

eSTACs Entering STAC-1 for Center Based and Center Based Related Services

Erie County Timeline

- * **July 1, 2022:**

- * School districts will enter all 22/23 **STAC-5's** into eSTACs, this includes any 21/22 school year entries and/or amendments.

- * **Between July 1 and August 14, 2022:**

- * School districts will continue to enroll and amend all children per the current Erie County procedure (**paper STAC-1**) - no matter the school year 21/22 OR 22/23.

- * **August 15, 2022:**

- * The County will **no** longer accept any enrollments or amendments after this date. You will enter STAC-1's for 21/22 & 22/23 school years into eSTACs.

- * **August 16 through August 31:**

- * Erie County will enter all previous paper STAC-1s into their Preschool system. Once completed, McGuinness will migrate **ALL** students that are currently in Erie County Preschool database into eSTACs.

- * **September 1, 2022 (on or before):**

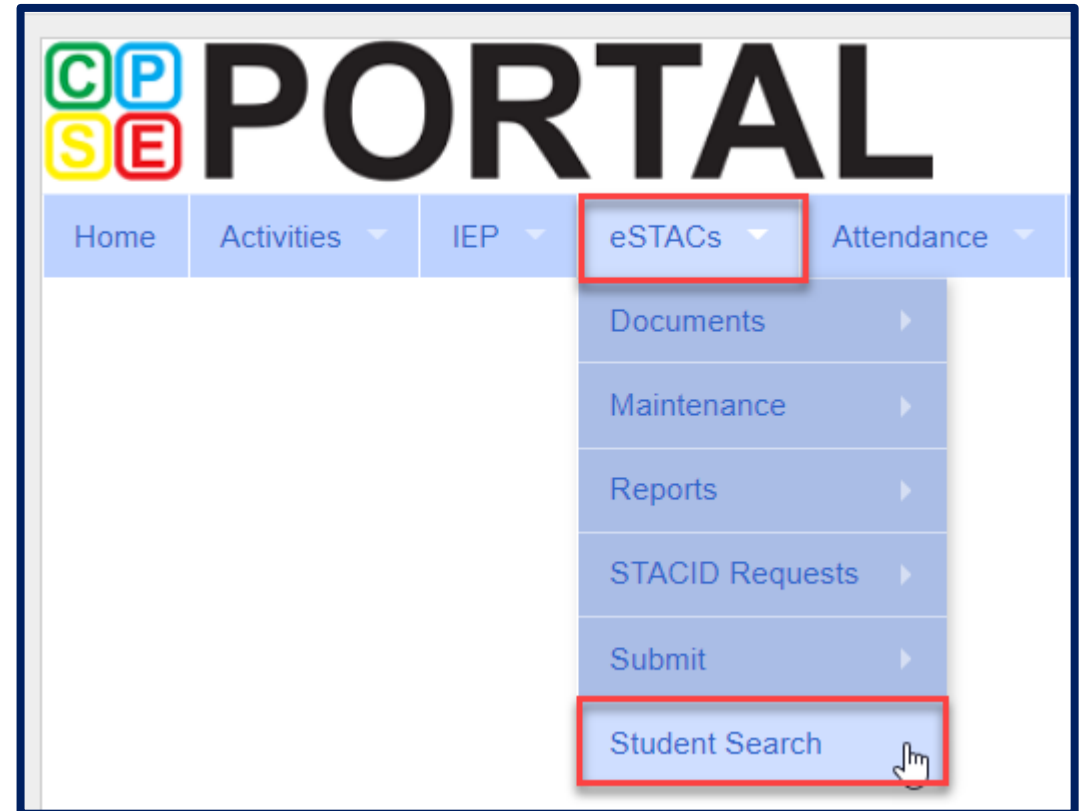
- * School districts will have all 21/22 & 22/23 children migrated into eSTACs.



