Completing a MDE in the EI-Hub

EARLY INTERVENTION SOLUTION

When entering an evaluation, system users will begin by opening a child's record and navigating to the 'Eval Info'

tab. In the Eval Info tab, a grid will appear displaying any active/inactive evaluation service authorization (SA) for the child. Begin by selecting the providers active SA assigned for the evaluation type (MDE, supplemental) to record evaluation results.

- To enter a new evaluation, system users will select the 'Add Evaluation Information' option.
- To edit or update an existing evaluation, system users will select the 'Edit' option.

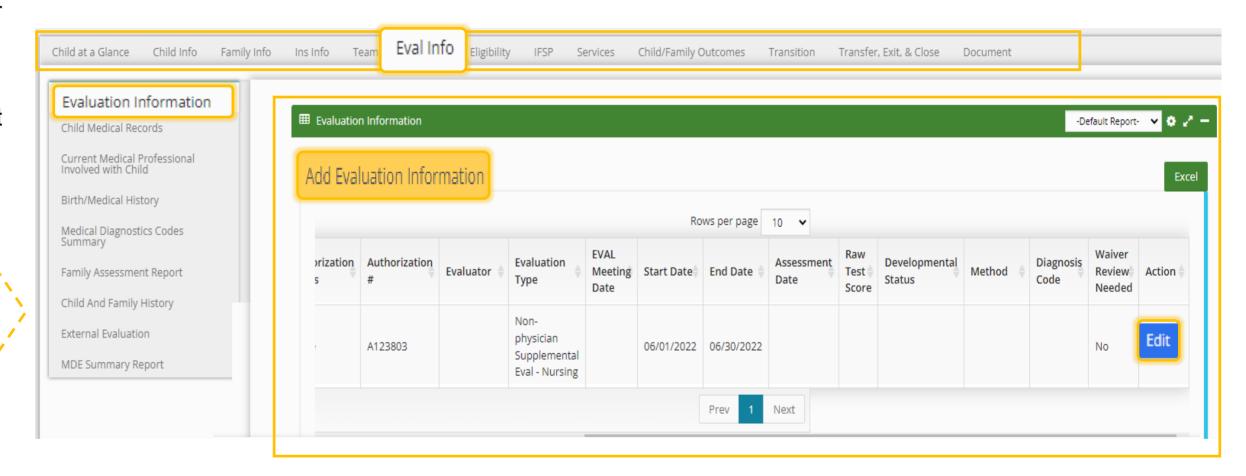
Following the Multidisciplinary Evaluation (MDE), the child's eligibility determination is entered in the 'Eligibility' tab.

Reminder

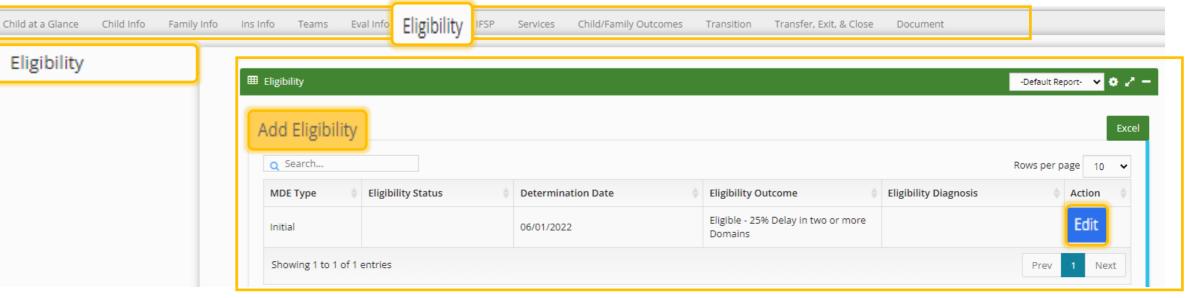
Tabs appear at the top of your screen and run horizontally.

Panels/Grids appear after making a selection from the list of options within a tab (pane).

