Erie eSTACs Getting Started / Entering Children and STAC-5 June 7th & June 9, 2022

Questions & Answers

Topic/Category							
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.						
Q	Does the school district or agency enter the evaluations into eSTACs to create the STAC 5s?						
Α	The agency does not have access to enter into eSTACs. 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.						
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.						
Q	What about the STAC 5A for changes to STAC 5?						
Α	This will be done through eSTACs by amending the entry.						
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.						
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						
Α	the drop down? All agencies that provide services for the county will be available to choose from in the drop down menu.						
A	All agencies that provide services for the county will be available to choose from in the drop down mend.						
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.						

Q	Can my PIN be the same as it is for the CPSE Portal and eSTACs?						
Α	YES. You can use the same PIN.						
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.						
Q	After migrating will all of the districts' existing children in load into eSTACs?						
Α	Only the 22/23 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.						
Q	How often will the County upload the information we are entering?						
A	The County should be synchronizing the students/STACs throughout the day.						
Q	How many digits does the pin need to be?						
Α	4 digits.						
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.						
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.						