

eSTACs Amending versus Rescinding

Questions & Answers

Topic/Category	
AMENDING	
Q	Does change in location (wrong location entered) need to be amended or rescinded?
A	You can always AMEND the location, start date & end date. You will never rescind because the location is wrong.
Q	Do I need to amend the IEP start date for a service if a provider was found after the IEP start date? For example, the IEP approved SEIT to begin 9/3/24 but we found SEIT on 10/18/24, does the IEP start date need to be amended to 10/18/24 in this case?
A	No. You can start the SEIT for 10/18/24 or you can start the SEIT on 9/3/24 if the SEIT provider wants to do make-ups. In either case, you do not need to amend the IEP.
Q	If I am adding a Nurse, I end the previous Center Based and restart a new Center Based with the nurse?
A	Yes. You will end date the CB placement, and create a new CB Placement with all of the details including the nurse with a new start date.
Q	Sometimes a district needs to change the SEIT provider, but cannot end date because one of the related services may have attendances already entered past that date. What can be done at this point?
A	You can always change the end date of the services. You will only get an error when trying to rescind, but not amend. The service provider will then get an error stating that the service dates are now outside of the enrollment dates.
Q	You stated that the IEP date did not need to change if the service starts after the date on the IEP but is it okay for the date not to match when submitting?
A	The dates entered cannot be before or after the dates of the IEP. The dates can be in between the IEP dates, just not before or after.
Q	If a student goes from speech 2x30 individual, to 1x30 individual and 1x30 group in the middle of the year, do I still have to rescind that, or can I just amend and end the 2x30 with a new end date, and then add the new with its new start date?
A	You will not rescind. You will end date the ST 2x30, and then create another line for ST 1x30I, & ST 1x30G both with new start dates.

Q	When a SEIT provider changes mid-year, when I go to IEP Placements tab do I click on Amend button, end date and add the new provider on that screen or do I just end date, go back to IEP placement tab and click on 'Add SEIT/RS Placement' button?
A	You will go to the IEP Placements tab, and end date the entire placement. Then you will create a new SEIT/RS placement for the new SEIT provider with a new start date, and add all of the RS services (if any) with new start dates also.
Q	I had an overlapping situation. I needed 2 SEITS, one for the SEIT 4x30 weekly, and one for a consult 1x30 month. How should I enter that?
A	You will create a SEIT/RS placement for the 4x30 and mark as a multiple STAC. You will create another SEIT/RS placement (for different provider) for the consult and mark as a multiple STAC.
Q	How do you end one SEIT and start another from a different agency after submitting?
A	If SEIT services were provided, then you will end date the SEIT/RS Placement and now create a new SEIT/RS Placement. If the first SEIT provider never serviced the child, then you will rescind the entire SEIT/RS Placement and start a new SEIT/RS Placement.
RESCINDING	
Q	If I rescind something and I need to add something to correct it, do I have to wait to add the update after the County does something with "Rescind pending"?
A	No. Once you rescind the service you can create the new service. If you have a rescind pending, then you did not sign & submit the placement.
Q	If you submitted 2 speech individual and it should be 1 individual and 1 group do you rescind the speech and put individual and group in separately or do you amend?
A	If you enter 2 ST IND and it should be ST 1 IND & ST 1 GRP, then you will rescind the ST 2 IND. You will then add the ST 1 IND & then add another line and add the ST 1 GRP. Individual and group services cannot be combined. The service providers need to enter individual services on one enrollment and group services on another enrollment.
Q	Would you just amend a single service in the CB placement if it was wrong instead of rescinding it if it has not started yet?
A	If your service is wrong (i.e. wrong frequency), you cannot Amend. You must rescind the service and enter the service correctly. The only items that can always be amended are the start date, end date and location.
Q	The system requires the student to attend for a minimum of 6 days in order for us to amend a kid who never started - is there a way around this for a kid who never started?
A	If the child never started or is never going to start, then you can rescind the entire CB or SEIT/RS Placement. Once the child starts and receives services, then you can end date the placement after 3 days.
Q	What happens when attendances have been added by agency, but now we need to rescind?

