

eSTACs

Amending versus Rescinding

Amending or Rescinding a STAC-5

Amending a STAC-5

- * Once you sign & submit the STAC-5, you can “Amend” the evaluation date or check the “Bilingual” box.
- * This is amended under the Evaluation Components tab.

CPSE: 142101040000 /

Student Information

Last Name: [REDACTED] First Name: **Tripp** DOB: **7/18/2019** Eligibility: **7/1/2022 - 8/31/2024**

STACID: [REDACTED] CIN: [REDACTED] Student Number: 1 [REDACTED] [Edit SED Summary](#) [Resync](#)

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

eSTACs Evaluation Number	eSTACs Evaluation Component Number	County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date		
EV00052651	EC00157995	ERIE	DIVERSIFIED SERVICES LLC	Education	4/5/2023	<input type="checkbox"/>	Submitted	mmachelski	4/18/2023	Update	Cancel
EV00052651	EC00157996	ERIE	DIVERSIFIED SERVICES LLC	Psychological	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157997	ERIE	DIVERSIFIED SERVICES LLC	Social	4/5/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind
EV00052651	EC00157998	ERIE	DIVERSIFIED SERVICES LLC	Speech/Language	3/20/2023	No	Submitted	mmachelski	4/18/2023	Amend	Rescind

[Add New STAC-5](#)

Rescinding a STAC-5

- * Once you sign & submit the STAC-5, you can “Rescind” the entire STAC-5 under the STAC-5 tab.

CPSE: 142101040000

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: [REDACTED] CIN: [REDACTED] Student Number: [REDACTED] [Edit SED Summary](#) [Resync](#)

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

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date	View	Rescind	Print	Submission History	Resync
EV00052651	ERIE	DIVERSIFIED SERVICES LLC Mar 2023 - Apr 2023 (EDU, PSY, SOC, SPT)	Submitted	mmachelski	4/18/2023					

[Add New Evaluation](#)

- * Or you can “Rescind” 1 or more components of the evaluation under the Evaluation Components tab.

CPSE: 142101040000

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: [REDACTED] CIN: [REDACTED] Student Number: [REDACTED] [Edit SED Summary](#) [Resync](#)

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

eSTACs Evaluation Number	eSTACs Evaluation Component Number	County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date	Amend	Rescind
EV00052651	EC00157995	ERIE	DIVERSIFIED SERVICES LLC	Education	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157996	ERIE	DIVERSIFIED SERVICES LLC	Psychological	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157997	ERIE	DIVERSIFIED SERVICES LLC	Social	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157998	ERIE	DIVERSIFIED SERVICES LLC	Speech/Language	3/20/2023	No	Submitted	mmachelski	4/18/2023		

[Add New STAC-5](#)



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

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		

Below the form, the following dropdown menus are visible:

- Type: Aide (selected), Aide, RN, LPN, Interpreter
- Sharing: 1:1 (No Sharing) (selected), 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 1	07/08/2019 2	08/14/2019 3	I 4	3 5	30 6	WEEKLY 7	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”

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, choose the provider.
3. If your county requires transportation documents then you will need to upload them.

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

Service	Provider	Start Date	End Date	Submitted Date	Status			
Bus	STUDENT BUS CO	07/12/2022	08/20/2022		Not Submitted	Edit	Delete	
Parent	Rockland Parent Transportation	07/12/2022	08/20/2022		Not Submitted	Edit	Delete	
<input type="text"/>	<input type="text"/>	<input type="text" value="07/12/2022"/>	<input type="text" value="08/20/2022"/>			Add		

Upload Transportation Document

Document Type: Effective Date: Comment:

Choose File No file chosen

Upload

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 several 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.

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

Upload Transportation Document

Document Type: Effective Date: Comment:

Choose File No file chosen

Upload

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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Adding New SEIT/RS Placements

Adding a new STAC-1 for SEIT/Related Services

- * Go to the IEP Placements tab
- * Click Add SEIT/RS Placement

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](#)

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

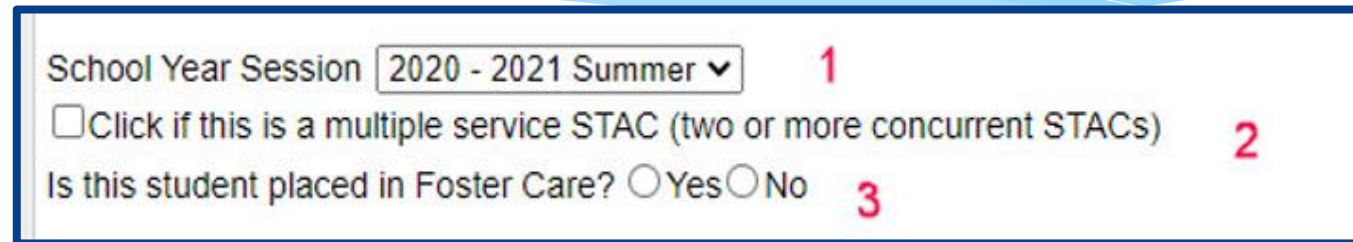
School Year Session

School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
2021 - 2022 Winter	CB	09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J)	Not Submitted			Edit	Delete	Print	Sign and Submit

[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" value="I"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Universal Pre-K"/>	Add		

1. Select Provider
2. Indicate if Provider was same provider that did most recent evaluation
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 Services

SEIT and Student Related Services

1 Provider	2 Service	3 Start Date	4 End Date	5 IND/GRP	6 Frequency	7 Minutes	8 Period	9 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"/>	9/1/2018	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

Service Coordination

- * If there are no SEIT services and there are two or more related services, and service coordination is needed:
 - * Choose provider, and Coordination under Service tab, and complete other information.
- * If there are no SEIT services and Service Coordination is not needed:
 - * Mark the checkbox *“No Service Coordinator”*.

