

# eSTACs Entering STAC-1 SEIT and Related Services

# Rockland County Timeline

- \* **October 29, 2021:**

- \* All services starting, and including **10/29/21** – send paper STAC-1 to Rockland County.

- \* **November 1, 2021:**

- \* All services starting on or after **11/1/2021** – school districts will enter STAC-1 into eSTACs. County will **no longer** accept paper STAC-1 for services starting on 11/1/21 or after!

- \* **November 12, 2021:**

- \* If services began **before 11/1/2021**, November 12<sup>th</sup> is the last day that the county will accept the paper STAC-1

- \* McGuinness will transfer ALL students that are currently in the Rockland County Preschool database to eSTACs.

# Changing District School Dates

- \* School district yearly dates are defaulted to:
  - \* Summer dates: July 1 – August 31
  - \* Winter dates: September 1 – June 30
- \* Go to **eSTACs -> Maintenance -> Default Session Dates for District**

Home File Transfer IEP eSTACs Lookup Documents Reports Medicaid

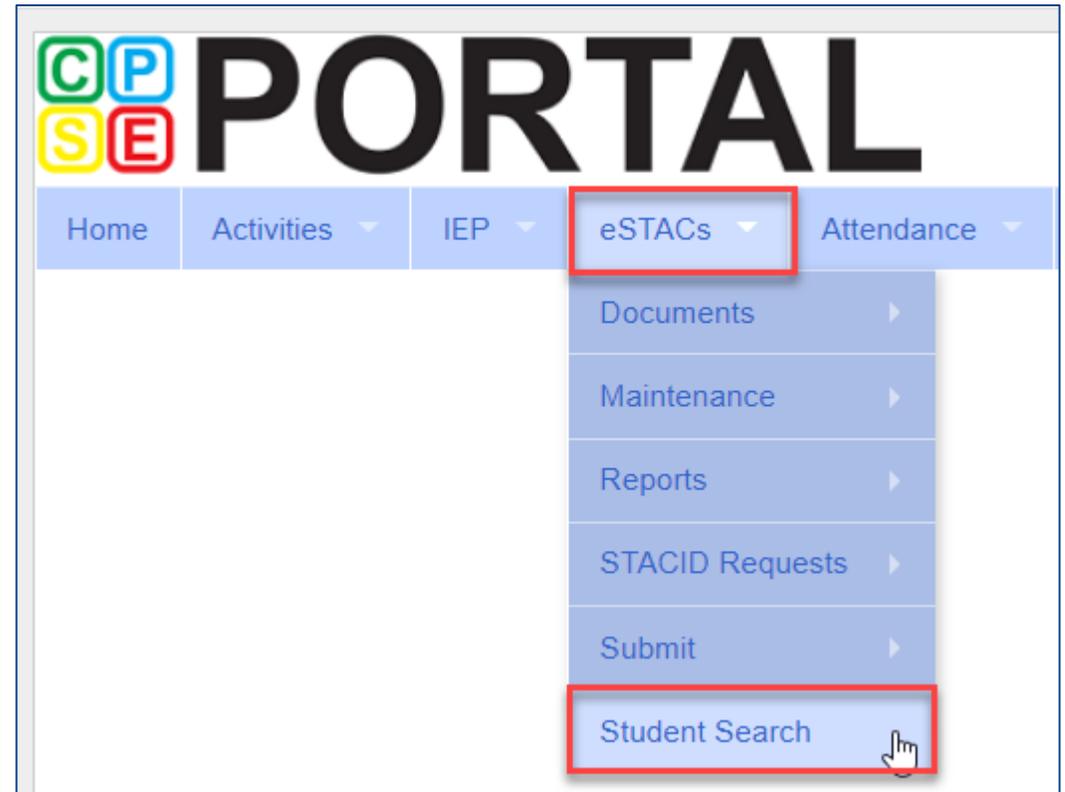
Filters

District  Retrieve

| 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 |

# eSTACs Student

\* Go to eSTACs -> Student Search



# Student Search

- \* Search for student using first and last name of student & click Retrieve

|          |                  |       |          |              |                |          |             |           |               |          |
|----------|------------------|-------|----------|--------------|----------------|----------|-------------|-----------|---------------|----------|
| Home     | Activities ▾     | IEP ▾ | eSTACs ▾ | Attendance ▾ | Billing ▾      | Lookup ▾ | Documents ▾ | Reports ▾ | Maintenance ▾ | Medicaid |
| Filters  |                  |       |          |              |                |          |             |           |               |          |
| ant      | bar              | DOB   | STACID   | CIN          | Student Number |          |             |           |               |          |
| County   | ROCKLAND ▾       |       |          |              |                |          |             |           |               |          |
| District | CLARKSTOWN CSD ▾ |       |          |              |                |          |             |           |               |          |
|          |                  |       |          |              |                |          |             |           | Clear Filters | Retrieve |

# View Student Details

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

|      |                 |       |          |          |             |           |            |          |              |                |
|------|-----------------|-------|----------|----------|-------------|-----------|------------|----------|--------------|----------------|
