

# 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):**

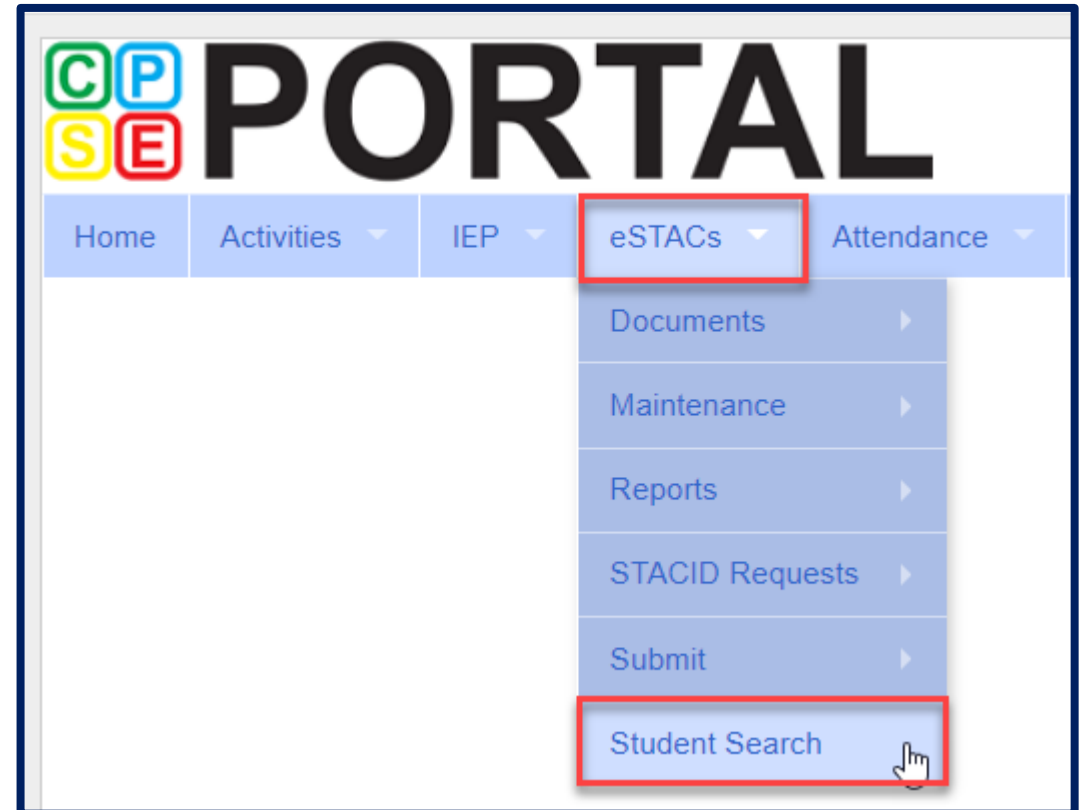
- \* School districts will have all 23/24 children migrated into eSTACs.

- \* **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

The screenshot displays a web application interface for student search. At the top, there is a navigation menu with the following items: Home, Activities, IEP, eSTACs, Attendance, Billing, Lookup, Documents, Reports, Maintenance, and Medicaid. Below the navigation menu is a section titled "Filters" which contains several input fields and dropdown menus. The "First Name" field contains the text "ant" and the "Last Name" field contains the text "bar". Other fields include "DOB", "STACID", "CIN", and "Student Number". Below these fields are two dropdown menus: "County" set to "ROCKLAND" and "District" set to "CLARKSTOWN CSD". At the bottom right of the filter section, there are two buttons: "Clear Filters" and "Retrieve". The "Retrieve" button is highlighted with a red border.

# View Student Details

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

Home Activities IEP eSTACs Attendance Billing Lookup Documents Reports Maintenance Medicaid

Filters

ant bar DOB STACID CIN Student Number


County ROCKLAND

District CLARKSTOWN CSD

Clear Filters Retrieve

Add New Student

District Name	Last Name	First Name	DOB	Gender	CIN	STACID	Student Number		
CLARKSTOWN CSD	Ants	Barbara	08/17/18	F				Edit	Details



