

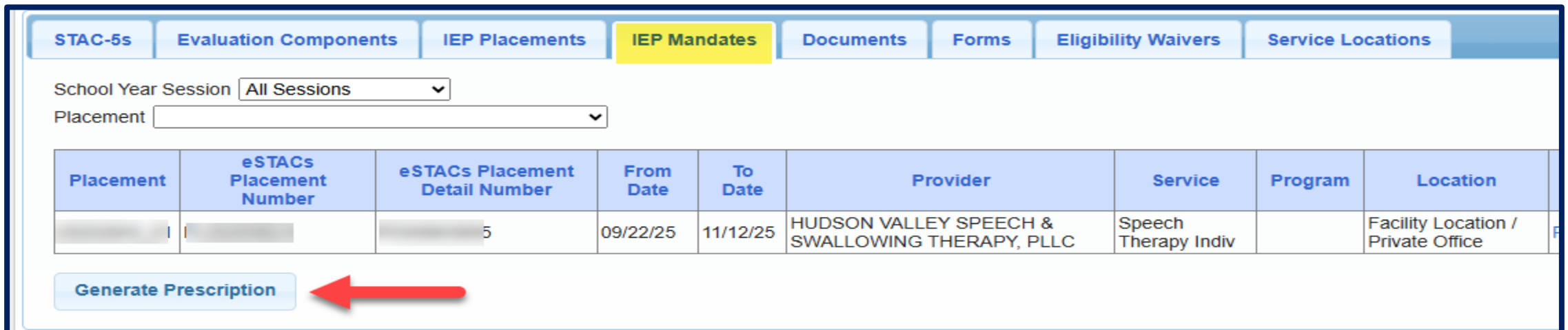
eSTACs

Amending versus Rescinding

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.



The screenshot shows the eSTACs interface with the 'IEP Mandates' tab selected. At the top, there are navigation tabs: STAC-5s, Evaluation Components, IEP Placements, IEP Mandates (highlighted), Documents, Forms, Eligibility Waivers, and Service Locations. Below the tabs, there are two dropdown menus: 'School Year Session' set to 'All Sessions' and 'Placement' with a downward arrow. A table displays placement details with columns: Placement, eSTACs Placement Number, eSTACs Placement Detail Number, From Date, To Date, Provider, Service, Program, and Location. The table contains one row with the following data: Placement (blurred), eSTACs Placement Number (blurred), eSTACs Placement Detail Number (5), From Date (09/22/25), To Date (11/12/25), Provider (HUDSON VALLEY SPEECH & SWALLOWING THERAPY, PLLC), Service (Speech Therapy Indiv), Program (blurred), and Location (Facility Location / Private Office). At the bottom left, a 'Generate Prescription' button is highlighted with a red arrow pointing to it.

Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location
		5	09/22/25	11/12/25	HUDSON VALLEY SPEECH & SWALLOWING THERAPY, PLLC	Speech Therapy Indiv		Facility Location / Private Office

Generate Prescription

- * Choose the SY and click *Retrieve*.

Filters

School Year 2025 - 2026 ▼ Retrieve


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

Filters

School Year 2025 - 2026 ▼ Retrieve

Select All Services Un Select All Services

Select	Provider	Service	FromDate	ToDate	Student Ratio	Frequency	FrequencyPeriod	Duration	FrequencyDescription	ScriptStatus
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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 

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
<input type="checkbox"/>	ORANGE	Newburgh City		9/4/2025	6/26/2026	Psychological Counseling	2 x 30 minutes WEEKLY Individual
<input type="checkbox"/>	ORANGE	Newburgh City		12/15/2025	6/26/2026	Speech Therapy	2 x 30 minutes WEEKLY Individual
<input type="checkbox"/>	ORANGE	Newburgh City		10/9/2025	6/26/2026	Speech Therapy	2 x 30 minutes WEEKLY Individual
<input type="checkbox"/>	ORANGE	Newburgh City		10/27/2025	6/26/2026	Psychological Counseling	2 x 30 minutes WEEKLY Individual
<input type="checkbox"/>	ORANGE	Newburgh City		12/8/2025	6/26/2026	Occupational Therapy	2 x 30 minutes WEEKLY Individual
<input type="checkbox"/>	ORANGE	Newburgh City		9/4/2025	6/26/2026	Speech Therapy	2 x 30 minutes WEEKLY Individual

Generate Prescriptions

Filters

County ORANGE District Newburgh City School Year All School Years All Sessions Retrieve

Provider All Providers

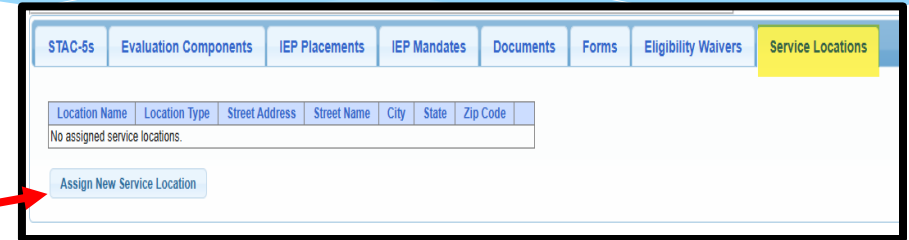
☒ Exclude entries that have an script uploaded already

Select All UnSelect All Print Selected

All Sessions
2025 - 2026 Winter
2025 - 2026 Summer
2024 - 2025 Winter
2024 - 2025 Summer