Student Search

eSTACs Student

* Go to *eSTACs* -> *Student Search*



Student Search

- * Search for student using first and last name of student & click *Retrieve*.
- * As a reminder, when creating a child:
 - * If the child is a Jr/II/III, please enter this information in the Suffix box. Do not include this with the child's last name.
 - * If the child has a hyphenated last name or two last names, please enter as one last name:
 - * Example: Smith-Jones will be entered at SmithJones

Home	Activities ▾	IEP ▾	eSTACs ▾	Attendance ▾	Billing ▾	Lookup ▾	Documents ▾	Reports ▾	Maintenance ▾	Medicaid
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Filters

First Name	Last Name	DOB	STACID	CIN	Student Number
ant	bar				

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](#) [Activities](#) [IEP](#) [eSTACs](#) [Attendance](#) [Billing](#) [Lookup](#) [Documents](#) [Reports](#) [Maintenance](#) [Medicaid](#)

Filters

County

District

[Clear Filters](#) [Retrieve](#)

[Add New Student](#)

District Name	Last Name	First Name	DOB	Gender	CIN	STACID	Student Number			
CLARKSTOWN CSD	Ants	Barbara	08/17/18	F				Edit	Details	



Adding New Center Based Placements

Adding a new CB Placement STAC-1

- * Go to the IEP Placements tab

- * Click Add CB Placement

The screenshot shows the CPSE Portal interface. At the top is a navigation bar with tabs: Home, Activities, IEP, eSTACs, Attendance, Billing, Lookup, Documents, and Reports. Below this is a header section for 'CPSE: 500101060000 CLARKSTOWN CSD'. Under 'Student Information', the following details are displayed: Last Name: Ants, First Name: Barbara, DOB: 8/17/2018, Eligibility: 7/1/2021 - 8/31/2023, STACID: J99999, CIN: , Student Number: 9000099999, and an 'Edit SED Summary' link. Below the student information is a row of tabs: STAC-5s, Evaluation Components, IEP Placements (highlighted with a red box), IEP Mandates, Documents, and Forms. Under the 'IEP Placements' tab, there is a 'School Year Session' dropdown menu set to '2021 - 2022 Winter'. Below this is a table with the following columns: School Year Session, Placement, Description, Status, Submitted By, Submitted Date, and four empty columns. The table currently shows 'No Placements'. At the bottom of the page, there are two buttons: 'Add CB Placement' (highlighted with a red arrow) and 'Add SEIT/RS Placement'.

School Year Session	Placement	Description	Status	Submitted By	Submitted Date				
No Placements									

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

Entering Program Information

1. Check this box if the child has multiple STACs for the same time period (CB + SEIT/RS, CB morning + CB afternoon)
2. Specify school year / session
3. Indicate if the child is placed in foster care
4. Choose the Provider
5. Indicate whether the Provider is the same provider that performed the most recent evaluation
6. Select the specific program the child will attend
7. This populates with the dates and hours the selected program runs
8. Enter the dates and hours that this student will attend this program, and click Save

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: DelFuego First Name: Anthony DOB: 3/12/2016 Eligibility: 1/1/2019 - 8/31/2021
STACID: CIN: [Edit](#)

Program Aide / Nurse / Interpreter Related Services Transportation

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

2 School Year Session 2019 - 2020 Summer ▼

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

4 Provider HEBREW ACADEMY FOR SPEC CHLDNR ▼

5 Same as Evaluation Provider? ☐ Yes ☒ No

6 Program 9101(C) 07/08/19 - 08/14/19 J/A-PRESCHOOL SPECIAL CLASS OVER 2.5 NASSAU COUNTY WOODMERE ▼

	Start Date	End Date	Hours Per Day	Days per Week
7 Program	07/08/2019	08/14/2019	5.00	5
8 This Child	07/08/2019	08/14/2019	5.00	5 ▼

[Save](#) ←

Adding Aides / Nurse / Interpreter

* To add an aide / nurse or Interpreter

1. Select the type (Aide, LPN, RN, or Interpreter)
2. Select whether this service is shared with another student
3. Indicate the hours per day this service is provided
4. Indicate the days per week this service is provided
5. Click Add

