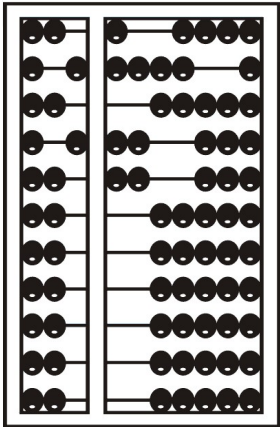


JAMES MCGUINNESS  
& ASSOCIATES INC.  
Consultants



# Sending STACID's, STAC-1's, and STAC-5's to SED

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)



# **Sending STACID Batches**

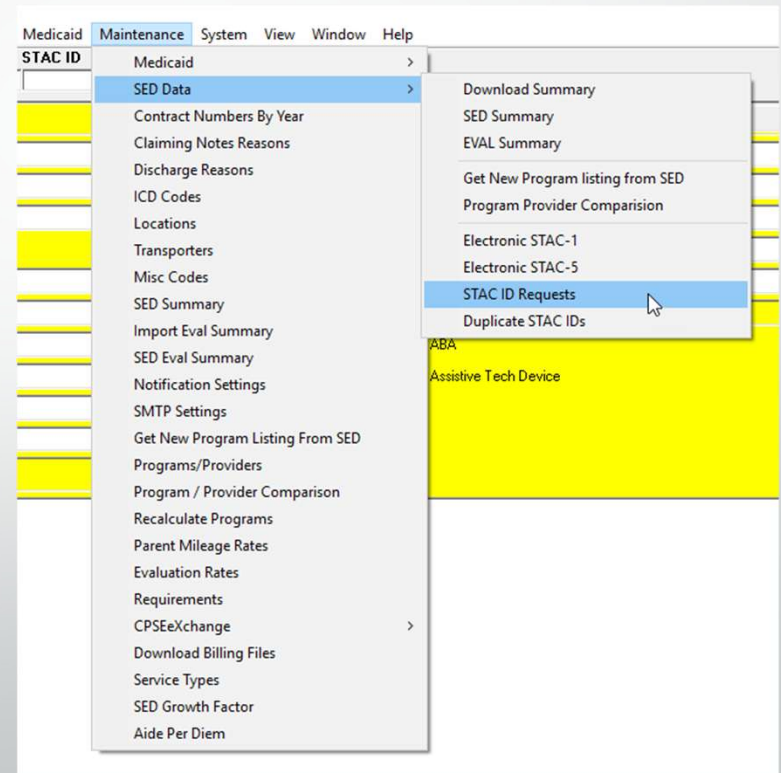
Preschoolsupport@CPSEPortal.com

# Sending STACID Batches

- When a new child is added to Preschool the child will not have a NYSED STACID.
- You will not be able to send STAC-1's or STAC-5's to SED until you obtain a STACID.
- In Preschool you can create a STACID batch to send new children to NYSED and obtain a STACID for them
- In the beginning of the school year this should be done weekly, as the year goes on this should be done whenever new children are added to the system.

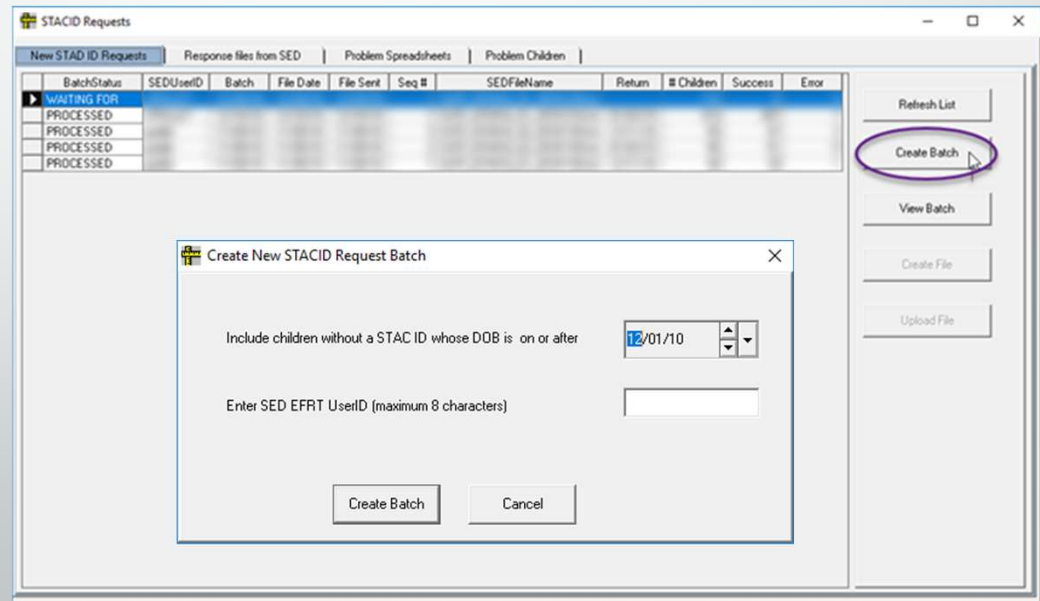
# Sending STACID Batches

- To Create and send a STACID Batch, go to the Maintenance tab > SED Data and click on 'STAC ID Requests'



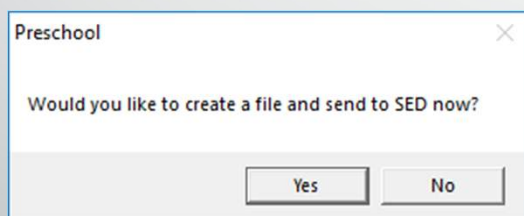
# Sending STACID Batches

- Once you click the STACID Requests option the STACID Request window will open.
- Start by clicking Create Batch
- Once you click Create Batch Preschool will ask for the earliest DOB, as well as your NYSED EFRT username.



# Sending STACID Batches

- After you select the earliest DOB and enter your EFRT Username Preschool will ask if you want to create the file and send it to SED.
- If you select Yes, the file will be created and you will then be asked for your NYSED Go Anywhere credentials to send it to SED.
- If you select No, you will see the batch status of 'New' with your NYSED EFRT ID, Batch date, and the number of children in the batch
- You can click 'View Batch' to see the children on the batch.



BatchStatus	SEDUserID	Batch	File Date	File Sent	Seq #	SEDFileName	Return	# Children	Success	Error
NEW	EXAMPLE1	01/19/19						49	0	0
WAITING FOR										
PROCESSED										
PROCESSED										
PROCESSED										
PROCESSED										

Buttons: Refresh List, Create Batch, View Batch, Create File, Upload File

# Sending STACID Batches

- Once you click View Batch you will see a list of all of the children on the batch.
- From here you can update the EFRT username if it was entered incorrectly.

The screenshot shows the 'STACID Requests' application window. It has a main table with columns: BatchStatus, SEDUserID, Batch, File Date, File Sent, Seq #, SEDFileName, Return, and # Children. A 'Details For STACID Request Batch' window is open, showing fields for Status (NEW), File Name, EFRT Username (WBELL), Created (04/13/26 11:03 am), File Created, File Sent, and File Returned. Below these fields is a table of children in the batch.

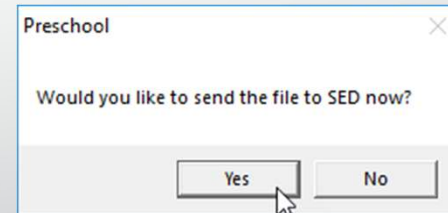
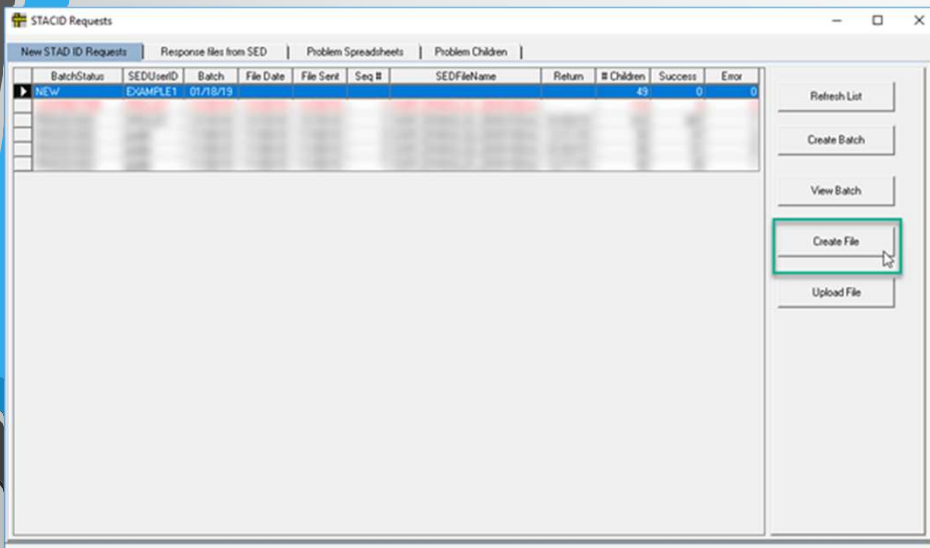
BatchStatus	SEDUserID	Batch	File Date	File Sent	Seq #	SEDFileName	Return	# Children
NEW	WBELL	04/13/26						6
PROCESSED	mcguinn	01/15/26	01/15/26	01/15/26	1	ONON_EFH616_01_20260115.tx	01/16/26	71
PROCESSED	mcguinn	01/08/26	01/08/26	01/08/26	1	ONON_EFH616_01_20260108.tx	01/09/26	31
PROCESSED	mcguinn	12/26/25	12/26/25	12/26/25	1	ONON_EFH616_01_20251226.tx	12/31/25	4
PROCESSED	mcguinn	12/19/25	12/19/25	12/19/25	1	ONON_EFH616_01_20251219.tx	12/22/25	60
PROCESSED	mcguinn	12/12/25	12/12/25	12/12/25	1	ONON_EFH616_01_20251212.tx	12/19/25	67
PROCESSED	mcguinn	12/02/25	12/02/25	12/02/25	1	ONON_EFH616_01_20251202.tx	12/03/25	28
PROCESSED	mcguinn	11/21/25	11/21/25	11/21/25	1	ONON_EFH616_01_20251121.tx	11/24/25	48
PROCESSED	mcguinn	11/13/25	11/13/25	11/13/25	1	ONON_EFH616_01_20251113.tx	11/14/25	31

Last Name	First Name	MI	DOB	Gender	Race/Eth.	Return Status	Return Code
DELEON	DOMINICK		05/06/22	M	C		
DOUGLAS	WAYNE		09/17/21	M	C		
FIGUEROA	ROXANNE		12/26/20	F	C		
GRANT	RAMIRO		08/21/21	M	C		
JACOBIE	JOHN		06/21/21	M	C		
SMITH	JOHN		06/12/21	M	U		

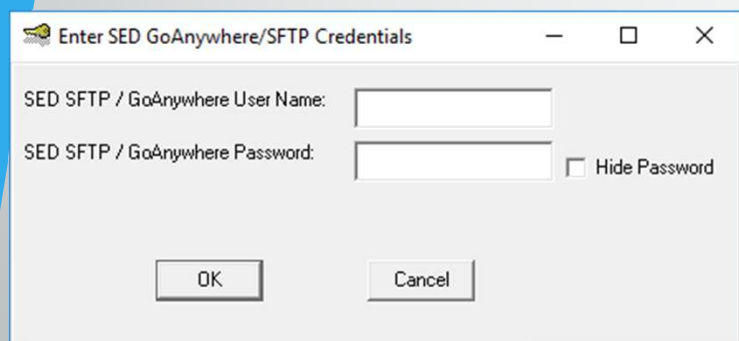
# Sending STACID Batches

- To send the file (If you clicked No previously) highlight the batch with the Status of New and click Create File.
- A pop-up window will display asking if you want to send the file to SED now.
- Click yes to send the file, if you click no Preschool will create the file but not send it.



# Sending STACID Batches

- Once you click 'Yes' you will be asked for your NYSED Go Anywhere Credentials.
- These may be different than your NYSED EFRT Credentials
- If you clicked No on the Previous screen, you will click Upload File to send it to SED.