Service Locations Tab

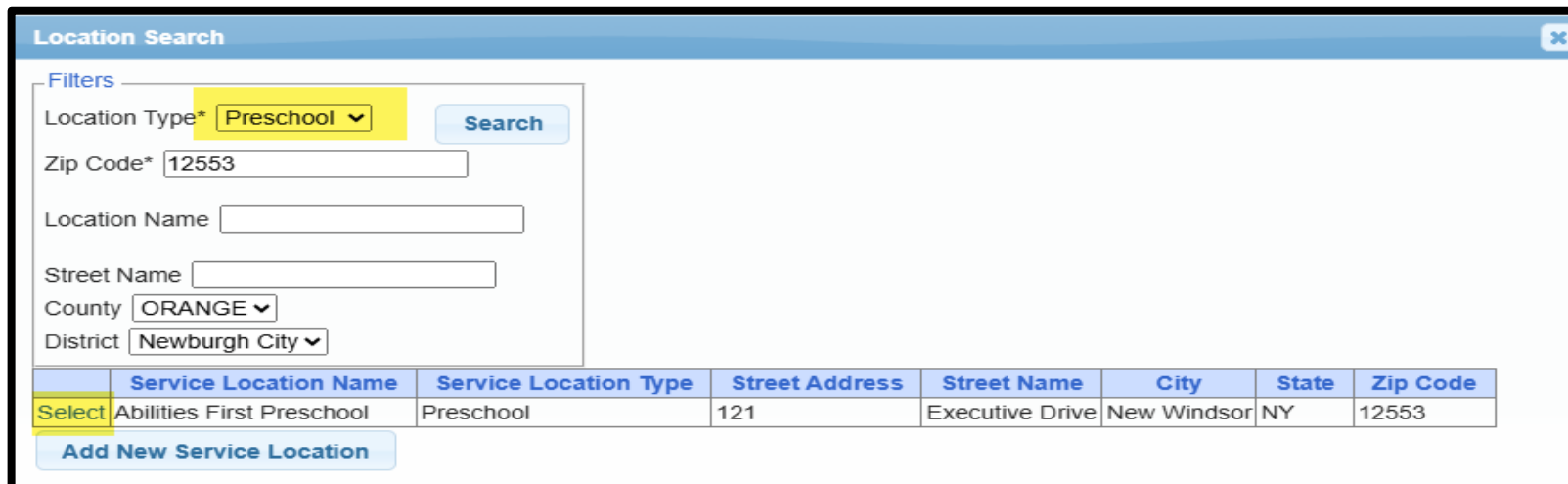
- * Districts can now enter and assign service locations for children.
- * Each child in eSTACs now has a Service Locations tab.



Location Name	Location Type	Street Address	Street Name	City	State	Zip Code
No assigned service locations.						

Assign New Service Location

- * 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.



Location Search

Filters

Location Type* **Preschool** Search

Zip Code* 12553

Location Name

Street Name

County **ORANGE**

District **Newburgh City**

	Service Location Name	Service Location Type	Street Address	Street Name	City	State	Zip Code
Select	Abilities First Preschool	Preschool	121	Executive Drive	New Windsor	NY	12553

Add New Service Location

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*.

Location Search

Filters

Location Type* Residence ▼ Search

Zip Code* Residence

Location Name Preschool

Street Name Other

County ORANGE ▼

District Newburgh City ▼

Service Location Name	Service Location Type	Street Address	Street Name	City	State	Zip Code
No service locations found.						

Add New Service Location

Add Service Location

Location Type Residence ▼ Location Name

Residence

Daycare

Preschool

Other

Street Name

City

State New York ▼ Zip Code

County: ORANGE ▼

District Newburgh City ▼

Add

Service Location Tab

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



The screenshot shows a software interface with a tabbed menu at the top. The tabs are: STAC-5s, Evaluation Components, IEP Placements, IEP Mandates, Documents, Forms, Eligibility Waivers, and Service Locations. The 'Service Locations' tab is selected and highlighted in yellow. Below the tabs is a table with the following data:

Location Name	Location Type	Street Address	Street Name	City	State	Zip Code	
Educational Learning Experience	Preschool	930	Raz Avenue	New Windsor	NY	12553	Remove

Below the table is a button labeled 'Assign New Service Location'.

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

Compensatory Services

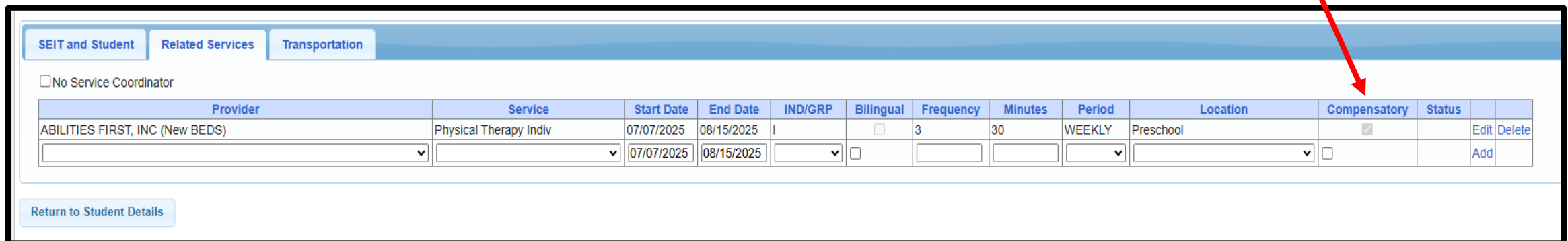
- * When entering services in eSTACs, there is now a checkbox if the service is for Compensatory.
- * Services **must be** delineated on the IEP. They can be listed under the Special Alerts or somewhere in the Meeting Information notes.

