

eSTACs Getting Started - Entering Children and STAC-5

August 7th and August 14, 2023

Questions & Answers

Topic/Category	
DISTRICT DESIGNATION FROM / LOGGING INTO PORTAL	
Q	Once we submit our district designation form you will give us access correct?
A	Yes, you will receive an email with a link to join the Portal, and create your account.
Q	We already enter children into CPSE Portal because we are a program in addition to being a district. Will the login for CPSE portal be the same for eSTAC entries?
A	NO. You will now have two logins for the Portal. One login will be your school district, and one login will be for your agency (program).
Q	Will the eSTAC website be available on weekends and after work hours?
A	YES. The CPSE Portal, and eSTACs will always be available.
PIN	
Q	Can my PIN be the same as it is for the CPSE Portal and eSTACs?
A	YES. You can use the same PIN.
Q	How many digits does the pin need to be?
A	4 digits.
ENTERING STUDENTS / DEMOGRAPHICS	
Q	What is the best practice for students with space in name or apostrophe?
A	You can contact the County to see how they would like children entered into eSTACs.
EVALUATIONS (STAC -5)	
Q	Does the school district or agency enter the evaluations into eSTACs to create the STAC 5s?
A	The agency does not have access to enter into eSTACs.
A	What about the STAC 5A for changes to STAC 5?

Q	This will be done through eSTACs by amending or rescinding the entry.
A	Does the evaluation date need to include month/date/year or just month/date?
Q	Enter the actual date of evaluation.
Q	Do we enter the cost of the translation?
A	NO. Both Livingston and Ontario counties would like you to leave that blank. You will however check off the boxes if the evaluation is Bi-lingual.
SIGNING & SUBMITTING	
Q	Can the person filling out the info, sign and enter or does the chairperson have to sign and submit?
A	Any staff person who has the rights to sign & submit for the STAC-5 can submit.
Q	So we don't need to have the Superintendent sign the STACS?
A	This is up to your district. There is a disclaimer when signing the STAC. You can always print the STAC and have your Superintendent sign the printed file copy.
Q	If someone does entry only, will it alert the person who needs to sign and submit that the STAC-5 is waiting for them? Certain districts have their Superintendent sign.
A	There is not an alert. The Superintendent can go to eSTACs -> Submit -> Submit Evaluations . This will show all of the evaluations that need to be submitted with a click of the button.
MISCELLANEOUS	
Q	Will STAC-3s be obsolete?
A	YES. If there is an amendment to a STAC-1, you will do all of this through eSTACs.
Q	Will other people from the same district with eSTAC access be able to amend other people's STACs?
A	YES. Anyone within your district can amend/rescind a STAC-5 or STAC-1.
Q	How often will the County upload the information we are entering?
A	The County should be synchronizing the students/STACs throughout the day.
Q	After migrating, will all of the districts' existing children load into eSTACs?
A	Only the 23/24 children and services will migrate into eSTACs. Any changes to a paper STAC-5, or STAC-1 prior to the 23/24 school year will need to be sent to the County to change in their Preschool database.

Q	Can we use a Medicaid form created by Frontline and upload the very similar document to the Portal?
A	No. The Medicaid Consent form is on Livingston County letterhead. Using this consent will ensure consistency and for parents not to have to fill out multiple forms should they switch districts.
Q	Is there a certain number of attempts that need to be made before producing the Unable to Obtain Consent form?
A	YES, at least 2 attempts need to be made.