

Uploading Documents in the EI-Hub



There are multiple panels within a child’s record where documents can be uploaded. Not all options are available for all users. The chart below illustrates where document upload buttons can be found in the EI-Hub and which user roles can access them.

Panel Where Documents can be Uploaded	User Role
Referral	MuniProgAllNY, MuniDataEntryNY, EIO/D NY
Surrogate Parent Appointment	ISC/OSC NY, MuniProgAllNY, MuniDataEntryNY, EIO/D NY
Insurance Verification	ISC/OSC NY, ProvDataEntryNY, MuniProgAllNY, MuniDataEntryNY, EIO/D NY
Scripts, Orders, Recommendations and Referrals	ISC/OSC NY, ProvDataEntryNY, RenderProvNY, ProvFiscalMgrNY, UniversalProvNY, InProviderNY
IFSP Parent Agreement Panel	ISC/OSC NY, MuniProgAllNY, MuniDataEntryNY, EIO/D NY
Transition – Written Notification and Opt-Out Panel, Consent Panels	ISC/OSC NY, MuniProgAllNY, MuniDataEntryNY, EIO/D NY
Evaluation Information – Developmental Assessment Tab – Developmental Assessment Information Panel (user/agency has to be assigned as evaluator)	ISC/OSC NY, ProvDataEntryNY, RenderProvNY, JrRenderProvNY, UniversalProvNY, InProviderNY, MuniDataEntryNY, EIO/D NY



To upload a document, you will need to select “Edit” on the record in the panel to gain access to the upload button.



It is recommended that you consult the counties where you provide services to for guidance on where they would prefer documents be uploaded and how the files should be named.



Any document uploaded to the EI-Hub (no matter which panel it is uploaded to) can be found in the Documents tab of each child’s record.



When searching using in the Documents tab, you can filter to find all documents uploaded to a particular panel, or leave blank to view all.



Reminder, the Bureau of Early Intervention does not require that documents be uploaded to the EI-Hub, but all documentation must be maintained in accordance with BEI regulations.