SEIT and Student | Related Services

No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
FRED S KELLER SCHOOL	Physical Therapy Indiv	09/01/2021	06/30/2022	I	<input type="checkbox"/>	2	30	WEEKLY	Home		Edit	Delete
DEREK FERST, SLP	Speech Therapy Indiv	09/01/2021	06/30/2022	I	<input type="checkbox"/>	3	30	WEEKLY	Preschool		Edit	Delete
DEREK FERST, SLP	Coordination	09/01/2021	06/30/2022	I	<input type="checkbox"/>	1	30	MONTHLY	Home/Community		Edit	Delete
<input type="text"/>	<input type="text"/>	09/01/2021	06/30/2022	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

[Return to Student Details](#)

eSTACs Uploading Documents

Uploading a Document

- * Every County requires certain documents to be uploaded, before you can sign and submit your STAC-5 and/or STAC-1.
- * 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: 500402060000

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: 3/9/2017 Eligibility: 1/1/2020 - 8/31/2022

STACID: [REDACTED] CIN: [REDACTED] Student Number: 5000038460 [Edit SED Summary](#) [Resync](#)

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

Uploaded Documents

Document Type	Uploaded Date	Applied To	Submitted Date	Submitted User	Comments			
No Documents								

Missing Documents

Category	Type	Document Description	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/10/2021-06/24/2022 RS (ST(I))	Show Document List	Upload

[Upload](#) [Upload Multiple Documents](#)

Uploading a Document

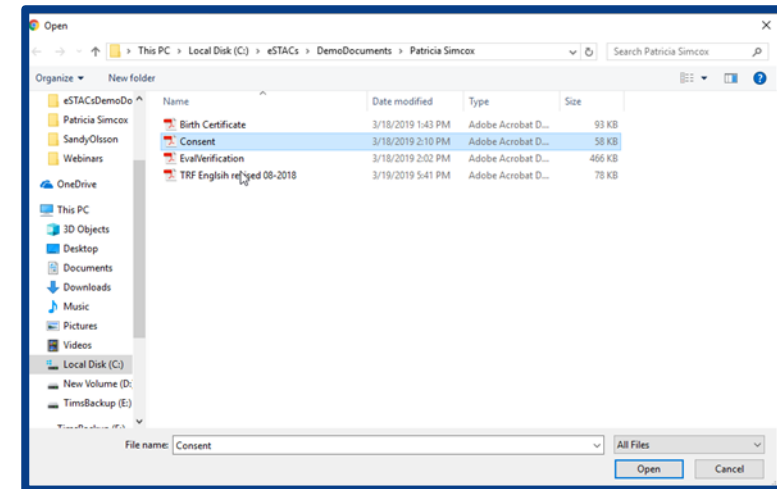
- * Click “Choose File” button.
- * Browse to the file location and select the file.
- * Click the “Open” button on the file dialog
- * The filename will appear next to “Choose File” button.
- * Click “Upload”.

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 eSTACsFileHandler.ashx interface. On the left, a modal window titled "Enter Details for Entire Document" is open, with a checked checkbox. It contains fields for "Page 1 to 1", "Document Type" (with a dropdown menu open 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 "Blind Brook-Rye Union Free School District" information, including the address "390 North Ridge Street, Rye Brook, NY 10573-1105". Below this, student information is displayed, including "Student: [Redacted]", "Date of Birth: 12/22/2017", "Gender: Male", "ID #: 112201514", "Address: [Redacted]", "Age as of meeting date: 3:4", "Native Language: English", "County: Westchester", "Interpreter Required: No", "Contacts: [Redacted]", "Home/Mobile #: H: (914) 539-5147 M: (914) 420-6713 Work #: [Redacted] Email: [Redacted]", "Home/Mobile #: H: (914) 539-5147 M: (914) 539-5147 Work #: [Redacted] Email: [Redacted]", "School Year: 2021-2022", "Placement: Approved Preschool Special Education Program", "School: Preschool Itinerant Services Only", and "Grade: Preschool".

Below the student information, there are two tables: "IEP INFORMATION" and "SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES".

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: **5000067763** [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				
RN	Shared with 2 other students	09/08/2021	06/22/2022	5.00	5		Not Submitted	Edit	Delete		Print
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5 <input type="text"/>			Add			

[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			
RN 1	Shared with 2 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		

[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: Leo Balmudo	Date of Birth (mm/dd/yyyy): 03/19/2017
County of Residence Name: ROCKLAND	
Name of School District with CPSE Responsibility: RYDELL CSD	School District SED Code: 1 1 2 8 0 6 0 6 0 0 0 0

AIDES/NURSES/INTERPRETERS DURING EDUCATION HOURS					
<input type="checkbox"/> Aide	Requested Start: to	Requested End: to	Hours 1:1 Requested: Hours / Day	Days 1:1 Requested: Days / Week	Shared by multiple students: <input type="checkbox"/> No <input type="checkbox"/> Yes: students
<input checked="" type="checkbox"/> RN 1	Requested Start: 09/08/2021	Requested End: 06/22/2022 3	Hours 1:1 Requested: 5.00 Hours / Day 4	Days 1:1 Requested: 5 Days / Week	Shared by multiple students: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: 3 students 2
<input type="checkbox"/> LPN	Requested Start: to	Requested End: to	Hours 1:1 Requested: Hours / Day	Days 1:1 Requested: Days / Week	Shared by multiple students: <input type="checkbox"/> No <input type="checkbox"/> Yes: students
<input type="checkbox"/> Interpreter	Requested Start: to	Requested End: to	Hours 1:1 Requested: Hours / Day	Days 1:1 Requested: Days / Week	Shared by multiple students: <input type="checkbox"/> No <input type="checkbox"/> Yes: students