Type	Sharing	Hours Per Day	Days Per Week	
Aide 1	1:1 (No Sharing) 2	5.00 3	5 4	Add 5

Type
Aide
Aide
RN
LPN
Interpreter

Sharing
1:1 (No Sharing)
1:1 (No Sharing)
Shared with 1 other student
Shared with 2 other students
Shared with 3 other students
Shared with 4 other students

Adding Related Services INCLUDED in Tuition

Program	Aide / Nurse / Interpreter	Related Services	Transportation							
Service	Start Date	End Date	IND/GRP	Frequency	Minutes	Period	Location			
Occupational Therapy	07/08/2019	08/14/2019	I	2	30	WEEKLY	Therapy Room	Edit	Delete	Amend
Physical Therapy Group	07/08/2019	08/14/2019	G	3	45	WEEKLY	Gym	Edit	Delete	Amend
Speech Therapy 1	07/08/2019 2	08/14/2019 3	I 4	3 5	30 6	WEEKLY 7	Classroom 8	Edit	Delete	Amend

- 1.** The type of service
- 2.** The start date of this particular service
- 3.** The end date for this particular service
- 4.** Whether the service is Individual (I) or Group (G)
- 5.** The number of sessions per period
- 6.** The number of minutes for each session
- 7.** The period of time for this service
- 8.** Location where service will be performed

When IEP has no Related Services

- * If the IEP does not specify any related services, check the box at the top of the related services tab that says

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

Program	Aide / Nurse / Interpreter	Related Services	Transportation									
<input type="checkbox"/> 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			
<input type="text"/>	07/12/2022	08/20/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Add		

Adding Transportation

1. A list of types of transportations indicated in IEP (Bus or Parent reimbursement).
2. If transportation is needed, Erie County would like you to choose **both** the bus and the parent.
3. No transportation documents will need to be uploaded.

The screenshot shows a web application interface with a top navigation bar containing four tabs: 'Program', 'Aide / Nurse / Interpreter', 'Related Services', and 'Transportation'. The 'Transportation' tab is selected and highlighted in blue.

Below the tabs, there is a checkbox labeled 'The IEP does not authorize reimbursement for transportation/ No parent reimbursement will be sought'.

Below the checkbox is a table with the following columns: Service, Provider, Start Date, End Date, Submitted Date, Status, and three empty columns. The table contains two rows of data:

Service	Provider	Start Date	End Date	Submitted Date	Status			
Bus	STUDENT BUS CO	07/12/2022	08/20/2022		Not Submitted	Edit	Delete	
Parent	Rockland Parent Transportation	07/12/2022	08/20/2022		Not Submitted	Edit	Delete	

Below the table, there are two dropdown menus for Service and Provider, followed by input fields for Start Date (07/12/2022) and End Date (08/20/2022). To the right of these fields is an 'Add' button.

Below the table is a section titled 'Upload Transportation Document' with a form containing a 'Document Type' dropdown, 'Effective Date' input, and 'Comment' input.

Below the form is a file upload section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

At the bottom is a section titled 'Transportation Files' with a table containing the following columns: Uploaded, DocumentType, Comments, and Effective Date.

When IEP has no Transportation

- * If the student will **not** be bussed, **and** the parent will **not** be submitting for mileage reimbursement, check the box at the top of the transportation tab that says *“The IEP does not authorize reimbursement for transportation”*

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

☐ The IEP does not authorize reimbursement for transportation/ No parent reimbursement will be sought

Service	Provider	Start Date	End Date	Submitted Date	Status			
<input type="text" value="v"/>	<input type="text" value="v"/>	07/12/2022	08/20/2022			Add		

Upload Transportation Document

Document Type: Effective Date: Comment:

No file chosen

Transportation Files

Uploaded	DocumentType	Comments	Effective Date
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Uploading Documents

Documents Required

- * Erie County is requiring the following documents to be uploaded, before you can sign and submit your STAC-1:
 - * **The IEP Summary page or complete IEP**

Uploading a Document

- * Select Documents tab on Student Details screen.
- * This will also show any Missing Documents that need to be uploaded.
- * Click “Upload” button at bottom of screen or “Upload” at the end of the missing document line.

