



Transition Update

Child Referrals

A child's journey through the Early Intervention Program (EIP) begins with a referral. When a child is suspected or confirmed of having a developmental delay or disability, a referral is made to the EIP or if the child is At-Risk for disability, referred directly into the At-Risk surveillance program, if appropriate.

Before the referral can be entered in the EI-Hub, a child's record needs to be established in the EI-Hub Case Management component. Municipal users will search to determine if there is an existing record for the child. If no record is found, then a new child record is created. The EI-Hub offers the benefit of checking the system for duplicate children to help maintain the accuracy of a child's record.

Please be aware that only municipal users are able to enter a new referral into the EI-Hub. Provider users do not have access to create or submit referrals using the system and will need to contact the municipality to submit a referral either by telephone or secure means to transmit the State referral form. This is a change from the current NYEIS application but it is expected to result in less duplication of child records in the EIP data systems.

With referrals, a child can be enrolled in either track, EIP or At-Risk, but they cannot have active referrals in both. To move a child from one track to another, the child must be exited and re-referred into the appropriate track.

Updates

The next **bi-weekly live demonstration session** is on *IFSPs and IFSP Amendments in the EI-Hub*. Attendees will be able to ask questions specific to the functionality

being demonstrated. Questions not answered during the session will be reviewed and added to FAQs that will be posted in the EI-Hub LMS.

The demonstration is scheduled on **March 2, 2022** from 12:00pm to 1:00pm.



Webinar Registration link: <https://nystec-meeting.webex.com/nystec-meeting/j.php?RGID=r4bcfd230566b426e586134971e02fee4>
Webinar Dial in Telephone Number: 1-855-282-6330
Meeting /Access Number: 2348 936 9843
Webinar Password: EIHUB (34482 from phones)

To view a full list of the upcoming Live Session Demonstrations, [Click here](#)



Please Note: The Waiver Process demonstration and overview has been re-scheduled to take place during the April 6 Transition Series Session.

The next monthly **EI-Hub Transition series webinar** is scheduled on **March 9, 2022**.

This webinar series provides an opportunity for end users to submit questions and hear from BEI and PCG on how to best prepare for the system transition; what steps to take before the transition, how to manage the period between NYEIS shifting to read-only and the launch of the EI-Hub and how to prioritize and get up to speed in EI-Hub at go-live.



Webinar Registration link: <https://nystec-meeting.webex.com/nystec-meeting/j.php?RGID=rf45ba4b610af1ecfe1ed013712bb703e>
Webinar Dial in Telephone Number: 1-855-282-6330
Meeting /Access Number: 2341 996 4749
Webinar Password: EIHUB (34482 from phones)

To view a full list of the upcoming EI-Hub Transition webinars, [Click here](#)



Action Required!

If you **have not self-registered** for the EI-Hub **Learning Management System (LMS)** yet, we strongly encourage you to do so. Resources for the EI-Hub transition will be regularly added through the launch date. Click the link below for instructions to self-register for the LMS.

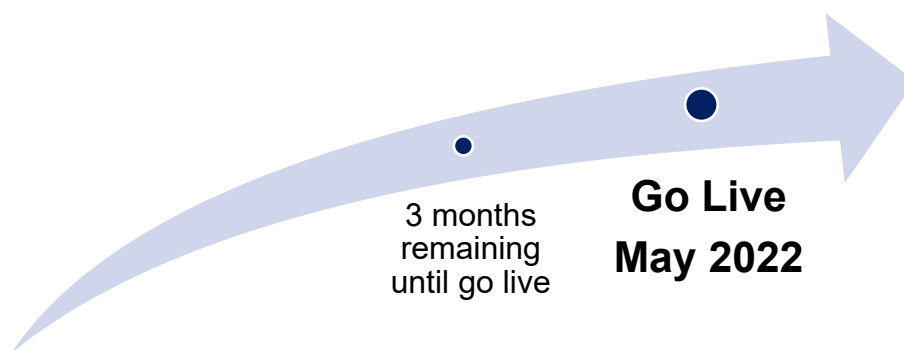
[Instructions to Self-Register for the LMS](#)

If you **do not currently have a Health Commerce System (HCS) account** and will need access to the EI-Hub solution, you will need to register as a new user for an HCS account. New users will need to coordinate with their organization's HCS

administrator to obtain access. For additional information on HCS accounts, click the link below.

[Instructions for HCS Access](#)

Transition Countdown



If you have questions, please contact us at EIHub@health.ny.gov.