

eSTACs Entering STAC-1 SEIT and Related Services

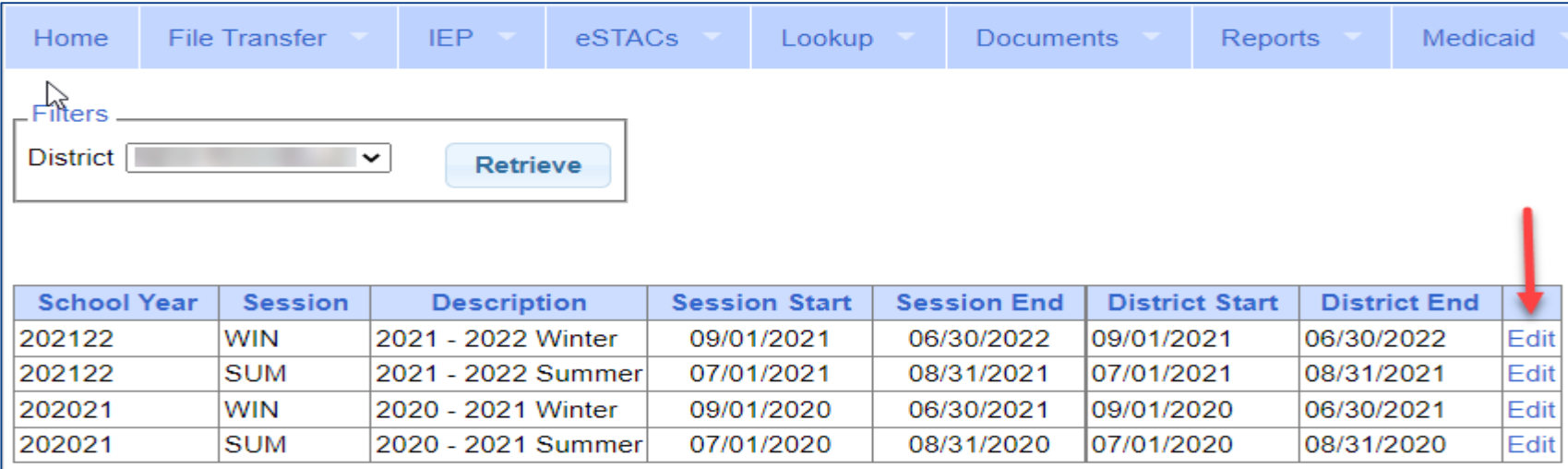
Onondaga County Timeline

- * **June 1, 2022:**

- * School districts will enter all 22/23 STAC-5 & STAC-1 data into eSTACs.
 - * The county will not accept any 22/23 STACs after June 1, 2022.
 - * All prior years – send paper STACs to County to enter into their Preschool database.
- * The County will be entering all 22/23 paper STACs that they have received into their Preschool database.
 - * **IMPORTANT** - If you have an amendment to a STAC that has already been sent to the county, contact the county first. You and the county can then decide who will enter the STAC or amendment, as we do not want to create duplicate children in eSTACs.
 - * McGuinness will transfer ALL students that are currently in the Onondaga 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**

