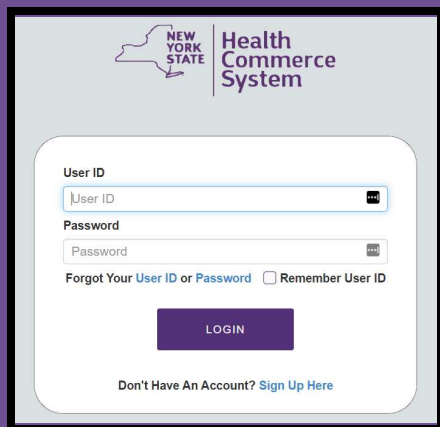# Navigating the EI-Hub

The EI-Hub represents a shift in the way users will manage their day to day work with children in the New York State (NYS) Early Intervention Program (EIP). The EI-Hub utilizes a more flexible approach to user roles, allowing individuals to have several roles within the system to align with the multiple job functions and roles they may have in the EIP. The steps below show how users will enter and navigate through the EI-Hub using their assigned role(s). Additional information about the user management process and available user roles will be shared in future communications.

Step 1: Log into Health Commerce System

Data in the EI-Hub is protected by the New York State (NYS) Health Commerce System (HCS) firewall. This secure system ensures compliance with federal and State requirements for the safeguarding of protected information.

EI-Hub users will be required to sign into HCS to access the EI-Hub through the HCS landing page.

HCS usernames and passwords will continue to be set up through the current process and in coordination with your HCS administrator.
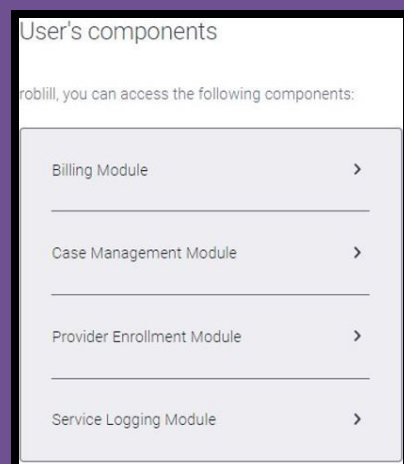
Step 2: Enter the EI-Hub

Access to the EI-Hub is associated with the user's HCS account. Once the EI-Hub has been added as an application available to the user in HCS, the user will be able to select the EI-Hub from their available applications upon signing into HCS.

Although there are no additional username or password requirements for accessing the EI-Hub, users will be required to complete a multifactor authentication (MFA) to enter the EI-Hub.

Logging into HCS is the first authentication, more information on the process for the secondary authentication will be made available on the EI-Hub Learning Management System (LMS).

Step 3: Select Module and User Role from EI-Hub Landing Page

The EI-Hub Landing Page will allow users to access all EI-Hub Modules and User Roles applicable to their job functions in the Early Intervention Program (EIP).

EI-Hub users may have multiple user roles within a module or between modules depending on their job role(s) in the EIP, an agency, or affiliations with multiple agencies. Users will first select the appropriate module and then select from their available roles and affiliations within that module.
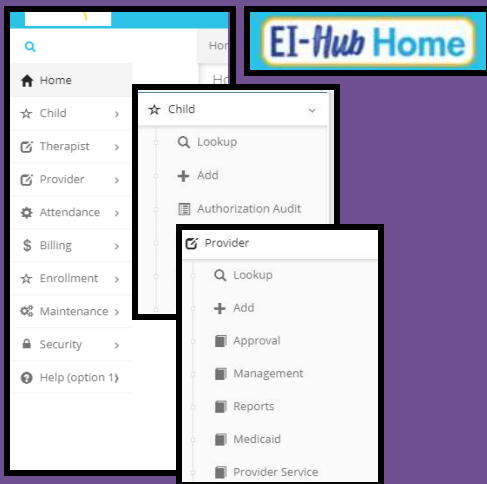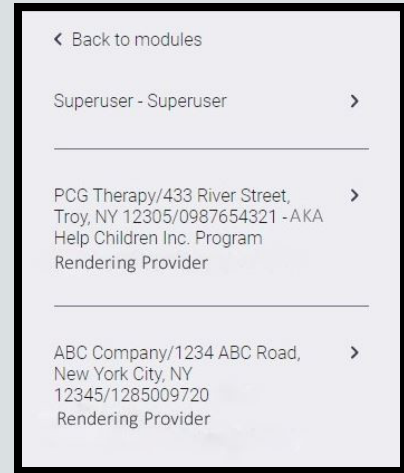
Step 4: Complete Activities in the EI-Hub

Access and functionality in the EI-Hub will be limited based on module, role, and affiliation selected on the EI-Hub Landing Page.

For example, a provider who is contracted with two agencies and also provides services as an independent provider may access the Service Logging module associated with each of these three program roles. After selecting the Service Logging module from the landing page, the user will select if they are completing work as an independent provider, as a contractor or employee of Agency A, or as a contractor or employee of Agency B. Their access during the session will be limited based on role as well as affiliation.

< Back to modules

Superuser - Superuser >

PCG Therapy/433 River Street, >
Troy, NY 12305/0987654321 - AKA
Help Children Inc. Program
Rendering Provider

ABC Company/1234 ABC Road, >
New York City, NY
12345/1285009720
Rendering Provider

Step 5: Navigate the EI-Hub

Once in a module, users will move through activities with the use of navigational menu buttons within the application. Users will be able to use these menu buttons to navigate to a specific task, menu or case as applicable.

In addition to expediting work within a specific module and role, the EI-Hub Home button will also quickly bring the user back to the EI-Hub Landing Page where they will be able to sign into other modules and roles as needed.

Step 6: Sign out of EI-Hub

Users will be able to sign out of the EI-Hub from any point within the system using the "Sign-Out" button on the top navigational menu.

Users can exit a specific role or module by navigating back to the EI-Hub Landing Page using navigational buttons.

After 15 minutes of inactivity in the EI-Hub, users will automatically be signed out of both the EI-Hub and HCS and will be required to sign back into HCS, the EI-Hub and re-enter the preferred module from the EI-Hub Landing Page.
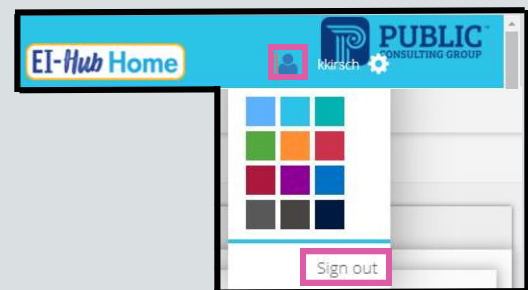
Be on the look-out for more information about the EI-Hub including user roles and multifactor authentication in future communications, issues of the Hub Club, and postings to the EI-Hub LMS.

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