



Department
of Health



EI-Hub
EARLY INTERVENTION SOLUTION

Early Intervention Coordinating Council (EICCC)

March 14, 2024



Agenda

- EI-Hub System Update
- EI-Hub Overview
- EI-Hub Access
- Transition Information
- Provider Enrollment / Provider Re-approvals & Amendments

EI-Hub Launch Date Announced

The Bureau of Early Intervention announced in February that the EI-Hub is scheduled to launch:

June 3, 2024

This announcement provided additional notice (approx. 4 months) in advance of the anticipated Go-Live date, giving stakeholders time to plan for the transition and continue to train and learn on the new system.



EI-Hub Overview



EI-Hub Modules



EI-Billing

Offers the same reporting and claims management options that the EI Billing does today, plus enhancements to tie billing data directly with the case management module.



Case Management

Enter information on children and families, manage and report on the process from intake to evaluation, service authorizations, claims management and child transition. Also, submit 837P claims files.



Service Logging

Keep track and bill for EI services they provide in the office and in the field. Features include digital visit scheduling and visit codes.



Provider Enrollment

Replaces the paper enrollment process for new or returning providers with an electronic process that ties application data directly to the provider and/or rendering provider profile in the case management component of the EI-Hub.



Learning Management System (LMS)

Designed to provide a single location for system onboarding, training, and resources for users of the EI-Hub.

Health Commerce System (HCS)

The Health Commerce System (HCS) is a web portal accessed by approximately 400,000 health care related professionals. These users work in physician's practices, pharmacies, schools, hospitals, clinics, state and local health departments, etc. These users access the over 250+ health related applications protected by the HCS. The EI-Hub will be accessible through the HCS.

- If you currently have a HCS account, you will continue to use the same username and password to access the EI-Hub
- If you are unsure whether you have an account, or if you need to establish a HCS account, please contact your HCS Coordinator / HCS Director ([Instructions](#))

User Roles and Role Administrators



- A **user role** defines which module(s) an individual has access to within the EI-Hub and what information they can view and/or edit within each module. The EI-Hub is designed to **allow users to have multiple roles**. This feature will allow users to navigate between different roles and different agencies with one Health Commerce System (HCS) account.
- 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. In addition to establishing access to the Case Management module, 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.

DOH Approved Individual Providers – Appendix / Basic Agreements



Individual approved providers with basic and appendix agreements are responsible for managing their provider approval record and provider agreements with the State. At the launch of the EI-Hub, provider re-approvals and amendments will be processed electronically through the EI-Hub.

Appendix Agreements

- Provider Re-approvals
- Provider Amendments

If you perform any of the below **in NYEIS today, you will also **need EI-Hub access** to:*

- Accept Service Authorizations (EI Services and Evaluations)
- View child records for children assigned to your caseload
- View, access, and submit claims

Basic Agreements

- Provider Re-approvals
- Provider Amendments
- **There is no obligation to use the EI-Hub for accessing child assignments or submitting claims for agencies under which you render services. You can continue your current practices with the agencies you are contracted with.*

User Role Migration



Case Management



Each user will be assigned the corresponding user role (**1 role**) to their previous NYEIS user role.

If a user needs an additional user role(s), the Role Administrator will be responsible for updating the user's account.

Service Logging



If your entity used **manual claims submission** in NYEIS for billing and claiming, you will have access to the EI-Hub's Service Logging component at the launch of the EI-Hub.



If your entity used a **third-party system or clearinghouse** for billing and claims, you will not have access to the EI-Hub's Service Logging component.

EI Billing



EI Billing user roles will **not be migrated** at the launch of the EI-Hub. Role Administrators will need to configure user accounts that should have access to the Billing module.

The [User Role Crosswalk](#) provides guidance to support you in identifying the appropriate EI-Hub roles for system users.

Preparing for the Transition – Child Data



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.

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.



• EI-Hub Launch Transition Resources



Preparing for the Transition – Catchment Areas



An area that requires all approved individual and agency providers' attention is catchment areas.

- In NYEIS, service models are applied to every catchment area that the provider is approved.
- EI-Hub applies each service type and service model to the county where the provider can deliver that service.

Start now by ensuring that provider catchment areas and service models accurately display what they are currently able to deliver.



[Provider Catchment Areas and Services
in EI-Hub](#)

Preparing for the Transition – Provider Data

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.

Provider Enrollment and Management



As part of the transition to the EI-Hub, the New York State Early Intervention Program is transitioning to a web-based provider application process.

The Provider Application Screening Tool (PAST) and Provider Application Tool (PAT) will replace the current paper-based process and allow for a more streamlined application experience for new independent and agency providers seeking a basic or appendix one agreement with the Bureau of Early Intervention (BEI).



Provider Re-approvals and Amendments



Following the launch of the EI-Hub, providers will be able to submit their re-approval requests directly through the EI-Hub.

All approved providers [Individuals (Appendix and Basic agreements), Agencies, and Municipalities] will use the EI-Hub to update their provider information and submit amendment or re-approval requests to the Provider Approval Unit.



