Early Intervention Coordinating Council (EICC)

September 14, 2023

Agenda

- Preparing for the transition
- Training opportunities
- EI-Hub system testing

An official launch date for the EI-Hub has **not been** announced

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BEI has confirmed that the launch will take place no earlier than Fall 2023.

BEI has also committed to providing approximately two months' advance notice prior to the official launch date.

Preparing for the Transition

Historical child case management data currently in NYEIS will be converted and migrated to EI-Hub, so users won't lose information relevant to your work. To support a smooth transition, NYEIS users are encouraged to:

- ✓ **Review /reconcile their existing data**, making necessary updates to ensure information is current and accurate

- ✓ **Submit any Data Change Requests** as part of the clean-up process; e.g. referral dates where there was a data entry error

- ✓ **Close old cases** where children are no longer participating in the EIP

- ✓ **Save attachments uploaded in NYEIS**. Attachments in NYEIS will not be migrated to the EI-Hub

Although NYEIS will be available as read only for a period after the EI-Hub launch, **once NYEIS is fully decommissioned,** users will no longer be able to access NYEIS, NYEIS data, and/or attachments.

Preparing for the Transition

Historical provider data currently in NYEIS will also be migrated to EI-Hub. To support a smooth transition, municipalities and agencies are encouraged to review their Employee / Contractor lists in NYEIS:

✓ **End-date** interns, employees, and contractors who no longer work with the agency/municipality

✓ **Verify that student interns** (including CFY candidates) have current/accurate supervisor information and internship dates

✓ Submit NYEIS Help Desk tickets to **remove duplicate provider accounts**

✓ **Review rendering provider's NYEIS information is accurate**, for example:

- License and certification information is up to date
- Employees are listed under their current 'Profession/QP' and listed as the correct 'Personnel Type'
- Contact information for employees (e.g. telephone number, email address, etc.)

Contact the Provider Approval Unit (PAU) to make changes to employee/contractor information at Provider@health.ny.gov.

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
- ✓ 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
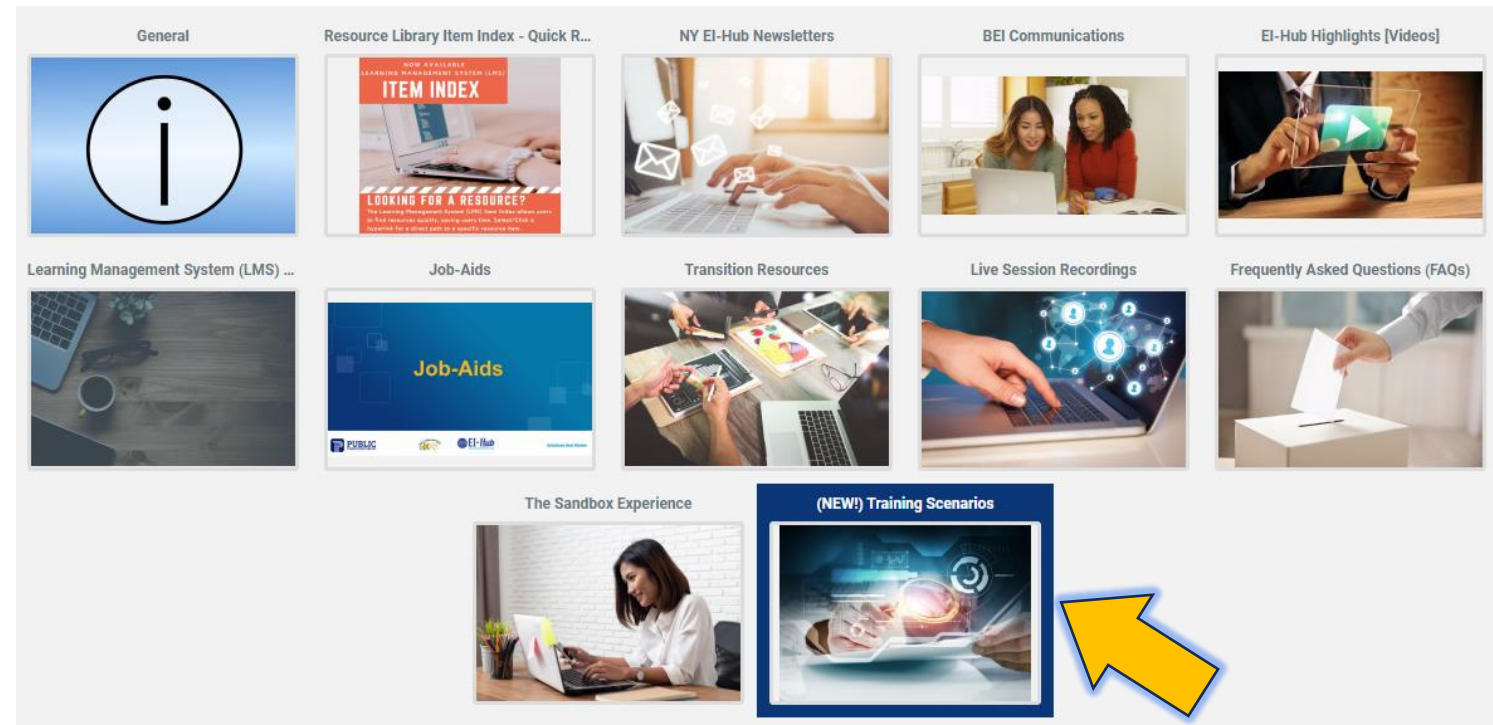
Training Scenarios

Training Scenarios are coming soon to the Learning Management System (LMS).