Evaluation Tab in the Case Management component of the El-Hub



Eligibility Tab in the Case Management component of the El-Hub



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On the EIO/D's Evaluations dashboard they will Provider Data Entry staff / Municipal Data Entry staff select the report filter option for Non-IFSP (or ISC) enters a service authorization (SA) for initial **Enrollment Review Needed (*currently** service coordination under the Services Tab reflected in the Sandbox as 'New Evaluation The Service Information, Service Delivery, Assignment'). EIO/D reviews and approves the The ISC will complete the intake process and **Company Assignment and Service Location** ISC SA under the Evaluations Tab. enter demographic information under the Child panels must be completed prior to Info, Family Info, and Insurance Info tabs. submitting to the EIO/D for approval A new child assignment appears on the User's During initial service coordination, the family will Children Assigned to Caseload dashboard. The select an Evaluator and an evaluation type and Provider of Record/Company will accept/reject the consents to the evaluation. Consent is captured in the assignment and then assign the rendering ISC on **CONTINUE PROCESS** appropriate panel based on the type of evaluation the Teams tab ON NEXT PAGE ⇒ that is being completed. NOTE: The EIO/D can monitor the assignment of ISC in the Children Needing Service Screenings: Screening Information panel Coordinator dashboard MDEs: Development Assessment-Information panel EIO/D assigns the child to an ISC by going to The ISC will assign the Evaluating Agency (Billing the child's Team tab under the child's Provider) under the **Evaluation Information** panel record ISC shares options for **Evaluator discusses evaluation Evaluators &** types with Family & the **Family selects an Evaluation Agency** evaluation is scheduled (individual completing the The ISC will create/submit a service evaluation) in the Evaluator A new child assignment appears authorization (SA) for the evaluation in the

on the EIO/D's Children Assigned to Caseload dashboard.

The EIO/D reviews the dashboard for new assignments and accepts/rejects the assignment

START

Eval Info tab to the EIO/D for approval



IMPORTANT

A SA is required prior to the evaluation

On the EIO/D's **Evaluations dashboard** they will select the report filter option for Non-IFSP Enrollment Review Needed. EIO/D reviews and approves the evaluation SA in

the **Evaluations** tab

Both the Agency and ISC has the capability to enter the Evaluator **Assignment** panel

NOTE: The Agency can monitor the assignment of Evaluators in the Children with an Agency Missing a Practitioner dashboard.

Evaluating Agency receives and accepts the assignment through their

Children Assigned to Caseload Dashboard

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Evaluation team captures current medical professionals involved in the child's care under the Current Medical Professionals Involved with the Child panel

Evaluation team inputs the child's birth history under the **Birth/ Medical History** panel

Evaluation team completes the family assessment report and inputs information in the

CONTINUE TO IFSP

Note: This will first appear as a grid. Select the 'Add Child Doctor' option to add providers

Note: Family Assessment is not mandatory and the family must be offered the opportunity to participate in the family directed assessment

Family Assessment Report panel

dashboard they will select the report filter option for "Eligibility Review Needed". EIO/D reviews and confirms

On the EIO/D's **Evaluations**

or rejects the child's eligibility outcome in the **Eligibility Dates** panel

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Evaluation team inputs the child's medical history in the **Child Medical Records** panel.

Note: This will first appear as a grid. Select the 'Add Child Medical Records' option to add information.

NOTE

Additional forms may be required by a county and collected outside the EI-Hub.

- HIPAA Notice of Privacy form
- Release of Information (ROI) form
- Consent to Bill Insurance forms

Evaluation team inputs a brief overview of the child's current medical state under the **Child And Family History** panel

If applicable, Evaluation team enters any external evaluations under the **External Evaluation** panel

Note: This will first appear as a grid. Select the 'Add Evaluation Information' option to add information

The Evaluator enters the child's eligibility outcome in the Eligibility

Determination panel and submits to the EIO/D for review and final approval

ISC or Evaluation team
gathers child's medical
history & completes required
forms with Family

Evaluation is completed

The evaluation is completed and results are entered in the **Evaluation Assessment** panel based on the type of evaluation that was completed; screening or developmental

Note: If entering results from an MDE, users will need to make separate entries for each of the 5 domains

Evaluators determine if supplemental evaluations are required. If so, the Evaluator will notify the ISC and the ISC creates/submits the service authorization for supplemental evaluation on the **Evaluation Information** panel for EIO/D approval prior to the evaluation.

Note: The approval and assignment acceptance follows the same process as the initial evaluation

Eligibility determination is made

Evaluator enters results from the evaluation(s) in the Eligibility

Determination and Eligibility Delay

Detail panels under the Eligibility tab

Note: This will first appear as a grid. Select the 'Add Eligibility' option to add information

If completed, results from the supplemental evaluation are entered in the **Supplemental Evaluation Assessment** panel