| Home | File Transfer ▾ | IEP ▾ | eSTACs ▾ | Lookup ▾ | Documents ▾ | Reports ▾ | Medicaid ▾ | People ▾ | My Account ▾ | Knowledge Base |
|------|-----------------|-------|----------|----------|-------------|-----------|------------|----------|--------------|----------------|

Filters

|     |     |     |        |     |                |
|-----|-----|-----|--------|-----|----------------|
| bal | leo | DOB | STACID | CIN | Student Number |
|-----|-----|-----|--------|-----|----------------|

County  ▾

District  ▾

| Last Name | First Name | DOB      | Gender | CIN | STACID | Student Number |                      |                         |
|-----------|------------|----------|--------|-----|--------|----------------|----------------------|-------------------------|
| Balmudo   | Leo        | 03/19/17 | M      |     |        | 5000039718     | <a href="#">Edit</a> | <a href="#">Details</a> |



# Adding a new STAC-1 for SEIT/Related Services

- \* Go to the IEP Placements tab
- \* Click Add SEIT/RS Placement

CPSE: 112806060000 RYDELL CSD

## Student Information

Last Name: **Balmudo** First Name: **Leo** DOB: **3/19/2017** Eligibility: **1/1/2020 - 8/31/2022**  
STACID: CIN: Student Number: **5000039718** [Edit](#)

STAC-5s

Evaluation Components

**IEP Placements**

IEP Mandates

Documents

Forms

School Year Session

| School Year Session | Placement | Description  | Status        | Submitted By | Submitted Date |                      |                        |                       |                                 |
|---------------------|-----------|--|---------------|--------------|----------------|----------------------|------------------------|-----------------------|---------------------------------|
| 2021 - 2022 Winter  | CB        | 09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J) | Not Submitted |              |                | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Print</a> | <a href="#">Sign and Submit</a> |

Add CB Placement

Add SEIT/RS Placement 

# For SEIT or RS

1. Select the School Year and Session
2. Indicate if this student has two or more concurrent STACs
3. Indicate if the child is in Foster Care

School Year Session  1

Click if this is a multiple service STAC (two or more concurrent STACs) 2

Is this student placed in Foster Care?  Yes  No 3

- \* Multiple Service / Concurrent STACs
  - \* Student has a center based placement at the same time as having SEIT or fee for service related services
  - \* Student has two separate center based placements
  - \* Student has SEIT at the same time from two separate SEIT Providers

# Adding SEIT

**SEIT and Student** | **Related Services**

Is this student placed in Foster Care?  Yes  No

Provider  **1**

Is this the same provider that conducted the most recent evaluation for this student?  Yes  No **2**