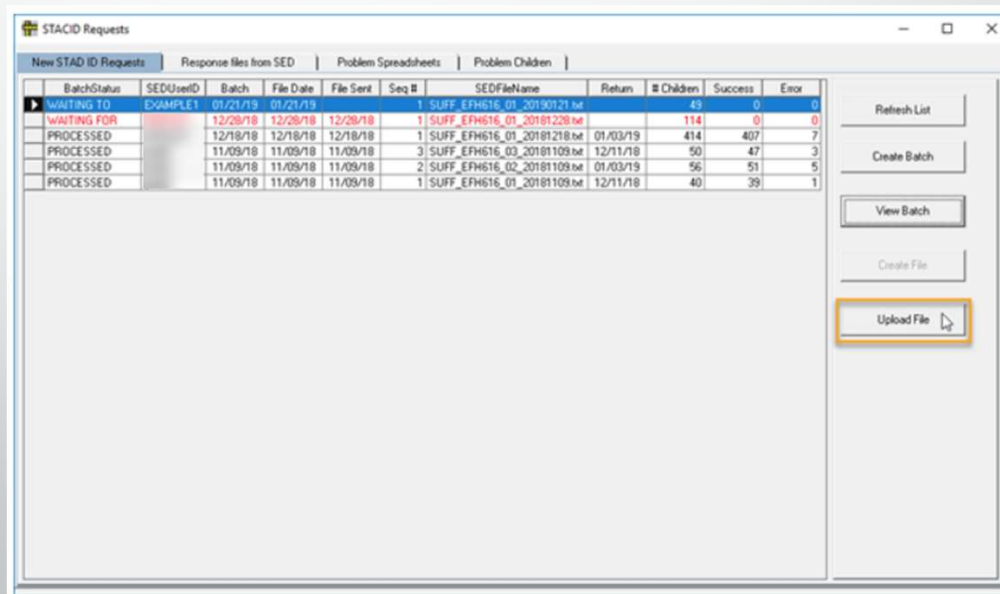


Enter SED GoAnywhere/SFTP Credentials

SED SFTP / GoAnywhere User Name:

SED SFTP / GoAnywhere Password:   Hide Password

OK Cancel



STACID Requests

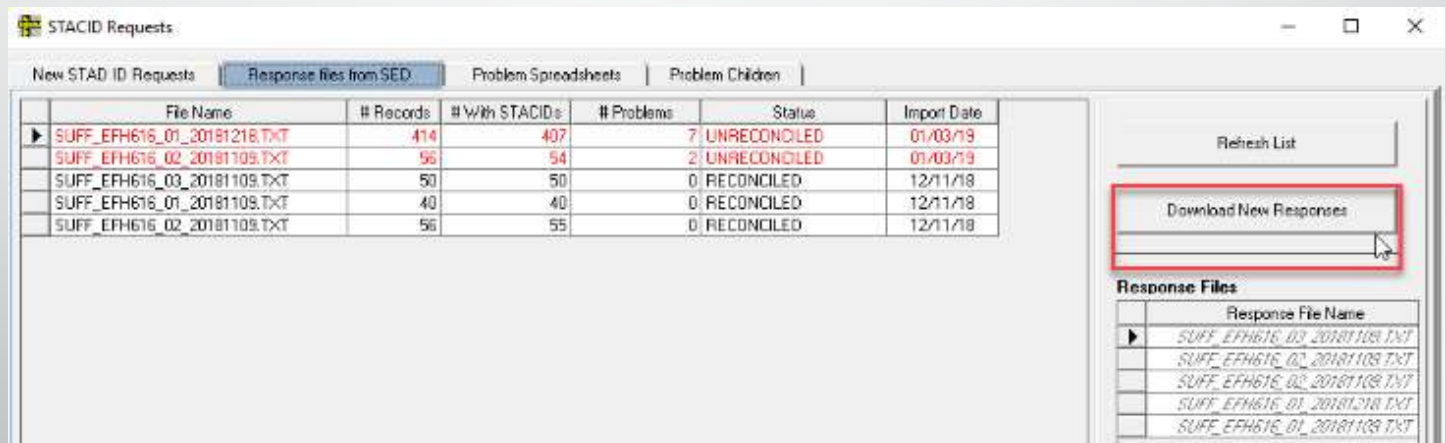
New STAD ID Requests | Response files from SED | Problem Spreadsheets | Problem Children

BatchStatus	SEDUserID	Batch	File Date	File Sent	Seq #	SEDFileName	Return	# Children	Success	Error
WAITING FOR	EXAMPLE1	01/21/18	01/21/18	12/28/18	1	SUFF_EPH616_01_20190121.txt		43	0	0
WAITING FOR		12/28/18	12/28/18	12/28/18	1	SUFF_EPH616_01_20181228.txt		114	0	0
PROCESSED		12/18/18	12/18/18	12/18/18	1	SUFF_EPH616_01_20181218.txt	01/03/19	414	407	7
PROCESSED		11/09/18	11/09/18	11/09/18	3	SUFF_EPH616_03_20181109.txt	12/11/18	50	47	3
PROCESSED		11/09/18	11/09/18	11/09/18	2	SUFF_EPH616_02_20181109.txt	01/03/19	56	51	5
PROCESSED		11/09/18	11/09/18	11/09/18	1	SUFF_EPH616_01_20181109.txt	12/11/18	40	39	1

Refresh List  
Create Batch  
View Batch  
Create File  
Upload File

# Response Files from SED

- Once you send the STACID batch to SED you will usually need to wait until the next date for the file to be processed by SED electronically.
- Response files are usually available around noon each day
- To download the response files from SED, go to the 'Response Files from SED' tab within the STACID Requests window.
- Then click Download New Responses



STACID Requests

New STAD ID Requests | **Response Files from SED** | Problem Spreadsheets | Problem Children

File Name	# Records	# With STACID's	# Problems	Status	Import Date
SUFF_EFH616_01_20181218.TXT	414	407	7	UNRECONCILED	01/03/19
SUFF_EFH616_02_20181109.TXT	56	54	2	UNRECONCILED	01/03/19
SUFF_EFH616_03_20181109.TXT	50	50	0	RECONCILED	12/11/18
SUFF_EFH616_01_20181109.TXT	40	40	0	RECONCILED	12/11/18
SUFF_EFH616_02_20181109.TXT	56	55	0	RECONCILED	12/11/18

Refresh List

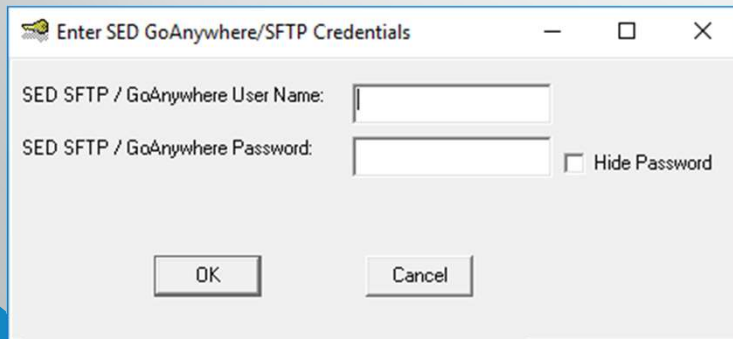
**Download New Responses**

**Response Files**

Response File Name
SUFF_EFH616_03_20181109.TXT
SUFF_EFH616_02_20181109.TXT
SUFF_EFH616_03_20181109.TXT
SUFF_EFH616_01_20181109.TXT
SUFF_EFH616_01_20181109.TXT

# Response Files from SED

- Once you click Download New Responses you will be asked for your NYSED Go Anywhere Credentials.
- After you enter those credentials the Response files will be loaded into the Response Files box in the right-hand side of the window.
- Some files will be in *Italics in Grey* these have been processed already. Unprocessed files will be in Normal Font in Black. Double one of the files in Black with Normal font to process it. When you do this Preschool will ask if you want to process it, select Yes.

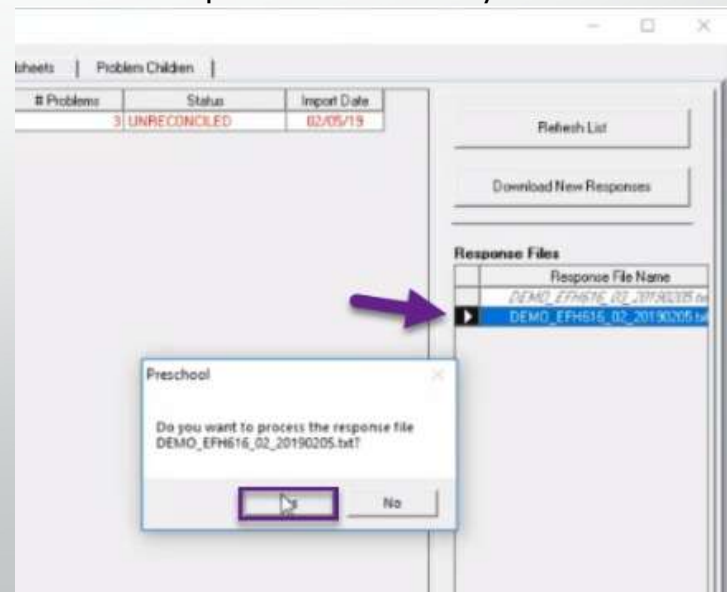


Enter SED GoAnywhere/SFTP Credentials

SED SFTP / GoAnywhere User Name:

SED SFTP / GoAnywhere Password:   Hide Password

OK Cancel



Sheets | Problem Children

# Problems	Status	Input Date
3	UNRECONCILED	02/05/15

Refresh List

Download New Responses

Response Files

Response File Name
<i>DEMO_EFH616_02_20190205.txt</i>
DEMO_EFH616_02_20190205.txt

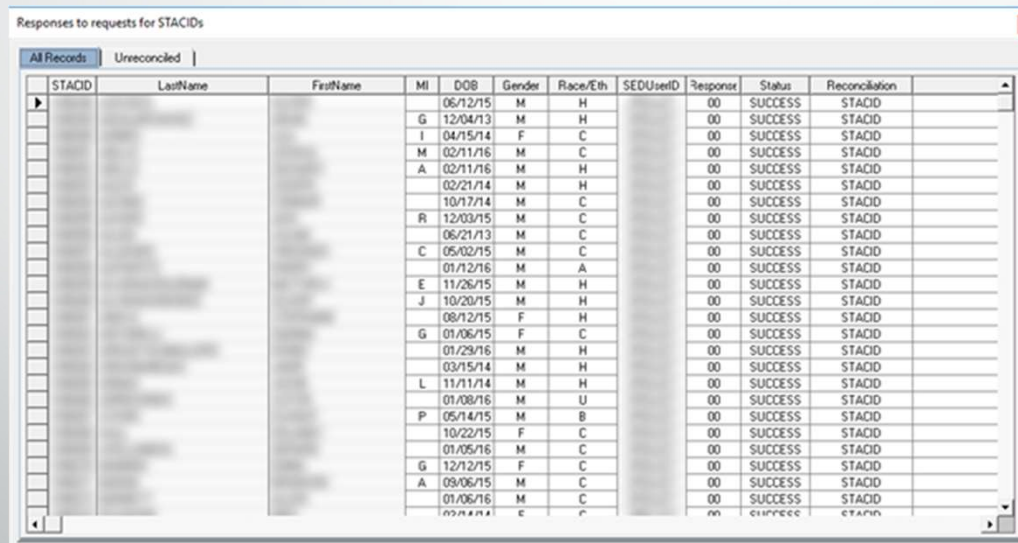
Preschool

Do you want to process the response file DEMO\_EFH616\_02\_20190205.txt?

Yes No

# Response Files from SED

- On the Response File window you can click on the All Records tab to see all of the items that were on the file.



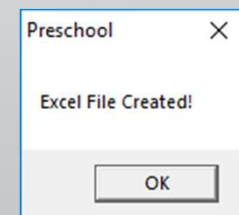
The screenshot shows a window titled "Responses to requests for STACIDs" with two tabs: "All Records" (selected) and "Unreconciled". The window displays a table with the following columns: STACID, LastName, FirstName, MI, DOB, Gender, Race/Eth, SEDUserID, Response, Status, and Reconciliation. The table contains multiple rows of data, all with a "Status" of "SUCCESS" and a "Reconciliation" of "STACID".

STACID	LastName	FirstName	MI	DOB	Gender	Race/Eth	SEDUserID	Response	Status	Reconciliation
				06/12/15	M	H		00	SUCCESS	STACID
				12/04/13	M	H		00	SUCCESS	STACID
				04/15/14	F	C		00	SUCCESS	STACID
				02/11/16	M	C		00	SUCCESS	STACID
				02/11/16	M	H		00	SUCCESS	STACID
				02/21/14	M	H		00	SUCCESS	STACID
				10/17/14	M	C		00	SUCCESS	STACID
				12/03/15	M	C		00	SUCCESS	STACID
				06/21/13	M	C		00	SUCCESS	STACID
				05/02/15	M	C		00	SUCCESS	STACID
				01/12/16	M	A		00	SUCCESS	STACID
				11/26/15	M	H		00	SUCCESS	STACID
				10/20/15	M	H		00	SUCCESS	STACID
				08/12/15	F	H		00	SUCCESS	STACID
				01/06/15	F	C		00	SUCCESS	STACID
				01/29/16	M	H		00	SUCCESS	STACID
				03/15/14	M	H		00	SUCCESS	STACID
				11/11/14	M	H		00	SUCCESS	STACID
				01/08/16	M	U		00	SUCCESS	STACID
				05/14/15	M	B		00	SUCCESS	STACID
				10/22/15	F	C		00	SUCCESS	STACID
				01/05/16	M	C		00	SUCCESS	STACID
				12/12/15	F	C		00	SUCCESS	STACID
				09/06/15	M	C		00	SUCCESS	STACID
				01/06/16	M	C		00	SUCCESS	STACID
				02/11/14	E	C		00	SUCCESS	STACID

# Response Files from SED

- Once you click yes, the Response File window will open.
- You can click on the Unreconciled tab to see items that have problems.
- You can create a Problem Spreadsheet by clicking the 'Create Problem Spreadsheet for SED' button

STACID	LastName	FirstName	MI	DOB	Gender	Race/Eth	SEDUserID	Response	Status	Reconciliation	Error
				12/09/15	M	C		DG	ERROR		
				10/06/14	M	C		DC	ERROR		
				10/30/14	M	C		DC	ERROR		
				10/21/13	F	H		DC	ERROR		
R				02/26/14	F	U		DC	ERROR		
R				10/27/15	M	H		DH	ERROR		
				01/17/14	M	A		DC	ERROR		



# Problem Spreadsheets

- Once you click "Create Problem Spreadsheet for SED" you will be able to view the excel document.
- To do this click on the problem spreadsheets tab, then double click on the spreadsheet you created.

