eSTACs Entering STAC-1 for Center Based and Center Based Related Services

Livingston County Timeline

* **August 9, 2023:**
  * The County will **no** longer accept any paper STAC's after this date.
    * You will hold all paper STAC's for 23/24 school year and enter into eSTACs **AFTER** McGuinness migrates over the children and services.

* **August 10 through August 31, 2023:**
  * Livingston County will enter all previous paper STACs into their Preschool system. Once completed, McGuinness will migrate **ALL** students that are currently in the Livingston County Preschool database into eSTACs.

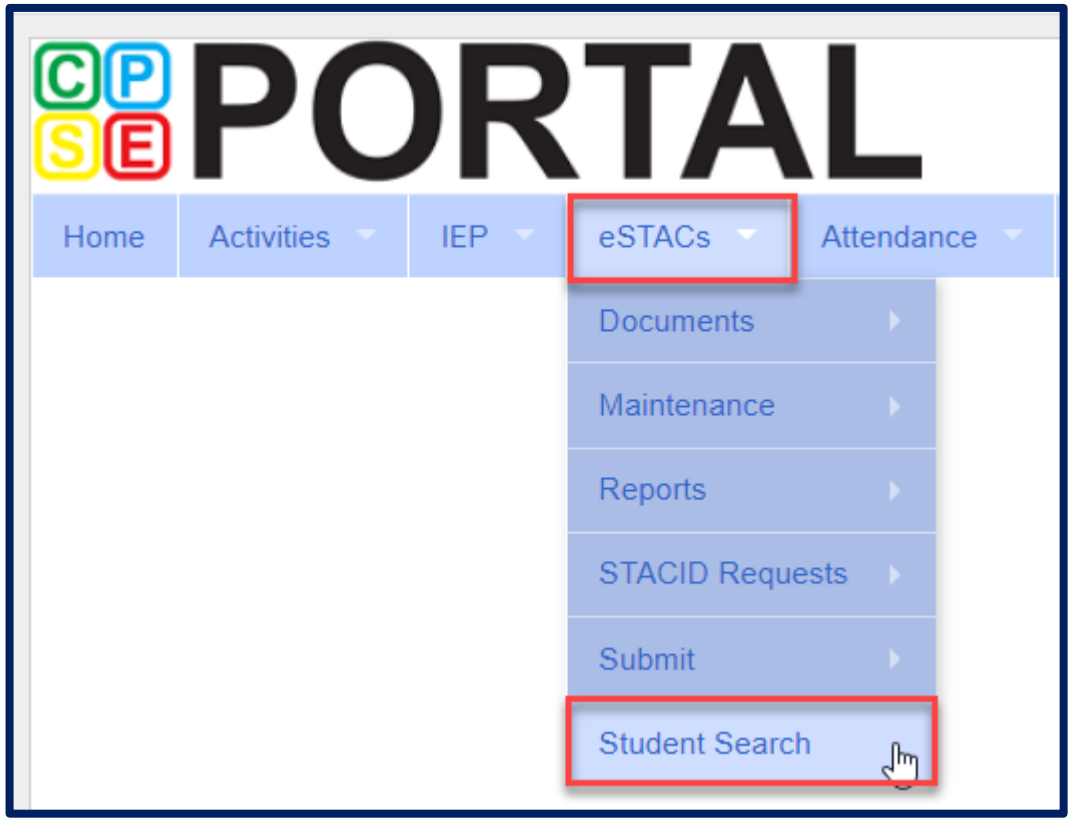
* **September 1, 2023 (on or before):**
  * School districts will have all 23/24 children migrated into eSTACs.

* **All prior year STAC's** (22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system.

Student Search

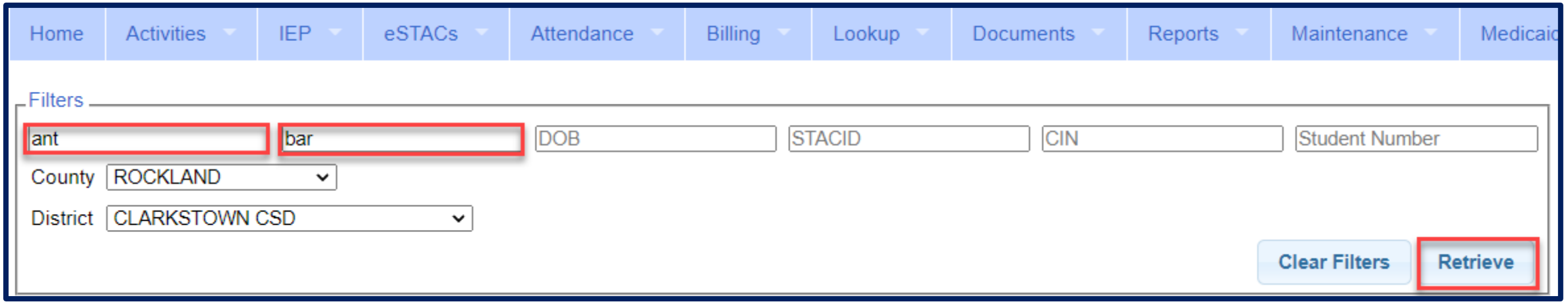
eSTACs Student

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



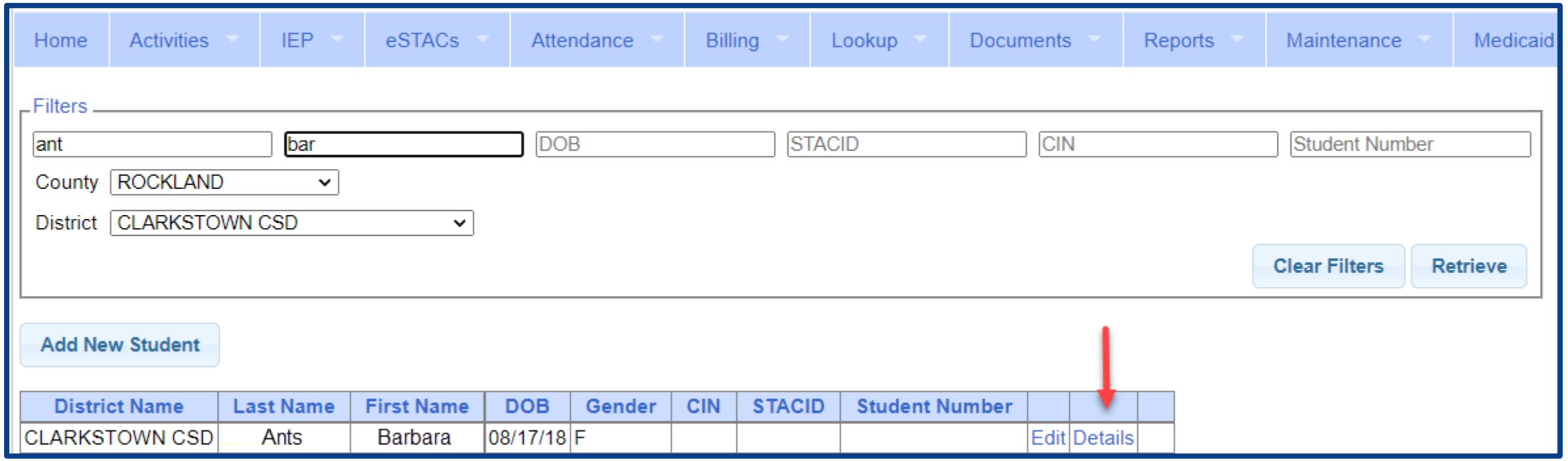
Student Search

* Search for student using first and last name of student & click *Retrieve*.
* As a reminder, when creating a child:
  * If the child is a Jr/II/III, please enter this information in the Suffix box. Do not include this with the child's last name.
  * If the child has a hyphenated last name or two last names, please enter as one last name:
    * Example: Smith-Jones will be entered at SmithJones



