The Hub Club

Your Source for **EI-Hub** Updates

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Message from the Bureau

It seemed like we were just celebrating summer and it is already December. Where does the time go? The fall is a beautiful time of year in New York, with the colors, smells, and flavors – our region has so much to offer.

In the Early Intervention (EI) community, the fall months are a busy time of year for transition, among other things. Although the EI-Hub will not be launching this fall, we are hoping many of you have been or will consider taking time to review and explore the self-paced training resources available on the Learning Management System (LMS) or maybe begin using them as you navigate the EI-Hub Sandbox.

As announced at the Early Intervention Coordinating Council (EICC) on September 14, 2023, most of the EI-Hub system development is complete and we are moving into a period of testing the system. Although critically important to the system development, testing is something that only involves a small number of end users and requires a dedicated effort over a set period of time. We have talked a lot about testing already and today we want to focus more on training. Where testing is system development focused, training is user preparedness focused. It is how you all will prepare for the EI-Hub – through the use of the Sandbox, self-paced review of available materials, and participation in webinars and bootcamp style trainings.

The project team has continuously posted new or updated training materials to the LMS and are continuing to develop even more! These resources include eLearning modules and videos, job aids, user guides, and infographics, as well as recorded sessions and demonstrations and live trainings closer to launch.

The team has put together the attached Top Three Training Resources by Role infographic. This infographic represents the materials that the project team thinks will be most appropriate and useful for end users based on the role they will have in the EI-Hub and what types of tasks they may be performing.

Our opinions and rankings of these resources are one thing, and we hope this infographic is helpful; but we also want to hear from you all about what training materials you have found most useful, what formats and types of resources you prefer, and if you have any specific feedback on any of the available resources. Please complete the below survey by *Friday, December 22nd, 2023.*

EI-Hub Training Resource Feedback Survey

During the September EICC meeting, we announced that the project team was exploring ways to expand training opportunities before system launch. On November 1, 2023, an email was sent to stakeholders with information about the EI-Hub Bootcamp program, which included registration links to the first three webinar sessions of a six-part webinar series. Please read our Featured Feature for more information on the EI-Hub bootcamp training, other upcoming resources, and an overview of what is already posted to LMS.

Please continue to consider the EI-Hub Sandbox as a resource for exploring the system. The Sandbox Feedback Form on the landing page is an opportunity for you to submit your feedback on the system and on the available training resources. Responses can be found in the *Feedback on the EI-Hub System Log*.

Raymond Pierce
Director, Bureau of Early Intervention

Do you have questions on the EI-Hub solution or any information in the Hub Club? If so, don't hesitate to get in touch with EIHub@health.ny.gov with your questions.

Featured Feature: Training Resources

Upcoming EI-Hub Bootcamp Trainings!

On November 13, we kicked off a series of EI-Hub Bootcamp style trainings. The EI-Hub Bootcamp training program will offer practical guidance on navigating a child through the Early Intervention Program (EIP) stages using the EI-Hub. Bootcamps are structured to spread the learning related to a grouping of topics across a business week with opportunities to engage in different types of learning, including:

- live presentation and demonstration (will also be recorded),
- opportunities to engage in office hours,
- breakout sessions for targeted guidance and hands on working,
- FAQ generation

You will now find a dedicated EI-Hub Bootcamp page on the Learning Management System (LMS). On this page you will be able to register for upcoming sessions and view the schedule of webinars, office hours, and breakout sessions.

Other Future Resources

Many more training resources are in the works! Some of the topics and areas that will be covered in upcoming training materials include:
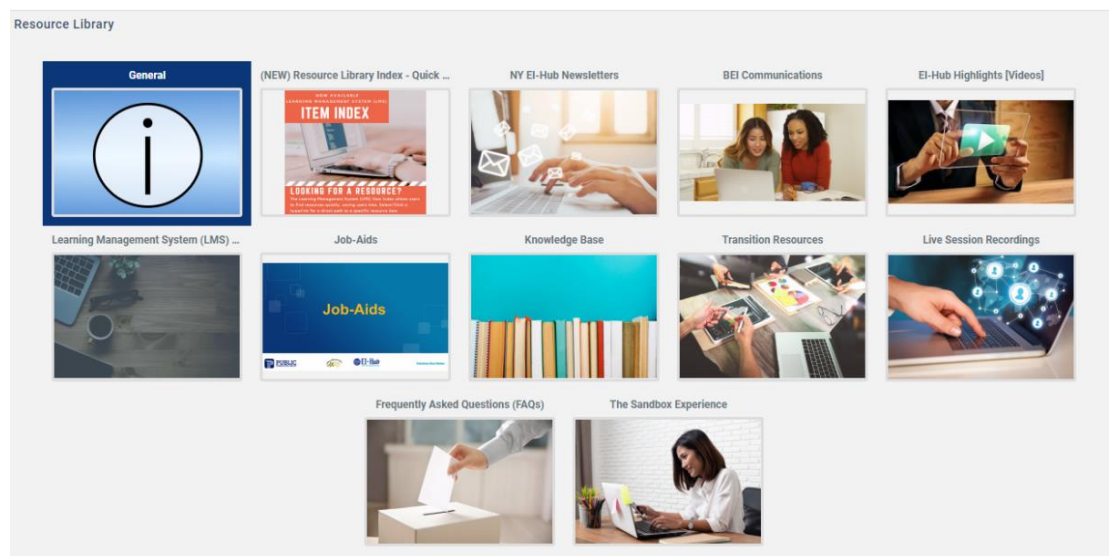
- More in-depth content on the IFSP process in the EI-Hub,
- How providers and agencies will submit amendment requests and re-approval requests through the EI-Hub and make minor changes to the provider profiles
- A step-by-step guide for working with a child in the EI-Hub including appropriate roles, associated dashboards, and what tab in the system the action takes place on.

