Herkimer County eSTACs Entering STAC-1 for SEIT and Related Services

Herkimer County Timeline

June 13, 2025:

* Herkimer County will **no longer accept any 25/26 STAC's.** You will however continue to send your 24/25 paper STAC's to the county.

* June 18, 2025:

 McGuinness will migrate all of the children that are in the Herkimer County Preschool system over into eSTACs. Each district will only be able to see their own children. McGuinness will also bring over any 25/26 services that have already been entered into Preschool, and any Medicaid Consents that the county has received.

* June 19, 2025:

- * School districts will begin entering STAC's into eSTACs.
- * All prior year STAC-1's (24/25, 23/24, 22/23 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.

Student Search

eSTACs Student

* Go to eSTACs -> Student Search



Student Search

- * Search for student using first and last name of student & click Retrieve.
- * As a reminder, when creating a child:
 - * If the child is a Jr/II/III, please enter this information in the Suffix box. Do not include this with the child's last name.
 - * If the child has a hyphenated last name or two last names, please enter as one last name:
 - * Example: Smith-Jones will be entered at SmithJones

| Home | Activities | IEP 🔻 | eSTACs | Attendance | Billing | Lookup 🔻 | Documents | Reports 🔻 | Maintenance | Medicai |
|-----------|------------|-------|--------|------------|---------|----------|-----------|-----------|------------------|---------|
| Filters _ | | | | | | | | | | |
| ant | | bar | | DOB | S | TACID | CIN | | Student Number | |
| County | ROCKLAND | ~ | | - | | | | | | |
| District | CLARKSTOWN | CSD | ~ | | | | | | | |
| | | | | | | | | | Clear Filters Re | etrieve |

View Student Details

 Click on Details to get to the student details page with evaluations, services, documents and forms.

| Home | File Transfer | IEP | eSTAC | Cs 🚽 | Lookup | Documents | Reports | Medicaid 💎 | People | My Account | Knowledge Base |
|--------------------------|---------------|----------|--------|------|--------|----------------|--------------|------------|--------|---------------|----------------|
| Filters bal County | ROCKLAND V | leo | | | DOB |] [S | ACID | CIN | | Student Numb | er |
| District | RYDELL CSD 🗸 | | | | | | | | | Clear Filters | Retrieve |
| Add Nev | w Student | | | | | | | | | | |
| Last Na | me First Name | DOB | Gender | CIN | STACID | Student Number | | | | | |
| Balmudo | Leo | 03/19/17 | М | | | 5000039718 | Edit Details | | | | |

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

| [| SE: 660413020000 ABBOT | | | | | | | | | |
|---|---------------------------------------|--------------------------|---|-----------------|--------------|----------------|---------|---------|-----------------------|--------|
| ו | ast Name: Mouse First Name: Minnie DO | B: 1/1/2020 | Eligibility: 1/1/2023 - 8/31/2025 | | | | | | | |
| | STACID: CIN: Stu | Ident Number: 5000067786 | Edit Resync | | | | | | | |
| ſ | STAC-5s Evaluation Components | IEP Placements IEP | Mandates Documents Forms Eligibility Waivers | | | | | | | |
| | School Year Session All Sessions | × | | | | | | | | |
| | eSTACs Placement Number School Ye | ear Session Placement | Description | Status | Submitted By | Submitted Date | | | | |
| | PL00124233 2023 - 2024 | 4 Summer CB | 07/05/2023-08/15/2023 ARC PRIME TIME FOR KIDS-9165(A |) Not Submitted | | | Edit De | elete F | Print Sign and Submit | Resync |
| | PL00124234 2023 - 2024 | 4 Winter CB | 09/06/2023-06/21/2024 ARC PRIME TIME FOR KIDS-9165(I) | Not Submitted | | | Edit De | elete P | Print Sign and Submit | Resync |
| | Add CB Placement Add SEIT/RS P | lacement | | | | | | | | |

For help email: eSTACs@CPSEPortal.com

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.
 - * 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

| student | nas sei | atthe | same | time | TT |
|---------|---------|-------|------|------|----|
| | | | | | |

| For help email: e | eSTACs@CPSEPortal.com |
|-------------------|-----------------------|
|-------------------|-----------------------|

| School Year Session | 2020 - 2021 Summer 🗸 | 1 | |
|------------------------|----------------------------|--------------------------|---|
| Click if this is a mu | Itiple service STAC (two o | r more concurrent STACs) | 2 |
| Is this student placed | in Foster Care? OYesO | No 3 | |

Adding SEIT

| EIT and Student | Relate | ed Services | Transporta | ation | | | | | |
|----------------------|-------------|---------------|---------------|------------------|--------------|-----------|--------|------|--------|
| Provider SHARON | A JOLLY | & ASSOCIATE | s v1 | | | | | | |
| s this the same prov | ider that (| conducted the | most recent e | valuation for th | nis student? | ⊃Yes⊙No 2 | | | |
| vrogram SEIT 07/0 | 1/23 - 08/ | 31/23 9135(S) | ~ 3 | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| Start Date End | Date | IND/GRP | Frequency | Minutes | Period | Location | Status | | |
| 07/03/2023 08/15 | /2023 | : | 2 | 60 | WEEKLY | Home | | Edit | Delete |
| 07/01/2023 08/3 | /2023 | ~ | | | ~ | ~ | | 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 (fee for service not CBRS)

| SEIT and Student | Related Services | Transportation | | | | | | | | | | |
|---------------------|------------------|------------------------|------------|------------|---------|-----------|-----------|---------|----------|----------|--------|-------------|
| □No Service Coordin | ator 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| P | rovider | Service | Start Date | End Date | IND/GRP | Bilingual | Frequency | Minutes | Period | Location | Status | |
| DEREK FERST, SLP | | Speech Therapy Indiv | 07/03/2023 | 08/15/2023 | | | 3 | 30 | WEEKLY | Home | | Edit Delete |
| Jawonio | | Physical Therapy Indiv | 07/03/2023 | 08/15/2023 | | | 2 | 45 | WEEKLY | Daycare | | Edit Delete |
| DEREK FERST, SLP | | Coordination | 07/01/2023 | 08/31/2023 | | | 1 | 30 | MONTHLY | Home | | Edit Delete |
| | | • | 07/01/2023 | 08/31/2023 | • | | | | ~ | | • | 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. If Bilingual service then check box
- 7. Indicate number of sessions per IEP
- 8. Enter minutes per session per IEP
- **9.** Choose the time period for the frequency
- **10.** Indicate where the service will happen

Transportation for SEIT or Related Services

Some counties pay transportation for SEIT or RS students.

