

JAMES MCGUINNESS
& ASSOCIATES INC.
Consultants

eSTACs Getting Started

Onondaga County Timeline

- * **June 1, 2022:**

- * School districts will enter all 22/23 STAC-5 & STAC-1 data into eSTACs.
 - * The county will **not** accept any 22/23 STACs after June 1, 2022.
 - * All prior years – send paper STACs to County to enter into their Preschool database.
- * The County will be entering all 22/23 paper STACs that they have received into their Preschool database.
 - * **IMPORTANT** - If you have an amendment to a STAC that has already been sent to the county, **contact** the county first. You and the county can then decide who will enter the STAC or amendment, as we do not want to create duplicate children in eSTACs.
- * McGuinness will transfer **ALL** students that are currently in Onondaga County Preschool database to eSTACs.

What is eSTACs

- * eSTACs is part of our CPSE Portal website (<https://www.cpseportal.com>).
- * It is a series of screens to facilitate the communication of STAC related information from the school district to the County.
- * The goal is to eliminate sending paper between from the district to the County (or at least get very close).

Types of Information

- * The following information can be sent to the County via eSTACs
 - * Evaluation information (eliminating need for STAC-5)
 - * Service information (eliminating need for STAC-1)
 - * Supporting documentation including
 - * Medicaid Parental Consents
 - * Transportation forms
 - * IEP
 - * Aide / Nurse forms
 - * Birth certificate, passport, adoption papers, legal name change document
 - * More....

District Designation of Digital Signatories form for eSTACs

- * Each school district completes a District Designation of Digital Signatories form for eSTACs form.
 - * This form will designate the CPSE Chair and all staff who will have access to eSTACs, and will be marked as to who can sign & submit STAC-1 & STAC-5's for the school district.
 - * McGuinness will enter all staff listed on the form and invite them to the Portal.
 - * Once the school district staff accepts the invitation, and sets up their Portal account, then McGuinness will give the staff the necessary permissions to each staff to sign according to what is marked on the form.
- * If the school district has a change in staff or needs to add/remove staff signing privileges, a new form should be completed, and sent to McGuinness.

District Designation of Digital Signatories for eSTACs

District Designation of Digital Signatories for eSTACs

District _____

CPSE Chairperson _____

I authorize of the following individuals to use a digital signature to submit electronic STAC records the eSTACs system on behalf of our district.

Name	eMail	Position / Title	STAC-5	STAC-1
		CPSE Chairperson	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

We certify that for any STAC-5 that the above individuals electronically sign and submit through the eSTACs system, the child has received the submitted multidisciplinary evaluation in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

We certify that for any STAC-1 that the above individuals electronically sign and submit through the eSTACs system, the preschool student with a disability is being provided the educational services submitted and that such services have been recommended by the Committee on Preschool Education and that the child is eligible for such placement in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

Name

Title

Signature

Date

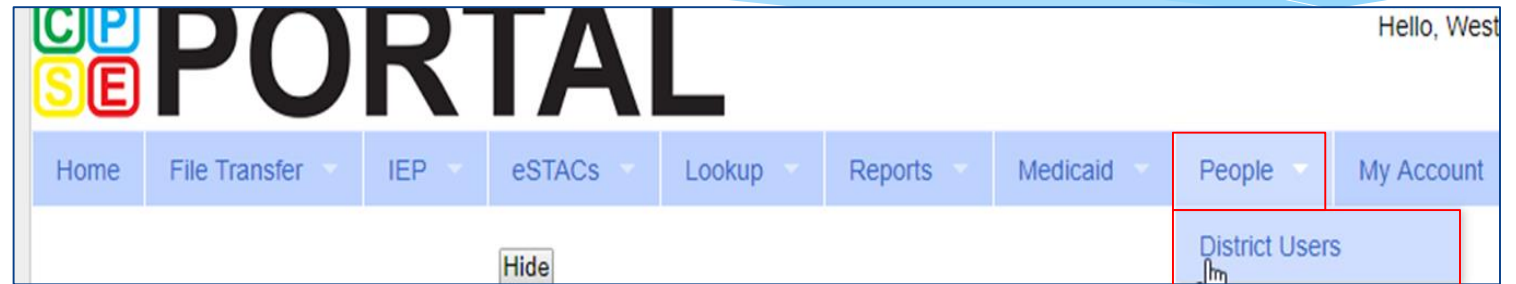
Please fax the completed form to
(518) 393-9938 attention eSTACs.

Getting Started

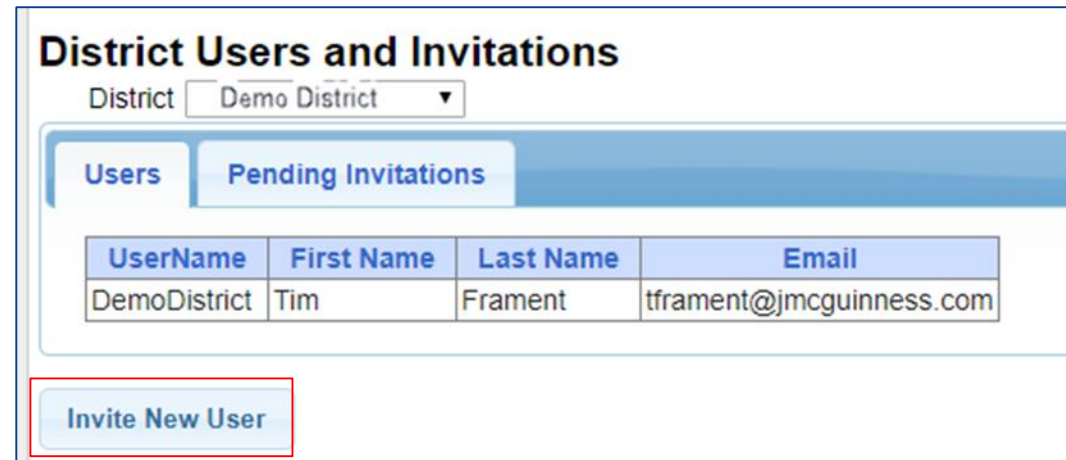
- * Each district will have a login to the CPSE Portal.
- * That single login can “invite” additional users from their district.
- * Every individual that logs in for a district should have their own username & password.
- * When a person receives an invite, they can then click a link to accept the invitation and create a username and password.

Inviting New Users

* Go to **People** -> **District Users**

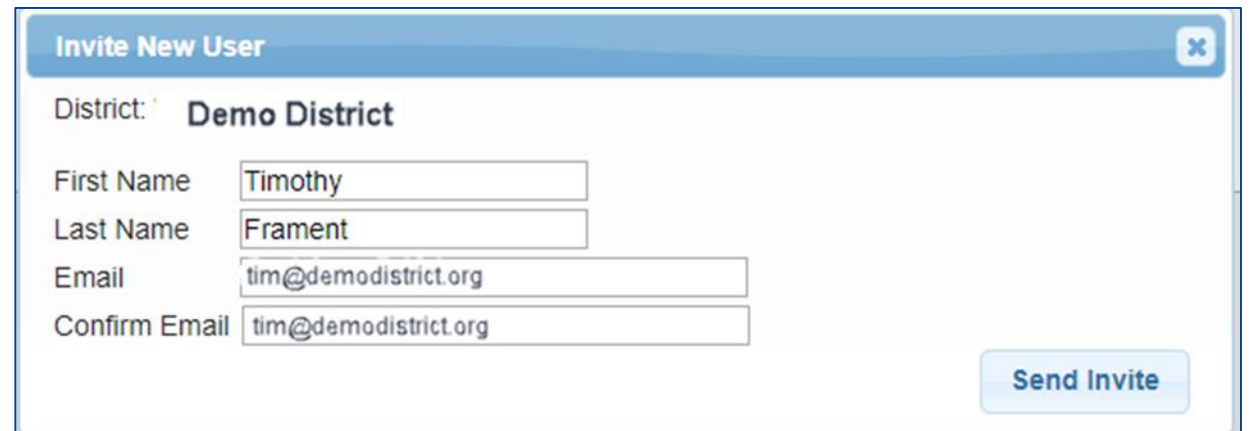


* Click Invite New User



Inviting New Users

- * Enter First Name, Last Name & Email address of new user
- * CPSE Portal will send an email inviting the new user to join the Portal