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.



☐ No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Compensatory	Status	
ABILITIES FIRST, INC (New BEDS)	Physical Therapy Indiv	07/07/2025	08/15/2025	I	<input type="checkbox"/>	3	30	WEEKLY	Preschool	<input checked="" type="checkbox"/>		Edit Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		Add

[Return to Student Details](#)

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>

The screenshot shows the 'Aide / Nurse / Interpreter' tab in the CPSE Portal. A red arrow points to the 'Related Services' tab, with a callout box stating: 'Start with the regular Program Do not enter anything on the Aide tab'. A blue arrow points to the 'Program' dropdown menu, with a callout box stating: 'Do not add the RN/LPN Program first'. The 'Program' dropdown is open, showing a list of programs. The program '9106(L) 09/03/25 - 06/24/26 S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5 RN/LPN FULL DAY' is highlighted with a red box. Other programs in the list include '9106(I) 09/03/25 - 06/24/26 S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5 NO 1:1 AIDES ALLOWED', '9106(J) 09/03/25 - 06/24/26 S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5 VARIANCE 100% 1:1 AIDE', '9106(K) 09/03/25 - 06/24/26 S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5 1:1 LPN', '9106(M) 09/03/25 - 06/24/26 S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5 NO 1:1 AIDES ALLOW', '9107(I) 09/03/25 - 06/19/26 S/Y-PRESCHOOL SPECIAL CLASS OVER 2.5 PROSPECT CTR-QUE', '9160(I) 09/03/25 - 06/19/26 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 SCHENECTADY SITE', and '9161(I) 09/03/25 - 06/19/26 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 PROSPECT CTR-QUEENSBURY ELEMENTARY'. The 'Save' button is visible at the bottom left of the form.

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.

CPSE: 142101040000 /

Student Information

Last Name: First Name: **Tripp** DOB: **7/18/2019** Eligibility: **7/1/2022 - 8/31/2024**

STACID: CIN: Student Number: 1 [Edit SED Summary](#) [Resync](#)

STAC-5s **Evaluation Components** IEP Placements IEP Mandates Documents Forms Eligibility Waivers

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	<input type="checkbox"/>	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

[Add New STAC-5](#)

Rescinding a STAC-5

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

CPSE: 142101040000

Student Information

Last Name: First Name: DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: CIN: Student Number: Edit SED Summary Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date	View	Rescind	Print	Submission History	Resync
EV00052651	ERIE	DIVERSIFIED SERVICES LLC Mar 2023 - Apr 2023 (EDU, PSY, SOC, SPT)	Submitted	mmachelski	4/18/2023					

Add New Evaluation

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

CPSE: 142101040000

Student Information

Last Name: First Name: DOB: 7/18/2019 Eligibility: 7/1/2022 - 8/31/2024

STACID: CIN: Student Number: Edit SED Summary Resync

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers

eSTACs Evaluation Number	eSTACs Evaluation Component Number	County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date	Amend	Rescind
EV00052651	EC00157995	ERIE	DIVERSIFIED SERVICES LLC	Education	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157996	ERIE	DIVERSIFIED SERVICES LLC	Psychological	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157997	ERIE	DIVERSIFIED SERVICES LLC	Social	4/5/2023	No	Submitted	mmachelski	4/18/2023		
EV00052651	EC00157998	ERIE	DIVERSIFIED SERVICES LLC	Speech/Language	3/20/2023	No	Submitted	mmachelski	4/18/2023		