PRESCHOOL EDUCATION PLACEMENT	
Education Provider Name: FRED S KELLER SCHOOL	Education Provider SED Code: 6 6 2 3 0 0 8 8 0 4 1 3
Program Name: S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5	Program Code: 9 1 0 0 - 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



Amendments

Amendments

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

The screenshot shows the 'IEP Placements' tab in a software interface. At the top, there are navigation tabs: 'STAC-5s', 'Evaluation Components', 'IEP Placements' (highlighted), 'IEP Mandates', 'Documents', 'Forms', and 'Eligibility Waivers'. Below the tabs is a dropdown menu for 'School Year Session' set to 'All Sessions'. A table lists placements with columns: 'eSTACs Placement Number', 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', 'Submitted Date', and action buttons. The first row shows placement PL00124260 for the 2021-2022 Winter session, with status 'Not Submitted'. The 'Edit Delete' button for this row is highlighted with a red box and a red arrow. Below the table are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
PL00124260	2021 - 2022 Winter	CB	09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J	Not Submitted			Edit Delete	Print	Sign and Submit	Resync

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

The screenshot shows the 'IEP Placements' tab in a software interface. At the top, there are navigation tabs: 'STAC-5s', 'Evaluation Components', 'IEP Placements' (highlighted), 'IEP Mandates', 'Documents', 'Forms', and 'Eligibility Waivers'. Below the tabs is a dropdown menu for 'School Year Session' set to 'All Sessions'. A table lists placements with columns: 'eSTACs Placement Number', 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', 'Submitted Date', and action buttons. The first row shows placement PL00124249 for the 2023-2024 Winter session, with status 'Submitted'. The 'Amend Rescind' button for this row is highlighted with a red box and a red arrow. The second row shows placement PL00124257 for the 2023-2024 Winter session, with status 'Not Submitted'. Below the table are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
PL00124249	2023 - 2024 Winter	CB	09/06/2023-06/21/2024 A STARTING PLACE-9160(I	Submitted	demodistrict	4/11/2024	Amend Rescind	Print		Submission History
PL00124257	2023 - 2024 Winter	SEITRS	09/01/2023-06/30/2024 RS (OT(I), ST(I))	Not Submitted			Edit Delete	Print	Sign and Submit	Resync

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

Corrections – For All STAC Types

- * Fields that **cannot** be corrected:
 - * Child's foster care status and foster care county
 - * School Year Session

- * Fields that **can** be corrected:
 - * Multiple Service STAC
 - * Is this the same provider that conducted the most recent evaluation for this student?

Corrections for Center Based (CB)

Provider: HEBREW ACAD FOR SPEC CHLDRN

Same as Evaluation Provider? Yes No

Program: 9165(J) 09/08/20 - 06/24/21 S/Y-PRESCHOOL-INTGRTD SPEC CLASS 2.5

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/08/2020	06/24/2021	2.50	5
This Child	09/08/2020	06/24/2021	2.50	5

* Fields that **cannot** be corrected:

- * Provider

* Fields that **can** be corrected:

- * Program (*within same provider*)
- * From Date, To Date
- * Hours Per Day, Days Per Week

Correction for CB – Changing the Program

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

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

Is this student placed in Foster Care? Yes No

Provider: JUST KIDS

Same as Evaluation Provider? Yes No

Program: 9160(I) 09/01/21 - 06/24/22 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 MIDDLE ISLAND/LINDENHURST/MATT-CUTCH

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/01/2021	06/24/2022	5.00	5
This Child	09/01/2021	08/27/2021	5.00	5

Class Assignments

Site	Class	Start Date	End Date	
Kellum Early Childhood Center	(27) 8:30AM - 2:30PM (12:1:2)	9/1/2021	6/24/2022	Edit Delete
				Add Change

- * If your child is in a Class Assignment, you will not be able to change the Program until you Edit the Class Assignment.
- * This will remove the child from the assignment, and then the Program will be available to change.
- * You can then change the program, and put the child back into a Class Assignment.

Correction for CB – Changing Classroom Assignment

Program Aide / Nurse / Interpreter Related Services Transportation

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

Is this student placed in Foster Care? Yes No

Provider: JUST KIDS

Same as Evaluation Provider? Yes No

Program: 9160(I) 09/01/21 - 06/24/22 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 MIDDLE ISLAND/LINDENHURST/MATT-CUTCH

Program	Start Date	End Date	Hours Per Day	Days per Week
Program	09/01/2021	06/24/2022	5.00	5
This Child	09/01/2021	08/27/2021	5.00	5

Class Assignments

Site	Class	Start Date	End Date	
Kellum Early Childhood Center	(27) 8:30AM - 2:30PM (12:1:2)	9/1/2021	6/24/2022	Edit Delete
				Add Change

- * If your child is only changing Classroom Assignments:
 - * Edit the current Classroom and enter a new End Date.
 - * Choose a new Classroom with a new Start & End Date, and click Add.
 - * You are essentially moving the child from one Class to another.

