

El-Hub Case Management User Guide (Units 1 – 4)



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Revision History

Version Number	Release Date	Author	Revision Summary
v.0.21.0	10.24.2023	Paul Michael Ross	<ul style="list-style-type: none">First Release

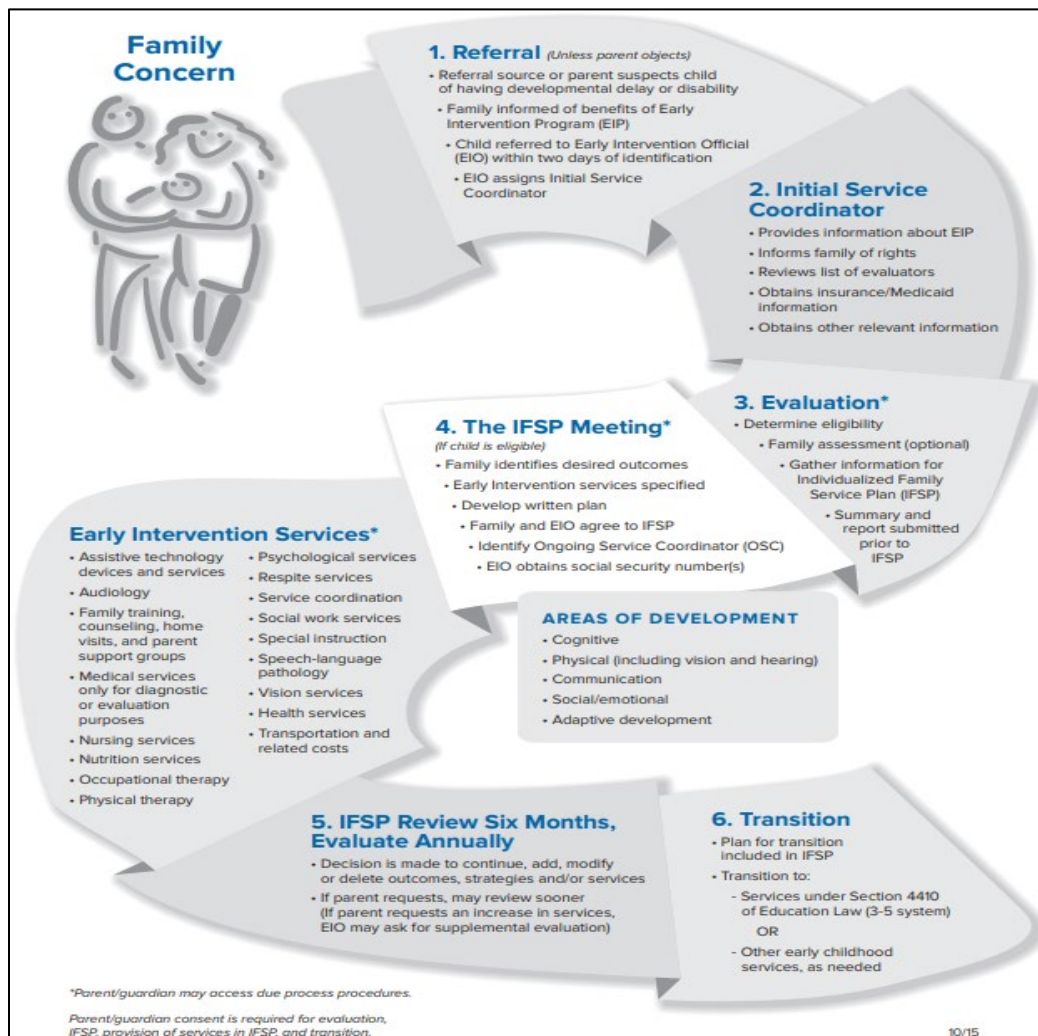
El-Hub Version	Release Date
3.58.0.0	10.13.2023

Unit 1. Introduction



The EI-Hub is a new solution designed specifically for the New York State Early Intervention Program (EIP). The EI-Hub will allow users across New York State to seamlessly manage their work for children in the EIP. With a single sign-on through the Health Commerce System (HCS), EI-Hub users can capture and report on child information from referral (intake) to transition, including managing provider data, provider management (BEI provider functions such as reapprovals and amendments), claim creation, billing, and payments.

This document describes the user interaction with EI-Hub based on the New York State Department of Health's "Early Intervention Steps." Below the "backward S."