The screenshot shows a web form titled "Invite New User" with a close button (X) in the top right corner. The form is set for "Demo District". It contains four input fields: "First Name" with the value "Timothy", "Last Name" with the value "Frament", "Email" with the value "tim@demodistrict.org", and "Confirm Email" with the value "tim@demodistrict.org". A "Send Invite" button is located at the bottom right of the form.

Field	Value
District	Demo District
First Name	Timothy
Last Name	Frament
Email	tim@demodistrict.org
Confirm Email	tim@demodistrict.org

Accepting the Invitation

- * The new user will receive the below email containing a link to join the Portal.

From: noreply@CPSEPortal.com

Sent: Thursday, January 31, 2019 9:56 PM

Subject: User Invitation

Timothy Frament,

You have been invited to be associated with the district DEMO DISTRICT in the CPSEPortal system. Please follow the link below to confirm this invitation, and associate yourself with this district.

<http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=db7d8f7ab79a4ddebd037d9c855e36fc>

NOTE: This is an automated email and should not be replied to.

Choosing Username and Password

- * The confirmation page allows the user to choose a username and password.
- * When the individual enters their choice for a username the screen will display whether that name is available or not.

CPSEPortal Invitation
You have been invited to be associated with V [redacted] as a [redacted] password and then you may log in to the system. If any of your details

Name Confirmation - Confirm this information is correct
First Name Last Name
Timothy Frament

User Account Information
Username
 Available

Password Confirm Password

User Account Information
Username
 Taken

Password Confirm Password

Invitation Issues – User did not receive an email

- * Have user check their spam folder.
- * Use the Pending Invitations tab to either:
 - * Resend link
 - * Copy the link and send with your email

First Name	Last Name	Email	Email Sent	
Test	User	demo@cpseportal.com	01/31/2019 @ 10:17 PM	resend delete View Link

Invite New User

Link to Invitation

<http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=b89d3aa6bbc842079b77da67b71378a0>

Copy Ctrl+C

Deleting District Users

- * If a staff member leaves their position the CPSE Chair listed in the Portal can delete them from the Portal.
- * Go to **People** -> **District Users**
- * Select the Delete option next to the staff members name

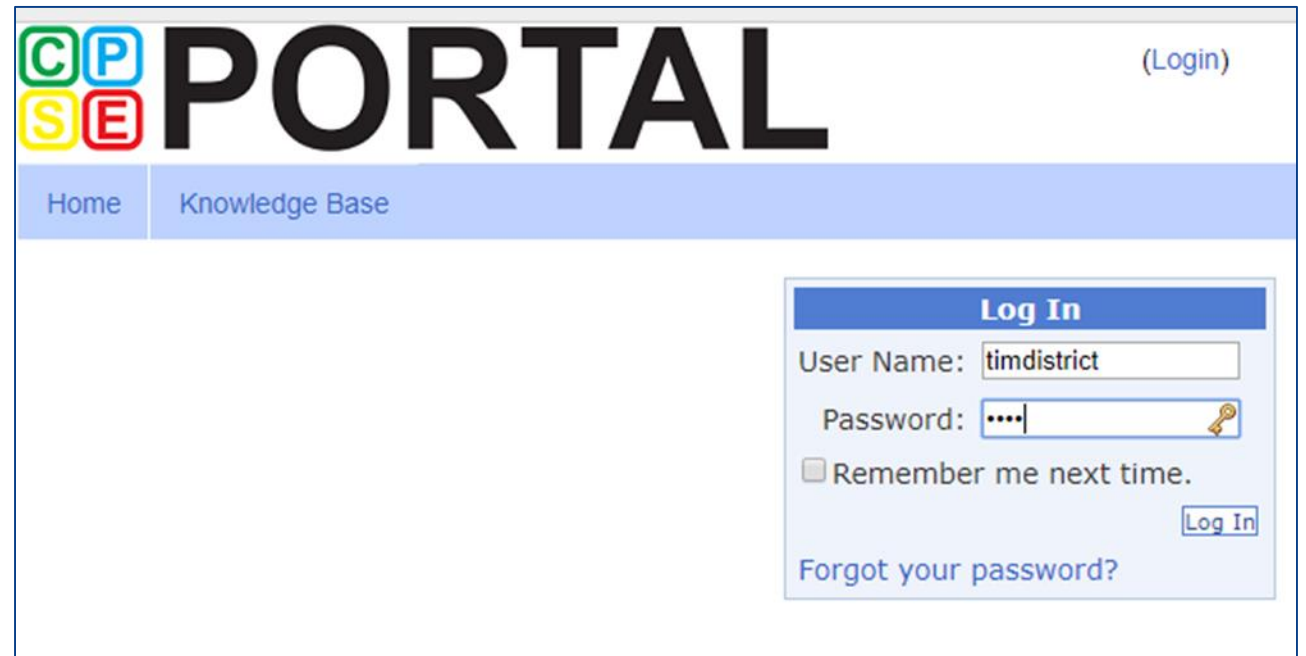
The screenshot shows the 'District Users and Invitations' page. The navigation menu at the top includes 'Home', 'File Transfer', 'IEP', 'eSTACs', 'Lookup', 'Documents', 'Reports', 'Medicaid', 'People', 'My Account', and 'Knowledge Base'. The 'People' menu is expanded, showing 'District Users' as a sub-option. Below the navigation, there is a 'District' dropdown menu. The main content area has two tabs: 'Users' and 'Pending Invitations'. The 'Users' tab is active, displaying a table with columns for 'UserName', 'First Name', 'Last Name', and 'Email'. A 'Delete' button is visible next to the last row of the table. An 'Invite New User' button is located at the bottom left.

UserName	First Name	Last Name	Email		
					Delete
					Delete

Logging In

- * Use your browser to navigate to <https://www.cpseportal.com>
- * Book mark this page

- * Enter your User Name and Password



The screenshot shows the CPSE Portal login interface. At the top left, the logo consists of four colored squares (C, P, S, E) followed by the word "PORTAL" in large black letters. A "(Login)" link is in the top right. Below the logo is a navigation bar with "Home" and "Knowledge Base" links. The main content area features a "Log In" box with the following elements:

- Log In** (title)
- User Name:
- Password: (with a key icon for password visibility)
- Remember me next time.
-
- [Forgot your password?](#)

Digital Signature – User Profile

- * The user's account should have that individuals first and last name associated with the account.
- * You can easily see whether your account has the first and last name entered by looking user profile panel on the dashboard when you first log in.
- * To add or edit First & Last name, click **My Account -> User Account Details**.