Correction for CB Aide/RN/LPN

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week
LPN	1:1 (No Sharing)	09/08/2020	06/24/2021	2.50	5
		09/08/2020	06/24/2021	2.50	5

* Fields that **cannot** be corrected:

- * Type (AIDE/LPN/RN)
- * Sharing

* Fields that **can** be corrected:

- * Hours Per Day
- * Days Per week

Corrections for CB Related Services

Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
Occupational Therapy Indiv	09/08/2020	06/24/2021	Individual	3	30	Weekly	Preschool
Psychological Counseling (CSL)	09/08/2020	06/24/2021	G	1	60	WEEKLY	Preschool
Speech Therapy Group	09/08/2020	10/24/2020	G	3	45	WEEKLY	Classroom
Speech Therapy Indiv	10/25/2020	06/24/2021	I	3	45	WEEKLY	Classroom
	09/08/2020	06/24/2021					

- * Fields that **cannot** be corrected

- * Service
- * Individual vs Group
- * Frequency
- * Duration
- * Period

- * Fields that **can** be corrected

- * From Date
- * To Date
- * Location


Corrections for CB Transportation

Service	Provider	Start Date	End Date
Parent	WESTCHESTER PARENT TRANSPORTATION	09/08/2020	06/24/2021
Bus	521 HASC (ASTRA)	09/08/2020	06/24/2021
		09/08/2020	06/24/2021

- * Fields that **cannot** be corrected
 - * Service (Bus, Parent, RN, LPN, etc.)
 - * Provider








- * Fields that **can** be corrected
 - * From Date
 - * To Date

Corrections for SEIT

Provider 

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

Program

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
<input type="text" value="09/08/2020"/> 	<input type="text" value="06/18/2021"/> 	<input type="text" value="Individual"/> 	<input type="text" value="5"/> 	<input type="text" value="60"/> 	<input type="text" value="Weekly"/> 	<input type="text" value="Daycare"/> 
<input type="text" value="09/08/2020"/>	<input type="text" value="06/18/2021"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

* Fields that **cannot** be corrected

- * Provider
- * Individual vs Group
- * Frequency, Duration & Period

* Fields that **can** be corrected

- * From Date
- * To Date
- * Location

Corrections for Related Services

Provider	Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
ALL ABOUT KIDS	Physical Therapy Indiv	9/8/2020	10/18/2020	Individual	2	30	Weekly	Community Setting
ALL ABOUT KIDS	Physical Therapy Indiv	10/19/2020	06/18/2021	I	3	30	WEEKLY	Community Setting
CREATIVE WONDERS OT PT SLP PLLC	Speech Therapy Indiv	10/19/2020	12/18/2020	I	2	45	WEEKLY	Community Setting
FELICITY AWERBUCH-SCHWARTZ, SLP	Speech Therapy Indiv	12/19/2020	06/18/2021	I	3	45	WEEKLY	Nursery School
		09/08/2020	06/18/2021					

- * Fields that **cannot** be corrected

- * Provider
- * Service
- * Individual vs Group
- * Frequency, Duration & Period

- * Fields that **can** be corrected

- * From Date
- * To Date
- * Location



Amendments From IEP Changes

Amendments From IEP Changes

- * There are three basic types of amendments:
 - * Ending a detail – service is no longer needed
 - * Adding a detail – child now qualifies for another service
 - * Changing a service by ending one detail and adding another – child was receiving group and now is going to receive individual

Placement Level vs Detail Level

- * A Placement is a group of details. A placement is the equivalent of a paper STAC-1
- * A detail is the individual service such as:
 - * CB Program (SC / SCIS, Full day/half day)
 - * Related Service (OT, PT, ST)
 - * SEIT
 - * Transportation
- * The details are sometimes referred to as “mandates”.
- * Both amending and rescinding can be done at either the placement level or detail level.

Amending Levels

The screenshot displays the eSTACs CPSE Portal interface. The 'IEP Placements' tab is highlighted with a red circle. Below the navigation bar, there is a dropdown menu for 'School Year Session' set to 'All Sessions'. A table lists placement records, with the first row showing a placement for '2021 - 2022 Winter' with status 'SUBMITTED'. A red arrow points from the 'Amend' link in the table to the 'Amend Placement' dialog box. The dialog box contains two radio button options: 'Amend Specific Mandate' and 'Amend Program's End Date'. Red arrows point from these options to the text 'Amending @ Detail Level' and 'Amending @ Placement Level' respectively. A 'Cancel' button is located at the bottom of the dialog box.

School Year Session: All Sessions

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

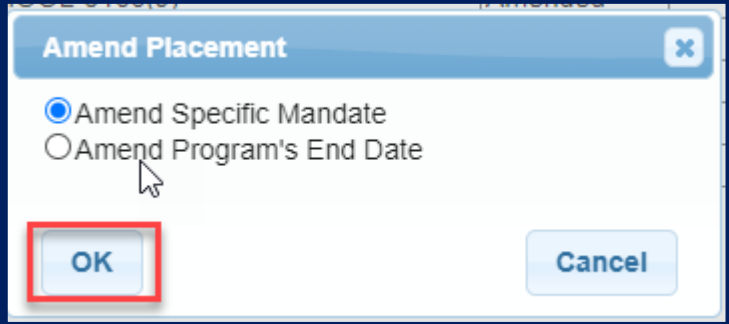
Amend Placement

- Amend Specific Mandate ← Amending @ Detail Level
- Amend Program's End Date ← Amending @ Placement Level

