

EI Hub Cheat Sheet:

Adding Service Authorization on the IFSP:

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. Tab
 1. *Program: **Enter the Service you are putting this Auth in for (ex. Speech, Special Instruction, Physical Therapy, Occupational Therapy etc) Includes Basic, Extended, Facility**
 2. Select

Note: Once you hit submit the screen will reload to the original Service Information Tab.

- ii. Tab
 1. *Start Date: **First date of IFSP**
 2. *End Date: **Last Date of IFSP**
 3. *Frequency: **# of days per week**
 4. *Frequency Unit: **Week, Month, IFSP Period etc**
 5. *Length (minutes): **30 (basic visit) 60 (extended visit)**
 6. IFSP Outcome Name: **Select all Outcomes that will coincide with this service**
 7. Select

Note: Once you hit submit the screen will reload to the original Service Information Tab.

- iii. Tab
 1. For Makeup Visits:
 - a. Check Box: **Makeup visits allowed?**
 - b. Makeup Quantity: **# of Makeups (10)**
 - c. Makeup Frequency: **IFSP Period**
 2. If this is a CoVisit:
 - a. Check Box: **CoVisists allowed?**
 - b. Qualified Personnel List for CoVisit: **Select Profession who the CoVisit will be with**
 - c. CoVisit Quantity: **# of CoVisits**
 - d. CoVisit Frequency: **Day, IFSP Period, Month, Week**
 3. Select

Note: Once you hit submit the screen will reload to the original Service Information Tab.

iv. Tab

1. Company Name: **Independent Provider or Agency that is assigned for service**

2. Select

Note: Once you hit submit the screen will reload to the original Service Information Tab.

v. Tab

1. *Location Type: **Caregiver Home, Community-Based Site, Licensed Day Care, Licensed Family Day Care, Neighborhood Site, Other**

Note: If you choose Caregiver Home the address will fill in for you. If you choose another option, you will have to input the address of the location. If you choose Location Type Other, you must fill in the Location Type Other.

*Note: If you choose a Facility Based service your options for Location Type will be: **Agency Provider Site, Hospital-Inpatient, Hospital-Outpatient/clinic, Individual Provider-External Office, Individual Provider- Home Office, Residential Facility.** You may need to enter the Address if it is not in the system already.*

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

3. Select

Note: Once you hit submit the screen will reload to the original Service Information Tab.

vi. Tab, *only needs to be completed if the child might be seen at another location during their services (i.e. at home when Day care is closed)*

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Note: If you choose Caregiver Home the address will fill in for you. If you choose another option, you will have to input the address of the location. If you choose Location Type Other, you must fill in the Location Type Other.

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

3. Select

Note: Once you hit submit the screen will reload to the original Service Information Tab.

vii. Tab

1. EIO/D Section

a. EIO/D Approval: Approve

b. Select

2.

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

3. Once back in the IFSP, Select the

a. Repeat all steps in this Cheat Sheet until all services are added to the IFSP

Note: The Service will be inactive until the therapist accepts their assignment. They will be able to see those through the Child's Services Tab. The Therapists assigned to the case will

only be able to view the IFSP.

Note: If you added a Service you did not mean to you will have to change to your User Profile ISC/OSC NY, enter the IFSP and under the IFSP Services Tab you can delete the Service.