CPSE PORTAL

Home File Transfer IEP eSTACs Lookup

User with First and Last Name

User Profile

Username: gMcGee
First Name: Greta
Last Name: McGee
Email: tfragment@jmcguinness.com

[Edit User Account](#)

Detailed description: This screenshot shows the user profile for a user with a first and last name. The header includes the CPSE PORTAL logo and navigation links. The main heading is 'User with First and Last Name' with a 'Hide' button. The profile details are shown in a box with the following information: Username: gMcGee, First Name: Greta, Last Name: McGee, and Email: tfragment@jmcguinness.com. Red arrows point to the First Name and Last Name fields. An 'Edit User Account' link is at the bottom.



User without name

User Profile

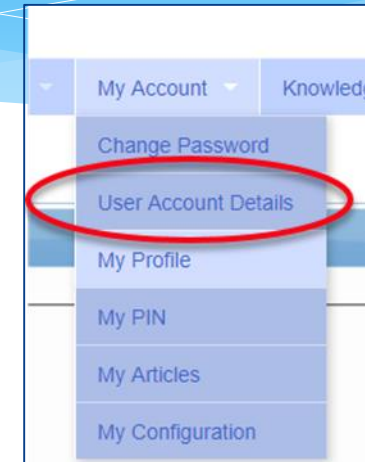
Username: DistrictUserName
First Name:
Last Name:
Email: districtUser@District.org

[Edit User Account](#)

Detailed description: This screenshot shows the user profile for a user without a first and last name. The header includes the CPSE PORTAL logo and navigation links. The main heading is 'User without name' with a 'Hide' button. The profile details are shown in a box with the following information: Username: DistrictUserName, First Name: (empty), Last Name: (empty), and Email: districtUser@District.org. Red arrows point to the empty First Name and Last Name fields. An 'Edit User Account' link is at the bottom.

Digital Signature

- * Go to **My Account** -> **User Account Details**
- * Use the User Account Details page to enter / edit your Last name and First name for your account
- * Click Update to save the changes

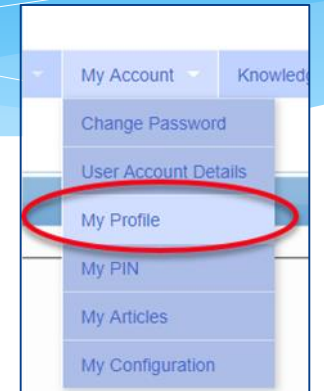


User Information Updated Successfully

Username	<input type="text" value="RydellUser"/>
Last Name	<input type="text" value="Mary"/>
First Name	<input type="text" value="Thomas"/>
Email	<input type="text" value="RydellUser@RydellCSD.org"/>

Digital Signature – Signature & Title

- * Go to **My Account -> My Profile**
- * On the Personal and Professional tab, ensure that your first and last name are correct.
- * Enter your Signature & Title by typing out your “signature” exactly as it would be if you signed your name with a pen. Include any punctuation, titles, etc. that you include when you sign your name for CPSE related documents.
- * Click Update to save your changes.



My Profile

Personal and Professional | User Information | Favorites ♥

Information in CPSE Database

Last Name

First Name

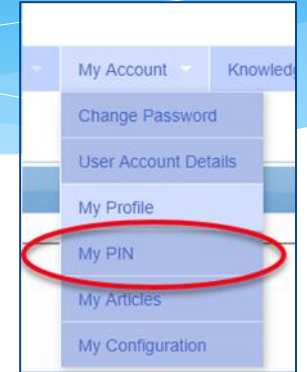
NPI

Signature, Title, and Credentials
(e.g.: Mary Brown, CCC-SLP)

A red arrow points to the text input field for the signature and title.

Digital Signature – Creating Your Pin

- * Go to **My Account -> My PIN**
- * To create your PIN:
 - * Choose a PIN and type it in the PIN Number field.
 - * Enter your username that you log in with (should be prefilled).
 - * Enter your password that you use to login to CPSE Portal.
 - * Click Save PIN



PIN Selection

You have not yet chosen a PIN. You will be unable to digitally sign until you do so. Please create one now.

PIN Number: 1

Username: 2

Password: 3

4

Digital Signature – Creating PIN Problems


- * The message “**No person record exists for your account. PIN cannot be created.**” indicates that you did not perform Step #1 – Entering your first and last name for the user account.
- * The message “**Invalid Password. Try Again**” indicates that what you are entering into “Password” field is not the correct password that you use to log into CPSE Portal. Make sure that you are not entering your PIN a second time in the Password field.

PIN Selection

No person record exists for your account. PIN cannot be created.

PIN Number:

Username:

Password: 


[Save PIN](#)

PIN Selection

You have already chosen a PIN.
Invalid Password. Try again.

PIN Number:

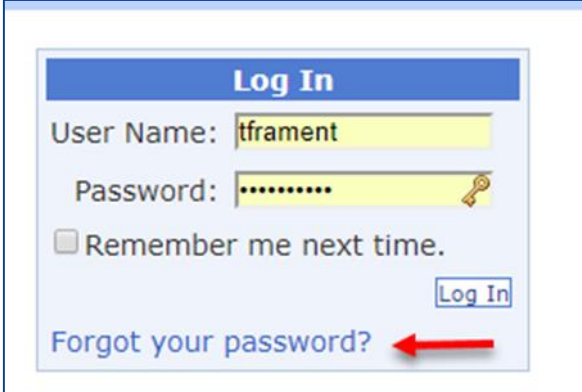
Username:

Password: 


[Change PIN](#)

Forgotten Passwords

- * User can click “*Forgot your password?*” on login screen.
- * Enter your username and click submit.
- * An email with a new password will be sent to your email address.



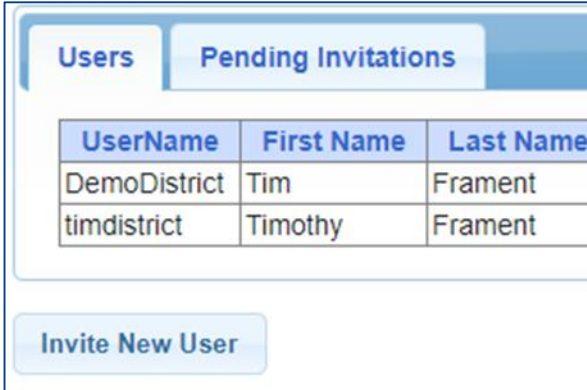
The screenshot shows a login form titled "Log In". It contains the following elements: a "User Name:" field with the text "tfragment" entered; a "Password:" field with masked characters and a key icon; a checkbox labeled "Remember me next time."; a "Log In" button; and a link labeled "Forgot your password?" with a red arrow pointing to it.



The screenshot shows a password recovery form titled "Password Recovery" with a sub-header "Forgot Your Password?". Below the sub-header is the instruction "Enter your User Name to receive your password." and a "User Name:" input field. A "Submit" button is located at the bottom right of the form.