The screenshot shows the 'STACID Requests' web application. The 'Problem Spreadsheets' tab is active, displaying three tables: 'Upload Spreadsheets', 'Download Spreadsheets', and 'Spreadsheets Sent To SED'. Each table lists file names, dates, and folders.

Spreadsheets Created To Send To SED		
File Name	File Date	Folder
SUFF_EFH616_01_20181218.XLSX	01/18/19 11:33 am	Z:\PreschoolEnvironments
SUFF_EFH616_01_20181218_IDSISUE	01/03/19 05:15 pm	Z:\PreschoolEnvironments
SUFF_EFH616_03_20181109(X1).XLSX	01/03/19 04:57 pm	Z:\PreschoolEnvironments
SUFF_EFH616_03_20181109_IDSISUE	01/03/19 05:01 pm	Z:\PreschoolEnvironments

Spreadsheets Created By / Returned From SED		
File Name	File Date	Folder
SUFF_EFH616_02_20181109.XLSX	12/20/18 04:26 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_03_20181109.XLSX	12/20/18 04:26 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_03_20181109_IDSISUE	01/03/19 04:58 pm	Z:\PreschoolEnvironments\Suffol

Spreadsheets Sent To SED		
File Name	File Date	Folder
SUFF_EFH616_01_20181109.XLSX	01/03/19 03:08 pm	Z:\PreschoolEnvironments
SUFF_EFH616_02_20181109.XLSX	12/11/18 06:57 pm	Z:\PreschoolEnvironments
SUFF_EFH616_03_20181109(X1).XLSX	01/03/19 04:57 pm	Z:\PreschoolEnvironments
SUFF_EFH616_03_20181109.XLSX	12/06/18 04:37 pm	Z:\PreschoolEnvironments

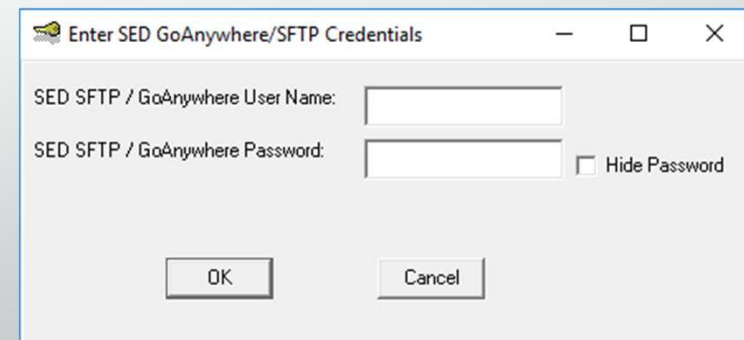
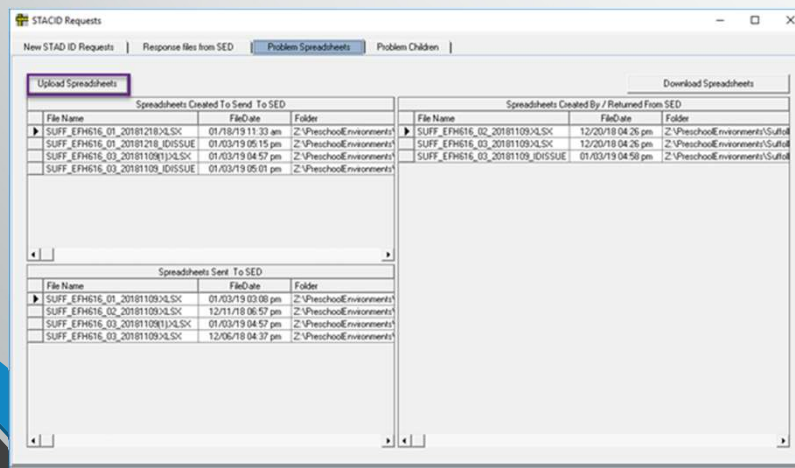
The screenshot shows an Excel spreadsheet with the following data:

STAC ID	Last Name First Name MI	DOB	Gender	Race	Ethnic	Outside #	SED Code	Usercode	Error Code
2	ALVAREZ FREDERICK	2014-05-21M	C	P5000002	51310164C	HEATHER	DG		
3	AMBROSE LENNY	2012-05-21M	U	P5000002	51310164C	HEATHER	DH		
4	ANDREWS BLUFFY	2012-06-9F	U	P5000002	51310164C	HEATHER	DH		

Please note: This information was made up for the purpose of this tutorial. These are **NOT** real children.

# Problem Spreadsheets

- To send your spreadsheets to SED, click on Upload Spreadsheets.
- Then enter your Go Anywhere credentials.
- After you have clicked "Upload Spreadsheets", they will appear in the "Spreadsheets Sent to SED"
- You will also see an auto generated emails to SED to alert them of the new file.
- It is **very important** that you send SED an email notifying them of the file upload as these problem spreadsheets are reviewed by a person at SED and if they are not notified, they will not review the spreadsheet.



# Problem Spreadsheets

- Once you send the spreadsheets they will move to the 'Spreadsheets Sent to SED' grid.
- Responses to the spreadsheets are processed nightly, to download spreadsheets click Download Spreadsheets and new items will be added. Then double click on the file you want to open to view the excel document which was send by SED.

STACID Requests - Problem Spreadsheets

Spreadsheets Created To Send To SED			Spreadsheets Created By / Returned From SED		
File Name	FileDate	Folder	File Name	FileDate	Folder
SUFF_EFH616_01_20181218.XLSX	01/18/19 11:33 am	Z:\PreschoolEnvironments\	SUFF_EFH616_02_20181109.XLSX	12/20/18 04:26 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_01_20181218_IDISSUE	01/03/19 05:15 pm	Z:\PreschoolEnvironments\	SUFF_EFH616_03_20181109.XLSX	12/20/18 04:26 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_03_20181109(1).XLSX	01/03/19 04:57 pm	Z:\PreschoolEnvironments\	SUFF_EFH616_03_20181109_IDISSUE	01/03/19 04:58 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_03_20181109_IDISSUE	01/03/19 05:01 pm	Z:\PreschoolEnvironments\			

Spreadsheets Sent To SED		
File Name	FileDate	Folder
SUFF_EFH616_01_20181109.XLSX	01/03/19 03:08 pm	Z:\PreschoolEnvironments\
SUFF_EFH616_02_20181109.XLSX	12/11/18 06:57 pm	Z:\PreschoolEnvironments\
SUFF_EFH616_03_20181109(1).XLSX	01/03/19 04:57 pm	Z:\PreschoolEnvironments\
SUFF_EFH616_03_20181109.XLSX	12/06/18 04:37 pm	Z:\PreschoolEnvironments\

STACID Requests - Problem Spreadsheets

Spreadsheets Created To Send To SED			Spreadsheets Created By / Returned From SED		
File Name	FileDate	Folder	File Name	FileDate	Folder
SUFF_EFH616_01_20181218.XLSX	01/18/19 11:33 am	Z:\PreschoolEnvironments\	SUFF_EFH616_02_20181109.XLSX	12/20/18 04:26 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_01_20181218_IDISSUE	01/03/19 05:15 pm	Z:\PreschoolEnvironments\	SUFF_EFH616_03_20181109.XLSX	12/20/18 04:26 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_03_20181109(1).XLSX	01/03/19 04:57 pm	Z:\PreschoolEnvironments\	SUFF_EFH616_03_20181109_IDISSUE	01/03/19 04:58 pm	Z:\PreschoolEnvironments\Suffol
SUFF_EFH616_03_20181109_IDISSUE	01/03/19 05:01 pm	Z:\PreschoolEnvironments\			

# Problem Spreadsheets

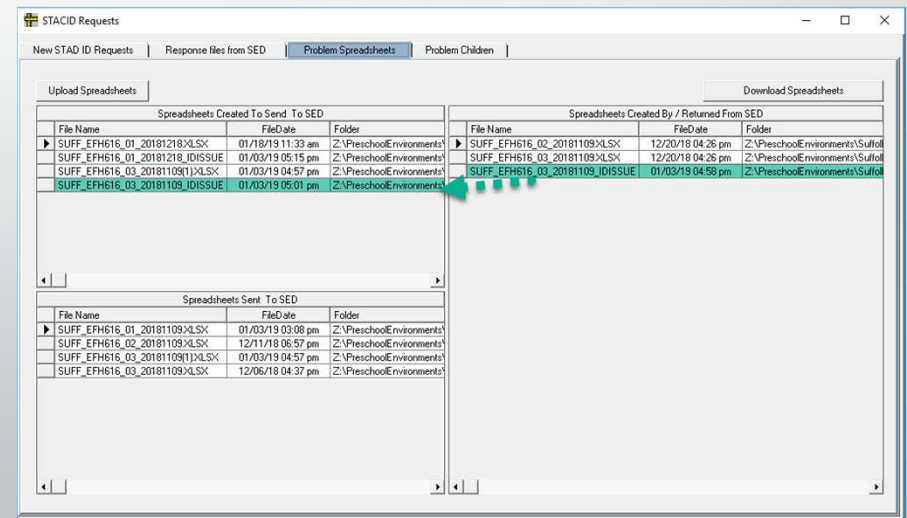
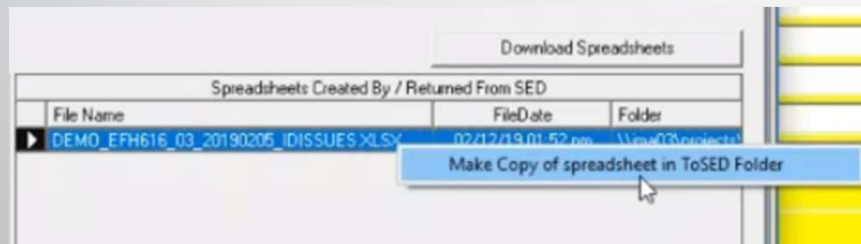
- SED will add two columns to the document.
- If a STACID was assigned you will see it in the STAC ID Assigned Column. SED may leave a note in the STAC Notes column.

STAC ID	Last Name	First Name	MI	DOB	Gender	Race/Ethnicity	Outside ISED Code	Usercode	Error Code	STAC ID Assigned	STAC Notes
	AMBROSE	LENNY		2013-05-23 M	U	P5000000	32130184C	HEATHER	OH		STACID 107788 created by Heather for AMBROSE LENNY A. on 01/03/2019 via FTP file - is this the same child? If so, use this ID.
	ANDREWS	BUFFY		2012-06-30 F	U	P5000000	32130184C	HEATHER	OH	H0019C	STACID 104222 FOR ANDREWS, BUFFY, T. CREATED AND STACS ENTERED ON EBRT BY MCG COUNTY - which spelling is correct, BUFFY or BUFFY??

Please note: This information was made up for the purpose of this tutorial. These are **NOT** real children.

# Problem Spreadsheets

- If you did not get a STACID Back from SED, you will add your response to SED's notes in the "County/District Notes". Then save the file.
- To send the edited file back to SED again, right click on the one you just edited and click "Make Copy of spreadsheet in ToSED Folder".
- This will then put the file with your responses in the folder that is to be sent to SED.



# Problem Children

- The problem children tab shows all the children that were not assigned a STACID when the STACID batch was sent.
- You will be able to see the error code and an error description for each child.

STACID	LastName	FirstName	MI	DOB	Gender	Race/Eth	SEDUserID	Response	Status	Reconciliation	Error
				09/07/15	M	C		DC	ERROR		An exact match appears on...
				12/09/15	M	C		DG	ERROR		Soundex/DOB exact match
				10/06/14	M	C		DC	ERROR		An exact match appears on...
				10/20/14	M	C		DC	ERROR		An exact match appears on...
				10/13/15	F	C		DC	ERROR		An exact match appears on...
				10/21/13	F	H		DC	ERROR		An exact match appears on...
			R	02/26/14	F	U		DC	ERROR		An exact match appears on...
			R	10/27/15	M	H		DH	ERROR		Partial name/exact DOB match
				01/17/14	M	A		DC	ERROR		An exact match appears on...

# Problem Children

- If you double click on the child, you will see the child info, the error info, and the reconciliation options.
- If SED gave you a STACID on the problem spreadsheet, enter it in the STACID box and click Update STACID.
- If the child needs to be sent back to SED after changes are made in Preschool, click Enable Resubmission.
- If this child's record was entered in error click No STACID required.

Reconcile STACID Problem

Last Name:  First Name:  MI:

DOB:  Gender:

Error Code: **DC**

Description: **An exact match appears on system.**

Reconciliation Actions:

**Manually Enter SED Assigned STACID**

STACID:  Update STACID Use this to enter in a STACID found through research and reconciliation process with SED.

**Enable Child for Edit / Resubmission**

Enable Resubmission Use this if you plan to edit child's name, dob, gender, race, etc. and then submit to SED for another attempt.

