JAMES McGUINNESS & ASSOCIATES INC.
Consultants

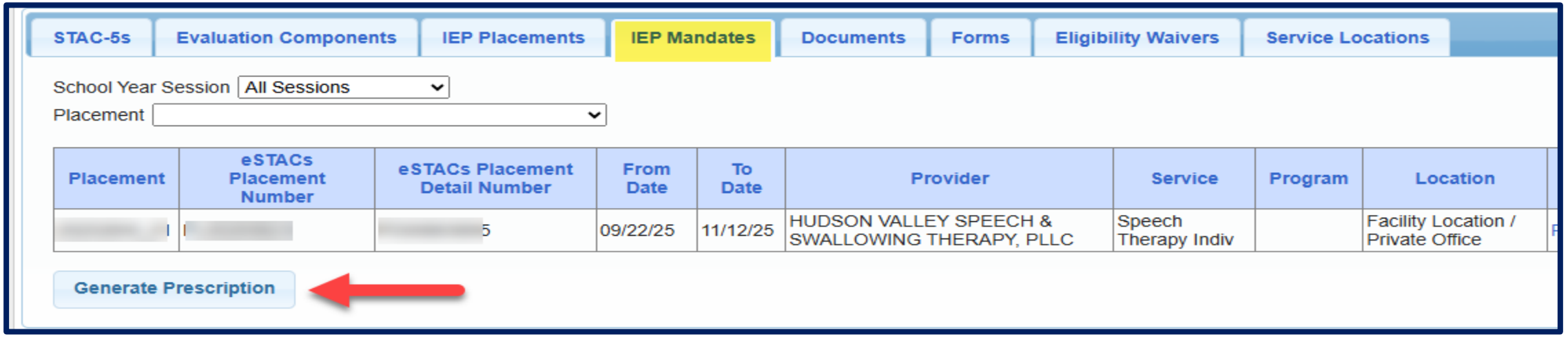
eSTACs
Amending versus Rescinding

eSTACs@CPSEPortal.com

Changes to eSTACs

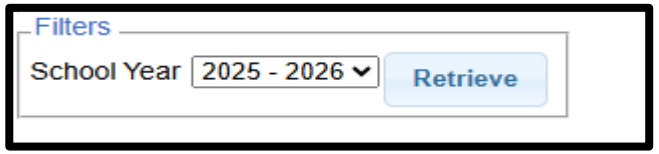
Generate Prescription

* If you are a district who obtains prescriptions or services children, you can now complete your prescription template in eSTACs.
* First you will create your CB or SEIT/RS Placement.
  * All services listed on the placement will now be listed on the prescription.
* Under the IEP Mandates tab is a button for *Generate Prescription*. Click this button.

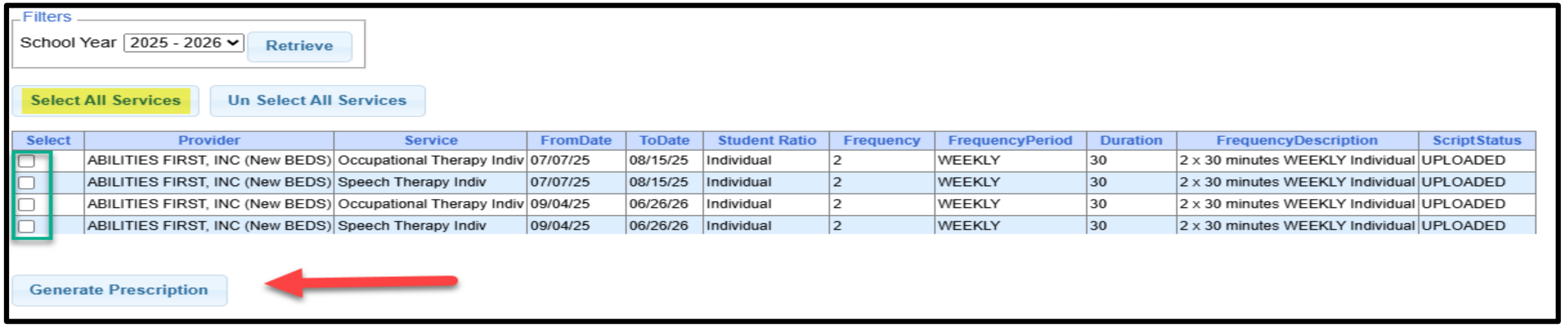


Generate Prescription

* Choose the SY and click *Retrieve*.



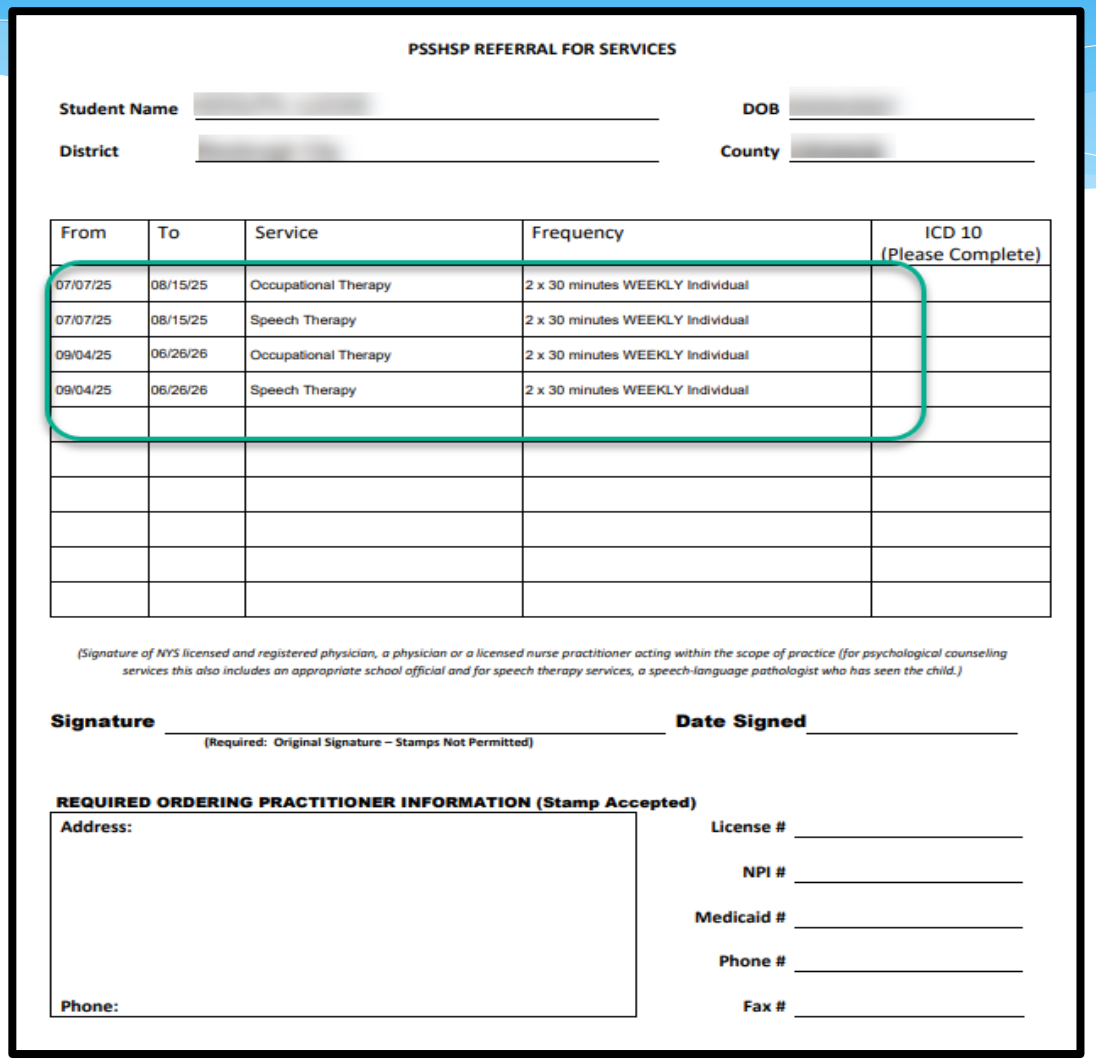
* You will select one or all services and click *Generate Prescription*.



Select	Provider	Service	FromDate	ToDate	Student Ratio	Frequency	FrequencyPeriod	Duration	FrequencyDescription	ScriptStatus
☐	ABILITIES FIRST, INC (New BEDS)	Occupational Therapy Indiv	07/07/25	08/15/25	Individual	2	WEEKLY	30	2 x 30 minutes WEEKLY Individual	UPLOADED
☐	ABILITIES FIRST, INC (New BEDS)	Speech Therapy Indiv	07/07/25	08/15/25	Individual	2	WEEKLY	30	2 x 30 minutes WEEKLY Individual	UPLOADED
☐	ABILITIES FIRST, INC (New BEDS)	Occupational Therapy Indiv	09/04/25	06/26/26	Individual	2	WEEKLY	30	2 x 30 minutes WEEKLY Individual	UPLOADED
☐	ABILITIES FIRST, INC (New BEDS)	Speech Therapy Indiv	09/04/25	06/26/26	Individual	2	WEEKLY	30	2 x 30 minutes WEEKLY Individual	UPLOADED

Generate Prescription

* You can create the prescription for the full school year including summer or choose just summer or winter.



PSSHSP REFERRAL FOR SERVICES

Student Name _____ **DOB** _____

District _____ **County** _____

From	To	Service	Frequency	ICD 10 (Please Complete)
07/07/25	08/15/25	Occupational Therapy	2 x 30 minutes WEEKLY Individual	
07/07/25	08/15/25	Speech Therapy	2 x 30 minutes WEEKLY Individual	
09/04/25	06/26/26	Occupational Therapy	2 x 30 minutes WEEKLY Individual	
09/04/25	06/26/26	Speech Therapy	2 x 30 minutes WEEKLY Individual	

(Signature of NYS licensed and registered physician, a physician or a licensed nurse practitioner acting within the scope of practice (for psychological counseling services this also includes an appropriate school official and for speech therapy services, a speech-language pathologist who has seen the child.)

Signature _____ **Date Signed** _____

(Required: Original Signature – Stamps Not Permitted)

REQUIRED ORDERING PRACTITIONER INFORMATION (Stamp Accepted)

Address:

Phone:

License # _____

NPI # _____

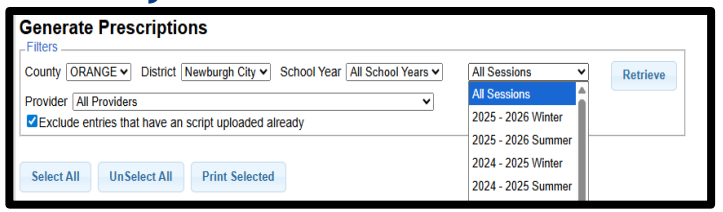
Medicaid # _____

Phone # _____

Fax # _____

Generating Multiple Prescriptions

* To generate prescriptions for multiple children:
  * Go to ***eSTACs -> Reports -> Generate Prescriptions,***
  * Use the filter for the school year or choose All Sessions, Winter or Summer.
  * There is a checkbox to "*Exclude entries that have a script uploaded already*". Click *Retrieve.*
  * You can now select specific children or Select All.