Forgotten Usernames

- * Any district user (or County user) can use the district users screen to view all the users and see what their username is.
- * Go to **People -> District Users**



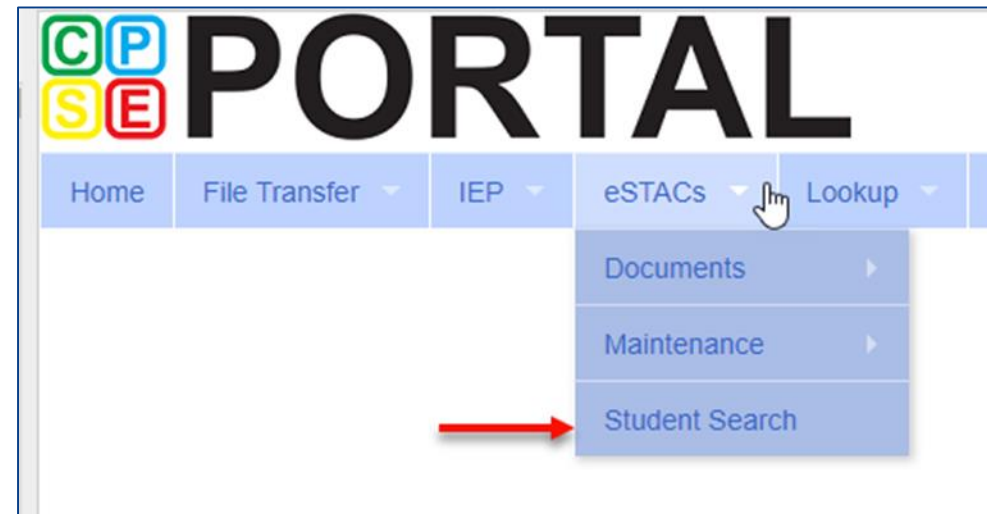
UserName	First Name	Last Name
DemoDistrict	Tim	Frament
timdistrict	Timothy	Frament

Invite New User

eSTACs Entering Students

eSTACs Student Search

* Go to eSTACs → Student Search



Student Search

Filters

Last Name	First Name	DOB	STACID	CIN	Student Number
County	ROCKLAND				
District	CLARKSTOWN CSD				

Clear Filters Retrieve

- * It is good practice to search to make sure the child isn't already in the system.
- * The fields above are used as filters to find a specific child. You can search based on any combination of fields.
- * Searching with no filters specified will return all children.

Student Search – no Filters

Filters

Last Name First Name DOB STACID CIN Student Number

County

District

Last Name	First Name	DOB	Gender	CIN	STACID	Student Number			
Balmudo	Leo	03/19/16	M			6600019969	Edit	Details	Delete
Carrington	Michael	04/04/16	M			6600019981	Edit	Details	Delete
Chisum	Tom	12/31/16	M			6600019967	Edit	Details	Delete
DelFuego	Anthony	03/12/16	M			6600019973	Edit	Details	Delete
DiGregorio	Charlene	02/22/16	F			6600019968	Edit	Details	Delete
DiMucci	Louis	12/15/16	M			6600019980	Edit	Details	Delete
Facciano	Franchesca	09/09/16	F			6600019971	Edit	Details	Delete
Jaworski	David	05/18/16	M			6600019972	Edit	Details	Delete
LaTierri	Sonny	08/13/16	M			6600019965	Edit	Details	Delete
Maraschino	Marty	07/22/16	F			6600019966	Edit	Details	Delete
McKenzie	Bradley	12/05/16	M			6600019974	Edit	Details	Delete
Misner	Martin	11/11/16	M			6600019978	Edit	Details	Delete
Murdoch	Kenickie	10/10/16	M			6600019970	Edit	Details	Delete
Nogerelli	John	06/14/16	M			6600019975	Edit	Details	Delete
Rebchuck	Paulette	08/22/16	F			6600019977	Edit	Details	Delete
Rizzo	Betty	09/09/16	F			6600019964	Edit	Details	Delete
Willard	Willie	05/11/16	M			6600019979	Edit	Details	Delete
Zinone	Stephanie	01/21/16	F			6600019976	Edit	Details	Delete

Student Search – Partial Name

- * For the first and last name you can enter the first few letters and search to find all students that name start with those letters.

Filters

Di First Name DOB STACID CIN

District ▼

County

[Retrieve](#)

[Add New Student](#)

Last Name	First Name	DOB	Gender	CIN	STACID		
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

Student Search - Wildcard

- * Use the percent sign (%) as a wildcard.

Filters

De%fuego First Name DOB STACID CIN

District [SYSTEM 000 ▼]

County []

Retrieve

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details

Student Search – Multiple Fields

- * You can search for both first and last name as well as partial first and last names.

Filters

rizz fr DOB STACID CIN

District [▼]

County [_____]

Retrieve

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
Rizzo	Frank	12/18/16	M			Edit	Details

Adding a Student

- * Go to the Student Search screen.
- * Verify student is not already in system.
- * Click on Add New Student button.

The screenshot displays a search interface with the following elements:

- Filters:** A section containing several input fields: Last Name, First Name, DOB, STACID, CIN, and Student Number.
- County:** A dropdown menu currently set to "ROCKLAND".
- District:** A dropdown menu currently set to "ABBOT".
- Buttons:** "Clear Filters" and "Retrieve" buttons are located in the bottom right of the filter section. An "Add New Student" button is located below the filter section, with a red arrow pointing to it from the right.

Student Information

- * Field with an asterisk (*) next to their label are required in order to save.
- * Other fields should be entered if the information is known.

Student Information
Add/Edit Student

County of Student's Current Location*

Is this student placed in Foster Care?* Yes No

District*

Legal Last Name* Suffix

Legal First Name*

Middle Initial

DOB*

Gender* Male Female

Race/Ethnicity*

CIN

SEDSTACID

Address

City

State

Zip

Transfer Student Information

From County From District

Saving Incomplete Entry

- * Clicking “Save” without all mandatory fields entered will result in labels indicating the missing data.

Student Information

[Add/Edit Student](#)

County of Student's Current Location*

Is this student placed in Foster Care?* Yes No *Required

District*

Legal Last Name* *Required Suffix

Legal First Name* *Required

Middle Initial

DOB* *Required

Gender* Male Female *Required

Race/Ethnicity* *Required

CIN

SEDSTACID

Address

City

State

Zip

[Transfer Student Information](#)

From County

From District

Student Details

- * Upon saving a new student, the system will take you to the student details page.

CPSE:

Child Information

Last Name: First Name: **David** DOB: **2/11/2016** Eligibility: **1/1/2019 - 8/31/2021**
STACID: CIN: [Edit](#)

[Evaluations](#) [STAC-5s](#) [IEP Placements](#) [IEP Mandates](#) [STAC-1s](#) [Documents](#)

County	Provider	Component	Eval Date	Bilingual	Report Signed
No Evaluations					

[Add New Evaluation](#)

Student Details

- * Top section shows child demographic information.
- * Lower section has tabs for:
 - * STAC-5s (one row per STAC-5)
 - * Evaluations (one row per evaluation component)
 - * IEP Placements (one row per STAC-1)
 - * IEP Mandates (one row per mandated service on IEP)
 - * Documents (uploaded documents for student)
 - * Forms

The screenshot displays a web interface for student details. It features two main sections: 'Child Information' and 'Student Information'. The 'Child Information' section includes fields for Last Name, First Name (David), DOB (2/11/2016), Eligibility (1/1/2019 - 8/31/2021), STACID, and CIN, with an 'Edit' link. The 'Student Information' section includes fields for Last Name, First Name, DOB, Eligibility (7/1/2020 - 8/31/2022), STACID, CIN, and Student Number, with an 'Edit SED Summary' link. At the bottom, a navigation bar contains tabs for 'STAC-5s', 'Evaluation Components', 'IEP Placements', 'IEP Mandates', 'Documents', and 'Forms'.

