

Sullivan County eSTACs Getting Started – Entering Children and STAC-5

June 8, 2026 (AM & PM sessions)

Questions & Answers

Topic/Category	
EVALUATIONS (STAC-5's)	
Q	Will the evaluator enter the evaluation dates into the STAC-5 tab or is it the district's responsibility after the evaluation has been completed?
A	The evaluator does not have access to do any entry work in eSTACs. If the evaluator is also a provider in the Portal, they can however print the STAC-5 if needed. The evaluator can still send the district a paper STAC-5 if they choose to, but it is no longer needed.
Q	If there are multiple providers, do we create different STAC-5's for each different provider? Before we entered multiple providers on one STAC.
A	Yes, you will need to create a STAC-5 for each provider as only one provider is available to select in the dropdown.
Q	Can you review the criteria or situation deeming the necessity for the evaluation justification letter?
A	A justification letter is required when a child has 2 or more evaluations given within the same school year for the same service. For example, if a child has a speech evaluation in September, and then has another speech evaluation in January of the same school year, eSTACs will require that a justification letter be uploaded before you can sign and submit for the second STAC-5.
Q	What is the difference between eSTAC and STAC-5?
A	eSTACs is the program to enter the STAC-5 into and upload required documents.
Q	What is the difference between a STAC-1 and a STAC-5?
A	A STAC-5 is created for evaluations and a STAC-1 is created for services.
Q	How often do I submit STAC-5s to the county?
A	You should submit daily or at a minimum weekly. The evaluator cannot be paid until the STAC-5 is signed & submitted.
MISCELLANEOUS	
Q	Would the special education secretary type all the information in eSTACs, and then chairperson goes in and signs off or approves it, or does that step need to be completed all at once?
A	This is up to your district. Some secretaries/office staff have sign/submit permissions for eSTACs so they can do the entry work and sign the STAC's. Some secretaries/office staff will only do the entry work, and then the Chair or another designated staff member will sign/submit.
Q	What if you upload the correct documents but you are still getting an error message?
A	You can contact the help desk at eSTACs@CPSEPortal.com for assistance.

Q	What is a CIN?
A	If a child has Medicaid, they are given a CIN by eMedNY.
Q	I am already set-up in eSTACs with Ulster County. Do I need to set-up another account for Sullivan?
A	No. You will use the same username & login information for both counties.
Q	Is there a way to hide students that are no longer preschool students?
A	We can ask to put this into development.
Q	What if the family doesn't have Medicaid or does not want to sign?
A	If the family doesn't have Medicaid, you can still ask them to sign the Medicaid Parental Consent. If the family chooses not to sign the consent, you can upload the Unable to Obtain Consent in eSTACs.
Q	Whose signature do you want at the bottom of the District Designation of Digital Signatories?
A	That form can be signed by the CPSE Chair, Superintendent or Director of Special Ed. Whomever at the district who will be making the decision on who can sign/submit STAC's.