People across the state will use the EI-Hub differently depending on your role in the program. We wanted to recognize how people with different roles in the EI-Hub will utilize training resources differently and highlight some of the most useful training resources available (or coming soon) based on your role(s) in the EI-Hub. The **Top 3 Training Resources for EI-Hub Roles Infographic (see attached)** does just that. The infographic is separated by EI-Hub role and lists out some of the most useful training

resources based on the types of activities someone in that role would be completing. The Infographic (when possible) links to the resource on LMS and provides a brief description of the training content. We hope this infographic will help to direct users to the training materials that will be most valuable to them in the EI-Hub and don't forget to tell us which training resources you like the best by completing the EI-Hub Training Resource Feedback Survey.

What is Available on the Learning Management System (LMS)

As system development continues, the training team has also been hard at work creating resources to support end users as they learn how to navigate the EI-Hub. Many of these training resources are already available on the LMS and we encourage you all to review them in preparation for the transition or to support your engagement in the Sandbox. The LMS Resource Library, which is organized into sections to help you find specific resources:

- ➤ NY EI-Hub Newsletters includes all past issues of the Hub Club Newsletter, in order, with primary topics included in the title for easy navigation.
- ➤ BEI Communications is where you may find system related announcements and communications.
- ➤ The Job Aids section is where you should find most of the formal draft training material including Job Aids, User Guides, and Infographics.
- ➤ The Transition Resources section stores all of the archived transition communication emails, Quick Start Guides, niche topic instructions (HCS, Roster Management, User Role Configuration) associated with the transition to the EI-Hub.
- ➤ Live Session Recordings is where you will go to obtain slide decks or re-watch the live session demonstrations held in the Summer of 2022.
- ➤ Frequently Asked Questions (FAQs) houses a comprehensive collection of questions received through various outlets including via webinar and live sessions, email communications, conferences, etc. Questions and responses are updated regularly.
- ➤ The Sandbox Experience is where you will find resources specifically intended to support a successful engagement in the EI-Hub Sandbox, including how to get started and some guidance on how to work within a cohort.
- ➤ Training Scenarios are a *new* resource for sandbox users to support self-paced learning by providing step by step process guidance for specific scenarios.
- ➤ Access to the available eLearning Modules is available through the Course Catalog.

If you are looking for resources related to a specific programmatic function, the Resource Library Item Index is a great tool in finding targeted resources for system functions based on a program area (ex. Referral, IFSP, Evaluations).

Upcoming Events

- **December 14, 2023 – Early Intervention Coordinating Council (EICC)**
- **December 18, 2023 – EI-Hub Bootcamp Creating and Submitting an IFSP Webinar**
- **January 8, 2024 – EI-Hub Bootcamp Billing and Claiming for EI Services Webinar**
- **January 16, 2024 – EI-Hub Bootcamp Transition, Exit, Close and Transfer Webinar**

Key Transition Dates

- **Last day to submit new provider paper-based applications** – New Date TBA
- **Last day to submit amendments until after EI-Hub launch –** New Date TBA
- **Transition of NYEIS to Read-Only** – Two weeks prior to EI-Hub go-live.
- **NYEIS Decommissioning –** 2-3 months after EI-Hub go-live.
- **EI-Hub Go-Live** – Early 2024, date TBA 2-months ahead of planned go-live date.

Key Next Steps

- **Complete** the EI-Hub Training Resource Feedback Survey.
- **Register** for EI-Hub Bootcamp Sessions
- **Ensure** HCS Access for all users who will need access to the EI-Hub (including billing and claiming staff and all providers with a basic or appendix 1 agreement)
- **Review** training materials and **join** the EI-Hub Sandbox