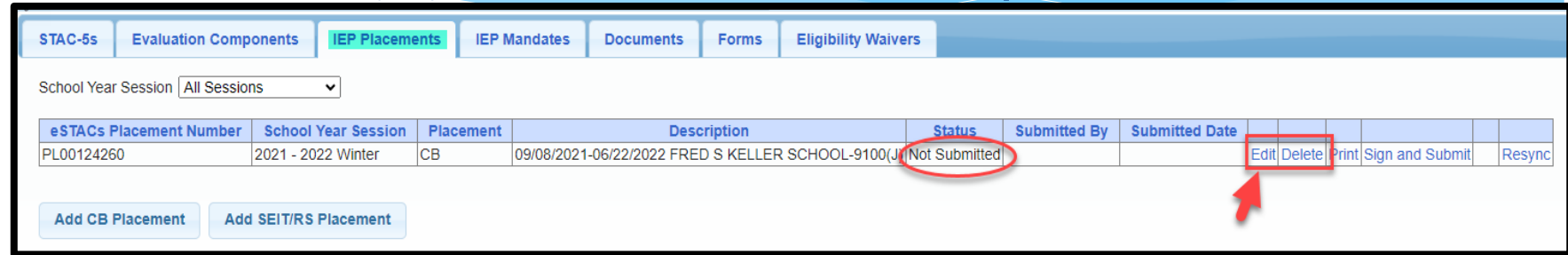
Add New STAC-5



Amendments for STAC-1

Amendments

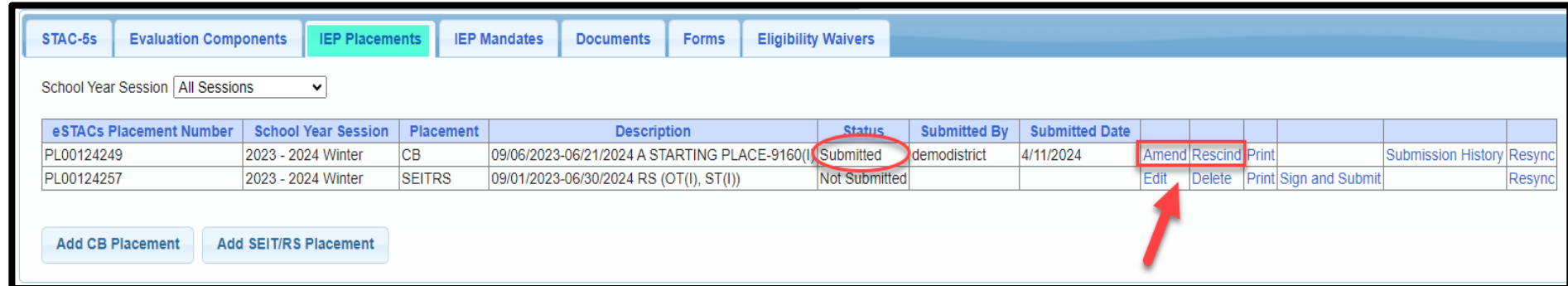
- * Prior to submitting a STAC to the County, you can **Edit or Delete** a placement and make any necessary changes.



The screenshot shows the 'IEP Placements' tab in the eSTACs portal. A table lists placements with columns: eSTACs Placement Number, School Year Session, Placement, Description, Status, Submitted By, Submitted Date, and action buttons. The first row shows a placement with ID PL00124260, status 'Not Submitted', and a red circle around the 'Status' cell. The 'Edit' and 'Delete' buttons in the action column are also circled in red, with a red arrow pointing to them.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Action
PL00124260	2021 - 2022 Winter	CB	09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J	Not Submitted			Edit Delete Print Sign and Submit Resync

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



The screenshot shows the 'IEP Placements' tab with two rows of data. The first row has a status of 'Submitted' (circled in red) and the 'Amend' and 'Rescind' buttons are circled in red with a red arrow pointing to them. The second row has a status of 'Not Submitted'.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Action
PL00124249	2023 - 2024 Winter	CB	09/06/2023-06/21/2024 A STARTING PLACE-9160(I	Submitted	demodistrict	4/11/2024	Amend Rescind Print Submission History Resync
PL00124257	2023 - 2024 Winter	SEITRS	09/01/2023-06/30/2024 RS (OT(I), ST(I))	Not Submitted			Edit Delete Print Sign and Submit Resync

- * 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)

Provider: HEBREW ACAD FOR SPEC CHLDN

Same as Evaluation Provider? ☐ Yes ☒ No

Program: 9165(J) 09/08/20 - 06/24/21 S/Y-PRESCHOOL-INTGRTD SPEC CLASS 2.5

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/08/2020	06/24/2021	2.50	5
This Child	09/08/2020	06/24/2021	2.50	5

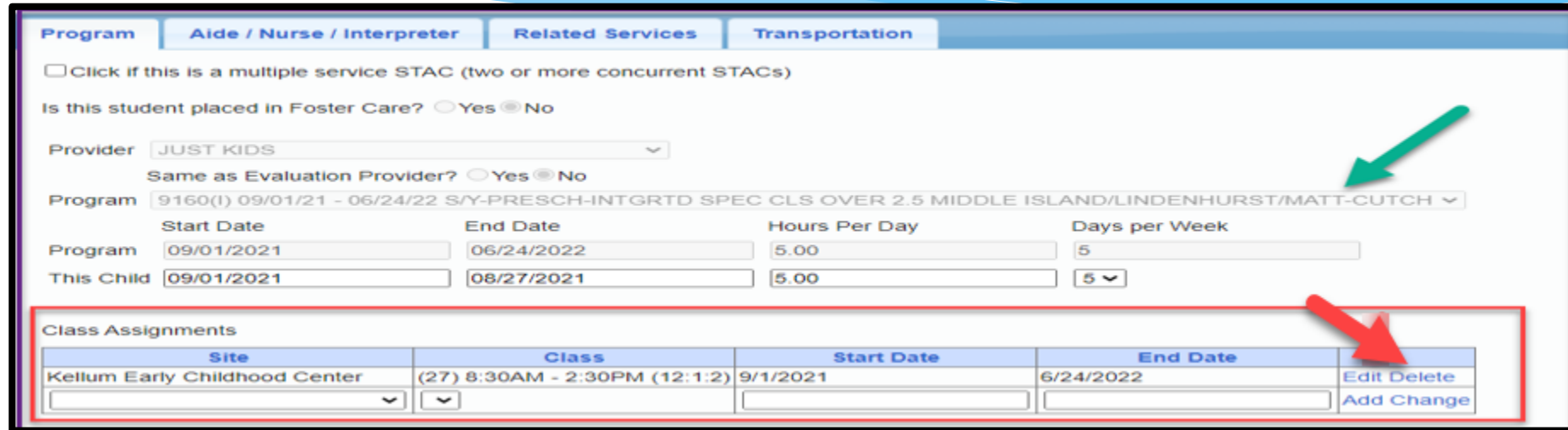
* Fields that **cannot** be corrected:

