New York State Department of Health Bureau of Early Intervention Electronic Mailing List

Communication to Interested Applicants about Timeframes for Accepting Paper Application and Transition to EI-Hub

This communication is being sent with revised transition deadlines based on an October 15, 2024 launch date for EI-Hub. This communication replaces all prior versions and any deadlines set prior.

New Applicants:

The New York State Early Intervention Program (EIP) is transitioning to a web-based provider application process to be rolled out as part of the program's transition to the new EIP integrated program management system, the EI-Hub, expected to launch on October 15, 2024. The new web-based process, using the Provider Application Screening Tool (PAST) and Provider Application Tool (PAT) will replace our current paper-based application process and allow for a more streamlined application experience for new independent and agency providers seeking a basic or appendix one agreement with the Bureau of Early Intervention (BEI).

To prepare for the shift to the web-based applications and new program management system, the BEI Provider Approval Unit (PAU) will stop accepting paper-based applications ahead of EI-Hub launch. This ensures that the PAU will be able to process pending applications so that provider data is available in the EI-Hub at system go-live. Provider applications that are submitted prior to the transition period and contain all required supporting documentation will be approved through the standard process and data for approved providers will be entered into the data system by the PAU. The below table includes the last day for providers to submit a paper application to the PAU as well as the expected date new applicants will have access to the new electronic application portal. Applications postmarked after the last date for paper submissions will not be accepted or processed by PAU. The dates below are subject to change based on the EI-Hub go-live date.

| Provider/Application Type | Last day for paper submissions (Postmarked by) | Access to electronic application (PAST/PAT) |
|---|--|---|
| New Agency Providers | August 19, 2024 | September 19, 2024 |
| Independent Providers – Basic | August 19, 2024 | September 19, 2024 |
| Independent Providers – Appendix One | August 19, 2024 | September 19, 2024 |

The Early Intervention Program's provider application process is comprehensive and requires a significant time commitment to complete. With this in mind, we want to ensure new applicants have the information they need to determine if they should complete the paper-based application before the deadline or if they should wait until the Provider Application Tool is available on September 19, 2024. The paper application includes the information that will be required in the PAST and PAT. If you have been working on the paper application, this application can be used as a resource for what information will be data entered into the electronic application.

The application review and decision timelines for BEI PAU is dependent on factors including the volume of applicants under review by the PAU, the type of agreement requested (Basic or Appendix 1), and the need for PAU to follow-up with the applicant about missing materials or clarifying information. We encourage providers to consider their needs and timing when determining whether to submit a paper application prior to the submission deadline or to wait until the Provider Application Tool is available. With either submission format, it is highly recommended providers review the paper application instructions provided by PAU to ensure all required application materials are available and submitted with your application.

Currently, interested candidates e-mail BEI PAU to request a paper application. When the electronic provider application is available for use (September 19, 2024), BEI PAU will respond to inquiries by e-mail with the necessary information to access the electronic application and instructions. After EI-Hub is launched (October 15, 2024), the link to the electronic application (PAST and PAT) will be posted on the New York State Early Intervention Program website along with application resources.

Frequently Asked Questions:

Question: If my application is submitted before the cutoff date (8/16/2024) but approved during or after the system transition (October 4, 2024 - October 14, 2024), how will I access the EIP system (EI-Hub)?

Response: There will be approximately 10 days where neither the current New York State Early Intervention System (NYEIS) or the EI-Hub will be accessible to allow for migration of all information from NYEIS into EI-Hub.

If your application is approved before the two-week transition period, then your information will be entered into NYEIS and your provider profile, data, and any case information will be migrated to the EI-Hub.

If your application is approved during or after the current system is taken offline, the information you provided in your application will be used to set up your provider profile in the EI-Hub and will be available when the EI-Hub launches.

In both cases, the new provider will work with BEI to obtain access to the Health Commerce System (HCS) and obtain their EI-Hub user account.

Question: I had a previous agreement as an early intervention provider in New York State, can I still apply using the Provider Application Tool and will it create a new provider profile?

Response: If you are a provider who had a previous approval with the Bureau of Early Intervention that has lapsed, expired, or been withdrawn, you can still apply for a new agreement using the Provider Application Tool. These online tools have a secure integration with data being migrated from NYEIS. If you are using the same Federal Employer Identification Number (FEIN), social security number, or National Provider Identifier (NPI) to enroll as an early intervention provider, the Provider Application Tool will connect your new application to your existing NYEIS record with the Bureau of Early Intervention (BEI). This allows you to update your provider information and prevents duplications.

Question: I currently have a basic agreement with the Bureau of Early Intervention but would like to apply for an appendix one agreement. Do I use the Prover Application Tool (PAT)?

Response: If you have an active basic agreement (not expired) with the Bureau of Early Intervention, you will not use the PAT to change your agreement type to an appendix one agreement. After EI-Hub launch (October 15, 2024), approved individual providers will be able to request a change to their agreement type by submitting an amendment request to PAU through the Provider Management component of EI-Hub.

If you are an approved individual provider with a basic agreement, your information will be transferred from NYEIS into EI-Hub. At EI-Hub launch, you will access your approval information in the "Provider" tabs and will submit an amendment request to change your agreement type through the Status Management Panels. You can find additional instructions on this process in *Provider Amendments, Re-Approvals, and Minor Changes Job Aid* located with other EI-Hub training resources in the EI-Hub Learning Management System.

Question: I have an active agreement with the Bureau of Early Intervention, but my re-approval date is this summer, will I need to use the Provider Application Tool (PAT) to process my re-approval? Response: No, the PAT application will not be used for providers seeking re-approval. Once the EI-Hub launches (October 15, 2024), re-approvals of existing agreements will be processed in the EI-Hub provider management portal. If you are expecting your approval to expire during or near the time of the system transition (between September 2024 and December 2024), you can submit your paper reapproval paperwork to PAU early for processing. Re-approval paperwork must be submitted to PAU no later than 8/16/2024. Alternatively, the Bureau of Early Intervention will be making a special one-time accommodation to providers whose agreements expire between September 2024 and December 2024 and will extend their expiration date to 12/31/2024 (if paperwork is not received prior to NYEIS shutdown). Please be aware, that providers must submit their re-approval paperwork in the EI-Hub 20 business days prior (12/2/2024) to the end date of your one-time extended agreement end date (12/31/2024) to ensure that PAU has time to process your reapproval request.

If you have questions about this communication please email the Provider Approval, Monitoring, and Due Process Unit (PAU) at provider@health.ny.gov.

Please do not reply to this e-mail announcement.

Thank you.

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