- * Check with your county first before adding transportation for SEIT or Related Service.
 - * Herkimer County does allow transportation for SEIT if needed by the parent.

| CPSE: 66041302000 | 0 ABBOT | | | | | | | | | |
|---|--|---------------------------------|-------------|--------------|------------|-----------|------|--------|---|--|
| Last Name: Mouse | First Name: Minnie | DOB: | 1/1/2020 | Eligibility: | 1/1/2023 - | 8/31/2025 | | |] | |
| STACID: | CIN: | Student Number: | 5000067786 | | | | Edit | Resync | | |
| School Year Session [Click if this is a mul Is this student placed i | 2023 - 2024 Summer tiple service STAC (tw in Foster Care? ○Yes | ✓ o or more concurre S◯No | ent STACs) | | | | | | | |
| SEIT and Student | Related Service | es Transporta | tion | | | | | | | |
| Service Prov | tation Document | End Date Sub | mitted Date | Status | Add | | | | | |
| Document Type: | | | ✓ Effective | Date: | | Comme | ent: | | | |
| Choose File N Upload | o file chosen | | | | | | | | | |
| Return to Student [|)etails | | | | | | | | | |



Co-Treats

- * There is no special way to denote co-treats in eSTACs.
 - * Enter services PER the IEP:
 - * If OT is 2x30, and co-treat is 1x30, then enter into eSTACs:
 - * OT 2x30
 - * OT 1x30
 - * If ST is 3x45, and co-treat is 1x30, then enter into eSTACs:
 - * ST 3x45
 - * ST 1x30
 - * The clinician's will know how to enter their session notes for co-treating.



For help email: eSTACs@CPSEPortal.com

6 Day Cycle

* If any providers follow a 6 day cycle:

- * Enter to match the IEP.
- * If ST is 2x30, then enter ST 2x30.
 - * The providers will figure out the cycle and follow it.

Service Coordination

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 Tr | ansportation | | | | | | | | | | |
|--------------------------------------|------------------------|------------|------------|---------|-----------|-----------|---------|----------|------------|--------|-------------|
| No Service Coordinator | | | | | | | | | | | |
| Provider | Service | Start Date | End Date | IND/GRP | Bilingual | Frequency | Minutes | Period | Location | Status | |
| DEREK FERST, SLP | Speech Therapy Indiv | 07/03/2023 | 08/15/2023 | | | 3 | 30 | WEEKLY | Home | | Edit Delete |
| Jawonio | Physical Therapy Indiv | 07/03/2023 | 08/15/2023 | | | 2 | 45 | WEEKLY | Daycare | | Edit Delete |
| DEREK FERST, SLP | Coordination | 07/01/2023 | 08/31/2023 | | | 1 | 30 | MONTHLY | Home | | Edit Delete |
| · · · | × | 07/01/2023 | 08/31/2023 | ~ | | | | v | \ \ | | Add |

Assisted Tech Service and Assisted Tech Device

Assistive Technology Services

- * Assistive Technology Services will be added to the Related Services tab.
- * This can be either under the CB Placement or the SEIT/RS Placement.

| P | rogram | Aide / Nurse / Interpre | eter Relat | ted Services | Transporta | tion | | | | | | | | |
|----|---|---|----------------|-----------------|----------------|-----------|---------|----------|---------------|----------------|---------------|------|--------|--|
| C | ☐There are | no recommended related | d services for | this student on | this Placement | VIEP | | | | | | | | |
| | | Service | Start Date | End Date | IND/GRP | Frequency | Minutes | Period | Location | Submitted Date | Status | | | |
| Ş | Speech The | rapy Indiv | 12/01/2020 | 04/02/2021 | 1 | 3 | 30 | WEEKLY | Preschool | | Not Submitted | Edit | Delete | |
| (| Occupationa | al Therapy Indiv | 12/01/2020 | 04/02/2021 | 1 | 2 | 30 | WEEKLY | Preschool | | Not Submitted | Edit | Delete | |
| F | Parent Cour | nseling and Training | 12/01/2020 | 04/02/2021 | 1 | 1 | 60 | MONTHLY | Preschool | | Not Submitted | Edit | Delete | |
| ſ | | Y. | 12/01/2020 | 04/02/2021 | [~] | [| [| ~ | ~ | | | Add | | |
| Re | Assistive Te Audiology Interpreter Occupation Orientation Parent Cou Physical TI | echnology Services | | | | | | © Jam | es McGuinness | & Associates | | | | |
| | Physical Th Psychologii School Hea Social Worl Speech Th Speech Th Teacher of Teacher of | erapy Group alth / Nurse k erapy Group erapy Indiv Hearing Impaired Visually Impaired | | | | | | | | | | | | |

Assistive Technology Services

- If you have a CB Placement and the Assistive Tech Services are being delivered by a provider outside of the CB:
 - * Create a SEIT/RS Placement choosing the provider.
 - * If more than one Placement then you will also need to check the checkbox:

| Click if this is a multiple service ST | AC (two or more concurre | ent STACS | 5) | | | | | | | | | |
|--|-------------------------------|------------|------------|---------|-----------|-----------|---------|--------|----------|-----------|-------|---------|
| Chool Year Session 2021 - 2022 Winter X Click if this is a multiple service STAC (two or more concurrent STACs) Is this student placed in Foster Care? Ores No | | | | | | | | | | | | |
| SEIT and Student Related Services | | | | | | | | | | | | |
| No Service Coordinator | | | | | | | | | | | | |
| Provider | Service | Start Date | End Date | IND/GRP | Bilingual | Frequency | Minutes | Period | Location | Status | | |
| KIDZ THERAPY SERVICES | Assistive Technology Services | 09/13/2021 | 11/15/2021 | I | | 4 | 45 | IEP | Home | Submitted | Amend | Rescind |
| ~ | · · · | 09/01/2021 | 06/30/2022 | ~ | 0 | | | ~ | ~ | I | Add | |
| | | | | | | | | | | | | |
| Return to Student Details | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Assistive Tech Device

- * In most cases, the user of the Assistive Tech Device will obtain the device.
- * The device will **never** be part of the CB as it is NOT included with the tuition.
- * If the cost of the device is:

eturn to Student Deta

- * Less than \$100 then enter frequency of 10
- * If more than \$1,000 then enter frequency of 100
- * Always contact the county first.