View Student Details

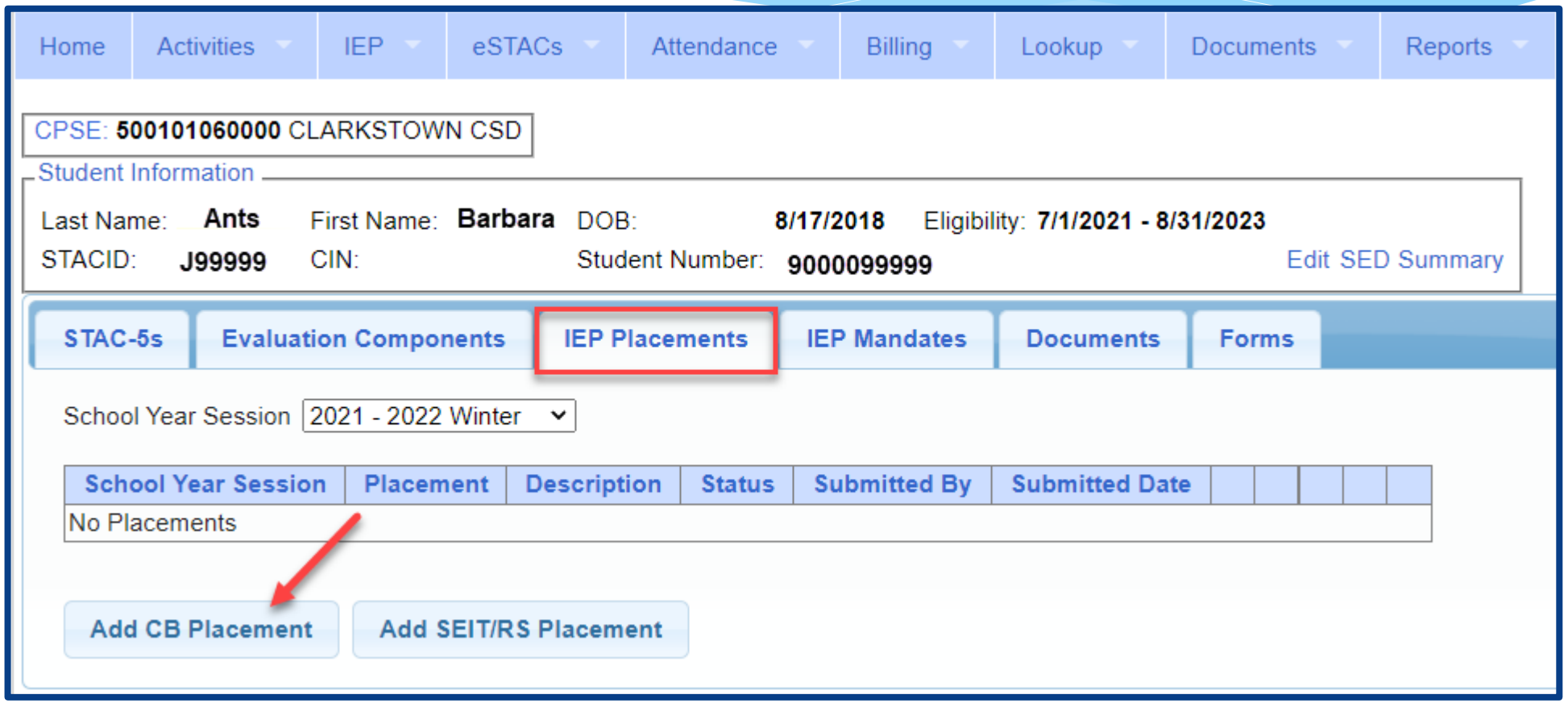
* Click on Details to get to the student details page with evaluations, services, documents and forms.