Generate Prescriptions

Filters

County ORANGE | District Newburgh City | School Year All School Years | 2025 - 2026 Winter | Retrieve

Provider All Providers

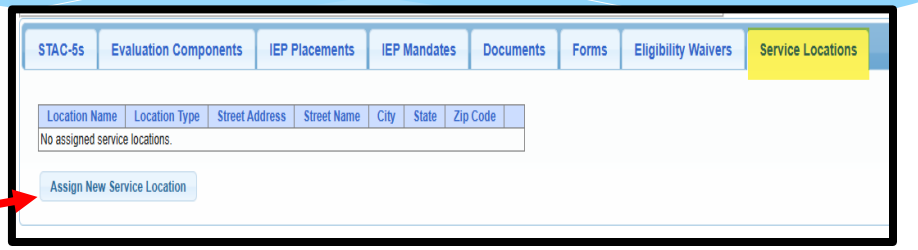
Exclude entries that have an script uploaded already

Select All | UnSelect All | Print Selected

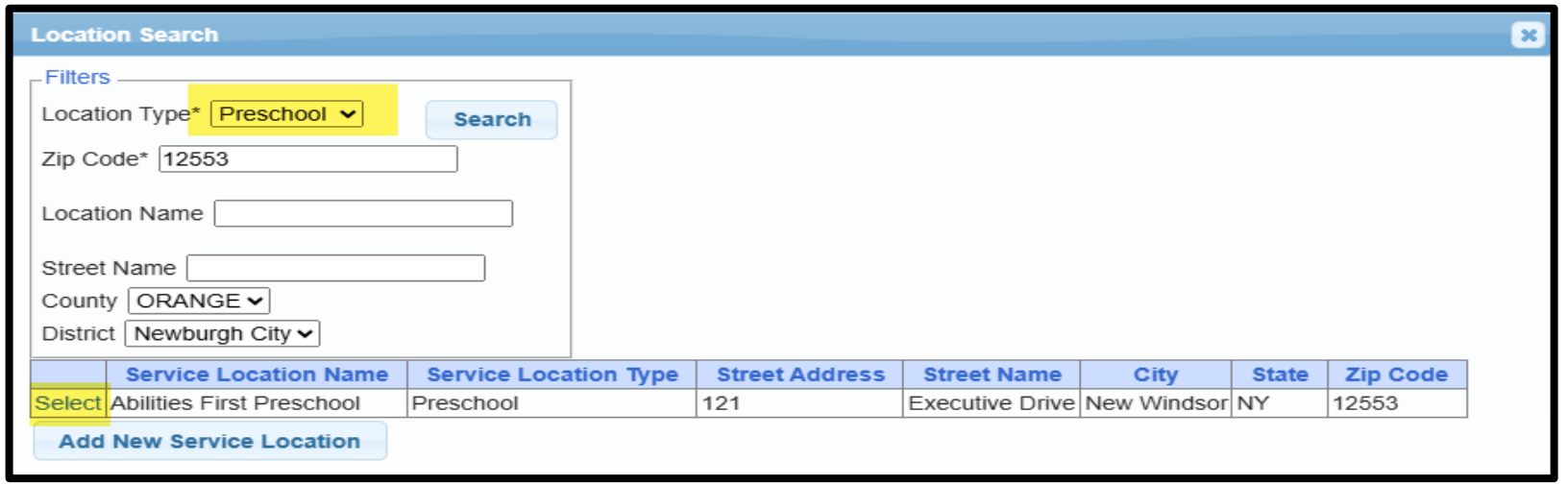
Select	County	District	Student	From	To	Service	Frequency
☐	ORANGE	Newburgh City	[redacted]	9/4/2025	6/26/2026	Psychological Counseling	2 x 30 minutes WEEKLY Individual
☐	ORANGE	Newburgh City	[redacted]	12/15/2025	6/26/2026	Speech Therapy	2 x 30 minutes WEEKLY Individual
☐	ORANGE	Newburgh City	[redacted]	10/9/2025	6/26/2026	Speech Therapy	2 x 30 minutes WEEKLY Individual
☐	ORANGE	Newburgh City	[redacted]	10/27/2025	6/26/2026	Psychological Counseling	2 x 30 minutes WEEKLY Individual
☐	ORANGE	Newburgh City	[redacted]	12/8/2025	6/26/2026	Occupational Therapy	2 x 30 minutes WEEKLY Individual
☐	ORANGE	Newburgh City	[redacted]	9/4/2025	6/26/2026	Speech Therapy	2 x 30 minutes WEEKLY Individual

Service Locations Tab

* Districts can now enter and assign service locations for children.
* Each child in eSTACs now has a Service Locations tab.

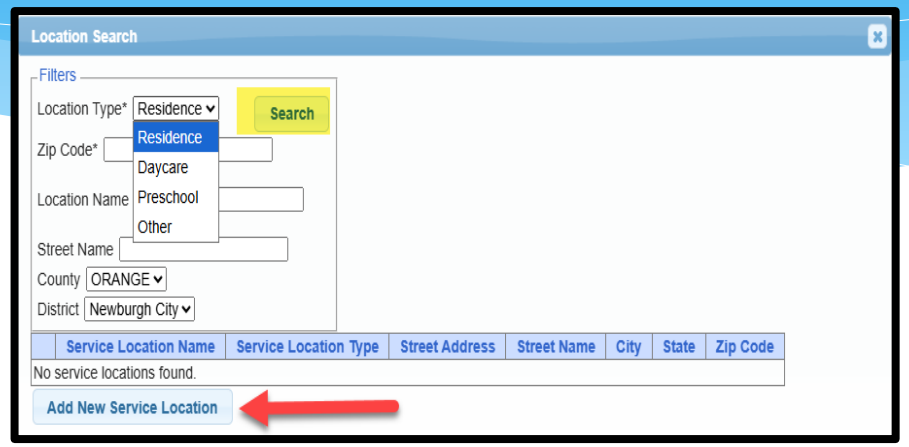


* When you click Assign New Service Location, a popup box will populate.
  * If you have added previous locations, you can search and the location will populate for you to select.

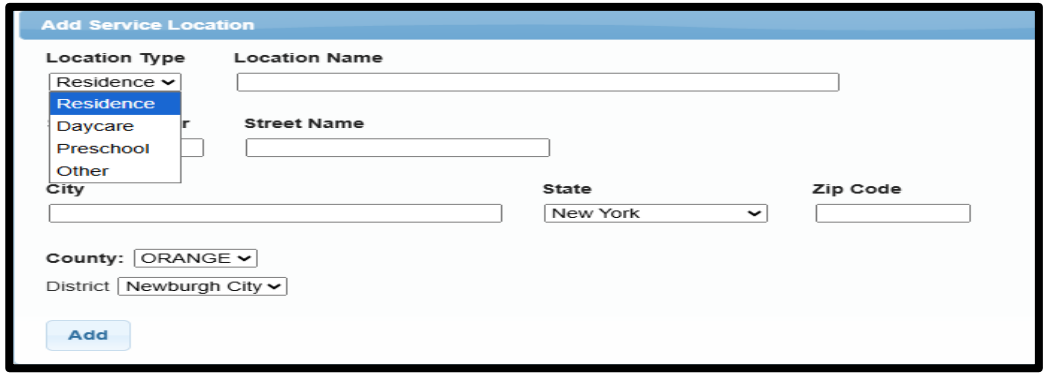


Service Location Tab

* If you have not added any previous locations, then click *Add New Service Location*.



* You will need to choose the Location Type in the dropdown, enter all the requested information and click *Add*.



Service Location Tab

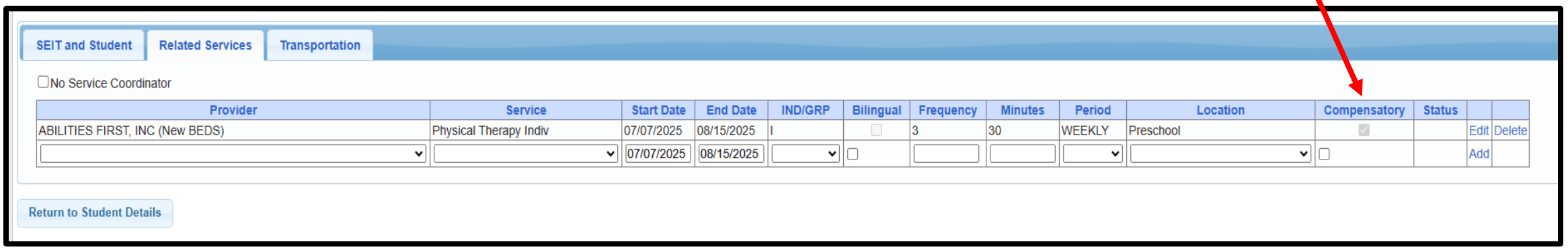
* The location name and address will now populate under the service location tab.

* Each time you now select Preschool as the Location Type, this address will populate for you to select for future students.

Compensatory Services

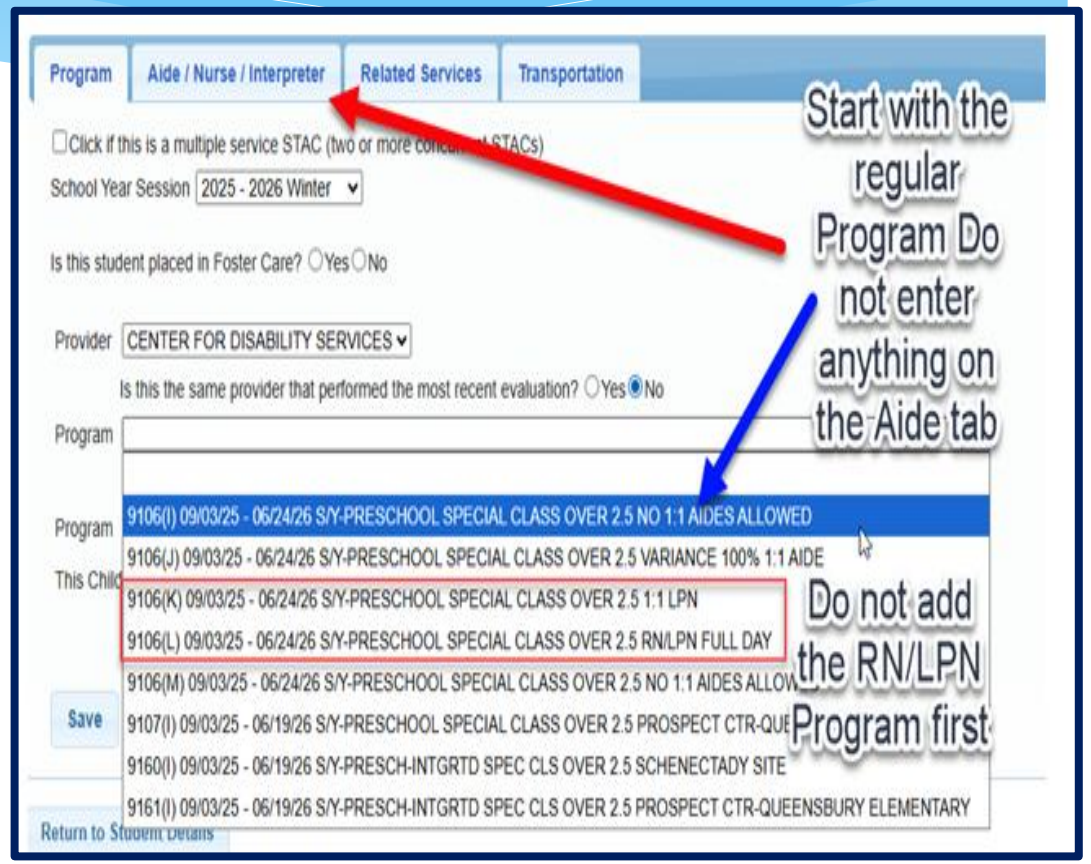
* When entering services in eSTACs, there is now a checkbox if the service is for Compensatory.
* Services **must be** delineated on the IEP. They can be listed under the Special Alerts or somewhere in the Meeting Information notes.