Early Intervention Steps: "A Parent's Basic Guide to the Early Intervention Program" is an online and printed publication that provides more detailed information about a family and child's experience in the Early Intervention program. Resources available in this booklet include tips for being an effective parent advocate, a checklist of important evaluation information, and sample letters to help parents exercise their due process rights. The booklet is available at www.nyhealth.gov/publications/0532/index.htm.

Unit 2. User Software Requirements

REQUIREMENTS	OS (CLIENT)
Minimum System Requirements	Windows 10
Recommended System Requirements	Windows 10 17763.134 1809 (Oct 2018 Update) and higher
Software/Browser Requirements	<ul style="list-style-type: none">• Google Chrome, v80 and higher• Microsoft Edge, v79 and higher• Safari v10 and higher• Firefox, v76, and higher (not a recommended browser)
General Browser Requirements	<ul style="list-style-type: none">• TLS 1.2 encryption enabled• Browser set to accept cookies• JavaScript must be enabled

Unit 3. User Hardware Requirements

REQUIREMENTS	CPU	RAM	HDD
Minimum System Requirements	x64 @ 1.4 GHz, Pentium III-compatible, x64 AMD Opteron, AMD Athlon 64, Intel Xeon, or Pentium IV with EM64T support	4 GB min	32 GB min of available space
Recommended System Requirements	x64 @ 2.0 GHz. x86 Pentium III-compatible, x64 AMD Opteron, AMD Athlon 64, Intel Xeon, or Pentium IV with EM64T support	8 GB min	40 GB

Unit 4. System Overview

4.1 Systems Components

COMPONENT NAME	DESCRIPTION
EI-Hub Identity Service	The EI-Hub Identity Service component provides EI-Hub user account, role, and access management by interoperating with the NYS Health Commerce System. It uses its security token to open access and set roles across EI-Hub components.
EI-Hub Provider Enrollment Management	<p>The EI-Hub Provider Enrollment Management (PEM) component provides a portal for Provider Enrollment outside of HCS and is accessible to all new provider applicants. It consists of two tools to support the NYS DOH provider enrollment processes:</p> <ul style="list-style-type: none">• The Pre-Application Screening Tool (PAST) enables the first review of an applicant's suitability to become an early intervention provider.• The Provider Application Tool (PAT) allows the applicant to complete their application and NYS DOH to review it and determine its suitability to become an early intervention provider.
EI-Hub Case Management	<p>The EI-Hub Case Management component provides a web-based system for tracking children, practitioners, and service information to report and facilitate service log capture and billing.</p> <p>The EI-Hub Case Management component includes Provider Management.</p>
EI-Hub Service Logging	The EI-Hub Service Logging component provides a web-based system for Early Intervention service providers to enter their service logs and record notes as applicable.
EI-Hub Billing and Claiming (EI-Billing)	The EI-Hub Billing and Claiming components provide a web-based system for Early Intervention (EI) Service Providers to submit billing for early intervention services to the Early Intervention program's state fiscal agent. It is an access point for Municipalities to obtain information about the EI fiscal process.

4.2 External Dependencies

SYSTEM NAME / ENTITIES	DESCRIPTION
Health Commerce System (HCS)	<p>HCS is a secure website for web-based interactions with the New York State Department of Health.</p> <p>The HCS interface is a file transfer of a Security Assertion Markup Language (SAML) Message from HCS to PCG in order to access the EI-Hub.</p>
NYS Medicaid (eMedNY)	<p>Medicaid is a federal/state program covering medically necessary care, services, and supplies for the State of New York citizens who qualify based on income/resources.</p> <p>The eMedNY interface is a file transfer of X12 format 835, 837, 270, and 271 files and remit processing files.</p>
OHIP (Code 35)	<p>BEI sends PCG a set of 4 files per month because of their Code 35 research. These files are processed through PCG's system, with resulting files created for uploading through SFTP to the eMedNY server. The response files are manually downloaded the following day for data integration.</p> <p>The current schedule is as follows:</p> <ul style="list-style-type: none"> • PCG-generated file – weekly • OHIP Code 35 File – once per month • Code 35 Conflicts Correction files (based on OHIP data) – 2 files every other week • Manual Code 35 Correction File – on an as-needed basis
Billing Providers	<p>Providers will be submitting electronic 837 claim files through a third-party vendor or using the Service Logging component in the EI-HUB.</p> <p>The Provider's interface is a file transfer of X12 format 835 and 837 files.</p>