Cancel

Amending at IEP Placement Level

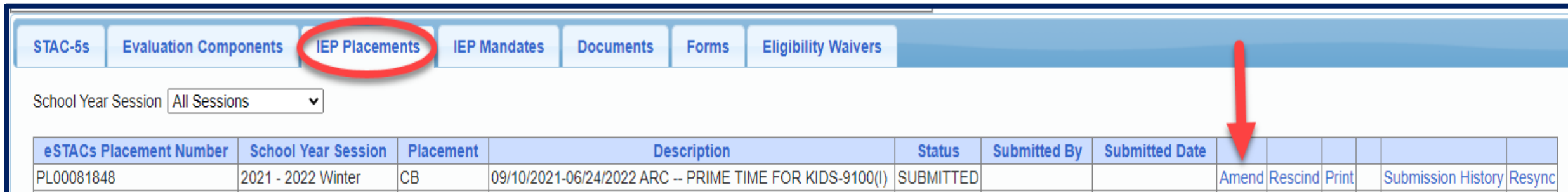
- * When you Amend Specific Mandate, you can:
 - * Change programs
 - * Change in frequency for a related service – end date old RS & frequency and create new RS
 - * Add new related service
 - * End date a related service
 - * Change transportation mid-year
 - * Switch from one related service provider to another mid-year (Not for CB)



Amend Placement

Amend Specific Mandate
 Amend Program's End Date

OK Cancel



School Year Session: All Sessions

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 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				
PL00081848	2021 - 2022 Winter	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	SUBMITTED			Amend	Rescind	Print	Submission History Resync

End Date Entire Placement

* **Remember** - you should End Date the entire CB or SEITRS Placement by amending the program end date.

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
PL00129037	2022 - 2023 Winter	SEITRS	05/10/2023-06/23/2023 RS (ST(I))	Submitted		4/19/2023					

Amend Placement [X]

Amend Specific Mandate

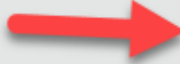
Amend Program's End Date

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



Amending at Detail Level / Mandate

- * All instances below can be amended on current Placement:
 - * Change in frequency for a related service – end date old RS & frequency and create new RS
 - * Add new related service
 - * Switch from one related service provider to another mid-year
 - * Changing transportation mid-year
 - * Change in frequency for SEIT (*only if same provider*)
 - * Ending a related service

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	Amend	Rescind	Resync
202122W_01		PD00194613	09/10/21	06/24/22	ARC -- PRIME TIME FOR KIDS	Speech Therapy Indiv	9100	Classroom		33964.00	ST(I) 3x30 (Classroom)	Submitted			Amend	Rescind	Resync
202122W_01		PD00194614	09/10/21	06/24/22	ARC -- PRIME TIME FOR KIDS	Classroom	9100	Classroom		33964.00	Classroom 5.00 hrs/day 5 days/wk	Submitted			Amend	Rescind	Resync
202122W_01		PD00199967	09/10/21	06/24/22	STUDENT BUS CO	Bus					Transportation: Bus	Submitted			Amend	Rescind	Resync

Districts Following a Calendar Year

- * Districts following a calendar year will amend the placement and start the new services with a new start date.

SEIT and Student | Related Services | Transportation

No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
HEBREW ACAD FOR SPEC CHLDRN	Occupational Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	2	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
Head Start of Rockland	Speech Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	1	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
<input type="text"/>	<input type="text"/>	09/01/2023	06/30/2024	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

[Return to Student Details](#)

SEIT and Student | Related Services | Transportation

No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
HEBREW ACAD FOR SPEC CHLDRN	Occupational Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	2	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
Head Start of Rockland	Speech Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	1	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
HEBREW ACAD FOR SPEC CHLDRN	Occupational Therapy Indiv	05/02/2024	06/30/2024	I	<input type="checkbox"/>	2	30	WEEKLY	Preschool Classroom		Edit	Delete
Head Start of Rockland	Speech Therapy Indiv	05/02/2024	06/30/2024	I	<input type="checkbox"/>	1	30	WEEKLY	Preschool Classroom		Edit	Delete
<input type="text"/>	<input type="text"/>	09/01/2023	06/30/2024	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

[Return to Student Details](#)



Rescinding

Rescinding

- * Rescinding is the process for “deleting” a submitted entry that never should have been entered and / or never occurred:
 - * Parents moved out of County before services started
 - * Parents declined services before services started
 - * Entered wrong related service provider
 - * Entered individual service when it should have been group
 - * Entered OT when it should have been PT
- * If a particular incorrect field cannot be changed, then the detail must be rescinded and replaced.

Rescinding

- * Rescinding is **NOT** for modifications to an existing service such as:
 - * Change in frequency
 - * Addition / removal of a 1:1 Aide / RN / LPN mid-year
 - * Change from one center based program to another (half-day to full day)
- * If a service was started, you **cannot rescind**, you must **amend**.
- * Typically, rescinds happen because something was entered incorrectly, or the parents changed their mind prior to services starting.
- * Some counties require that you contact them **before** you rescind.

Rescinding at Placement Level

- * Rescinding at the placement level means none of the details on the placement ever occurred and should not be provided:
 - * Prior to services starting the family moves out of the district
 - * Prior to services starting the family decides to opt out of services or change from CB to SEIT/RS or vice versa
 - * Prior to services starting the family decides to switch to another CB provider
 - * SEIT Provider is incorrect
 - * CB provider is incorrect
 - * Rescind entire CB or SEITRS Placement

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

School Year Session

Rescinding @ Placement Level

School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 Alcott School-9100(A)	Submitted	demodistrict	8/20/2020		

Rescinding at Detail Level / Mandate

* Rescind specific single detail:

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

School Year Session: 2022 - 2023 Winter

Placement:

Rescinding @ Placement Detail Level

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	Amend	Rescind	Resync
202223W_01		PD00275992	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Classroom	9100			33964.00	Classroom 5.00 hrs/day 5 days/wk	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync
202223W_01		PD00275993	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Speech Therapy Indiv		Therapy Room			ST(I) 3x30 (Therapy Room)	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync
202223W_01		PD00275994	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Occupational Therapy Indiv		Therapy Room			OT(I) 2x30 (Therapy Room)	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync
202223W_01		PD00275995	09/07/22	06/23/23	STUDENT BUS CO	Bus					Transportation: Bus	Submitted		8/9/2022 12:58:31 PM	Amend	Rescind	Resync



