

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

Cayuga County Timeline

- * **March 28, 2024:**

- * McGuinness will migrate all of the children that are in the Cayuga County Preschool system over into eSTACs.

- * **April 1, 2024:**

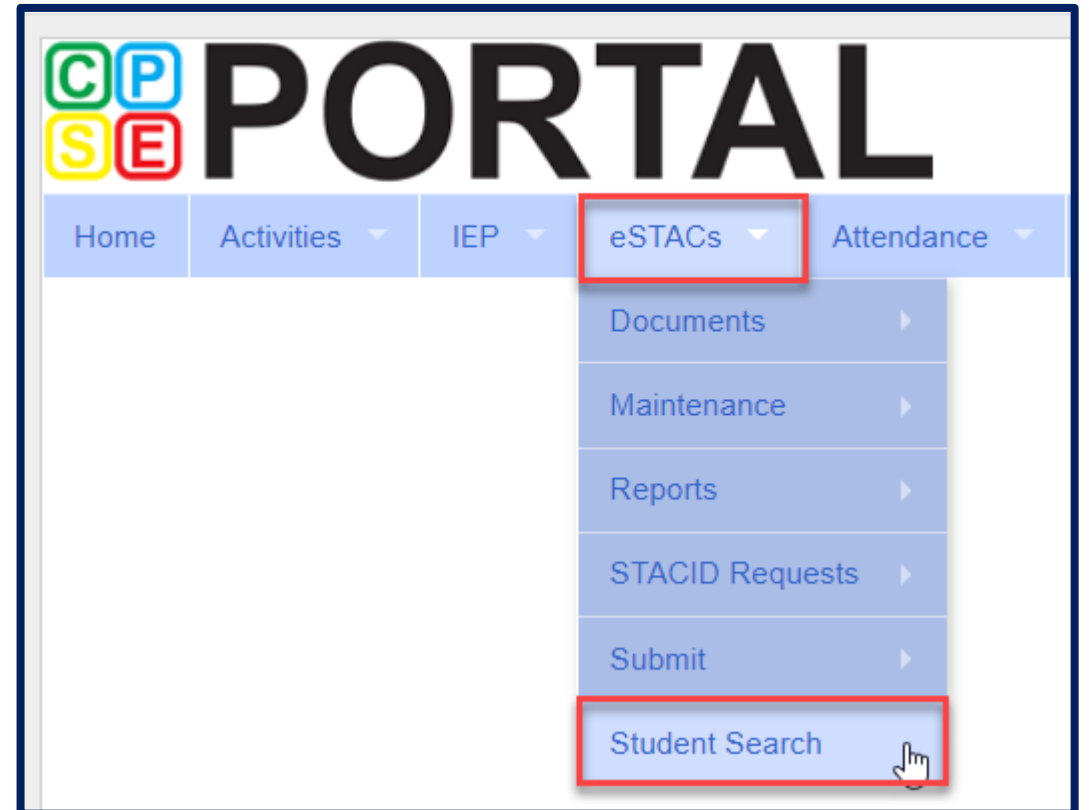
- * Cayuga County school districts can begin entering 24/25 children and STACs into eSTACs.

- * **All prior year STAC's** (23/24, 22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.

Student Search

eSTACs Student

* Go to eSTACs -> Student Search



Student Search

- * Search for student using first and last name of student & click *Retrieve*.

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 two input fields, labeled "ant" and "bar", are highlighted with red boxes. To their right are input fields for "DOB", "STACID", "CIN", and "Student Number". Below these fields are two dropdown menus: "County" with "ROCKLAND" selected and "District" with "CLARKSTOWN CSD" selected. At the bottom right of the filter section, there are two buttons: "Clear Filters" and "Retrieve", with the "Retrieve" button highlighted by a red box.

