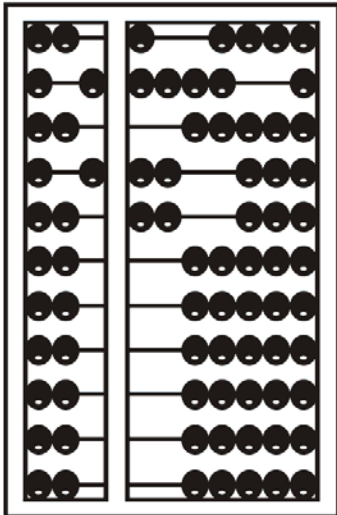
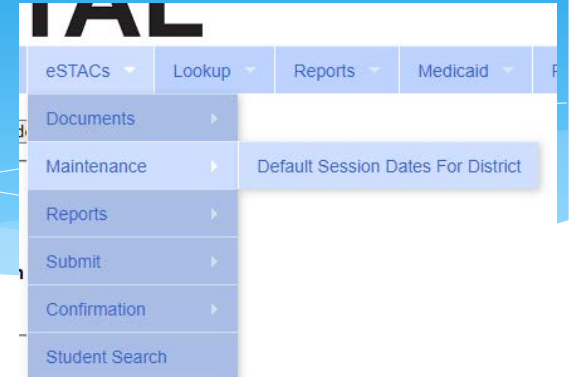


JAMES MCGUINNESS  
& ASSOCIATES INC.  
Consultants



# eSTACs Entering STAC-1 Related Service

# Default Dates For District



This screen is used to set the dates that your district uses for SEIT & RS

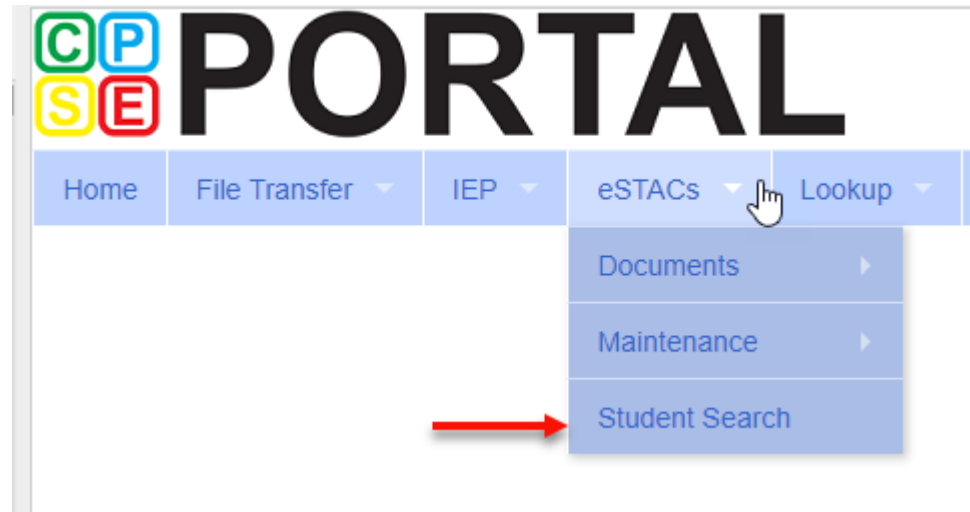
- \* Click the edit button on the row for the school year session
- \* Set the dates for your district
- \* Click Update to save

Filters  
District

School Year	Session	Description	Session Start	Session End	District Start	District End	
202021	WIN	2020 - 2021 Winter	09/01/2020	06/30/2021	09/01/2020	06/30/2021	Edit
202021	SUM	2020 - 2021 Summer	07/01/2020	08/31/2020	<input type="text" value="07/06/2020"/>	<input type="text" value="08/14/2020"/>	Update Cancel
201920	SUM	2019 - 2020 Summer	07/01/2019	08/31/2019	07/01/2019	08/31/2019	Edit
201920	WIN	2019 - 2020 Winter	09/01/2019	06/30/2020	09/01/2019	06/30/2020	Edit

# eSTACs Student

- \* Click the Student Search option under the eSTACs menu



# View Student Details

- \* Search for student
- \* Click “Details” to get to student details page with evaluations, services, documents, etc.


Filters

Last Name  First Name  DOB

District

County

Add New Student



Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

# Adding a new STAC-1 for SEIT/Related Service

- \* On Student Details screen, select IEP Placements tab
- \* Click Add SEIT/RS Placement button

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Jones** First Name: **David** DOB: **2/11/2016** Eligibility: **1/1/2019 - 8/31/2021**  
STACID: CIN: Edit

Evaluations STAC-5s **IEP Placements** IEP Mandates STAC-1s Documents

School Year Session All Sessions

School Year Session	Placement	District	County	Foster Care County
No Placements				

Add CB Placement Add SEIT/RS Placement

# For SEIT or RS

1. Select the School Year and Session
2. Indicate if this student has two or more concurrent STACs
3. Indicate if the child is in Foster Care

School Year Session  1

Click if this is a multiple service STAC (two or more concurrent STACs) 2

Is this student placed in Foster Care?  Yes  No 3

## Multiple Service / Concurrent STACs

- \* Student has a center based placement at the same time as having SEIT or fee for service related services
- \* Student has two separate center based placements
- \* Student has SEIT at the same time from two separate SEIT Providers

# Adding SEIT

**SEIT and Student** | **Related Services**

Is this student placed in Foster Care?  Yes  No

Provider  **1**

Is this the same provider that conducted the most recent evaluation for this student?  Yes  No **2**

Program  **3**

**4**      **5**      **6**      **7**      **8**      **9**      **10**

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
09/01/2018	06/30/2019	I	5	60	WEEKLY	Universal Pre-K	Edit	Delete	Amend
<input type="text" value="09/01/2018"/>	<input type="text" value="06/30/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add		

1. Select Provider
2. Indicate if Provider was same provider that did most recent eval
3. Select the program (should be only 1)
4. Edit the Start Date
5. Edit the End Date
6. Indicate individual or group
7. Indicate number of sessions per IEP
8. Indicate number of minutes per IEP (do not convert to 30 min)
9. Enter the period for the frequency
10. Select the location where the service will be performed

# Adding Related Service

1	2	3	4	5	6	7	8	9			
Provider	Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
BROOKVILLE CTR FOR CHILDREN'S SVCS, INC	Speech Therapy	09/01/2018	06/30/2019	I	2	30	WEEKLY	Universal Pre-K	Edit	Delete	Amend
KIDZ THERAPY SERVICES	Parent Counseling and Training	09/01/2018	06/30/2019	I	1	60	WEEKLY	Home	Edit	Delete	Amend
<input type="text"/>	<input type="text"/>	<input type="text" value="9/1/2018"/>	<input type="text" value="6/30/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add		

1. Choose the provider
2. Select the service
3. When does service start
4. When does service End
5. Indicate Individual or Group
6. Indicate number of sessions per IEP
7. Enter minutes per session per IEP
8. Choose the time period for the frequency
9. Indicate where the service will happen



# Getting Support

- \* If 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