A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind. You can also contact the eSTACs help desk and we can see what we can do on our end.
Q	What if you entered speech 1x30 individual instead of 2x30 individual? I can't rescind it because they have provided the one time already. What do I do?
A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind. You can also contact the eSTACs help desk and we can see what we can do on our end.
Q	What do we do when an agency requests us to make corrections or amendments for a student but attendance had already been entered for a student?
A	If there are attendances on the placement, then the agency will need to create an unmatched enrollment, and move those attendances over to the unmatched. Then you will be able to rescind. You can also contact the eSTACs help desk and we can see what we can do on our end.
Q	What if after ESY the student leaves the district, do we rescind?
A	If the child was not serviced over the summer, then you can rescind the ESY services.
Q	Is there a chance that the Portal will one day allow us to not rescind an entire STAC-1 just because the SEIT provider needed to be changed?
A	No. This is needed for SED, as SEIT providers have their own rates from SED. Therefore, SED will always require a new STAC.
MISCELLANEOUS	
Q	How do I know which program to choose for Center Based program?
A	If there are multiple programs for the agency and you are unsure, then contact the agency and they will direct you as to what program the child is going into.
Q	How are providers added to the eSTAC portal?
A	The County will invite new providers to the Portal, and assign their services. They most likely will need to have a signed contract with the County first.
Q	I have a provider asking me for an ESID # is that something I do? I'm not sure what this is.
A	Once the CB and/or SEIT/RS Placements are signed and submitted, the County will synchronize those services into their Preschool database. The County will then send enrollments to the Portal for each service that the child is receiving. Those enrollments will have an ESID # assigned to it. You most likely will not need this ESID #. If you do need the ESID #, you can go

to the IEP Mandates tab on your child, and the ESID # will appear under the ESID column.

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
			07/01/22	08/31/22	HEAR 2 LEARN, PLLC	Physical Therapy Indiv		Home	RS2223S0085134		PT(I) 1x30 (Home)	Submitted	kmartin	7/25/2022 9:50:14 AM	Amend	Rescind	Resync
			09/07/22	06/30/23	HEAR 2 LEARN, PLLC	Physical Therapy Indiv		Home	RS2223W0085799		PT(I) 2x30 (Home)	Submitted	kmartin	7/25/2022 9:51:02 AM	Amend	Rescind	Resync
			09/07/22	06/30/23	HEAR 2 LEARN, PLLC	Occupational Therapy Indiv		Home	RS2223W0085800		OT(I) 2x30 (Home)	Submitted	kmartin	7/25/2022 9:51:02 AM	Amend	Rescind	Resync

Q Is there a selection to input the new school district if the child is transferring?

A You can go to the child's demographics page and enter the information on the bottom of this screen.

Q Could you remind districts to sign & submit after amend/rescind?

A Please remember to sign/submit after rescinding or amending your CB or SEITRS Placements.

Q Can a school district have more than one person registered with eSTAC to sign the STAC-1 and STAC-5 forms?

A Yes, the district can have as many staff as needed.

Q After I submit a related service, is there a delay before the agency sees it. Sometimes agencies tell me they don't see the child

A Yes, there is a delay. Now the county will need to synchronize the information into their Preschool program and send to the Portal for the provider to see.

Q What if the provider has not updated their program dates? We are finding that we have to change the start dates.

A The CB providers have been sent numerous emails asking them to verify their CB program dates. You should contact the agency and ask them to verify their CB dates in eSTACs.