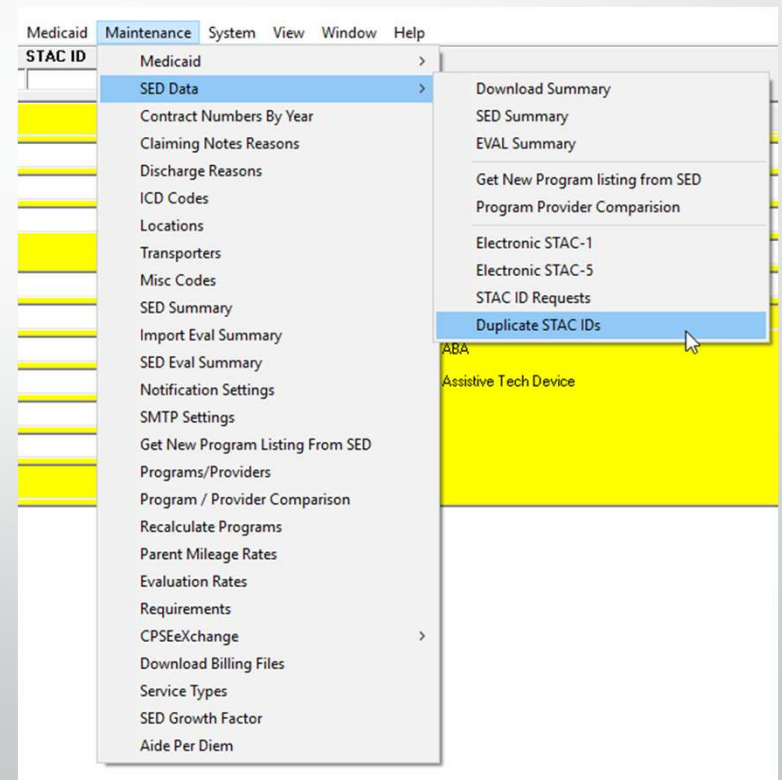
**Child record does not need STACID**

No STACID required Use this if this child record was entered in error and will be deleted or merged with a correct child record, or if for any reason you no longer want to send it to SED to get a STACID

Cancel

# Duplicate STACID's

- You can view all of the children with Duplicate STACID's by going to Maintenance -> SED Data -> Duplicate STAC IDs



# Duplicate STACID's

- Enter a date for the earliest DOB for a child and click retrieve.
- This report can be exported to excel

Children With Duplicate STACIDs

Limit to children born on or after: 07/01/10

Retrieve

Excel

STACID	Last Name	First Name	MI	AKA	DOB	Sex	CIN	Comments	Address	City	State	Zip
E12345	Sherman	Pepper	N		07/01/10	M		None	42 Wallaby Way	Sydney	NY	11717
E12345	Sherman	Pepper			07/01/10	M		RECVD	42 Wallaby Way	Sydney	NY	11717
E22334	Griffin	Clarke			09/01/10	M	E2555555	STAC 5 ENTERED	2 Arcadia Court	CENTEREACH	NY	11720
E22334	Griffin	Clarke		ALSO LEXA	09/01/10	M		DO NOT USE SEE			NY	
F98765	Blake	Bellamy	G		09/23/10	M		None	7 Polaris Place	PORT	NY	11776
F98765	Blake	Bellamy	G		09/23/10	M		None			NY	
F10987	Grey	Meredith	R		11/25/10	F		None	613 Harper Lane	EAST MORICHES	NY	11940
F10987	Grey	Meredith	R		11/25/10	F		None	613 Harper Lane	EAST MORICHES	NY	11940



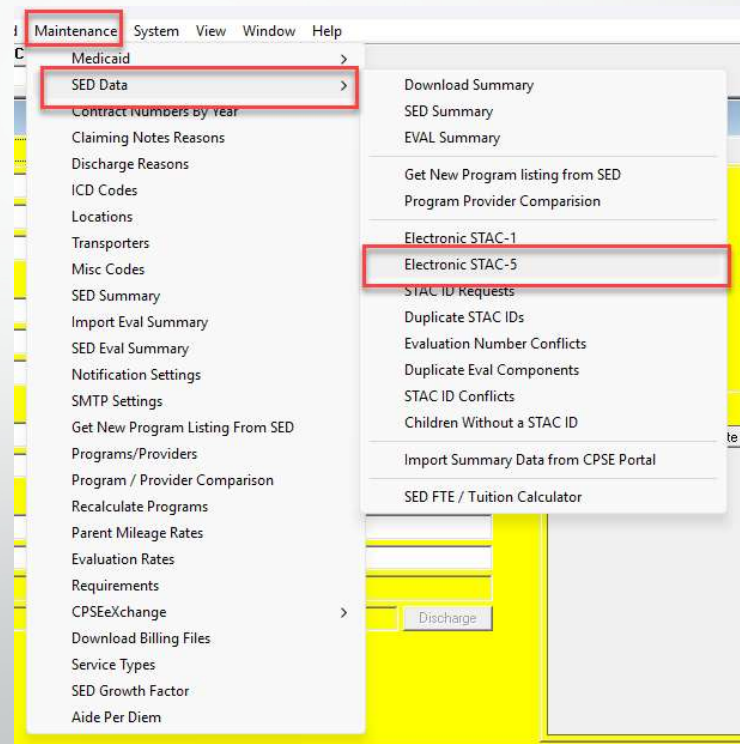
# **Sending STAC-5's to SED**

Preschoolsupport@CPSEPortal.com

# Sending STAC – 5's

- STAC-5 batches send Evaluations for review by SED.
- Maintenance >> SED Data >> Electronic STAC-5
- STACs not send for approval are not eligible for reimbursement
- Should be completed weekly.

Preschoolsupport@CPSEPortal.com



# Creating a STAC-5 Batch

- All batches for the selected school year will display on the left.
- After selecting the school year, click "Create Preview."
- You will need **EFRT Credentials**
- "Edit Preview"

Created	FileName	#Stacs	Source	SentDate	Received	Processed	Approved	Rejected	SEDUser
2026-03-31	ERIE_EVAL_01_2	60	lanfordj	1/6/2026	2026-01-09	1	365	4	mcguinness
2026-01-06	ERIE_EVAL_04_2	369	lanfordj	12/2/2025	2025-12-05	1	232	18	mcguinness
2025-12-01	ERIE_EVAL_03_2	290	lanfordj	11/10/2025	2025-11-12	1	186	12	mcguinness
2025-11-11	ERIE_EVAL_02_2	198	lanfordj	10/27/2025	2025-10-26	1	34	12	mcguinness
2025-10-21	ERIE_EVAL_02_2	46	lanfordj	10/7/2025	2025-10-06	1	258	13	mcguinness
2025-08-21	ERIE_EVAL_02_2	86	lanfordj	8/26/2025	2025-08-27	1	53	33	mcguinness
2025-08-01	ERIE_EVAL_01_2	46	lanfordj	8/7/2025	2025-08-06	1	46	0	mcguinness

# Edit Preview

- “Refresh” to Update list.
- Review Status and remove errors.
- Select status THEN “Mark Selected As”
- Save Changes

The screenshot shows the 'EDIT PREVIEW' window with a data table. The table has columns: Status, Type, StacId, LastName, FirstName, DOB, District, Evaluator, Act1, Comp1, Date1, Act2, Comp2, Date2, Act3, Comp3, Date3, Act4, Comp4, Date4, Act5, Comp5, Date5, Act6, Comp6, Date6, Act7, Comp7. The data rows show various records with status indicators like 'READY', 'ERROR', and 'PHT'. A context menu is open over the table, showing options: 'Select All', 'Mark Selected As', 'DELETE', 'EDIT', 'CHANGED', and 'DELETE'. A 'Refresh' button is visible in the top right of the window.

Status	Type	StacId	LastName	FirstName	DOB	District	Evaluator	Act1	Comp1	Date1	Act2	Comp2	Date2	Act3	Comp3	Date3	Act4	Comp4	Date4	Act5	Comp5	Date5	Act6	Comp6	Date6	Act7	Comp7
READY	3	L4898	ABBOTT	MAC	2/24/2020	GREAT NECK UFSD	KIDZ THERAPY	A	SOC	7/10/2024																	
ERROR	1		CLEVELAND	MIKE	10/18/2024	GREAT NECK UFSD	KIDZ THERAPY	A	OCT	9/18/2024	A	SOC	9/18/2024	A	SPT	9/18/2024	A	PHT	9/17/2024								
ERROR	1		CROWLEY	STANLEY	11/23/2021	ELMONT UFSD	BLINGUALS INC.	A	SPT	8/21/2024																	
ERROR	1		BALY	SEAN	10/14/2021	BALDWIN UFSD	KIDZ THERAPY	A	PSY	9/25/2024	A	SOC	9/25/2024	A	SPT	9/25/2024											
READY	1	L48920	ESRINOSA	LUIS	10/26/2021	LONG BEACH CITY SD	LONG BEACH CITY SD	A	PSY	9/19/2024	A	SOC	9/19/2024	A	SPT	9/19/2024											
ERROR	1		GOLDSTEIN	ALAN	8/12/2021	HEMPSTEAD UFSD	KIDZ THERAPY	A	EDU	9/9/2024	A	PSY	9/6/2024	A	SOC	9/6/2024	A	PHT	8/29/2024	A	SPT	8/29/2024					
ERROR	1		HARTLEY	MANUEL	8/2		JALS INC.	A	PSY	10/9/2024	A	SOC	10/7/2024	A	SPT	10/10/2024											
READY	3	K98077	JORDAN	NATHALIE	8/3		HERAPY	A	SPT	9/16/2024																	
READY	1	L48921	KATZ	DIANA	6/2		JALS INC.	A	PSY	10/7/2024	A	SOC	10/7/2024	A	SPT	10/7/2024											
ERROR	1		KUHN	NORMAN	10/1		HERAPY	A	PSY	9/13/2024	A	SOC	9/13/2024	A	SPT	9/13/2024											
READY	1	L48922	MALONEY	DIANA	4/2		ORN LITTLE	A	SOC	9/13/2024	A	PSY	9/19/2024	A	SPT	9/16/2024											
READY	1	L48923	MARINO	RUSSELL	7/1		Y CHILD	A	SPT	9/9/2024	A	SOC	8/20/2024	A	PSY	8/19/2024											
READY	1	L16221	MCDOVERN	THOMAS	9/3		W ACADEMY	A	OCT	10/9/2024	A	PHT	10/2/2024														
ERROR	1		PEARCE	VICTOR	1/7		HERAPY	A	PSY	9/23/2024	A	SOC	9/23/2024	A	SPT	9/23/2024											
READY	1	L48924	PICKETT	ROBY	10/1		Y CHILD	A	PSY	9/17/2024	A	SPT	8/21/2024	A	SOC	8/6/2024											
ERROR	1		QEREL	TALOS	2/1		DRAGON OF	A	SOC	7/1/2024	A	PSY	7/1/2024	A	SPT	7/1/2024	A	PHT	7/1/2024								
ERROR	1	L33154	SCANLON	SARL	2/5		NATIVES FOR	A	OTH	9/12/2024																	
ERROR	1		VOGEL	MIKE	10/1		HERAPY	A	PSY	9/19/2024	A	SOC	9/19/2024	A	SPT	9/19/2024	A	OCT	10/2/2024	A	PHT	10/2/2024					
READY	1	L48925	WINTER	ERNEST	7/1		HERAPY	A	OCT	9/20/2024	A	PSY	9/11/2024	A	SOC	9/11/2024	A	SPT	9/11/2024								

# Creating and Sending

- “Create Electronic Eval File” to ready the batch
- “Send File to SED” to send
- **Go Anywhere Credentials** required.
- Batches processed every ~24hrs

The screenshot shows the 'Electronic Evaluations (STAC 5s)' application window. It features a table titled 'Stac Files For Selected Session' with the following data:

Created	FileName	#Stacs	Source	SentDate	Received	Processed	Approved	Rejected	SEDUser
2026-04-01	ERIE_EVAL_01_2	60							
2026-01-01	ERIE_EVAL_04_2	369	lanfordj	1/6/2026	2026-01-07	1	365	4	ERIE_EVAL_04_20260106.txt mcguinness
2025-12-01	ERIE_EVAL_03_2	250	lanfordj	12/2/2025	2025-12-03	1	232	18	ERIE_EVAL_03_20251202.txt mcguinness
2025-11-11	ERIE_EVAL_02_2	198	lanfordj	11/10/2025	2025-11-12	1	186	12	ERIE_EVAL_02_20251110.txt mcguinness
2025-10-21	ERIE_EVAL_02_2	46	lanfordj	10/27/2025	2025-10-28	1	34	12	ERIE_EVAL_02_20251027.txt mcguinness
2025-10-01	ERIE_EVAL_02_2	271	lanfordj	10/7/2025	2025-10-08	1	258	13	ERIE_EVAL_02_20251007.txt mcguinness
2025-08-21	ERIE_EVAL_02_2	86	lanfordj	8/26/2025	2025-08-27	1	53	33	ERIE_EVAL_02_20250826.txt mcguinness
2025-08-01	ERIE_EVAL_01_2	46	lanfordj	8/7/2025	2025-08-08	1	46	0	ERIE_EVAL_01_20250807.txt mcguinness

Overlaid on the application is a dialog box titled 'SFTP To SED GoAnywhere'. It contains two input fields: 'SFTP / GoAnywhere User Name:' and 'SFTP / GoAnywhere Password:'. There is a 'Hide Password' checkbox next to the password field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The screenshot shows the right-hand sidebar of the application. It includes a dropdown menu for the year '2025-2026'. Below the dropdown are several buttons: 'Create Preview', 'Edit Preview', '1 Create Electronic Eval File', '2 Send File to SED', 'Download Response From SED', 'Mark as Manually Transferred To State', 'Process Electronic Stac File', 'Batch List', and 'Cancel'. The '1 Create Electronic Eval File' and '2 Send File to SED' buttons are highlighted with red boxes.