Adding New Center Based Placements

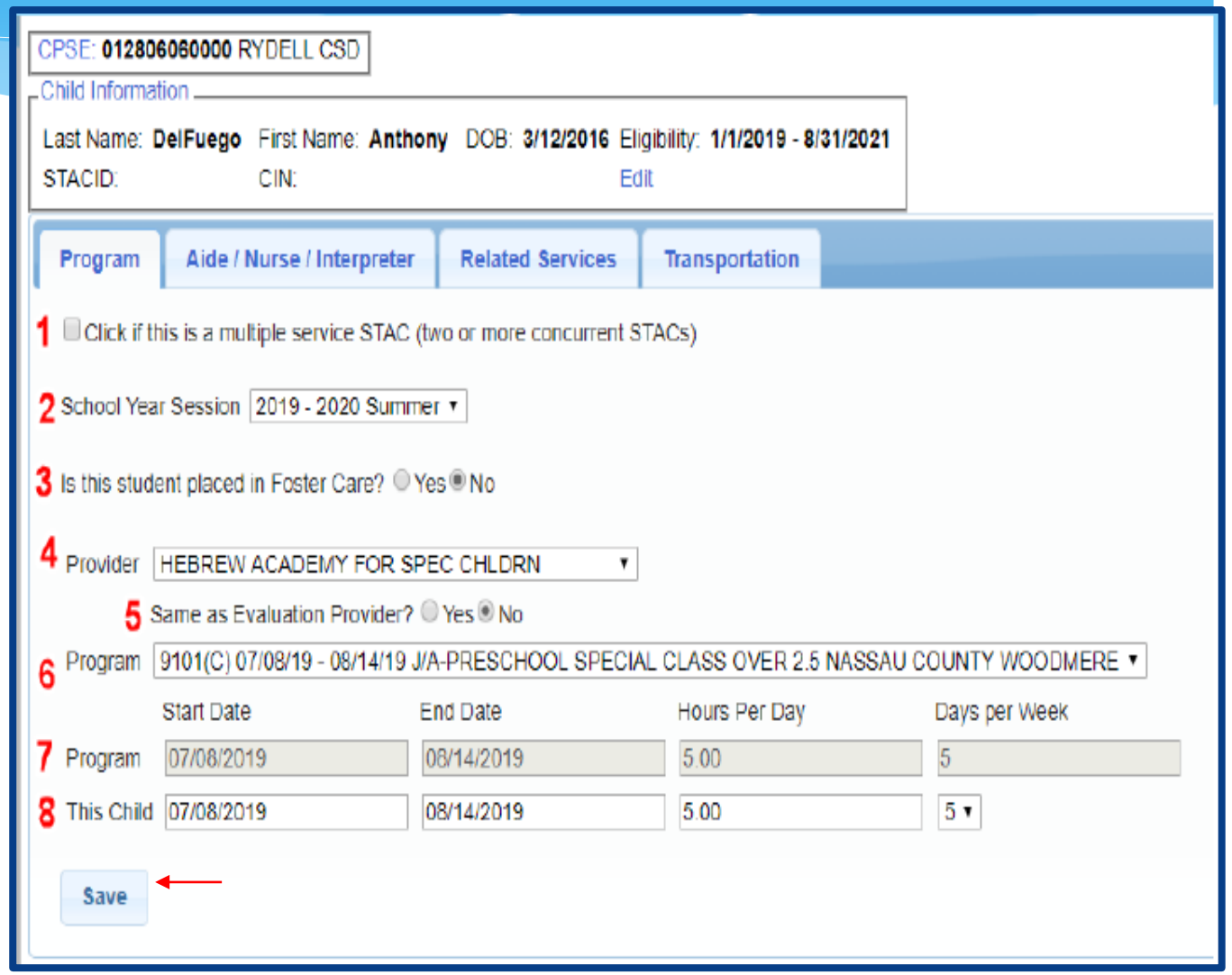
Adding a new CB Placement STAC-1

* Go to the IEP Placements tab
* Click *Add CB Placement*



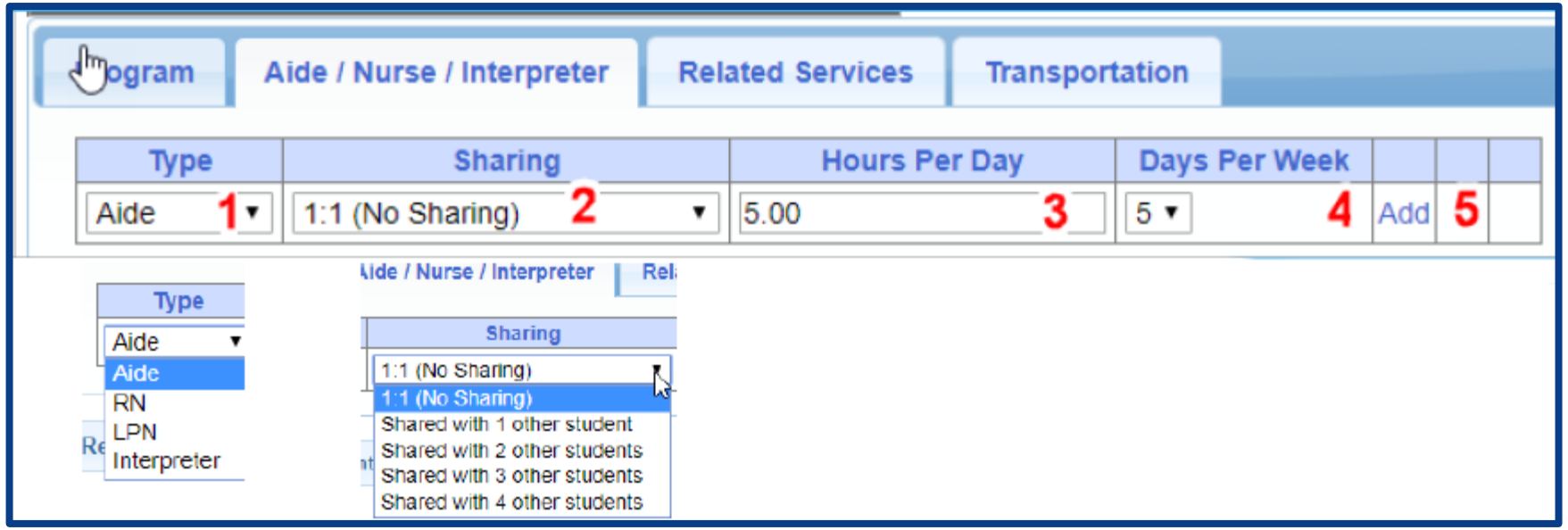
Entering Program Information

1. Check this box if the child has multiple STACs for the same time period (CB + SEIT/RS, CB morning + CB afternoon) (**CHECK WITH LIVINGSTON COUNTY FIRST**)
2. Specify school year / session
3. Indicate if the child is placed in foster care
4. Choose the Provider
5. Indicate whether the Provider is the same provider that performed the most recent evaluation
6. Select the specific program the child will attend
7. This populates with the dates and hours the selected program runs
8. Enter the dates and hours that this student will attend this program, and click *Save*

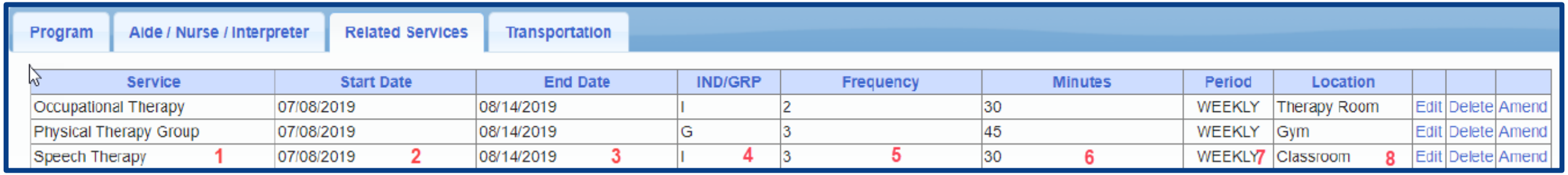


Adding Aides / Nurse / Interpreter

* To add an Aide/Nurse or Interpreter. You can skip this tab if no Aide/Nurse/Interpreter.
  1. Select the type (Aide, LPN, RN, or Interpreter)
  2. Select whether this service is shared with another student
  3. Indicate the hours per day this service is provided
  4. Indicate the days per week this service is provided
  5. Click *Add*



Adding Related Services INCLUDED in Tuition



Program | Aide / Nurse / Interpreter | Related Services | Transportation

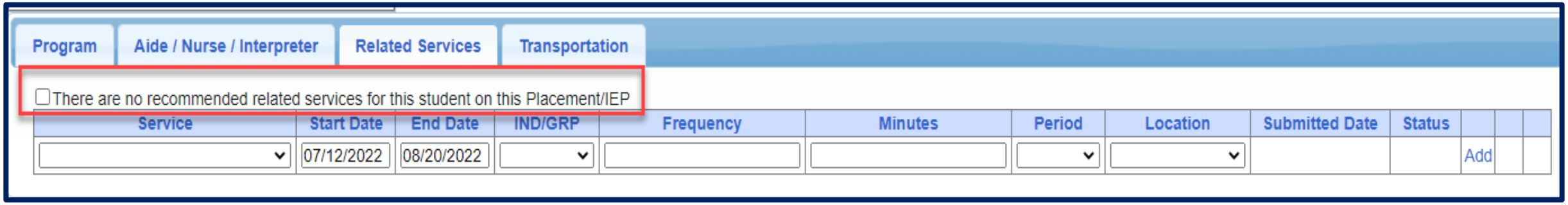
Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
Occupational Therapy	07/08/2019	08/14/2019	I	2	30	WEEKLY	Therapy Room	Edit	Delete	Amend
Physical Therapy Group	07/08/2019	08/14/2019	G	3	45	WEEKLY	Gym	Edit	Delete	Amend
Speech Therapy 1	07/08/2019 2	08/14/2019 3	I 4	3 5	30 6	WEEKLY7	Classroom 8	Edit	Delete	Amend

1. The type of service
2. The start date of this particular service
3. The end date for this particular service
4. Whether the service is Individual (I) or Group (G)
5. The number of sessions per period
6. The number of minutes for each session
7. The period of time for this service
8. Location where service will be performed