Program  **3**

**4**      **5**      **6**      **7**      **8**      **9**      **10**

| Start Date                              | End Date                                | IND/GRP              | Frequency            | Minutes              | Period               | Location                                     |      |        |       |
|---|---|----------------------|----------------------|----------------------|----------------------|--|------|--------|-------|
| 09/01/2018                              | 06/30/2019                              | I                    | 5                    | 60                   | WEEKLY               | Universal Pre-K                              | Edit | Delete | Amend |
| <input type="text" value="09/01/2018"/> | <input type="text" value="06/30/2019"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="Universal Pre-K"/> | Add  |        |       |

1. Select Provider
2. Indicate if Provider was same provider that did most recent evaluation
3. Select the program (should be only 1)
4. Edit the Start Date
5. Edit the End Date
6. Indicate individual or group
7. Indicate number of sessions per IEP
8. Indicate number of minutes per IEP (do not convert to 30 min)
9. Enter the period for the frequency
10. Select the location where the service will be performed

# Adding Related Services

SEIT and Student Related Services

| 1<br>Provider                           | 2<br>Service                   | 3<br>Start Date | 4<br>End Date | 5<br>IND/GRP         | 6<br>Frequency       | 7<br>Minutes         | 8<br>Period          | 9<br>Location        |      |        |       |
|---|--------------------------------|-----------------|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|------|--------|-------|
| BROOKVILLE CTR FOR CHILDREN'S SVCS, INC | Speech Therapy                 | 09/01/2018      | 06/30/2019    | I                    | 2                    | 30                   | WEEKLY               | Universal Pre-K      | Edit | Delete | Amend |
| KIDZ THERAPY SERVICES                   | Parent Counseling and Training | 09/01/2018      | 06/30/2019    | I                    | 1                    | 60                   | WEEKLY               | Home                 | Edit | Delete | Amend |
| <input type="text"/>                    | <input type="text"/>           | 9/1/2018        | 6/30/2019     | <input type="text"/> | Add  |        |       |

1. Choose the provider
2. Select the service
3. When does service start
4. When does service end
5. Indicate Individual or Group
6. Indicate number of sessions per IEP
7. Enter minutes per session per IEP
8. Choose the time period for the frequency
9. Indicate where the service will happen

# 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](#)

# Documents Needed to Upload

- \* Before you can sign and submit your SEIT/RS Placement, you will need to upload the following documents:
  - \* IEP – current IEP showing all services created on SEIT/RS Placement
  - \* Medicaid Parental Consent form
    - \* Or Refused Medicaid Parental Consent form
    - \* Or District Failed to Obtain Medicaid Parental Consent Form
  - \* Amended IEP – if services are added or increased a new IEP must be uploaded

# Signing and Submitting

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

CPSE: 112806060000 RYDELL CSD

Student Information

Last Name: **Balmudo** First Name: **Leo** DOB: **3/19/2017** Eligibility: **1/1/2020 - 8/31/2022**  
STACID: CIN: Student Number: **5000039718** [Edit](#)

[STAC-5s](#) [Evaluation Components](#) [IEP Placements](#) [IEP Mandates](#) [Documents](#) [Forms](#)

School Year Session

| School Year Session | Placement | Description  | Status        | Submitted By | Submitted Date |                      |                        |                       |                                 |
|---------------------|-----------|--|---------------|--------------|----------------|----------------------|------------------------|-----------------------|---------------------------------|
| 2021 - 2022 Winter  | CB        | 09/08/2021-06/22/2022 FRED S KELLER SCHOOL-9100(J) | Not Submitted |              |                | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Print</a> | <a href="#">Sign and Submit</a> |
| 2021 - 2022 Winter  | SEITRS    | 09/01/2021-06/30/2022 RS (COORD, PT(I), ST(I))     | Not Submitted |              |                | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Print</a> | <a href="#">Sign and Submit</a> |

[Add CB Placement](#) [Add SEIT/RS Placement](#)