# Adding New Center Based Placements

# Adding a new CB Placement STAC-1

\* Go to the IEP Placements tab

\* Click *Add CB Placement*

Home Activities IEP eSTACs Attendance Billing Lookup Documents Reports

CPSE: 500101060000 CLARKSTOWN CSD

Student Information

Last Name: **Ants** First Name: **Barbara** DOB: **8/17/2018** Eligibility: **7/1/2021 - 8/31/2023**  
STACID: **J99999** CIN: Student Number: **9000099999** [Edit SED Summary](#)

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

School Year Session 2021 - 2022 Winter

School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
No Placements									

**Add CB Placement** Add SEIT/RS 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*

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: DelFuego First Name: Anthony DOB: 3/12/2016 Eligibility: 1/1/2019 - 8/31/2021  
STACID: CIN: Edit

Program Aide / Nurse / Interpreter Related Services Transportation

1  Click if this is a multiple service STAC (two or more concurrent STACs)

2 School Year Session 2019 - 2020 Summer ▼

3 Is this student placed in Foster Care?  Yes  No

4 Provider HEBREW ACADEMY FOR SPEC CHLDRN ▼

5 Same as Evaluation Provider?  Yes  No

6 Program 9101(C) 07/08/19 - 08/14/19 J/A-PRESCHOOL SPECIAL CLASS OVER 2.5 NASSAU COUNTY WOODMERE ▼

	Start Date	End Date	Hours Per Day	Days per Week
7 Program	07/08/2019	08/14/2019	5.00	5
8 This Child	07/08/2019	08/14/2019	5.00	5 ▼

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*

The screenshot shows a software interface with four tabs: Program, Aide / Nurse / Interpreter, Related Services, and Transportation. The 'Aide / Nurse / Interpreter' tab is active. Below the tabs is a form with the following fields:

Type	Sharing	Hours Per Day	Days Per Week			
Aide <b>1</b>	1:1 (No Sharing) <b>2</b>	5.00 <b>3</b>	5 <b>4</b>	Add <b>5</b>		

Below the form, there are two dropdown menus. The first is labeled 'Type' and has options: Aide, Aide, RN, LPN, Interpreter. The second is labeled 'Sharing' and has options: 1:1 (No Sharing), 1:1 (No Sharing), Shared with 1 other student, Shared with 2 other students, Shared with 3 other students, Shared with 4 other students.

# 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 <b>1</b>	07/08/2019 <b>2</b>	08/14/2019 <b>3</b>	I <b>4</b>	3 <b>5</b>	30 <b>6</b>	WEEKLY <b>7</b>	Classroom <b>8</b>	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”*

Program	Aide / Nurse / Interpreter	Related Services	Transportation									
<input type="checkbox"/> There are no recommended related services for this student on this Placement/IEP												
Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Submitted Date	Status			
<input type="text"/>	07/12/2022	08/20/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Add		

# 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.

The IEP does not authorize reimbursement for transportation/ No parent reimbursement will be sought

Service	Provider	Start Date	End Date	Submitted Date	Status			
Parent	Rockland Parent Transportation	07/05/2023	08/15/2023		Not Submitted	Edit	Delete	
<input type="text"/>	<input type="text"/>	<input type="text" value="07/05/2023"/>	<input type="text" value="08/15/2023"/>			Add		

on Document

Effective Date:  Comment:

file chosen

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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# 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”*

The screenshot shows a software interface with four tabs: Program, Aide / Nurse / Interpreter, Related Services, and Transportation. The Transportation tab is active. A red box highlights a checkbox with the text: "The IEP does not authorize reimbursement for transportation/ No parent reimbursement will be sought". Below this is a table with columns: Service, Provider, Start Date, End Date, Submitted Date, Status, and three empty columns. The first row contains dropdown menus for Service and Provider, and text boxes for Start Date (07/12/2022) and End Date (08/20/2022). An "Add" button is in the Status column. Below the table is a section for "Upload Transportation Document" with a "Document Type" dropdown, "Effective Date" text box, and "Comment" text box. There is a "Choose File" button showing "No file chosen" and an "Upload" button. At the bottom is a "Transportation Files" section with a table header: "Uploaded", "DocumentType", "Comments", and "Effective Date".