- * 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



Program Aide / Nurse / Interpreter Related Services Transportation

☐ Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? ☐ Yes ☒ No

Provider: JUST KIDS

Same as Evaluation Provider? ☐ Yes ☒ No

Program: 9160(I) 09/01/21 - 06/24/22 S/Y-PRESCH-INTGRD SPEC CLS OVER 2.5 MIDDLE ISLAND/LINDENHURST/MATT-CUTCH

	Start Date	End Date	Hours Per Day	Days per Week
Program	09/01/2021	06/24/2022	5.00	5
This Child	09/01/2021	08/27/2021	5.00	5

Class Assignments

Site	Class	Start Date	End Date	
Kellum Early Childhood Center	(27) 8:30AM - 2:30PM (12:1:2)	9/1/2021	6/24/2022	Edit Delete
				Add Change

- * 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)

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

☐ Click if this is a multiple service STAC (two or more concurrent STACs)

Is this student placed in Foster Care? ☐ Yes ☒ No

Provider: JUST KIDS

Same as Evaluation Provider? ☐ Yes ☒ No

Program: 9160(I) 09/01/21 - 06/24/22 S/Y-PRESCH-INTGRTD SPEC CLS OVER 2.5 MIDDLE ISLAND/LINDENHURST/MATT-CUTCH

Program	Start Date	End Date	Hours Per Day	Days per Week
	09/01/2021	06/24/2022	5.00	5
This Child	09/01/2021	08/27/2021	5.00	5

Class Assignments

Site	Class	Start Date	End Date	
Kellum Early Childhood Center	(27) 8:30AM - 2:30PM (12:1:2)	9/1/2021	6/24/2022	Edit Delete
				Add Change

- * 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

Provider BILINGUALS INC. DBA ACHIEVE BEYOND

Is this the same provider that conducted the most recent evaluation for this student? ☐ Yes ☒ No

Program SEIT 09/01/20 - 06/30/21 9135(T)

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location
09/08/2020	06/18/2021	Individual	5	60	Weekly	Daycare
09/08/2020	06/18/2021					

Red arrows point to Provider, IND/GRP, Frequency, Minutes, and Period. Green arrows point to Start Date, End Date, and Location.

- * 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

The screenshot displays the eSTACs CPSE Portal interface. At the top, a navigation bar contains tabs for 'STAC-5s', 'Evaluation Components', 'IEP Placements' (which is circled in red), 'IEP Mandates', 'Documents', and 'Forms'. Below the navigation bar, there is a 'School Year Session' dropdown menu set to 'All Sessions'. A table lists placement records with columns: 'eSTACs Placement Number', 'School Year Session', 'Placement', 'Description', 'Status', 'Submitted By', 'Submitted Date', and a row of action links. The first row shows a placement for '2021 - 2022 Winter' with status 'SUBMITTED'. A red arrow points from the 'Amend' link in the action column to an 'Amend Placement' dialog box. The dialog box has a title bar with a close button and two radio button options: 'Amend Specific Mandate' and 'Amend Program's End Date'. Red arrows point from the text 'Amending @ Detail Level' to the first option and 'Amending @ Placement Level' to the second option. A 'Cancel' button is at the bottom of the dialog. Below the table, there are two buttons: 'Add CB Placement' and 'Add SEIT/RS Placement'.

School Year Session: All Sessions

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date						
F	2021 - 2022 Winter	SEITRS	09/09/2021-06/24/2022 RS (OT(I), ST(I))	SUBMITTED			Amend	Rescind	Print	Submission History	Resync	

Buttons: Add CB Placement, Add SEIT/RS Placement

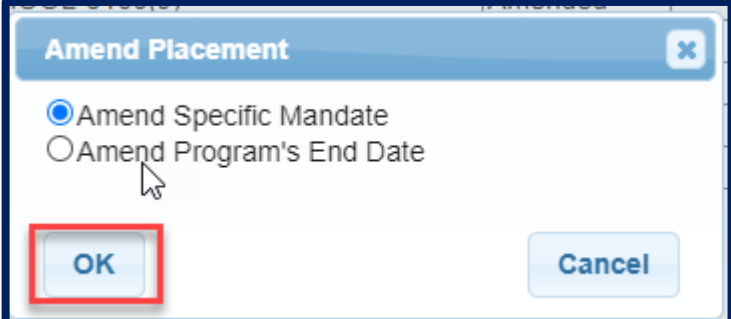
Amend Placement [X]

- ☐ Amend Specific Mandate ← Amending @ Detail Level
- ☐ Amend Program's End Date ← Amending @ Placement Level

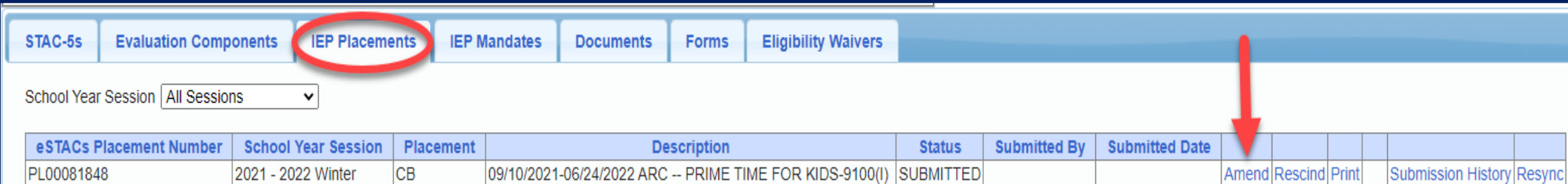
Cancel

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**)



The dialog box titled "Amend Placement" contains two radio button options: "Amend Specific Mandate" (which is selected) and "Amend Program's End Date". Below the options are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangle.