Compensatory Service: Occupational Therapy (2x weekly)
Time frame services were missed: 3/20-6/26/25
Number of sessions to be provided: 12 (7/7-8/15)
Reason: The student requires compensatory services as providers were not secured when services were recommended.



Adding a 1:1 RN or LPN

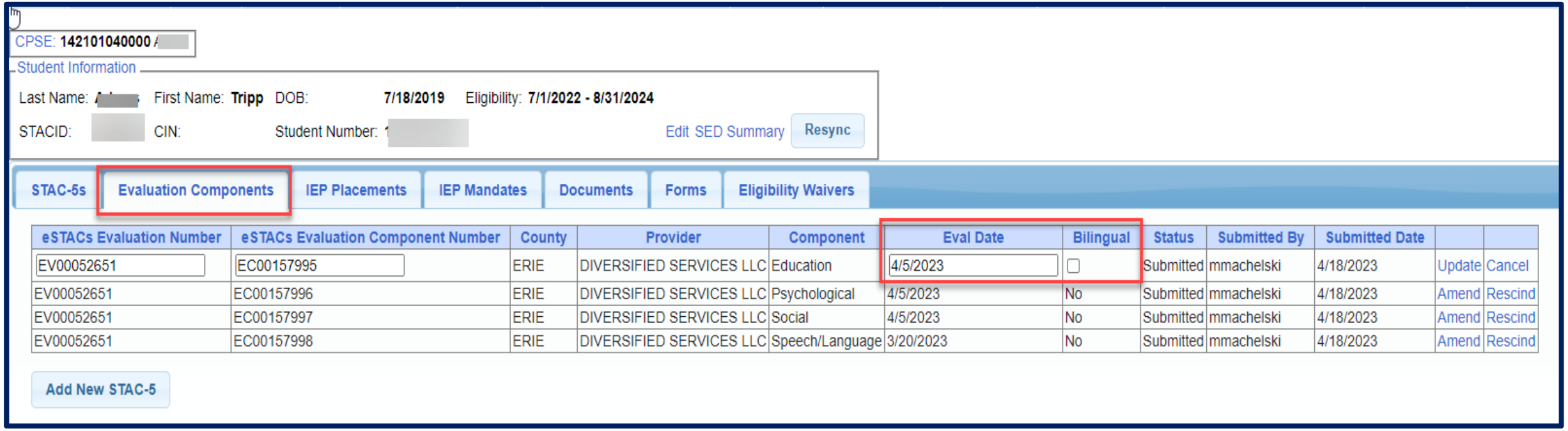
* Districts **MUST** contact the county first.
* District will create a CB Placement and **DO NOT** add the RN/LPN on the Aide/Nurse/Interpreter tab (skip tab).
* Once the county receives approval from SED, the county will notify the district.
* The district will then Amend the CB placement, choose appropriate program and add the RN/LPN under the Aide/Nurse/Interpreter tab.
* Below is a link to the Knowledge Base article link with instructions.
  * http://support.cpseportal.com/kb/a629/estacs-how-to-enter-a-cb-placement-with-a-nurse.aspx



Amending or Rescinding a STAC-5

Amending a STAC-5

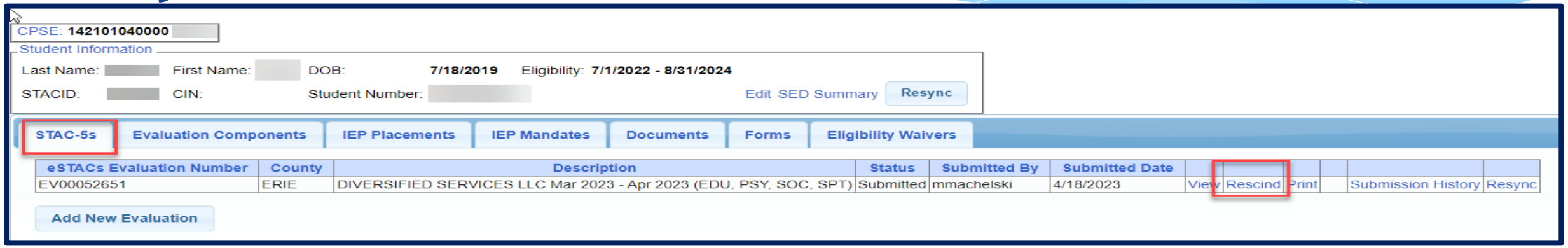
* Once you sign & submit the STAC-5, you can "Amend" the evaluation date or check the "Bilingual" box.
* This is amended under the Evaluation Components tab.
* If you amend or rescind, you must always sign & submit your changes.



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	☐	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

Rescinding a STAC-5

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

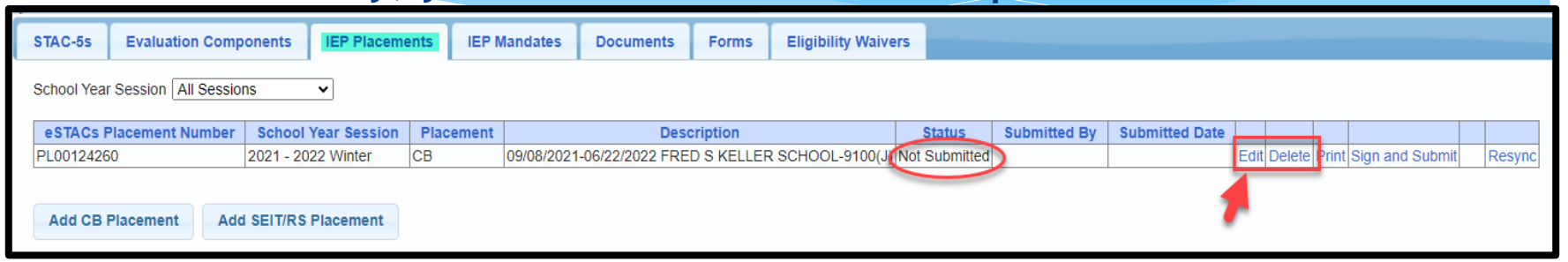


* Or you can "Rescind" 1 or more components of the evaluation under the Evaluation Components tab.

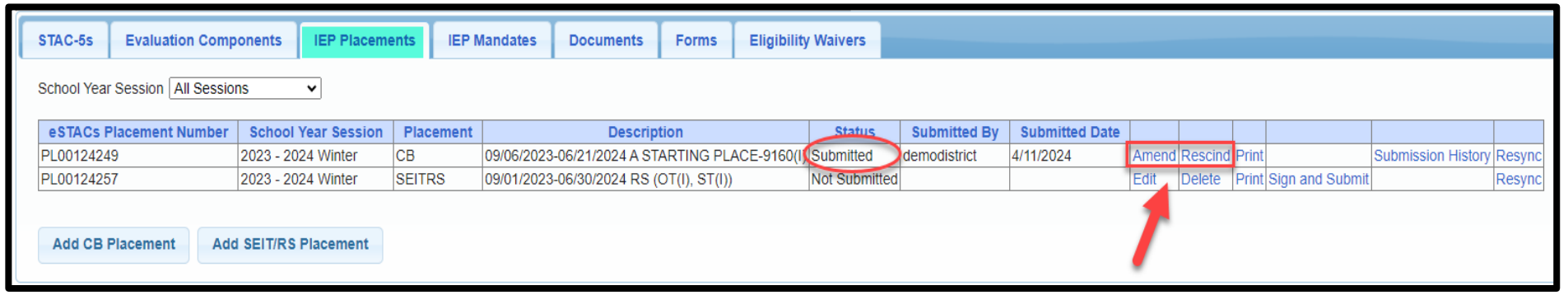
Amendments for STAC-1

Amendments

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



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



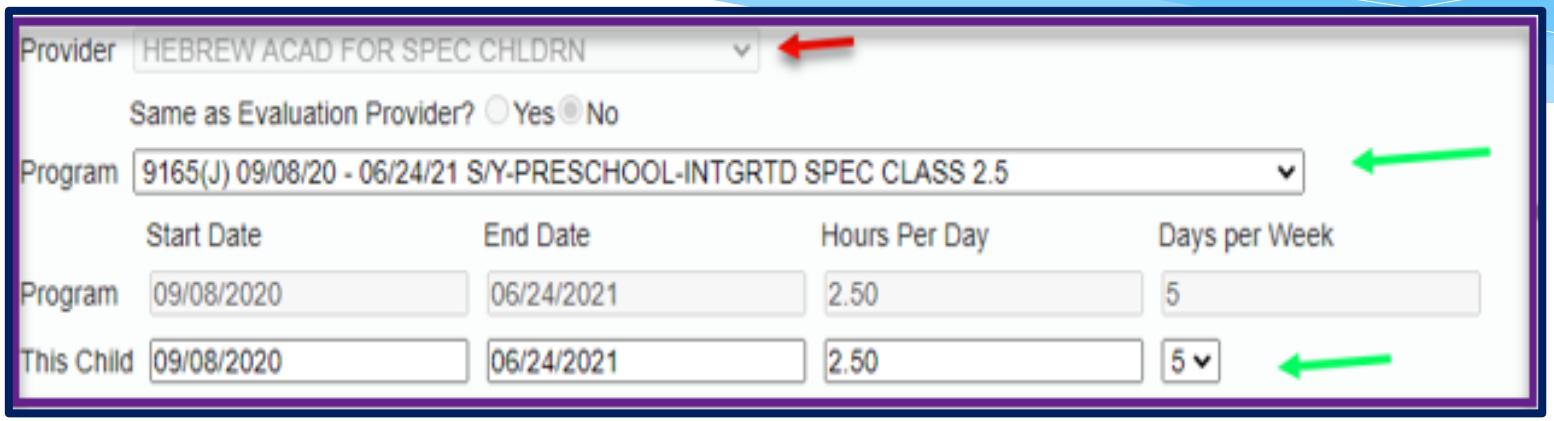
* Once a STAC is submitted, you are limited as to what changes can be made.

Corrections – For All STAC Types

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

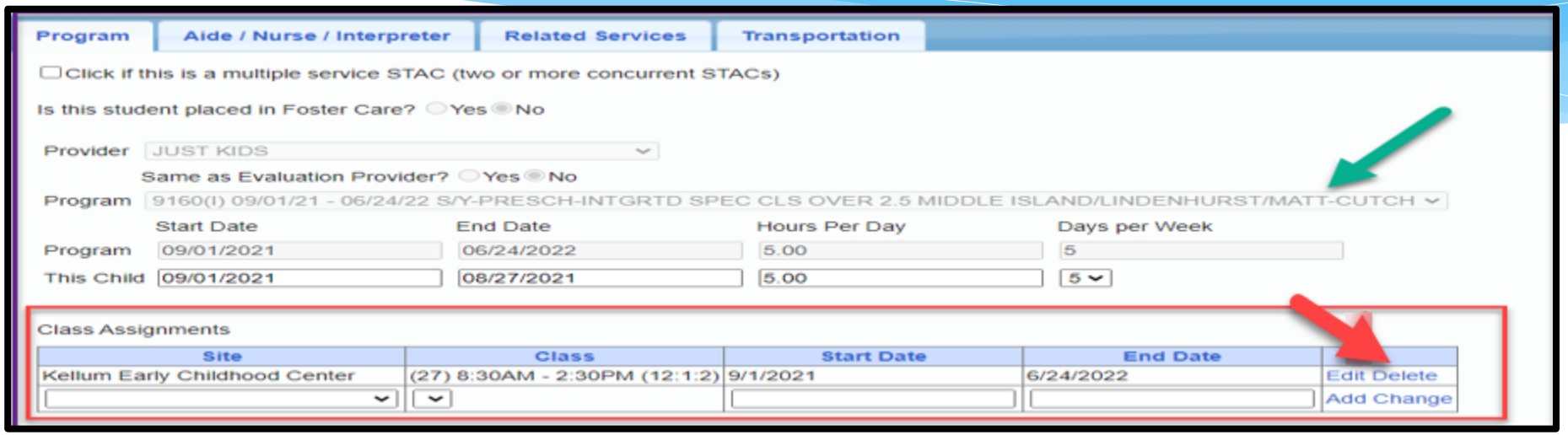
* Fields that **can** be corrected:
  * Multiple Service STAC
  * Is this the same provider that conducted the most recent evaluation for this student?

