NEW YORK STATE | Department of Health

EI-Hub
EARLY INTERVENTION SOLUTION

Early Intervention Coordinating Council (EICC)

June 13, 2024

Agenda

- EI-Hub Launch Update
- Transition Resources
  - Communications
  - Training Opportunities
  - Planned System Downtime

EI-Hub Launch Date Rescheduled

The Bureau of Early Intervention announced in April that the EI-Hub launch date has been rescheduled to:

October 15, 2024

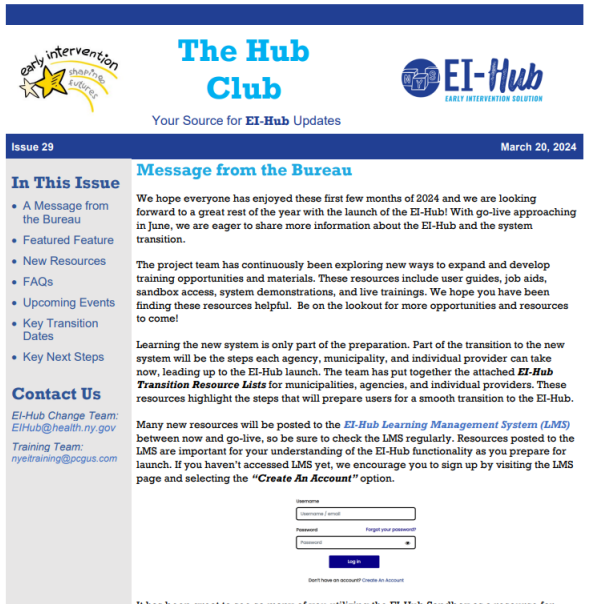
This update stems from feedback from EIP stakeholders and the Early Intervention Coordinating Council (EICC), enabling transitioning children to exit the program and providing users with extra time to learn the new system.

Transition Resources

- ***Top Resource*: EI-Hub Transition Resource Lists** – Detailed checklists for Municipalities, Agencies, and/or Individual Providers covering essential steps to transition to the EI-Hub and preparing for the time when data systems are unavailable.
- **Let's Get Ready infographic** - Provides convenient quick links to various preparation resources.
- **Transition Preparedness Timeline infographic** - Timeline highlights essential preparation checkpoints leading up to the launch of the EI-Hub.

Communications

- **Hub Club newsletters**
- **Transition Update articles**
- ***Coming Soon!*** **Sandbox Spotlight**



The Hub Club

Your Source for **EI-Hub** Updates

Issue 29 — March 20, 2024

In This Issue

- A Message from the Bureau
- Featured Feature
- New Resources
- FAQs
- Upcoming Events
- Key Transition Dates
- Key Next Steps

Contact Us

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Training Team:
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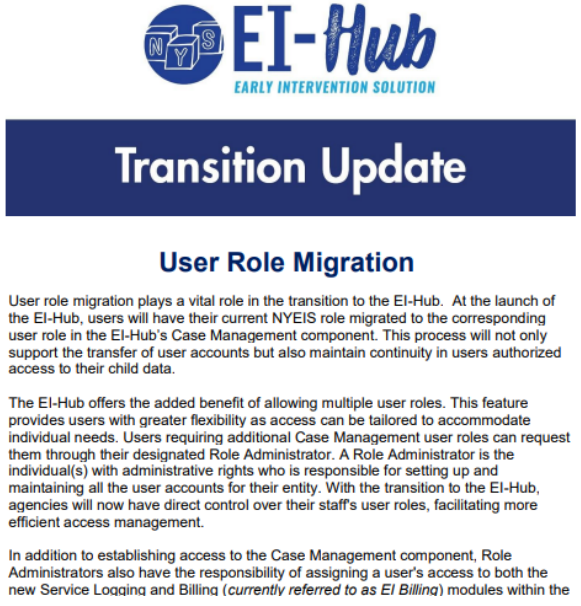
Message from the Bureau

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.