When IEP has no Related Services

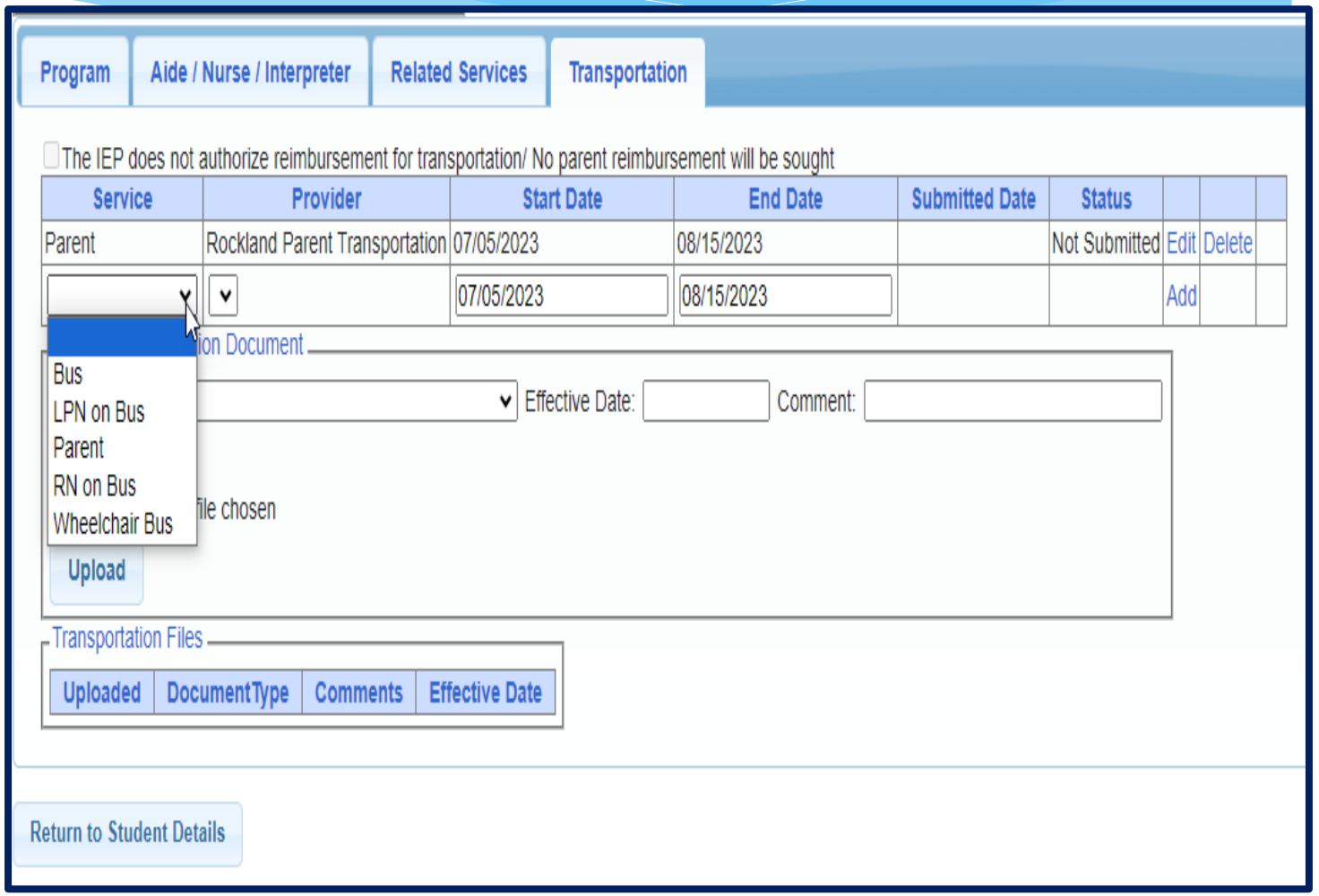
* If the IEP does not specify any related services, check the box at the top of the related services tab that says

"There are no recommended related services for this student on this Placement / IEP"



Adding Transportation

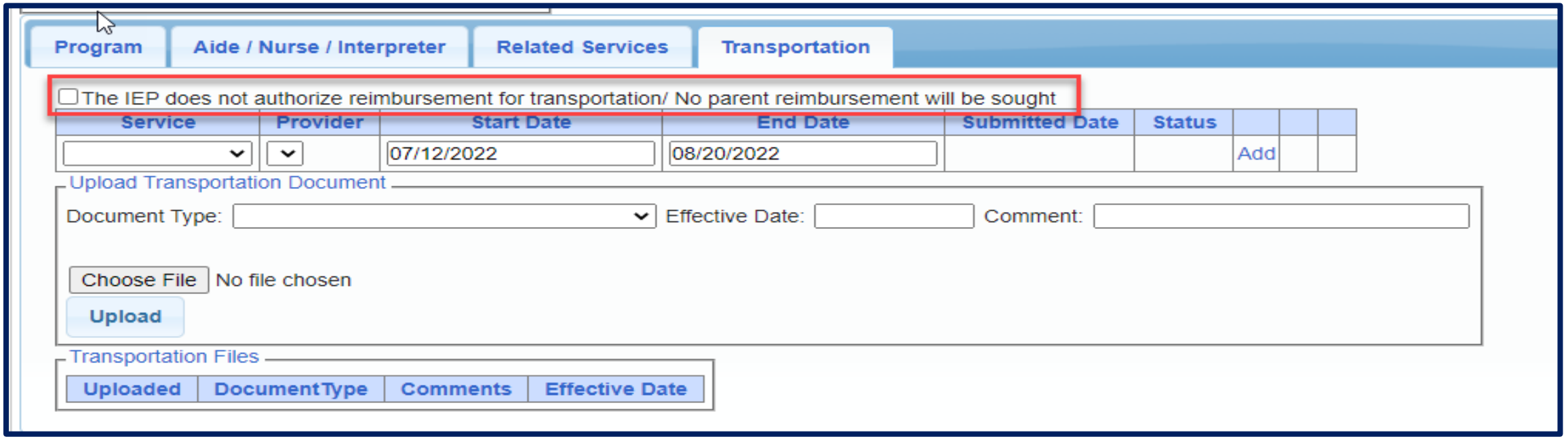
1. A list of types of transportations indicated in IEP (Bus or Parent reimbursement).
2. If transportation is needed, you would choose the bus or the parent.
3. No transportation documents will need to be uploaded.
4. The county will reach out the parents with the necessary paperwork.
5. Check the final page of IEP to ensure that transportation is delineated on Special Transportation section.



When IEP has no Transportation

* If the student will **not** be bussed, **and** the parent will **not** be submitting for mileage reimbursement, check the box at the top of the transportation tab that says

  "The IEP does not authorize reimbursement for transportation"



Uploading Documents

Documents Required for Services – Livingston County

* Livingston County requires the following documents to be uploaded, before you can sign and submit your STAC-1:

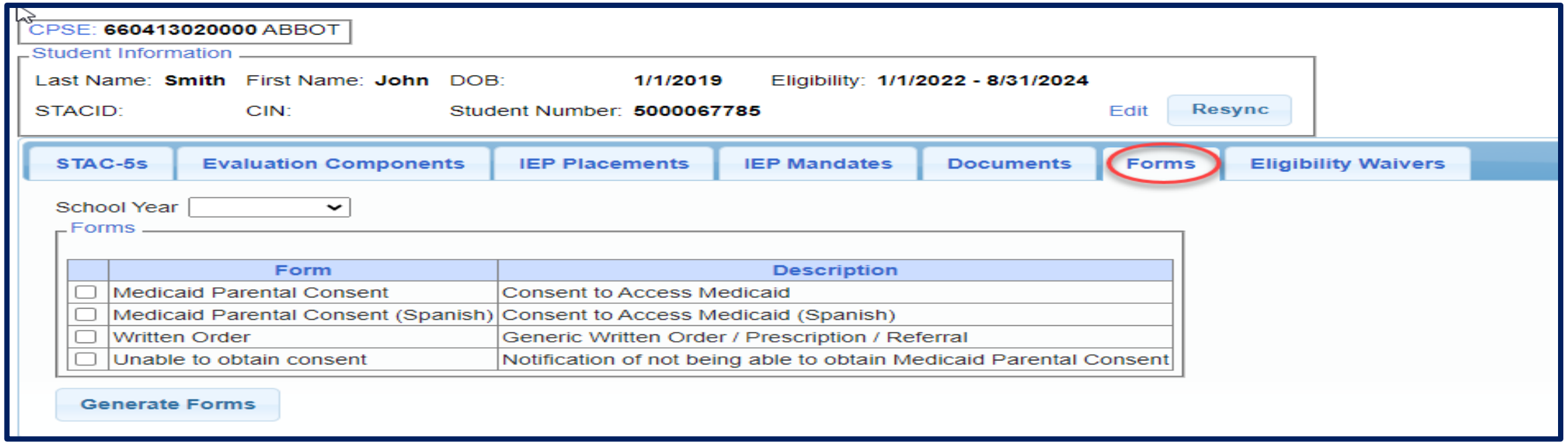
  * **The IEP**
    * **AND**
  * **The Medicaid Parental Consent**