| Service | Start Date | End Date | IND/GRP | Bilingual | Frequency | Minutes | Period | Location | Status | | |
|-----------------------------|--|--|--|--|--|--|---|---|--|---|--|
| Speech Therapy Indiv | 09/09/2021 | 06/24/2022 | L | | 2 | 30 | WEEKLY | | Submitted | Amend | Rescind |
| Teacher of Hearing Impaired | 09/09/2021 | 06/24/2022 | I | | 2 | 30 | WEEKLY | | Submitted | Amend | Rescind |
| Physical Therapy Indiv | 09/09/2021 | 06/24/2022 | 1 | | 1 | 30 | WEEKLY | | Amended | Amend | Rescind |
| Occupational Therapy Indiv | 09/09/2021 | 06/24/2022 | I. | | 2 | 30 | WEEKLY | | Submitted | Amend | Rescind |
| Assistive Tech Device | 09/09/2021 | 06/24/2022 | I | | 100 | 30 | IEP | | | Edit | Delete |
| ~ | 09/01/2021 | 06/30/2022 | ~ | | | 1 | ~ | ~ | | Add | |
| | Service Speech Therapy Indiv Teacher of Hearing Impaired Physical Therapy Indiv Occupational Therapy Indiv Assistive Tech Device | Service Start Date Speech Therapy Indiv 09/09/2021 Teacher of Hearing Impaired 09/09/2021 Physical Therapy Indiv 09/09/2021 Occupational Therapy Indiv 09/09/2021 Assistive Tech Device 09/09/2021 V V | Service Start Date End Date Speech Therapy Indiv 09/09/2021 06/24/2022 Teacher of Hearing Impaired 09/09/2021 06/24/2022 Physical Therapy Indiv 09/09/2021 06/24/2022 Occupational Therapy Indiv 09/09/2021 06/24/2022 Assistive Tech Device 09/09/2021 06/24/2022 V 09/01/2021 06/24/2022 | Service Start Date End Date IND/GRP Speech Therapy Indiv 09/09/2021 06/24/2022 I Teacher of Hearing Impaired 09/09/2021 06/24/2022 I Physical Therapy Indiv 09/09/2021 06/24/2022 I Occupational Therapy Indiv 09/09/2021 06/24/2022 I Assistive Tech Device 09/09/2021 06/24/2022 I V V 09/01/2021 06/30/2022 ✓ | Service Start Date End Date IND/GRP Bilingual Speech Therapy Indiv 09/09/2021 06/24/2022 I | Service Start Date End Date IND/GRP Bilingual Frequency Speech Therapy Indiv 09/09/2021 06/24/2022 I 2 Teacher of Hearing Impaired 09/09/2021 06/24/2022 I 2 Physical Therapy Indiv 09/09/2021 06/24/2022 I 1 Occupational Therapy Indiv 09/09/2021 06/24/2022 I 2 Assistive Tech Device 09/09/2021 06/24/2022 I 2 V V 09/01/2021 06/30/2022 V I | Service Start Date End Date IND/GRP Bilingual Frequency Minutes Speech Therapy Indiv 09/09/2021 06/24/2022 I 2 30 Teacher of Hearing Impaired 09/09/2021 06/24/2022 I 2 30 Physical Therapy Indiv 09/09/2021 06/24/2022 I 2 30 Occupational Therapy Indiv 09/09/2021 06/24/2022 I 1 30 Occupational Therapy Indiv 09/09/2021 06/24/2022 I 2 30 Assistive Tech Device 09/09/2021 06/24/2022 I 100 30 V V 09/01/2021 06/30/2022 V I I I | Service Start Date End Date IND/GRP Bilingual Frequency Minutes Period Speech Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Teacher of Hearing Impaired 09/09/2021 06/24/2022 I 2 30 WEEKLY Physical Therapy Indiv 09/09/2021 06/24/2022 I 1 30 WEEKLY Occupational Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Assistive Tech Device 09/09/2021 06/24/2022 I 2 30 WEEKLY V V 09/09/2021 06/24/2022 I 2 30 WEEKLY | Service Start Date End Date IND/GRP Bilingual Frequency Minutes Period Location Speech Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Teacher of Hearing Impaired 09/09/2021 06/24/2022 I 2 30 WEEKLY Physical Therapy Indiv 09/09/2021 06/24/2022 I 1 30 WEEKLY Occupational Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Assistive Tech Device 09/09/2021 06/24/2022 I 2 30 WEEKLY V V 09/09/2021 06/24/2022 I 2 30 WEEKLY | Service Start Date End Date IND/GRP Bilingual Frequency Minutes Period Location Status Speech Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted Teacher of Hearing Impaired 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted Physical Therapy Indiv 09/09/2021 06/24/2022 I 1 30 WEEKLY Amended Occupational Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted Assistive Tech Device 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted V V 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted | Service Start Date End Date IND/GRP Bilingual Frequency Minutes Period Location Status Speech Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted Amended Teacher of Hearing Impaired 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted Amended Physical Therapy Indiv 09/09/2021 06/24/2022 I 1 30 WEEKLY Amended Amended Occupational Therapy Indiv 09/09/2021 06/24/2022 I 2 30 WEEKLY Amended Amended Assistive Tech Device 09/09/2021 06/24/2022 I 2 30 WEEKLY Submitted Amended V V 06/24/2022 I 2 30 WEEKLY Submitted Amended |

Uploading Documents

Documents Required for Services – Herkimer County

* Herkimer County requires the following documents to be uploaded, before you can sign and submit your STAC-1:

* A Medicaid Parental Consent:

- * A signed Medicaid Parental Consent or,
- * An Unable to Obtain Medicaid Consent.

* The IEP - all dates and services on the IEP must match the entries in eSTACs.