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
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Filters

ant	bar	DOB	STACID	CIN	Student Number
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County

District

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)
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

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

Aide / Nurse / Interpreter | Related Services

Type: Aide, RN, LPN, Interpreter

Sharing: 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

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" value="v"/>	07/12/2022	08/20/2022	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>			Add		

Adding Transportation

1. A list of types of transportations indicated in IEP (Bus or Parent reimbursement).
2. If transportation is needed, you will choose the bus or the parent.
3. No transportation documents will need to be uploaded.
4. The county will reach out to 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		

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

Service	Provider	Start Date	End Date	Submitted Date	Status			
		07/12/2022	08/20/2022			Add		

Upload Transportation Document

Document Type: Effective Date: Comment:

No file chosen

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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Uploading Documents

Documents Required for Services – Cayuga County

- * Cayuga County requires the following documents to be uploaded, before you can sign and submit your STAC-1:
 - * **A Medicaid Parental Consent (if one has not previously been uploaded):**
 - * A signed Medicaid Parental Consent or,
 - * An Unable to Obtain Medicaid Consent.
 - * **The IEP - all dates and services on the IEP must match the entries in eSTACs.**

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

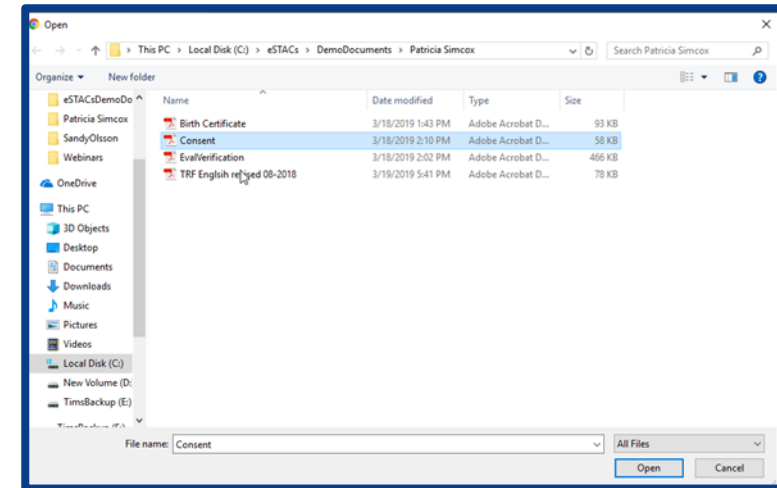
- * Click “Choose File” button.
- * Browse to the file location and select the file.
- * Click the “Open” button on the file dialog
- * The filename will appear next to “Choose File” button.
- * Click “Upload”.

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 "07/05/2021-08/13" selected), and "Comments" (with "IEP" entered). The dropdown menu lists various document types such as "Birth Certificate", "Passport", "Adoption Papers", "Legal Name Change", "Medicaid: Medicaid Parental Consent", "Medicaid: Parent Refused Medicaid Consent", "Medicaid: Failed to obtain Medicaid Consent", "Medicaid: Parent Revoked Consent", "Foster Care: LDSS2999", "Eval: Evaluation Justification Letter", "Eval: Justification For Eval Outside Eligibility Dates", "Trans: TAF", "Trans: Parent Acknowledgement Form", "Serv: Aide", "Serv: Nurse", "Serv: IEP", "Serv: Interpreter", "Serv: Summer Regression Justification", and "Serv: Explanation for not having a STAC-5".

The main interface shows the "eSTACsFileHandler.ashx" page with a document viewer displaying "1 / 11" pages at 100% zoom. The document content includes the "Blind Brook-Rye Union Free School District" address (390 North Ridge Street, Rye Brook, NY 10573-1105) and student information:

Student:	Date of Birth: 12/22/2017	Gender: Male	ID #: 11220154
Address:	Age as of meeting date: 3:4	Native Language: English	
Contacts:	County: Westchester	Interpreter Required: No	
	Home/Mobile #: H: (914) 539-5147 M: (914) 420-6713	Work #:	Email:
	Home/Mobile #: H: (914) 539-5147 M: (914) 539-5147	Work #:	Email:
School Year: 2021-2022	Placement: Approved Preschool Special Education Program	School: Preschool Itinerant Services Only	Grade: Preschool

Below the student information, there are two summary tables:

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 Aides, Nurses & Interpreters – STAC – 812 Form

STAC – 812 Form

- * There are occasions when you will need to upload the Request For Reimbursement For Student Specific Nurses and Interpreter form.
- * The STAC-812 form is **NOT** needed for AIDEs anymore.
- * Go to the Aide/Nurse/Interpreter tab and click *Print*.
- * Have form signed by the Superintendent and upload form to eSTACs.

