

EI Hub Cheat Sheet:

Transferring a Child's Record:

Before Transferring a child ensure you have written consent from the parent/guardian to transfer the child. Obtain the new address from the parent/guardian as well as the County you are transferring the child to.

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

a. Select

3. Select Tab along the top

a. Select Tab along the left-hand side

i. Select

ii. Complete Sections as applicable

1. When asked if this is the new primary address select

2. This will end date the last address for the new address

4. Select Tab across the top of the child's chart

5. Select Tab along the left-hand side

a. Select

i. Complete Transfer Request: To Send

ii. Complete Transfer Date

iii. Check box *Parent has been notified that early intervention information has been shared with new location

iv. Complete and comments in regards to the child's case

v. Transfer From Point of Entry: Should auto-populate to Saratoga

vi. Complete Transfer To Point of Entry: County you are transferring to

b. Select

The child will be transferred to the County indicated but will stay active in Saratoga County until the other County accepts or rejects the transfer. All Transfers recorded for this child will be viewable in the table located under the Child Transfer Tab.