Child Information					
Last Name:	First Name:	DOB:	Eligibility:		
	David	2/11/2016	1/1/2019 - 8/31/2021		
STACID:	CIN:	Edit			

Student Information					
Last Name:	First Name:	DOB:	Eligibility:		
			7/1/2020 - 8/31/2022		
STACID:	CIN:	Student Number:	Edit SED Summary		

Navigation Bar: STAC-5s | Evaluation Components | IEP Placements | IEP Mandates | Documents | Forms

Editing Existing Student

- * Search for student
- * Click “Edit” to edit student demographics (name, address, etc.)
- * Click “Details” to get to student details page with evaluations, services, documents, etc.

Filters


Last Name First Name DOB

District

County

[Add New Student](#)

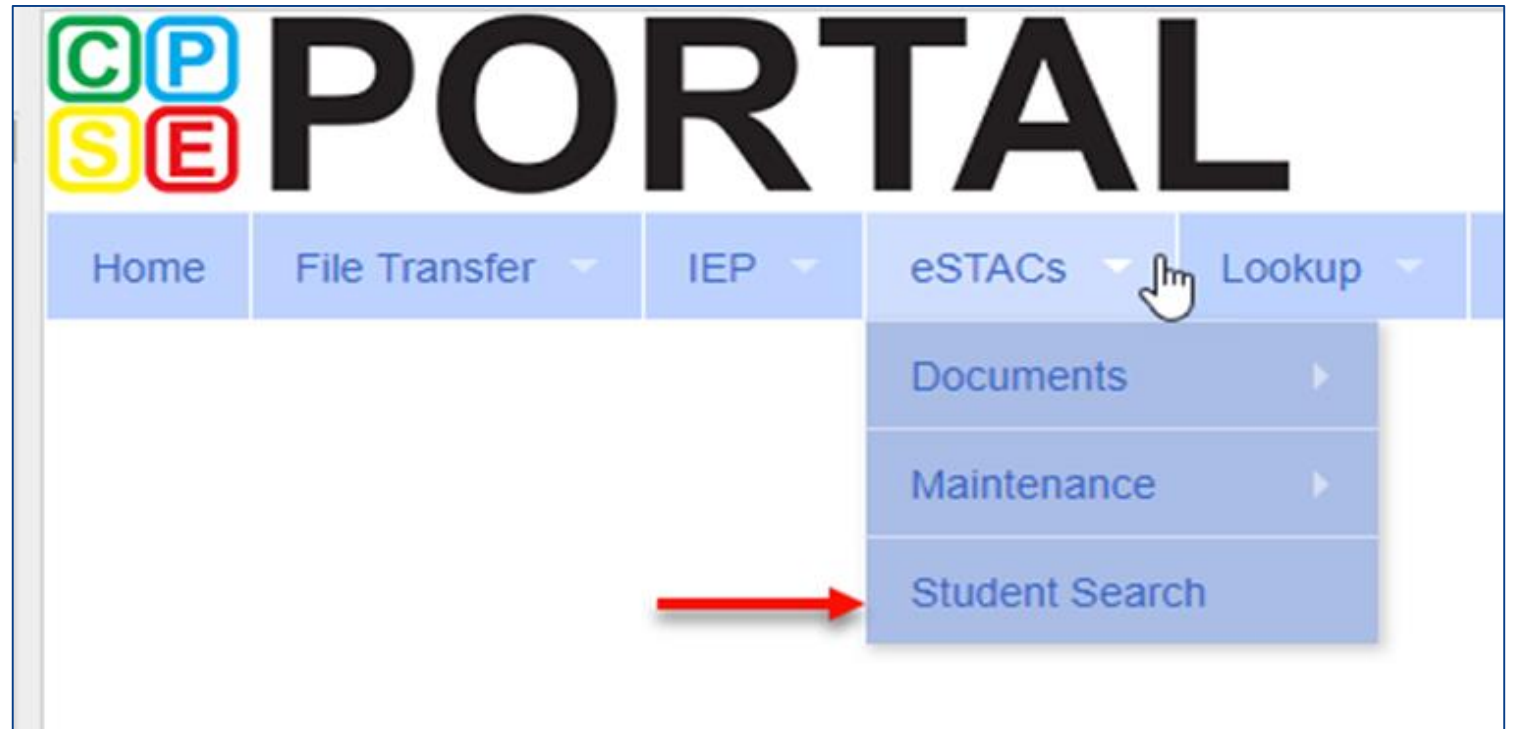
Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details



eSTACs Entering STAC-5

eSTACs Student Search

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



Student Search for Student Details

- * Search for the student.
- * If student is already in system, click the **Details** link for that student.
- * If student does not exist, click **Add New Student**.

Filters

Last Name First Name DOB STACID CIN

District

County

Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
DeFuego	Anthony	03/12/16	M			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details
Facciano	Franchesca	09/09/16	F			Edit	Details
Jaworski	David	05/18/16	M			Edit	Details
LaTierra	Sonny	08/13/16	M			Edit	Details
Maraschino	Marty	07/22/16	F			Edit	Details
McKenzie	Bradley	12/05/16	M			Edit	Details
Misner	Martin	11/11/16	M			Edit	Details
Murdoch	Kenickie	10/10/16	M			Edit	Details
Nogerelli	John	06/14/16	M			Edit	Details
Rebchuck	Paulette	08/22/16	F			Edit	Details
Rizzo	Betty	09/09/16	F			Edit	Details
Willard	Willie	05/11/16	M			Edit	Details
Zinone	Stephanie	01/21/16	F			Edit	Details

Adding a New Evaluation

- * Select the “STAC-5s” tab.
- * Click the “Add New Evaluation” button.


CPSE: 012806060000 RYDELL CSD

Student Information

Last Name: First Name: **Willie** DOB: **5/11/2016** Eligibility: **1/1/2019 - 8/31/2021**
STACID: CIN: Student Number: [Edit](#)

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

County	Description	Status	Submitted By	Submitted Date					
No STAC-5s									

[Add New Evaluation](#) 

eSTACs vs Paper STAC-5

Evaluation Info

County* 2

School Year*

Provider* 1

Is this student placed in Foster Care?* Yes No

County at time of placement* 2

Child is: Preschool Student With a Disability Non-Disabled 4

Translation Cost 5

This student is eligible for evaluations from **09/01/2018** to **07/31/2021**

Evaluation	Component	Eval Date	Bilingual		
Social	SOC	<input type="text"/>	<input type="checkbox"/>		
Psychological	PSY	<input type="text"/>	<input type="checkbox"/>		
Speech/Language	SPT	<input type="text"/>	<input type="checkbox"/>		
Physical Therapy	PHT	<input type="text"/>	<input type="checkbox"/>		
Occupational Therapy	OCT	<input type="text"/>	<input type="checkbox"/>		
Physical/Medical	PHY	<input type="text"/>	<input type="checkbox"/>		
Education	EDU	<input type="text"/>	<input type="checkbox"/>		6
Audiological	AUD	<input type="text"/>	<input type="checkbox"/>		
Other Physician	OTH	<input type="text"/>	<input type="checkbox"/>		
Other Non-Physician	OTH	<input type="text"/>	<input type="checkbox"/>		
Psychiatric	PYC	<input type="text"/>	<input type="checkbox"/>		
Neurological	NEU	<input type="text"/>	<input type="checkbox"/>		
Optometric	OPT	<input type="text"/>	<input type="checkbox"/>		
Orthopedic	ORT	<input type="text"/>	<input type="checkbox"/>		
Counseling	CSL	<input type="text"/>	<input type="checkbox"/>		
Functional Vision	FUV	<input type="text"/>	<input type="checkbox"/>		
Teacher of Visually Impaired	TVI	<input type="text"/>	<input type="checkbox"/>		
Neuropsychological	NPY	<input type="text"/>	<input type="checkbox"/>		

STAC-5 The University of the State of New York THE STATE EDUCATION DEPARTMENT STAC and Medicaid Unit Rev. 8/2017

Request for Commissioner's Approval of Reimbursement for the Cost of Evaluations

STAC-ID

List the date each evaluation component was completed (use four digits to indicate month and year). For bilingual evaluations indicate on line provided.