# Compare SEIT/RS Placement to IEP

\* Compare all of your entries on left side to IEP on right side. **Do not sign & submit if not correct.**

**Student Name** Balmudo, Leo      **CPSE District** RYDELL CSD  
**DOB** 3/19/2017      **County** ROCKLAND  
**STAC ID**  
**Student #** 5000039718

**School Year:** 2021 - 2022 Winter      **Placement Type:** SEITRS      **Provider:**

Show Rescinded      [Print STAC-1](#)

Placements To Submit

| Provider                 | From Date | To Date   | Service Type                               | Frequency    | Location                           |
|--------------------------|-----------|-----------|--|--------------|------------------------------------|
| FRED S KELLER SCHOOL     | 9/10/2021 | 6/24/2022 | Special Education (SEIS) :Individual       | 2x60         | Preschool                          |
| JAWONIO, INC             | 9/10/2021 | 6/24/2022 | Occupational Therapy Indiv                 | 2x30         | Home/Community                     |
| FRED S KELLER SCHOOL     | 9/10/2021 | 6/24/2022 | Parent Counseling and Training :Individual | 1x60 MONTHLY | Home/Community                     |
| RISING STARS OF ROCKLAND | 9/10/2021 | 6/24/2022 | Physical Therapy Indiv                     | 1x30         | Home/Community                     |
| DEREK FERST, SLP         | 9/10/2021 | 6/24/2022 | Speech Therapy Indiv                       | 1x30         | Home/Community                     |
| DEREK FERST, SLP         | 9/10/2021 | 6/24/2022 | Speech Therapy Indiv                       | 1x30         | Facility Location / Private Office |

[Submit](#)

eSTACsFi... 1 / 1 | 72%

| IEP INFORMATION                         | SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES |  |   |
|---|---|--|---|
| Projected IEP Start Date:               | 07/01/2021  | Special Education Itinerant Services: 1:1 : Direct | 09/10/2021 - 06/24/2022 2 x Weekly, 1hr. School               |
| Projected IEP End Date:                 | 06/24/2022  | Parent Counseling and Training: Indirect           | 09/10/2021 - 06/24/2022 1 x Monthly, 1hr. Home/Community      |
| Projected Date of Annual Review:        | 04/28/2022  | Speech/Language Therapy: Individual                | 09/10/2021 - 06/24/2022 1 x Weekly, 30min. Therapist's Office |
| Projected Date for Reevaluation:        | 04/02/2024  | Occupational Therapy: Individual                   | 09/10/2021 - 06/24/2022 2 x Weekly, 30min. Home/Community     |
| Extended School Year:                   | Yes   | Physical Therapy: Individual                       | 09/10/2021 - 06/24/2022 1 x Weekly, 30min. Home/Community     |
| Behavior Intervention Plan:             | No  | Speech/Language Therapy: Individual                | 09/10/2021 - 06/24/2022 1 x Weekly, 30min. Home/Community     |
| Supplementary Aids and Services:        | No  | Special Education Itinerant Services: 1:1 : Direct | 07/01/2021 - 08/11/2021 2 x Weekly, 1hr. School               |
| Assistive Technology:                   | No  | Speech/Language Therapy: Individual                | 07/01/2021 - 08/11/2021 2 x Weekly, 30min. Therapist's Office |
| Supports for School Personnel:          | No  |  |   |
| Testing Accommodations:                 | No  |  |   |
| Participate State/District Assessments: | N/A   |  |   |
| Special Transportation:                 | No  |  |   |

# LIVE TRAINING

# Corrections

## Actions Needed to Correct Data in eSTACs by Field

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

# SEIT / RS Amendments

| CPSE determines  | What to do   |
|--|--|
| The SEIT Provider should change  | End Placement and Create new placement with all necessary details                  |
| The student no longer needs a particular related service<br>The student no longer needs SEIT   | End Placement detail by amending end date of detail                                |
| The student needs an additional related service<br>The student needs to have SEIT in addition to just RS   | Add additional placement details as necessary                                      |
| There should be a change to a related service (change in frequency, change from individual to group, change location)<br>There should be a change to the SEIT frequency or between individual and group. | End Placement detail by amending end date of detail, then add new placement detail |

