



Transition Update

Record Retention Policy

This message has been communicated periodically over the years, but it bears repeating to ensure that stakeholders understand that attachments stored in NYEIS **will not** be transferred to the EI-Hub. This is also an opportunity to remind stakeholders of the record retention policy and how they can download and securely store attachments in preparation for the transition to the EI-Hub.

Approximately two weeks prior to the EI-Hub's launch, NYEIS will transition to a read-only status and the system will ultimately be decommissioned. Once decommissioned, users will not be able to retrieve copies of attachments stored in NYEIS. With users uploading numerous attachments each business day, now is the time to understand how many files your entity has in NYEIS so you can continue the necessary preparations. As users will likely need to continue storing attachments in NYEIS until the EI-Hub is live, it is important to evaluate your entity's current process around attachments and understand which files you may want to download for future use if you do not already have the records in your files.

Similar to NYEIS, the EI-Hub has the capability to upload attachments. From the Documents tab, users can conveniently access all of the attachments associated with the child's record in one centralized location. Remember, attaching a file does not automatically populate any fields in the EI-Hub. In order to fully utilize the system, users will need to manually enter the data.

Lastly, it is important to note that files/attachments uploaded to the EI-Hub are meant to facilitate collaboration with other providers associated with a child and do not constitute as the official child record. Regardless of the system in which they are stored, attachments do not replace record-keeping requirements or change record-keeping responsibilities of early intervention program providers and municipalities. Providers must retain the child record, including attachments, in their records for at least the number of years required to meet Medicaid requirements and for additional

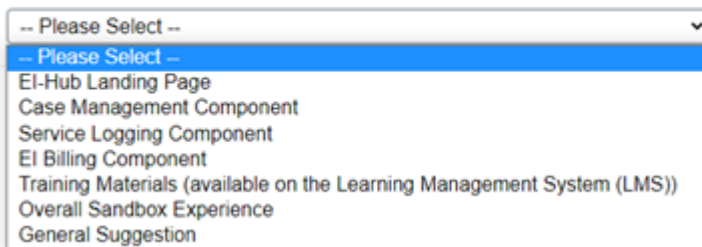
years to comport with their respective professional practice acts. For more information on record retention, please reference the link below.

[EIP Retention Policy](#)
[Presentation on Record Retention Policy](#)
[Downloading Attachments from NYEIS \(ref. Page 77\)](#)

Updates

Attention EI-Hub Sandbox Participants – Users can provide feedback on their Sandbox experience, including available training materials in the Learning Management System (LMS), via the [Sandbox Feedback form](#). When providing feedback, respondents will select from the list of available topic areas (shown below).

1. Please indicate the area you wish to provide feedback:
(Note: You will have an opportunity to provide feedback on multiple areas, but will only be able to select one option at a time) *

A screenshot of a web form's dropdown menu. The menu is open, showing a list of options. The top option is "-- Please Select --" with a downward arrow. Below it is another "-- Please Select --" option, which is highlighted in blue. The remaining options are: "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", and "General Suggestion".

The [Feedback on EI-Hub System log](#) allows users to see what your peers are saying about the EI-Hub. This log not only presents their comments but also includes the response of the EI-Hub Project Team and links to relevant resources that can assist in addressing specific topics.

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](#)

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