Documents Required for Services – Ontario County

* Ontario County requires the following documents to be uploaded, before you can sign and submit your STAC-1:
  * **The IEP**

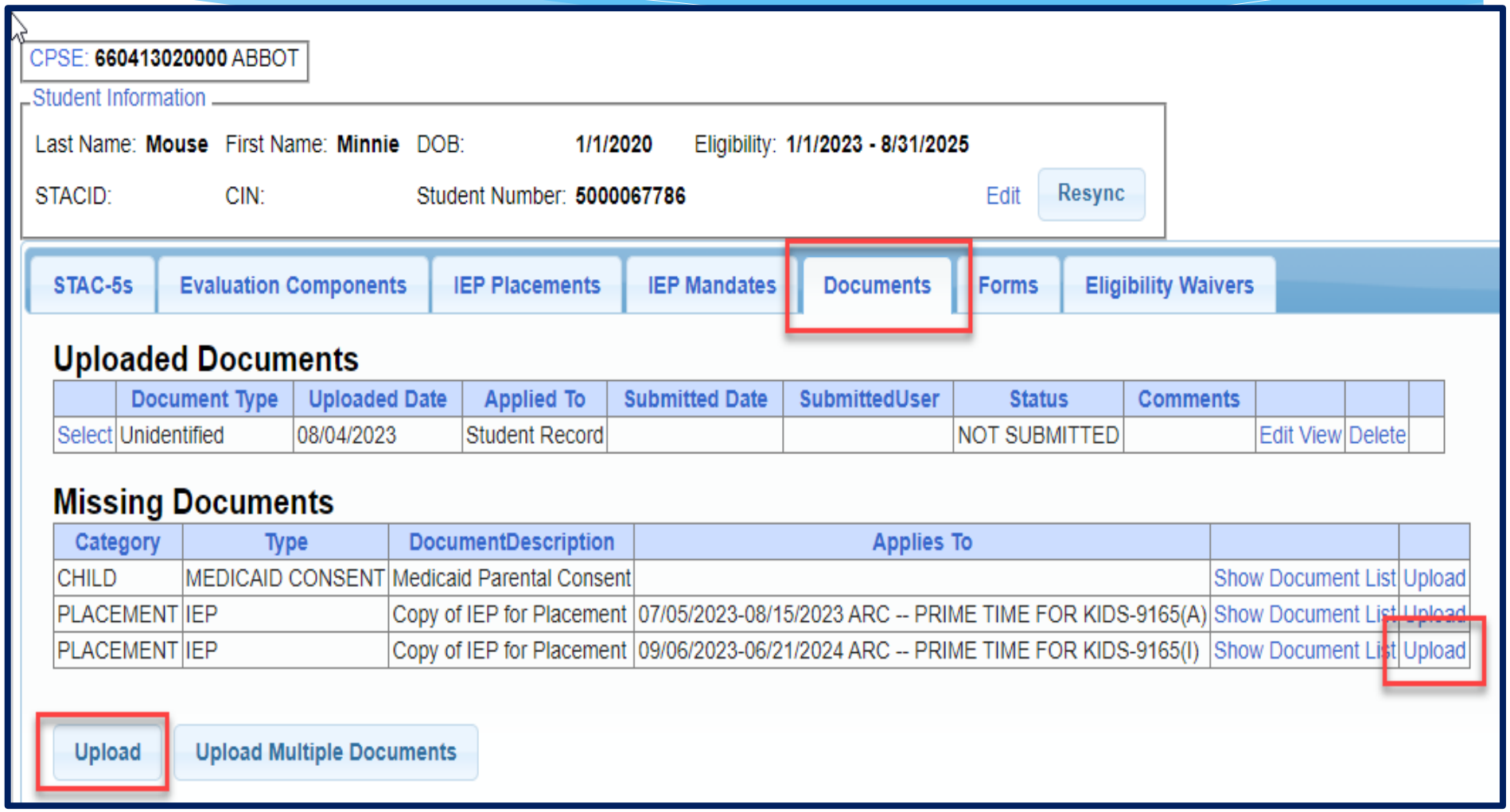
Forms Tab

* The Forms tab has a list of generic forms that when chosen, will populate with the child's information on them.



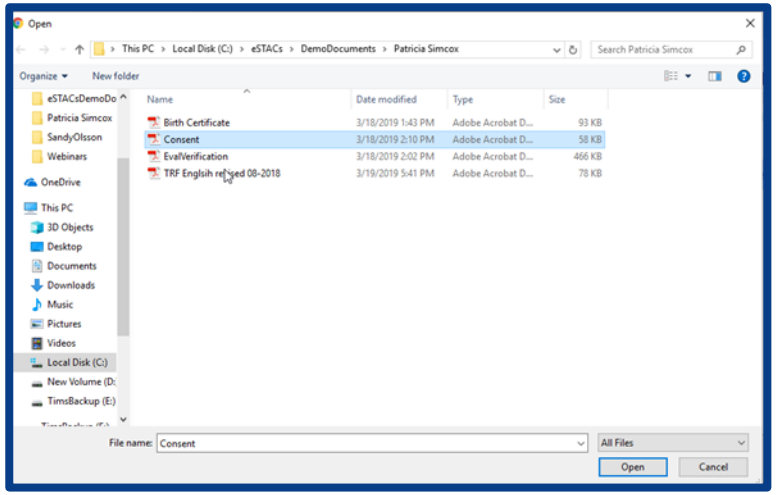
Uploading a Document

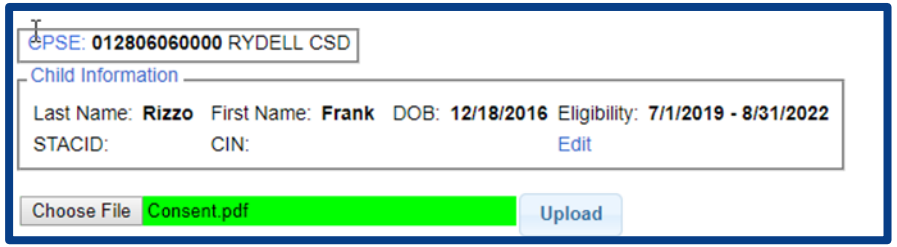
- Select Documents tab on Student Details screen.
- This will also show any Missing Documents that need to be uploaded.
- Click "*Upload*" button at bottom of screen or "Upload" at the end of the missing document line.



