## Onondaga eSTACs Getting Started / Entering Children and STAC-5 May 3, & May 6, 2022

## **Questions & Answers**

|   | Topic/Category   |  |  |
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|   | eSTACs   |  |  |
| Q | Will the eSTAC website be available on weekends and after work hours?  |  |  |
| Α | YES. The CPSE Portal, and eSTACs will always be available.   |  |  |
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| Q | Do we have to send agencies an invite for them to fill out STAC 5s?  |  |  |
| Α | NO. If your agency currently creates a STAC-5, you can continue to have the agency send you the paper STAC-5, and then you will enter the                                    |  |  |
|   | information into eSTACs, and submit the STAC-5 electronically to the county.   |  |  |
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| Q | Will STAC-3s be obsolete?  |  |  |
| Α | YES. If there is an amendment to a STAC-1, you will do all of this through eSTACs.   |  |  |
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| Q | What about the STAC 5A for changes to STAC 5?  |  |  |
| Α | This will be done through eSTACs by amending the entry.  |  |  |
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| Q | Will other people from the same district with eSTAC access be able to amend other people's eSTACs?   |  |  |
| Α | YES. Anyone within your district can amend/rescind a STAC-5 or STAC-1.   |  |  |
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| Q | When entering a new student, if the child is at a county agency program, will I be entering as the school district? Are agencies in the drop down?                           |  |  |
| Α | All agencies that provide services for the county will be available to choose from in the drop down menu.  |  |  |
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| Q | We already enter children information in CPSE Portal because we are a program in addition to being a district. Will the login for CPSE portal be the same for eSTAC entries? |  |  |
| Α | NO. You will now have two logins for the Portal. One login will be your school district, and one login will be for your agency.  |  |  |
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| Q | Can my PIN be the same as it is for the CPSE Portal and eSTACs?  |  |  |
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| Α | YES. You can use the same PIN.   |
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| Q | What is the best practice for students with space in name or apostrophe?   |
| Α | You can contact the County to see how they would like children with a double last name entered into eSTACs.                                  |
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| Q | After migrating will all of the districts' existing children in our district be in eSTACs already?   |
| Α | Only the 22/23 children receiving children will migrate into eSTACs. Any changes to a paper STAC-5, or STAC-1 prior to the 22/23 school year |
|   | will need to be sent to the County to change in their Preschool database.  |
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| Q | How often will the County upload the information we are entering?  |
| Α | The County should be synchronizing the students/STACs throughout the day.  |
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| Q | How many digits does the pin need to be?   |
| Α | 4 digits.  |
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| Q | Does the evaluation date need to include month/date/year or just month/date?   |
| Α | Most school districts enter the actual date of evaluation.   |
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| Q | Can the person filling out the info, sign and enter or does the chairperson have to sign and submit?   |
| Α | Any staff person who has the rights to sign & submit for the STAC-5 can submit.  |
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