Uploading a Document

Student Record

- 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.

| CF St | PSE: 660 tudent Inf | 41302000 | 0 ABBOT |] | | | | | | | | | | | |
|----------|------------------------|----------|-----------|------------|---------|------------|----------|--------------|------------|-----------|-------|--------|----------------|--|--|
| La | ast Name | : Mouse | First Na | me: Minnie | DOB: | 1/1 | 1/2020 | Eligibility: | 1/1/2023 - | 8/31/2025 | | | | | |
| S | TACID: | | CIN: | | Student | Number: 50 | 00067786 | | | | Edit | Resync | | | |
| | STAC-5 | s Eva | luation C | omponents | IEP | Placements | IEP | Mandates | Docu | nents | Forms | Eligi | oility Waivers | | |
| | Uploa | aded D | ocum | ents | | | | | | | | | | | |
| | | Documer | nt Type | Uploaded I | Date / | Applied To | Submit | ted Date | Submitte | dUser | Stat | us | Comments | | |

Missing Documents

Select Unidentified

| Category | Туре | DocumentDescription | Applies To | | |
|-----------|------------------|---------------------------|---|--------------------|--------|
| CHILD | MEDICAID CONSENT | Medicaid Parental Consent | | Show Document List | Upload |
| PLACEMENT | IEP | Copy of IEP for Placement | 07/05/2023-08/15/2023 ARC PRIME TIME FOR KIDS-9165(A) | Show Document List | Upload |
| PLACEMENT | IEP | Copy of IEP for Placement | 09/06/2023-06/21/2024 ARC PRIME TIME FOR KIDS-9165(I) | Show Document List | Upload |

NOT SUBMITTED

Edit View Delete

08/04/2023

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".

| - Child Informa | ition | |
|-----------------------|--------------------------------|---|
| Last Name: STACID: | Rizzo First Name: Fran CIN: | k DOB: 12/18/2016 Eligibility: 7/1/2019 - 8/31/2022 Edit |
| Choose File | No file chosen | Upload |

| Organize 👻 New folde | tr | | | | | | | | | | | | |
|----------------------|-------------------------------|-------------------|-----------------|--------|---|--|--|--|--|--|--|--|--|
| eSTACsDemoDo ^ | Name | Date modified | Туре | Size | | | | | | | | | |
| Patricia Simcox | 🔁 Birth Certificate | 3/18/2019 1:43 PM | Adobe Acrobat D | 93 KB | | | | | | | | | |
| SandyOlsson | 🔁 Consent | 3/18/2019 2:10 PM | Adobe Acrobat D | 58 KB | | | | | | | | | |
| Webinars | 😒 EvalVerification | 3/18/2019 2:02 PM | Adobe Acrobat D | 466 KB | | | | | | | | | |
| a OneDrive | 🔁 TRF Englsih refised 08-2018 | 3/19/2019 5:41 PM | Adobe Acrobat D | 78 KB | | | | | | | | | |
| This PC | | | | | | | | | | | | | |
| 3D Objects | | | | | | | | | | | | | |
| Desktop | | | | | | | | | | | | | |
| Documents | | | | | | | | | | | | | |
| Downloads | | | | | | | | | | | | | |
| Music | | | | | | | | | | | | | |
| E Pictures | | | | | | | | | | | | | |
| Videos | | | | | | | | | | | | | |
| Local Disk (C:) | | | | | | | | | | | | | |
| New Volume (D: | | | | | | | | | | | | | |
| TimsBackup (E:) | | | | | | | | | | | | | |
| T | | | | | | | | | | | | | |
| | | | | | - | | | | | | | | |

| Child Information | 00 RYDELL CSD | | | |
|-----------------------------|---------------------------|----------------|------------------------|----------------------|
| Last Name: Rizzo STACID: | First Name: Frank CIN: | DOB: 12/18/201 | 6 Eligibility: Edit | 7/1/2019 - 8/31/2022 |
| Choose File Conse | nt.pdf | | Upload | |

Uploading a Document

- Right had 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.

| Enter Details for E | ntire Document 🗹 | = eS1 | STACsFileHandler.ashx | | 1 / 11 - 100% + [| ച മ | |
|---------------------|--|-------|--|------------|--|--|---|
| | | | | | | 2 0 | |
| Document Type | Serv : IEP | | | | | | |
| School Year | Id : Birth Certificate | | | | Blind Brook-Rye Union Free Schoo | l District | |
| Placement | Id : Passport | | | | 390 North Ridge Street | 1 | |
| 07/05/2021-08/13 | Id : Adoption Papers Id : Legal Name Change | | | | Rye block, NT 10073-1100 | | |
| 1 | Medicaid : Medicaid Parental Consent | | | | | | |
| / | Medicaid : Parent Refused Medicaid Consent Medicaid : Failed to obtain Medicaid Consent | | Student: | | Date of Birth: 12/22/2017 | Gender: Male | ID #: 112201514 |
| | Medicaid : Parent Revoked Consent | | Address: | 1 | Age as of meeting date: 3:4 Native L | anguage: English | |
| | Foster Care : LDSS2999 Eval : Evaluation Justification Letter | | Contacts: | | County: vvestcnester interpreter Home/Mobile #: H: (914) 539-5147 M: (914) 420-6713 | Requirea: NO Work #: | Email: |
| Comments | Eval : Justification For Eval Outside Eligibility Dates | | | | Home/Mobile #: H: (914) 539-5147 M: (914) 539-5147 | Work #: | Email: |
| IEP | Trans : TAF | | School Year: 2021-2022 | | Placement: Approved Preschool Special Education Program | School: Preschool Itinerant Services Only | Grade: Preschool |
| | Serv : Aide | | Special Alerts: | | · | | |
| | Serv : Nurse | | | | | | |
| | Serv: Interpreter | | IEP INFORMATION | 07/05/0004 | SUMMARY-SPECIAL EDUCATION PROGRAMS AN | ID RELATED SERVICES | |
| | Serv : Summer Regression Justification | | Projected IEP Start Date: Projected IEP End Date: | 06/25/2022 | Special Class in an Integrated Setting: 6:1+1 | 09/01/2021 - 06/24/2022 2 x | Weekly, 5hr. School |
| | Serv : Explanation for not having a STAC-5 | | Projected Date of Annual Review: | 06/24/2022 | Speech/Language Therapy: Individual | 09/01/2021 - 06/24/2022 2 X | Weekly, Jumin. School Weekly Jumin. School |
| | | | Projected Date for Reevaluation: | 03/18/2024 | Physical Therapy: Individual | 09/01/2021 - 06/24/2022 2 x | Weekly, 30min. School |
| | | | Extended School Year: | Yes | | | |
| | la l | | Benavior Intervention Plan: Supplementary Aids and Services: | No | Special Glass in an Integrated Setting: 6:1+1 Special Glass in an Integrated Setting: 6:1+1 | 07/05/2021 - 08/13/2021 5 x | Weekly, onf. School |
| | | | Assistive Technology: | No | Occupational Therapy: Individual | 07/05/2021 - 08/13/2021 2 x | Weekly, John School |
| OK Cance | | | Supports for School Personnel: | No | Physical Therapy: Individual | 07/05/2021 - 08/13/2021 2 x | Weekly, 30min. School |
| | | | Testing Accommodations: | No | ···· | | |
| | | | Participate State/District Assessments: Special Transportation: | N/A Yes | | | |