STUDENT INFORMATION			EVALUATION COMPONENT	MONTH / YEAR	CHECK IF BILINGUAL
Last Name	First Name	Middle Initial	Audiological	AUD	<input type="text"/>
Date of Birth (mm/dd/yy)	Student Identification Number (if applicable)	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Counseling	CSL	<input type="text"/>
DISABILITY The child named above is: <input type="checkbox"/> PD - Preschool Student With a Disability <input type="checkbox"/> ND - Non-Disabled 4			RACIAL ETHNIC CATEGORY OF STUDENT <input type="checkbox"/> Hispanic or Latino Not of Hispanic Origin: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more Races (see explanation on second page)		
			Education	EDU	<input type="text"/>
School District with CPSE Responsibility			Neurological	NEU	<input type="text"/>
CPSE District SED (BEDS) Code			Neuropsychological	NPY	<input type="text"/>
County of Child's Current Location (where child resides)			Occupational Therapy	OCT	<input type="text"/>
County at time of Placement in Foster Care			Optometric (visual)	OPT	<input type="text"/>
Approved Evaluator			Orthopedic	ORT	<input type="text"/>
			Physical/Medical	PHY	<input type="text"/>
			Physical Therapy	PHT	<input type="text"/>
			Psychiatric	PYC	<input type="text"/>
			Psychological	PSY	<input type="text"/>
			Social	SOC	<input type="text"/>
			Speech / Language	SPT	<input type="text"/>
			Teacher of Visually Impaired	TVI	<input type="text"/>
			Other:		<input type="text"/>
			Cost of translation/transmittal of evaluation documentation or summary report for monolingual evaluations only. \$ 5		
PERSON COMPLETING THIS FORM					
Name			Title		
Phone			Email		

CERTIFICATION OF EVALUATION: I certify that the preschool child herein named received a multidisciplinary evaluation as indicated above and in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education. 7

MUNICIPALITY: The municipality of _____ has received on _____ the STAC-5 Request for Commissioner's Approval of Reimbursement for the Cost of Evaluations for the above named child pursuant to Section 4410 of the Education Law.

Signature CPSE Chairperson _____ Date _____ Signature of Authorized Representative of the Municipality _____ Date _____

Complete Fields Related to Evaluation

- * Enter information regarding evaluation.
- * All fields labeled with an asterisk (*) must be filled in to save.

Evaluation Info

County*

School Year* 2021 - 2022

Provider*

Is this student placed in Foster Care?* Yes No

Child is: Preschool Student With a Disability Non-Disabled

Translation Cost

This student is eligible for evaluations from **03/01/2021** to **07/31/2023**

Evaluation	Component	Eval Date	Bilingual		
Audiological	AUD	<input type="text"/>	<input type="checkbox"/>		
Education	EDU	<input type="text"/>	<input type="checkbox"/>		
Neurological	NEU	<input type="text"/>	<input type="checkbox"/>		
Neuropsychological	NPY	<input type="text"/>	<input type="checkbox"/>		
Occupational Therapy	OCT	<input type="text"/>	<input type="checkbox"/>		
Optometric	OPT	<input type="text"/>	<input type="checkbox"/>		
Orthopedic	ORT	<input type="text"/>	<input type="checkbox"/>		
Other Non-Physician	OTH	<input type="text"/>	<input type="checkbox"/>		
Other Physician	OTH	<input type="text"/>	<input type="checkbox"/>		
Physical Therapy	PHT	<input type="text"/>	<input type="checkbox"/>		
Physical/Medical	PHY	<input type="text"/>	<input type="checkbox"/>		
Psychiatric	PYC	<input type="text"/>	<input type="checkbox"/>		
Psychological	PSY	11/01/2021	<input type="checkbox"/>		
Social	SOC	11/01/2021	<input type="checkbox"/>		
Speech/Language	SPT	11/01/2021	<input type="checkbox"/>		
Teacher of Visually Impaired	TVI	<input type="text"/>	<input type="checkbox"/>		

Evaluations on Student Details

- * There are two tabs for Evaluations:
- * STAC-5s Tab - shows one line per STAC-5 group of components.

County	Description	Status	Submitted By	Submitted Date					
WESTCHESTER	FRED S KELLER SCHOOL Jul 2020 (PSY, SOC, SPT)	Not Submitted			Edit	Delete	Print	Sign and Submit	

[Add New Evaluation](#)

Evaluations on Student Details

- * The second tab for Evaluations is the Evaluation Components.
- * Evaluation Components Tab - shows one line per component.

County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date		
WESTCHESTER	FRED S KELLER SCHOOL	Psychological	07/14/2020	No	Not Submitted			Edit	Delete
WESTCHESTER	FRED S KELLER SCHOOL	Social	07/14/2020	No	Not Submitted			Edit	Delete
WESTCHESTER	FRED S KELLER SCHOOL	Speech/Language	07/23/2020	No	Not Submitted			Edit	Delete

[Add New STAC-5](#)

eSTACs Uploading Documents

Documents Required for Evaluations

- * Onondaga County is requiring the following documents to be uploaded, before you can sign and submit your STAC-5:
 - * **A Medicaid Parental Consent form**
 - * If parent refuses to sign – mark form as refused. Staff member at school district print their name, and date at bottom of form.
 - * An Evaluation Justification Letter – **only** needed if 2 evaluations need to be completed within the same school year for the same type of evaluation.

Ways to Upload Documents

- * Upload a single file with a single document
- * Upload multiple files each with a single document
- * Upload a single PDF file with multiple documents