Cheat Sheets

AMENDING VS. RESCINDING
Corrections needed to correct data in eSTACs by PLACEMENT

Placement Type	Service Category	Requires Rescinding entire placement	Requires Rescinding entire 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 Services		Service Individual vs Group Frequency, Duration & Period	Start Date End Date
	Transportation		Service (Bus, Parent, LPN, etc.) Provider	Start Date End Date
SEIT/RS	SEIT	School Year Session Foster County Provider	Individual vs Group Frequency, Duration & Period	Start Date End Date Location
	Related Services	School Year Session Foster County	Provider Service Individual vs Group Frequency, Duration & Period	Start Date End Date Location

AMENDING VS. RESCINDING
Corrections needed to correct data in eSTACs by FIELD

	Center Based (CB) & (CBRS)				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

Center Based (CB) Amendments

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)	

SEIT / RS Amendments

SEIT / RS Amendments

CPSE determines	What to do
The SEIT Provider should change	End Placement and Create new placement with all necessary details
The student no longer needs a particular related service The student no longer needs SEIT	End Placement detail by amending end date of detail
The student needs an additional related service The student needs to have SEIT in addition to just RS	Add additional placement details as necessary
There should be a change to a related service (change in frequency, change from individual to group, change location) There should be a change to the SEIT frequency or between individual and group.	End Placement detail by amending end date of detail, then add new placement detail



Miscellaneous Items

Common Errors

- * Common errors that we at McGuinness see through Portal tickets:
 - * School District dates not changed – therefore start & end dates do not match IEP.
 - * Always change your school district dates each year to help prevent date errors.
- * Attaching documents – you can either attach one page or all pages.
 - * When attaching documents, choose 1 page or all pages.
- * Overlapping placements – more than one placement has been created.
 - * Somewhere you have one or more services that have overlapping dates, or you may have created another placement when you only needed to amend the current placement (see next slide).
- * School district signed & submitted, but the agency doesn't see changes.
 - * Once the SD signs & submits the placement, the agency WILL NOT see the change immediately. The county will then synch the change(s) into their Preschool program, and then upload or change the enrollments.

Overlapping Placements

- * In most cases, you will only have one CB Placement and/or one SEITRS Placement.
- * In the example below, SEIT services were being added to the child.
 - * The district created another SEITRS Placement and added OT & ST to this placement. This created overlapping placements since the OT & ST were in the original SEITRS Placement that was created.
 - * The original placement should have been Amended and the SEIT provider needed to be entered within here. The additional placement needs to be deleted.

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

School Year Session All Sessions

School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
2021 - 2022 Winter	SEITRS	09/13/2021-06/24/2022 RS (OT(I), ST(I))	Submitted		9/9/2021	Amend	Rescind	Print		Submission History
2021 - 2022 Winter	SEITRS	11/08/2021-06/24/2022 SEIT (Alcott School) RS (OT(I))	Not Submitted			Edit	Delete	Print	Sign and Submit	

Add CB Placement Add SEIT/RS Placement

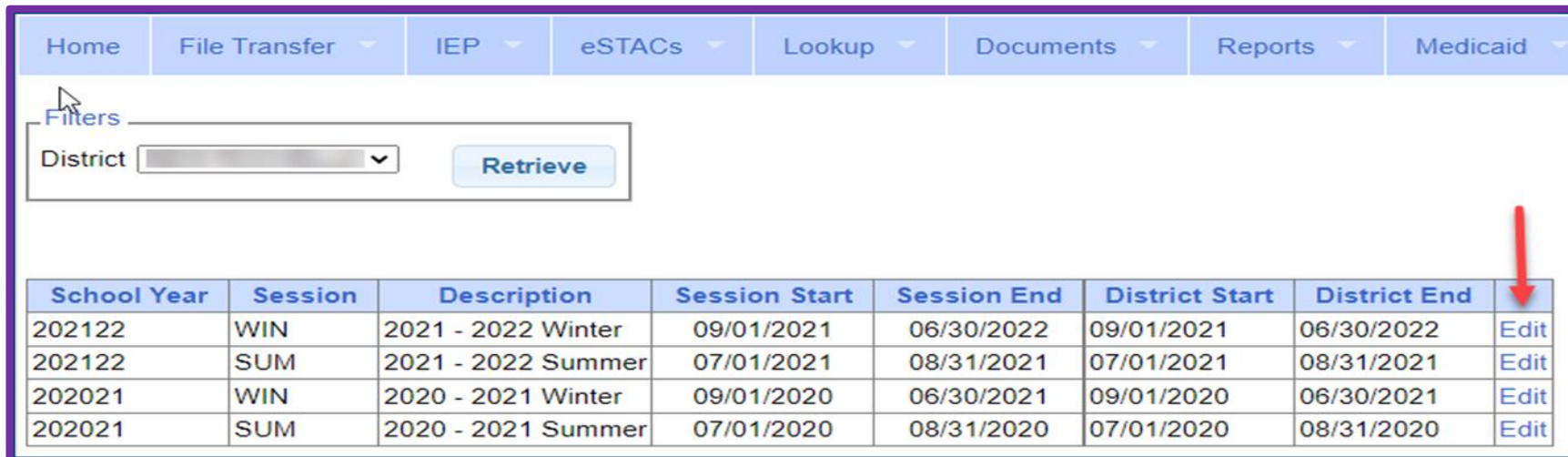
Changing District School Dates

* School district yearly dates are defaulted to:

* Summer dates: July 1 – August 31

* Winter dates: September 1 – June 30

* Go to **eSTACs -> Maintenance -> Default Session Dates for District**



The screenshot shows the eSTACs web application interface. At the top, there is a navigation menu with the following items: Home, File Transfer, IEP, eSTACs, Lookup, Documents, Reports, and Medicaid. Below the navigation menu, there is a 'Filters' section with a 'District' dropdown menu and a 'Retrieve' button. The main content area displays a table with the following columns: School Year, Session, Description, Session Start, Session End, District Start, District End, and Edit. The table contains four rows of data, each representing a different session for a specific school year. A red arrow points to the 'Edit' link in the last column of the table.