Attaching Documents

* When attaching documents:

* Make sure that you choose a document type or it will be listed as Unidentified.

| Document Type | | ~ |
|---------------|---|------|
| 1 | | _ \J |
| | Id : Birth Certificate | |
| | Id : Passport | |
| | Id : Adoption Papers | |
| | ld : Legal Name Change | |
| | Id : Child Information Change Form | |
| 0 | Medicaid : Medicaid Parental Consent | |
| Comments | 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 | |
| UK Cance | Serv : Summer Regression Justification | |
| | Serv : Explanation for not having a STAC-5 | |
| | Serv : Written Order(s) | - |
| | | |

| S S | STAC-{ | 5s Evaluation Compor | nents IEP Plac | cements IE | EP Mandate | es Doc | cuments | Forms | Eligibility | Waivers | | | | | |
|-----|--------|---------------------------|----------------|---------------|-------------|------------|-----------|-----------|--------------|---------------|---------------|----------|-----------|--------|--|
| | Uplo | aded Documents | | | | | | | | | | | | | |
| | | Document Type | Uploaded Date | | Appl | Applied To | | | bmitted Date | SubmittedUser | Status | Comments | | | |
| | Select | Medicaid Parental Consent | 04/11/2024 | Student Recor | rd | | | 4/11 | /2024 | demodistrict | SUBMITTED | | Edit View | | |
| | Select | IEP | 04/11/2024 | 09/06/2023-06 | 5/21/2024 A | STARTING | PLACE-916 | 0(I) 4/11 | /2024 | demodistrict | SUBMITTED | | Edit View | | |
| | Select | Unidentified | 10/22/2024 | Student Recor | rd | | | | | | NOT SUBMITTED | | Edit View | Delete | |
| | | | | | | | | | | | | | | | |

Signing and Submitting STAC-1

Signing and Submitting

* Once all information is entered from the IEP, you will now need to Sign and Submit the SEIT/RS Placement.

| ÈF _St Li S | Student Information | | | | | | | | | | | | | |
|----------------------|---|-----------|-----------------------|-----------------|---------------|---------------|--------------|--------------------|------|--------|--------------------|-----|--|--|
| Γ | 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 | СВ | 09/08/2021-06/22/2022 | FRED S KELLER S | CHOOL-9100(J) | Not Submitted | | | Edit | Delete | Print Sign and Sub | nit | | |
| | 2021 - 2022 Winter | SEITRS | 09/01/2021-06/30/2022 | | | Edit | Delete | Print Sign and Sub | nit | | | | | |
| | Add CP Placement | | PS Placement | | | | | | | | | | | |

Compare SEIT/RS Placement to IEP

REMEMBER: compare all Compare ALL of your entries on left side to IEP on right side. Do not sign & submit if not correct.

* Does the service match (individual or group); Does the frequency and duration match; Do the dates match?

| Student Name Balmudo, Leo POB 3/19/2017 STAC ID Student # 5000039718 | | CPSE District RYDELL CSI County ROCKLAND |) | |] | eSTACsFi | 1 / | 1 - | 72% + | 🗄 | \$ <u>+</u> | - | • • |
|---|---|--|----------------------|------------------------------------|--|---|--|--|--------------------------------------|--|--|---|-------------------------------------|
| School Year: 2021 - 2022 Winter Plac | ement Type: SE | EITRS Provider: | | | IEP INFO | RMATION | | SUMMARY-SPECIAL ED | CATION PROGRAMS AND | RELATED SERVIC | ES | | |
| Placements To Submit | T. D.t. | Print SIAC-1 | | | Projected Projected Projected Projected | IEP Start Date: IEP End Date: Date of Annual Review: Date for Reevaluation: | 07/01/2021 06/24/2022 04/28/2022 04/28/2022 | Special Education Itinerant S Parent Counseling and Train | rvices: 1:1 : Direct ng: Indirect | 09/10/202 09/10/202 | 1 - 06/24/2022 2 x Weekly, 1hr. 1 - 06/24/2022 1 x Monthly, 1hr. | School Home/Comr | nunity |
| FRED S KELLER SCHOOL 9/10/202 JAWONIO, INC 9/10/202 | ate To Date 1 6/24/2022 1 6/24/2022 | Service Type Special Education (SEIS) :Individual Occupational Therapy Indiv | 2x60 2x30 | Preschool Home/Community | Extended Behavior Suppleme | School Year: Intervention Plan: ntary Aids and Services: | Yes No No | Speech/Language Therapy: I Occupational Therapy: Indivi Physical Therapy: Individual Search(Language Therapy: I | dividual ual | 09/10/202 09/10/202 09/10/202 09/10/202 | 1 - 06/24/2022 1 x Weekly, 30min. 1 - 06/24/2022 2 x Weekly, 30min. 1 - 06/24/2022 1 x Weekly, 30min. 1 - 06/24/2022 1 x Weekly, 30min. | Therapist's (Home/Comr Home/Comr |)fice runity runity munity |
| FRED S KELLER SCHOOL 9/10/202 RISING STARS OF ROCKLAND 9/10/202 | 1 6/24/2022 1 6/24/2022 | Parent Counseling and Training Individual Physical Therapy Indiv | 1x60 MONTHLY 1x30 | Home/Community Home/Community | Assistive Supports Testing A Participat | Technology: for School Personnel: ccommodations: e State/District Assessments: | No No NA | Special Education Itinerant S Speech/Language Therapy: I | rvices: 1:1 : Direct idvidual | 07/01/202 07/01/202 | 1 - 08/11/2021 2 x Weekly, 30min. 1 - 08/11/2021 2 x Weekly, 30min. | School Therapist's (| Office |
| DEREK FERST, SLP 9/10/202 DEREK FERST, SLP 9/10/202 | 1 6/24/2022 1 6/24/2022 | Speech Therapy Indiv | 1x30 1x30 | Facility Location / Private Office | Special Tr | ansportation: | No | | | | | | |

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.