Uploading a Single Document

- * Select Documents tab on Student Details screen
- * Click Upload button

CPSE: 012806060000 RYDELL CSD

Child Information

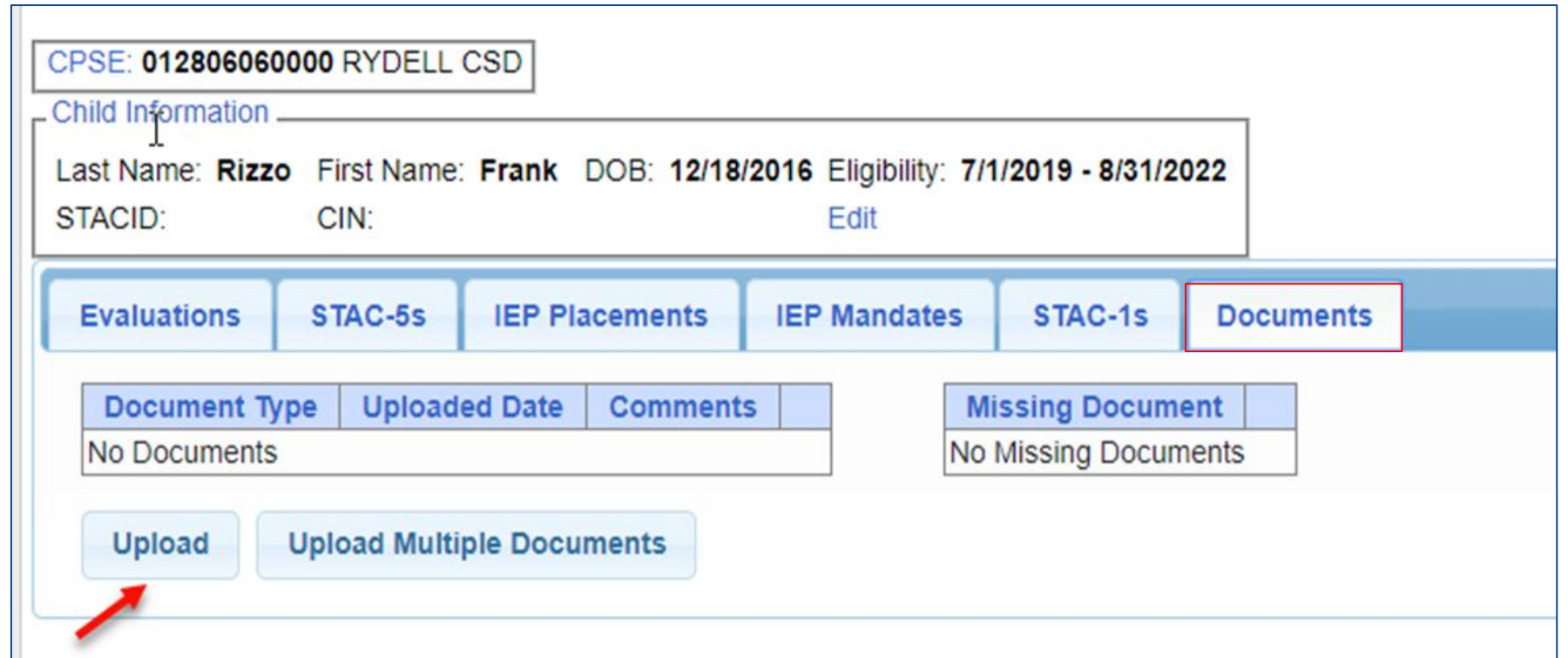
Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

[Evaluations](#) [STAC-5s](#) [IEP Placements](#) [IEP Mandates](#) [STAC-1s](#) [Documents](#)

Document Type	Uploaded Date	Comments
No Documents		

Missing Document
No Missing Documents

[Upload](#) [Upload Multiple Documents](#)



Uploading a Single Document

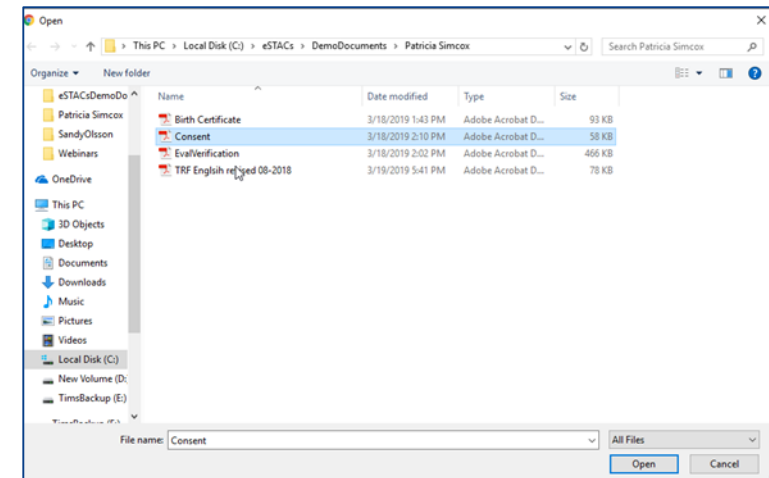
- * Click Choose File button
- * Browse to the file location and select the file
- * Click the Open button on the file dialog
- * The filename will appear next to Choose File Button
- * Click Upload

CPSE: 012806060000 RYDELL CSD

Child Information

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

No file chosen



CPSE: 012806060000 RYDELL CSD

Child Information

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

Consent.pdf

Indicate Document Type

- * Right hand side shows the document.
- * Left hand side shows fields to specify what type of document it is, as well as other related fields specific to the type of document.

The screenshot displays a user interface for creating a document. On the left side, there is a form with the following elements:

- A "Document Type" dropdown menu currently set to "Medicaid Parental Consent".
- A mouse cursor icon.
- A "Comments" text area.
- "OK" and "Cancel" buttons at the bottom.

On the right side, a preview of the document is shown. The document is titled "Consent to Access Student's Medicaid" and contains the following text:

Dear Parent/Guardian of: Patricia Simcox

This is to ask your permission (consent) for to bill your or your child's Medicaid Insurance Program for special education and related services that are on your child's individualized education program (IEP) and to ask you to give us your child's Client Identification Number (CIN) or allow us to obtain the CIN if you do not know it.

This consent allows the school district/county to bill Medicaid for covered health-related services and to release information to the school district's/county's Medicaid Billing Agent for that purpose.

I, Mary Simcox as the parent/guardian of Patricia Simcox

Sign and Submit Evaluation

- * Once all documents have been uploaded for the evaluation, you can now Sign and Submit the STAC-5.
- * This will now be sent to the county for review.

County	Description	Status	Submitted By	Submitted Date					
	IC Nov 2021 (PHT)	Not Submitted			Edit	Delete	Print	Sign and Submit	

[Add New Evaluation](#)

Submitting Evaluations – Error Messages

- * If all of your documents are not uploaded, you will not be able to sign and submit.
- * Your error will tell you what documents need to be uploaded.
- * You can also see the missing documents on the documents tab, under Missing Documents

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: [REDACTED] Eligibility: 7/1/2017 - 8/31/2020
STACID: [REDACTED] CIN: [REDACTED] Student Number: [REDACTED] [Edit SED Summary](#)

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

Uploaded Documents

Document Type	Uploaded Date	Applied To	Submitted Date	Submitted User	Comments			
No Documents								