Service	Provider	Start Date	End Date	Submitted Date	Status			
<input type="text"/>	<input type="text"/>	07/12/2022	08/20/2022			Add		

# 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.

The screenshot shows the CPSE Portal interface for a student. At the top, the CPSE number is 660413020000 ABBOT. Below this is the Student Information section, which includes fields for Last Name (Smith), First Name (John), DOB (1/1/2019), Eligibility (1/1/2022 - 8/31/2024), STACID, CIN, and Student Number (5000067785). There are 'Edit' and 'Resync' buttons. A navigation bar contains tabs for STAC-5s, Evaluation Components, IEP Placements, IEP Mandates, Documents, Forms (highlighted with a red circle), and Eligibility Waivers. Below the navigation bar is a 'School Year' dropdown menu. The 'Forms' section contains a table with the following data:

	Form	Description
<input type="checkbox"/>	Medicaid Parental Consent	Consent to Access Medicaid
<input type="checkbox"/>	Medicaid Parental Consent (Spanish)	Consent to Access Medicaid (Spanish)
<input type="checkbox"/>	Written Order	Generic Written Order / Prescription / Referral
<input type="checkbox"/>	Unable to obtain consent	Notification of not being able to obtain Medicaid Parental Consent

Below the table is a 'Generate Forms' button.

# 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.

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Minnie** DOB: 1/1/2020 Eligibility: 1/1/2023 - 8/31/2025

STACID: CIN: Student Number: 5000067786 Edit Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates **Documents** Forms Eligibility Waivers

### Uploaded Documents

	Document Type	Uploaded Date	Applied To	Submitted Date	SubmittedUser	Status	Comments			
Select	Unidentified	08/04/2023	Student Record			NOT SUBMITTED		Edit	View	Delete

### Missing Documents

Category	Type	DocumentDescription	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	07/05/2023-08/15/2023 ARC -- PRIME TIME FOR KIDS-9165(A)	Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/06/2023-06/21/2024 ARC -- PRIME TIME FOR KIDS-9165(I)	Show Document List	Upload

Upload Upload Multiple Documents

# Uploading a Document

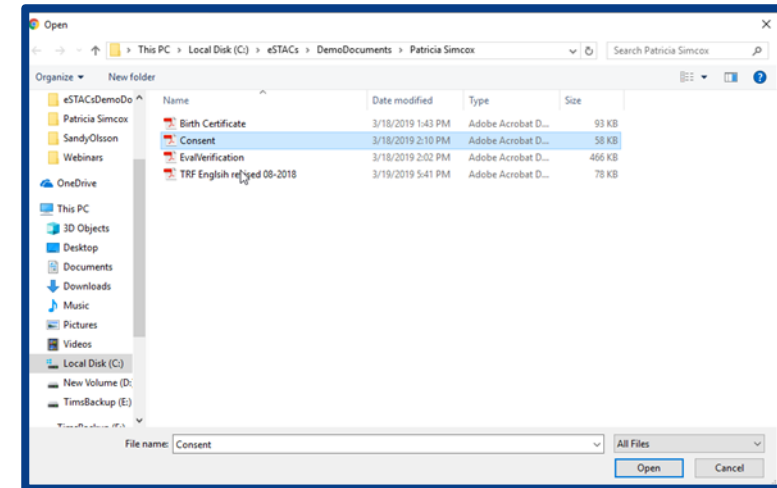
- \* Click “Choose File” button.
- \* Browse to the file location and select the file.
- \* Click the “Open” button on the file dialog
- \* The filename will appear next to “Choose File” button.
- \* Click “Upload”.

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](#)

**Choose File** No file chosen [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](#)

**Choose File** **Consent.pdf** [Upload](#)

# Uploading a Document

- \* Right hand 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.

The screenshot displays the eSTACs File Handler interface. On the left, a modal window titled "Enter Details for Entire Document" is open, with a checked checkbox. It includes fields for "Page 1 to 1", "Document Type" (with a dropdown menu showing "IEP" selected), "School Year", "Placement" (with a date range "07/05/2021-08/13"), and "Comments" (with "IEP" entered). The dropdown menu lists various document types such as "Birth Certificate", "Passport", "Adoption Papers", "Legal Name Change", and "IEP".

The main interface shows the "Blind Brook-Rye Union Free School District" information, including the address "390 North Ridge Street, Rye Brook, NY 10573-1105". Below this, student details are provided: Student ID # 112201514, Date of Birth 12/22/2017, Gender Male, Native Language English, and County Westchester. The "Special Alerts" section is empty.

