EI Hub Cheat Sheet:

<u>Reviewing Evaluation/ Accepting Eligibility</u> :

1. <mark>**Choose User Profile EIO/D NY**</mark>

2. From the Home Page

    a. Select [_____] Tab on the left side

        i. *Dashboard Alert (Equal To): Eligibility Review Needed

            [_____]

        ii. Select [_____]

        iii. Under the child you would like to work on select [_____]

You can filter the children in this grid by any of the selections on top (municipality, reference ID, Last name etc…) You click once or twice until the small arrow up or down is highlighted blue. This might take a minute so give it time.

    b. Select [_____] Tab across the top

        i. Explore all Tabs on the left-hand side to make sure Evaluation information was entered in correctly

            1. Scores will be located under [_____]

Note that in the EI Hub the only thing required to be inputted for you to create an IFSP is the Eligibility under the Eligibility Tab. However, all evaluation agencies should be inputting their results under the Eval Info Tab. Do not approve Eligibility until all information is correct and completed in this tab.

Also note that the uploaded MDE will not be in this tab but under the Documents tab. Please review that as well.

    c. Select [_____] Tab across the top

        i. Select [____]

        ii. Select [_____] Tab on Left-Hand side

            1. Enter Today's Date

            2. Select

                a. **Eligible** (choose if child is eligible for the EIP and the correct reasoning is entered)

                b. **Not_Eligible** (choose only if a child is a DNQ and is not eligible)

                c. **Rejected** (choose if the eligibility is entered incorrectly and alert Evaluation Agency)

            3. Select [_____]