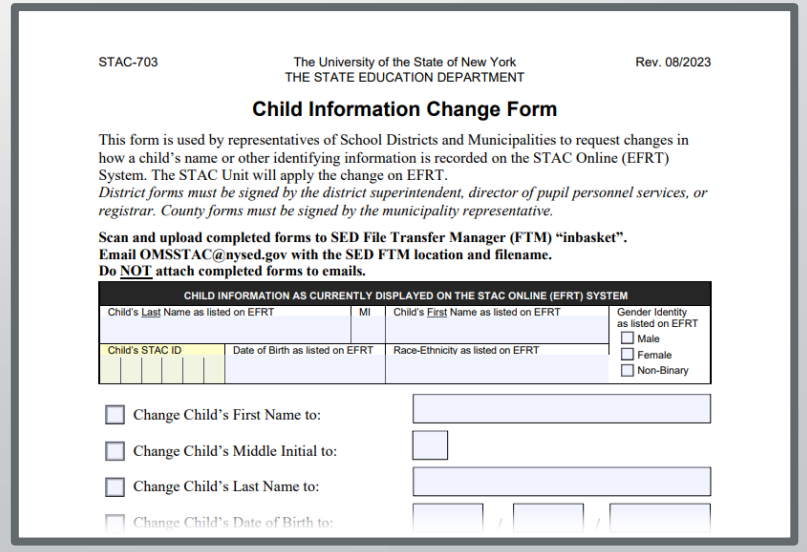
Various SED units / departments

- SED has multiple units that play a role in the Preschool process:
  - **STAC Unit** (https://www.oms.nysed.gov/stac/)
    The primary unit that Counties will interact with for Preschool.
  - **Rate Setting** (https://www.oms.nysed.gov/rsu/)
    The Rate Setting Unit approves and issues all rates for Preschool Services
  - **Medicaid in Education** (https://www.oms.nysed.gov/medicaid/)
    The Medicaid in Education handles all Medicaid Policy for Preschool
    Aka. MedinED

STAC Unit: STAC ID's

- SED's STAC Unit issues and maintains children's STAC IDs.
  - A 6-digit number that identifies a child receiving CPSE/CSE services.
  - Processes STAC-ID requests batches.
  - Issues STAC-ID return files.
  - Processes STAC-ID problem spreadsheets.
  - Processes children's name changes & other info changes.



STAC-703 The University of the State of New York THE STATE EDUCATION DEPARTMENT Rev. 08/2023

Child Information Change Form

This form is used by representatives of School Districts and Municipalities to request changes in how a child's name or other identifying information is recorded on the STAC Online (EFRT) System. The STAC Unit will apply the change on EFRT.
District forms must be signed by the district superintendent, director of pupil personnel services, or registrar. County forms must be signed by the municipality representative.

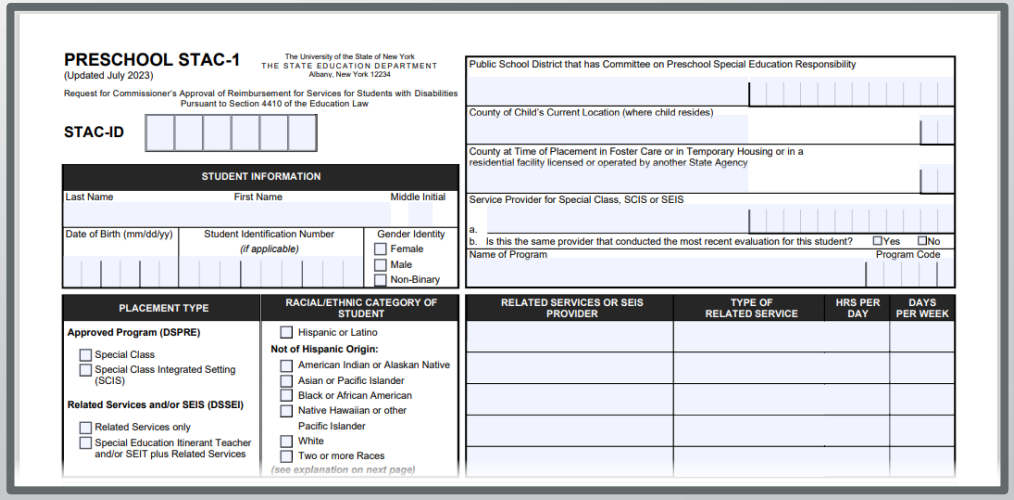
Scan and upload completed forms to SED File Transfer Manager (FTM) "inbasket".
Email OMSSTAC@nysed.gov with the SED FTM location and filename.
Do NOT attach completed forms to emails.

CHILD INFORMATION AS CURRENTLY DISPLAYED ON THE STAC ONLINE (EFRT) SYSTEM			
Child's Last Name as listed on EFRT	MI	Child's First Name as listed on EFRT	Gender Identity as listed on EFRT ☐ Male ☐ Female ☐ Non-Binary
Child's STAC ID	Date of Birth as listed on EFRT	Race-Ethnicity as listed on EFRT	

☐ Change Child's First Name to:
☐ Change Child's Middle Initial to:
☐ Change Child's Last Name to:
☐ Change Child's Date of Birth to: / /

STAC Unit: STAC's

- SED's STAC Unit reviews and approves children's evaluations and STAC-1's from counties.
  - Approves evaluations (STAC-5).
  - Approves services (STAC-1).
  - Reviews and approves special programs/services:
    - RNs and LPNs (STAC-812).
    - Assistive Tech Device.
    - "OTHER" type of evaluation components.



PRESCHOOL STAC-1
(Updated July 2023)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

Request for Commissioner's Approval of Reimbursement for Services for Students with Disabilities Pursuant to Section 4410 of the Education Law

STAC-ID

STUDENT INFORMATION

Last Name | First Name | Middle Initial

Date of Birth (mm/dd/yy) | Student Identification Number *(if applicable)* | Gender Identity: ☐ Female ☐ Male ☐ Non-Binary

Public School District that has Committee on Preschool Special Education Responsibility

County of Child's Current Location (where child resides)

County at Time of Placement in Foster Care or in Temporary Housing or in a residential facility licensed or operated by another State Agency

Service Provider for Special Class, SCIS or SEIS

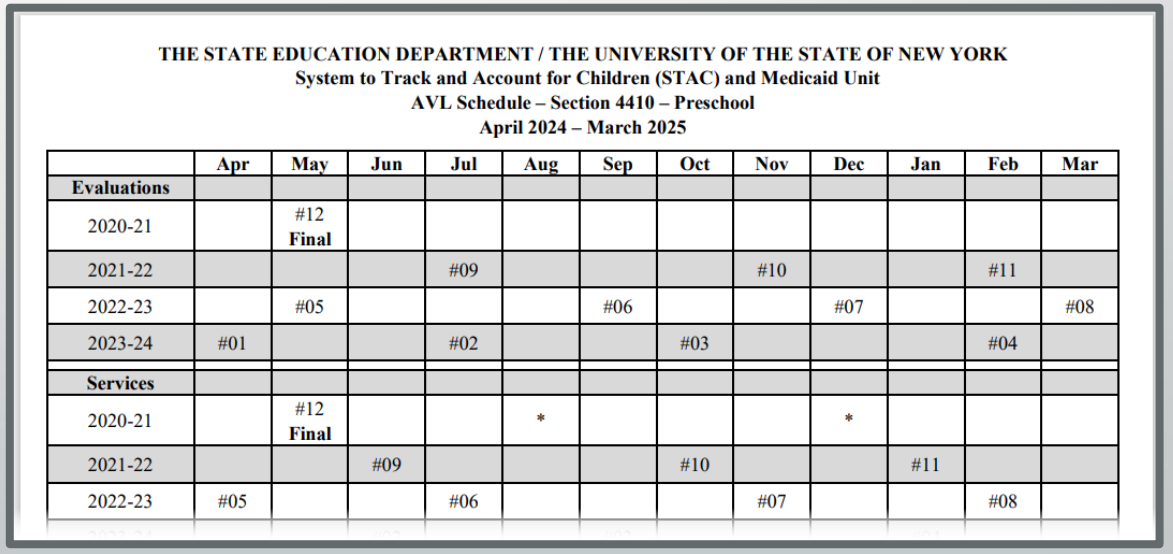
a.
b. Is this the same provider that conducted the most recent evaluation for this student? ☐Yes ☐No

Name of Program | Program Code

PLACEMENT TYPE	RACIAL/ETHNIC CATEGORY OF STUDENT	RELATED SERVICES OR SEIS PROVIDER	TYPE OF RELATED SERVICE	HRS PER DAY	DAYS PER WEEK
Approved Program (DSPRE) ☐ Special Class ☐ Special Class Integrated Setting (SCIS) **Related Services and/or SEIS (DSSEI)** ☐ Related Services only ☐ Special Education Itinerant Teacher and/or SEIT plus Related Services	☐ Hispanic or Latino **Not of Hispanic Origin:** ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Two or more Races *(see explanation on next page)*				

STAC Unit: AVL's

- SED's STAC Unit issues and processes Automated Voucher Listings (AVL).
  - Issues AVLs for specific school years over three years.
  - Issues AVL adjustments based on STAC changes.
  - Processes AVL return files.
  - Grants extensions to AVL due dates.
  - Returns AVLs if there are errors.



