

EI Hub Cheat Sheet:

Adding SA for Ongoing Service Coordination:

*At this point you should be in your MuniProgAllNY User Profile and in the child's chart and IFSP. If you are not see the EI Hub Cheat Sheet IFSP to get to this step.*

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

1. Under  Tab
  - a. Select 
    - i.  Tab
      1. \*Program: Service Coordination – Ongoing
      2. Select
      - ii.  Tab
        1. \*Start Date: **First Date of IFSP**
        2. \*End Date: **Last Date of IFSP**
        3. \*Frequency: **45**
        4. Length: **1 unit- no time specified**
        5. Select

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

- iii.  Tab
  1. Company Name: **Saratoga County Department of Health**
  2. Accept Assignment: **Accepted**
  3. Select

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

- iv.  Tab
  1. \*Location Type: **Other**
  2. Location Type Other: **Video/Phone Conferencing**
  3. \*Is the child being served in a Natural Environment?: **Yes**
  4. Select

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

- v.  Tab, *only needs to be completed if the child might be seen at another location during their services*

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.*

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

1. Select

- a. \*Therapist: **Select your name**

- b. Select

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

## 2. Change User Profile to EIO/D NY

- a. Under  Page and the  Tab on the left-hand side

- i. Utilize the  To find the child you are working with

1. Select  to enter Child's Chart

- b. Select  Tab Across the top

- i. Select  to enter current IFSP

- ii.  Tab

1. EIO/D Section

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

2. Select

***Note: You have completed entering in the Ongoing Service Coordination Service Authorization and will not need SCDOH to approve. The SA will become Active when the IFSP does. Return to the EI Hub Cheat Sheet IFSP.***