Corrections for Center Based (CB)



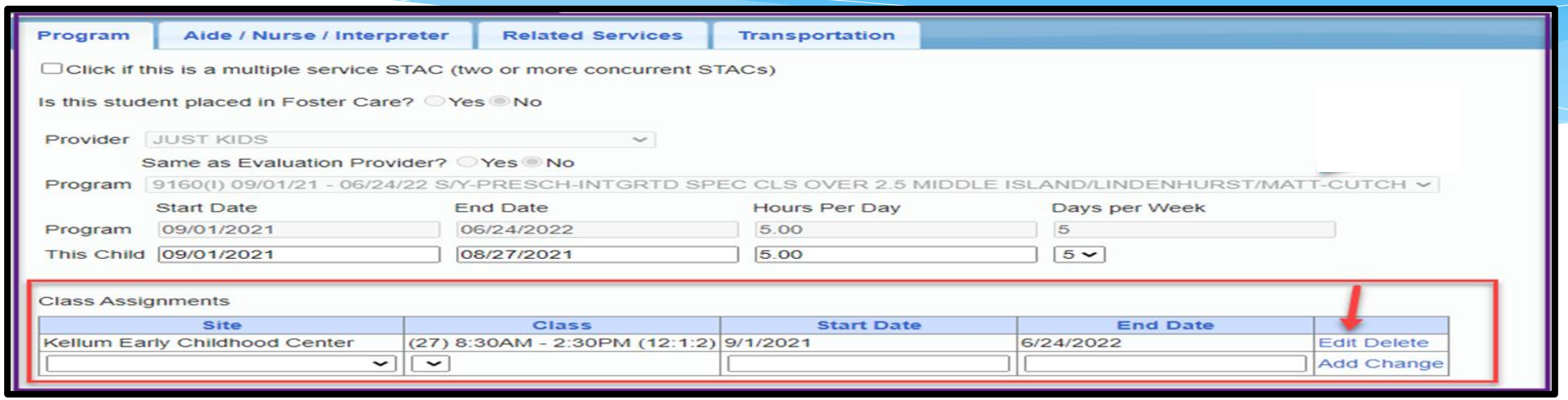
* Fields that **cannot** be corrected:
  * Provider
* Fields that **can** be corrected:
  * Program (***within same provider***)
  * From Date, To Date
  * Hours Per Day, Days Per Week

Correction for Center Based Program – If child was entered in the program



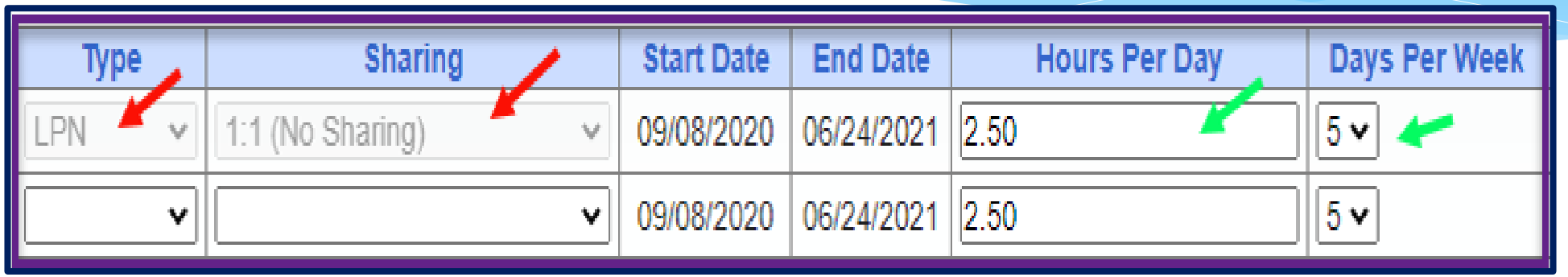
* If your child has a Class Assignment listed (Suffolk County), you will not be able to change the Program until you Delete the Class Assignment.
* This will remove the child from the assignment and then the Program will be available to change.
* You will change the program and then add back the Class Assignment (Suffolk County).

Correction for CB – Changing Classroom Assignment (Suffolk County)



* 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

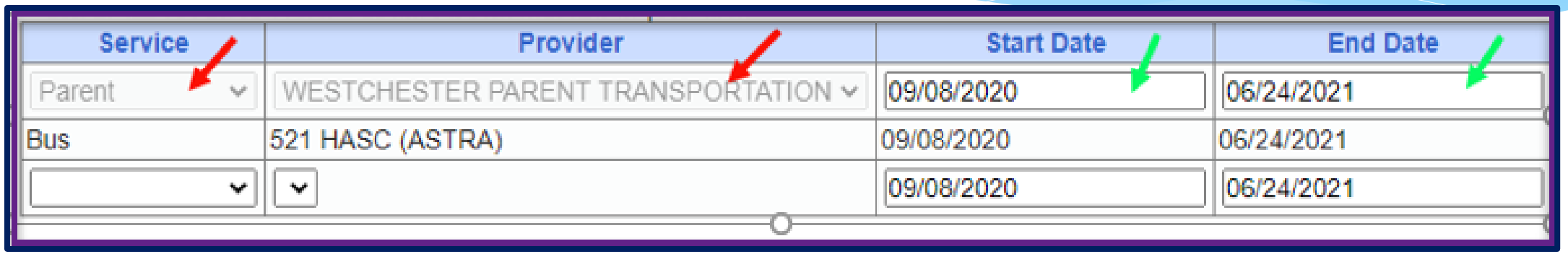
* Fields that **cannot** be corrected:
  * Type (AIDE/LPN/RN)
  * Sharing
* Fields that **can** be corrected:
  * Hours Per Day
  * Days Per week

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

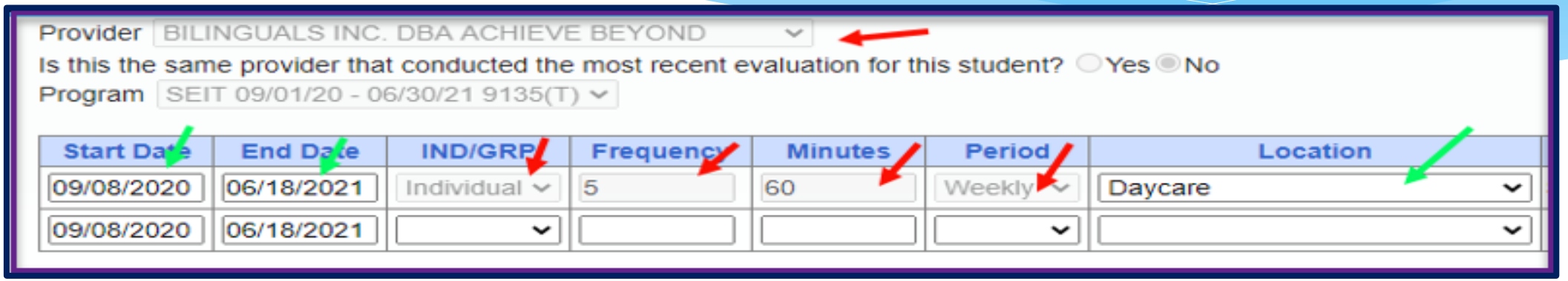
Corrections for CB Transportation



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

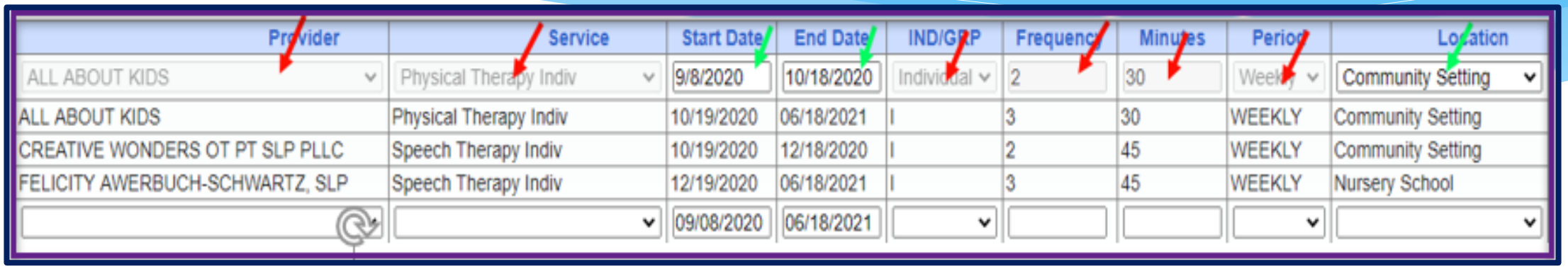
* Fields that **cannot** be corrected
  * Service (Bus, Parent, RN, LPN, etc.)
  * Provider
* Fields that **can** be corrected
  * From Date
  * To Date