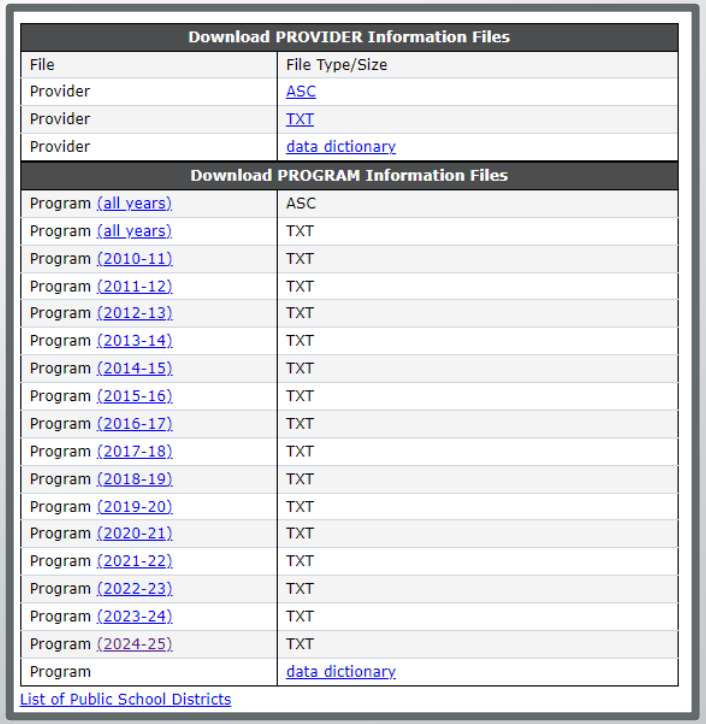
THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
System to Track and Account for Children (STAC) and Medicaid Unit
AVL Schedule – Section 4410 – Preschool
April 2024 – March 2025

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Evaluations												
2020-21		#12 **Final**										
2021-22				#09				#10			#11	
2022-23		#05				#06			#07			#08
2023-24	#01			#02			#03				#04	
Services												
2020-21		#12 **Final**			*				*			
2021-22			#09				#10			#11		
2022-23	#05			#06				#07			#08	

STAC Unit: Programs & Rates

- SED's STAC Unit posts approved programs and rates.
  (The STAC Unit does not set the rates.)
  - Approves Special Education Itinerant Teacher (SEIT) programs.
  - Posts rates and rate changes to EFRT and Agency Files.
    - The CPSE Portal uses Agency Files to collect program and rate changes daily.
    - Preschool imports the latest program listing from the CPSE Portal.

- (When SED's Rate Setting Unit releases new rates, there may be a delay between the release and the STAC Unit posting the new rates.)

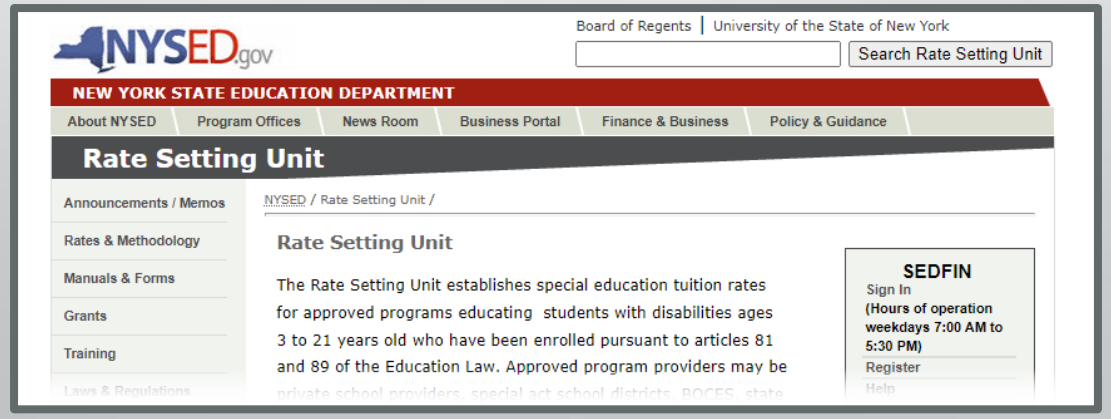


Download PROVIDER Information Files	
File	File Type/Size
Provider	ASC
Provider	TXT
Provider	data dictionary
Download PROGRAM Information Files	
Program (all years)	ASC
Program (all years)	TXT
Program (2010-11)	TXT
Program (2011-12)	TXT
Program (2012-13)	TXT
Program (2013-14)	TXT
Program (2014-15)	TXT
Program (2015-16)	TXT
Program (2016-17)	TXT
Program (2017-18)	TXT
Program (2018-19)	TXT
Program (2019-20)	TXT
Program (2020-21)	TXT
Program (2021-22)	TXT
Program (2022-23)	TXT
Program (2023-24)	TXT
Program (2024-25)	TXT
Program	data dictionary

List of Public School Districts

Rate Setting Unit

- SED's Rate Setting Unit approves and issues all rates for Preschool Services.
  - Approves CB & SEIT providers' new rates for their programs.
  - Adjusts CB & SEIT providers' existing rates for their programs.
  - Approves Evaluation Rates for SED-approved evaluators.
  - Approves Related Services (RS) rates for each county.
    - Although each county sets its own RS rates, there is a maximum rate for different service types, and whenever that needs to be changed, the Rate Setting Unit needs to approve them.



Medicaid in Education

- SED's Medicaid in Education handles all Medicaid Policies for Preschool.
  - Provides training and guidance for Medicaid processes:
    - Claiming and reimbursement for CPSE and CSE services.
  - Creates and updates all Medicaid Policies for CSE and CPSE Services.

Interactions with SED

- The Preschool program interacts mainly with the STAC Unit:
  - | STAC ID's | STAC-1's | STAC-5's | AVL's |
  - Submitting files to and receiving files from the STAC Unit.
  - Imports programs and rates from the STAC Unit for providers to bill under.
- The County Representatives interact with all three SED Units relating to Preschool.
  - Sending STACs with special programs to the STAC Unit on paper.
  - Asking the STAC Unit on what and how to enter services into an STAC.
  - Submits new RS rates for the Rate Setting Unit to approve.
  - Asking Medicaid in Education for questions regarding Medicaid claiming and policies.

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Getting Started with Preschool

Getting Support

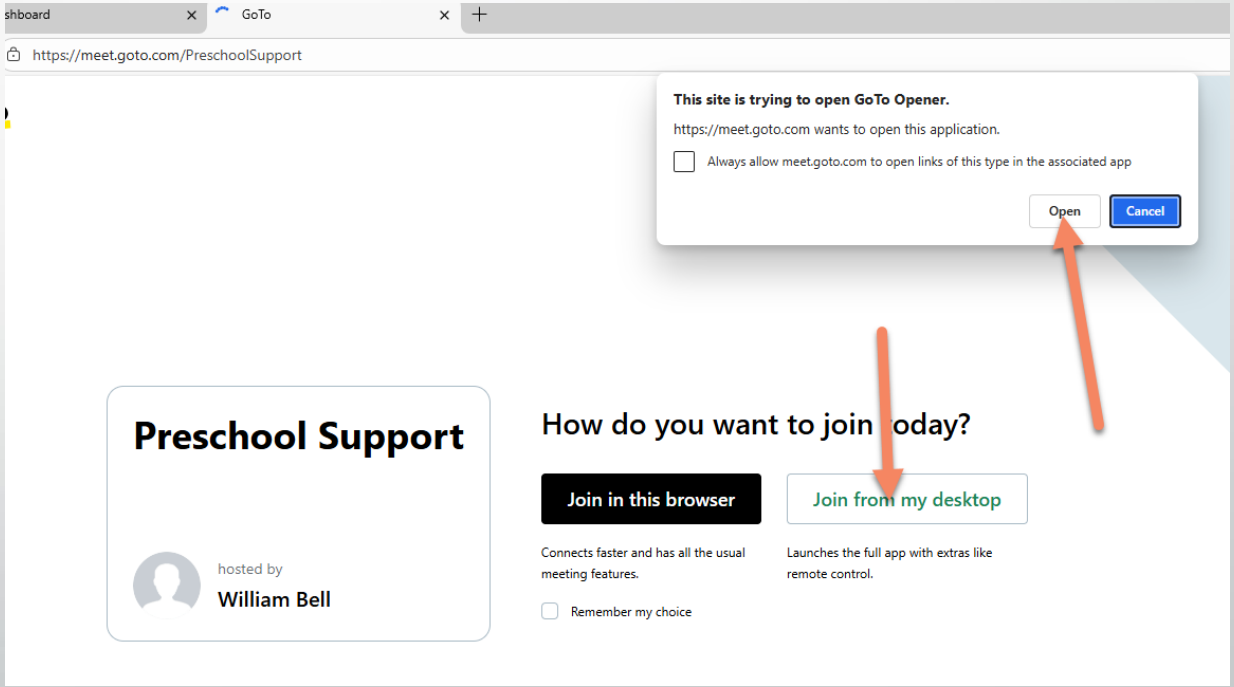
- If you need assistance with Preschool, you can always contact us for Support.
- Our office is opened Monday-Friday from 8am to 5pm, we close for lunch from 12pm to 1pm.
- You can reach us through email at preschoolsupport@cpseportal.com
  - You can also email your Preschool CRM directly
- If you'd prefer to call our phone number is (518) 393-3635

Go To Meeting

- We use Go To Meeting for our support meetings.
- In order to best assist you, we ask you to share your screen and may sometime ask for keyboard and mouse control.