School Year	Session	Description	Session Start	Session End	District Start	District End	Edit
202122	WIN	2021 - 2022 Winter	09/01/2021	06/30/2022	09/01/2021	06/30/2022	Edit
202122	SUM	2021 - 2022 Summer	07/01/2021	08/31/2021	07/01/2021	08/31/2021	Edit
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	07/01/2020	08/31/2020	Edit

Attaching Documents

- * When attaching documents:
 - * Make sure that you choose a document type or it will be listed as Unidentified.

Document Type

Id : Birth Certificate
Id : Passport
Id : Adoption Papers
Id : Legal Name Change
Id : Child Information Change Form
Medicaid : Medicaid Parental Consent
Medicaid : Parent Revoked Consent
Medicaid : Unable to obtain Medicaid Consent
Foster Care : LDSS2999
Eval : Evaluation Justification Letter
Eval : Justification For Eval Outside Eligibility Dates
Eval : Evaluation Approval Request
Serv : Aide
Serv : Nurse
Serv : IEP
Serv : Interpreter
Serv : Summer Regression Justification
Serv : Explanation for not having a STAC-5
Serv : Written Order(s)

Comments

OK Cancel

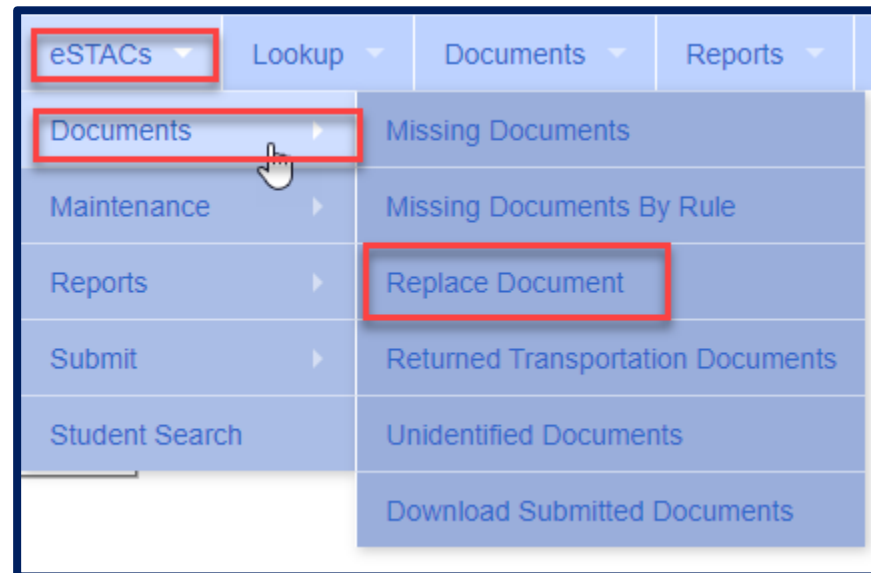
STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers

Uploaded Documents

	Document Type	Uploaded Date	Applied To	Submitted Date	Submitted User	Status	Comments		
Select	Medicaid Parental Consent	04/11/2024	Student Record	4/11/2024	demodistrict	SUBMITTED		Edit View	
Select	IEP	04/11/2024	09/06/2023-06/21/2024 A STARTING PLACE-9160(l)	4/11/2024	demodistrict	SUBMITTED		Edit View	
Select	Unidentified	10/22/2024	Student Record			NOT SUBMITTED		Edit View Delete	

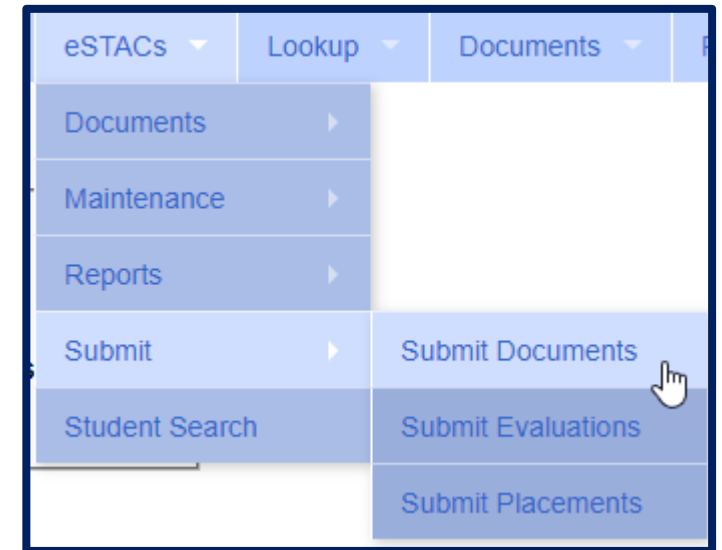
Replacing a Document

- * You can go to **eSTACs** -> **Documents** -> **Replace Document** to replace a document if needed.