Amendments and/or Corrections

Amendments

* Prior to submitting a STAC to the County, you can **Edit** a placement and make any

| necessary changes. | STAC-5s | Evaluation Comp | onents | IEP Placements | IEP Mandates | Documents | Forms | | | | | | |
|--------------------|---------|-------------------|-------------------|-----------------|--------------------------------|-------------------------------|--------------|---------------------------|--------------|----------------|---------------|-----------------------|----|
| | eSTACs | Evaluation Number | County ROCKLAN | D SHARON A JOLL | Descripti Y & ASSOCIATES Ja | on an 2022 (OCT, PH | IT, PSY, SOC | Status) Not Submitted | Submitted By | Submitted Date | Edit Delete F | Print Sign and Submit | it |
| | Add Nev | / Evaluation | | | | | | | | 1 | | | |

* After you submit a STAC to the County, you must **Amend** the placement to make any

| changes. | STAC-5s Evaluation Components IEP Place | ements IEP Mandate | s Documents Forms | | | | | |
|----------|---|--------------------------|--|-----------|--------------|----------------|---------------------|---------------------------|
| | School Year Session All Sessions | | | | | | | |
| | eSTACs Placement Number School Year Sessi 2021 - 2022 Winter | Placement SEITRS 09/09/2 | Description 021-06/24/2022 RS (OT(I), ST(I) | SUBMITTED | Submitted By | Submitted Date | Amend Rescind Print | Submission History Resync |
| | Add CB Placement Add SEIT/RS Placement | | | | | | 1 | |

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

Amendments

* Now choose to "Amend Specific Mandate" to make changes to the STAC such as:

- * You need to change the start/end dates,
- * You need to add a new service to the STAC,
- * You need to change a location on the STAC,
- * You need to change the program listed on the STAC,
- * You need to rescind a service.
- * Amend Program's End Date
 * To end all services on a specific date.

Amend Placement OAmend Specific Mandate OAmend Program's End Date

Cancel

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
- * Parent withdrew their child mid year
- * Child switched from CB to SEIT/RS mid-year (or vice-versa)
- Other child declassified



| STAC-5s Evaluation Comp | onents IEP Placeme | ents IEP N | Mandates | Documents | Forms | Eligibility Waive | rs | | | | | | | | |
|----------------------------------|---------------------|------------|------------|-----------------|--------------|-------------------|---------|--------------|----------------|-----|-----------|---------|-----------------|--------------------|----------|
| School Year Session All Sessions | | | | | | | | | | | | | | | |
| eSTACs Placement Number | School Year Session | Placement | | Des | cription | | Status | Submitted By | Submitted Date | L | | | | | |
| PL00124228 | 2022 - 2023 Winter | СВ | 09/07/2022 | -03/01/2023 FRE | ED S KELLEF | R SCHOOL-9100(J) | Amended | | | A e | nd Rescin | d Print | Sign and Submit | Submission History | y Resync |
| PL00124229 | 2022 - 2023 Winter | SEITRS | 09/01/2022 | -06/30/2023 RS | (PNT, ST(I)) | | Amended | | | Ame | nd Rescin | d Print | Sign and Submit | Submission History | y Resync |
| | | | | | | | | | | | | | | | |
| Add CB Placement | SEIT/RS Placement | | | | | | | | | | | | | | |

Amending at Details Level

* Under the "IEP Mandates" tab you can Amend just one specific service.

| 2 | | | | | | | | | | | | | | | | | | |
|----|-------------|----------------------------|-----------------------------------|--------------|------------|-------------------------|-----------------------------------|---------|-----------|------|----------|-------------------------------------|------------------|----------------------|-------------------------|-------|---------|--------|
| S | AC-5s | Evaluation Components | IEP Placements | P Mandates | Docume | ents Forms | Eligibility Waivers | | | | | | | | | | | |
| So | hool Year S | Session All Sessions | v | | | | | | | | | | | | | | | |
| Pl | acement | | | | • | | | | | | | | | | | | | |
| | 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 | | | |
| 20 |)2223W_01 | PL00124228 | PD00330606 | 09/07/22 | 03/01/23 | FRED S KELLER SCHOOL | Classroom | 9100 | | | 53776.00 | Classroom 5.00 hrs/day 5 days/wk | Amended | | | Amend | Rescind | Resync |
| 20 |)2223W_01 | PL00124228 | PD00330607 | 09/07/22 | 03/01/23 | FRED S KELLER SCHOOL | Occupational Therapy Indiv | | Preschool | | | OT(I) 2x30 (Preschool) | Amended | | | Amend | Rescind | Resync |
| 20 |)2223W_01 | PL00124228 | PD00330608 | 09/07/22 | 03/01/23 | FRED S KELLER SCHOOL | Speech Therapy Indiv | | Preschool | | | ST(I) 2x30 (Preschool) | Amended | | | Amend | Rescind | Resync |
| 20 |)2223W_01 | PL00124228 | PD00330609 | 09/07/22 | 03/01/23 | FRED S KELLER SCHOOL | Bus | | | | | Transportation: Bus | Amended | | | Amend | Rescind | Resync |
| 20 |)2223W_01 | PL00124228 | PD00330632 | 12/01/22 | 03/01/23 | FRED S KELLER SCHOOL | Physical Therapy Indiv | | Preschool | | | PT(I) 3x45 (Preschool) | Amended | | | Amend | Rescind | Resync |
| 20 |)2223W_02 | PL00124229 | PD00330610 | 09/01/22 | 06/30/23 | A STARTING PLACE | Speech Therapy Indiv | | Home | | | ST(I) 3x30 (Home) | Submitted | kellyknowles | 6/14/2023 2:45.22 PM | Amend | Rescind | Resync |
| 20 |)2223W_02 | PL00124229 | PD00330611 | 09/01/22 | 06/30/23 | A STARTING PLACE | Parent Counseling and Training | | Home | | | PNT 1x30 MONTHLY (Home) | Not Submitted | | | Edit | | Resync |

Cheat Sheets

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) | End Placement detail by amending end date of detail, then |
| There should be a change to the SEIT frequency or between individual and group. | |

Corrections

Actions Needed to Correct Data in eSTACs by Placement Type

| Placement Type | Service Category | Requires Rescinding entire placement | Requires Rescinding single detail | Can correct data via amending |
|-------------------|---------------------|--|--|------------------------------------|
| | SEIT | School Year Session Foster County Provider | Individual vs Group Frequency, Duration & Period | Start Date End Date Location |
| SEIT/RS | Related Service | School Year Session Foster County | Provider Service Individual vs Group Frequency, Duration & Period | Start Date End Date Location |

