

Dutchess County eSTACs Entering STAC-1 for CB and CBRs

February 1, and February 2, 2024

Questions & Answers

QUESTIONS

Q	What happens if the agency is unable to begin on the start date and they ask for a new start date? Can we make a change on the line we put in or should we put in a new line?
A	You can always amend the start date, end date and location that was entered. There is no need to create a new line/service.
Q	Does every change on an IEP require a new STAC?
A	Most changes do require a new STAC for SED. If there is an increase or decrease of service, if there is a new provider, then an updated STAC must be sent to SED.
Q	Now we enter the name of the provider and not just the agency name?
A	You will choose the agency/provider name in the provider drop down. The provider is the agency.
Q	What's the difference between 9100(A) & 9100(I) or 9135(T) & 9136(T)?
A	These are different programs that SED has listed for the provider. If you are unsure which to choose, then you should contact the agency and/or county.
Q	What if there is no provider available for program or services? Do you have to wait to submit the STAC until a provider is assigned?
A	You can enter the services that you do have a provider for, and sign/submit. Once you find a provider for the other service(s), you can amend the placement and add the new service with provider.
Q	Does the IEP have to reflect changes in dates?
A	If your changes fall within the IEP dates, then no new IEP is needed. If the start and end dates in eSTACs fall outside of your IEP dates or your services do not match the IEP, then a new/updated IEP is needed.
Q	I usually only send the IEP Summary. Do we need to upload the whole IEP now?
A	Yes, you should upload the entire IEP. The county may need to review certain sections of the IEP that are not on the summary page.
Q	Do we amend or rescind, if we need to change a date for a provider after we signed and submitted?
A	If your start date, end date or location changes, you can amend the entry in eSTACs.
Q	When signing & submitting, if I entered something incorrectly, how do I get out of that screen?

A	When comparing the IEP to the services entered, and you notice an error, you can click the arrow back at the top of the page. You will then go to the IEP Placements tab, edit the placement, and correct the entry.