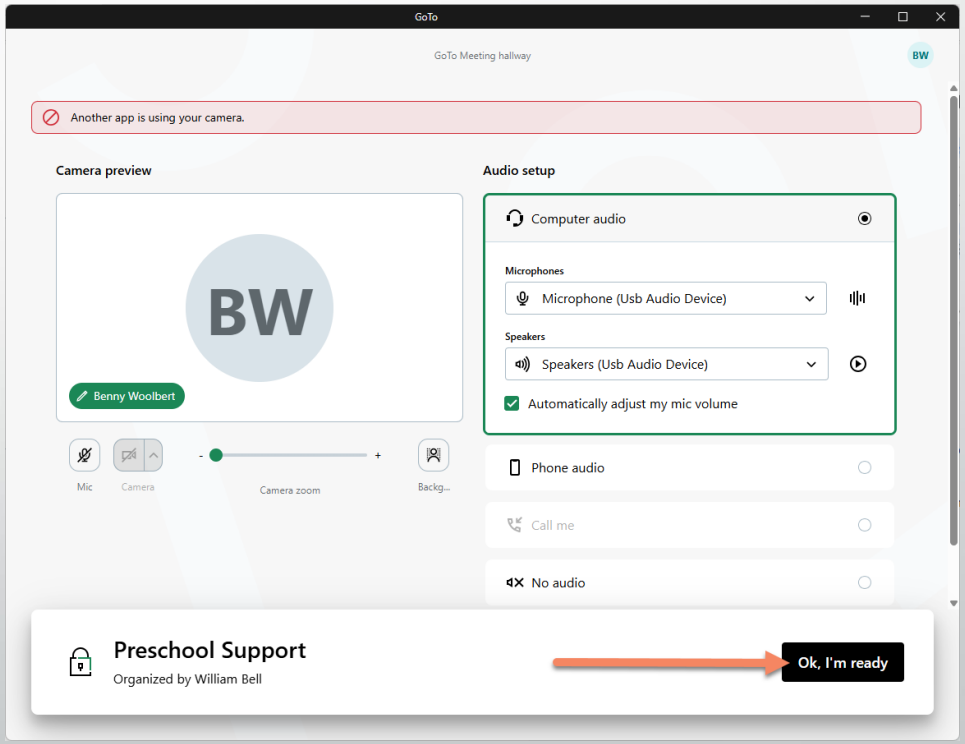
Joining a Go To Meeting

- When you Join a go to Meeting you have two options:
- Browser or Desktop
- We recommend joining from the desktop as the desktop app has much more functionality.
- Once you select the Join from desktop your browser will display a pop up window, select the "Open Go To Opener" button.

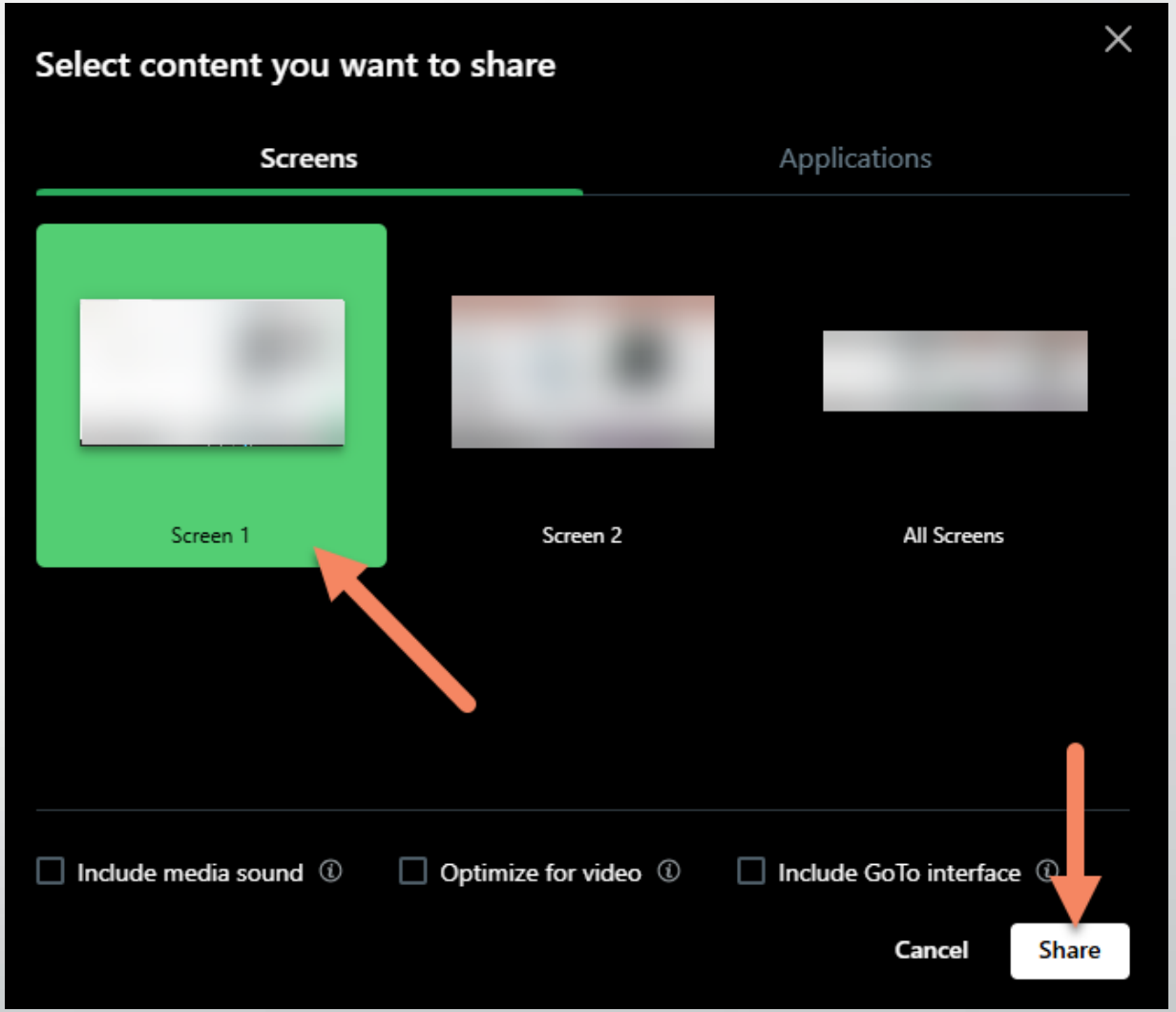


Choosing your audio settings in Go To Meeting

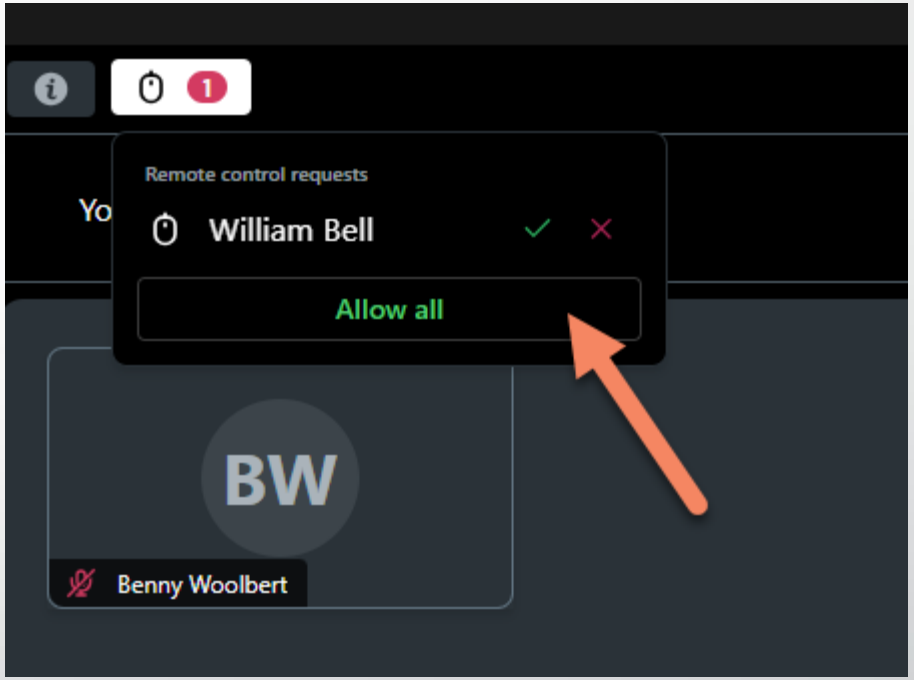
- Next you will see the audio screen
- There are two choices, computer audio or phone audio
- If you have a headset and microphone, you can choose computer audio.
- If you do not have a headset or microphone you can always call in using the provided number.



