

EI Hub Cheat Sheet:

Closing a Child's Case:

1. **Choose User Profile (ISC/OSC NY, or EIOD NY)**

2. On your Home Page under the Tab Utilize the Search Bar to find your child

OR

On your Home Page under the Dashboard/Tab utilize the search bar to find your child

- a. Select

3. Select Tab across the top.

- a. Select Tab on left-hand side.

- i. Select

1. Complete Exit Date
2. Complete Exit Reason
3. Complete Was the child referred to At-Risk Developmental Surveillance?

- ii. Select

Child's case is now closed. This closure will appear in the table under the Child Exit/Close Tab. This table will include all closures for the child with dates and reasons as to why.