The screenshot shows the eSTACs interface with the "IEP Placements" tab selected and circled in red. Below the tabs is a "School Year Session" dropdown menu set to "All Sessions". A table lists placement records, with a red arrow pointing to the "Amend" link in the actions column of the first row.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Submission History	Resync
PL00081848	2021 - 2022 Winter	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	SUBMITTED			Amend	Rescind	Print	Submission History	Resync

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.

SEIT and Student

Related Services

Transportation

Insert a SmartArt Graphic

Provider Minds In Motion, Inc

Is this the same provider that performed the most recent evaluation? ☐ Yes ☒ No

Program SEIT 09/01/25 - 06/30/26 9135(T)

Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Compensatory	Status		
09/04/2025	06/26/2026	I	2	60	WEEKLY	Facility Location / Private Office	<input type="checkbox"/>	Submitted	Amend	Rescind
09/04/2025	06/26/2026						<input type="checkbox"/>		Add	

Return to Student Details

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.

SEIT and Student

Related Services

Transportation

☐ No Service Coordinator

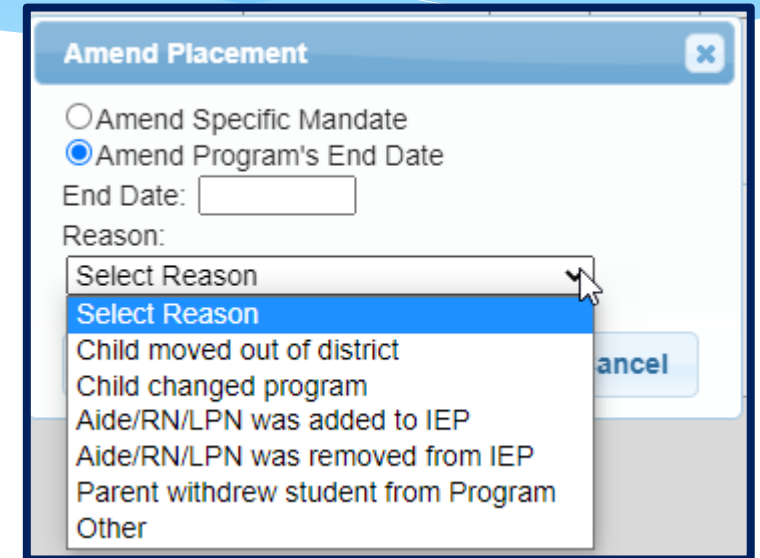
Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Compensatory	Status	
SKILLS TO GROW LLC	Occupational Therapy Indiv	09/04/2025	06/26/2026	I	<input type="checkbox"/>	2	30	WEEKLY	Facility Location / Private Office	<input type="checkbox"/>	Submitted	Amend
<div>▼</div>	<div>▼</div>	09/04/2025	06/26/2026	<div>▼</div>	<input type="checkbox"/>	<div></div>	<div></div>	<div>▼</div>	<div>▼</div>	<input type="checkbox"/>		Add

Return to Student Details

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



The 'Amend Placement' dialog box contains the following elements:

- ☐ Amend Specific Mandate
- ☒ Amend Program's End Date
- End Date:
- Reason:

Select Reason

Select Reason

Child moved out of district

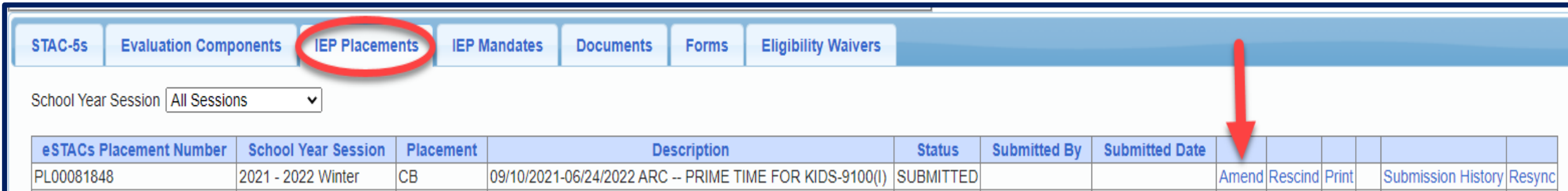
Child changed program

Aide/RN/LPN was added to IEP

Aide/RN/LPN was removed from IEP

Parent withdrew student from Program

Other
- Cancel button



The interface shows a navigation bar with tabs: STAC-5s, Evaluation Components, **IEP Placements** (circled in red), IEP Mandates, Documents, Forms, and Eligibility Waivers. Below the tabs is a 'School Year Session' dropdown menu set to 'All Sessions'. A red arrow points to the 'Amend' button in the table's action column.