- To share your screen, click the Share button at the bottom of the screen.
- Then click on the Screens tab, choose the screen that you want to share and then click the Share button.



- If we need to take control of the screen, we will send out a remote control request, which will appear as a small pop-up window in the top-left corner of your GoTo interface. Clicking “Allow all” will grant us the permission to remote control the screen that you’



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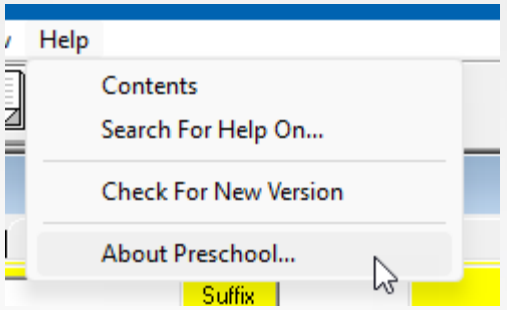
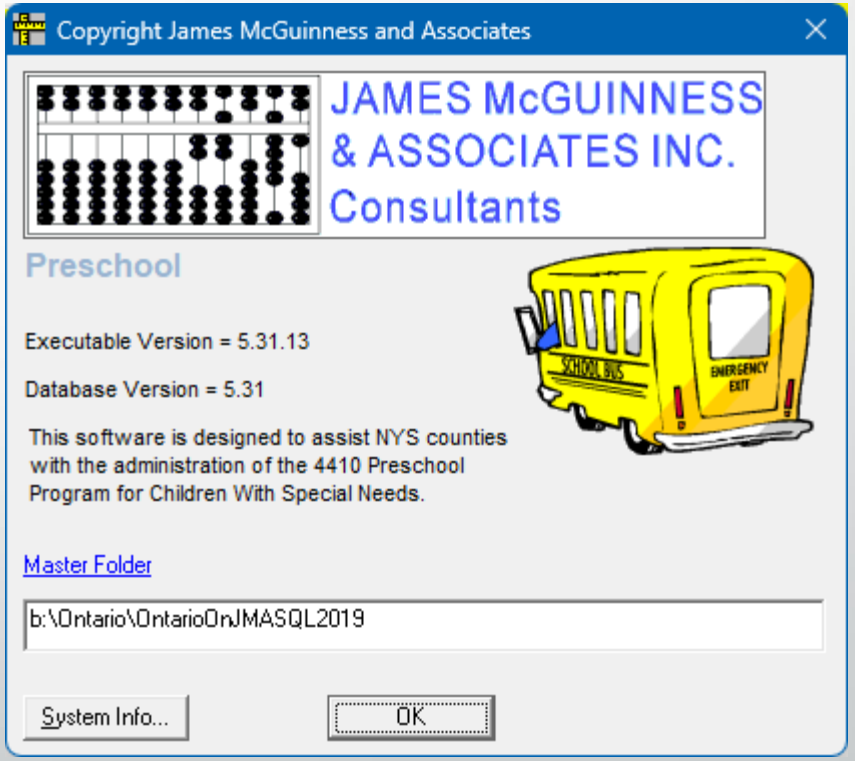
Navigating Preschool

Opening Preschool

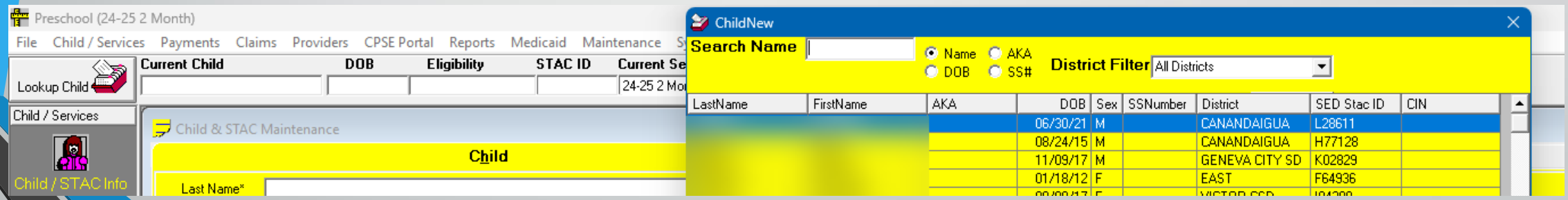
- Your Preschool Icon should point to the Launcher, which will be located somewhere on your County Network.
- If your launcher is not pointed at the correct place, you may get an error when attempting to open Preschool. If this happens, please contact us.

- In Preschool, the Help Tab has the About Preschool selection.
- This will tell you what version of Preschool you are running as well as the database version.
- The executable version will always have additional numbers ex (5.31.13) while the database version will only have two sets of numbers (5.31)
- It will also display a link to the Network Path to the Production folder on your County Network.
- The Master Folder link will open the Production folder

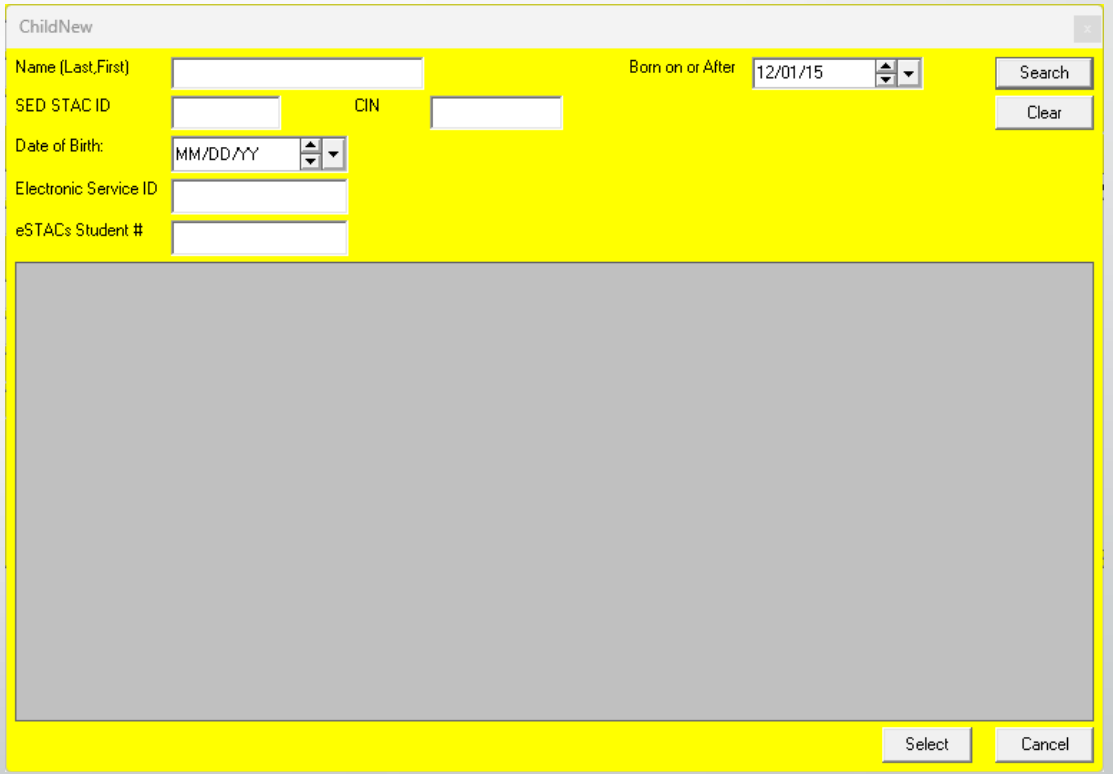




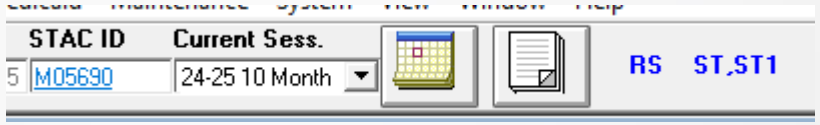
- Look Up child, there are two ways to look up children.
- The first way is the child list, it will display a list of all children in your Preschool system for all school years.
- You are able to filter the list based on the last name, DOB, or District.
- To open the child list click the Look Up Child button at the top left.

