

Herkimer County eSTACs Getting Started – Entering Children and STAC-5

Monday, June 16, 2025

Questions & Answers

Topic/Category	
EVALUATIONS (STAC-5's)	
Q	Will the evaluator enter the evaluation dates into the STAC-5 tab or is it the district's responsibility after the evaluation has been completed?
A	The evaluator does not have access to do any entry work in eSTACs. If the evaluator is also a provider in the Portal, they can however print the STAC-5 if needed. The evaluator can still send the district the paper STAC-5 if they choose, but it is no longer needed.
Q	If there are multiple providers, do we create different STAC-5's for each different provider? Before we entered multiple providers on one STAC.
A	Yes, you will need to create a STAC-5 for each provider as only one provider is available to select in the dropdown.
Q	Can you review the criteria or situation deeming the necessity for the evaluation justification letter?
A	A justification letter is required when a child has 2 or more evaluations given within the same school year for the same service. For example, if a child has a speech evaluation in September, and then has another speech evaluation in January of the same school year, eSTACs will require that a justification letter be uploaded before you can sign and submit for the second STAC-5.
MISCELLANEOUS	
Q	Would the special education secretary type all of the information in eSTACs, and then chairperson goes in and signs off or approves it, or does that step need to be completed all at once?
A	This is up to your district. Some secretaries/office staff have sign/submit permissions for eSTACs. So they can do the entry work and sign the STAC's. Some secretaries/office staff will only do the entry work, and then the Chair or another designated staff member will sign/submit.
Q	What if the family doesn't have Medicaid or does not want to sign?
A	If the family doesn't have Medicaid, you can still ask them to sign the Medicaid Parental Consent. If the family chooses not to sign the consent, you can upload the Unable to Obtain Consent in eSTACs.