



eSTACs Q & A for Westchester Districts

What is a Placement?

- * It is a term SED uses related to “placing” a child in a special education program. See images of STAC-1

PLACEMENT TYPE
Approved Program (DSPRE)
<input type="checkbox"/> Special Class
<input type="checkbox"/> Special Class Integrated Setting (SCIS)
Related Services and/or SEIT (DSSEI)
<input type="checkbox"/> Related Services only
<input type="checkbox"/> Special Education Itinerant Teacher and/or SEIT plus Related Services

AUTHORIZATION OF PLACEMENT: I certify that the preschool student with a disability herein named is being provided the educational services indicated and that such services have been recommended by the Committee on Preschool Education and the child is eligible for such placement in accordance with the Regulations of the Commissioner and Section 4410 of the Education Law.

Signature of Board of Education Representative: _____

Date: _____

PRESCHOOL STAC-1
(Updated June 2020)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

Request for Commissioner's Approval of Reimbursement for Services for Students with Disabilities
Pursuant to Section 4410 of the Education Law

STAC-ID

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STUDENT INFORMATION		
Last Name	First Name	Middle Initial
Date of Birth (mm/dd/yy)	Student Identification Number (if applicable)	Gender
		<input type="checkbox"/> Female <input type="checkbox"/> Male

PLACEMENT TYPE	RACIAL ETHNIC CATEGORY OF STUDENT
Approved Program (DSPRE) <input type="checkbox"/> Special Class <input type="checkbox"/> Special Class Integrated Setting (SCIS) Related Services and/or SEIT (DSSEI) <input type="checkbox"/> Related Services only <input type="checkbox"/> Special Education Itinerant Teacher and/or SEIT plus Related Services	<input type="checkbox"/> Hispanic or Latino Not of Hispanic Origin: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or More Races

Public School District that has Committee on Preschool Special Education Responsibility
County of Child's Current Location (where child resides)
County at Time of Placement in Foster Care or in Temporary Housing or in a residential facility licensed or operated by another State Agency
Service Provider for Special Class, SCIS or SEIT
a. <input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is this the same provider that conducted the most recent evaluation for this student?
Name of Program

RELATED SERVICE OR SEIT PROVIDER	TYPE OF RELATED SERVICE	HRS PER DAY	DAYS PER WEEK

SERVICE INFORMATION	FROM Mo./Day/Year	TO Mo./Day/Year	HRS. PER DAY	DAYS PER WEEK	SEIT OR RELATED SERVICES INDIVIDUAL GROUP	NUMBER OF HALF HOUR SESSIONS	RATE PER HALF HOUR SESSION	TRANSPORTATION
Education or SEIT								Dates of Transportation
Related Service 1								
Related Service 2								
Related Service 3								
Related Service 4								
Related Service 5								

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Signature of Board of Education Representative: _____ Date: _____

Q: What is the difference between a placement and mandates?

- * A mandate is a specific item on an IEP such as
 - * OT 2x30
 - * ST 3x45 group
 - * Integrated Class
- * A Placement is the collection of mandates that get submitted together on a STAC
- * We also refer to the mandates as details

SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES		
Special Class: 6:1+2	09/09/2020 - 06/24/2021 5 x Weekly, 5hr.	Special Classes
Speech/Language Therapy: Individual	09/09/2020 - 06/24/2021 3 x Weekly, 30min.	Classroom/Therapy Room
Occupational Therapy: Individual	09/09/2020 - 06/24/2021 2 x Weekly, 30min.	Classroom/Therapy Room
Special Class: 6:1+2	07/06/2020 - 08/14/2020 5 x Weekly, 5hr.	Classroom/Therapy Room
Speech/Language Therapy: Individual	07/06/2020 - 08/14/2020 3 x Weekly, 30min.	Classroom/Therapy Room
Occupational Therapy: Individual	07/06/2020 - 08/14/2020 2 x Weekly, 30min.	Classroom/Therapy Room

Q: When is Coordination needed and how is it entered?

From NY Part 200 regulations (section 200.16(f)(9))...