EI-Hub EARLY INTERVENTION SOLUTION

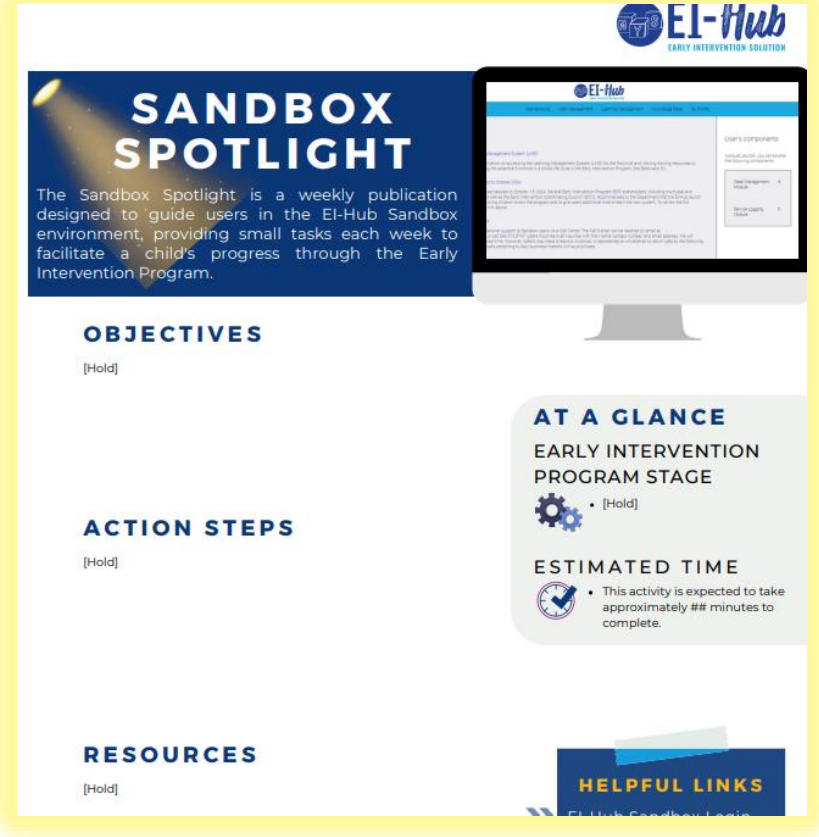
Transition Update

User Role Migration

User role migration plays a vital role in the transition to the EI-Hub. At the launch of the EI-Hub, users will have their current NYEIS role migrated to the corresponding user role in the EI-Hub's Case Management component. This process will not only support the transfer of user accounts but also maintain continuity in users authorized access to their child data.

The EI-Hub offers the added benefit of allowing multiple user roles. This feature provides users with greater flexibility as access can be tailored to accommodate individual needs. Users requiring additional Case Management user roles can request them through their designated Role Administrator. A Role Administrator is the individual(s) with administrative rights who is responsible for setting up and maintaining all the user accounts for their entity. With the transition to the EI-Hub, agencies will now have direct control over their staff's user roles, facilitating more efficient access management.

In addition to establishing access to the Case Management component, Role Administrators also have the responsibility of assigning a user's access to both the new Service Logging and Billing (*currently referred to as EI Billing*) modules within the



EI-Hub EARLY INTERVENTION SOLUTION

SANDBOX SPOTLIGHT

The Sandbox Spotlight is a weekly publication designed to guide users in the EI-Hub Sandbox environment, providing small tasks each week to facilitate a child's progress through the Early Intervention Program.

OBJECTIVES

[Hold]

AT A GLANCE

EARLY INTERVENTION PROGRAM STAGE

- [Hold]

ACTION STEPS

[Hold]

ESTIMATED TIME

- This activity is expected to take approximately ## minutes to complete.

RESOURCES

[Hold]

HELPFUL LINKS

NYEIS List Serv: The purpose of the NYEIS electronic mailing list is to notify system users of important system news such as system modifications, outages, the availability of new resources and updates on the EI-Hub.

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Training Opportunities

Other ways to Prepare

Other proactive steps to take now to ensure a smooth transition to the EI-Hub system.

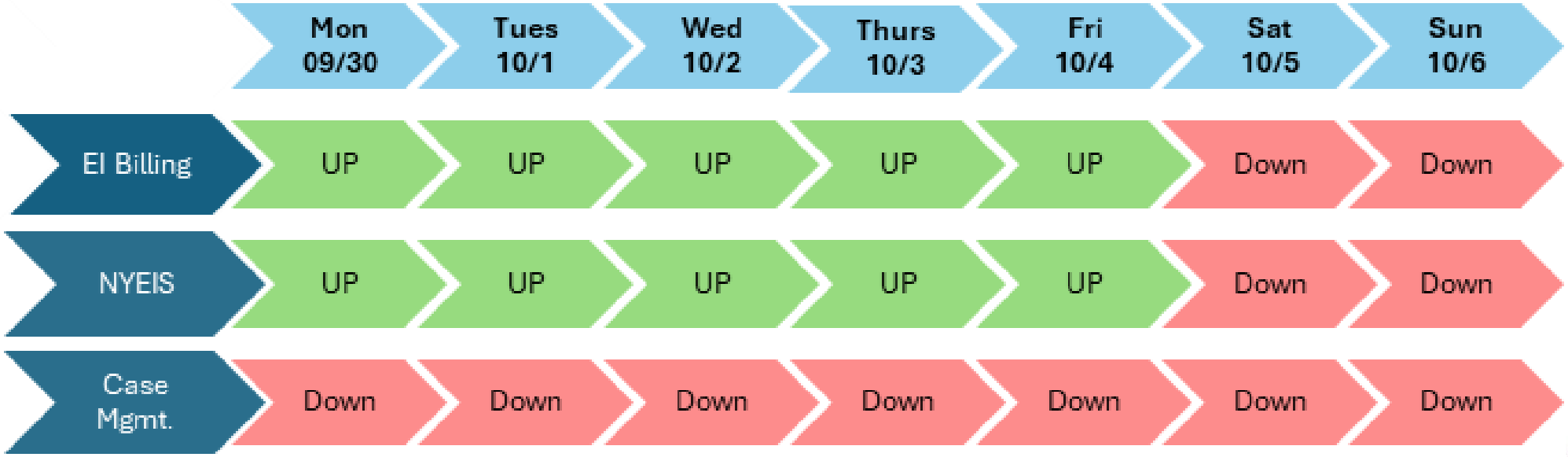
- ✓ Review training resources
- ✓ Practice in the Sandbox
- ✓ Attend additional training opportunities
- ✓ Check third-party billing systems
- ✓ Review / Confirm user system requirements
- ✓ Ensure future users of the EI-Hub have an active Health Commerce System (HCS) account