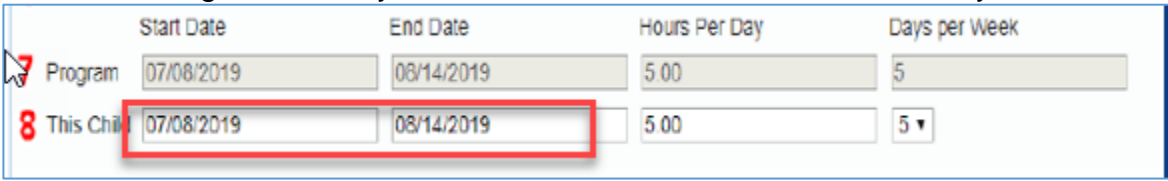
Q I am not sure if this is possible but is there a way to get notifications if we forget to submit something, like an email if you don't submit after 24 hours or something?

A At this time, there is not a notification. You can however go to **eSTACs -> Reports -> Unsubmitted Evaluations or Unsubmitted Placements** to see a list of students who have not been submitted.

Q If you have two fee-for-services related services with the same agency (ex: OT and PT both provided by the same agency), do you still add a coordinator?

A If the IEP states service coordination, then yes. If there is no service coordination, then you will need to check the box stating that there is no service coordination.

Q Should a student and evaluations be entered before the IEP meeting and the services get added or should we wait until after the meeting to add the student?

A	Once there are evaluations, you can create the student, and add the STAC-5. You do not need to wait for the services.
Q	What happens if a child doesn't qualify for services after the evaluation?
A	You will create the child, and the STAC-5. You will not be entering services.
Q	What about when students received ESY services the IEP date is from July to June. Does this affect the dates in the portal?
A	You will create a summer placement for the dates of 7-1-24 through 8-31-24 and a winter placement for the dates of 9-1-24 through 6-30-25.
Q	What happens when a student transfers to your district, however, they are already placed in a center based program? The student registered in our district later than the start date in the portal. Do we keep the date the start date at the center based program?
A	Under the Program dates, you will enter the start date for the child in your district. 
Q	Where can we submit a help desk ticket?
A	You will email eSTACs@CPSEPortal.com .
Q	Is the School District or Evaluating Agency uploading the Medicaid consent in the portal?
A	Each county decides who will upload consents (if any). Some counties require districts to upload, some require their providers to upload or the county gets the consent on their own.
Q	Is the Foster Care County the County the student is living in or the county where the case worker is from?
A	Any questions regarding Foster Care should be directed to your county.
Q	How do we get the District Designation of Digital Signatories Form for eSTACs?
A	You will email eSTACs@CPSEPortal.com or you can email Kknowles@jmcguinness.com and I will send you one.
Q	Do all Justification letters need to be uploaded to the portal?
A	Yes if required.
Q	Transportation forms are sent to the county, should they be uploaded to the portal as well?

A	If your county requires them to be uploaded then yes.
Q	Should we be uploading the Medicaid consent to the portal if it is signed by a parent?
A	Yes.
Q	If a student withdrew from their previous school on October 7 and registered at the new school on October 23, but the parents continued sending the child to school during that period, can you confirm which school is responsible for the student during that gap?
A	You should contact the county to discuss. This is between both districts and the county.
Q	For anniversary IEP's, does the IEP start date have to show the exact date after the other one ended? Ex: IEP runs 4/2/24-4/1/25, and then an annual review is held. Does the IEP have to start 4/2/25 or can it start sooner if the AR is sooner and overlap? STAC would not overlap, I understand that part, but I am asking because we have to submit IEP in the documents tab.
A	Your entries should be one ending and one beginning without overlapping. If you are overlapping, then you will need to end date the original services sooner and change the dates on your IEPs. In your scenario, the STACs would overlap.
Q	How do you know if a provider has entered notes for a service?
A	When you try to rescind, you will receive an error telling you that there are attendances entered.
Q	Why do we need to upload Medicaid consent forms before submitting evals/services but there is no obligation to upload health exams/immunization records?
A	Each county determines what documents they want uploaded into eSTACs.