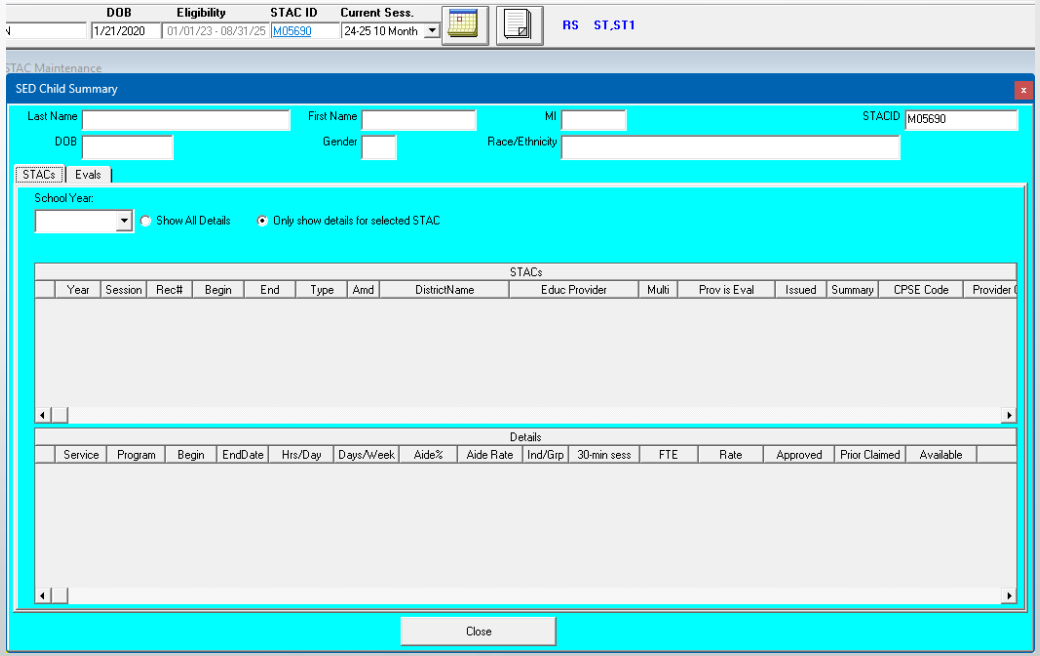


- If you press Ctrl+F on your keyboard you will open the new child search function.
- This search has additional fields that you can use including the STACID, ESID, eSTAC's Student Number, and CIN.
- This search can be made the default search for Preschool if you choose.



- Once you have looked up a child, the child screen will show some basic info about the child.
- You will see the name, eligibility, STACID, Services in the current session as well as other demographic information
- If you click on the Blue STACID at the top of the screen, the SED summary information will display





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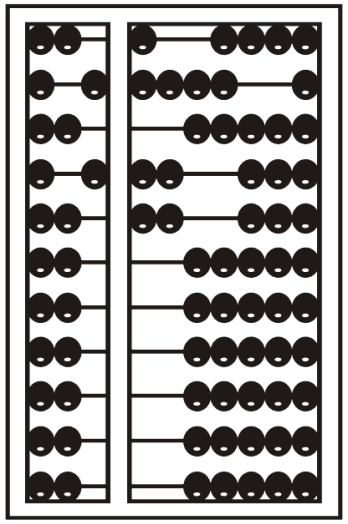
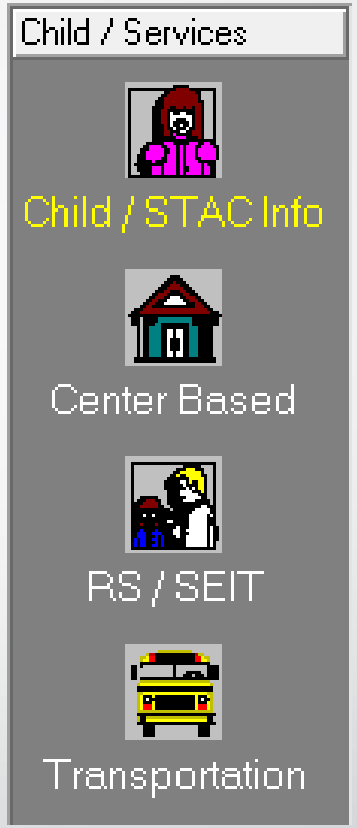
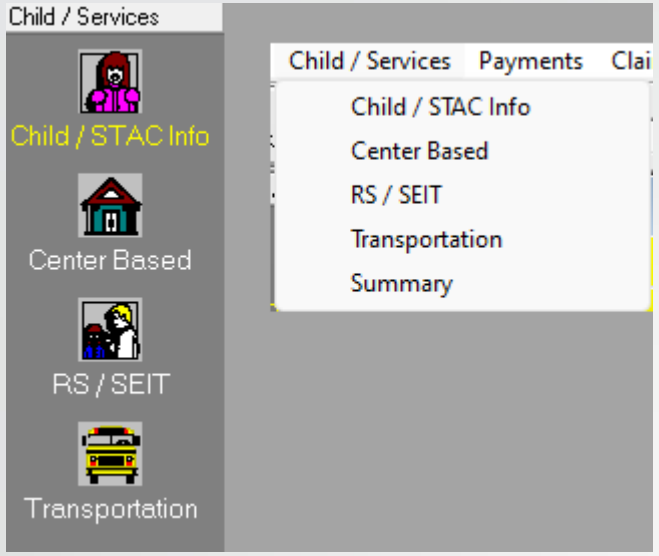
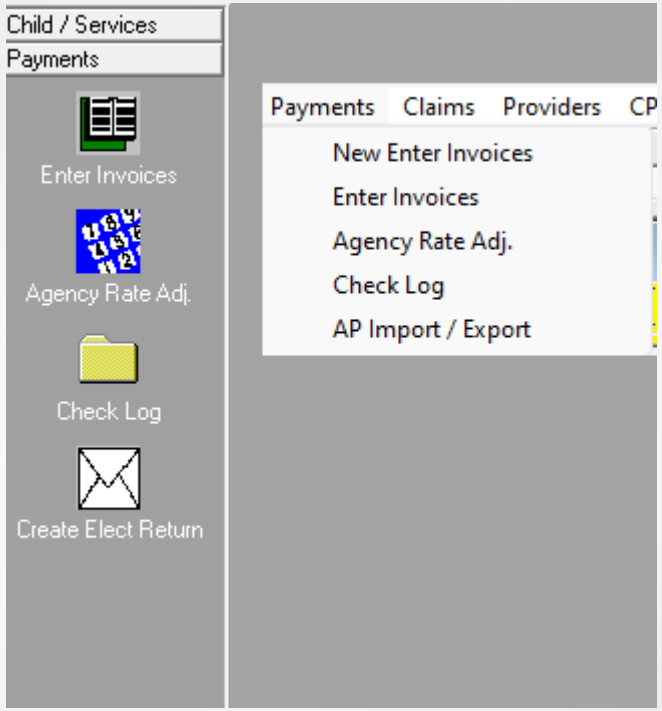


Side Navigation Options

- The Left hand side of Preschool has navigation options.
- The Child/STAC Info button allows you to see the child demographic info, STAC's, and Eval's screens.
- The Center Based button takes you to the Center Based Enrollment screen which will display any CB or CBRS enrollments.
- The RS/SEIT button takes you to the RS/SEIT Enrollment screen, which will display any SEIT or RS enrollments.







- There are additional Side Navigation options should you choose to use them.
- These side navigation options generally display the same options as the Tabs do once you choose a category.
- If you "got lost" in the side menu, you can always click the top "Child/Services" folder to get back to the "Familiar Four".

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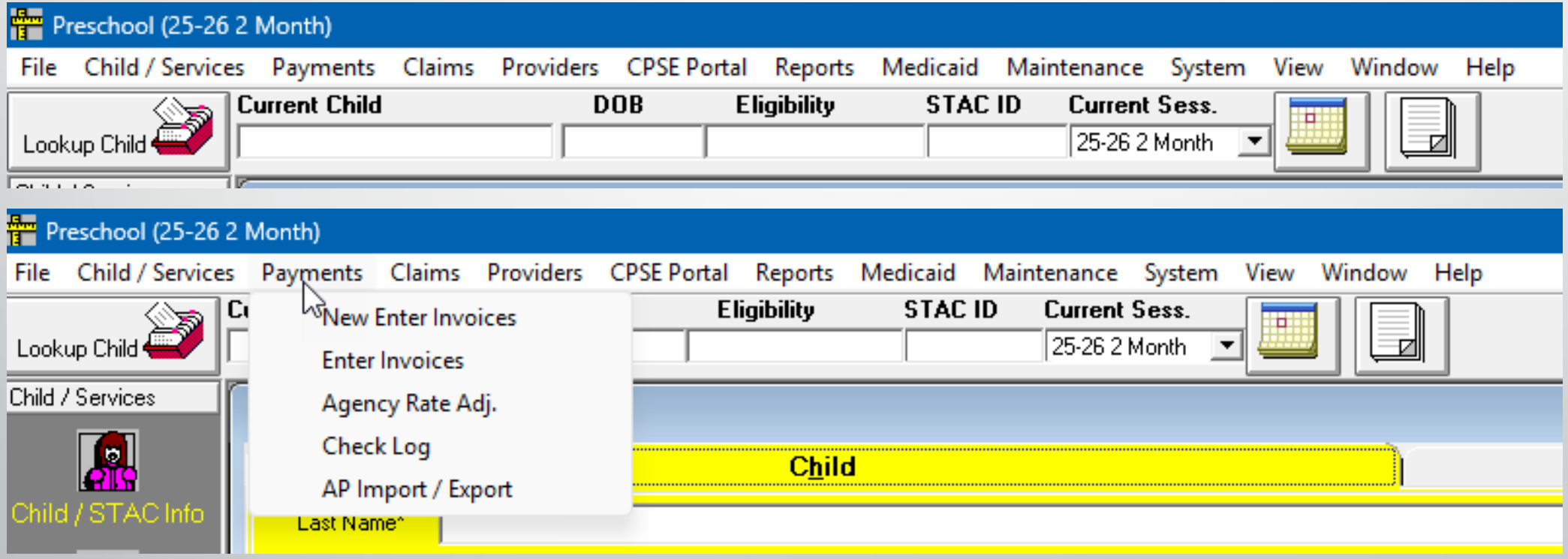
Navigation Tabs