Uploading a Document

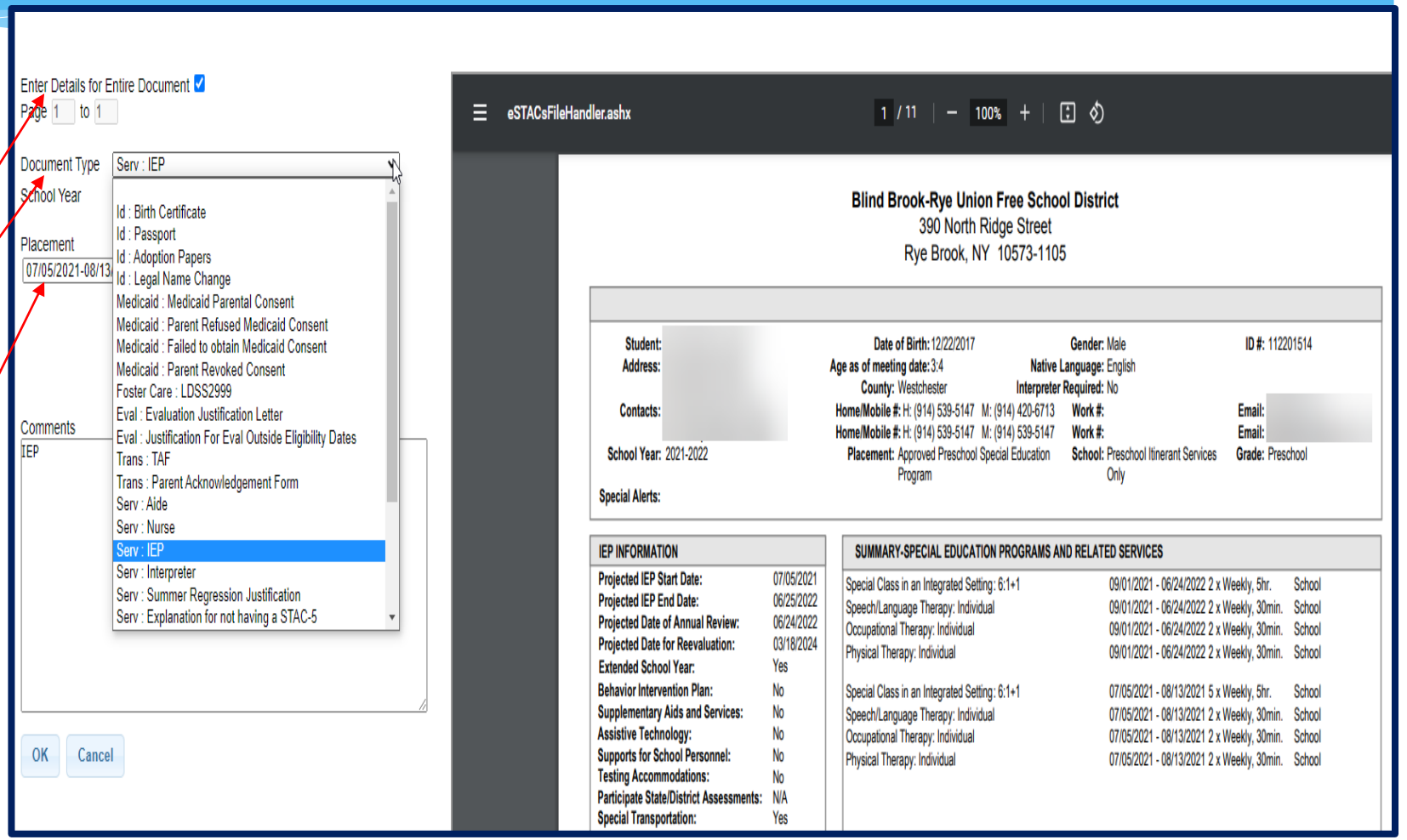
* Click "*Choose File*" button.
* Browse to the file location and select the file.
* Click the "*Open*" button on the file dialog
* The filename will appear next to "*Choose File*" button.
* Click "*Upload*".





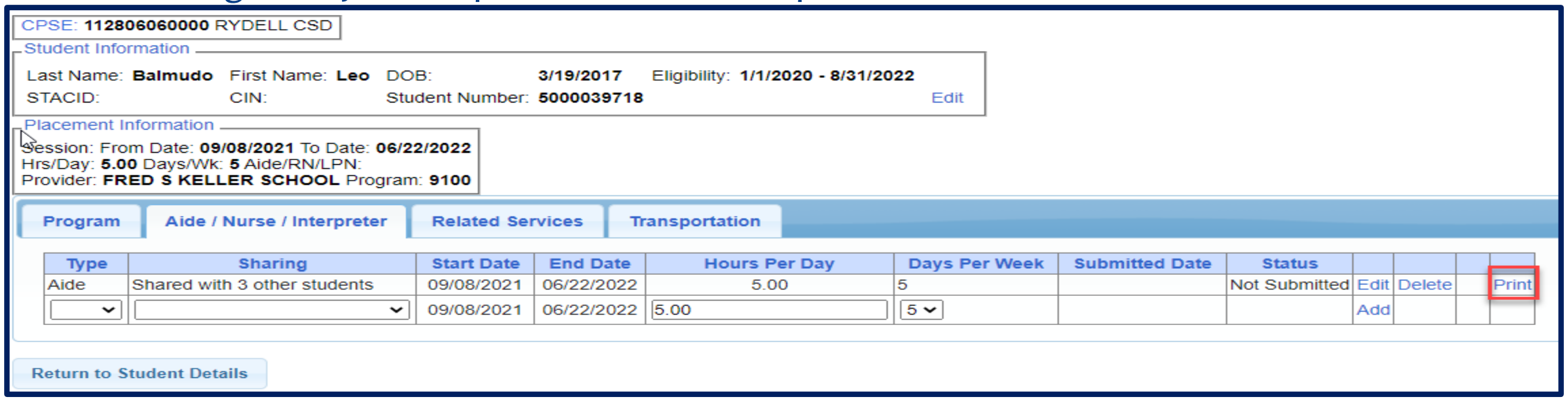
Uploading a Document

* Right had side shows the document being uploaded.
* If uploading the entire IEP, then check box "*Enter Details for Entire Document*".
* Choose document type.
* Choose correct school year and placement.



Documents for Aide / Nurse / Interpreter

* There are occasions when you will need to upload the Request For Reimbursement For Partial Aide/Nurse/Interpreter form.
* eSTACs will inform you when this form is needed when completing the Sign and Submit process.
* Go to the Aide/Nurse/Interpreter tab and click *Print*.
* Have form signed by the Superintendent and upload form to eSTACs.



Comparison eSTAC to Paper Form

Program | Aide / Nurse / Interpreter | Related Services | Transportation

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status				
Aide 1	Shared with 3 other students 2	09/08/2021	06/22/2022	5.00 3	5 4		Not Submitted	Edit	Delete		Print
		09/08/2021	06/22/2022	5.00	5			Add			

NEW YORK STATE EDUCATION DEPARTMENT
STAC AND SPECIAL AIDS UNIT
REQUEST FOR REIMBURSEMENT FOR
Partial 1:1 AIDE, 1:1 NURSE, 1:1 INTERPRETER

****FOR PRESCHOOL USE ONLY****

STAC ID# _____ (if known)

Student Name: Balmudo, Leo . Date of Birth: 03/19/17

Preschool Provider Name: FRED S KELLER SCHOOL

Preschool Program Type/Name: 9100

1 **Type of 1:1**: Partial 1:1 Aide X 1:1 Nurse RN _____ 1:1 Nurse LPN _____ 1:1 Interpreter _____
(check one)

2 ➢ Is this 1:1 Aide/Nurse/Interpreter Shared? NO _____ YES X

If YES, Number of Students Sharing the 1:1: 3

1:1 AIDE/NURSE/INTERPRETER--FOR PRESCHOOL EDUCATION:

Start Date of 1:1 Aide/Nurse/Interpreter: 9 / 8 / 21 Projected End Date: 6 / 22 / 22