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

Placement Information

Session: From Date: 09/06/2023 To Date: 06/21/2024
Hrs/Day: 2.50 Days/Wk: 5 Aide/RN/LPN:
Provider: ARC -- PRIME TIME FOR KIDS Program: 9165

Program Aide / Nurse / Interpreter Related Services Transportation

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status			
LPN	Shared with 2 other students	09/06/2023	06/21/2024	2.50	5		Not Submitted	Edit	Delete	Print
		09/06/2023	06/21/2024	2.50	5			Add		

Return to St

1:1 (No Sharing)
Shared with 1 other student
Shared with 2 other students
Shared with 3 other students
Shared with 4 other students

© James McGuinness & Associa

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 2 other students 2	09/06/2023	06/21/2024	5.00 3	5 4		Not Submitted	Edit	Delete	Print	
		09/06/2023	06/21/2024	5.00	5			Add			

[Return to Student Details](#)

STAC-812 The University of the State of New York
THE STATE EDUCATION DEPARTMENT Rev. 09/2020

Request for Reimbursement for Student-Specific Nurses and Interpreters
****For Preschool Use Only****

STAC-ID

Do NOT submit this form for:
➤ Education Aides
(Enter aide percentage on EFRT service approval screen)

A completed and signed Preschool STAC-1 form should be submitted along with this form. Scan and upload both completed forms to SED File Transfer Manager (FTM) "inbasket". Email OMSSTAC@nysed.gov with the SED FTM location and filenames. Do NOT attach completed forms to emails.

STUDENT, COUNTY, AND SCHOOL DISTRICT INFORMATION

Student Name: Mickey Mouse Date of Birth (mm/dd/yy): 10/19/2019
 County of Residence Name: ROCKLAND
 Name of School District with CPSE Responsibility: ABBOT School District SED Code: 660413020000

AIDES/NURSES/INTERPRETERS DURING EDUCATION HOURS

	Requested Start:	Requested End:	Hours 1:1 Requested:	Days 1:1 Requested:	Shared by multiple students:
<input checked="" type="checkbox"/> Aide 1	09/06/2023	06/21/2024	5.00 Hours / Day	5 Days / Week	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: 3 stu. 2
<input type="checkbox"/> RN			3 Hours / Day	4 Days / Week	<input type="checkbox"/> No <input type="checkbox"/> Yes: ___ students
<input type="checkbox"/> LPN			___ Hours / Day	___ Days / Week	<input type="checkbox"/> No <input type="checkbox"/> Yes: ___ students
<input type="checkbox"/> Interpreter			___ Hours / Day	___ Days / Week	<input type="checkbox"/> No <input type="checkbox"/> Yes: ___ students

PRESCHOOL EDUCATION PLACEMENT

Education Provider Name: A STARTING PLACE Education Provider SED Code: 500308880107
 Program Name: S/Y PRESCHOOL-SPECIAL CLASS 5 HRS Program Code: 9100-J
 Program Runs: 5.00 Hours/Day 5 Days/Week Student Attends: 5.00 Hours/Day 5 Days/Week

CPSE DISTRICT OF RESIDENCE/NYC DISTRICT OF SERVICE ASSURANCE:

I have reviewed the above named student's records and assure that the student's Individualized Education Plan (IEP) specifically requires that a 1:1 Aide/Nurse/Interpreter be provided for the period indicated above.

Signature: CPSE Superintendent of Schools/NYC Superintendent of Clinical Services _____ Date _____

PERSON COMPLETING THIS FORM

Name	Phone
Fax	Email

Upload Partial Reimbursement Form

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Mouse** First Name: **Mickey** DOB: **10/19/2019** Eligibility: **7/1/2022 - 8/31/2024**

STACID: CIN: Student Number: **5000067792**

[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	03/15/2024	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	AIDE FORM	Copy of SED AIDE form for partial/shared AIDE for CB Placement	09/06/2023-06/21/2024 A STARTING PLACE-9100(J)	Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/06/2023-06/21/2024 A STARTING PLACE-9100(J)	Show Document List	Upload

[Upload](#)

[Upload Multiple Documents](#)

Forms

Forms Tab

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

CPSE: 660413020000 ABBOT

Student Information

Last Name: **Smith** First Name: **John** DOB: **1/1/2019** Eligibility: **1/1/2022 - 8/31/2024**

STACID: CIN: Student Number: **5000067785** Edit Resync

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

School Year

Forms

	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

Generate Forms

Forms Tab

If your County gave us a Medicaid Consent that they want you to use, your County consent will also populate here. If not, then your school district's name will populate on the top of the consent.

