



# The Hub Club



Your Source for **EI-Hub** Updates

Issue 29

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## Contact Us

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## Message from the Bureau

We hope everyone has enjoyed these first few months of 2024 and we are looking forward to a great rest of the year with the launch of the EI-Hub! With go-live approaching in June, we are eager to share more information about the EI-Hub and the system transition.

The project team has continuously been exploring new ways to expand and develop training opportunities and materials. These resources include user guides, job aids, sandbox access, system demonstrations, and live trainings. We hope you have been finding these resources helpful. Be on the lookout for more opportunities and resources to come!

Learning the new system is only part of the preparation. Part of the transition to the new system will be the steps each agency, municipality, and individual provider can take now, leading up to the EI-Hub launch. The team has put together the attached **EI-Hub Transition Resource Lists** for municipalities, agencies, and individual providers. These resources highlight the steps that will prepare users for a smooth transition to the EI-Hub.

Many new resources will be posted to the **EI-Hub Learning Management System (LMS)** between now and go-live, so be sure to check the LMS regularly. Resources posted to the LMS are important for your understanding of the EI-Hub functionality as you prepare for launch. If you haven't accessed LMS yet, we encourage you to sign up by visiting the LMS page and selecting the **"Create An Account"** option.

Username

Password [Forgot your password?](#)

[Don't have an account? Create An Account](#)

It has been great to see so many of you utilizing the EI-Hub Sandbox as a resource for exploring the system, and we encourage everyone to practice and increase your knowledge as go-live approaches. We also encourage using the Sandbox Feedback Form on the landing page to submit your feedback on the system and 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](mailto:EIHub@health.ny.gov) with your questions.*

## Featured Feature: EI-Hub Transition Resource Lists

With the EI-Hub roll out coming up, there are things we want to make sure everyone is doing to prepare for the new system. We are excited to announce the **EI-Hub Transition Resource Lists**, which are detailed guides that provide each step you will need to take to be prepared, along with the context of why these steps are important. From data change requests to provider agreements and employee roster management, there is a lot you can do as an agency, municipality, or individual provider to improve the transition to the EI-Hub. See below for a sneak peek of the content in the resources!

General Items to Consider		✓
1	Move any needed attachments from NYEIS into a permanent record retention location.	<input type="checkbox"/>
2	Review child data and municipal provider profile information to ensure the accuracy of information being migrated to the EI-Hub.	<input type="checkbox"/>

Child Transition	
Context	Key Step(s)
Information from the CPSE meeting will need to be entered into the Transition Tab, in the child's record once the Hub has launched. <b>While the system is unavailable, you may want to consider how you will track any information to be added to the child's profile in the EI-Hub when the system goes live.</b>	<ul style="list-style-type: none"> <li>Develop a plan to track and notify staff of any scheduled CPSE meetings where their attendance has been requested (if applicable) during the system transition downtime.</li> <li>Develop a plan to enter information from CPSE meetings into the EI-Hub when it goes live (if your agency provides service coordination).</li> </ul>

There are dedicated resources specific to individual providers, municipalities, and agencies. Click below to check out the resources on the LMS!

## EI-Hub Transition Resource Lists

You can also find the lists directly on the LMS Page shown below:

The screenshot shows the EI-Hub LMS interface. At the top, there is a search bar with the text "Search here ...." and a magnifying glass icon. Below the search bar, the page title is "EI-Hub Launch Transition Resources". A navigation sidebar on the left lists several categories: "EI-Hub Launch Transition Resources", "Grades", "Transition Resources", "Planned System Downtime", and "BEI Communications". The main content area displays a list of resources under the heading "EI-Hub Launch Transition Resources". Three resource cards are visible: "Transition Resources" (with a checklist icon), "Planned System Downtime" (with a calendar icon), and "BEI Communications" (with a keyboard icon). Each card has a "New Activity" badge in the bottom right corner.

## Other New Resources on LMS

### • General



There are many exciting new resources that have been added to the LMS. Find an overview of our new highlighted resources below!

### **Bootcamp Recordings**

The [Bootcamp Recordings](#) are found in the EI-Hub Bootcamp section of the LMS. These recordings allow users to follow along with the bootcamps that were held on various topics. Included in these webinars are demonstrations of various actions in the EI-Hub, recommended training resources, and more.

### **Workflow Resource Guide**

The [Workflow Resource Guide](#) has its own folder on the LMS (as shown above) and is a tool to walk system users through the EI-Hub Case Management component. It follows the lifecycle of a child in the system, providing context and shortcuts to be used along with other training resources while using the system.

### **Training Scenarios**

The [Training Scenarios](#) have their own folder on the LMS (as shown above) and are training activities that use a step-by-step approach to help users work through specific functions in the EI-Hub. Each training scenario is tied to one or more stages in the Early Intervention Program (EIP).

### **Dashboards User Guide**

The [Dashboards User Guide](#) can be found on the LMS in the Case Management System Functionality section of the Resource Library Index. This user guide covers dashboards and alerts, expanding on topics from navigation, controls, exports, and functionality.

## Frequently Asked Questions (FAQs)

### How will providers request amendments and reapprovals in the EI-Hub?

After go-live, the amendment request process will be completed through the EI-Hub Case Management System. For more detailed information on how to prepare for this process, please reference the Provider Credentials, Amendments, and Reapprovals section of the [EI-Hub Transition Resource Lists](#). Additional communications from the Bureau will be forthcoming.

### Will individual providers have access to the EI-Hub?

Yes, individual providers must have access to the EI-Hub. To prepare for the new system, we recommend that individual providers use the [EI-Hub Transition Resource List for Individual Providers](#). After EI-Hub go-live, provider amendments and re-approvals will all be processed through the EI-Hub system.

### Do I need to obtain HCS access before go-live?

Providers who are contractors or employees and whom have their own agreement with the state MUST obtain HCS access ahead of go-live. For assistance with obtaining HCS access, please reference the [HCS Instructions](#) on the LMS or reach out to [beinyeishcsacct@health.ny.gov](mailto:beinyeishcsacct@health.ny.gov) with any questions.

## Upcoming Events

- **Pre-Go-Live Webinars – Dates TBA**

## Key Transition Dates

- **Last day to submit new provider paper-based applications** – April 1, 2024
- **Last day to submit amendments until after EI-Hub launch** – April 15, 2024
- **Transition of NYEIS to Read-Only** – May 24, 2024
- **NYEIS Decommissioning** – 2-3 months after EI-Hub go-live.
- **EI-Hub Go-Live** – June 3, 2024.

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## Key Next Steps

- **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 on the EI-Hub Learning Management System (LMS) and **join** the EI-Hub Sandbox
- **Make a plan** to complete steps in the EI-Hub Transition Resource Lists.