Corrections for SEIT



* 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

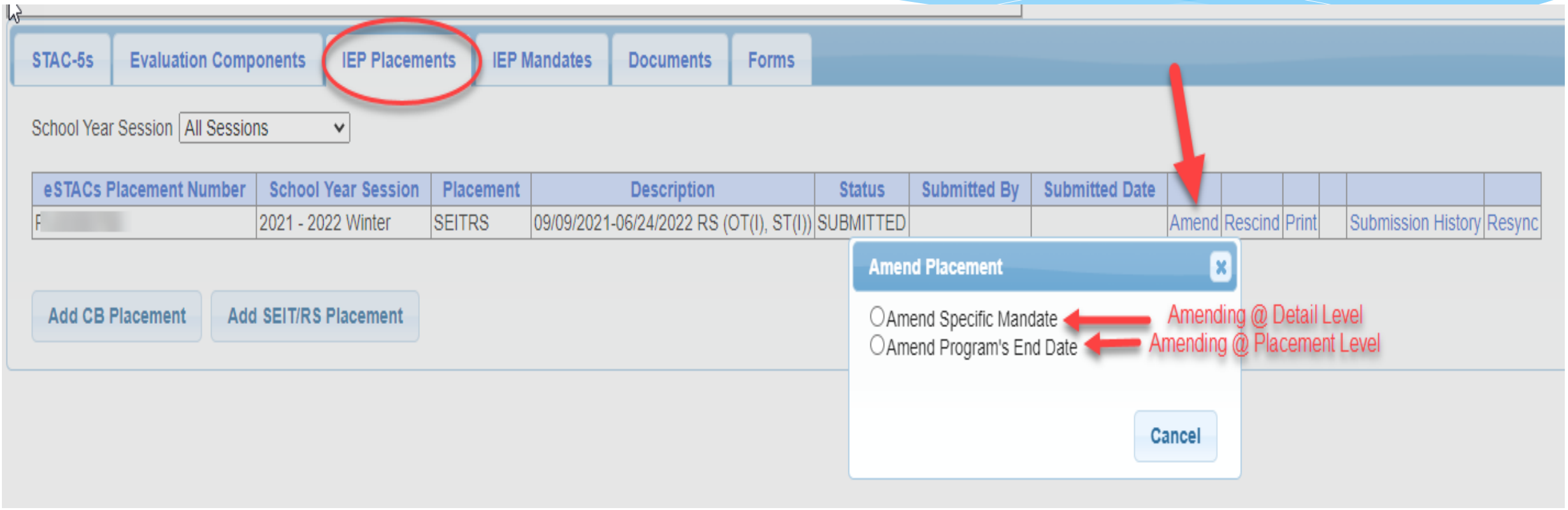
Amendments From IEP Changes

* 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

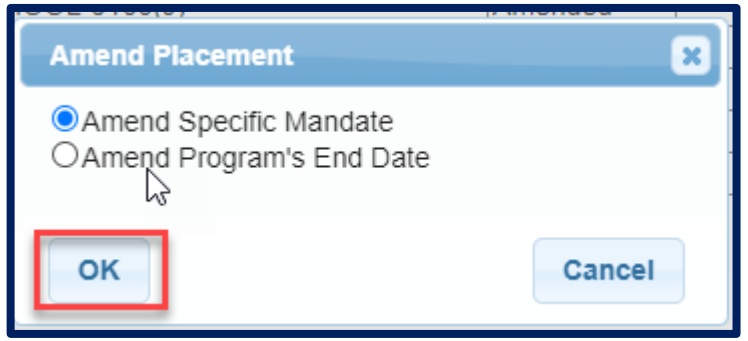
* A Placement is a group of details. A placement is the equivalent of a paper STAC-1
* A detail is the individual service such as:
  * CB Program (SC / SCIS, Full day/half day)
  * Related Service (OT, PT, ST)
  * SEIT
  * Transportation
* The details are sometimes referred to as “mandates”.
* Both amending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

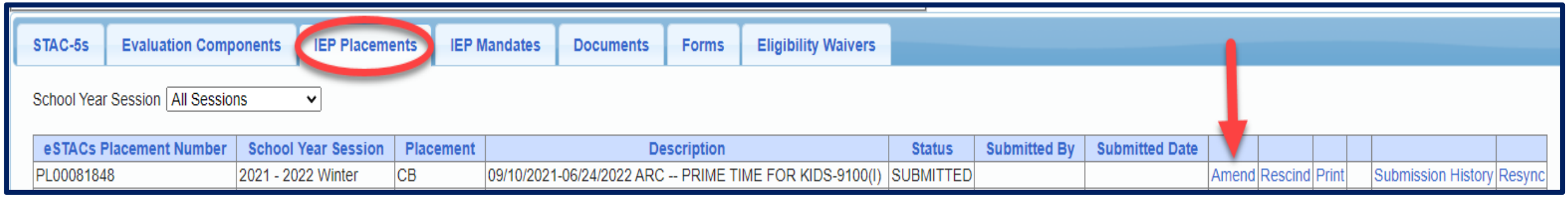
Amending Levels



Amending at IEP Placement Level

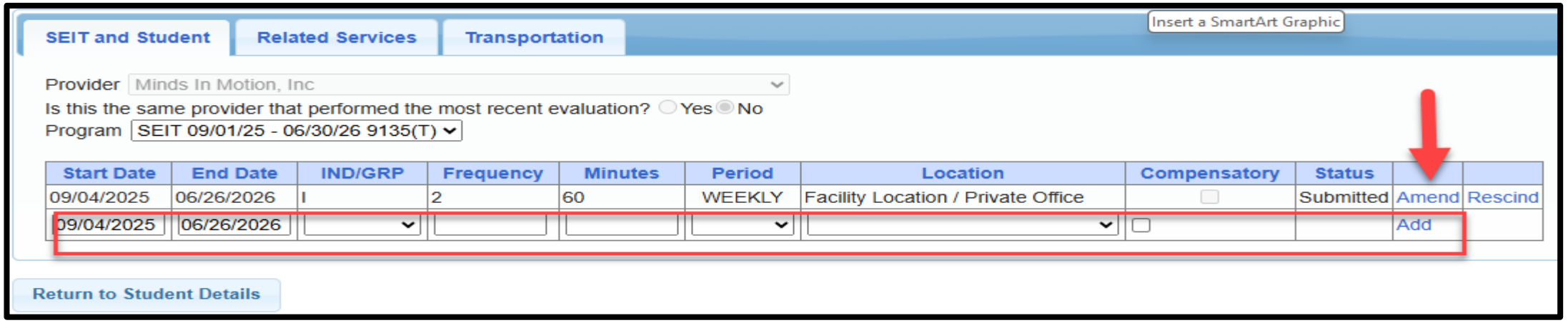
* When you Amend Specific Mandate, you can:
  * Change programs
  * Change in frequency for a related service – end date old RS & frequency and create new RS
  * Add new related service
  * End date a related service
  * Change transportation mid-year
  * Switch from one related service provider to another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





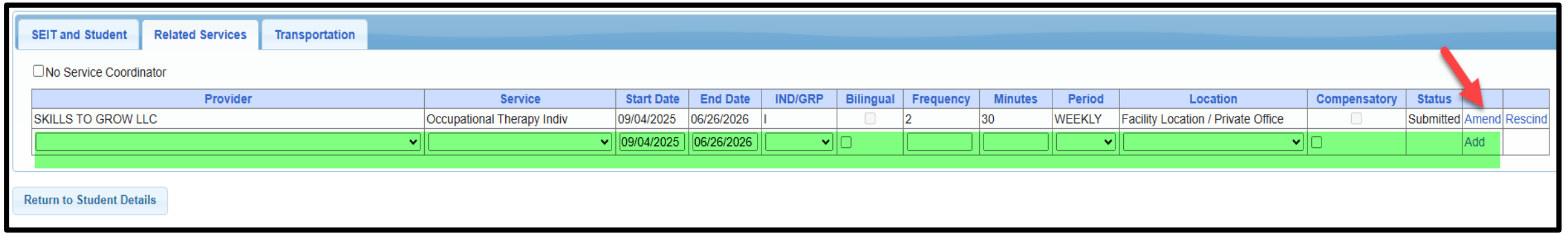
Amending at IEP Placement Level - SEIT

* You cannot change SEIT providers as each agency has their own rate for SEIT.
* You can amend the start date, end date or the location.
* If there was an increase/decrease of service:
  * You will amend and end date the SEIT,
  * Create new line with a new start date, with new frequency and duration of SEIT.
* If there is a change in providers, then end date the SEIT and create a new SEIT/RS placement.



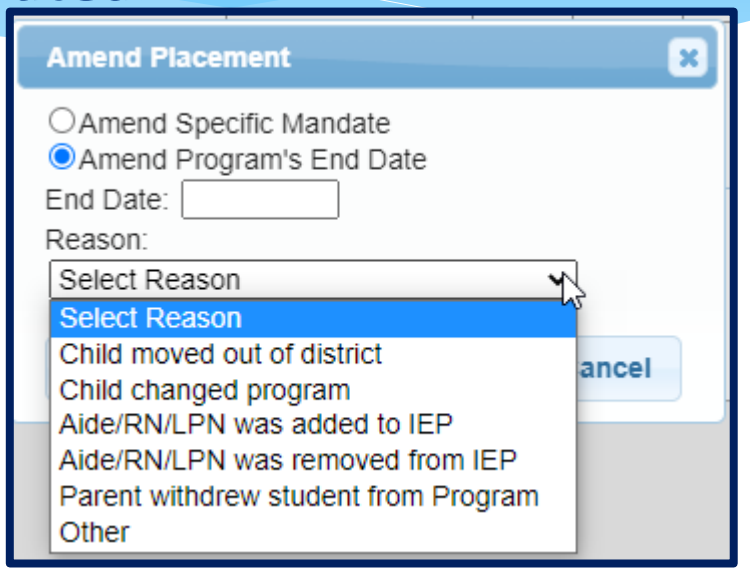
Amending at IEP Placement Level – Related Services.

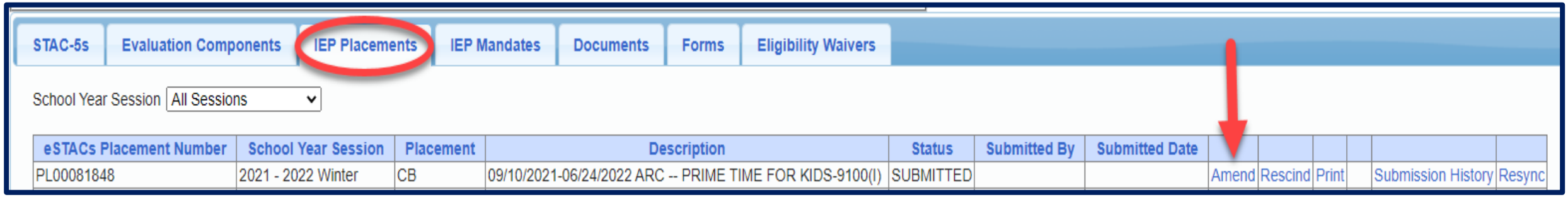
* You can amend the start date, end date or the location.
* If there was an increase/decrease of service:
  * You will amend and end date the related service,
  * Create new line with a new start date, with new frequency and duration of service.
* If there is a change in providers, then end date the service and create a new line with the new provider.



Amending at IEP Placement Level

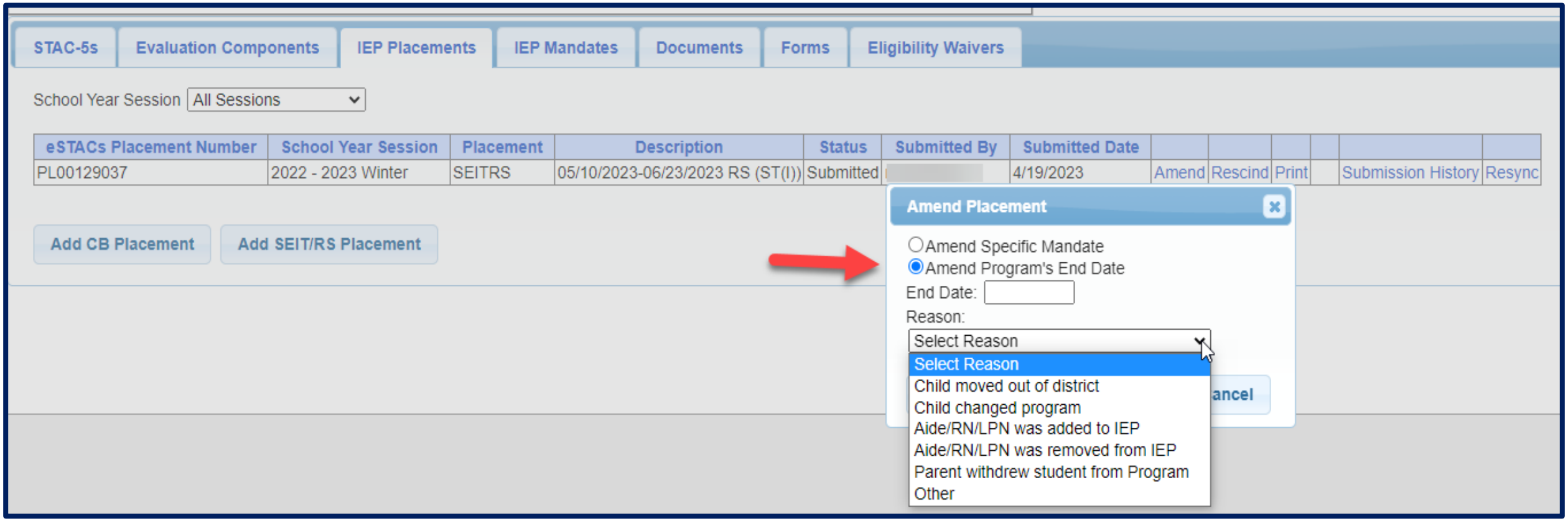
* All instances below will need to have the Placement End Dated:
  * Child moved out of district mid-year
  * Child changed SEIT providers mid-year
  * Child changed CB programs mid-year
  * Child added an AIDE mid year
  * Parent withdrew their student mid year
  * Child switched from CB to SEIT/RS mid-year (or vice-versa)
  * Other – child declassified