Two summary tables are visible at the bottom:

IEP INFORMATION	
Projected IEP Start Date:	07/05/2021
Projected IEP End Date:	06/25/2022
Projected Date of Annual Review:	06/24/2022
Projected Date for Reevaluation:	03/18/2024
Extended School Year:	Yes
Behavior Intervention Plan:	No
Supplementary Aids and Services:	No
Assistive Technology:	No
Supports for School Personnel:	No
Testing Accommodations:	No
Participate State/District Assessments:	N/A
Special Transportation:	Yes

SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES		
Special Class in an Integrated Setting: 6:1+1	09/01/2021 - 06/24/2022 2 x Weekly, 5hr.	School
Speech/Language Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School
Occupational Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School
Physical Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School
Special Class in an Integrated Setting: 6:1+1	07/05/2021 - 08/13/2021 5 x Weekly, 5hr.	School
Speech/Language Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
Occupational Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
Physical Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School

# 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.

CPSE: 112806060000 RYDELL CSD

**Student Information**

Last Name: **Balmudo** First Name: **Leo** DOB: **3/19/2017** Eligibility: **1/1/2020 - 8/31/2022**  
STACID: CIN: Student Number: **5000039718** [Edit](#)

**Placement Information**

Session: From Date: **09/08/2021** To Date: **06/22/2022**  
Hrs/Day: **5.00** Days/Wk: **5** Aide/RN/LPN:  
Provider: **FRED S KELLER SCHOOL** Program: **9100**

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

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status			
Aide	Shared with 3 other students	09/08/2021	06/22/2022	5.00	5		Not Submitted	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5 <input type="text"/>			<a href="#">Add</a>		

[Return to Student Details](#)

# 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 <b>1</b>	Shared with 3 other students <b>2</b>	09/08/2021	06/22/2022	5.00 <b>3</b>	5 <b>4</b>		Not Submitted	Edit	Delete		Print
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5 <input type="text"/>			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  1:1 Nurse RN \_\_\_\_\_ 1:1 Nurse LPN \_\_\_\_\_ 1:1 Interpreter \_\_\_\_\_  
(check one)

**2** > Is this 1:1 Aide/Nurse/Interpreter Shared? NO \_\_\_\_\_ YES

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

# 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.

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Minnie** DOB: 1/1/2020 Eligibility: 1/1/2023 - 8/31/2025

STACID: CIN: Student Number: 5000067786 Edit Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms **Eligibility Waivers**

Waivers

Date Type	Date	
<input type="text"/>	<input type="text"/>	Add

- Earliest Eval Date
- Earliest Service Date
- Latest Eval Date
- Latest Service Date

© James M

# 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.

CPSE: **661100010000** NEW ROCHELLE

Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: **6/23/2016** Eligibility: **1/1/2019 - 8/31/2021**  
STACID: \_\_\_\_\_ CIN: \_\_\_\_\_ Student Number: \_\_\_\_\_ [Edit SED Summary](#)

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

School Year Session

School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 -9100(A)	Submitted	import	8/18/2020	Amend	Rescind	Print		Submission History
2020 - 2021 Winter	CB	09/08/2020-06/25/2021 -9100(I)	Submitted	RS	12/21/2020	Amend	Rescind	Print		Submission History
2021 - 2022 Summer	CB	07/05/2021-08/13/2021 -9100(A)	Amended			Amend	Rescind	Print	<b>Sign and Submit</b>	Submission History
2021 - 2022 Summer	SEITRS	07/05/2021-08/13/2021 RS (OT(I))	Submitted	RS	8/4/2021	Amend	Rescind	Print		Submission History

[Add CB Placement](#) [Add SEIT/RS 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** \_\_\_\_\_ **CPSE District** NEW ROCHELLE  
**DOB** 6/23/2016 **County** WESTCHESTER  
**STAC ID** \_\_\_\_\_  
**Student #** \_\_\_\_\_

**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
	7/5/2021	8/13/2021	9100-A J/A-PRESCHOOL SPECIAL CLASS OVER 2.5	5 hrs/day	Classroom
	7/5/2021	8/13/2021	Occupational Therapy Indiv <b>2</b>	2x30	Preschool
	7/5/2021	8/13/2021	Physical Therapy Indiv <b>3</b>	1x30	Preschool
	7/5/2021	8/13/2021	Speech Therapy Group <b>4</b>	1x30	Preschool
	7/5/2021	8/13/2021	Speech Therapy Indiv <b>5</b>	2x30	Preschool
	7/5/2021	8/13/2021	Transportation : Parent		

