



The Hub Club



Your Source for **EI-Hub** Updates

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Message from the Bureau

With fall approaching, we hope you are enjoying the cooler weather and outdoor festivities! We are looking forward to continuing to share more helpful information about the transition to the EI-Hub as the launch approaches in October!

Learning about data migration is important when preparing for the system downtime and the transition to the EI-Hub. In this newsletter, you will find information about what data is being migrated from NYEIS to the EI-Hub.

Many new resources are being posted to the EI-Hub Learning Management System (LMS) between now and go-live, so [sign in](#) to see the latest updates! In addition, it has been great to see the utilization of the EI-Hub Enhanced Sandbox as a resource, and we encourage you to continue this as go-live approaches.

Raymond Pierce

Director, Bureau of Early Intervention

Do you have questions on the EI-Hub solution or any information in the Hub Club? If so, don't hesitate to email EIHub@health.ny.gov with your questions.

Featured Feature: Data in the EI-Hub

Data Migration

It is important for stakeholders to be aware of what data are being migrated from NYEIS to the new system. Data migration plays a crucial role in transitioning from NYEIS to the EI-Hub. Data migration is the process of selecting, preparing, and extracting data from one system, and transferring it into another. All historical data needed for the Early Intervention Program have been migrated from NYEIS. The following data will be available to users in EI-Hub at launch:

- All active/inactive Agency and Individual-approved Provider information.
- All active/inactive Therapist (rendering provider), EIO/D, and Service Coordinator information.
- All financial data with a service date that is 6 years or less (up to 6 years and 355 days) from the date NYEIS is taken offline for data migration (October 4, 2024). Please note, migration of transportation data will be limited to the past 2 years (July 1, 2022). Counties and providers will also have access to the same billing data in the Billing module (formerly EI Billing) that they have today.
- All active/inactive children in both the Early Intervention Program or At-Risk program who are 6 years or younger (up to 6 years and 355 days old) from the date NYEIS is taken offline for data migration (October 4, 2024). This includes, as

appropriate and required, child and family information, Service Authorizations, and other service information needed to bill for active children.

Another part of the data migration process includes mapping the data from NYEIS to the corresponding fields in the EI-Hub. This process ensures that data is seamlessly integrated into the new system, facilitating immediate usability when the EI-Hub launches. Make sure that your data (e.g. employment records, licensure information, name changes, etc.) is complete and accurate in NYEIS. For more detailed information and for strategies to prepare for scheduled system downtime, please reference the [EI-Hub Transition Resource Lists](#) available on the Learning Management System (LMS).

Reports in the EI-Hub

In addition to understanding what data will be available at the EI-Hub system launch, it is also essential for all stakeholders to know how to access and retrieve information and claims for the children they serve when the EI-Hub launches. In the EI-Hub, users will utilize dashboards and alerts to view and manage their information. These tools provide a mechanism to monitor both a child's progress in the Early Intervention Program (EIP) and status of claims.

The EI-Hub Project team has developed a [user guide](#), detailing data retrieval procedures within the EI-Hub. This comprehensive guide includes instructions for accessing data from the Case Management, Service Logging, and Billing modules. Additionally, a section within the [Case Management User Guide](#) is dedicated to the dashboard. It outlines the available dashboards in Case Management and defines the data available within a particular dashboard. This information is available now on the Learning Management System (LMS).

Migrated Historical NYEIS Data

PCG will have the ability to perform similar functions to prepare and make migrated NYEIS data that cannot be accessed due to the data's age on an as needed basis. A request form is in development and will be based on the reports available within the EI-Hub. The data request form will be located on the Learning Management System (LMS) following the EI-Hub launch. As the form will contain confidential information, users will be required to submit their request through Health Commerce System (HCS) Secure File Transfer (SFT). More information on that data request process will be distributed in a future communication.

Frequently Asked Questions (FAQs)

Will files/attachments in NYEIS be migrated to the EI-Hub?

No, files/attachments in NYEIS **will not be migrated** to the EI-Hub.

It's important to note, documents uploaded in NYEIS and/or the EI-Hub do not fulfill the record keeping requirements for providers and municipalities. Providers must retain the child record, including attachments, for at least the number of years required to meet Medicaid and FERPA requirements and for additional years to comply with their respective professional practice acts.

What is the final date for entering data in NYEIS?

October 4, 2024, is the final day for entering child and claims data into NYEIS. Beginning on the evening of October 4, 2024, at 5:00 PM, NYEIS will go offline to facilitate the data migration process. During this migration period, child information, including claims, will

be transferred to the EI-Hub. Please reference the [Planned System Downtime](#) details available on the Learning Management System (LMS) for more information.

Upcoming Events

- **Pre-Go-Live Webinars – Starting in September 2024.** Reference the [Communications Packet](#) for more information and other learning opportunities leading up to the EI-Hub system launch.

Key Transition Dates

- **Transition of NYEIS to Read-Only** – October 8, 2024
- **NYEIS Decommissioned**– end of December 2024.
- **EI-Hub Go-Live** – October 15, 2024.

Key Next Steps

- **Ensure [HCS Access](#)** for all users who will need access to the EI-Hub (including billing and claiming staff and all providers with a basic or appendix 1 agreement)
- **Review** training materials on the [EI-Hub Learning Management System](#) (LMS) and **join** the EI-Hub Sandbox
- **Make a plan** to complete steps in the [EI-Hub Transition Resource Lists](#).

