

EI Hub Cheat Sheet:

Creating Evaluation Service Authorization

1. **Change User Profile (EIO/D NY)**

- a. On your Home Page under the Tab utilize the Search bar to find your child

OR

Under the Tab to the left select *Dashboard Alert (Equal To): **Non-IFSP Enrollment Review Needed**

Select and utilize the to find the child's chart

- i. Select To enter the Child's Chart

- b. Select Tab across top

- c. Select

- i. Under Tab on left side

- ii. Enter Program by selecting and selecting type of Evaluation

- iii. Service Type will autocomplete

- iv. Date Evaluation From (referral date)

- v. Date Evaluation to (45-day timeline)

- vi. Agency: Evaluating Agency (i.e. Early Start, Adirondack Enrichment, Access Therapy)

- vii. Location Type: Caregiver Home (If Agency Provider Site, Address must be completed)

- viii. EIO/D Section

1. EIO/D Approval: Approve

- ix. Select

d. **Breadcrumb back to Child's Name**

- i. Under SA for Evaluation

1. Will remain Unactive until Agency accepts assignment

The end date of the Service Authorization on the MDE can be extended if needed. However, if you know the date you have agreed upon is past the 45 day timeline than end date the SA the day after the MDE is scheduled.