EI Hub Cheat Sheet:

Transferring a Child’s Record:

***Before Transferring a child ensure you have written consent from the parent/guardian to transfer the child. Obtain the new address from the parent/guardian as well as the County you are transferring the child to.***

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 
   1. Select 
3. Select  Tab along the top
   1. Select  Tab along the left-hand side
      1. Select 
      2. Complete Sections as applicable
         1. When asked if this is the new primary address select 
         2. This will end date the last address for the new address
4. Select  Tab across the top of the child’s chart
5. Select  Tab along the left-hand side
   1. Select 
      1. Complete Transfer Request: To Send
      2. Complete Transfer Date
      3. Check box \*Parent has been notified that early intervention information has been shared with new location
      4. Complete and comments in regards to the child’s case
      5. Transfer From Point of Entry: Should auto-populate to Saratoga
      6. Complete Transfer To Point of Entry: County you are transferring to
   2. Select 

**The child will be transferred to the County indicated but will stay active in Saratoga County until the other County accepts or rejects the transfer. All Transfers recorded for this child will be viewable in the table located under the Child Transfer Tab.**