For help email: eSTACs@CPSEPortal.com

Corrections

Actions Needed to Correct Data in eSTACs by Field

| | | Cente | er Based (CB) | | SEIT and/or F | Related Services |
|----------------|-----------------------|------------------------|-----------------------|-----------------------|-----------------------|---------------------------------|
| | СВ | AIDE/RN/LPN | Related Service | Transportation | SEIT | Related Services |
| School Year | Rescind Entire | | | | Rescind Entire | |
| Session | Placement | | | | Placement | Rescind Entire Placement |
| Foster Care | Rescind Entire | | | | Rescind Entire | |
| County | Placement | | | | Placement | Rescind Entire Placement |
| | Rescind Entire | | | | Rescind Entire | |
| Provider | Placement | | | | Placement | Rescind single detail |
| | | | | | Rescind Entire | |
| Program | Amend | | | | Placement | |
| Sharing (AIDE) | | Rescind single detail | | | | |
| Service | | Rescind single detail | Rescind single detail | Rescind single detail | | Rescind single detail |
| | | Resenter single detail | Resenta single actai | Resente single detail | | Reserved 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 |



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

| Home | File Transfer | IEP | eSTACs | Lookup | Docume | nts | Reports | Medic | caid |
|-----------------------|---------------|----------------|-------------|-----------|-------------|-----------|-----------|------------|------|
| Filters District [| | ▼ Retrie | eve | | | | | | 1 |
| School | Year Session | Descript | ion Sessi | ion Start | Session End | District | Start Dis | strict End | • |
| 202122 | WIN | 2021 - 2022 \ | Vinter 09/0 | 1/2021 | 06/30/2022 | 09/01/202 | 21 06/3 | 30/2022 | Edit |
| 202122 | SUM | 2021 - 2022 \$ | Summer 07/0 | 1/2021 | 08/31/2021 | 07/01/202 | 21 08/3 | 31/2021 | Edit |
| 202021 | WIN | 2020 - 2021 \ | Vinter 09/0 | 1/2020 | 06/30/2021 | 09/01/202 | 20 06/3 | 30/2021 | Edit |
| 202021 | SUM | 2020 - 2021 5 | Summer 07/0 | 1/2020 | 08/31/2020 | 07/01/202 | 20 08/3 | 31/2020 | Edit |

Providers eSTACs Reports

- * Every County contracts with specific providers for specific services.
- * The services are:
 - * Evaluations
 - * SEIT
 - * Related Services (fee for service)
 - * Center based
 - * Transportation

* These providers can change from year to year.

County Provider Listing

 This shows which providers are contracted with the County for which particular services

County Provider Listing

* Go to eSTACs -> Reports -> County Provider Listing

| eSTACs | Lookup | | Documents | | Reports |
|---------------|--------|----|-----------------|--------|-----------|
| Documents | | | | | |
| Maintenance | • | | | | |
| Reports | | Co | ounty Provider | Listin | ց շիդ |
| Submit | ►. | Co | ounty Provider | Listin | д Ву Туре |
| Confirmation | | CE | 3 Program Listi | ngs | |
| Student Searc | h | CE | 3 Transportatio | n List | tings |

| oounty i fornaor Eisting | | | | | | | | |
|--|-------------|---------------------------------------|-------------------------------------|-------------|------|------------------|-------------|----------------|
| County DOCKLAND w School Year Social 2024 202 | 2 Winter at | | | | | | | |
| County ROCKLAND School Year Session 2021 - 202 | Z winter 🔻 | Retrieve | | | | | | |
| | | | | | | | | |
| Excel | | | | | | | | |
| e STACs Provider Name | NDI | SED Provider Code | SED Provider Name | Evaluations | CEIT | Polated Services | Centerbased | Transportation |
| es indis Flovider Maille | INFI | SED Flovider Code | SED Flovider Name | Evaluations | SELL | Related Services | Genterbaseu | nansportation |
| A STARTING PLACE | 1437302262 | 500308880107 | A STARTING PLACE | | | Y | Y | |
| ARC PRIME TIME FOR KIDS | 1386898583 | 500308990003 | ARC ROCKLAND CO CHAP PRIME TIME | Y | | Y | Y | |
| AVI | 1306127626 | | | | | Y | | |
| CHILDREN'S HOME LMSW, OT, PT, PSYC, | 1508019365 | 80000071335 | CHILDREN'S HOME LMSW, OT, PT, PSYC, | Y | | Y | | |
| CORNERSTONE FAMILY HEALTHCARE | 1689669079 | | | | | Y | | |
| DEREK FERST, SLP | 1740432830 | | | | | Y | | |
| Donlon-Farry, Eibhlin | 1447489687 | | | | | Y | | |
| | | · · · · · · · · · · · · · · · · · · · | | | | | | |

County Provider Listing By Type

- * Shows contracted providers for a particular service.
- * Go to eSTACs -> Reports -> County Provider Listing By Type

| eSTACs | Lookup | - | Documents | Reports |
|---------------|--------|----|-----------------------|----------------|
| Documents | | | | |
| Maintenance | • | | | |
| Reports | | С | ounty Provider Listii | ng |
| Submit | | Co | ounty Provider Listii | ng By Type الس |
| Confirmation | | CI | 3 Program Listings | ~ |
| Student Searc | h | CE | 3 Transportation Lis | stings |

| County Provider Listings | | | |
|--|------------|-------------------|--------------------------------------|
| County ROCKLAND School Year Session 2021 - 2022 Winter Type: S | EIT | Retrieve | |
| Excel | | | |
| eSTACs Provider Name | NPI | SED Provider Code | SED Provider Name |
| FRED S KELLER SCHOOL | 1407008626 | 662300880413 | APPLIED BEHAVIOR ANALYSIS FRED S KEL |
| Head Start of Rockland | 1639459993 | 500304880222 | HEAD START OF ROCKLAND - PRESCHOOL P |
| HEBREW ACAD FOR SPEC CHLDRN | 1033556519 | 332000227132 | HEBREW ACADEMY FOR SPEC CHLDRN |
| HTA OF NEW YORK | 1033361357 | 660405880003 | HTA OF NEW YORK |
| SHARON A JOLLY & ASSOCIATES | 1467767228 | 441201880022 | SHARON A JOLLY & ASSOCIATES |

UnSubmitted Placements Report

* eSTACs -> Reports -> UnSubmitted Placements

* The Status column will show any "Problems Found".