Medicaid Consent

Dear Parent/Guardian of: John Smith
District: ABBOT
County: ROCKLAND

This is to ask your permission (consent) for the listed county 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, _____ as the parent/guardian of John Smith
(Print Parent's Name) (Print Child's Name)

have received a written notification from the school district/county that explains my federal rights regarding the use of public benefits or insurance to pay for certain special education and related services. I understand and agree that the school district/county may ask for a Client Identification Number (CIN), check on Medicaid eligibility, and/or access Medicaid to pay for special education and related services provided to my child.

I understand that:

- Providing consent will not impact my child's/my Medicaid coverage;
- Upon request, I may review copies of records disclosed pursuant to this authorization;
- Services listed in my child's IEP must be provided at no cost to me whether or not I give consent to bill Medicaid and/or provide my child's CIN;
- I have the right to withdraw consent at any time; and
- The school district/county must give me annual written notification of my rights regarding this consent.

I also give my consent for the school district/county to release the following records/ information about my child to the State's Medicaid Agency for the purpose of checking Medicaid eligibility and/or billing for special education and related services that are in my child's IEP. The following records will be shared:

Records to be shared (such as records or information about services your child receives)	
Prescription	Service Provider Attendance
Referral	"Under the Direction of" Certification
Treatment Logs	"Under the Supervision of" Certification
Individualized Education Program - IEP	"Under the Direction of" Logs
Attendance Records	"Under the Supervision of" Logs
Bus Logs	Calendar
Other unnamed documents needed to support a claim to Medicaid	Evaluations

Student's CIN, if known: _____

I give my consent voluntarily and understand that I may withdraw my consent at any time. I also understand that my child's right to receive special education and related services is in no way dependent on my granting consent and that, regardless of my decision to provide this consent, all the required services in my child's IEP will be provided to my child at no cost to me.

Parent/Guardian Signature: _____ Date: _____
Print Name: _____ **Must fill-in full date**

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

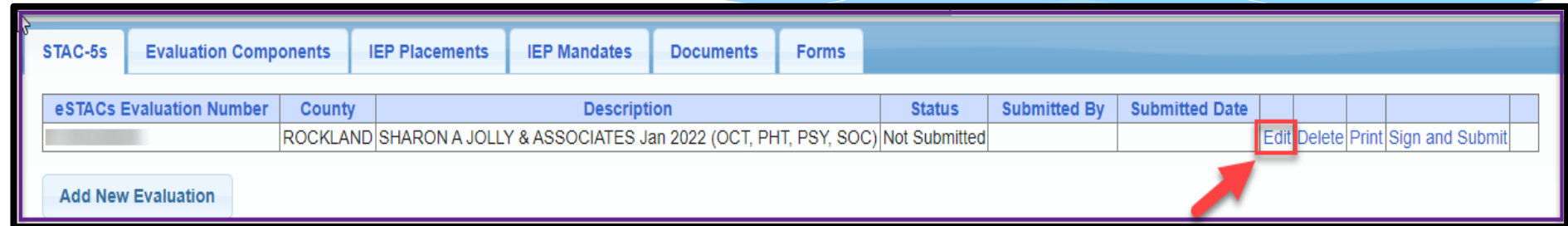
School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 -9100(A)	Submitted	import	8/18/2020	Amend	Rescind	Print		Submission History
2020 - 2021 Winter	CB	09/08/2020-06/25/2021 -9100(I)	Submitted	RS	12/21/2020	Amend	Rescind	Print		Submission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

Amendments and/or Corrections

Amendments

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

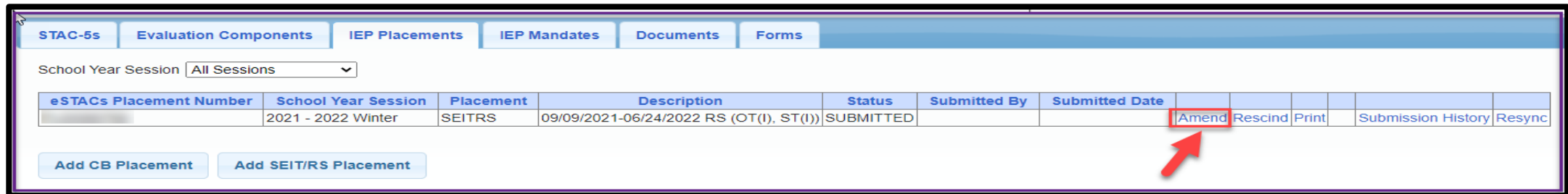


The screenshot shows the 'STAC-5s' tab selected in the navigation menu. Below the menu is a table with the following columns: eSTACs Evaluation Number, County, Description, Status, Submitted By, Submitted Date, and a set of action buttons. The first row of data shows 'ROCKLAND' as the county and 'SHARON A JOLLY & ASSOCIATES Jan 2022 (OCT, PHT, PSY, SOC)' as the description. The status is 'Not Submitted'. The 'Edit' button in the action column is highlighted with a red box and a red arrow points to it.