Training scenarios developed from job aids can be used as a step-by-step approach to help users work through a particular function(s) in the EI-Hub Sandbox.

Each training scenario is tied to one (or more) stages in the Early Intervention Program (EIP).
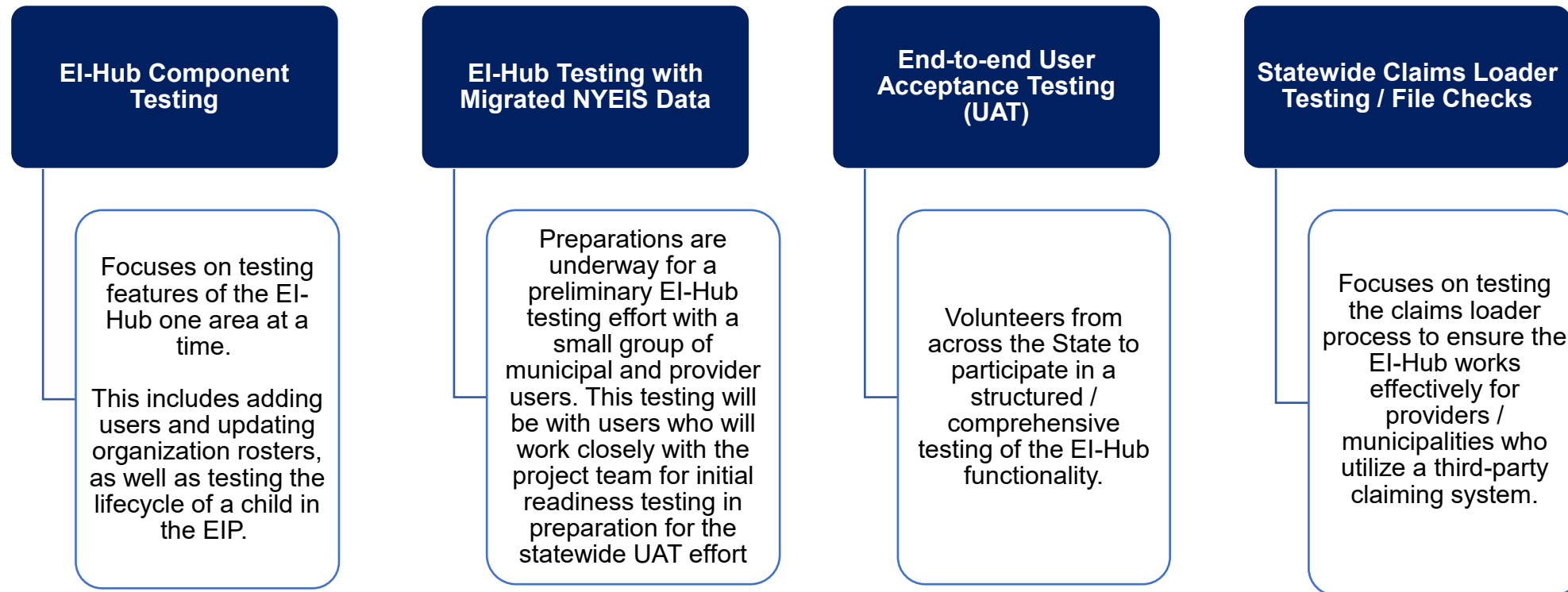
Training Opportunities

EI-Hub System Testing

The EI-Hub is undergoing a series of comprehensive system tests to ensure its readiness for launch.

EI-Hub Component Testing

Focuses on testing features of the EI-Hub one area at a time.

This includes adding users and updating organization rosters, as well as testing the lifecycle of a child in the EIP.

EI-Hub Testing with Migrated NYEIS Data

Preparations are underway for a preliminary EI-Hub testing effort with a small group of municipal and provider users. This testing will be with users who will work closely with the project team for initial readiness testing in preparation for the statewide UAT effort

End-to-end User Acceptance Testing (UAT)

Volunteers from across the State to participate in a structured / comprehensive testing of the EI-Hub functionality.

Statewide Claims Loader Testing / File Checks

Focuses on testing the claims loader process to ensure the EI-Hub works effectively for providers / municipalities who utilize a third-party claiming system.

Hub Club Issue #27

NEW YORK STATE | Department of Health

Open Question &
Answer (Q&A)