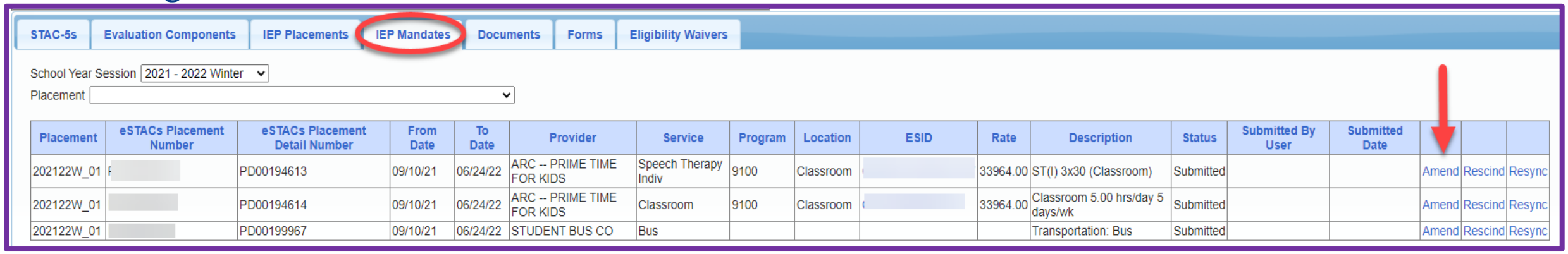
End Date Entire Placement

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



Amending at Detail Level / Mandate

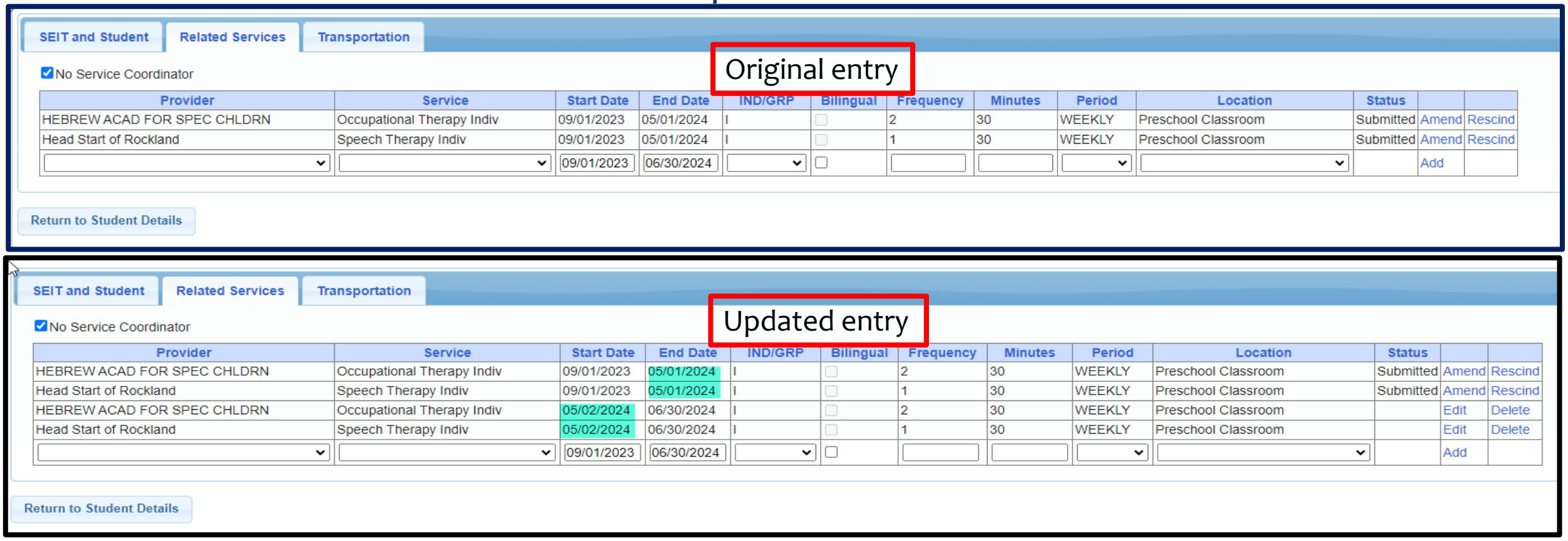
* All instances below can be amended on current Placement:
  * Change in frequency for a related service – end date old RS & frequency and create new RS
  * Add new related service
  * Switch from one related service provider to another mid-year
  * Changing transportation mid-year
  * Change in frequency 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			
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 services with a new start date within the same placement.



Rescinding

Rescinding

* Rescinding is the process for “deleting” a submitted entry that:
  * Never should have been entered and/or
  * Never should have 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)

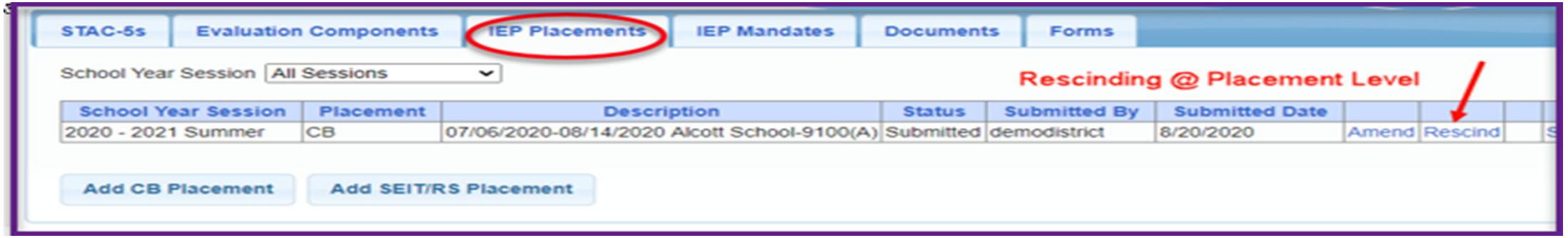
* If a service was started, you **cannot rescind**, you must **amend**.

* 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.

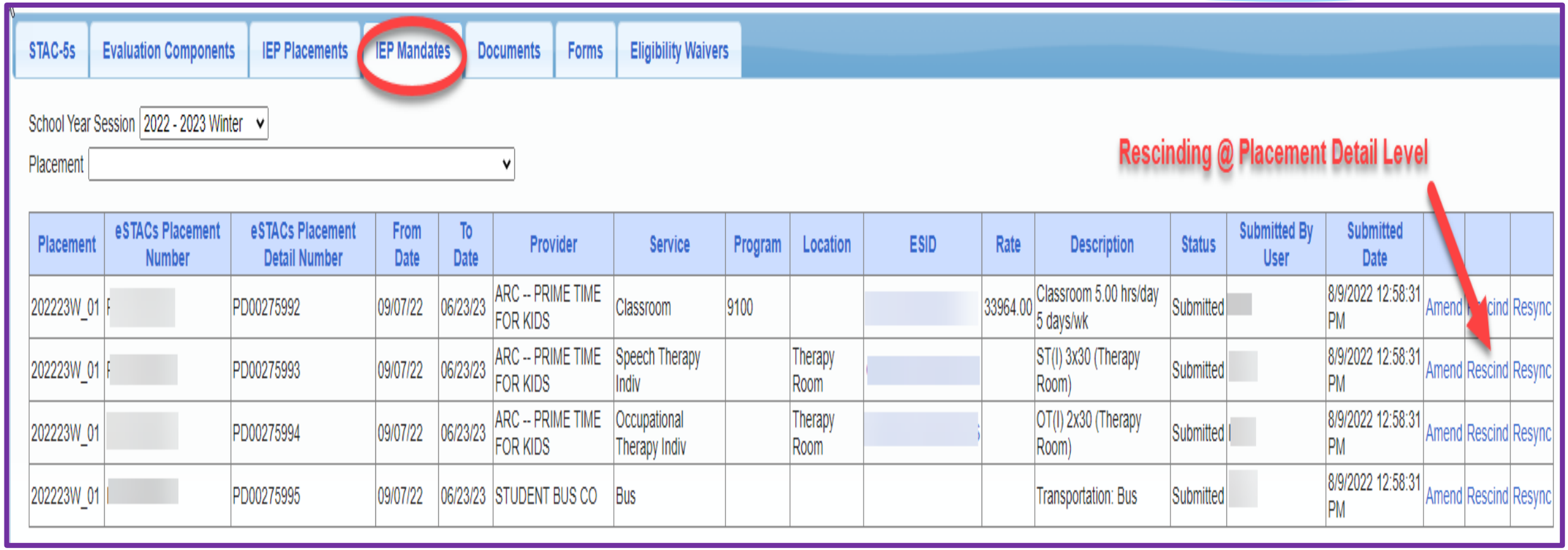
Rescinding at Placement Level

* 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



Rescinding at Detail Level / Mandate

* Rescind specific single detail:



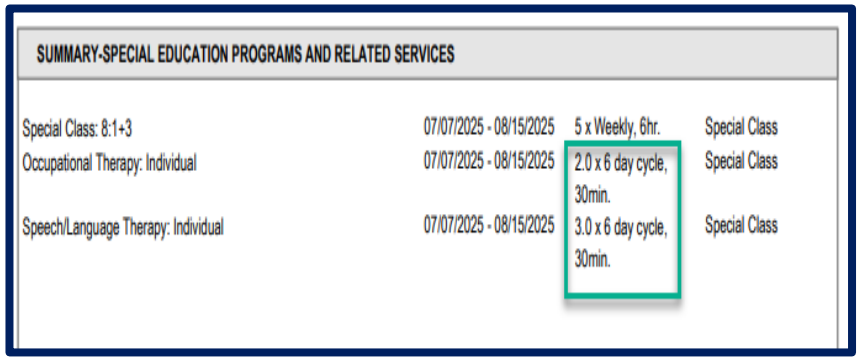
Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location	ESID	Rate	Description	Status	Submitted By User	Submitted Date			
202223W_01		PD00275992	09/07/22	06/23/23	ARC -- PRIME TIME FOR KIDS	Classroom	9100			33964.00	Classroom 5.00 hrs/day 5 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

Demonstration

Miscellaneous Items

6 Day Cycle

* If an agency is following a 6 day cycle:
  * The IEP should indicate that the service is on a 6 day cycle.
* The entry in eSTACs will still remain the same with a frequency, duration and period of weekly.
  * Using this IEP as an example:
    * OT will be entered as 2x30 weekly,
    * ST will be entered as 3x30 weekly.
* It will be the agency/providers responsibility to follow a 6 day cycle calendar.