Submitting Documents - After Placements Have Been Submitted

- * Any documents that have been uploaded after you have signed & submitted the placement, must now be submitted to the County.
- * Go to **eSTACs** -> **Submit** -> **Documents**.
- * This will bring up a list of documents that you have uploaded into eSTACs after you signed/submitted the placement.
- * Now select the documents and click the *Submit* button.



Submit Documents To County

Filters

District County

Select	Student Name	Document Name	Related To	Rule Name
<input type="checkbox"/>	Franklin, Peter	Child Miscellaneous		

Signing and Submitting Placements

- * **REMEMBER**

- * It is imperative that you double check all services listed on the IEP **before** you sign and submit your placement.
 - * This will prevent receiving an email from the County or McGuinness asking you to amend the start date, end date, frequency or duration in eSTACs to match the Portal.
- * **REMEMBER TO SIGN & SUBMIT** – many districts forget to sign/submit and the services go nowhere.
- * Once you have signed & submitted the placement, the county will now need to synchronize the services into their Preschool database, and send the enrollments to the Portal.
 - * Providers will not see the new enrollments until the County does the step above.

District Designation of Digital Signatories for eSTACs Form

- * Each school district completes a District Designation of Digital Signatories for eSTACs form.
 - * This form will designate the CPSE Chair and all staff who will have access to eSTACs, and will be marked as to **who can** sign & submit STAC-1 & STAC-5's for the school district.
 - * McGuinness will enter all staff listed on the form and invite them to the Portal.
 - * Once the school district staff accepts the invitation, and sets up their Portal account, then McGuinness will give the staff the necessary permissions to each staff to sign according to what is marked on the form.
 - * If you want staff to do entry work, but **NOT** sign & submit STAC's, then do not check off any of the boxes.
- * If the school district has a change in staff or needs to add staff signing privileges, a new form should be completed, and sent to McGuinness.

District Designation of Digital Signatories for eSTACs

District Designation of Digital Signatories for eSTACs

District _____

CPSE Chairperson _____

I authorize of the following individuals to use a digital signature to submit electronic STAC records the eSTACs system on behalf of our district.

Name	eMail	Position / Title	STAC-5	STAC-1
		CPSE Chairperson	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

We certify that for any STAC-5 that the above individuals electronically sign and submit through the eSTACs system, the child has received the submitted multidisciplinary evaluation in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

We certify that for any STAC-1 that the above individuals electronically sign and submit through the eSTACs system, the preschool student with a disability is being provided the educational services submitted and that such services have been recommended by the Committee on Preschool Education and that the child is eligible for such placement in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

Name

Title

Signature

Date

Please fax the completed form to
(518) 393-9938 attention eSTACs.



Demonstration



TEST

Questions and Answers

Question 1

My SEIT provider is changing. What do I do??

- 1) I rescind my old SEIT provider.
- 2) I create another SEIT/RS Placement and have dual STAC's.
- 3) I end date my first SEIT provider, and create another SEIT/RS Placement with a new provider and a new start date.

Answer to Question 1

The answer is #4.

I end date my first SEIT provider, and create another SEIT/RS Placement with a new provider and a new start date. If there are any related services, you will end them also and add them with the new SEIT provider with a new start date.

This is not a dual STAC.

Question 2

I am adding a 1:1 Aide to my Center Based program. What will I do?

- 1) I rescind the entire CB Placement and start over.
- 2) I amend and add the 1:1 Aide to the current CB Placement.
- 3) I end date the CB Placement and create a new CB Placement with a new start date of the 1:1 Aide.
- 4) I create another CB Placement and have dual STACs.

Answer to Question 2

The answer is #3.

I end date the CB Placement and create a new CB Placement with a new start date of the 1:1 Aide, the CBRS services and the transportation.

This is not a dual STAC.

Question 3

My RS student is now going to get ST Group . What will I do?

- 1) I create another SEIT/RS Placement and add the provider & ST group in the new placement.
- 2) I end date the first SEIT/RS Placement & create a new SEIT/RS Placement for ST group.
- 3) I amend the SEIT/RS Placement and add the provider & ST group.
- 4) I rescind the first SEIT/RS Placement and create a new SEIT/RS Placement and add the new service.

Answer to Question 3

The answer is #3.

I amend the SEIT/RS Placement and add the provider & ST Group.

All SEIT/RS services should be on the same STAC. The only time you will need a new SEIT/RS Placement is when there is a change in the SEIT provider.

Question 4

My student is in a CB Program and is now going to get ST at home . What will I do?

- 1) I create another CB Placement and add the provider & ST in the new placement.
- 2) I create a SEIT/RS Placement and add the provider & ST @ home. I check the box for a dual STAC.
- 3) I amend the CB Placement & create a new line for ST at home.

Answer to Question 4

The answer is #2.

I create a SEIT/RS Placement and add the provider & ST @ home. I check the box for a dual STAC.

Since this service is not being delivered in the program, it will need to be a separate STAC.

Question 5

My student moved out of my school district before school started. What will I do?

- 1) Nothing – just leave the placement alone.
- 2) End date by CB or SEIT/RS Placement
- 3) Call the county to let them know.
- 4) Rescind the CB or SEIT/RS Placement.

Answer to Question 5

The answer is #4.

Rescind the CB or SEIT/RS Placement because the services never started.

Getting Support Help

- * If you need help in the Portal, send an email to eSTACs@CPSEPortal.com.
- * Remember to **NOT** use children's names in your email. You should be using the Student # or STAC ID # of the child
- * Please include your district name, which County you work with and a description of your issue along with the Student #.
- * 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.