Planned Systems Downtime Schedule (anticipated)

Two Weeks Before EI-Hub Launch

This is the last week to…

- Get new child information or claims into NYEIS.
- Work claims in EI Billing until after Go-Live.
- Providers should be up to date with claiming before NYEIS goes “down” on 10/04/2024.



Planned Systems Downtime Schedule (anticipated)

One Week Before EI-Hub Launch

This week…

- NYEIS will go to read only. No more child or claims info can be added.
- EI Billing will create final payments for claims from the last NYEIS File.

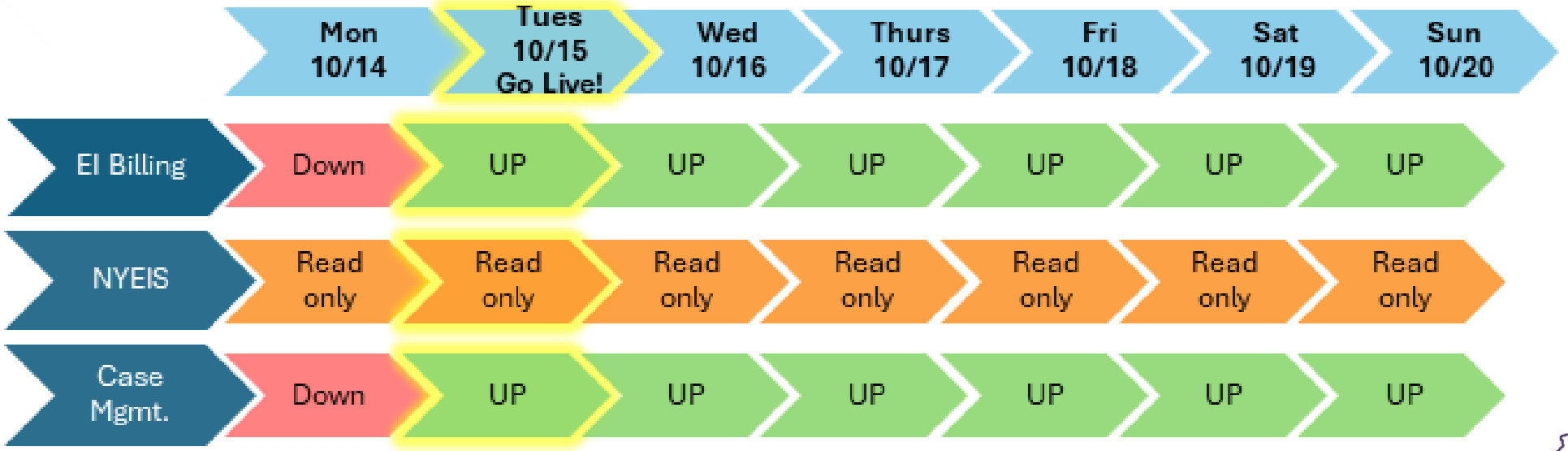
	Mon 10/7	Tues 10/8	Wed 10/9	Thurs 10/10	Fri 10/11	Sat 10/12	Sun 10/13
EI Billing	Down	Down	Down	Down	Down	Down	Down
NYEIS	Down	Read only	Read only	Read only	Read only	Read only	Read only
Case Mgmt.	Down	Down	Down	Down	Down	Down	Down

Planned Systems Downtime Schedule (anticipated)

Week of EI-Hub Go-Live

At go-live...

- EI-Hub Case Management and Service Logging will accept child and claims data.
- NYEIS will continue in read only format. No more child or claims info can be added. Attachments can be downloaded from NYEIS.
- EI Billing will allow claims to be worked and send files to Payers on a normal schedule.
    - For more details on payment schedules, please refer to the following links: 2024 Escrow Calendar; Medicaid Payment Cycle Calendar



Open Question & Answer (Q&A)