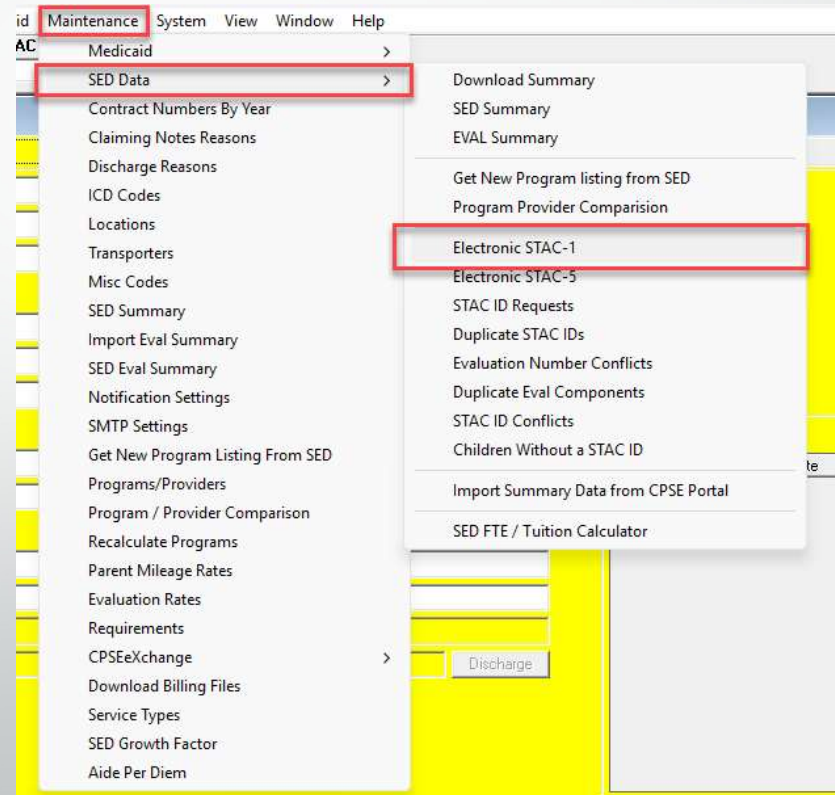
# **Sending STAC-1's to SED**

Preschoolsupport@CPSEPortal.com

# Sending STAC – 1's

- STAC-1 batches send services for review by SED (RS, CB and SEIT)
- Maintenance >> SED Data >> Electronic STAC-1
- STACs not send for approval are not eligible for reimbursement
- Should be completed weekly.

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# Creating a STAC-1 Batch

- Same screen as STAC-5 batches
- After selecting the school year, click "Create Preview."
- You will need **EFRT Credentials**
- If there are errors – pop up will display (can be exported to excel)
- "Edit Preview."

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Stac Files For Selected Session

Created	FileName	#Stacs	Source	SentDate	Received	Processed	Approved	Rejected	SEDUser
03/31/26	ERIE_SERV_01_20260331.txt	205	lanfordj	01/06/26	01/07/26	1	517	14	berryw
01/06/26	ERIE_SERV_02_20260106.txt	533	lanfordj	12/02/25	12/03/25	1	144	160	mcguinness
12/02/25	ERIE_SERV_01_20251202.txt	305	lanfordj	11/18/25	11/19/25	1	152	149	mcguinness
11/18/25	ERIE_SERV_01_20251118.txt	302	lanfordj	11/10/25	11/12/25	1	255	148	mcguinness
11/10/25	ERIE_SERV_02_20251110.txt	407	lanfordj	10/27/25	10/28/25	1	3848	148	mcguinness

STACs With Problems

Problem	STACID	Last Name	First Name	School Year	Record#	Type	Provider Code	Program Code	STAC Code
NO STACID		ARNOLD	HARRIET	202526		SEIT/RS			
NO STACID		PEARSON	ARTURO	202526		SEIT/RS	80000070122	9135	T
NO STACID		ADAMS	JOEL	202526		CB	140600010000	9100	I
NO STACID		RYAN	SABRINA	202526		SEIT/RS			
NO STACID		ROBINSON	TONY	202526		SEIT/RS			
NO STACID		GOODWIN	LYNN	202526		SEIT/RS	140201880004	9135	T
NO STACID		FIELDS	WILLIS	202526		SEIT/RS			
NO STACID		RHODES	LUCY	202526		SEIT/RS			
NO STACID		HUGHES	NEIL	202526		SEIT/RS			
NO STACID		GRANT	DOUGLAS	202526		SEIT/RS			
NO STACID		BARNETT	NATASHA	202526		SEIT/RS			
NO STACID		DKON	MYRON	202526		SEIT/RS			
NO STACID		WARREN	MADELINE	202526		SEIT/RS			
NO STACID		COLEMAN	MARIAN	202526		SEIT/RS			
NO STACID		WARNER	CARLTON	202526		SEIT/RS	140600880012	9135	T
NO STACID		STEWART	NICOLAS	202526		SEIT/RS	140600880012	9135	T
NO STACID		JENSEN	ROBERT	202526		SEIT/RS			
NO STACID		FLETCHER	JAY	202526		SEIT/RS	140600880012	9135	T
NO STACID		SWANSON	ABEL	202526		SEIT/RS	140600880012	9135	T
NO STACID		WOLFE	FELIPE	202526		SEIT/RS			
NO STACID		OSBORNE	MAURICE	202526		SEIT/RS	140600880012	9135	T
NO STACID		GIBSON	JEFFREY	202526		SEIT/RS			
NO STACID		SCOTT	PRESTON	202526		SEIT/RS			
NO STACID		CARR	JOEL	202526		SEIT/RS			
NO STACID		POTTER	JACOB	202526		SEIT/RS			
NO STACID		WOLFE	KURT	202526		SEIT/RS			
NO STACID		HARKONNEN	FEYD	202526		CB	142601996527	9100	J

# Edit Preview

- Same process as STAC-5 – review status, remove errors
- Errors will appear on the right
- Select status THEN “Mark Selected As”
- Save Changes

Stac Preview

Select All:  Filter:  Stac Type  Stac Service Type  Status  School Year: 2025-2026 Sort By:

Status	Type	LastName	FirstName	Stacd	RechNo	DOB	Service	FromDate	ToDate	District	ProvideName	ProvideCode	ProgCode	StacCode	Error
ERR01		ADAMS	JOEL			4/1/2021	HSPRE	1/5/2026	6/25/2026	BUFFALO CITY SD	BUFFALO CITY SD	14060001000	9100	I	NO STACID
ERR01		ARNOLD	HARRIET			8/14/2021	HSSEI			ALDEN CSD	N/A				NO STACID
ERR01		BARNETT	NATASHA			1/2/2021	HSSEI			EAST AURORA UFSD	N/A				NO STACID
ERR01		CARR	JOEL			5/31/2022	HSSEI			ALDEN CSD	N/A				NO STACID
ERR01		COLEMAN	MARIAN			6/21/2022	HSSEI			KENMORE-TONAWAN	N/A				NO STACID
ERR01		DIDON	MYRON			7/20/2021	HSSEI			FRONTIER CSD	N/A				NO STACID
ERR01		FIELDS	WILLIS			4/8/2022	HSSEI			KENMORE-TONAWAN	N/A				NO STACID
ERR01		FLETCHER	JAY			4/12/2021	HSSEI	1/21/2021	6/24/2021	FRONTIER CSD	ERIE COUNTY	14060088001	9135	T	NO STACID
ERR01		GIBSON	JEFFREY			2/15/2022	HSSEI			WILLIAMSVILLE CSD	N/A				NO STACID
ERR01		GODDWIN	LYNN			9/13/2021	HSSEI	1/5/2026	6/25/2026	IRROQUOIS CSD	SPECIALIZED EARLY	14020188000	9135	T	NO STACID
ERR01		GRANT	DOUGLAS			6/23/2021	HSSEI			EAST AURORA UFSD	N/A				NO STACID
ERR01		HARKONNEN	FEYD			3/25/2022	HSPRE	9/3/2025	6/26/2026	BUFFALO CITY SD	ARC ERIE COUNTY	14260199652	9100	J	NO STACID
ERR01		HUGHES	NEIL			3/31/2021	HSSEI			NORTH COLLINS CSD	N/A				NO STACID
ERR01		JENSEN	ROBERT			8/26/2021	HSSEI			BUFFALO CITY SD	N/A				NO STACID
ERR01		OSBORNE	MAURICE			6/6/2021	HSSEI	1/12/2021	6/24/2021	LANCASTER CSD	ERIE COUNTY	14060088001	9135	T	NO STACID
ERR01		PEARSON	ARTURO			3/17/2021	HSSEI	12/15/2021	8/26/2021	ALDEN CSD	LIBERTY	80000007012	9135	T	NO STACID
ERR01		POTTER	JACOB			1/22/2021	HSSEI			BUFFALO CITY SD	N/A				NO STACID
ERR01		RHODES	LUCY			9/27/2021	HSSEI			KENMORE-TONAWAN	N/A				NO STACID
ERR01		ROBINSON	TONY			4/6/2022	HSSEI			IRROQUOIS CSD	N/A				NO STACID
ERR01		RYAN	SABRINA			11/15/2021	HSSEI			ALDEN CSD	N/A				NO STACID
ERR01		SCOTT	FRESTON			8/6/2021	HSSEI			WILLIAMSVILLE CSD	N/A				NO STACID
ERR01		STEWART	NICOLAS			1/19/2021	HSSEI	1/14/2021	6/30/2021	KENMORE-TONAWAN	ERIE COUNTY	14060088001	9135	T	NO STACID
ERR01		SWANSON	ABEL			1/25/2021	HSSEI	1/12/2021	6/24/2021	LANCASTER CSD	ERIE COUNTY	14060088001	9135	T	NO STACID
ERR01		WARNER	CARLTON			10/31/2021	HSSEI	1/14/2021	6/30/2021	KENMORE-TONAWAN	ERIE COUNTY	14060088001	9135	T	NO STACID
ERR01		WARREN	MADELINE			1/23/2021	HSSEI			KENMORE-TONAWAN	N/A				NO STACID
ERR01		WOLFE	FELIPE			10/4/2022	HSSEI			ORCHARD PARK CSD	N/A				NO STACID
ERR01		WOLFE	KURT			10/7/2022	HSSEI			CLEVELAND HILL	N/A				NO STACID

Save Changes

# Creating and Sending

- “Create Electronic STAC File” to ready the batch
- “Send File to SED” to send
- **Go Anywhere** Credentials required.
- Batches processed every ~24hrs

Created	FileName	#Stacs	Source	SentDate	Received	Processed	Approved	Rejected	SEDUser
04/07/26	ERIE_SERV_01_20260407.txt	205							ckeimer
01/06/26	ERIE_SERV_02_20260106.txt	533	lanfordj	01/06/26	01/07/26	1	517	14	ERIE_SERV_02_20260106.txt mcguinness
12/02/25	ERIE_SERV_01_20251202.txt	305	lanfordj	12/02/25	12/03/25	1	144	160	ERIE_SERV_01_20251202.txt mcguinness
11/18/25	ERIE_SERV_01_20251118.txt	302	lanfordj	11/18/25	11/19/25	1	152	149	ERIE_SERV_01_20251118.txt mcguinness
11/10/25	ERIE_SERV_02_20251110.txt	407	lanfordj	11/10/25	11/12/25	1	255	148	ERIE_SERV_02_20251110.txt mcguinness
10/27/25	ERIE_SERV_02_20251027.txt	3996	lanfordj	10/27/25	10/28/25	1	3848	148	ERIE_SERV_02_20251027.txt mcguinness

SFTP / GoAnywhere User Name:

SFTP / GoAnywhere Password:   Hide Password

OK Cancel

School Year To Create:  
2025-2026

Create Preview

Edit Preview

Preview Errors

**1** Create Electronic Stac File

**2** Send File to SED

Download Response From SED

Mark as Manually Transferred To State

Process Electronic Stac File

Batch History Listing

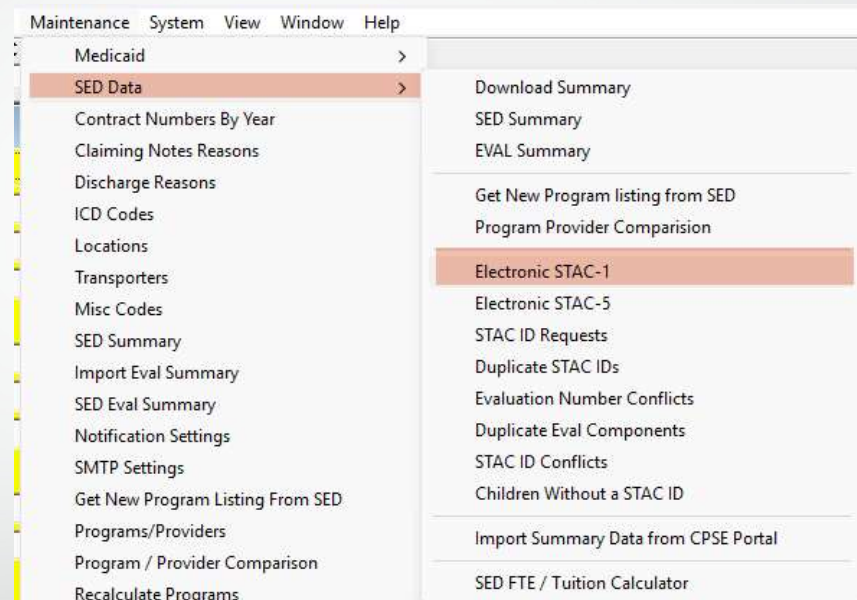
Cancel



# Retrieving and Processing STAC Returns

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)

- STAC batches are processed overnight.
- They won't be imported automatically; it is a manual process.
- You need to do this to see what is accepted and what is rejected.
- We'll review STAC-1s first, and STAC-5s are very similar
- First, go to "Maintenance" -> "SED Data" -> "Electronic STAC-1".



