



Transition Update

Service Logging

The EI-Hub Project Team has received recent questions asking for more clarification on session notes, service logs, and the service logging process in the EI-Hub. Please note we will be providing training resources that detail how to complete the service logging process in the EI-Hub solution. Please stay tuned for more updates on the availability of training resources.

Session notes and service logs serve different functions. A session note is a summary of the services that were provided to the child and includes the child's progress towards the outcome(s) listed in their individualized family service plan (IFSP). A service log is a record indicating the date/time services were rendered to a child. The service log is signed by the child's parent/caregiver, confirming the service was received. Both session notes and service logs are required to be collected and maintained by the provider of service. For more information, please reference the New York State Early Intervention Program (EIP) Regulations 10 NYCRR Section 69-4.26 (c).

The Service Logging component of the EI-Hub has the ability to record both session notes and service logs. The service logging function in the EI-Hub captures the required information to create a claim. Agencies/Counties currently using a third-party system for service logging/claims entry will not be required to use the EI-Hub Service Logging component. When the EI-Hub is launched, users will be set up using the same method for service logging as they do today. If desired, agencies/counties will have the opportunity to transition to the EI-Hub's Service Logging component post go-live.

More detailed information on the service logging process in the EI-Hub was reviewed in a Live Session Demonstration. Additionally, the project team has developed an infographic which highlights the key differences between session notes and service logging. Click the links below to watch the recording or view the infographic.

Recording: [Live Session Demonstration: Service Logging](#) | [Live Session Webinar: Session notes, Service logs, and Service Logging](#)
Infographic: [Session notes v. Service Logging](#) | [Service Logging Process Flow](#)

Updates

Want to become a Role Administrator for the EI-Hub Sandbox?

A survey is now available to capture information from individuals that are requesting Role Administrator rights for the EI-Hub Sandbox. This survey also captures individuals that do not wish to participate in the EI-Hub Sandbox, but would need Role Administrator rights when the EI-Hub Solution is formally launched. Requests will be monitored on a weekly basis. Individuals that submit a request to become a Role Administrator for the EI-Hub Sandbox will receive a follow-up email with additional sign-up instructions. Click the link below to access the survey.

[Role Administrator Request Survey](#)

Action Required!

If you have not self-registered for the EI-Hub Learning Management System (LMS) yet, we strongly encourage you to do so. Additional resources including a list of [Frequently Asked Questions](#) and [Training Job Aids](#) are now available for review. Click the link below for instructions on how to self-register:

[EI-Hub LMS Self-Registration Instructions](#)

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