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
PL00081848	2021 - 2022 Winter	CB	09/10/2021-06/24/2022 ARC -- PRIME TIME FOR KIDS-9100(I)	SUBMITTED			Amend	Rescind	Print	Submission History	Resync

End Date Entire Placement

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

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

All Sessions

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date						
PL00129037	2022 - 2023 Winter	SEITRS	05/10/2023-06/23/2023 RS (ST(I))	Submitted		4/19/2023	Amend	Rescind	Print		Submission History	Resync

Add CB Placement

Add SEIT/RS Placement

Amend Placement

☐ Amend Specific Mandate

☒ Amend Program's End Date

End Date:

Reason:

Select Reason

Select Reason

Child moved out of district

Child changed program

Aide/RN/LPN was added to IEP

Aide/RN/LPN was removed from IEP

Parent withdrew student from Program

Other

Cancel

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

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

2021 - 2022 Winter

▼

Placement

▼

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.

SEIT and Student

Related Services

Transportation

☒ No Service Coordinator

Original entry

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
HEBREW ACAD FOR SPEC CHLDRN	Occupational Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	2	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
Head Start of Rockland	Speech Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	1	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
<div></div>	<div></div>	09/01/2023	06/30/2024	<div></div>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>		Add	

Return to Student Details

SEIT and Student

Related Services

Transportation

☒ No Service Coordinator

Updated entry

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
HEBREW ACAD FOR SPEC CHLDRN	Occupational Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	2	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
Head Start of Rockland	Speech Therapy Indiv	09/01/2023	05/01/2024	I	<input type="checkbox"/>	1	30	WEEKLY	Preschool Classroom	Submitted	Amend	Rescind
HEBREW ACAD FOR SPEC CHLDRN	Occupational Therapy Indiv	05/02/2024	06/30/2024	I	<input type="checkbox"/>	2	30	WEEKLY	Preschool Classroom		Edit	Delete
Head Start of Rockland	Speech Therapy Indiv	05/02/2024	06/30/2024	I	<input type="checkbox"/>	1	30	WEEKLY	Preschool Classroom		Edit	Delete
<div></div>	<div></div>	09/01/2023	06/30/2024	<div></div>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>		Add	

Return to Student Details



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

STAC-5s Evaluation Components **IEP Placements** IEP Mandates Documents Forms

School Year Session

Rescinding @ Placement Level

School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 Alcott School-9100(A)	Submitted	demodistrict	8/20/2020	<input type="button" value="Amend"/>	<input type="button" value="Rescind"/>

Rescinding at Detail Level / Mandate

* Rescind specific single detail:

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

2022 - 2023 Winter

Placement

Rescinding @ Placement Detail Level

Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location	ESID	Rate	Description	Status	Submitted By User	Submitted Date	Amend	Rescind	Resync
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.

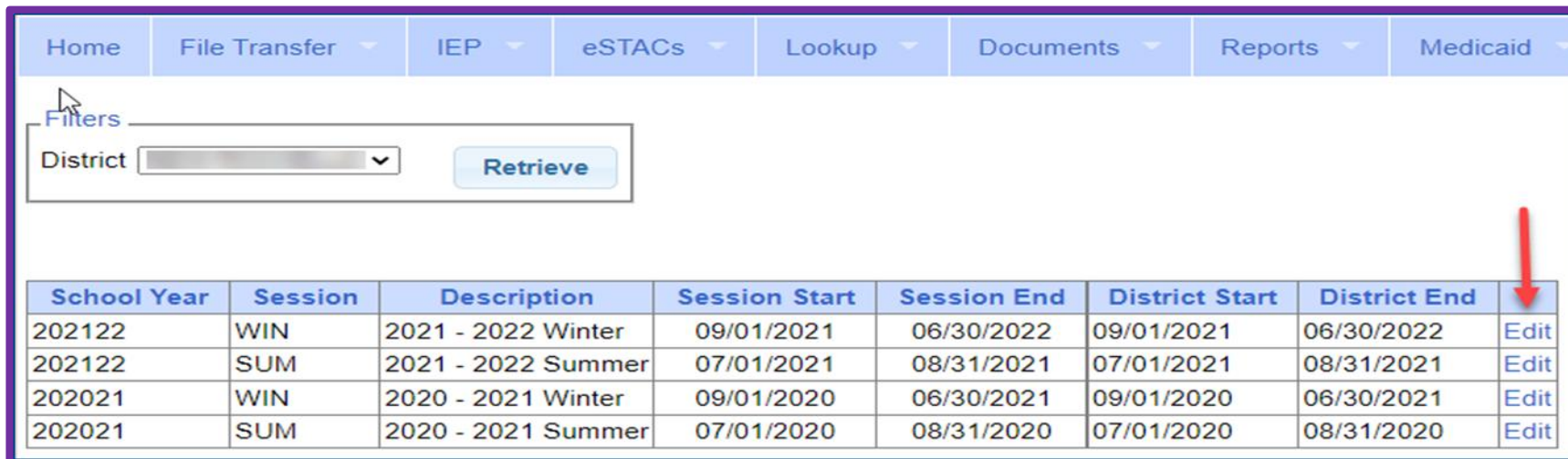
MEETING INFORMATION		
Date: 6/13/2025	Committee: Committee on Preschool Special Education	Decision/Status: Classified Preschool
Reason: Amendment - Agreement No Meeting		Classification: Preschool Student with a Disability
Preschool Service Coordination: Jump Start Therapy		
Participants: [REDACTED]		
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	Edit
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”.