Submit

1 / 14 | - + | [Icons]

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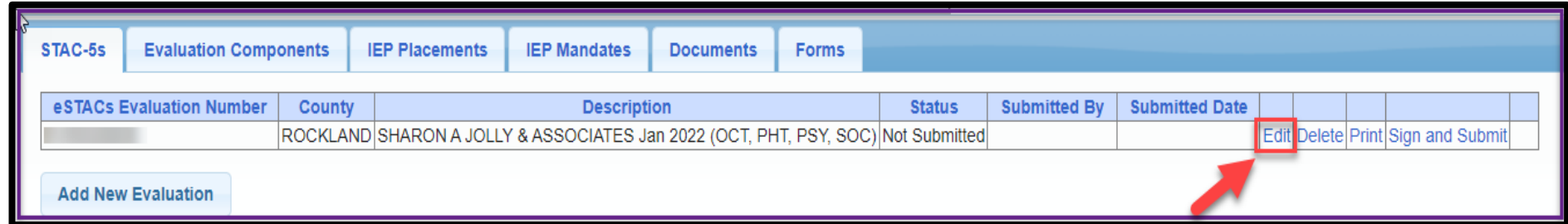
**SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES**

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

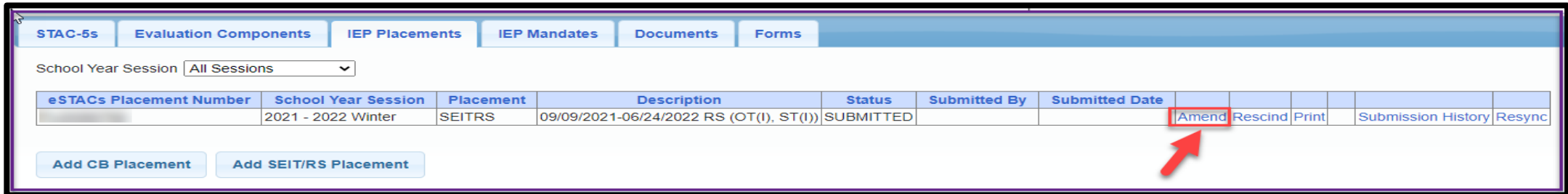


The screenshot shows the 'STAC-5s' interface with tabs for 'Evaluation Components', 'IEP Placements', 'IEP Mandates', 'Documents', and 'Forms'. A table lists evaluations with columns for 'eSTACs Evaluation Number', 'County', 'Description', 'Status', 'Submitted By', and 'Submitted Date'. The 'Edit' button in the action column is highlighted with a red box and a red arrow.

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date				
	ROCKLAND	SHARON A JOLLY & ASSOCIATES Jan 2022 (OCT, PHT, PSY, SOC)	Not Submitted			Edit	Delete	Print	Sign and Submit

[Add New Evaluation](#)

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



The screenshot shows the 'STAC-5s' interface with tabs for 'Evaluation Components', 'IEP Placements', 'IEP Mandates', 'Documents', and 'Forms'. A dropdown menu for 'School Year Session' is set to 'All Sessions'. A table lists placements with columns for 'eSTACs Placement Number', 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', and 'Submitted Date'. The 'Amend' button in the action column is highlighted with a red box and a red arrow.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
	2021 - 2022 Winter	SEITRS	09/09/2021-06/24/2022 RS (OT(I), ST(I))	SUBMITTED			Amend	Rescind	Print	Submission History Resync

[Add CB Placement](#) [Add SEIT/RS Placement](#)

- \* 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

**Amend Placement**

Amend Specific Mandate  
 Amend Program's End Date

End Date:

Reason:

Select Reason

- Select Reason
- Child moved out of district
- Child changed program
- Aide/RN/LPN was added to IEP
- Aide/RN/LPN was removed from IEP
- Parent withdrew student from Program
- Other

Amend

STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms Eligibility Waivers

School Year Session

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Submission History	Resync
PL00081848	2021 - 2022 Winter	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	SUBMITTED							

# 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](mailto:Kknowles@jmcguinness.com)
- \* After you are familiar with the Portal, and you need help, send an email to [eSTACs@CPSEPortal.com](mailto: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.