Created	FileName	#Stacs	Source	SentDate	Received	Processed	Approved	Rejected	SEDUser
04/13/25	ERIE_SERV_01_20250413.bt	205							benryw
01/06/25	ERIE_SERV_02_20250106.bt	533	lanford	01/06/25	01/07/25	1	517	14	ERIC_SERV_02_20250106.bt mcguinness
12/02/25	ERIE_SERV_01_20251202.bt	395	lanford	12/02/25	12/03/25	1	344	160	ERIC_SERV_01_20251202.bt mcguinness
11/18/25	ERIE_SERV_01_20251118.bt	307	lanford	11/18/25	11/19/25	1	152	149	ERIC_SERV_01_20251118.bt mcguinness
11/10/25	ERIE_SERV_02_20251110.bt	407	lanford	11/10/25	11/12/25	1	255	148	ERIC_SERV_02_20251110.bt mcguinness
10/27/25	ERIE_SERV_02_20251027.bt	3996	lanford	10/27/25	10/28/25	1	3848	148	ERIC_SERV_02_20251027.bt mcguinness

1. Select the batch file you sent.
2. Click "Download Response From SED".
3. Enter your SFTP credentials

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Created	FileName	#Stacs	Source	SendDate	Received	Processed	Approved	Rejected	SEDUser	
04/13/25	ERIE_SERV_01_20251113.bt	205							benjw	
01/06/25	ERIE_SERV_02_20250106.bt	533	lanford	01/06/25	01/07/25	1	517	14	ERIE_SERV_02_20250106.bt	mcguinness
12/02/25	ERIE_SERV_01_20251202.bt	305	lanford	12/02/25	12/03/25	1	144	160	ERIE_SERV_01_20251202.bt	mcguinness
11/18/25	ERIE_SERV_01_20251118.bt	302	lanford	11/18/25	11/19/25	1	152	149	ERIE_SERV_01_20251118.bt	mcguinness
11/10/25	ERIE_SERV_02_20251110.bt	407	lanford	11/10/25	11/12/25	1	255	148	ERIE_SERV_02_20251110.bt	mcguinness
10/27/25	ERIE_SERV_02_20251027.bt	3996	lanford	10/27/25	10/28/25	1	3048	148	ERIE_SERV_02_20251027.bt	mcguinness

- 4. Click "Get Listing".
- 5. Select the response file that matches the name of the batch you sent.
- 6. Click "Download".
- 7. Click "Process Electronic Stac File"

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The screenshot shows the 'STAC Batch History' window. It contains a table with the following columns: BatchNo, Type, Year, Status, Date, Records, Approved, and Rejected. The table lists various batches, with the row '20260107082542-FROMSED' selected. To the right of the table is a sidebar with a 'School Year' dropdown set to '2025-2026' and several buttons: 'View Entries', 'Summary Counts', 'Rejection Report', 'View Rejections', 'Batch History Listing', 'Cancel', 'Create Electronic Stac File', 'Send File to SED', 'Download Response From SED', 'Mark as Manually Transferred To State', and 'Process Electronic Stac File'. Red arrows and numbers indicate the following steps:

1. Click "Batch History Listing" (indicated by arrow 1).
2. Select the response file (the "Type" needs to be "FROMSED") (indicated by arrow 2 pointing to the selected row).
3. Select the report that you want to view (indicated by arrow 3 pointing to the 'View Rejections' button).

- To view the response file that you downloaded:
- 1. Click "Batch History Listing".
- 2. Select the response file (the "Type" needs to be "**FROMSED**").
- 3. Select the report that you want to view.

School Year

2025-2026

View Entries

Summary Counts

Rejection Report

View Rejections

STAC Transaction Entries

Excel

STAC 1 Transactions

BatchNo	BatchType	STACID	YEAR	Rec#	Amd#	Trans Type	StatusCode	Status	Last Name	First Name	Type	Multi	CPSE Code	Provider	Program	STAC	FromDate	ToDate	Hrs/Day	Days/Wk	AIDE	AID %
20260107082542-FROMSED	FROMSED	L39084	2526	01	01	1	00	APPROVED	ABDO	ABDO	HSPRE	N	140701060000	800000052286	9101	I	9/3/2025	6/23/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L39084	2526	02	01	1	00	APPROVED	ABDO	ABDO	HSPRE	N	140701060000	800000052286	9101	C	7/7/2025	8/15/2025	5	5	N	
20260107082542-FROMSED	FROMSED	K81105	2526	01	01	1	00	APPROVED	ABDO	FATHRIA	HSPRE	N	140701060000	800000052286	9101	C	7/7/2025	8/15/2025	5	5	Y	100
20260107082542-FROMSED	FROMSED	M10009	2526	01	01	1	00	APPROVED	ABDULLAH	ZAYAN	HSSEI	N	140801060000						0	0		
20260107082542-FROMSED	FROMSED	L89373	2526	02	03	3	00	APPROVED	ADAM	MARIANA	HSPRE	N	140600010000	140201980004	9160	I	11/17/2025	6/25/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L39464	2526	03	01	1	00	APPROVED	ADAMS	KAYLANI	HSPRE	N	140600010000	140203996223	9100	I	11/24/2025	6/19/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L73761	2526	02	01	1	00	APPROVED	AFRIN	NUSAIBA	HSPRE	N	140600010000	140701996432	9100	I	1/12/2026	6/24/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L73761	2526	01	04	3	00	APPROVED	AFRIN	NUSAIBA	HSSEI	N	140600010000	800000066951	9135	T	9/3/2025	1/11/2026	0	0		
20260107082542-FROMSED	FROMSED	L26918	2526	02	03	3	00	APPROVED	AHMED	RIZVAN	HSPRE	N	140600010000	140201980004	9100	I	9/3/2025	1/14/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L26918	2526	03	01	1	00	APPROVED	AHMED	RIZVAN	HSPRE	N	140600010000	140201980004	9160	I	1/5/2026	6/25/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L22895	2526	03	01	1	00	APPROVED	AHMED	SHAYAN	HSPRE	N	140707030000	800000089905	9100	I	12/3/2025	6/18/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L22895	2526	01	02	3	00	APPROVED	AHMED	SHAYAN	HSSEI	N	140707030000	140701996432	9135	T	9/29/2025	11/26/2025	0	0		
20260107082542-FROMSED	FROMSED	M07982	2526	01	01	1	00	APPROVED	ALAM	MEHMET	HSPRE	N	140709030000	142601996527	9100	J	12/8/2025	6/26/2026	5	5	N	
20260107082542-FROMSED	FROMSED	M20966	2526	01	01	1	00	APPROVED	ALBAIDHANI	FAHAD	HSSEI	N	140600010000					0	0			
20260107082542-FROMSED	FROMSED	L99146	2526	01	02	3	00	APPROVED	ALDAS	MIA	HSSEI	N	140600010000					0	0			
20260107082542-FROMSED	FROMSED	L37283	2526	01	02	3	00	APPROVED	ALDUJAYJI	ABDULKARIM	HSPRE	N	141501060000	142601996527	9160	J	9/3/2025	12/1/2025	5	5	N	
20260107082542-FROMSED	FROMSED	L65327	2526	02	01	1	00	APPROVED	ALJUMEILI	ADAM	HSPRE	N	140207060000	140207060000	9160	I	1/5/2026	6/25/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L37288	2526	01	02	3	00	APPROVED	ALLIS	JESSIE	HSSEI	N	142301060000	140203996223	9135	T	11/17/2025	6/17/2026	0	0		
20260107082542-FROMSED	FROMSED	L89379	2526	01	02	3	00	APPROVED	ALLS	JAKAJ	HSSEI	N	141701040000					0	0			
20260107082542-FROMSED	FROMSED	L22577	2526	01	02	3	00	APPROVED	ALSQQAF	ADMIYAH	HSSEI	N	140600010000					0	0			
20260107082542-FROMSED	FROMSED	L14575	2526	01	03	3	00	APPROVED	ALZADGARI	NOURAN	HSSEI	N	141800010000	800000058305	9135	T	9/3/2025	6/26/2026	0	0		
20260107082542-FROMSED	FROMSED	L08073	2526	01	01	1	00	APPROVED	APPLEBY	PARKER	HSPRE	N	142301060000	800000052286	9101	C	7/7/2025	8/15/2025	5	5	N	
20260107082542-FROMSED	FROMSED	L08073	2526	02	01	1	00	APPROVED	APPLEBY	PARKER	HSPRE	N	142301060000	800000052286	9101	I	9/3/2025	6/23/2026	5	5	N	
20260107082542-FROMSED	FROMSED	M00706	2526	01	01	1	00	APPROVED	ARABI	INAIRA	HSSEI	N	140600010000					0	0			
20260107082542-FROMSED	FROMSED	K81116	2526	01	01	1	00	APPROVED	ARIYAN	SHEIKH	HSPRE	N	140701060000	800000052286	9101	C	7/7/2025	8/15/2025	5	5	N	
20260107082542-FROMSED	FROMSED	L48470	2526	01	01	1	00	APPROVED	ARSENAULT	RILEY	HSPRE	N	141101060000	800000052286	9101	C	7/7/2025	8/15/2025	5	5	N	
20260107082542-FROMSED	FROMSED	L48470	2526	02	01	1	00	APPROVED	ARSENAULT	RILEY	HSPRE	N	141101060000	800000052286	9101	I	9/3/2025	6/23/2026	5	5	N	
20260107082542-FROMSED	FROMSED	L69126	2526	02	3	6H	REJECTED	ASBACH	THOMAS	HSSEI	N	141501060000	140701996432	9135	T	12/9/2025	6/25/2026	0	0			
20260107082542-FROMSED	FROMSED	L10874	2526	01	01	1	00	APPROVED	ATKINSON	EMMA	HSPRE	N	141101060000	800000052286	9160	I	9/3/2025	6/23/2026	5	5	N	

Close

- The "View Entries" option will give you a list of all the STACs in that response; approved and rejected are all included.
- You also have the option to export this to Excel.

School Year  
 2025-2026  
 View Entries  
**Summary Counts**  
 Rejection Report  
 View Rejections

Printed: 03/31/26

## Erie County Health Department Preschool Program Summary of STAC-1 Error Codes

Page : 1

Batch: 20260107082542-FROMSED

<u>StatusCode</u>	<u>Count</u>	<u>Description</u>
00	512	Approved
23	1	Overlapping Service Dates. There is already a service approval on the STAC system whose dates of service overlap the dates of service you requested.
6H	13	Too many Coordination Units. Only one Coordination unit may be claimed per month. If SEIT Educ takes up an entire month, no coordination may be claimed for that month.
90	7	Nothing to change

- The “Summary Counts” option will give you a printable report that shows the overall status of STACs in this batch.