SEIT and Student

Related Services

☐ No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
FRED S KELLER SCHOOL	Physical Therapy Indiv	09/01/2021	06/30/2022	I	<input type="checkbox"/>	2	30	WEEKLY	Home		Edit	Delete
DEREK FERST, SLP	Speech Therapy Indiv	09/01/2021	06/30/2022	I	<input type="checkbox"/>	3	30	WEEKLY	Preschool		Edit	Delete
DEREK FERST, SLP	Coordination	09/01/2021	06/30/2022	I	<input type="checkbox"/>	1	30	MONTHLY	Home/Community		Edit	Delete
<input type="text"/>	<input type="text"/>	09/01/2021	06/30/2022	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add	

Return to Student Details

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.

Document Type

Id : Birth Certificate
Id : Passport
Id : Adoption Papers
Id : Legal Name Change
Id : Child Information Change Form
Medicaid : Medicaid Parental Consent
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
Serv : Summer Regression Justification
Serv : Explanation for not having a STAC-5
Serv : Written Order(s)

Comments

OK Cancel

STAC-5s Evaluation Components IEP Placements IEP Mandates Documents Forms Eligibility Waivers Service Locations

Uploaded Documents

	Document Type	Uploaded Date	Applied To	Submitted Date	Submitted User	Status	Comments			
Select	Birth Certificate	07/15/2025	Student Record	7/18/2025		SUBMITTED		Edit View		
Select	Failed to obtain Medicaid Consent	07/18/2025	Student Record	7/18/2025		SUBMITTED		Edit View		
Select	IEP	08/08/2025	09/04/2025-06/25/2026 RS (COORD, OT(I), ST(I))	8/8/2025		SUBMITTED		Edit View		
Select	Unidentified	01/12/2026	Student Record			NOT SUBMITTED		Edit View	Delete	

Missing Documents

Category	Type	DocumentDescription	Applies To		
No Missing Documents					

Upload Upload Multiple Documents

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.

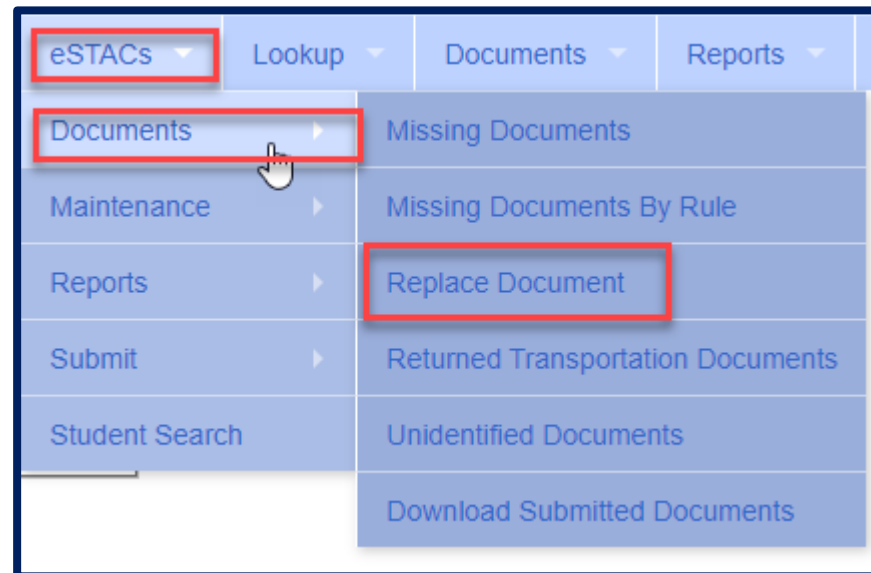
The screenshot shows the 'IEP Placements' tab in a software interface. It displays a table with two placements. The first placement is 'Submitted' and the second is 'Not Submitted'. The 'Amend' and 'Delete' buttons for the second placement are highlighted with red boxes.

School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Submission History
2021 - 2022 Winter	SEITRS	09/13/2021-06/24/2022 RS (OT(I), ST(I))	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

Buttons at the bottom: Add CB Placement, Add SEIT/RS Placement

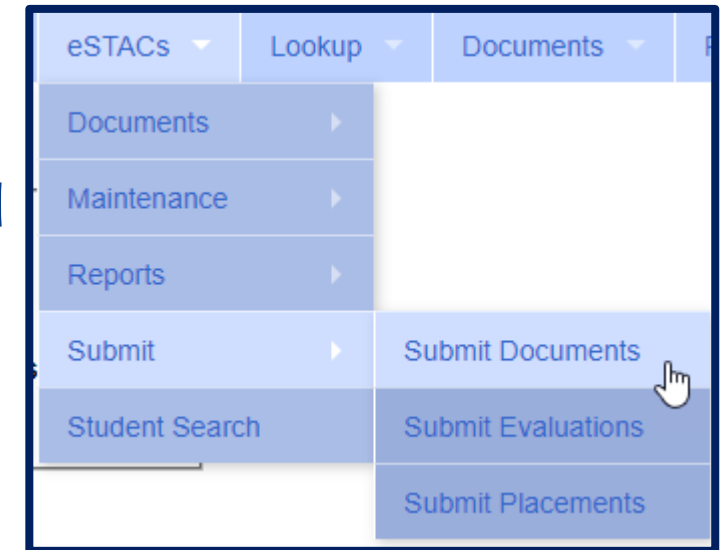
Replacing a Document

- * 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.



Submit Documents To County

Filters

District County

Select	Student Name	Document Name	Related To	Rule Name
<input type="checkbox"/>	Franklin, Peter	Child Miscellaneous		

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.

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James McGuinness & Associates