Hours Per Day Program Runs: 5.00

Hours Per Day Student in Program: 5.00 Days Per Week Student in Prog: 5

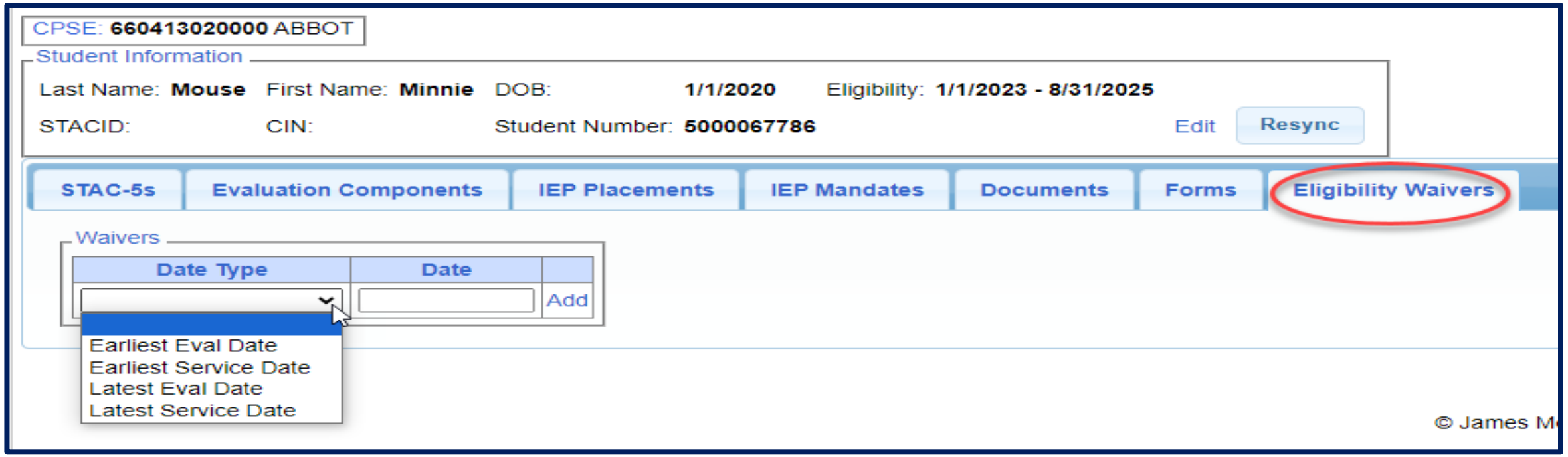
1:1 Aide/Nurse/Interpreter Hrs/Day Requested: 3 5.00 1:1 Days/Week Requested: 4 5

eSTACs@CPSEPortal.com

Eligibility Waivers

Eligibility Waivers Tab

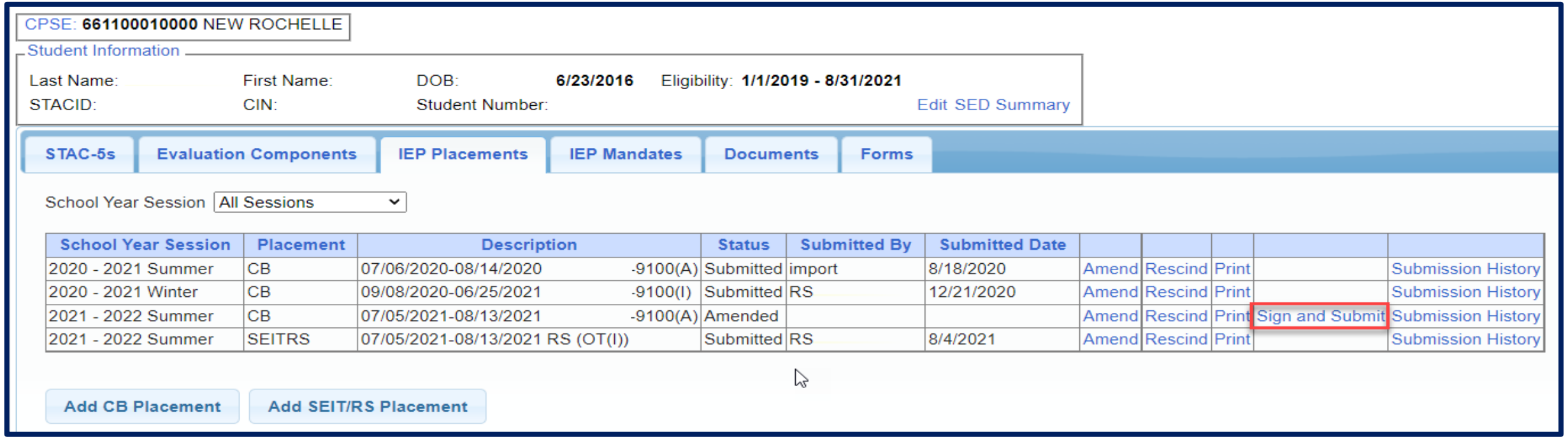
* If you have an evaluation or services that are outside of the eligibility dates, you can choose the Date Type, enter date and click “Add”. You can then upload any supporting documentation.



Signing and Submitting STAC-1

Signing and Submitting

* Once all information is entered from the IEP, you will now need to *Sign and Submit* the CB Placement.



Compare CB Placement to IEP

* Compare ALL of your entries on left side to IEP on right side. **Do not** sign & submit if not correct.

Student Name
DOB 6/23/2016
STAC ID
Student #

CPSE District NEW ROCHELLE
County WESTCHESTER

School Year: 2021 - 2022 Summer **Placement Type:** CB **Provider:**

☐ Show Rescinded

Print STAC-1

Placements To Submit

Provider	From Date	To Date	Service Type		Frequency	Location
[redacted]	7/5/2021	8/13/2021	9100-A J/A-PRESCHOOL SPECIAL CLASS OVER 2.5	1	5 hrs/day	Classroom
[redacted]	7/5/2021	8/13/2021	Occupational Therapy Indiv	2	2x30	Preschool
[redacted]	7/5/2021	8/13/2021	Physical Therapy Indiv	3	1x30	Preschool
[redacted]	7/5/2021	8/13/2021	Speech Therapy Group	4	1x30	Preschool
[redacted]	7/5/2021	8/13/2021	Speech Therapy Indiv	5	2x30	Preschool
[redacted]	7/5/2021	8/13/2021	Transportation : Parent			

Submit

1 / 14

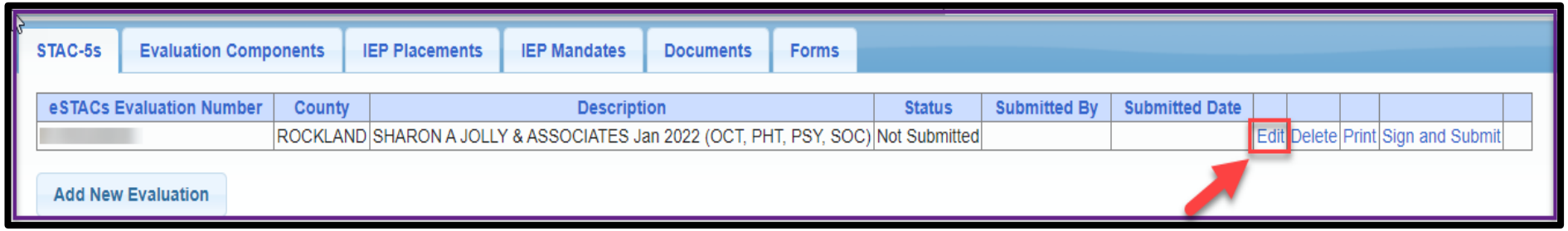
SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES

1	Special Class: 8:1•2	07/05/2021 - 08/13/2021 5 x Weekly, 5hr. 30min.	Special Class
2	Occupational Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
3	Physical Therapy: Individual	07/05/2021 - 08/13/2021 1 x Weekly, 30min.	School
5	Speech/Language Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
4	Speech/Language Therapy: Small Group	07/05/2021 - 08/13/2021 1 x Weekly, 30min.	School