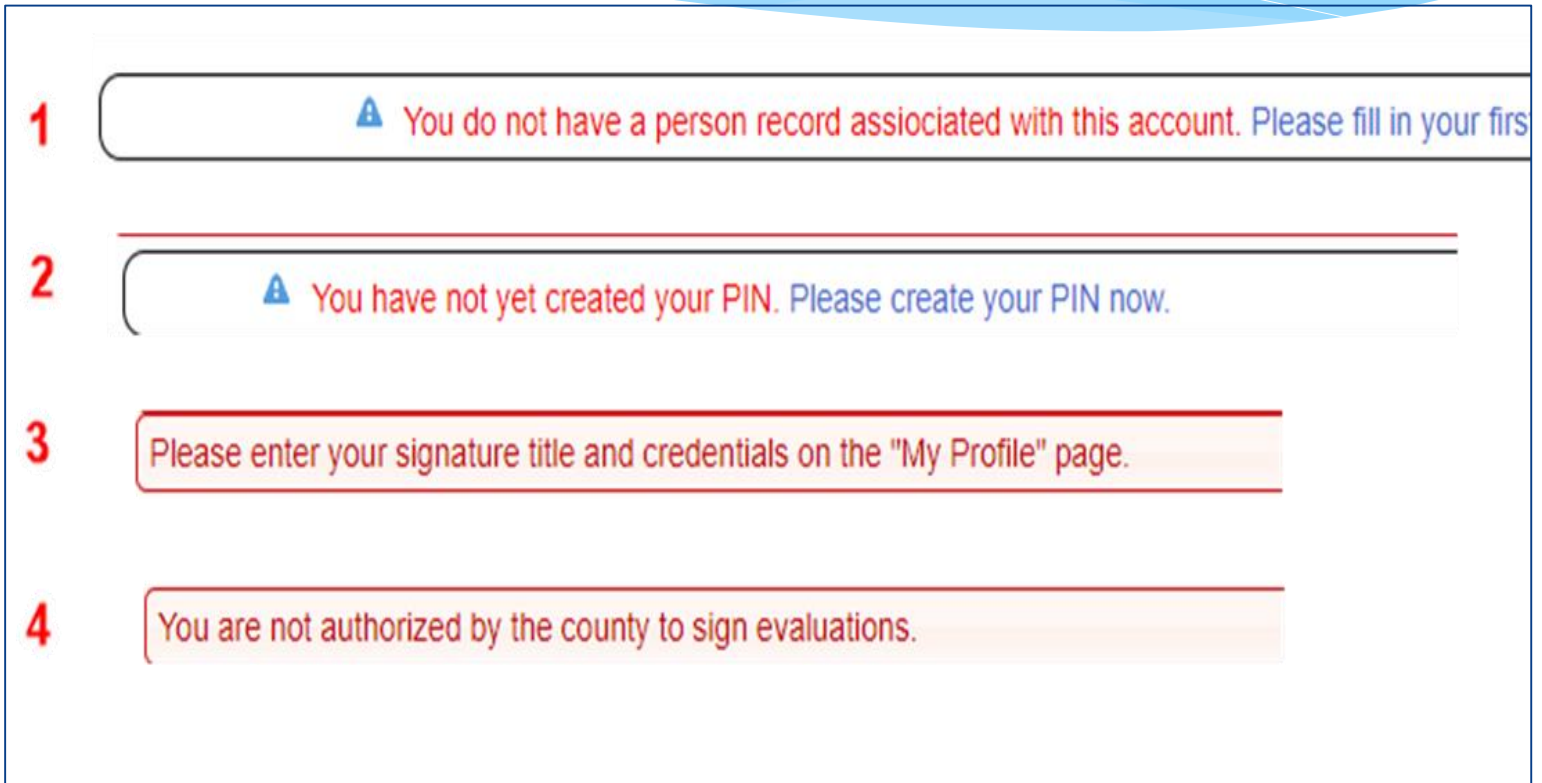
Missing Documents


Category	Type	Document Description	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List	Upload


[Upload](#) [Upload Multiple Documents](#)

Submitting Evaluations – Error Messages

1. You did not create your first and last name.
2. You did not create a PIN for your Portal account.
3. You did not create your signature and title.
4. Your district's authorization paperwork was not sent to McGuinness or you are not listed on the paperwork to sign and submit evaluations.



1  You do not have a person record associated with this account. Please fill in your first and last name.

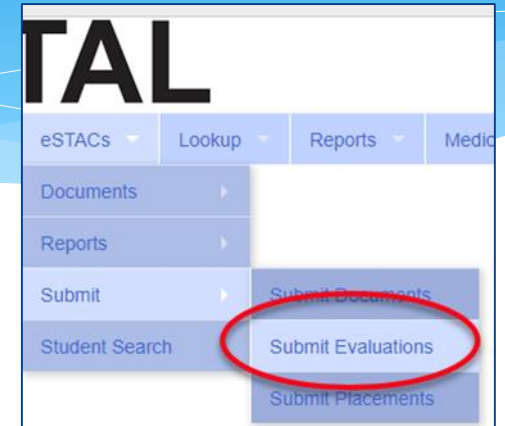
2  You have not yet created your PIN. Please create your PIN now.

3 Please enter your signature title and credentials on the "My Profile" page.

4 You are not authorized by the county to sign evaluations.

Submitting Evaluations – Unsubmitted Evaluation List

- * Go to **eSTACs** -> **Submit** -> **Submit Evaluations**
- * This grid displays unsubmitted evaluations based on selected filters.
- * Rows where Status = “OK To Submit” will have a checkbox.
- * Rows where Status = “Problems Found” will not have a checkbox.
- * Mark the checkbox on the rows that you wish to submit to the County or click Select All.
- * Click “Submit” to submit the marked evaluations to the County.



Evaluations To Submit						
<input type="button" value="Select All"/>		<input type="button" value="Submit"/>				
Select	Last Name	First Name	School Year	Evaluator	Components	Status
<input type="checkbox"/>		DIONNE	201819	ALL ABOUT KIDS	ALL ABOUT KIDS Mar 2019 (PSY, SOC, SPT)	OK to Submit
<input type="checkbox"/>		HARRIS	201819		ITER Feb 2019 - Mar 2019 (OCT, PHT, PSY, SOC, SPT)	OK to Submit
<input type="checkbox"/>		CLEO	201819		BEYOND Feb 2019 - Mar 2019 (PSY, SOC, SPT)	OK to Submit
		CASSIDY	201819		019 - Feb 2019 (PSY, SOC, SPT)	Problems Found
		CATHLEEN	201819		019 (PSY, SOC, SPT)	Problems Found
		OLLIE	201819		019 - Apr 2019 (EDU, PSY, SOC)	Problems Found
		NED	201819		[, PSY, SOC, SPT)	Problems Found
		ADAN	201819	ELIMINATED INC. BARRETT BEYOND	BEYOND Jan 2019 - Feb 2019 (PSY, SOC, SPT)	Problems Found

Onondaga County Timeline

* **June 1, 2022:**

- * School districts will enter all 22/23 STAC-5 & STAC-1 data into eSTACs.
 - * The county will **not** accept any 22/23 STACs after June 1, 2022.
 - * All prior years – send paper STACs to County to enter into their Preschool database.
- * The County will be entering all 22/23 paper STACs that they have received into their Preschool database.
 - * If you have an amendment to a STAC that has already been sent to the county, **contact** the county first. You and the county can then decide who will enter the STAC or amendment, as we do not want to create duplicate children in eSTACs.
- * McGuinness will transfer **ALL** students that are currently in Onondaga County Preschool database to eSTACs.

Getting Support

- * If you need help you can contact Kelly Knowles at Kknowles@jmcguinness.com
- * After you are familiar with the Portal, and you need help, send an email to eSTACs@CPSEPortal.com.
- * Please include your district name, which County you work with and a description of your issue.
- * If you would like to speak on the phone, please state so in your email along with your phone number and best times to reach you.

Upcoming Webinars

eSTACs Getting Started / Entering Children and STAC-5:

- Friday, May 6th @ 10:00AM – 11:00AM:
 - o <https://attendee.gotowebinar.com/register/1970141641072777997>

eSTACs Entering STAC-1 Center Based & Center Based Related Services:

- Wednesday, May 11th @ 10:00AM – 11:00AM:
 - o <https://attendee.gotowebinar.com/register/4715849774536502030>
- Friday, May 13th @ 2:00PM – 3:00PM
 - o <https://attendee.gotowebinar.com/register/3392738163601112588>

eSTACs Entering STAC-1 SEIT and Related Services:

- Monday, May 16th @ 2:00PM – 3:00PM
 - o <https://attendee.gotowebinar.com/register/2963684537187293709>
- Thursday, May 19 @ 9:30 AM – 10:30AM
 - o <https://attendee.gotowebinar.com/register/4899159253607952912>