CPSE: 500402060000

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: 3/9/2017 Eligibility: 1/1/2020 - 8/31/2022

STACID: [REDACTED] CIN: [REDACTED] Student Number: 5000038460 [Edit SED Summary](#) [Resync](#)

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

Uploaded Documents

Document Type	Uploaded Date	Applied To	Submitted Date	SubmittedUser	Comments			
No Documents								

Missing Documents

Category	Type	DocumentDescription	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List	Upload
PLACEMENT	IEP	Copy of IEP for Placement	09/10/2021-06/24/2022 RS (ST(I))	Show Document List	Upload

[Upload](#) [Upload Multiple Documents](#)

Uploading a Document

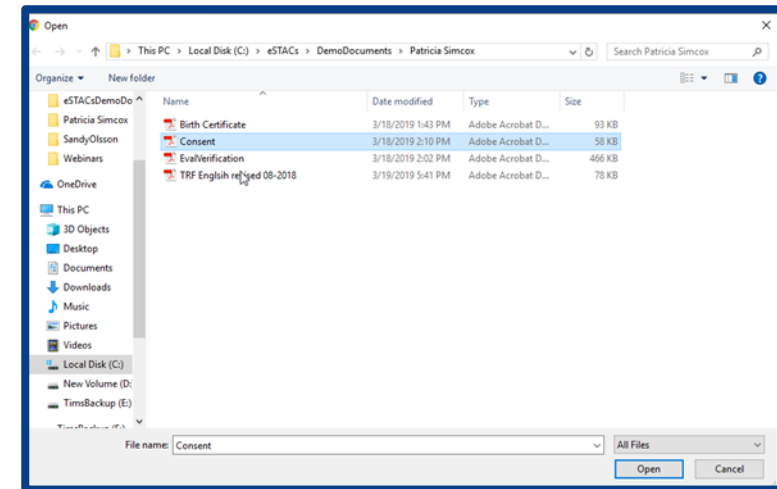
- * Click “Choose File” button.
- * Browse to the file location and select the file.
- * Click the “Open” button on the file dialog
- * The filename will appear next to “Choose File” button.
- * Click “Upload”.

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

Choose File No file chosen [Upload](#)



CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**
STACID: CIN: [Edit](#)

Choose File **Consent.pdf** [Upload](#)

Uploading a Document

- * Right hand side shows the document being uploaded.
- * If uploading the entire IEP, then check box “Enter Details for Entire Document”.
- * Choose document type.
- * Choose correct school year and placement.

The screenshot displays the 'eSTACsFileHandler.ashx' interface. On the left, a form titled 'Enter Details for Entire Document' (checked) includes fields for 'Document Type' (a dropdown menu with 'Serv: IEP' selected), 'School Year' (a dropdown menu with '07/05/2021-08/13' selected), and 'Placement' (a dropdown menu with 'Id: Birth Certificate' selected). Below these are 'Comments' and 'IEP' checkboxes. On the right, a summary section for 'Blind Brook-Rye Union Free School District' (390 North Ridge Street, Rye Brook, NY 10573-1105) shows student information (Student: [redacted], Date of Birth: 12/22/2017, Gender: Male, ID #: 112201514), contact information (Address: [redacted], County: Westchester, Interpreter Required: No), and school information (School Year: 2021-2022, Placement: Approved Preschool Special Education Program, School: Preschool Itinerant Services Only, Grade: Preschool). Below this is a table with two main sections: 'IEP INFORMATION' and 'SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES'.

