

EI Hub Cheat Sheet:

Adding Supplemental Evaluations:

At this time, you should be in the Child's Chart under your User Profile EIOD and in the Child's IFSP. See EI Hub Cheat Sheet IFSP if you must get to this point.

1. Under Tab

a. Select

i. Under the Tab

1.

*Program: Click the Icon and select the type of Supplemental Evaluation from the drop down menu

a. Select

2. *Dates of Evaluation From: Enter start date of IFSP

3. *Dates of Evaluation To: Enter end date of IFSP

4. Agency: Agency to complete the evaluation

5. *Location Type: Where the IFSP will take place

6. EIO/D Section:

a. EIO/D Approval: Approve

7. Select

2. To return to the IFSP utilize the breadcrumbs at the top and select the IFSP

Note: When back in the IFSP the Supplemental Evaluation will populate in the grid under the IFSP Ongoing Evaluations tab.

Note: This Service Authorization for the Supplemental Evaluation will appear under the Evaluation Tab in the Child's chart. That is where the provider will find the Evaluation.