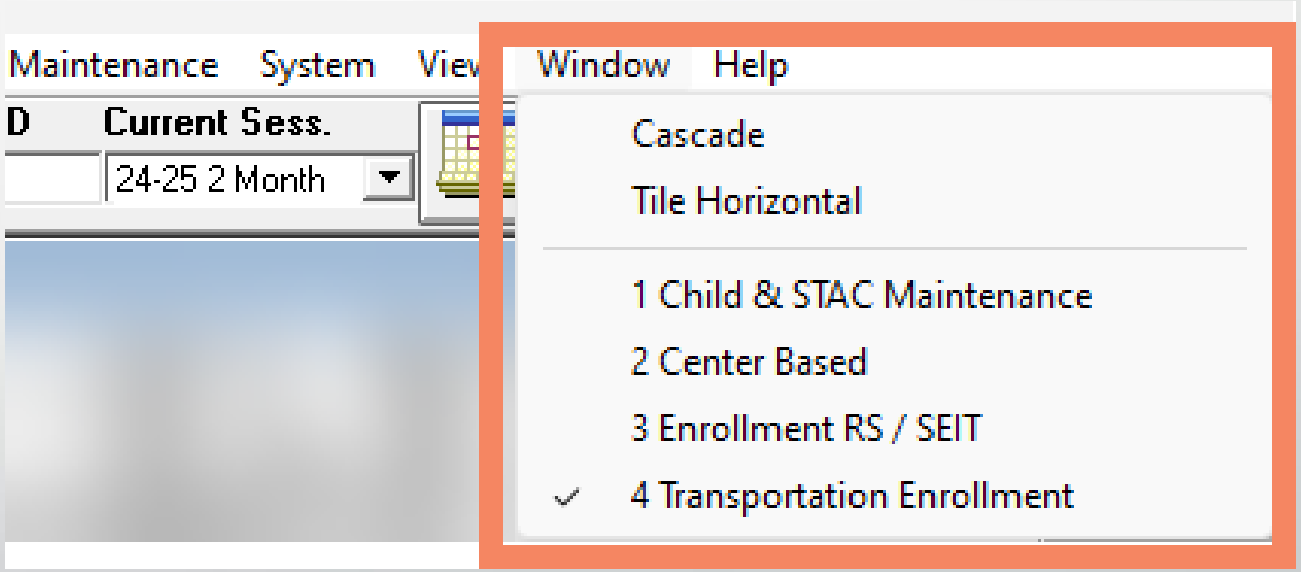
- Along the top of the screen are Tabs
- Each tab has options to select once you mouse over the tab



The “Window” menu.

When you are working with multiple different windows in Preschool, and you need to get to a previous screen that you were working on.

Instead of closing all the other screens. You can use the “Window” menu to bring the screen you want back to the top.



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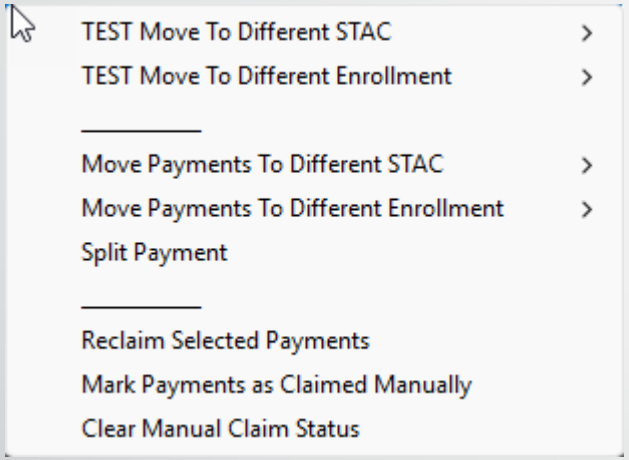
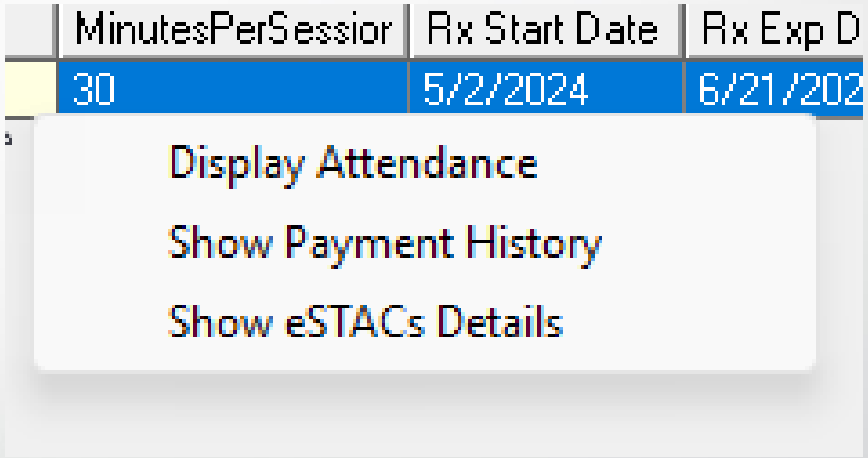
Grids

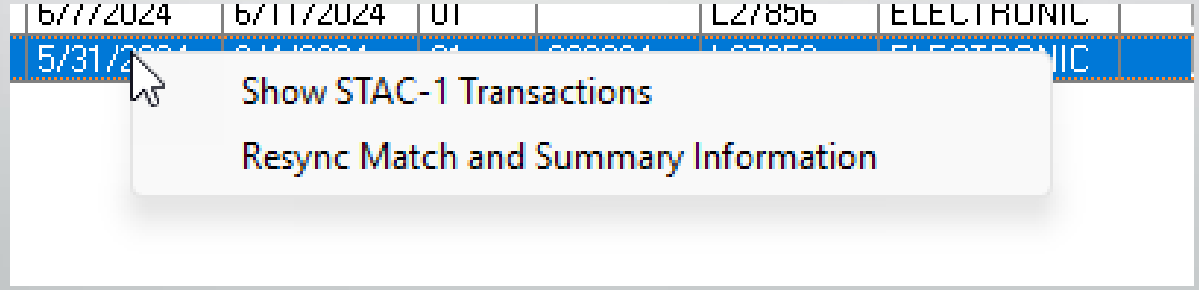
- Selecting items on grids can be done in three primary ways
- Single Select (Left Click)
- Multi-Select (Hold the Ctrl Key on the Keyboard and Left Click)
- Multi Select Range (Left click on one row, then Hold the Shift key and click on another row above or below to select all rows)
- This is usually done on the Payment or Attendance screens.

	Label	Month		Adj	Amount	Status	PaymentBatch	BatchDate	Check#	CheckDate	ClaimBatch	ClaimDate	Rec#	ClaimServiceType	Payee
▶	A	09/2023	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	10/2023	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	11/2023	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	12/2023	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	01/2024	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	02/2024	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	03/2024	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	04/2024	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	05/2024	R		$4,207.88	PAID	24-2059	05/23/25					X1	EDUC	6535
	A	06/2024	R		$3,156.08	PAID	24-2059	05/23/25					X1	EDUC	6535

- Once you have something selected in a Grid, you may be able to right click it depending on what it is.
- Attendance and Payments can be moved
- Right clicking on enrollments can display attendance
- Right clicking on a STAC can display the Transmission History.







