



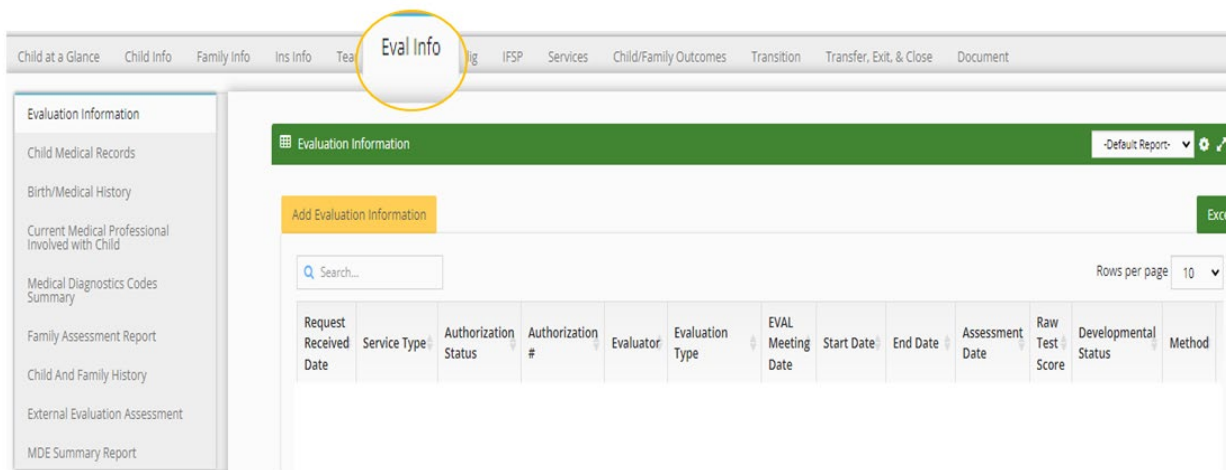
Transition Update

IFSPs and Service Authorizations

The EI-Hub Project Team has received questions asking for more clarification on the Individualized Family Service Plan (IFSP) and Service Authorization process in the EI-Hub. Please note that while the process is described here, we will also be providing training resources that detail how to complete the process in the EI-Hub solution. Please stay tuned for more updates on the availability of training resources.

After a referral is received and an Initial Service Coordinator (ISC) is assigned, the next steps in the Early Intervention Program (EIP) are intake and the evaluation process. The evaluation will determine if the child is eligible for the EIP. If the child is eligible, they will proceed to the next step in the EIP, the IFSP. If the child is not eligible for EI services, they will either be exited from the program or exited and re-referred into the At-Risk track for developmental surveillance.

The **Eval Info** tab [pictured below] is where all evaluation information is captured. The ISC will assign an evaluator selected by the family for the evaluation assessments. A service authorization is required prior to conducting an evaluation. It is important to note that separate service authorizations are needed depending on the components of the Multidisciplinary Evaluation (MDE) being completed. One service authorization can be created for the "Core evaluation" component of the evaluation assessment which includes an evaluation of all five developmental domains. At least two evaluators are assigned in one service authorization for this evaluation component. If a screening, supplemental evaluations or if any of the evaluations are completed as a bi-lingual evaluation, separate service authorizations need to be created for each of these evaluation components.



During the evaluation process, the ISC will also begin to gather information for the initial IFSP. The ISC will be able to create a draft form of the IFSP. If the child is eligible, they will proceed with an initial IFSP meeting.

At the initial IFSP meeting, the IFSP team reviews the information that was gathered regarding the child's development during the evaluation process. The family identifies desired outcomes and EI services are specified. An Ongoing Service Coordinator (OCS) is also assigned to the child. Similar to NYEIS, a billing provider [Provider of Record], that is approved to provide the specified EI services, will need to be identified. While the billing provider is required for the service authorization, a rendering provider can be assigned after the IFSP is finalized. More detailed information on IFSPs was reviewed during the March Transition Series Webinar and in a Live Session Demonstration. Click the links below to watch the recordings.

[Recording: Transition Series Webinar 03.09.2022](#)
[Recording: Live Session Demonstration | IFSP](#)

Updates

With the extension of the launch date of the EI-Hub, the project team is in the process of developing an updated schedule with additional live session webinars. Please be on the lookout for updates in future communications.

Action Required!

If you have not self-registered for the EI-Hub Learning Management System (LMS) yet, we strongly encourage you to do so. Additional resources including a list of [Frequently Asked Questions](#) and [Training Job Aids](#) are now available for review.

Click the link below for instructions on how to self-register:

El-Hub LMS Self-Registration Instructions

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