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	

Buttons: 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' tab selected in the navigation menu. Below the menu is a dropdown menu for 'School Year Session' set to 'All Sessions'. Below that is a table with the following columns: eSTACs Placement Number, School Year Session, Placement, Description, Status, Submitted By, Submitted Date, and a set of action buttons. The first row of data shows '2021 - 2022 Winter' as the school year session, 'SEITRS' as the placement, and '09/09/2021-06/24/2022 RS (OT(I), ST(I))' as the description. The status is 'SUBMITTED'. The 'Amend' button in the action column is highlighted with a red box and a red arrow points to it.

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

Buttons: Add CB Placement, Add SEIT/RS Placement

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

Amendments

- * Now choose to “Amend Specific Mandate” to make changes to the STAC such as:
 - * You need to change the start/end dates,
 - * You need to add a new service to the STAC,
 - * You need to change a location on the STAC,
 - * You need to change the program listed on the STAC,
 - * You need to rescind a service.
- * Amend Program’s End Date
 - * To end all services on a specific date.

Amend Placement

Amend Specific Mandate

Amend Program's End Date

Cancel

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							

Amending at Details Level

* Under the “IEP Mandates” tab you can Amend just one specific service.

The screenshot displays a web application interface for managing IEP Mandates. At the top, there is a navigation bar with tabs: STAC-5s, Evaluation Components, IEP Placements, IEP Mandates (circled in red), Documents, Forms, and Eligibility Waivers. Below the tabs, there are two dropdown menus: 'School Year Session' set to 'All Sessions' and 'Placement' set to an empty dropdown. The main content is a table with 15 columns: Placement, eSTACs Placement Number, eSTACs Placement Detail Number, From Date, To Date, Provider, Service, Program, Location, ESID, Rate, Description, Status, Submitted By User, Submitted Date, and three action buttons (Amend, Rescind, Resync). A red arrow points to the 'Amend' button in the last row of the table.

Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location	ESID	Rate	Description	Status	Submitted By User	Submitted Date			
202223W_01	PL00124228	PD00330606	09/07/22	03/01/23	FRED S KELLER SCHOOL	Classroom	9100			53776.00	Classroom 5.00 hrs/day 5 days/wk	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330607	09/07/22	03/01/23	FRED S KELLER SCHOOL	Occupational Therapy Indiv		Preschool			OT(I) 2x30 (Preschool)	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330608	09/07/22	03/01/23	FRED S KELLER SCHOOL	Speech Therapy Indiv		Preschool			ST(I) 2x30 (Preschool)	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330609	09/07/22	03/01/23	FRED S KELLER SCHOOL	Bus					Transportation: Bus	Amended			Amend	Rescind	Resync
202223W_01	PL00124228	PD00330632	12/01/22	03/01/23	FRED S KELLER SCHOOL	Physical Therapy Indiv		Preschool			PT(I) 3x45 (Preschool)	Amended			Amend	Rescind	Resync
202223W_02	PL00124229	PD00330610	09/01/22	06/30/23	A STARTING PLACE	Speech Therapy Indiv		Home			ST(I) 3x30 (Home)	Submitted	kellyknowles	6/14/2023 2:45:22 PM	Amend	Rescind	Resync
202223W_02	PL00124229	PD00330611	09/01/22	06/30/23	A STARTING PLACE	Parent Counseling and Training		Home			PNT 1x30 MONTHLY (Home)	Not Submitted			Edit		Resync

Cheat Sheets

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

Cayuga County Timeline

- * **March 28, 2024:**

- * McGuinness will migrate all of the children that are in the Cayuga County Preschool system over into eSTACs.

- * **April 1, 2024:**

- * Cayuga County school districts can begin entering 24/25 children and STACs into eSTACs.

- * **All prior year STAC's** (23/24, 22/23, 21/22 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.

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.