



1 - Referral

- Referral source/ parent suspects a child of having a developmental delay or disability
- Child referred to EIO/D within two days of identification
- EIO/D assigns the Initial Service Coordinator

2 - Initial Service Coordination

- Provides information about the EIP process
- Inform the family of rights and responsibilities and explain eligibility
- Create evaluation service authorization and assign evaluation agency
- Obtains insurance/ Medicaid information
- Obtains other relevant information

3 - Evaluation & Eligibility

- Administer evaluation
- Summary and report submitted
- Determine eligibility
- Gather information for Individualized Family Service Plan (IFSP) - if eligible

4 - IFSP

- *If a child is eligible
 - The IFSP team reviews information about the child's development, and the family identifies desired outcomes
 - Early Intervention services specified
 - Develop a written plan
 - Family, EIO/D, and IFSP team agree to IFSP
 - Identify Ongoing Service Coordinator (OSC)

5 - EI Services

- *A snapshot of services
 - Assistive technology devices and services
 - Audiology
 - Family training, counseling, group services
 - Nursing services
 - Nutrition services
 - Occupational therapy
 - Physical therapy
 - Special Instruction
 - Speech Therapy
 - Respite services

6 - Transition

- Plan for transition included in IFSP
- Transition to: Services under Section 4410 of Education Law (3-5 system) **OR** Other early childhood services, as needed

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Referral

Applicable Roles:

- Municipal Staff (MuniProgAll, MuniDataEntry)
- Early Intervention Official/Designee (EIO/D)

The following tasks are performed during the **Referral Process**:

- Adding a Child
- Entering a Child's Basic Demographic Information
- Entering a Referral
- Entering a Child's Address
- Assigning EIO/D and SC

The following areas in EI-Hub apply to the **Referral Process**:

- Child Lookup/Add Menu
- Child Info Tab
- Team Tab (to assign the EIO/D and SC)



Initial Service Coordination

Applicable Roles:

- Service Coordinator (ISC/OSC)

The following tasks are performed during the **Initial Service Coordination Process**:

- Completing any Incomplete Child Demographic Information
- Entering Family Information (identifying family members)
- Entering Insurance Information
- Add Referring Provider NPI for Service Coordination in the Scripts panel under the 'Ins Info' tab

The following areas in EI-Hub apply to the **Initial Service Coordination Process**:

- Child Info Tab
- Family Info Tab
- Insurance Tab



Evaluation & Eligibility

Applicable Roles:

- Early Intervention Official/Designee (EIO/D)
- Service Coordinator (ISC/OSC)
- Evaluator (RenderProv)
- Data Entry (ProvDataEntry)
- Billing Provider (UniversalProvider)

The following tasks are performed during the **Evaluation & Eligibility Process**:

- Creating the Evaluation Assignment (ISC)
- Approving the Evaluation Assignment (EIO/D)
- Accepting the Evaluation Assignment and Assigning Evaluators (UniversalProvider)
- Enter Referring Provider NPI in the Scripts panel → Ins Info tab
- Entering Screening, Evaluation and/or Assessment results
- Entering Eligibility Determination/Date/Delay information
- Submitting the Evaluation and Eligibility to EIO/D for Approval

The following areas in EI-Hub apply to the **Evaluation & Eligibility Process**:

- Eval Info Tab
- Eligibility Tab
- Ins Info Tab





IFSP

Applicable Roles:

- Early Intervention Official/Designee (EIO/D)
- Service Coordinator (ISC/OSC)

The following tasks are performed during the **IFSP Process (Individualized Family Service Plan)**:

- Entering/Updating IFSP Team
- Entering/Updating Level of Development
- Entering/Updating Family Strengths, Priorities, Concerns and Resources
- Entering/Updating Need for Respite/Transportation
- Entering/Updating IFSP Outcomes
- Obtaining Parental Consent for Services
- Creating Service Authorizations (SA)
- Submitting the IFSP and SA's for EIO/D Approval

The following areas in EI-Hub apply to the **IFSP Process**:

- IFSP Tab
- Services Tab
- Teams Tab

EI Services

Applicable Roles:

- Agency/County/Billing Provider (UniversalProvider)
- Early Intervention Official/Designee (EIO/D)
- Independent Providers (InProviderNY)

The following tasks are performed during **EI Services**:

- Identifying a Company Assignment (Provider of Record Billing Provider/Agency)
- Identifying a Therapist Assignment (Rendering Provider)
- Services are linked to the IFSP
- Service Authorizations are added, authorizing services to be rendered
- Services are marked as "Active" (once approved by the EIO/D)
- Enter Prescriptions/Referring Provider NPI in Scripts panel → Ins Info tab
- Billing Provider or Rendering Provider logs Services in Service Logging for all visits

The following areas in EI-Hub apply to the **EI Services Process**:

- IFSP Tab
- Services Tab
- Ins Info Tab
- Service Logging Module



Transition

Applicable Roles:

- Early Intervention Official/Designee (EIO/D)
- Service Coordinator (ISC/OSC)
- IFSP Team

The following tasks are associated with the **Transition Process**:

- Entering Transition Plan Details
- Generating the Transition Conference Notification
- Adding Transition Plan Members
- Entering EI Service Ending/Post-Transition Service Details
- Obtaining Parental Consent via the Potential Eligibility & Consents, Notifications, Revocations panel

The following areas in EI-Hub apply to the **Transition process**:

- Transition Tab



EXIT

Exit /Transfer ●●●●●●→

Applicable Roles:

- Early Intervention Official/Designee (EIO/D)
- Service Coordinator (ISC/OSC)

The following tasks are associated with the **Exit/Transfer Process**:

- Adding a Child Transfer (if the Child is transferring to another county)
- Adding a Child's Exit Date and Reason (i.e., the Child moved out of state)

The following areas in EI-Hub apply to the **Exit process**:

- Transfer, Exit, Re-Open, and Close Tab