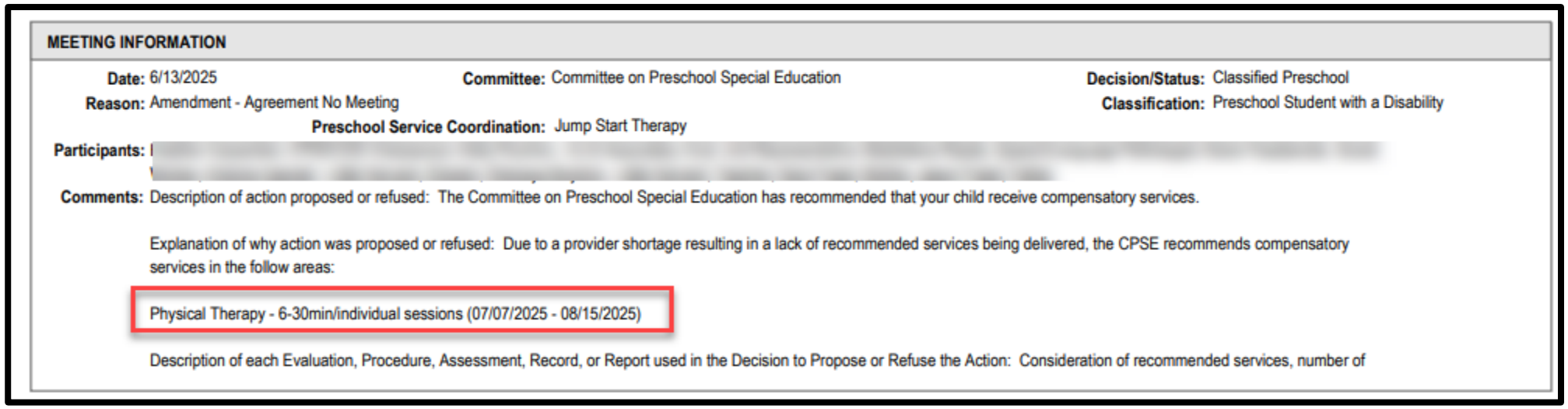


SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES

Special Class: 8:1+3	07/07/2025 - 08/15/2025	5 x Weekly, 6hr.	Special Class
Occupational Therapy: Individual	07/07/2025 - 08/15/2025	2.0 x 6 day cycle, 30min.	Special Class
Speech/Language Therapy: Individual	07/07/2025 - 08/15/2025	3.0 x 6 day cycle, 30min.	Special Class

Per IEP (TOTAL)

* When entering services, eSTACs has a dropdown for the Period of Weekly, Monthly or Per IEP.
* **Per IEP = TOTAL.** Therefore, most districts will not be using Per IEP.
* If the IEP states 1x30 quarterly for a service, then you can use Per IEP.
* Some districts may use Per IEP for summer compensatory services.
  * This must be delineated on the IEP.



MEETING INFORMATION

Date: 6/13/2025 **Committee:** Committee on Preschool Special Education **Decision/Status:** Classified Preschool

Reason: Amendment - Agreement No Meeting **Classification:** Preschool Student with a Disability

Preschool Service Coordination: Jump Start Therapy

Participants: [redacted]

Comments: Description of action proposed or refused: The Committee on Preschool Special Education has recommended that your child receive compensatory services.

Explanation of why action was proposed or refused: Due to a provider shortage resulting in a lack of recommended services being delivered, the CPSE recommends compensatory services in the follow areas:

Physical Therapy - 6-30min/individual sessions (07/07/2025 - 08/15/2025)

Description of each Evaluation, Procedure, Assessment, Record, or Report used in the Decision to Propose or Refuse the Action: Consideration of recommended services, number of

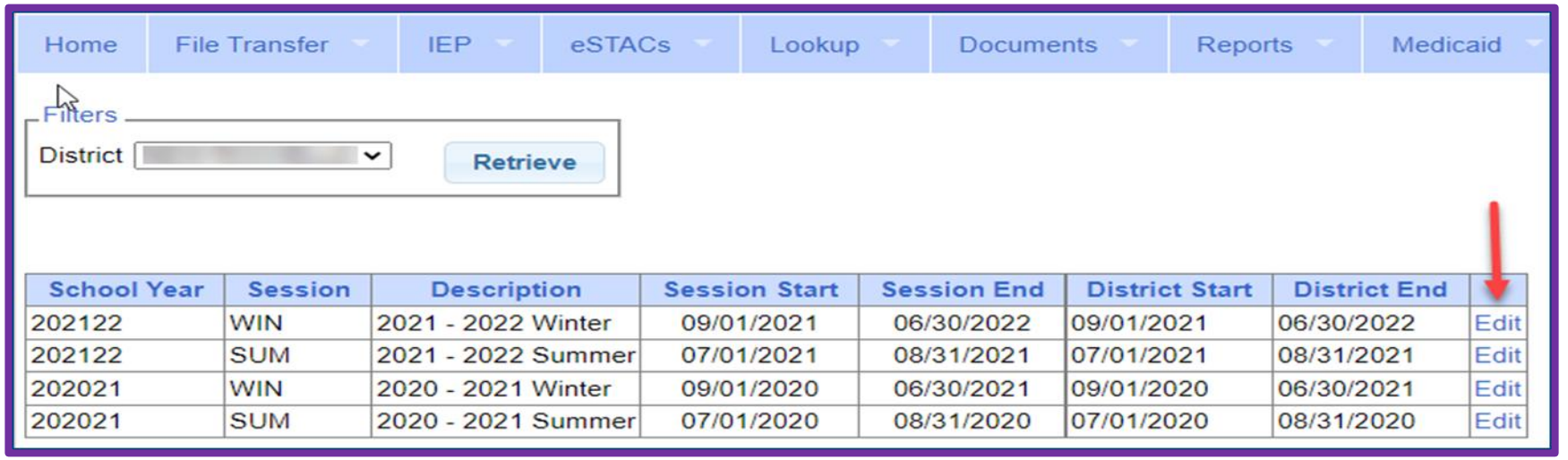
Co-Treats

* 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.

Changing District School Dates

* School district yearly dates are defaulted to:
  * Summer dates: July 1 – August 31
  * Winter dates: September 1 – June 30

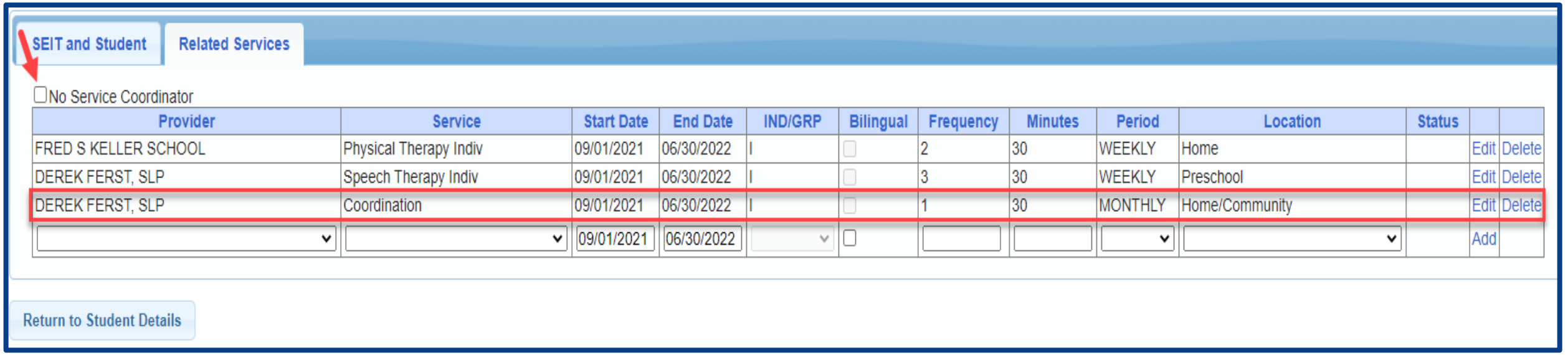
* Go to ***eSTACs -> Maintenance -> Default Session Dates for District***



School Year	Session	Description	Session Start	Session End	District Start	District End	
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

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"*.



Common Errors

1) Ending a CB placement and starting a new CB placement for trivial changes like classroom ratio changes.

a) You will **not** make any changes **UNLESS** the child is changing from one program to another. For example: child was in a self-contained and is now going to an integrated. If the child is changing classroom for a ratio change, then the agency will move the child into a different classroom.

2) Ending and starting a new SEIT placement for a SEIT frequency change with the same provider.

a) You will end date the current SEIT provider and in the same placement, you will start the new frequency/duration with a new start date.

Common Errors

3) Can't amend the CB program because there is a classroom assignment.

a) You will delete the classroom assignment, select the correct program and add the classroom assignment back. Suffolk County districts.

4) Creating a new SEIT/RS placement to make a change to a related service.

a) You will Amend the SEIT/RS placement and make all changes in one placement. Do not continue to make additional placements. In most cases, the only time you will need to create another SEIT/RS placement is when **the SEIT provider changes**.

5) Creating a new child when you have misspelled the name of the original child.

a) **Do not** create another child. Edit the child's demographics page and correct the spelling, DOB, gender or any other identifying information that was entered wrong.

Common Errors

6) Adding an Aide to the existing CB placement instead of end dating and creating a new CB placement.

a) If there is an IEP change and an Aide is being added, then you must end date the CB placement and create a new CB placement with a new start date, include the Aide, the CBRS and the transportation.

b) If there is an IEP change and the child no longer needs an Aide, then you must end date the CB placement and create a new CB placement with a new start date, skip the Aide tab, add the CBRS and the transportation.

7) The district submitted changes, but the agency doesn't see them on their end.

a) The county will need to synchronize the changes to their Preschool database and send the changes to the Portal for the provider. This may take a day or two depending on the county.

Common Errors

8) School District dates not changed – therefore start & end dates do not match the IEP.

a) Go to ***eSTACs -> Maintenance -> Default Session Dates For Districts***. The 26/27 SY is now available so you should edit and make changes to your summer & winter dates.

9) When creating CB placements, the dates for the CB program doesn't match the IEP dates.

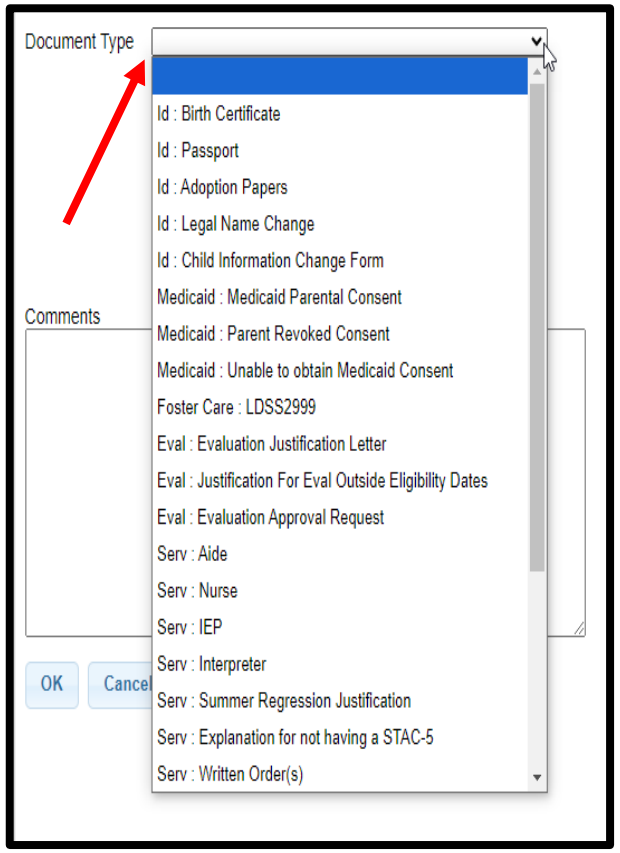
a) If the CB program dates are wrong, do not sign & submit the placement. Contact the agency as they need to update their CB program dates for eSTACs.