IEP INFORMATION	
Projected IEP Start Date:	07/05/2021
Projected IEP End Date:	06/25/2022
Projected Date of Annual Review:	06/24/2022
Projected Date for Reevaluation:	03/18/2024
Extended School Year:	Yes
Behavior Intervention Plan:	No
Supplementary Aids and Services:	No
Assistive Technology:	No
Supports for School Personnel:	No
Testing Accommodations:	No
Participate State/District Assessments:	N/A
Special Transportation:	Yes

SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES			
Special Class in an Integrated Setting: 6:1+1	09/01/2021 - 06/24/2022 2 x Weekly, 5hr.	School	
Speech/Language Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School	
Occupational Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School	
Physical Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School	
Special Class in an Integrated Setting: 6:1+1	07/05/2021 - 08/13/2021 5 x Weekly, 5hr.	School	
Speech/Language Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School	
Occupational Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School	
Physical Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School	

Documents for Aide / Nurse / Interpreter

- * There are occasions when you will need to upload the Request For Reimbursement For Partial Aide/Nurse/Interpreter form.
- * eSTACs will inform you when this form is needed when completing the Sign and Submit process.
- * Go to the Aide/Nurse/Interpreter tab and click *Print*.
- * Have form signed and upload form to eSTACs.

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](#)

Placement Information
Session: From Date: **09/08/2021** To Date: **06/22/2022**
Hrs/Day: **5.00** Days/Wk: **5** Aide/RN/LPN:
Provider: **FRED S KELLER SCHOOL** Program: **9100**

Program

Aide / Nurse / Interpreter

Related Services

Transportation

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status				
Aide	Shared with 3 other students	09/08/2021	06/22/2022	5.00	5		Not Submitted	Edit	Delete	Print	
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5			Add			

[Return to Student Details](#)

Comparison eSTAC to Paper Form

Program	Aide / Nurse / Interpreter	Related Services	Transportation								
Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status				
Aide 1	Shared with 3 other students 2	09/08/2021	06/22/2022	5.00 3	5 4		Not Submitted	Edit	Delete		Print
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5			Add			

**NEW YORK STATE EDUCATION DEPARTMENT
STAC AND SPECIAL AIDS UNIT
REQUEST FOR REIMBURSEMENT FOR
Partial 1:1 AIDE, 1:1 NURSE, 1:1 INTERPRETER**

****FOR PRESCHOOL USE ONLY****

STAC ID# _____ (if known)

Student Name: _____ Balmudo, Leo _____ Date of Birth: _____ 03/19/17 _____

Preschool Provider Name: _____ FRED S KELLER SCHOOL _____

Preschool Program Type/Name: _____ 9100 _____

1 Type of 1:1: Partial 1:1 Aide ☒ 1:1 Nurse RN _____ 1:1 Nurse LPN _____ 1:1 Interpreter _____
(check one)

2 ➤ Is this 1:1 Aide/Nurse/Interpreter Shared? NO _____ YES ☒ _____

If YES, Number of Students Sharing the 1:1: _____ 3 _____

1:1 AIDE/NURSE/INTERPRETER--FOR PRESCHOOL EDUCATION:

Start Date of 1:1 Aide/Nurse/Interpreter: _____ 9 / 8 / 21 _____ Projected End Date: _____ 6 / 22 / 22 _____

Hours Per Day Program Runs: _____ 5.00 _____

Hours Per Day Student in Program: _____ 5.00 _____ Days Per Week Student in Prog: _____ 5 _____

1:1 Aide/Nurse/Interpreter Hrs/Day Requested: **3** 5.00 _____ 1:1 Days/Week Requested: **4** 5 _____



Signing and Submitting STAC-1

Signing and Submitting

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

CPSE: 661100010000 NEW ROCHELLE

Student Information

Last Name: First Name: DOB: 6/23/2016 Eligibility: 1/1/2019 - 8/31/2021
STACID: CIN: Student Number: [Edit SED Summary](#)

