



# The Hub Club

Your Source for **EI-Hub** Updates



Issue 7

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## A Message from the Bureau

In the last issue of the Hub Club we talked about the 2020 Statewide Early Intervention Officials Meeting that took place on July 23. In the weeks following this meeting, we also conducted virtual focus group sessions with eleven different stakeholder groups including providers and municipalities. We are grateful for the active participation of our stakeholders, who raised several high priority topics during these meetings.

One such topic is the two-week cutover period that is expected to take place between the transition of NYEIS to read-only and the full launch of the EI-Hub. The Bureau wishes to assure you that we are giving much thought to the details around preparedness for this two-week period. Our goal is to make sure that our stakeholders feel ready for this transition and that there are no surprises leading up to it. As the cutover period approaches, we will ramp up our ongoing communication to clearly convey activities, timelines, expectations, and best practices to minimize any interruptions in payment and daily operations.

Timing and preparation will be paramount in mitigating the effect of the two-week cutover on daily operations. Careful planning will help to alleviate the impacts and stress associated with the transition. Although the development team is planning for the cutover period to coincide with payment cycles in an effort to reduce the impacts on cash flow, system users are encouraged to ensure applicable services are entered, approvals are issued, and claims are filed prior to NYEIS shifting to read-only. By discussing the cutover early and often, we can work together to ensure the resources and information needed to adequately prepare are available.

We are listening to your questions and concerns about the cutover period and the impacts of not having access to a statewide data system. Please know that this is just the first of several communications you will receive to aid in your planning and preparation. You will find additional information on the two-week cutover period in the “Frequently Asked Questions” section of the newsletter.

Your feedback is instrumental in making this transition a success. Please continue to email your questions or comments to [EIHub@health.ny.gov](mailto:EIHub@health.ny.gov) and be on the lookout for additional issues of the Hub Club, memoranda, and webinar

invitations as we work together to prepare for the May 2021 transition to the EI-Hub.

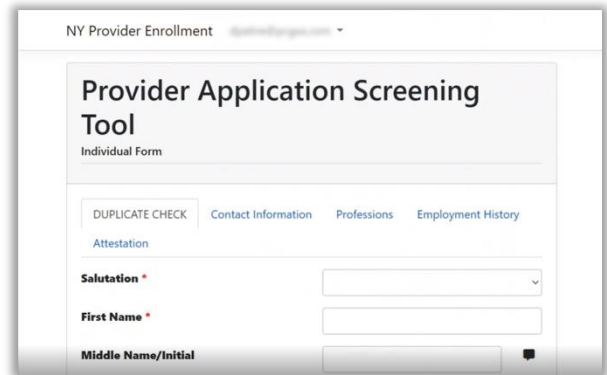
*Connie Donohue*  
*Director, Bureau of Early Intervention*

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## Featured Feature

### ***EI-Hub Provider Application Screening Tool Highlight***

The EI-Hub solution will include a new, online provider enrollment and management component that will streamline the current provider application process. The first step in this process will be the Provider Application Screening Tool (PAST).



*Above: Provider Application Screening Tool user interface.*

The PAST is completely automated and promotes efficiency in the application process. Some of the key features of the PAST include:

- Performs duplicate check to identify matching records in the EI-Hub system
- Provides guidance and resources to applicants missing requirements
- Notifies applicant of Provider Application documentation requirements

Please click the image below to see a short video highlighting some of the features of the PAST.

## **EI-Hub PAST Video Highlight**

We look forward to sharing additional features of the EI-Hub's provider enrollment and management component soon!

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## Frequently Asked Questions

### **Why is a two-week cutover period necessary?**

The data collected in the Early Intervention system is critical to the administration of the program, and the effective delivery of services to children in our care. Because of this and the sensitive nature of EI data, it is crucial that the migration of data from NYEIS to the EI-Hub is expedient, comprehensive, and secure. We have determined that this triad will be most effectively achieved

through the migration of data at a point where the information in both data systems is static, where existing data is not being modified and new data is not being entered. This method reduces security risks and the need to re-enter data after the cutover, providing for a smoother transition overall.

**How will service delivery and daily operations be affected by a two-week cutover period?**

The Bureau expects services will continue normally. Referrals will be received by the municipality, evaluations conducted, IFSPs developed, and services rendered. Children should not experience a disruption or delay in services due to data entry delays in the system. What will be different during this period is that documentation will exist outside of a statewide system to be entered when the EI-Hub launches. Training will begin prior to this cutover period, however, during this two-week period, you will continue to have access to a robust Learning Management System including online modules, user guides, a training environment, and user support. Please keep an eye out for more information on the details and timing of training. We are confident users will be able to dive into the EI-Hub when it launches in May 2021.

**Is the EI Hub system going to time-out when we are in the middle of recording information? Will it have a feature that at least warns us when the page is about to expire so we can save the information before we get logged out and lose our work?**

System users will enter the EI-Hub via the Health Commerce System (HCS), which has a 15-minute time-out if the user is inactive. The EI-Hub will mirror the HCS 15-minute time-out security feature and display a warning message similar to the session time-out message that currently displays in EI Billing. In general, system users should save their work frequently and log out if they will be inactive for more than a 15-minute interval.

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## Upcoming Events

- **Provider Demonstrations** – Beginning Fall 2020!
- **Early Intervention Coordinating Council (EICC) Meeting** – September 24

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## Key Transition Dates

- **Launch of EI-Hub Learning Management System** – Spring 2021
- **Transition of NYEIS to Read-Only** – Two weeks prior to EI-Hub go-live
- **EI-Hub Go-Live** – May 2021
- **Deadline for downloading files from NYEIS** – September 1, 2021