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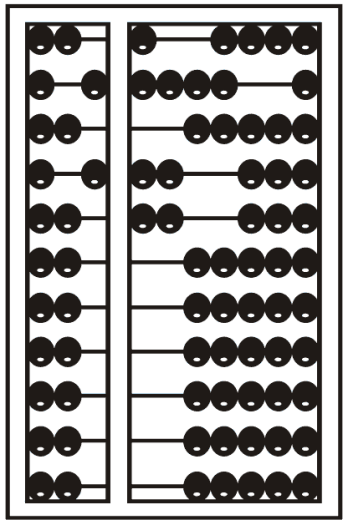
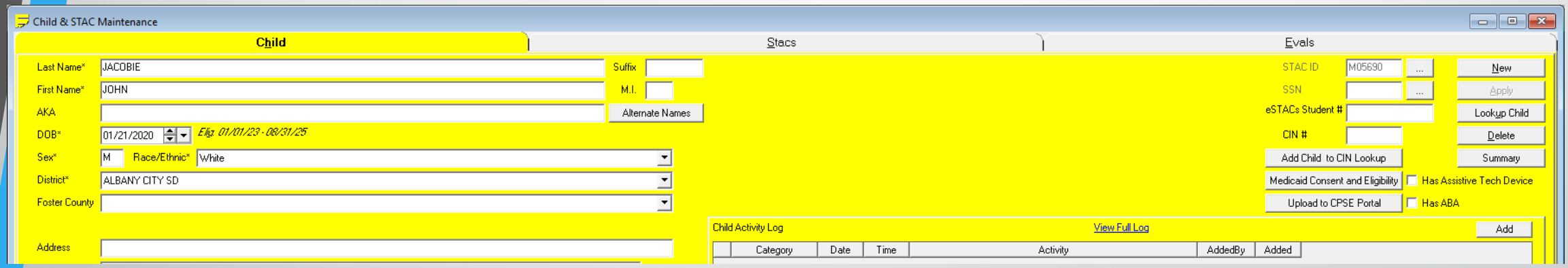


Core Screens

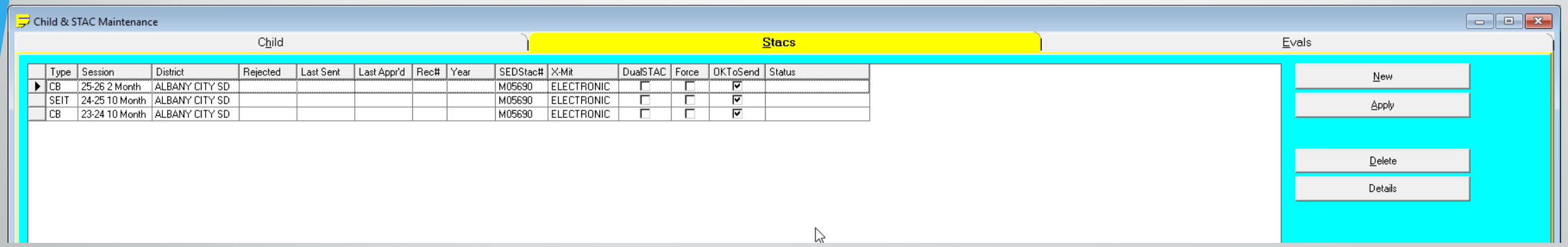
Child Screen, Child Tab

- The Child Screen has three tabs
- Child, STAC, and Eval
- The child tab displays demographic info as well as the STACID, Medicaid info, and Claiming info



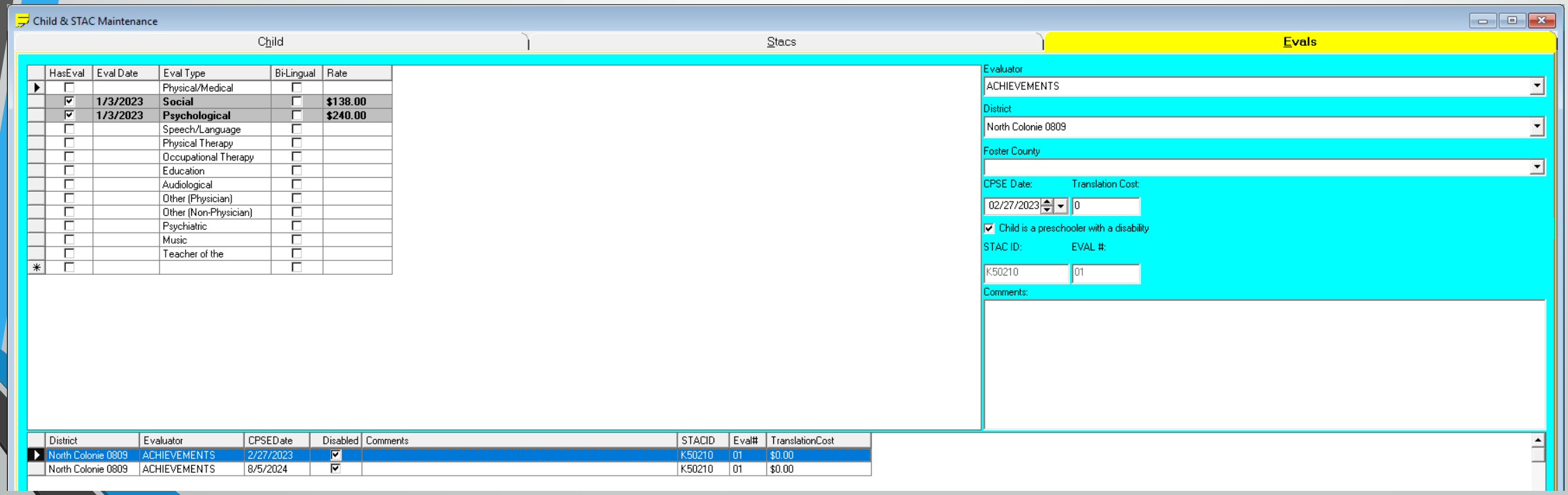
Child Screen STAC's Tab

- The STAC's tab will display all of the STAC's (both STAC-1's and STAC-5's) that have been entered into Preschool
- From here you can make changes to your STAC-1 and see transmission history for them



Child Screen Eval's Tab

- The Evals Tab will display all of the Evals that have been entered for the child.
- From here you can make changes to the Evals



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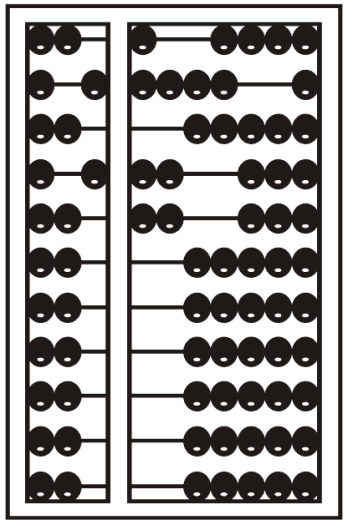
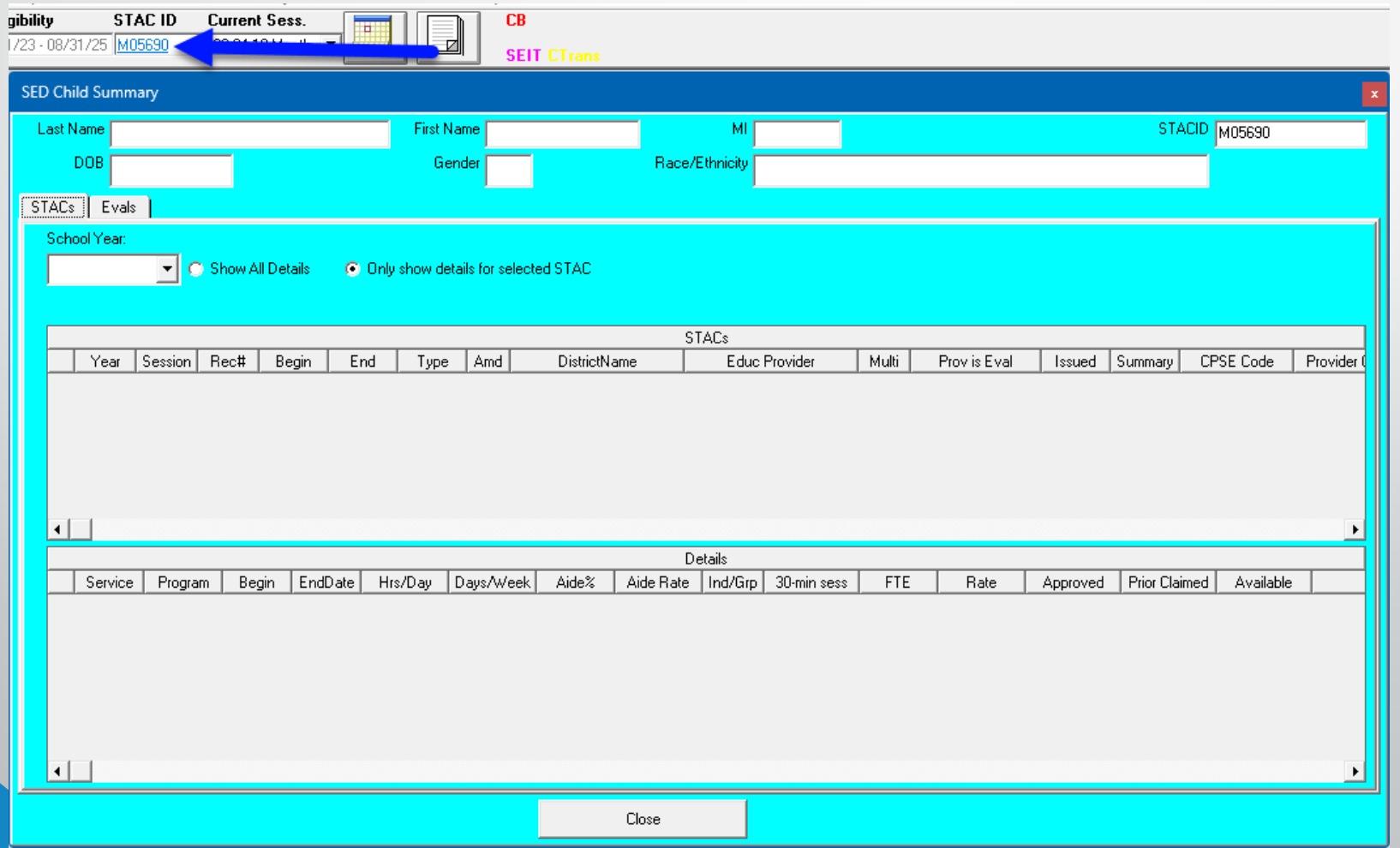


