EI Hub Cheat Sheet:

Accepting EIO/D/ISC Assignment:

1. Choose User Profile **(EIO/D NY)**

2. From your home screen Under Children Assigned to Caseload Select [   ]

   a. Filter the Selection by the Action Needed Section, by clicking on Action Needed twice, when the small down arrow turns blue and all children who have an action needed are at the top. [   ]

   | **OR**
   |
   | Utilize the search bar to find the specific child you are working on
   | [   ]

   Remember you will have to accept both the EIO/D and ISC Assignment. Once you complete the first acceptance the child will split into 2 profiles. Once you accept them both they will merge back together. If you do not accept both you will not be able to complete SA's or the MDE SA.

3. Select [   ]

   a. A Pop-up box of Accept Assignment comes up for Initial Service Coordination

      i. Under EIO/D or Service Coordinator Accept/Reject

         1. Select Accepted

      ii. Select [   ]

4. Select [   ]

   a. A Pop-up box of Accept Assignment comes up for EIO/D

      i. Under EIO/D or Service Coordinator Accept/Reject

         1. Select Accepted

      ii. Select [   ]

Congrats! The child is now a part of your caseload, and you can move onto entering a Service Authorization for Initial Service Coordination.