If the individualized education program (IEP) includes two or more related services, where possible, the board shall select from the list maintained by the municipality pursuant to section 4410(9) of the Education Law, such related services providers that are employed by a single agency for the provision of such services. The board shall provide each related service provider with a copy of the individualized education program and the name and location of each related service provider. The board shall designate one of the service providers to coordinate the provision of the related services. If the IEP includes special education itinerant services and one or more related services, the special education itinerant service provider shall be responsible for the coordination of such services.

When I do a STAC 1 SEIT and related services are always on the same STAC 1. Is that still ok?

- * Yes, SEIT and Related Services always go on the same STAC-1 / Placement

Q: I can't rescind a mandate because it says there are attendances entered – what should I do?

- * We would need to look at the specifics...
- * Rescinding should only happen when “the service never happened”
- * If a provider entered attendances, that implies the service happened
- * If the scenario is something like... we entered 3x33 instead of 3x30 and we need to correct it....
 - * a) the provider should not have entered entries
 - * b) we have a solution
 - * Providers create an “unmatched” enrollment and move attendances to new enrollment
 - * You can then rescind and create a replacement
 - * Provider can then move attendance entries to new entry

Multiple Service STAC's

- Dual services are a combination of two concurrent placements. Examples include two half-time center-based placements (possibly one special class combined with a second integrated class), a half-time center-based placement and SEIS services, or a half-time center based placement an additional related services not included as part of the center-based placement. Two placements not to exceed 5 hours/day.
- A STAC-1 needs to be completed for each placement. Each STAC-1 needs to be clearly marked as a "Multiple Service."



Q: What does overlapping placement mean?

- * Overlapping placement means there are two or more concurrent “placements” that cover the same period of time.
- * This may be a mistake because a new placement was created instead of adding new entries to an existing placement
- * This may be a mistake because the original placement did not have each service ended
- * Or, it may be legitimate that a child has both a Centerbased placement at the same time as a SEIT / RS placement, or that there are two SEIT/RS placements concurrently, etc

Q: I am trying to submit a placement and it's telling me that the multiple service placement box isn't checked off but it is. How do I proceed?

- * If a child actually has a dual service / multiple placement etc, then you need to mark both placements as such

Q: The SEIT Provider entered was entered incorrectly, but the OT Provider on the mandate is correct. Do we have to rescind the entire placement?

- * Unfortunately yes
- * This is due to the way SED treats STACs for recording placements

Q: How long does it take for an agency to see the enrollment (or changes) after I have submitted the information in eSTACs?

- * In theory no more than a few days
- * The process
 1. The District submits a placement
 2. The County reviews/approves and imports the placement information into their system
 3. The County uploads new information to CPSE Portal
- * Once step #3 happens providers can immediately see the enrollment. Depending on County staffing, other issues, this could happen the same day or may take a bit of time

Q: If a child's parent is providing transportation and doesn't want reimbursement, how should that be entered into eSTACs?

- * Click the check box on the Transportation tab that says
 - * “The IEP does not authorize reimbursement for transportation / No parent reimbursement will be sought”

Placement Information

Session: From Date: **07/06/2020** To Date: **08/14/2020**
Hrs/Day: **5.00** Days/Wk: **5** Aide/RN/LPN:
Provider: **FRED S KELLER SCHOOL** Program: **9100**

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

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

Service	Provider	Start Date	End Date	Submitted Date	Status		
		07/06/2020	08/14/2020			Add	

Upload Transportation Document

Document Type: Effective Date: Comment:

No file chosen

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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Q: Can an incorrect document be replaced or deleted, and if so, how?

- * Yes, if not “submitted to the County”
- * Demo

Q: How do you add a new service to the portal after a child has already begun services?

- * Just Amend the existing placement and add the detail
- * Demo

Q: We don't submit Speech/Language and SEIT Scripts and so my "missing Documents" on the portal is full with students who I will not be submitting scripts. How do I get rid of that?

- * At this point you cannot get rid of them
- * We will discuss with County for a solution

Q: I have been uploading the STAC 1's with the IEP each time. Do I still do that or is there a different upload name to use for the STAC 1's?