# Corrections

## Actions Needed to Correct Data in eSTACs by Field

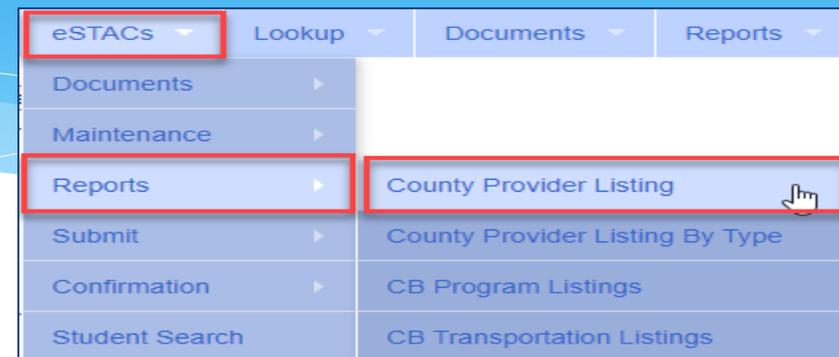
|                     | Center Based (CB)        |                       |                       |                       | SEIT and/or Related Services |                          |
|---------------------|--------------------------|-----------------------|-----------------------|-----------------------|------------------------------|--------------------------|
|                     | CB                       | AIDE/RN/LPN           | Related Service       | Transportation        | SEIT                         | Related Services         |
| School Year Session | Rescind Entire Placement |                       |                       |                       | Rescind Entire Placement     | Rescind Entire Placement |
| Foster Care County  | Rescind Entire Placement |                       |                       |                       | Rescind Entire Placement     | Rescind Entire Placement |
| Provider            | Rescind Entire Placement |                       |                       |                       | Rescind Entire Placement     | Rescind single detail    |
| Program             | Amend                    |                       |                       |                       | Rescind Entire Placement     |                          |
| Sharing (AIDE)      |                          | Rescind single detail |                       |                       |                              |                          |
| Service             |                          | Rescind single detail | Rescind single detail | Rescind single detail |                              | Rescind single detail    |
| Start Date          | Amend                    |                       | Amend                 | Amend                 | Amend                        | Amend                    |
| End Date            | Amend                    |                       | Amend                 | Amend                 | Amend                        | Amend                    |
| Hours Per Day       | Amend                    | Amend                 |                       |                       |                              |                          |
| Days Per Week       | Amend                    | Amend                 |                       |                       |                              |                          |
| Ind. Vs Group       |                          |                       | Rescind single detail |                       | Rescind single detail        | Rescind single detail    |
| Frequency           |                          |                       | Rescind single detail |                       | Rescind single detail        | Rescind single detail    |
| Duration            |                          |                       | Rescind single detail |                       | Rescind single detail        | Rescind single detail    |
| Period              |                          |                       | Rescind single detail |                       | Rescind single detail        | Rescind single detail    |
| Location            |                          |                       | Amend                 |                       | Amend                        | Amend                    |

# Providers eSTACs Reports

- \* Every County contracts with specific providers for specific services.
- \* The services are:
  - \* Evaluations
  - \* SEIT
  - \* Related Services (fee for service)
  - \* Center based
  - \* Transportation
- \* These providers can change from year to year.

