EI-Hub
EARLY INTERVENTION SOLUTION

Transition Update

EI-Hub Functionality

The EI-Hub is a one-stop-shop that will allow users across New York State to seamlessly manage the work they do for children in the Early Intervention Program (EIP). EI-Hub users will be able to capture and report on child information from referral (intake) to transition, including managing child and provider data, provider management, claims creation, billing, and payments. The EI-Hub solution is composed of five modules:

Billing – Offers the same reporting and claims management options that the EI Billing does today, plus enhancements to tie billing data directly with the case management module.

Case Management – Enter information on children and families, manage and report on the process from intake to evaluation, service authorizations, claims management and child transition.

Service Logging – Keep track and bill for EI services they provide in the office and in the field. Features include digital visit scheduling, electronic parent signatures, and visit codes.

Learning Management System (LMS) – Designed to provide a single location for system onboarding, training, and resources for users of the EI-Hub solution.

Provider Enrollment – Replaces the outdated paper enrollment process for new or returning providers with an electronic process that ties directly to the provider and rendering provider.

To view a demonstration video on each of the EI-Hub Modules, click the link below.

EI-Hub Overview Video

EI-Hub User Roles

Like NYEIS, access to the EI-Hub and its five components is determined by user roles. A *user role* is a way to define which parts of a system someone will have access to and what actions they can take in the system. User roles are one of the ways the EI-Hub will keep data secure and maintain the accuracy of information in the system, by limiting viewing and editing access to only the people who need it.

Your initial EI-Hub user role will be based on your current user role in NYEIS, and user roles can be changed or added by EI-Hub system "superusers" at each municipality or agency.

Understanding that people in the EI program wear multiple hats, the EI-Hub is designed to allow users to seamlessly navigate between different roles and even different agencies. Through the EI-Hub Landing Page, users will have access to all the EI-Hub modules and user roles applicable to their job functions in the EIP. Users will be able to move between their designated roles to access records or data and perform activities associated with that role. Users can exit a specific role or module by navigating back to the EI-Hub Landing Page using navigational buttons.

For more information on navigating through the EI-Hub and the EI-Hub landing page, click the link below. Additional information on user roles will be shared in the next Hub Club issue.

Navigating the EI-Hub Infographic

Updates

The next bi-weekly live demonstration session is an overview of **Child Referrals (EIP and At Risk) and Evaluations** in the EI-Hub Case Management module. Attendees will be able to ask questions specific to the functionality being demonstrated. Questions not answered during the session will be reviewed and added to FAQs that will be posted in the EI-Hub LMS.

Register Here for the demonstration on February 2, 2022 from 12:00pm to 1:00pm.

> **Missed the last live demonstration?** **Click here** to watch the recording.
> *Topics: Learning Management System (LMS) and EI-Hub Overviews (01/19/2022)*

The project team is kicking off the **EI-Hub Transition Series** on February 9, 2022 from 12:00pm to 1:00pm.

This will be a series of opportunities for end users to submit questions and hear from BEI and PCG on how to best prepare for the system transition; what steps to take before the transition, how to manage the two-week period between NYEIS shifting to read-only and the launch of the EI-Hub, and how to prioritize and get up to speed in EI-Hub at go-live.

[Register Here](#) for the February 9 session!

Action Required!

The EI-Hub will have the functionality for users to upload and manage documents (attachments), however, documents (attachments) within NYEIS will not be transferred to the EI-Hub. **If you have not already done so, please retrieve documents from NYEIS for record retention purposes.**

> *Similar to NYEIS, attachments are intended to allow for communication and information sharing and are not a replacement for a complete child record. Records must be retained by municipalities and providers of record for the children and families they serve in accordance with Medicaid requirements and with applicable professional practice acts.*

<u>**REMINDER**</u>: If you **do not currently have an HCS account** and will need access to the EI-Hub solution, you will need to register as a new user for an HCS account. New users will need to coordinate with their organization's HCS administrator to obtain access.
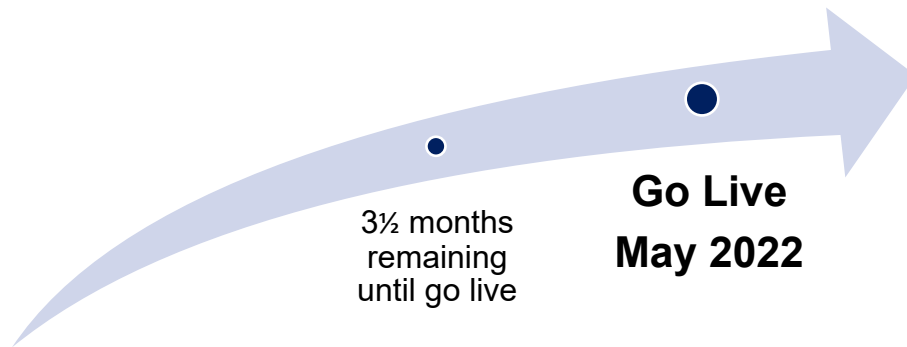
Instructions for HCS Access

Know someone interested in receiving updates regarding the transition to the EI-Hub? Forward this message to your colleague(s) and let them know about receiving emails from the NYEIS list serv.

Instructions to sign up for the NYEIS List Serv

Transition Countdown

3½ months
remaining
until go live

**Go Live
May 2022**

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