School Year  
 2025-2026  
 View Entries  
 Summary Counts  
**Rejection Report**  
 View Rejections

Printed on: 03/31/26

Page: 1

**Erie County Health Department  
 Preschool Program  
 STACs Rejected In Batch 20260107082542-FROMSED  
 2025-2026**

LAST NAME	FIRST NAME	REC STAT	REC TYP	PROC TYPE	PROC CODE	STAC CODE	DATE BEG	DATE END	OLAP CSE	OLAP ISPEC	OLAP DATE BEG	OLAP DATE END	OLAP DISTRICT NAME	PROVIDER NAME
OSULLIVAN	ALEKZANDE	23	3	HSSEI					1414010600	HSSEI	10/22/25	06/26/26	EVANS-BRANT CSD	
ASBACH	THOMAS	6H	3	HSSEI	9135	T	12/09/25	06/25/26						BUFFALO HEARING AND SPEECH CENT
GALFO	LUCA	6H	3	HSSEI	9135	T	11/05/25	06/24/26						HAMBURG CSD
HERBERT	MINA	6H	3	HSSEI	9135	T	12/09/25	06/25/26						BUFFALO HEARING AND SPEECH CENT
KARAMANOS	OLIVIA	6H	3	HSSEI	9135	T	11/19/25	06/24/26						ECMC
KHOURY	GEORGES	6H	3	HSSEI	9135	T	11/17/25	06/25/26						BUFFALO HEARING AND SPEECH CENT
KRAWCZYK	OLIVER	6H	3	HSSEI										
LOVE	KAELA	6H	3	HSSEI										
MANHA	SAFREEN	6H	3	HSSEI	9135	S	07/07/25	08/31/25						BUFFALO HEARING AND SPEECH CENT
MIXON	KHARI	6H	3	HSSEI										
OMARI	SANA	6H	3	HSSEI	9135	T	12/01/25	06/25/26						BUFFALO CITY SD
PASINSKI	ALANCIN	6H	3	HSSEI	9135	T	11/01/25	06/26/26						LEAGUE FOR THE HANDICAPPED
RIVERAQUINTAN	RICHARD	6H	3	HSSEI	9135	T	11/10/25	06/25/26						BUFFALO CITY SD
WINEGARDEN	WILDER	6H	3	HSSEI	9135	T	12/15/25	05/21/26						ECMC

Total STACs Rejected In Batch: 14

- The "Rejection Report" option will give you a printable report that shows the details of each rejection in this batch.
- This is also where you can see the "OLAP CSE" to see which district you're overlapping with for any code "23" rejections.

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School Year

2025-2026

View Entries

Summary Counts

Rejection Report

View Rejections

View Rejections for STAC-1 Batch

School Year: 2025-2026

Batch Number: 20260107082542-FRDMSED

Summary | All Rejections | Rejections By Code

Excel

All Rejections																
Session	Last Name	First Name	DOB	STACID	Year	Rec #	Type	Provider	Prog	STAC	Type	Code	Overlap CPSE	Overlap Type	Overlap	
25-26 10	OSULLIVAN	ALEKZANDER	03/28/22	L76101	202526	01	SEIT				3	23	141401060000	HSSEI	10/22/25	
25-26 2 Month	MANHA	SAFREEN	10/12/20	L05626	202526	01	SEIT	140701996432	9135	S	3	6H				
25-26 10	ASBACH	THOMAS	11/29/21	L69126	202526	02	SEIT	140701996432	9135	T	3	6H				
▶ 25-26 10	GALFO	LUCA	09/07/21	L44907	202526	01	SEIT	141601060000	9135	T	3	6H				
25-26 10	HERBERT	MINA	11/30/21	L73815	202526	02	SEIT	140701996432	9135	T	3	6H				
25-26 10	KARAMANDOS	OLIVIA	07/04/21	L78504	202526	02	SEIT	140600880012	9135	T	3	6H				
25-26 10	KHOURY	GEORGES	02/23/22	L87247	202526	01	SEIT	140701996432	9135	T	3	6H				
25-26 10	KRAWCZYK	OLIVER	02/15/22	L73840	202526	01	SEIT				3	6H				
25-26 10	LOVE	KAELA	12/16/20	L65400	202526	01	SEIT				3	6H				
25-26 10	MCXON	KHARI	12/22/20	K83180	202526	01	SEIT				3	6H				
25-26 10	OMARI	SANA	11/07/21	L76100	202526	01	SEIT	140600010000	9135	T	3	6H				
25-26 10	PASINSKI	ALANCIN	10/24/21	L44958	202526	01	SEIT	800000052286	9135	T	3	6H				
25-26 10	RIVERAQUINTANA	RICHARD	05/02/21	L28888	202526	01	SEIT	140600010000	9135	T	3	6H				
25-26 10	WINEGARDEN	WILDER	07/23/21	L34188	202526	02	SEIT	140600880012	9135	T	3	6H				

- The “View Rejections” option will open a window that lists STAC rejections in this batch.
- This is different from the rejections report because on the “All Rejections” tab, you can double-click a rejection to see the specifics of that rejection. (See next slide.)

STAC Transmission Entry Details

STACID	L44907	<b>STAC Entry</b>		Batch #	20260107082542-FROMSED	Overlap Information	
School Year	202526	CPSE Code	141601060000	Batch Type	FROMSED	CPSE	
Record #	01	CPSE Name	HAMBURG CSD	Type	AMEND	Name	
First Name	LUCA	<b>SED Summary</b>		Status Code	6H	County?	
Last Name	GALFO	CPSE Code	141601060000	Status	REJECTED	Type	
Middle Initial		CPSE Name	HAMBURG CSD				
DOB	09/07/21						
Gender	M	Match to SED	Goto Child				
User ID	mcguinn	STAC Details	Goto Enrollment				

Services										
Action	Type	Service	From	ToDate	Sessions	Grp Size	Rate	Total	SED	SED
▶	SEIT	EDUC	11/05/25	06/24/26	136	2	\$0.00	\$0.00	11/05/25	06/24/26
	RS	COR	09/03/25	10/31/25	2	1	\$60.00	\$120.00	09/03/25	10/31/25
	RS	OT	09/03/25	06/24/26	86	1	\$60.00	\$5,160.00	09/03/25	06/24/26
	C	RS	09/03/25	06/24/26	129	1	\$60.00	\$7,740.00	09/03/25	06/24/26

SED Summary						
Rec#	Type	From	To	Services	Provid	
▶ 01	SEIT/RS	09/03/25	06/24/26	COR, SEIT,	HAMBURG CSD	

Error Message	Possible Cause	Next Steps / Resolution
Too many Coordination Units. Only one Coordination unit may be claimed per month. If SEIT Educ takes up an entire month, no coordination may be claimed for that month.	Data Entry Error	Data Entry Error

- This is the rejection details window after you double-click a rejection.
- The important section is down at the bottom, where we have stored annotations about the rejection code.

# Looking up rejection codes on the Portal:

- Alternatively, you can research rejections based on just the Rejections Report.
- You can look up the rejection codes on the Portal.
- Go to "Lookup" -> "SED Lookup" -> "SED STAC Error Code Lookup".
- Select the STAC type and search for the code.



## SED STAC Error Code Lookup

### Filters

- Service (STAC-1) Error Code:
- Evaluation (STAC-5)

Search

### Results

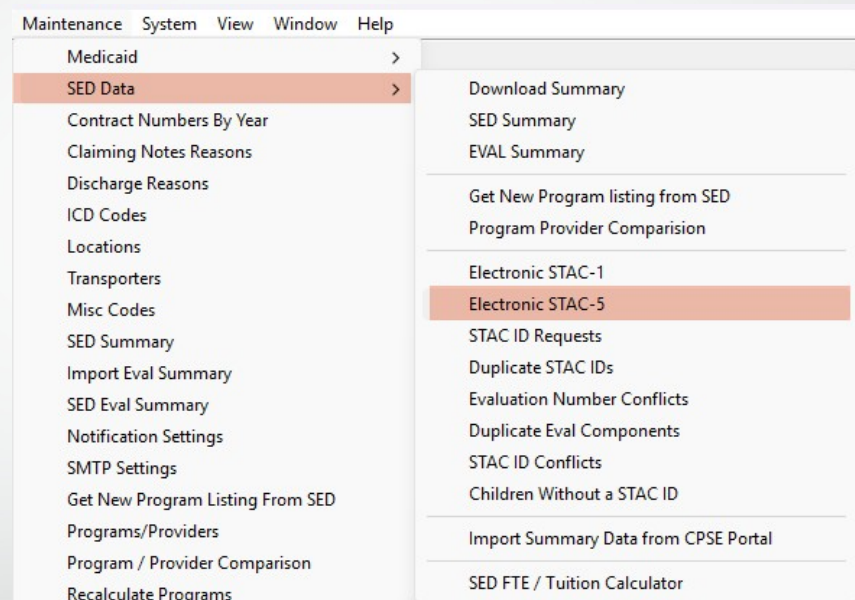
Error Code: **6H**

Description: **Too many Coordination Units. Only one Coordination unit may be claimed per month. If SEIT Educ takes up an entire month, no coordination may be claimed for that month.**

Probable Cause: **Data Entry Error**

Potential Resolution: **Verify that the COR record is only set up as 1 time per month.**

- To see eval responses, go to "Maintenance" -> "SED Data" -> "Electronic STAC-5".



Created	FileName	#Stacs	Source	SentDate	Received	Processed	Approved	Rejected	SEDUser
2025-04-01	ERIE_EVAL_01_2	50	lanfordj	1/6/2025	2025-01-01	1	365	4	mcguinness
2025-01-01	ERIE_EVAL_04_2	369	lanfordj	12/2/2025	2025-12-01	1	232	18	mcguinness
2025-12-01	ERIE_EVAL_03_2	250	lanfordj	11/10/2025	2025-11-12	1	186	12	mcguinness
2025-11-11	ERIE_EVAL_02_2	198	lanfordj	10/27/2025	2025-10-26	1	34	12	mcguinness
2025-10-27	ERIE_EVAL_02_2	46	lanfordj	10/7/2025	2025-10-06	1	258	13	mcguinness
2025-10-07	ERIE_EVAL_02_2	271	lanfordj	8/26/2025	2025-08-27	1	53	33	mcguinness
2025-08-26	ERIE_EVAL_02_2	86	lanfordj	8/7/2025	2025-08-08	1	46	0	mcguinness
2025-08-08	ERIE_EVAL_01_2	46	lanfordj						mcguinness

- 1. Select the batch file you sent.
- 2. Click "Download Response From SED".
- 3. Enter your SFTP credentials

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Electronic Evaluations (STAC 5c)

Stac Files For Selected Session

Created	FileName	#Stacs	Source	SendDate	Received	Processed	Approved	Rejected	SEDUser	
2025-04-01	ERIE_EVAL_01_1	60								
2025-01-04	ERIE_EVAL_04_1	369	lanford	1/6/2025	2025-01-07	1	365	4	ERIE_EVAL_04_20250106.bt	mcguinness
2025-12-03	ERIE_EVAL_03_1	290	lanford	12/2/2025	2025-12-03	1	232	18	ERIE_EVAL_03_20251202.bt	mcguinness
2025-11-11	ERIE_EVAL_02_1	198	lanford	11/10/2025	2025-11-12	1	186	12	ERIE_EVAL_02_20251110.bt	mcguinness
2025-10-21	ERIE_EVAL_02_1	46	lanford	10/27/2025	2025-10-26	1	34	12	ERIE_EVAL_02_20251027.bt	mcguinness
2025-10-01	ERIE_EVAL_02_1	271	lanford	10/7/2025	2025-10-06	1	259	13	ERIE_EVAL_02_20251007.bt	mcguinness
2025-08-31	ERIE_EVAL_02_1	86	lanford	8/26/2025	2025-08-27	1	53	33	ERIE_EVAL_02_20250826.bt	mcguinness
2025-08-01	ERIE_EVAL_01_1	46	lanford	8/7/2025	2025-08-06	1	46	0	ERIE_EVAL_01_20250807.bt	mcguinness

Download Files From SED

Go Anywhere / SFTP User Name:  File To Download:  Download

Go Anywhere / SFTP Password:   Hide Password

File Type: EVAL School Year:

Get Listing

File Name	File Size	File Date
5.		

Cancel

2025-2026

Create Preview

Edit Preview

Create Electronic Eval File

Send File to SED

Download Response From SED

Mark as Manually Transferred To State

Process Electronic Stac File

Batch List

Cancel

- 4. Click "Get Listing".
- 5. Select the response file that matches the name of the batch you sent.
- 6. Click "Download".
- 7. Click "Process Electronic Stac File".

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BatchNo	Type	Year	Status	Date	Records	Approved	Rejected
20260331114501-TOSED	TOSED	2025-2026	SENT	03/31/26	0		
20260107081857-FROMSED	FROMSED		RECEIVED	01/07/26	0	365	4
20260107081816-FROMSED	FROMSED		RECEIVED	01/07/26	0	13	0
20260107081729-FROMSED	FROMSED		RECEIVED	01/07/26	0	1	0
20260107081346-FROMSED	FROMSED		RECEIVED	01/07/26	0	1	0
20260106084113-TOSED	TOSED	2025-2026	PROCESSED	01/06/26	0		
20260106083906-TOSED	TOSED	2024-2025	PROCESSED	01/06/26	0		
20260106083823-TOSED	TOSED	2023-2024	PROCESSED	01/06/26	0		
20260106083734-TOSED	TOSED	2022-2023	PROCESSED	01/06/26	0		
20251203094923-FROMSED	FROMSED		RECEIVED	12/03/25	0	232	18
20251203094551-FROMSED	FROMSED		RECEIVED	12/03/25	0	3	1
20251203094503-FROMSED	FROMSED		RECEIVED	12/03/25	0	8	0
20251202092326-TOSED	TOSED	2025-2026	PROCESSED	12/02/25	0		
20251202092227-TOSED	TOSED	2024-2025	PROCESSED	12/02/25	0		
20251202092152-TOSED	TOSED	2023-2024	PROCESSED	12/02/25	0		

- To view the response file that you downloaded:
- 1. Click "Batch List".
- 2. Select the response file. (the "Type" needs to be "FROMSED").
- 3. Select the report that you want to view.