# County Provider Listing

- \* This shows which providers are contracted with the County for which particular services
- \* Go to **eSTACs -> Reports -> County Provider Listing**



## County Provider Listing

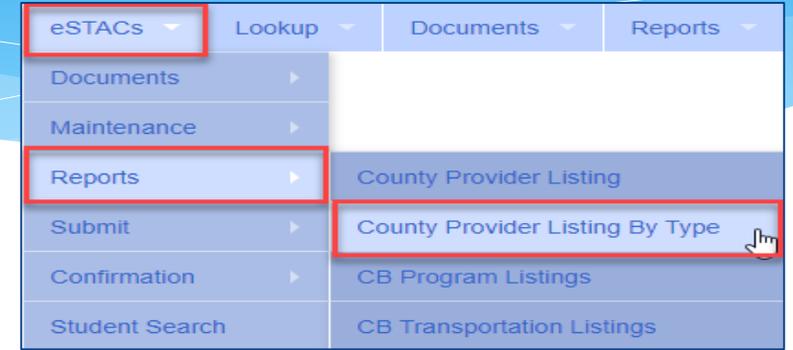
Filters

County  School Year Session

| eSTACs Provider Name                | NPI        | SED Provider Code | SED Provider Name                   | Evaluations | SEIT | Related Services | Centerbased | Transportation |
|-------------------------------------|------------|-------------------|-------------------------------------|-------------|------|------------------|-------------|----------------|
| A STARTING PLACE                    | 1437302262 | 500308880107      | A STARTING PLACE                    |             |      | Y                | Y           |                |
| ARC -- PRIME TIME FOR KIDS          | 1386898583 | 500308990003      | ARC ROCKLAND CO CHAP PRIME TIME     | Y           |      | Y                | Y           |                |
| AVI                                 | 1306127626 |                   |                                     |             |      | Y                |             |                |
| CHILDREN'S HOME LMSW, OT, PT, PSYC, | 1508019365 | 800000071335      | CHILDREN'S HOME LMSW, OT, PT, PSYC, | Y           |      | Y                |             |                |
| CORNERSTONE FAMILY HEALTHCARE       | 1689669079 |                   |                                     |             |      | Y                |             |                |
| DEREK FERST, SLP                    | 1740432830 |                   |                                     |             |      | Y                |             |                |
| Donlon-Farry, Eibhlin               | 1447489687 |                   |                                     |             |      | Y                |             |                |

# County Provider Listing By Type

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



## County Provider Listings

Filters

County:  School Year Session:  Type:

| eSTACs Provider Name        | NPI        | SED Provider Code | SED Provider Name                    |
|-----------------------------|------------|-------------------|--------------------------------------|
| FRED S KELLER SCHOOL        | 1407008626 | 662300880413      | APPLIED BEHAVIOR ANALYSIS FRED S KEL |
| Head Start of Rockland      | 1639459993 | 500304880222      | HEAD START OF ROCKLAND - PRESCHOOL P |
| HEBREW ACAD FOR SPEC CHLDRN | 1033556519 | 332000227132      | HEBREW ACADEMY FOR SPEC CHLDRN       |
| HTA OF NEW YORK             | 1033361357 | 660405880003      | HTA OF NEW YORK                      |
| SHARON A JOLLY & ASSOCIATES | 1467767228 | 441201880022      | SHARON A JOLLY & ASSOCIATES          |

# Rockland County Timeline

- \* **October 29, 2021:**

- \* All services starting, and including **10/29/21** – send paper STAC-1 to Rockland County.

- \* **November 1, 2021:**

- \* All services starting on or after **11/1/2021** – school districts will enter STAC-1 into eSTACs. County will **no longer** accept paper STAC-1 for services starting on 11/1/21 or after!

- \* **November 12, 2021:**

- \* If services began **before 11/1/2021**, November 12th is the last day that the county will accept the paper STAC-1

- \* McGuinness has uploaded all students that are currently in the Rockland County Preschool database for the 2021/2022 school year to eSTACs.

# Getting Support

- \* If you need help you can contact Kelly Knowles at [Kknowles@jmcguinness.com](mailto:Kknowles@jmcguinness.com)
- \* After you are familiar with the Portal, and you need help, send an email to **eSTACs@CPSEPortal.com**.
- \* Please include your district name, which County you work with and a description of your issue.
- \* 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.