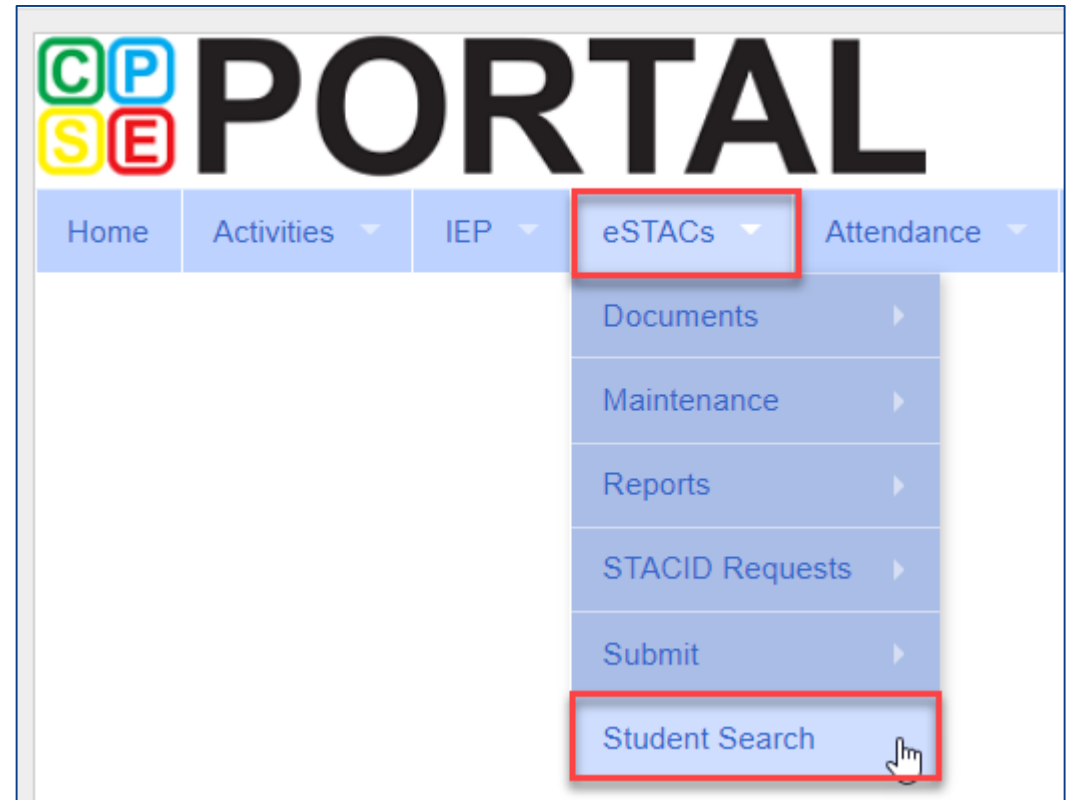


The screenshot shows the eSTACs web application interface. At the top, there is a navigation menu with the following items: Home, File Transfer, IEP, eSTACs, Lookup, Documents, Reports, and Medicaid. Below the navigation menu, there is a 'Filters' section with a 'District' dropdown menu and a 'Retrieve' button. Below the filters, there is a table with the following columns: School Year, Session, Description, Session Start, Session End, District Start, District End, and Edit. The table contains four rows of data. A red arrow points to the 'Edit' link in the last column of the table.

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: ROCKLAND

District: RYDELL CSD

Clear Filters | Retrieve

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID	Student Number		
Balmudo	Leo	03/19/17	M			5000039718	Edit	Details



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			Edit	Delete	Print	Sign and Submit

[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	Edit	Delete	Amend
09/01/2018	06/30/2019	I	5	60	WEEKLY	Universal Pre-K			
<input type="text" value="09/01/2018"/>	<input type="text" value="06/30/2019"/>	<input type="text" value="I"/>	<input type="text" value="5"/>	<input type="text" value="60"/>	<input type="text" value="WEEKLY"/>	<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 Provider	2 Service	3 Start Date	4 End Date	5 IND/GRP	6 Frequency	7 Minutes	8 Period	9 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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](#)

Assistive Technology Services

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

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

There are no recommended related services for this student on this Placement/IEP

Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location	Submitted Date	Status			
Speech Therapy Indiv	12/01/2020	04/02/2021	I	3	30	WEEKLY	Preschool		Not Submitted	Edit	Delete	
Occupational Therapy Indiv	12/01/2020	04/02/2021	I	2	30	WEEKLY	Preschool		Not Submitted	Edit	Delete	
Parent Counseling and Training	12/01/2020	04/02/2021	I	1	60	MONTHLY	Preschool		Not Submitted	Edit	Delete	
▼	12/01/2020	04/02/2021	▼			▼	▼			Add		

Re

- Assistive Technology Services
- Audiology
- Interpreter
- Occupational Therapy Group
- Occupational Therapy Indiv
- Orientation & Mobility
- Parent Counseling and Training
- Physical Therapy Group
- Physical Therapy Indiv
- Psychological Counseling (CSL)
- School Health / Nurse
- Social Work
- Speech Therapy Group
- Speech Therapy Indiv
- Teacher of Hearing Impaired
- Teacher of Visually Impaired

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Assistive Technology Services

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

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

School Year Session: 2021 - 2022 Winter

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

Is this student placed in Foster Care? Yes No

SEIT and Student **Related Services**

No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
KIDZ THERAPY SERVICES	Assistive Technology Services	09/13/2021	11/15/2021	I	<input type="checkbox"/>	4	45	IEP	Home	Submitted	Amend	Rescind
		09/01/2021	06/30/2022		<input type="checkbox"/>						Add	

[Return to Student Details](#)

Assistive Tech Device

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

SEIT and Student Related Services

No Service Coordinator

Provider	Service	Start Date	End Date	IND/GRP	Bilingual	Frequency	Minutes	Period	Location	Status		
Stefanelli, Marietta	Speech Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Teacher of Hearing Impaired	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
HTA OF NEW YORK	Physical Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	1	30	WEEKLY		Amended	Amend	Rescind
SHARON A JOLLY & ASSOCIATES	Occupational Therapy Indiv	09/09/2021	06/24/2022	I	<input type="checkbox"/>	2	30	WEEKLY		Submitted	Amend	Rescind
CORNERSTONE FAMILY HEALTHCARE	Assistive Tech Device	09/09/2021	06/24/2022	I	<input type="checkbox"/>	100	30	IEP			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	