Oldest Batch Date

12/01/25

View Entries

Summary Counts

Rejection Report

View Rejections

Evaluation Transmission Entries

Excel

STAC 5 Transactions

BatchNo	Type	School/Year	STACID	Eval#	Last Name	First Name	RecType	Status	NewEval#	CPSECode	CPSEDistrict
20260107081957-FROMSED	FROMSED		M10008	01	ABDALE	OLIVER	3	00	00	140702030000	CHEEKTOWAGA-MARYVAL
20260107081957-FROMSED	FROMSED		M20962	01	ABDO	ELYAS	1	00	00	141800010000	LACKAWANNA CITY SD
20260107081957-FROMSED	FROMSED		M20963	01	AHMAD	ISA	1	00	00	140703020000	CLEVELAND HILL UFSD
20260107081957-FROMSED	FROMSED		M20965	01	AHMED	YAASIN	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20964	01	AHMED	RAFAN	1	00	00	141604060000	FRONTIER CSD
20260107081957-FROMSED	FROMSED		L13254	02	ALAZZAWI	MUJAMED	1	00	00	140203060000	WILLIAMSVILLE CSD
20260107081957-FROMSED	FROMSED		L87121	02	ALBA	HARRISON	1	00	00	140203060000	WILLIAMSVILLE CSD
20260107081957-FROMSED	FROMSED		M20966	01	ALBAIDHANI	FAHAD	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20967	01	ALEXANDER	MAX	1	00	00	141601060000	HAMBURG CSD
20260107081957-FROMSED	FROMSED		M20968	01	ALLY	AMORY	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20969	01	ALMONTASER	MUJAMED	1	00	00	141800010000	LACKAWANNA CITY SD
20260107081957-FROMSED	FROMSED		L44572	02	ALSHAMARI	YAZAN	1	00	00	142601030000	KEIMIGRE-TONAWANDAL
20260107081957-FROMSED	FROMSED		M20970	01	APPLIN	WILLARD	1	00	00	140207060000	SWEET HOME CSD
20260107081957-FROMSED	FROMSED		L76007	01	ARCARA	AUBREY	3	00	00	140203060000	WILLIAMSVILLE CSD
20260107081957-FROMSED	FROMSED		L48470	02	ARSENAULT	RILEY	1	00	00	141101060000	SPRINGVILLE-GRIFFITH IN
20260107081957-FROMSED	FROMSED		M20971	01	ARSHAN	SHEHROZE	1	00	00	140703020000	CLEVELAND HILL UFSD
20260107081957-FROMSED	FROMSED		M20972	01	ASHTON	MICAH	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M07073	01	ATKINSON	HARLEY	1	00	00	141101060000	SPRINGVILLE-GRIFFITH IN
20260107081957-FROMSED	FROMSED		M20973	01	AUSPLAND	LILITH	1	00	00	141401060000	EVANS-BRANT CSD BLAKE
20260107081957-FROMSED	FROMSED		L43561	01	AYANBADEJO	MICHAEL	3	00	00	141501060000	GRAND ISLAND CSD
20260107081957-FROMSED	FROMSED		M20974	01	AYAZ	AMIRA	1	00	00	141800010000	LACKAWANNA CITY SD
20260107081957-FROMSED	FROMSED		M07074	01	BAILEY	TAISEAN	3	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M07074	02	BAILEY	TAISEAN	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20975	01	BAKAY	HAKAN	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20976	01	BAKER	LEO	1	00	00	140203060000	WILLIAMSVILLE CSD
20260107081957-FROMSED	FROMSED		M20977	01	BANKS	AZELIA	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20978	01	BARLOWFOX	BRIAR	1	00	00	141601060000	HAMBURG CSD
20260107081957-FROMSED	FROMSED		M20980	01	BARNES	NILANI	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20979	01	BARNES	MATEO	1	00	00	141604060000	FRONTIER CSD
20260107081957-FROMSED	FROMSED		M20982	01	BARRY	ALDASIM	1	00	00	141800010000	LACKAWANNA CITY SD
20260107081957-FROMSED	FROMSED		M20981	01	BARRY	AHMED	1	00	00	141800010000	LACKAWANNA CITY SD
20260107081957-FROMSED	FROMSED		M20983	01	BEANER	NAHZIER	1	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		L87130	01	BEASLEY	BRIELLE	3	00	00	140600010000	BUFFALO CITY SD
20260107081957-FROMSED	FROMSED		M20984	01	BELL	LILYANA	1	00	00	140600010000	BUFFALO CITY SD

Close

- The "View Entries" option will give you a list of all the evals in that response; approved and rejected are all included.
- You also have the option to export this to Excel.

Oldest Batch Date  
 12/01/25  
 View Entries  
**Summary Counts**  
 Rejection Report  
 View Rejections

Printed: 03/31/26

## Erie County Health Department Preschool Program Summary of STAC-5 Error Codes

Page: 1

Batch: 20260107081857-FROMSED

<u>StatusCode</u>	<u>Count</u>	<u>Description</u>
00	365	Approved
1V	2	EVAL PROV CODE CANNOT CHNG. The Evaluation Provider (EVL-TR-ED-PROV)code may not be amended.
7E	1	CPSE (EVL-TR-CPSE)/EVALUATOR (EVL-TR-EVALUATOR )COMBINATION EXISTS FOR THIS STAC-ID(EVL-TR-STAC-ID).
8P	1	PHT COMP EXIST (EVL-TR-TYP-COMP) FOR THIS STAC-ID (EVL-TR-STAC-ID) AND DATE (EVL-TR-DT-EVAL).

- The “Summary Counts” option will give you a printable report that shows the overall status of evals in this batch.

**Erie County Health Department  
Preschool Program  
EVALs Rejected In Batch 20260107081857-FROMSED**

Oldest Batch Date  
12/01/25  
View Entries  
Summary Counts  
**Rejection Report**  
View Rejections

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>REC STATUS</u>	<u>REC TYPE</u>	<u>EVALUATOR</u>	<u>EVAL1D ATE</u>	<u>EVAL2D ATE</u>	<u>EVAL3D ATE</u>	<u>EVAL4D ATE</u>	<u>EVAL5D ATE</u>	<u>TR CPSE</u>	<u>CPSE DISTRICTNAME</u>
BURCH	OLIVIONNA	1V	3	800000052286	11/01/25					06150104000	SILVER CREEK CSD
STOLL	PAXTON	1V	3	800000052286	11/01/25					14110106000	SPRINGVILLE-GRIFFITH IN
ROBERTSON	MAKAI	7E	1	141800137227	11/01/25					14020106000	AMHERST CSD
CANTAFIO	ROMAN	8P	3	140701996432	10/01/25					14020306000	WILLIAMSVILLE CSD

Total EVALS Rejected In Batch: 4

- The “Rejection Report” option will give you a printable report that shows the details of each rejection in this batch.
- (The “View Rejections” button underneath is not yet implemented.)

# Looking up rejection codes on the Portal:

- You can research rejections like with services.
- You can look up the rejection codes on the Portal.
- Go to "Lookup" -> "SED Lookup" -> "SED STAC Error Code Lookup".
- Select the STAC type and search for the code.



A screenshot of the 'SED STAC Error Code Lookup' search results page. The page has a 'Filters' section with two radio buttons: 'Service (STAC-1)' and 'Evaluation (STAC-5)'. The 'Evaluation (STAC-5)' option is selected. An 'Error Code' input field contains the value '1V'. A 'Search' button is located to the right of the input field. Below the filters is a 'Results' section with the following information:

Error Code:	1V
Description:	<b>EVAL PROV CODE CANNOT CHNG. The Evaluation Provider (EVL-TR-ED-PROV)code may not be amended.</b>
Probable Cause:	<b>This Evaluation # was is for a different Evaluator. Either the Evaluator was changed after it was approved, or the user entered an incorrect Evaluation # for this evaluation.</b>
Potential Resolution:	<b>Review the evaluations in Preschool vs the SED summary and insure that the evaluators in Preschool match the SED summary evaluator for the corresponding evaluation number</b>



# Live Demo

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)



# **View SED Summary Files**

## **(Blue STAC ID)**

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)

The screenshot shows a software interface with a menu bar at the top containing: Payments, Claims, Providers, CPSE Portal, Reports, Medicaid, Maintenance, System, View, Window, Help. Below the menu bar is a header section with the following fields: Current Child (ACOSTA, BRYAN), DOB (5/12/2020), Eligibility (01/01/23 - 08/31/25), STAC ID (K90657), and Current Sess. (25-26 2 Month). To the right of these fields are icons for a calendar and a document, and the text 'RS OT.ST SEIT'. Below the header is a section titled 'Child & STAC Maintenance' with a sub-section 'Child'. The 'Child' section contains the following fields: Last Name\* (ACOSTA), First Name\* (BRYAN), AKA, DOB\* (05/12/2020), Sex\* (M), Face/Ethnic\* (White), District\* (Grand Island), Suffix, M.I., and Alternate Names. A red arrow points to the STAC ID field in the header section.

- A very useful tool in a lot of situations is the child's SED Summary
- It is commonly referred to as the "Blue STAC ID".
- You can click it at the top of your Preschool.

Preschoolsupport@CPSEPortal.com

SED Child Summary

Last Name: ACOSTA First Name: BRYAN MI: STACID: K90657  
 DOB: 05/12/20 Gender: M Race/Ethnicity: C: White

STACs Evals

School Year: 202526  Show All Details  Only show details for selected STAC

STACs														
Year	Session	Rec#	Begin	End	Type	Amd	DistrictName	Educ Provider	Multi	Prov is Eval	Issued	Summary	CPSE Code	Provider
202526	SUM	01	07/07/25	08/15/25	SEIT/RS	01	GRAND ISLAND CSD	LIBERTY RESOURCES	N	N	10/27/25	01/18/26	141501060000	80000007

Details

Service	Program	Begin	EndDate	Ind/Grp	30-min sess	Rate	Approved	Prior Claimed	Available	Status
EDUC	9135-S	07/07/25	08/15/25	IND	24	\$44.00	\$1,056.00	\$0.00	\$1,056.00	APPROVED
OT	9200-1	07/07/25	08/15/25	IND	6	\$60.00	\$360.00	\$0.00	\$360.00	APPROVED
ST	9200-1	07/07/25	08/15/25	IND	12	\$60.00	\$720.00	\$0.00	\$720.00	APPROVED

Close

- It will show you what is approved on SED's end.
- There are two tabs, "STACs" and "Evals".
- This is the "STACs" tab that shows you approved services.

SED Child Summary

Last Name: ACOSTA First Name: BRYAN MI: STACID: K90657  
 DOB: 05/12/20 Gender: M Race/Ethnicity: C: White

STACs: Evals:

Evaluations							
STACID	EvalNumber	CPSECode	CPSEName	ProviderCode	ProviderName	FosterCareCounty	FosterCareCountyM
K90657	01	141501060000	GRAND ISLAND CSD	142601880004	DIVERSIFIED SERVICES FOR OT PT SLP		

← | | →

Evaluation Components							
STACID	EvalNumber	Actions	SEQ	Component	EvalDate	Amount	Bilingual
K90657	01		01	SPT	9/1/2023	\$160.00	N
K90657	01		02	PSY	9/1/2023	\$242.00	N
K90657	01		03	SOC	9/1/2023	\$139.00	N
K90657	01		04	OCT	9/1/2023	\$160.00	N
K90657	01		05	EDU	9/1/2023	\$160.00	N

Close

- It will show you what is approved on SED's end.
- This is the "Evals" tab that shows you approved evaluations.
- It is important to note that these are updated weekly **manually**.

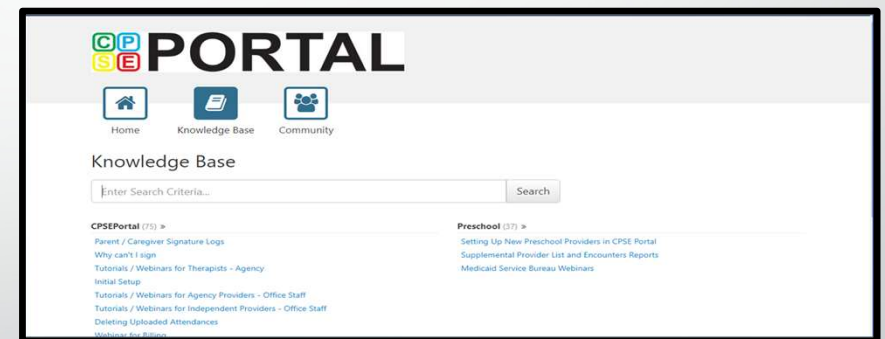


# Closing

[Preschoolsupport@CPSEPortal.com](mailto:Preschoolsupport@CPSEPortal.com)

# Preschool 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 CPSE Portal or you can go to:
- <http://support.cpseportal.com/kb>



# Knowledge Base Articles

- STAC ID Process
  - <http://support.cpseportal.com/kb/a168/stac-id-process.aspx>
- Submitting STAC-1's to SED
  - <http://support.cpseportal.com/kb/a113/submitting-stac-1s-to-nysed.aspx>
- Submitting STAC-5's to SED
  - <http://support.cpseportal.com/kb/a619/submitting-stac-5s-to-nysed.aspx>

# Closing Remarks

- If you need assistance with Preschool the Preschool Helpdesk is available through email at [preschoolsupport@cpseportal.com](mailto:preschoolsupport@cpseportal.com)
  - When you send us an email:
    - Do **not** use child's name
    - Use ESID #, Child # or STAC ID #
  - Include any error or warning messages you received