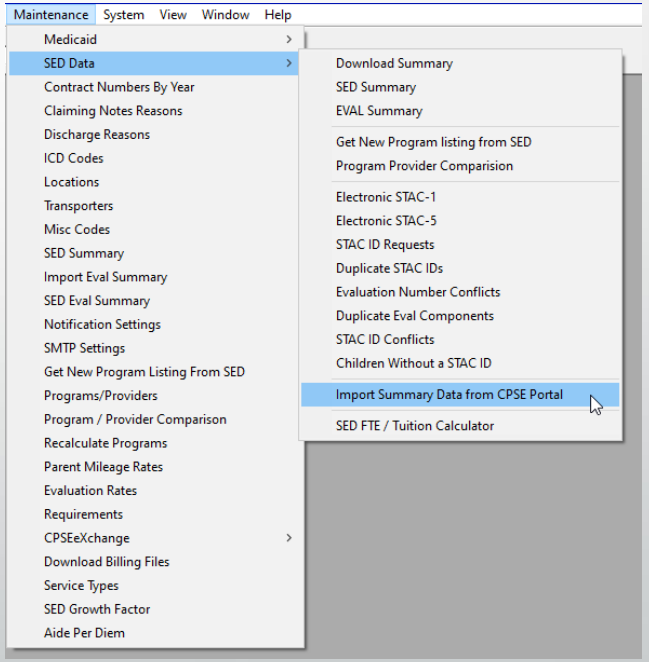
SED Summary

- Clicking on the Blue STACID will display the SED Summary info.
- You will be able to see any STAC-1 that are approved by SED as well as any STAC-5's for a given School year
- The SED summary info must be manually imported to be kept up to date. (We recommend importing once per week)

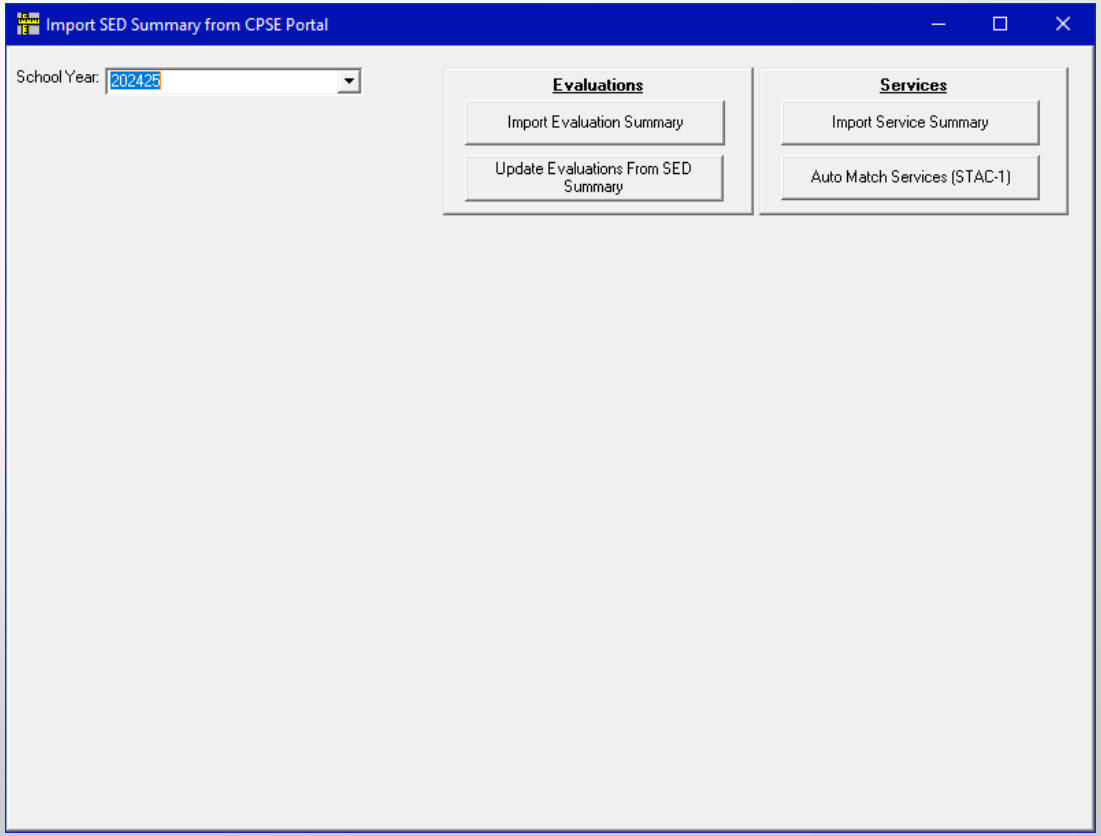


Importing Summary Files

- To Import Summary Files go to the Maintenance tab > SED Data and click on 'Import Summary Data from CPSE Portal'
- You can use this whether you use CPSE Portal or not.
- This process should be completed on a weekly basis.



- This is the Import Summary from CPSE Portal screen.
- Start by selecting the school year you want to import data for
- Then click Import Summary
- Finally click the Update/Auto Match button

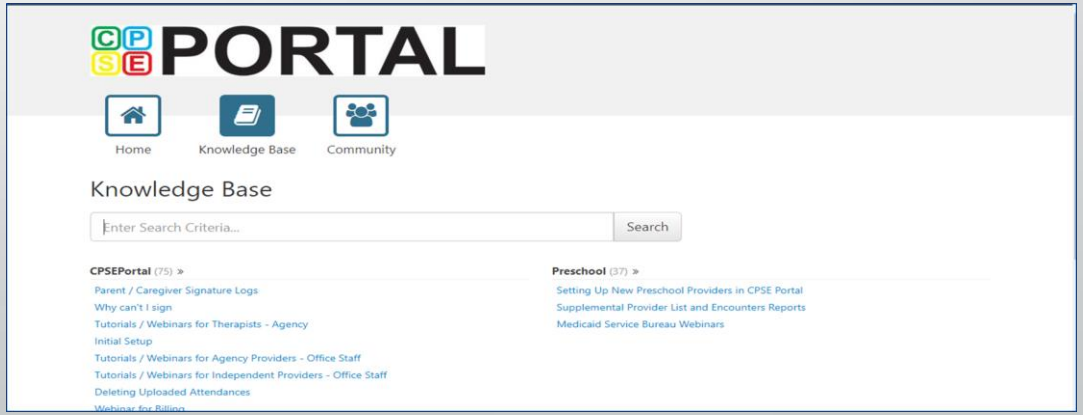


Closing

Support@CPSEPortal.com

Preschool Training – Knowledge Base

- The Knowledge Base provides numerous articles, trainings, webinars, and other pertinent information that will help answer your questions before having to contact Preschool support.
- You can simply click the Knowledge Base tab in the Portal or you can go to:
- http://support.cpseportal.com/kb



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Handy Links

- SED STAC Unit Website https://www.oms.nysed.gov/stac/
- SED Rate Setting Unit Website https://www.oms.nysed.gov/rsu/
- SED Medicaid in Education Website https://www.oms.nysed.gov/medicaid/
- SED STAC Forms https://www.oms.nysed.gov/stac/contact_us/form_requests/
- SED Medicaid Q&As https://www.oms.nysed.gov/medicaid/q_and_a/
- SED Medicaid Training Materials https://www.oms.nysed.gov/medicaid/training_materials/
- SED Medicaid Alerts https://www.oms.nysed.gov/medicaid/medicaid_alerts/

Knowledge Base Articles

- Send STACID Batch to SED http://support.cpseportal.com/kb/a168/stac-id-process.aspx
- Send STAC-1 Batch to SED http://support.cpseportal.com/kb/a113/submitting-stac-1s-to-nysed.aspx
- Send STAC-5 Bathc to SED http://support.cpseportal.com/kb/a619/submitting-stac-5s-to-nysed.aspx
- Import Summary Data http://support.cpseportal.com/kb/a115/download-sed-summary-file-stac-eval.aspx

Closing remarks

- In addition to the Knowledge base, our Helpdesk is available through email at *PreschoolSupport@CPSEPortal.com*
  - When sending an email:
    - Do not use child's name
    - Use STAC ID # or ESID #
    - Include your county, and info needed
  - Or you can reach out to your designated Preschool CRM directly via email or phone