* There is no need to upload a STAC-1

Q: Can you please review error messages when submitting and go over the process.

- * There is not enough time in this Q&A.
- * Instead, we will document all error messages and what causes them and how to resolve them
- * We will then share that documentation.

Q: Can you put in a service without a provider?

- * Unfortunately no.
- * Help us understand and maybe we can come up with a solution such as adding a provider “TBD”

Q: Can you explain unmatched?

- * When a district enters a service/mandate/detail, that eventually becomes an “enrollment” in CPSE Portal that a provider can record treatment sessions against.
- * In order to submit a treatment session to the County for billing, it must be on an enrollment that comes from the County’s system
- * If there is no enrollment from the County’s system at the time the provider begins seeing a student, the provider can create an “unmatched” enrollment as a temporary placeholder and record their session information for that enrollment
- * At the point that the County uploads the “real” enrollment for that service, the provider can then “match” their temporary entry to the “real” entry and all of the information will get moved from the temporary to the “real” entry and then the temporary entry will get deleted.

Q: Why when I upload the IEP does it create a listing of 2 documents for the same IEP?

* Demo

Q: What would I do when some parents have declined some of the recommended services on the IEP, we do not take service off the IEP during COVID, but how do we handle in the portal? For example, due to COVID, child is not in school so parent has declined SEIT but still wants the OT via TeleHealth. Another example, the SEIT service is not provided because a school is not allowing providers in, so an example would be a SEIT only accommodation but the parent has declined TH until the school will eventually let the provider in.

* Discussion

Q: Could you please walk us through an example if a student changed provider, location, and start date AFTER services began? For example their IEP shows Physical Therapy 2x45 mins/weekly, 1:1, at facility with Creative Wonders, effective 9/8/20. Their services began with Creative Wonders as expected. However, recently, the therapist changed agencies and the family wants to stick with that therapist. So now, we need to change the provider, location, and start date to*: Physical Therapy 2x45 mins/weekly, 1:1, at home with HTA of New York effective 11/2/20.

* Demo

Q: What would I do when you transfer a student from one district to another within Westchester County but the placement is the same, is there guidance on how to add the student to the new district in CPSE portal? Can you go over whether you need an interim letter of placement and which school district is responsible for ending placement in the interim? For CB placements, how is transportation handled if 4410 provider remains the same but district of residence

* Discussion

Q: What would I do if a student moved out of the district? They've received services in summer 2020 and was expected to receive services in September 2020 (winter placement). The child completed summer services but moved out of the district before the start of services in September. How do I "get rid of" this student from the Fall/Winter 2020 placement and show that he moved?

- * Rescind
- * Demo

Q: What would I do if a student is changing their SEIT provider but not changing anything about the related service? For example: The original IEP shows SEIT 1 hour x 5 days/week and parent counseling/training 2 hours per month. The social worker has been providing parent counseling and training since 9/8/20 as written on the IEP. However, SEIT provider was never able to schedule the child and *services never began*. The new SEIT provider secured and services to begin 10/26. *I know the entire placement has to be rescinded. * However, when inputting the new placement, can the start date of the parent counseling and training still be input into the portal as 9/8 (even if the SEIT starts on 10/26)? *Otherwise, the dates will NOT match up on the IEP itself. * In addition, on the IEP, we would not amend the parent counseling and training and that service would NOT show a change of dates because that service was provided uninterrupted since 9/8.

* Demo

Q: What would I do if Student Y is changing ratio of CB placement, adding a related service at CB, and adding a related service under the SEIT/RS tab? He had been attending a special class program in an 8:1:2 full-day special class with related services since 9/30. All of his related services were given through the program. They take the bus to/from school. All these things were successfully uploaded to the portal back in September. *A new meeting was held recently to change the following things*: Special class ratio will change to 12:1:2 effective Monday, 10/26. PT 1x30 at the special class program will be added effective Monday, 9/26. PT 1x30 at facility will be added effective Monday, 9/26. Now, this child will have a dual STAC. How do I proceed?

* Demo