



Transition Update

User Role Migration

User role migration plays a vital role in the transition to the EI-Hub. At the launch of the EI-Hub, users will have their current NYEIS role migrated to the corresponding user role in the EI-Hub's Case Management component. This process will not only support the transfer of user accounts but also maintain continuity in users authorized access to their child data.

The EI-Hub offers the added benefit of allowing multiple user roles. This feature provides users with greater flexibility as access can be tailored to accommodate individual needs. Users requiring additional Case Management user roles can request them through their designated Role Administrator. A Role Administrator is the individual(s) with administrative rights who is responsible for setting up and maintaining all the user accounts for their entity. With the transition to the EI-Hub, agencies will now have direct control over their staff's user roles, facilitating more efficient access management.

In addition to establishing access to the Case Management component, Role Administrators also have the responsibility of assigning a user's access to both the new Service Logging and Billing (*currently referred to as EI Billing*) modules within the EI-Hub. At the launch of the EI-Hub, users who currently perform manual claims submission in NYEIS will need to be set up and granted access to the Service Logging module. Users who generate and upload an 837P file for billing and claiming will continue to use their third-party system. It is important to note, at the launch of the EI-Hub, the EI Billing system will be brought behind the Health Commerce System (HCS). As a result, existing username and login credentials to EI Billing will no longer work and users will require a HCS account to access this area of the EI-Hub.

It's also important to note, the implementation of the EI-Hub does not necessitate any significant changes to existing business processes. Employees and contracted staff who do not utilize NYEIS today for regular business processes will not be required to

use the EI-Hub. The EI-Hub has data entry roles, allowing authorized personnel to input information on behalf of their respective agencies or municipalities. Providers with a Basic or Appendix agreement with the New York State Department of Health will need to access the EI-Hub to manage their own personal provider reapproval and amendment paperwork.

Additional information on user role migration and an overview of the EI-Hub can be found in the EI-Hub Quick Start Guides on the EI-Hub Learning Management System (LMS). Another useful resource is the EI-Hub User Role Crosswalk, which provides an overview of how the current NYEIS roles will migrate to the EI-Hub as well as all of the user roles available.

[**EI-Hub Quick Start Guide**](#)
[**EI-Hub Quick Start Guide for Role Administrators**](#)
[**EI-Hub User Role Crosswalk**](#)
[**EI-Hub User Role Configuration Infographic**](#)
[**EI-Hub Bootcamp Webinar: User Roles, Role Administrators, and
Provider Management**](#)

Updates

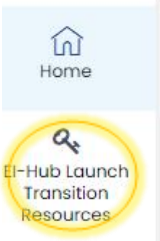
The Bureau of Early Intervention has communicated that the EI-Hub is set to launch on October 15, 2024. In support of stakeholders transitioning to the new system, a dedicated page has been created on the Learning Management System (LMS) solely for this purpose. This page will house resources designed to assist users throughout the transition period.

A key resource to explore are the Transition Resource checklists, offering guidance for Municipalities, Agencies, and Independent Providers as they navigate the transition when NYEIS is taken offline to the EI-Hub going live.

[**EI-Hub Launch Transition Resource Page**](#)



EI-Hub Launch Transition Resources



Action Required!

- A Health Commerce System (HCS) account will be required to access the components of the EI-Hub, which includes EI Billing. If you do not currently have a HCS account and need access to the EI-Hub 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](#)

- As a reminder, 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 need are retrieved from NYEIS as required for record retention purposes. For more information, please reference the [Record Retention Transition Update](#) article on the Learning Management System (LMS).

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