



Transition Update

Referrals

A child's journey through the Early Intervention Program (EIP) begins with a referral. When a child is suspected or confirmed of having a developmental delay or disability, a referral is made to the EIP or if the child is At-Risk for disability, they may be referred directly into the At-Risk surveillance program, if appropriate.

Before the referral can be entered in the EI-Hub, a child's record needs to be established in the EI-Hub Case Management component. Municipal users will search to determine if there is an existing record for the child. If no record is found, then a new child record is created. The EI-Hub offers the benefit of checking the system for duplicate children to help maintain the accuracy of a child's record. When entering a referral, the system will also default to today's date and there are validations in place to ensure the referral date entered is after the child's date of birth and is not a future date. These measures will reduce clerical errors, resulting in fewer data change requests.

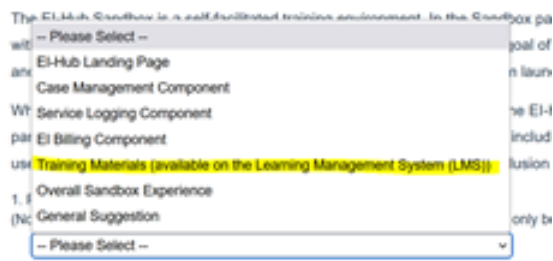
Please be aware that only municipal users (user roles: MuniProgAllNY, EIO/D NY, and MuniDataEntryNY) are able to enter a new referral into the EI-Hub. Provider users do not have access to create or submit referrals using the system and will need to contact the municipality to submit a referral either by telephone or secure means to transmit the State referral form. This is a change from the current NYEIS application but it is expected to result in less duplication of child records in the EIP data system.

With referrals, a child can be enrolled in either track, EIP or At-Risk, but they cannot have active referrals in both. To move a child from one track to another, the child must be exited and re-referred into the appropriate track.

Updates

Attention EI-Hub Sandbox Participants – Several new training resources were recently added to the Learning Management System (LMS). In an effort to meet the needs expressed by Sandbox users for additional training materials some items have been posted in a draft format. Items posted in a draft format will continue through the document review process and finalized versions will be posted to the LMS. Remember, users can provide feedback on any of the available training materials, including items in a draft form, via the [Sandbox Feedback Form](#). When providing feedback on a training resource(s), remember to select the “Training Materials” option from the list of available topic areas.

EI-Hub Sandbox Feedback Form



The EI-Hub Sandbox is a self-directed training environment. In the Sandbox page, you can provide feedback on various components. The dropdown menu shows the following options:

- Please Select –
- EI-Hub Landing Page
- Case Management Component
- Service Logging Component
- EI Billing Component
- Training Materials (available on the Learning Management System (LMS))**
- Overall Sandbox Experience
- General Suggestion

Also, be on the lookout for a communication on how feedback received through the Sandbox Feedback Form is monitored and how you will be able to track comments.

Please reference the [Item Index](#) to view the recently added training resources.

Recently added items include:

- ✓ Case Management User Guide: Unit 8 (Child)
- ✓ Case Management User Guide: Unit 9 (Therapist)
- ✓ IFSP Job Aid

Action Required!

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

- Documents/Attachments stored in NYEIS will not be migrated to the EI-Hub. If you have not already done so, please start to retrieve documents from NYEIS for record retention purposes.

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