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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
 - * 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			Edit	Delete	Print	Sign and Submit
2021 - 2022 Winter	SEITRS	09/01/2021-06/30/2022 RS (COORD, PT(I), ST(I))	Not Submitted			Edit	Delete	Print	Sign and Submit

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

eSTACs@CPSEPortal.com

Compare SEIT/RS Placement to IEP

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

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

SEITACs@CPSEPortal.com

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			

Overlapping Placements

- * In most cases, you will only have one CB Placement and/or one SEITRS Placement.
- * In the example below, SEIT services were being added to the child.
 - * The district created another SEITRS Placement and added OT & ST to this placement. This created overlapping placements since the OT & ST were in the original SEITRS Placement that was created.
 - * The original placement should have been Amended and the SEIT provider needed to be entered within here. The additional placement needs to be deleted.

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

School Year Session All Sessions

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

Add CB Placement Add SEIT/RS Placement

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 Foster County Provider	Individual vs Group Frequency, Duration & Period	Start Date End Date Location
	Related Service	School Year Session Foster County	Provider Service Individual vs Group Frequency, Duration & Period	Start Date End Date 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	End Placement detail by amending end date of detail
The student no longer needs SEIT	
The student needs an additional related service	Add additional placement details as necessary
The student needs to have SEIT in addition to just RS	
There should be a change to a related service (change in frequency, change from individual to group, change location)	End Placement detail by amending end date of detail, then add new placement detail
There should be a change to the SEIT frequency or between individual and group.	

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

Common Errors

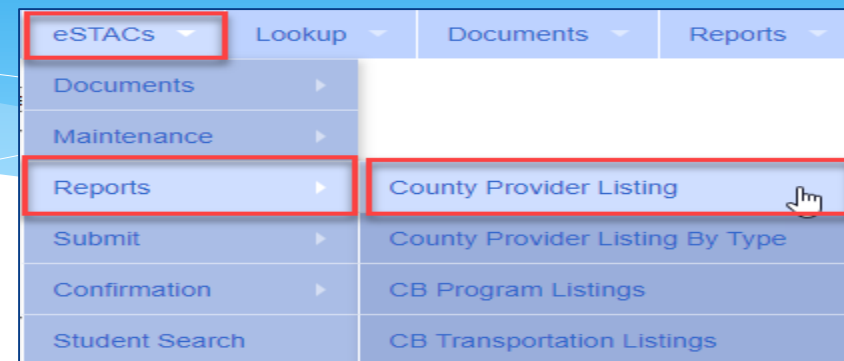
- * Common errors that we at McGuinness see through Portal tickets:
 - * School District dates not changed – therefore start & end dates do not match IEP.
 - * Always change your school district dates each year to help prevent date errors.
- * Attaching documents – you can either attach one page or all pages.
 - * When attaching documents, choose 1 page or all pages.
- * Overlapping placements – more than one placement has been created.
 - * Somewhere you have one or more services that have overlapping dates, or you may have created another placement when you only needed to amend the current placement.
- * School district signed & submitted, but the agency doesn't see changes.
 - * Once the SD signs & submits the placement, the agency WILL NOT see the change immediately. The county will then synch the change(s) into their Preschool program, and then upload or change the enrollments.

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

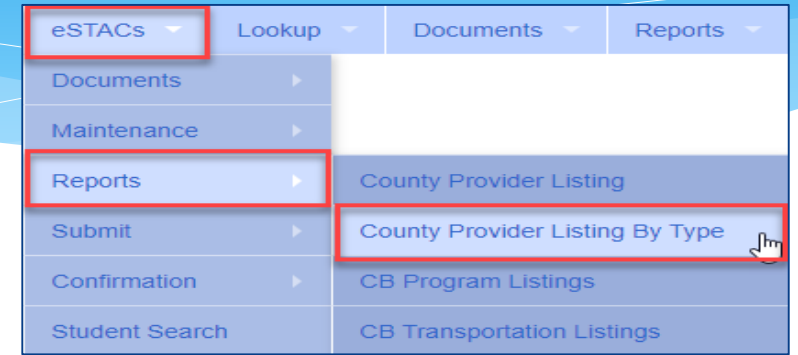
Filters

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: ROCKLAND ▼ School Year Session: 2021 - 2022 Winter ▼ Type: SEIT ▼ Retrieve

Excel

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

Onondaga County Timeline

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 - * All prior years – send paper STACs to County to enter into their Preschool database.
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- * **IMPORTANT** - If you have an amendment to a STAC that has already been sent to the county, contact the county first. You and the county can then decide who will enter the STAC or amendment, as we do not want to create duplicate children in eSTACs.
- * McGuinness will transfer **ALL** students that are currently in the Onondaga County Preschool database to eSTACs.

Getting Support

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