



Transition Update

NYEIS Employee / Contractor List

As we continue to make progress towards the implementation of the EI-Hub, counties and agencies are encouraged to take proactive steps to ensure a smooth transition. One of the key steps involved in this preparation is effective employee and contractor list management. With agencies and counties having anywhere from 50 employees/contractors to upwards of 1,500 staff, it is vital to review your NYEIS employee/contractor lists promptly and often. This review aims to ensure that data transitioning to the EI-Hub is accurate and provider data transitions over correctly. When conducting your review, things to consider include:

- End-date interns, employees, and contractors who no longer work with the agency/municipality
- Verify that student interns (including CFY candidates) have current/accurate supervisor information and internship dates
- Submit NYEIS Help Desk tickets to remove duplicate provider accounts
- Review the rendering provider's NYEIS information. If you identify inaccurate information on your NYEIS page or an employee/contractor's listed, please email Provider Approval Unit (PAU) with a change request. For example ensure:
 - License and certification information is up to date
 - Employees are listed under their current 'Profession/QP' and listed as the correct 'Personnel Type'
 - Contact information for employees (i.e. telephone number, email address, etc.)

Agency individuals who have a NYEIS user role of Universal Provider Role, Prov All-Program Role, Prov All-Fiscal role, Prov Services Director Role, Prov Service Manager Role or County staff who have a NYEIS user role of Universal Muni Role (Muni All) , Muni_EIO/D, Muni_EIOD/SC, Muni_Program User Admin have the ability to end date employment records and edit student intern records in NYEIS. If adjustments are

required to student intern records in NYEIS, please review the instructions provided in the link below. General instructions regarding updating Employee/Contractor lists can be found in the *NYEIS User Manual Unit 9 Provider Management*. If you need additional assistance, please contact the NYEIS Help Desk at 518-640-8390 or nyeis@cma.com. If you need to contact the PAU to make a change to either your information or an employee/contractor's information, please email PAU at Provider@health.ny.gov. Again, this review is essential to ensure the accuracy of agency, provider, and municipal information transitioning over to the EI-Hub. Your cooperation and attention to these matters will contribute to a successful launch of the EI-Hub.

[Instructions for End-dating Interns](#)

Updates

Attention EI-Hub Sandbox Participants – Users can provide feedback on their Sandbox experience, including available training materials in the Learning Management System (LMS), via the [Sandbox Feedback Form](#). When providing feedback, respondents will select from the list of available topic areas (shown below). If you have feedback that cannot be adequately captured in the survey, we encourage you to reach out directly to the EI-Hub Project team at EIHub@health.ny.gov.

The [Feedback on EI-Hub System log](#) allows users to see what your peers are saying about the EI-Hub. This log not only presents their comments but also includes the response of the EI-Hub Project Team and links to relevant resources that can assist in addressing specific topics.

Action Required!

- A Health Commerce System (HCS) account will be required to access the components of the EI-Hub. If you do not currently have a HCS account and need access to the EI-Hub solution when the system is launched, you must register for a HCS account. For instructions on how to obtain a HCS account, click the link below. If you currently have a HCS account, no action is required.
 - [Instructions for HCS Access](#)
- Documents/Attachments stored in NYEIS will not be migrated to the EI-Hub. If you have not already done so, please ensure any documents that you may

not already have in your record are retrieved from NYEIS as needed for record retention purposes.

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