

Top 3 Training Resources

MUNICIPALITY ROLES

EIO/D

1 Assigning EIO/Ds and SCs Job Aid

This job aid outlines the process of assigning an EIO/D and Service Coordinators from within a Child record, including step-by-step visuals directly from the EI-Hub.

2 Evaluations Job Aid

This job aid outlines the process for adding Evaluations, Screenings, and Waivers with step-by-step visuals from EI-Hub's Case Management Module. It also covers topics such as entering assessments, completing panels, and more.

3 Creating Service Authorizations Job Aid

This job aid outlines the process for creating Service Authorizations for general services and service coordination in EI-Hub's Case Management Module.

Muni Data Entry

1 Referrals eLearning Module and Job Aid

This job aid and eLearning module demonstrate the step-by-step process for entering a Child's basic demographic information and completing a Child referral in EI-Hub's Case Management Module.

2 Assigning EIO/Ds and SCs Job Aid

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3 Creating Service Authorizations Job Aid

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Muni Program All (EIM/EIO)

1 Reports Infographic

This infographic will offer an overview of the reports that will be available at the time of the launch of EI-Hub. These reports will be able to be tailored to meet the user's individual needs.

2 EI-Hub User Role Crosswalk Infographic

This infographic is a guidance document to support users in identifying the appropriate EI-Hub roles based on the tasks they need to accomplish in the EI-Hub.

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ISC/OSC

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3 IFSP eLearning Module (Coming Soon!)

This module will walk the user through creating and amending an IFSP, including an interim IFSP, within the EI-Hub.

Financial Users

1 Billing and Claiming Job Aid (Coming Soon!)

This job aid will outline the process for submitting billing and claiming for services rendered in the EI-Hub with step-by-step visuals to guide you through these processes.

2 CM User Guide Units 11-12 (Coming Soon!)

These user guides will cover the processes for attendance and billing, as well as audit and reporting capabilities for billing and claiming.

3 EI-Billing Companion Guides

These guides provide detailed, technical instruction on required data content for claims submissions and responses.

Top 3 Training Resources

PROVIDER RÔLES

Individual Providers

1 Provider Re-Approvals, Amendments, and Minor Changes Job Aid

This job aid will provide details on how to update information, meet re-approval and amendment deadline requirements, how to update changes, and more.

2 Create/Edit Service Log Job Aid

This job aid covers how to access the service logging module, enter and edit service logs, and edit a flagged claim to fix including step-by-step visuals from the Hub.

3 Service Logging Job Aid, eLearning, Process Flow

The job aid highlights the navigational components of the EI-Hub Service Logging module. The eLearning module demonstrates how to schedule, log, manage, and audit each service rendered during a visit. The Process Flow provides information on the portals, viewing cases, completing entries, billing, and more.

Provider Data Entry

1 Service Logging Job Aid, eLearning, Process Flow

The job aid highlights the navigational components of the EI-Hub Service Logging module. The eLearning module demonstrates how to schedule, log, manage, and audit each service rendered during a visit. The Process Flow provides information on the portals, viewing cases, completing entries, billing, and more.

2 Evaluations Job Aid

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3 Adding A Therapist Job Aid

This job aid covers how to add new and existing therapists to an approved agency, adding details to a therapist record, and how to self-complete the record by entering certain demographic information. Step-by-step visuals are included.

Universal Provider (Agency Director/Admins)

1 Provider Re-Approvals, Amendments, and Minor Changes Job Aid

This job aid will provide details on how to update information, meet re-approval and amendment deadline requirements, how to update changes, and more.

2 Adding and Updating Provider Information

This job aid covers adding to/updating a DOH-approved Provider record once the Provider's information has transitioned from Provider Enrollment Management (PEM) into Case Management.

Top 3 Training Resources

PROVIDER ROLES

Evaluators

1

Evaluations Infographic

This infographic includes a step-by-step timeline of how to complete the process of entering a Multidisciplinary Evaluation (MDE) and results in to the EI-Hub.

2

Evaluations Job Aid

This job aid outlines the process for adding Evaluations, Screenings, and Waivers with step-by-step visuals from EI-Hub's Case Management Module. It also covers topics such as entering assessments, completing panels, and more

3

EI-Hub Workflow Resource Guide (Coming Soon!)*

This guide provides a comprehensive overview on how to enter information for a child in the EI-Hub throughout their time in the EIP. This training resource informs users of the specific user roles capable of completing each step in the process.

Financial Users

1

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CM User Guide Units 11-12 (Coming Soon!)

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EI-Billing Companion Guides

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Top 3 Training Resources

PROVIDER ROLES



Rendering Providers

1 EI-Hub Quick Start Guide*

This guide is designed to assist users during the launch phase of the system by providing essential information on how the EI-Hub will operate at go-live.

2 Service Logging Job Aid, eLearning, Process Flow

The job aid highlights the navigational components of the EI-Hub Service Logging module. The eLearning module demonstrates how to schedule, log, manage, and audit each service rendered during a visit. The Process Flow provides information on the portals, viewing cases, completing entries, billing, and more.

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3 IFSP eLearning Module (Coming Soon)!

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More Resources

EI-Hub Workflow Resource Guide (Coming Soon!)

This is a reference for role-based users to navigate the EI-Hub Case Management component. It follows the lifecycle of a child through the program, providing context for each step in the process.

It covers the "who, what, where, when, why, and how" for each step in the process, providing details on applicable roles, related dashboards, tabs, and panels on which to take action, and links to any associated training resources to assist with the step.

LMS Index

The Learning Management System (LMS) Index, located on the LMS, provides further organization and easier navigation to all resources in the LMS.

Some of the main sections are EI-Hub, Case Management System Functionality, Sandbox Experience, and more. There are also subsections to make it even easier to find the right resource for you.

CM User Guide Unit 7: Dashboards and Alerts (Coming Soon!)

This user guide provides a breakdown of the dashboards available in the Case Management component of the EI-Hub, including a description of the purpose and functionality of each dashboard and the action(s) required to address the dashboard alert.

This user guide also goes into detail about navigating dashboards and alerts, including which user role can view and use each dashboard.