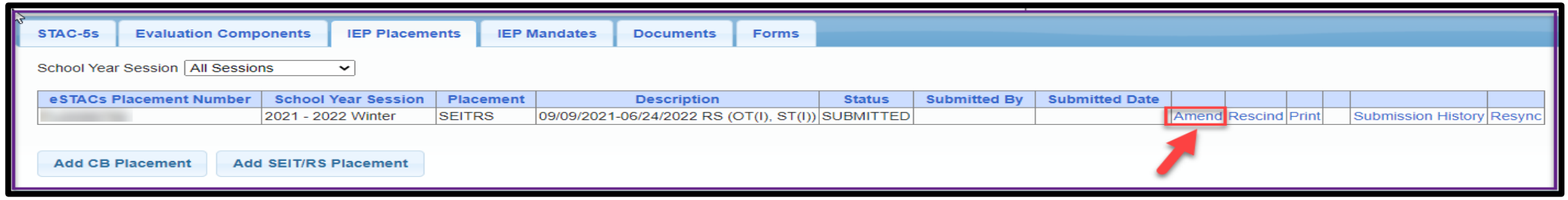
Amendments and/or Corrections

Amendments

* Prior to submitting a STAC to the County, you can ***Edit*** a placement and make any necessary changes.



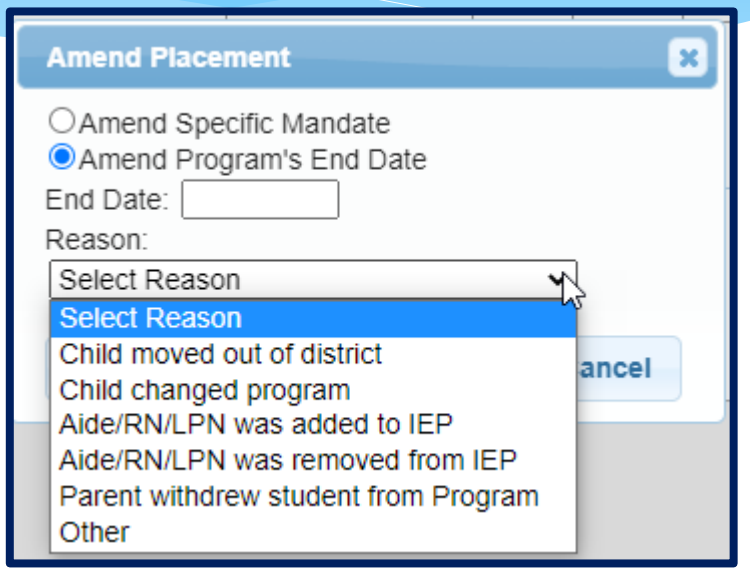
* After you submit a STAC to the County, you must ***Amend*** the placement to make any changes.

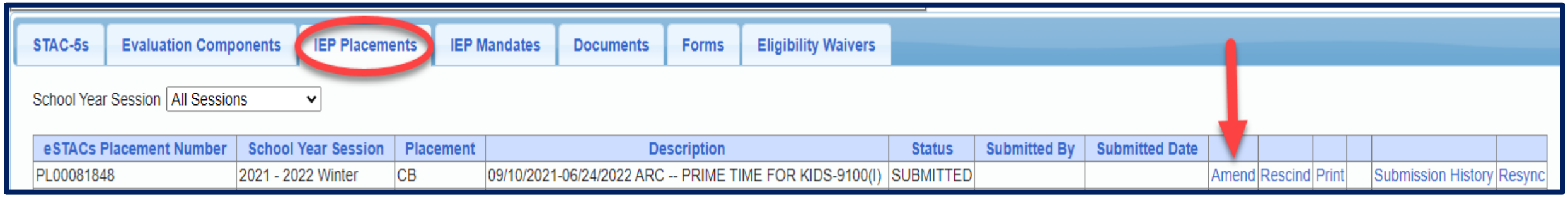


* Once a STAC is submitted, you are limited as to what changes can be made.

Amending at IEP Placement Level

* All instances below will need to have the Placement End Dated:
  * Child moved out of district mid-year
  * Child changed SEIT providers mid-year
  * Child changed CB programs mid-year
  * Child added an AIDE mid year
  * Parent withdrew their student mid year
  * Child switched from CB to SEIT/RS mid-year (or vice-versa)
  * Other – child declassified





CB Amendments

CPSE determines	What to do
An AIDE/RN/LPN should be added to the IEP	End Placement and Create new placement with all necessary details
An AIDE/RN/LPN should be removed from the IEP	
The student should be in a different program (different provider, SC vs SCIS, half day vs full day etc.)	
The student no longer needs a particular related service	End Placement detail by amending end date of detail
The student will no longer receive a type of transportation	
The student needs an additional related service	Add additional placement details as necessary
The student will get a new type of transportation service (No transportation -> bus, bus->Bus + Parent, Bus-> Bus + AIDE)	
There should be a change to a related service (change in frequency, change from individual to group, change location)	End Placement detail by amending end date of detail, then add new placement detail
The child will change transportation (Bus->Parent, Parent->Bus)	

Corrections

Actions Needed to Correct Data in eSTACs by Field

Placement Type	Service Category	Requires Rescinding entire placement	Requires Rescinding single detail	Can correct data via amending
CB	CB	School Year Session Foster County Provider		Program (SC vs SCIS, half day vs full day) Start Date / End Date Hours Per Day / Days Per Week
	AIDE		Type (AIDE/LPN/RN) Sharing	Hours Per Day Days Per Week
	Related Service		Service Individual vs Group Frequency, Duration & Period	Start Date End Date
	Transportation		Service (Bus, Parent, LPN, etc.) Provider	Start Date End Date

Corrections

Actions Needed to Correct Data in eSTACs by Field

	Center Based (CB)				SEIT and/or Related Services	
	CB	AIDE/RN/LPN	Related Service	Transportation	SEIT	Related Services
School Year Session	Rescind Entire Placement				Rescind Entire Placement	Rescind Entire Placement
Foster Care County	Rescind Entire Placement				Rescind Entire Placement	Rescind Entire Placement
Provider	Rescind Entire Placement				Rescind Entire Placement	Rescind single detail
Program	Amend				Rescind Entire Placement	
Sharing (AIDE)		Rescind single detail				
Service		Rescind single detail	Rescind single detail	Rescind single detail		Rescind single detail
Start Date	Amend		Amend	Amend	Amend	Amend
End Date	Amend		Amend	Amend	Amend	Amend
Hours Per Day	Amend	Amend				
Days Per Week	Amend	Amend				
Ind. Vs Group			Rescind single detail		Rescind single detail	Rescind single detail
Frequency			Rescind single detail		Rescind single detail	Rescind single detail
Duration			Rescind single detail		Rescind single detail	Rescind single detail
Period			Rescind single detail		Rescind single detail	Rescind single detail
Location			Amend		Amend	Amend

Closing

Livingston County Timeline

* **August 9, 2023:**
  * The County will **no** longer accept any paper STAC's after this date.
    * You will hold all paper STAC's for 23/24 school year and enter into eSTACs **AFTER** McGuinness migrates over the children and services.

* **August 10 through August 31, 2023:**
  * Livingston County will enter all previous paper STACs into their Preschool system. Once completed, McGuinness will migrate **ALL** students that are currently in the Livingston County Preschool database into eSTACs.

* **September 1, 2023 (on or before):**
  * School districts will have all 23/24 children migrated into eSTACs.

* **All prior year STAC's** (22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system.

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.