EI Hub Cheat Sheet:

Adding ISC SA:

1. <mark>**Change User Profile (MuniProgAll)**</mark>

Completing this step in MuniProgAll ensures that you will be able to Accept the company assignment of Saratoga County and assign yourself as the ISC. This is to avoid toggling back and forth between user profiles too many times.

   a. On your Home Page under the ☐ Tab utilize the Search bar to find your child ☐

      i. Select ☐

   b. Select ☐ Tab across the top

   c. Select ☐

      i. Enter Program Information: **Service Coordination-Initial**

Remember the Program is the actual service you are entering. If you are under the Services tab, you will only be able to enter ISC. All other services are enter through your IFSP Services tab.

   1. Service Type will prepopulate

   2. *Select* ☐

      ii. Select ☐ Tab on left hand side

      1. Enter **Start Date**, **End Date** (45 days)

Can later go in and change the end date if it will be over 45 days

   2. Frequency: **45**

   3. Frequency Unit: **IFSP Period**

   4. Length: **1 unit- no time specified**

   5. Select ☐

# of sessions authorized will always prepopulate for you, if you change the end date of your SA than the # of units will change accordingly.

      iii. Select ☐ Tab on left

   1. Company Name: **Saratoga County Department of Health**

   2. Accept Assignment: **Accepted**

   3. Submit ☐

      iv. Select ☐ on left

   1. Location Type: **Other**

   2. Location Type Other: **Video/Phone Conferencing**

3. Is the child being served in a Natural Environment: **Yes**

4. Select ☐

v. Select ☐ **(If needed)**

1. Location Type: Caregiver Home/Agency Site/Community Site

2. Enter Address, City, State, Zip

3. Is the child being served in a Natural Environment: Yes

4. Select ☐

vi. Select ☐

1. Select ☐

2. Select Therapist (ISC)

3. Select ☐

2. **Change User Profile (EIO/D NY)**

a. On your Home Page under the ☐ Tab utilize the Search bar to find your child ☐

i. Select ☐

b. Select ☐ Tab across the top

i. In the Grid will be the SA you just created for ISC

ii. Scroll all the way over and select ☐

c. Select ☐

1. EIO/D Section

a. EIO/D Approval: **Approve**

2. Select ☐

d. Breadcrumb back to Child's Name ☐

i. Under ☐ Tab Active SA for ISC