EI Hub Cheat Sheet:

Closing a Child’s Case:

1. **Choose User Profile (ISC/OSC NY, or EIOD NY)**
2. On your Home Page under the  Tab Utilize the Search Bar to find your child 

OR

On your Home Page under the  Dashboard/Tab utilize the search bar to find your child

* 1. Select 

1. Select  Tab across the top.
   1. Select  Tab on left-hand side.
      1. Select 
         1. Complete Exit Date
         2. Complete Exit Reason
         3. Complete Was the child referred to At-Risk Developmental Surveillance?
      2. Select 

**Child’s case is now closed. This closure will appear in the table under the Child Exit/Close Tab. This table will include all closures for the child with dates and reasons as to why.**