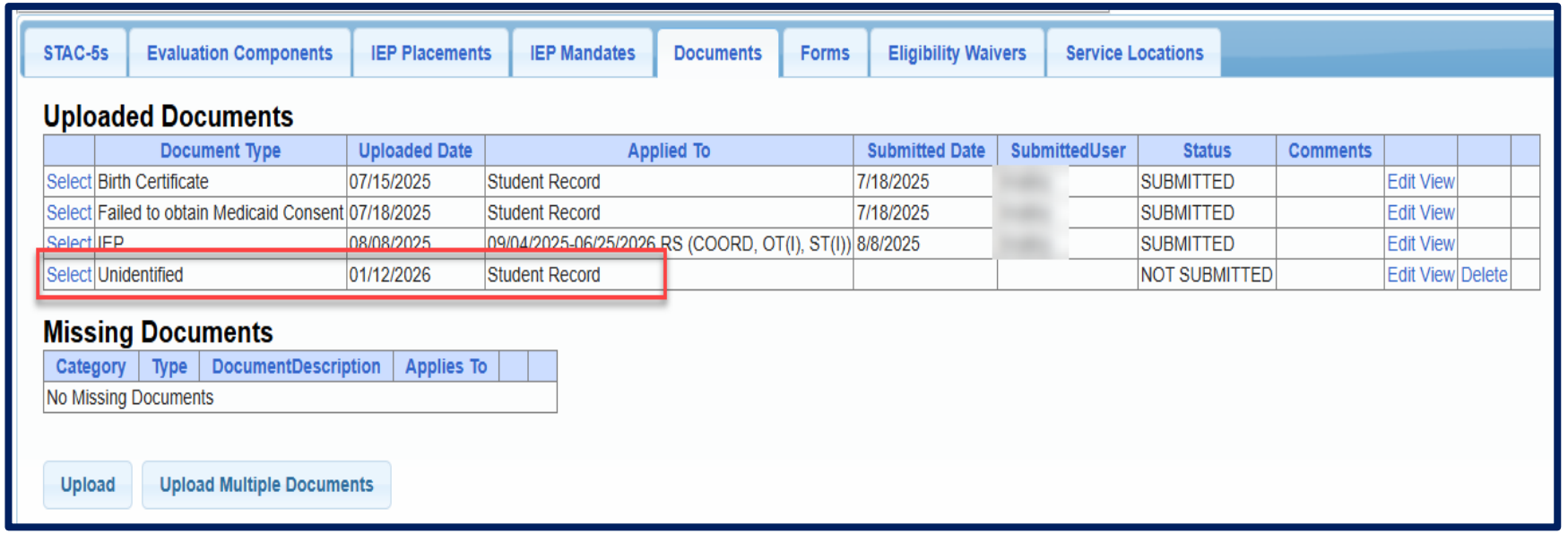
10) Uploading documents either to the wrong placement or not identifying the document.

a) Documents must be uploaded to the correct document type and placement. If the wrong placement is selected, the document will still show as missing. Documents must be identified for Full-Service Medicaid counties so staff at McGuinness can review them. See next slide.

Attaching Documents

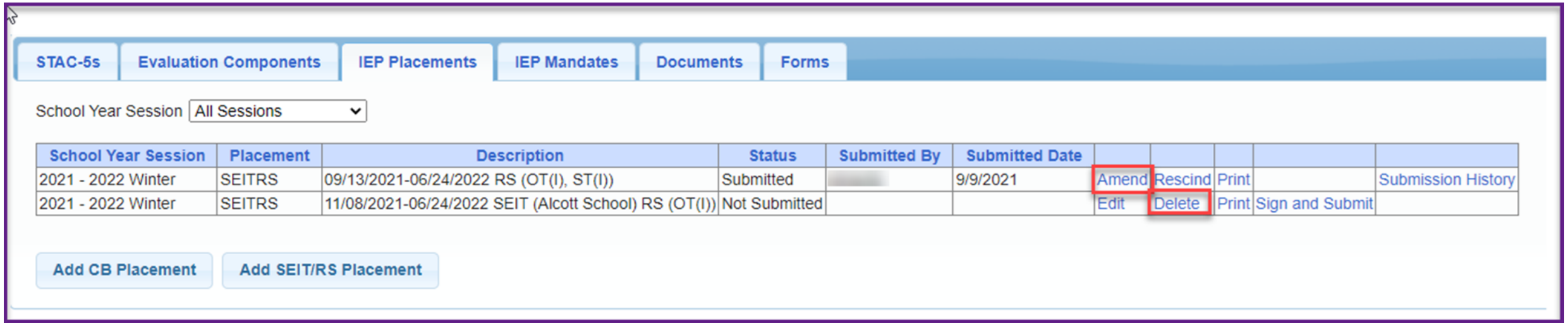
* When attaching documents:
  * Make sure that you choose a document type or it will be listed as Unidentified.





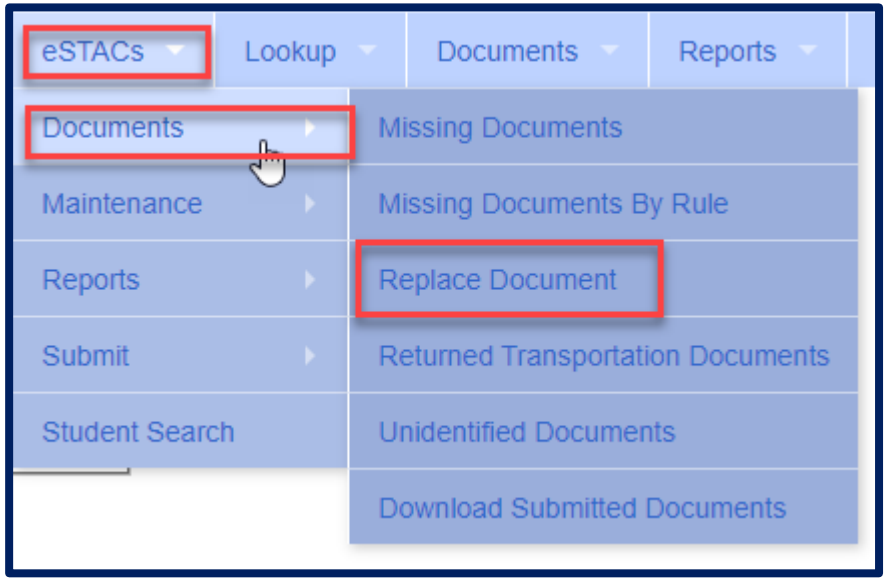
Overlapping Placements

* 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.



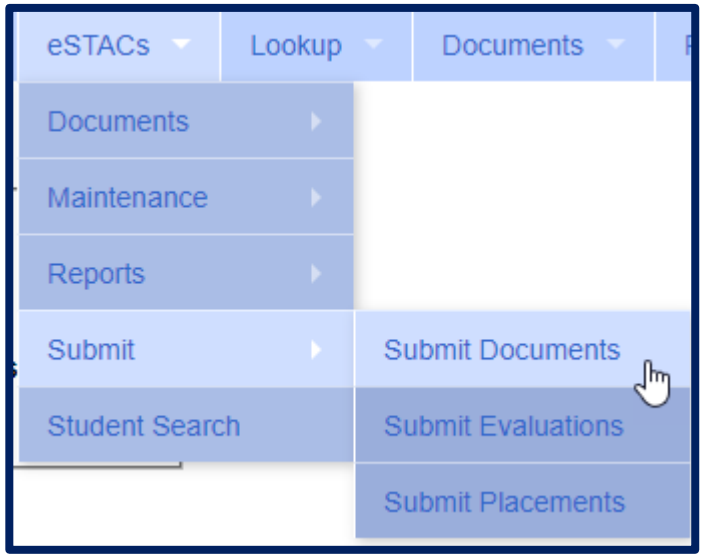
Replacing a Document

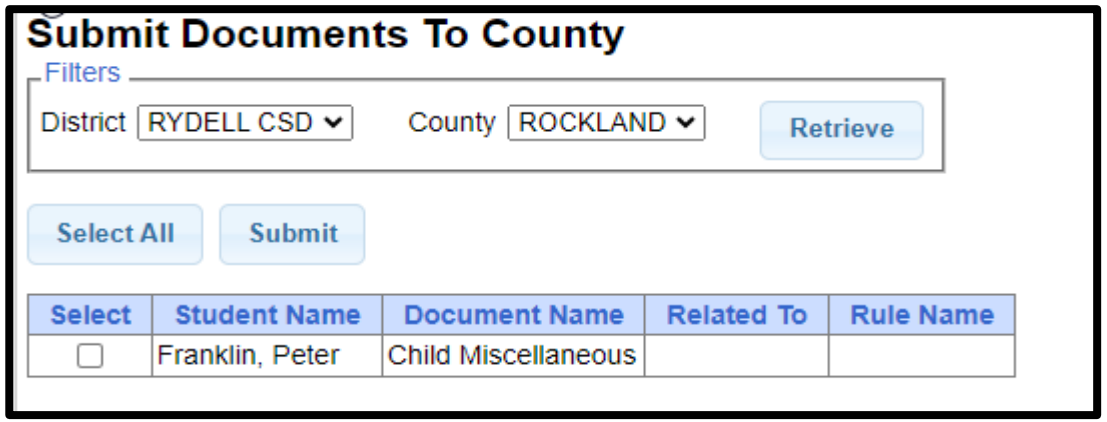
* You can go to ***eSTACs -> Documents -> Replace Document*** to replace a document if needed.



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.





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.
  * This also includes when a placement is rescinded. The placement will show *Rescind Pending.* If you do not sign & submit, then the rescind will not go over to the county.

TEST

Questions and Answers

Question 1

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

1) Rescind my old SEIT provider.
2) Create another SEIT/RS Placement and have dual STAC's.
3) 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.

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) Rescind the entire CB Placement and start over.
2) Amend and add the 1:1 Aide to the current CB Placement.
3) End date the CB Placement and create a new CB Placement with a new start date of the 1:1 Aide.
4) Create another CB Placement and have dual STACs.

Answer to Question 2

The answer is #3.

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) Create another SEIT/RS Placement and add the provider & ST group in the new placement.
2) End date the first SEIT/RS Placement & create a new SEIT/RS Placement for ST group.
3) Amend the SEIT/RS Placement and add the provider & ST group.
4) 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.

Amend the SEIT/RS Placement and add the provider & ST Group service.

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) Create another CB Placement and add the provider & ST in the new placement.
2) Create a SEIT/RS Placement, add the provider, ST service and check the box for a dual STAC.
3) Amend the CB Placement & create a new line for ST at home.

Answer to Question 4

The answer is #2.

Create a SEIT/RS Placement, add the provider, ST service and 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 with eSTACs, 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.

Webinar Survey

The day after the webinar, you should receive an email from Go To Webinar with a brief survey. We would appreciate if you took the time to complete the survey for future webinars.

Thank you

James McGuinness & Associates