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					
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 -9100(A)	Submitted	import	8/18/2020	Amend	Rescind	Print		Submission History
2020 - 2021 Winter	CB	09/08/2020-06/25/2021 -9100(I)	Submitted	RS	12/21/2020	Amend	Rescind	Print		Submission History
2021 - 2022 Summer	CB	07/05/2021-08/13/2021 -9100(A)	Amended			Amend	Rescind	Print	Sign and Submit	Submission History
2021 - 2022 Summer	SEITRS	07/05/2021-08/13/2021 RS (OT(I))	Submitted	RS	8/4/2021	Amend	Rescind	Print		Submission History

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

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

Submit
eSTACS@CPSEPortal.com

[illegible]



Amendments and/or Corrections

CB Amendments

CPSE determines	What to do
An AIDE/RN/LPN should be added to the IEP	End Placement and Create new placement with all necessary details
An AIDE/RN/LPN should be removed from the IEP	
The student should be in a different program (different provider, SC vs SCIS, half day vs full day etc.)	
The student no longer needs a particular related service	End Placement detail by amending end date of detail
The student will no longer receive a type of transportation	
The student needs an additional related service	Add additional placement details as necessary
The student will get a new type of transportation service (No transportation -> bus, bus->Bus + Parent, Bus-> Bus + AIDE)	
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
The child will change transportation (Bus->Parent, Parent->Bus)	

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
CB	CB	School Year Session Foster County Provider		Program (SC vs SCIS, half day vs full day) Start Date / End Date Hours Per Day / Days Per Week
	AIDE		Type (AIDE/LPN/RN) Sharing	Hours Per Day Days Per Week
	Related Service		Service Individual vs Group Frequency, Duration & Period	Start Date End Date
	Transportation		Service (Bus, Parent, LPN, etc.) Provider	Start Date End Date

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



Closing

Erie County Timeline

- * **July 1, 2022:**

- * School districts will enter all 22/23 **STAC-5's** into eSTACs, this includes any 21/22 school year entries and/or amendments.

- * **Between July 1 and August 14, 2022:**

- * School districts will continue to enroll and amend all children per the current Erie County procedure (**paper STAC-1**) - no matter the school year 21/22 OR 22/23.

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- * The County will **no** longer accept any enrollments or amendments after this date. You will enter STAC-1's for 21/22 & 22/23 school years into eSTACs.

- * **August 16 through August 31:**

- * Erie County will enter all previous paper STAC-1s into their Preschool system. Once completed, McGuinness will migrate **ALL** students that are currently in Erie County Preschool database into eSTACs.

- * **September 1, 2022 (on or before):**

- * School districts will have all 21/22 & 22/23 children migrated into eSTACs.

Upcoming Webinars

eSTACs Entering STAC-1 Center Based & Center Based Related Services:

- Tuesday, July 12th @ 10:00AM
<https://attendee.gotowebinar.com/register/8584417665478512909>
- Tuesday, July 19th @ 10:00AM
<https://attendee.gotowebinar.com/register/3179885906889969935>
- Wednesday, July 20th @ 2:00PM
<https://attendee.gotowebinar.com/register/1138429264668073228>
- Tuesday, September 7th @ 2:00PM – **Refresher**
<https://attendee.gotowebinar.com/register/5429665917715199504>

Upcoming Webinars

eSTACs Entering STAC-1 SEIT and Related Services:

- Tuesday, July 26th @ 10:00AM
<https://attendee.gotowebinar.com/register/8161132077064528912>
- Tuesday, August 2nd @ 10:00AM
<https://attendee.gotowebinar.com/register/4635198397903171854>
- Thursday, August 4th @ 2:00PM
<https://attendee.gotowebinar.com/register/26849397266125836>
- Thursday, September 8th @ 10:00AM – **Refresher**
<https://attendee.gotowebinar.com/register/7889253637841194765>

Upcoming Webinars

eSTACs Amending versus Rescinding:

- Tuesday, September 20th @ 10:00AM
<https://attendee.gotowebinar.com/register/4180764744585408784>
- Wednesday, September 21st @ 2:00PM
<https://attendee.gotowebinar.com/register/4525007541590938896>

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.