| | nSubmitted Placements | | | | | | | | | | | | |
|--------------------|-----------------------|----------------|---------------------|---------------------------------|---------------------|---|----------------|--|--|--|--|--|--|
| County ROCKLA | ND V Dist | rict NYACK UFS | SD | School Year | Session All Session | IS V Show All Retrieve | | | | | | | |
| | | · | | | | Only OK To Submit | | | | | | | |
| | | | | | | Only Problems | | | | | | | |
| | | | | | | | | | | | | | |
| Excel | | | | | | | | | | | | | |
| -Unsubmitted Place | ements | | | | | | | | | | | | |
| Student # S | TACID Last Name | First Name | School Year Session | District Name | Placement Type | Details | Status | | | | | | |
| 5000042000 113 | 368 . | WALKER | 2021 - 2022 Summer | NYACK UFSD | СВ | 07/06/2021-08/13/2021 ARC PRIME TIME FOR KIDS-9100(A) | Problems Found | | | | | | |
| 5000038989 167 | 321 , | FREDRIC | 2021 - 2022 Winter | NYACK UFSD | SEITRS | 09/09/2021-06/24/2022 RS (ST(I)) | Problems Found | | | | | | |
| 5000038605 J67 | 230 . | SON | 2021 - 2022 Winter | NYACK UFSD | СВ | 10/06/2021-06/24/2022 A STARTING PLACE-9100(J) | Problems Found | | | | | | |
| 5000067354 | | MARCELO | 2022 - 2023 Winter | NYACK UFSD | SEITRS | 01/11/2023-06/23/2023 RS (OT(I)) | Problems Found | | | | | | |
| 5000038666 J37 | 634 | RILEY | 2021 - 2022 Summer | NYACK UFSD | СВ | 07/06/2021-08/13/2021 ARC PRIME TIME FOR KIDS-9100(A) | Problems Found | | | | | | |
| 5000038666 J37 | 634 | RILEY | 2021 - 2022 Winter | NYACK UFSD | СВ | 09/10/2021-06/24/2022 ARC PRIME TIME FOR KIDS-9100(I) | Problems Found | | | | | | |
| 5000038632 J37 | 624 | ISAIAH | 2021 - 2022 Summer | NYACK UFSD | СВ | 07/12/2021-08/20/2021 Jawonio-9165(A) | Problems Found | | | | | | |
| 5000038632 J37 | 624 | ISAIAH | 2021 - 2022 Winter | NYACK UFSD | СВ | 09/13/2021-06/24/2022 Jawonio-9100(R) | Problems Found | | | | | | |
| 5000038484 167 | 318 | FRANCINE | 2021 - 2022 Winter | NYACK UFSD | SEITRS | 09/09/2021-06/24/2022 RS (ST(G), ST(I)) | Problems Found | | | | | | |
| 5000041863 I57 | 328 | STEPHINE | 2021 - 2022 Summer | NYACK UFSD | СВ | 07/06/2021-08/13/2021 ARC PRIME TIME FOR KIDS-9100(A) | Problems Found | | | | | | |
| 5000039112 J48 | 646 | BRENT | 2021 - 2022 Winter | NYACK UFSD | СВ | 09/13/2021-06/24/2022 Head Start of Rockland-9160(I) | OK to Submit | | | | | | |

UnSubmitted Placements – Problems Found

- * In the example below:
 - * The IEP needs to be uploaded,
 - * And the ST services is missing a location.

| CPSE: 500304030000 NYACK UFSD Student Information | | | | | | | | | | |
|--|-------------------|-------------|-----------------------------------|------------|------------|--------------|---------|---------------|----------------|----------|
| Last Name: | First Nam | e: | DO | B: | 12/15/2016 | Eligibility: | 7/1/201 | 9 - 8/31/2022 | | |
| STACID: | CIN: | | Stu | dent Numbe | r | | | | Edit SED Summa | ary Resy |
| Placement Details | | | | | | | | | | |
| Shannon Bender | Speech Therapy II | ndiv 09/09/ | 2021 | 06/24/2022 | | | | ST(I) 2x30 | Submitted | Details |
| Problems | | | | | | | | | | |
| Detail | FromDate | ToDate | | | Problem | | | | | |
| | | | Missing Copy of IEP for Placement | | | | | | | |
| | | 1 | | | | | | | | |

Placement Problems Report

- * You can also review issues with why you cannot sign & submit.
- * Go to eSTACs -> Reports -> Placement Problems.

| Jacement Problems | | | | | | | | | | |
|---|------------|--------|---------------|-------------|--|-----------------------------------|--|--|--|--|
| County ROCKLAND District RYDELL CSD School Year Session* 2023 - 2024 Summer Retrieve | | | | | | | | | | |
| Excel | | | | | | | | | | |
| District Name | Student # | STACID | Student Name | County Name | Placement Description | Problem | | | | |
| RYDELL CSD | 5000067801 | | Jones, Minnie | ROCKLAND | 07/03/2023-08/11/2023 A STARTING PLACE-9100(B) | Missing Medicaid Parental Consent | | | | |
| RYDELL CSD | 5000067801 | | Jones, Minnie | ROCKLAND | 07/03/2023-08/11/2023 A STARTING PLACE-9100(B) | Missing Copy of IEP for Placement | | | | |
| RYDELL CSD | 5000067801 | | Jones, Minnie | ROCKLAND | 07/01/2023-08/31/2023 RS (PNT) | Missing Medicaid Parental Consent | | | | |
| | | | | | | | | | | |

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 -> 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 | | | | | | | | | |
|--|-----------------|---------------------|------------|-----------|--|--|--|--|--|
| District RYDELL CSD County ROCKLAND Retrieve | | | | | | | | | |
| Select All Submit | | | | | | | | | |
| Select | Student Name | Document Name | Related To | Rule Name | | | | | |
| | Franklin, Peter | Child Miscellaneous | | | | | | | |
| | | | | | | | | | |



Common Errors

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 with SEIT or RS services.
- * 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), S | 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 | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Herkimer County Timeline

June 13, 2025:

* Herkimer County will **no longer accept any 25/26 STAC's.** You will however continue to send your 24/25 paper STAC's to the county.

* June 18, 2025:

 McGuinness will migrate all of the children that are in the Herkimer County Preschool system over into eSTACs. Each district will only be able to see their own children. McGuinness will also bring over any 25/26 services that have already been entered into Preschool, and any Medicaid Consents that the county has received.

* June 19, 2025:

- * School districts will begin entering STAC's into eSTACs.
- * All prior year STAC-1's (24/25, 23/24, 22/23 etc.), send paper STAC to the county to enter or amend in their Preschool system. Prior years will not be turned on in eSTACs and you will not be able to enter any STACs.



Getting Support

- * If you need help you can contact Kelly Knowles at Kknowles@jmcguinness.com
- After you are familiar with the Portal, and you need help, send an email to eSTACs@CPSEPortal.com.
- Please include your district name, which County you work with and a description of your issue.
- * Do not use the child's name in emails as this is a HIPPA violation. Please use their STAC ID # or their 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.