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



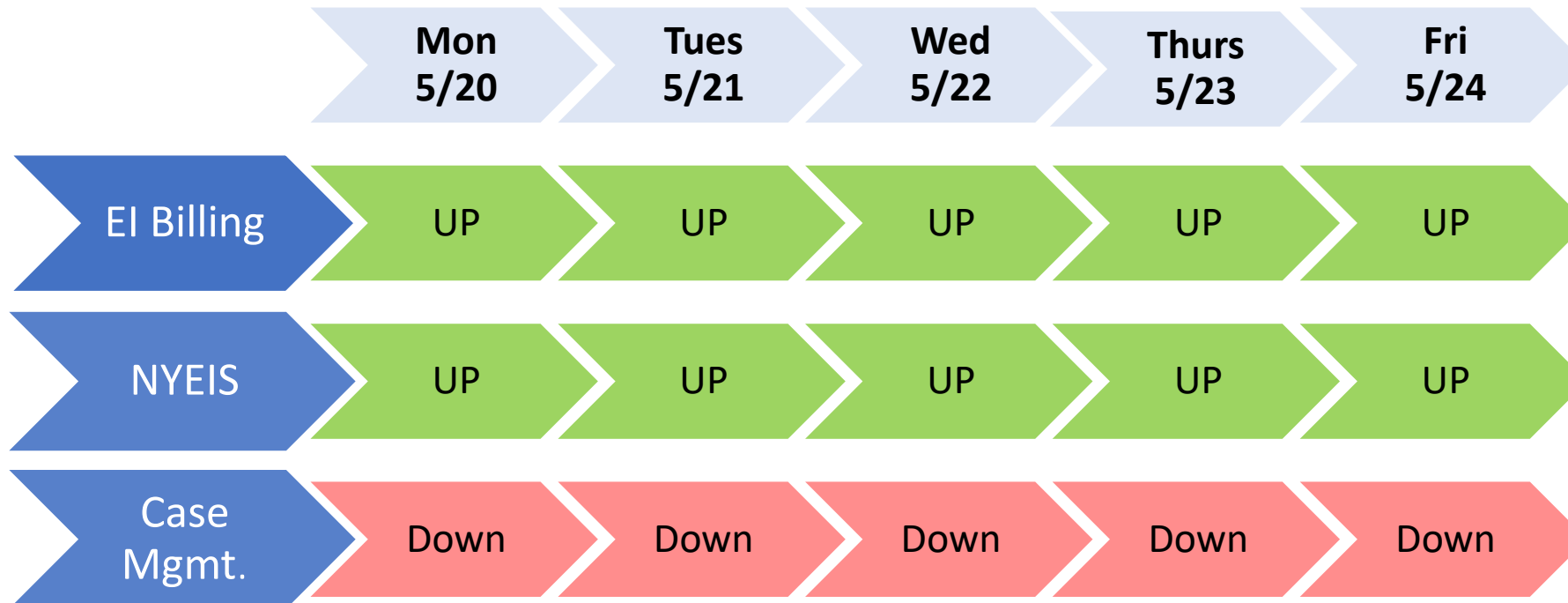
Planned Systems Downtime Schedule

(anticipated)



This is the last week to...

- Get new and/or current child information and claims into NYEIS.
- Work claims in EI Billing until after Go-Live.

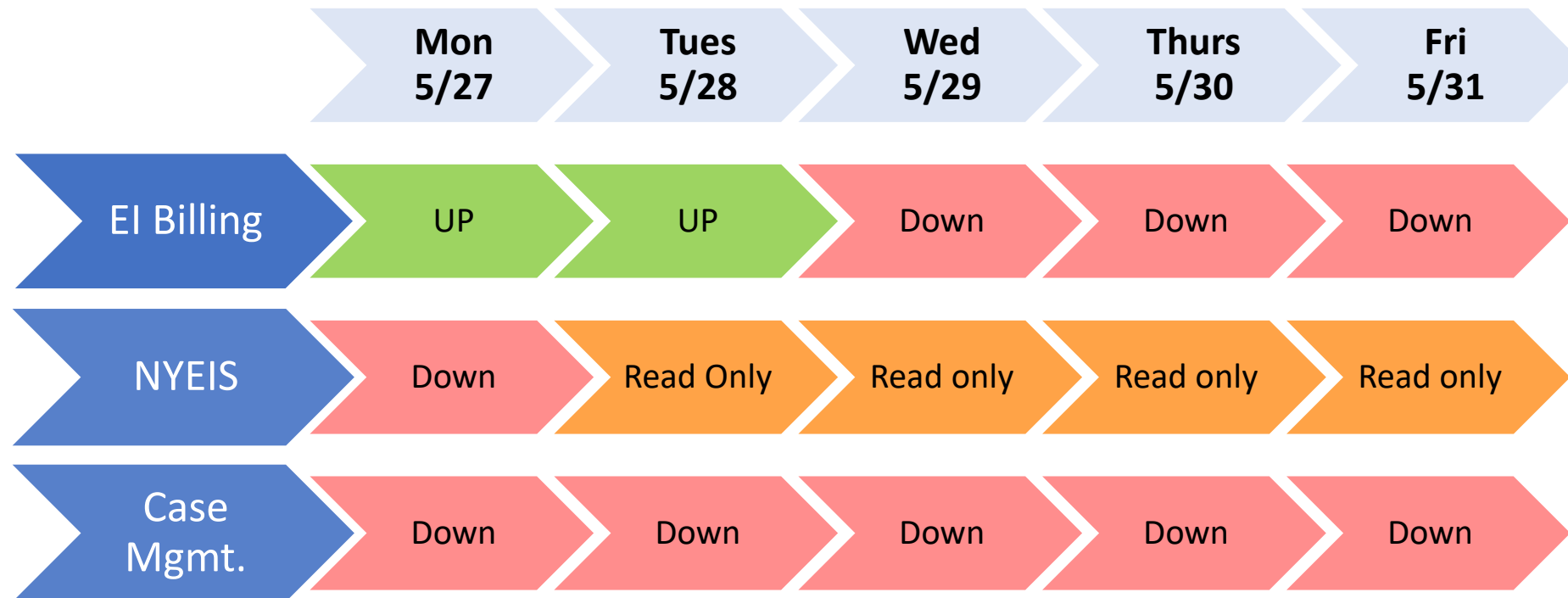


Planned Systems Downtime Schedule (anticipated)



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.

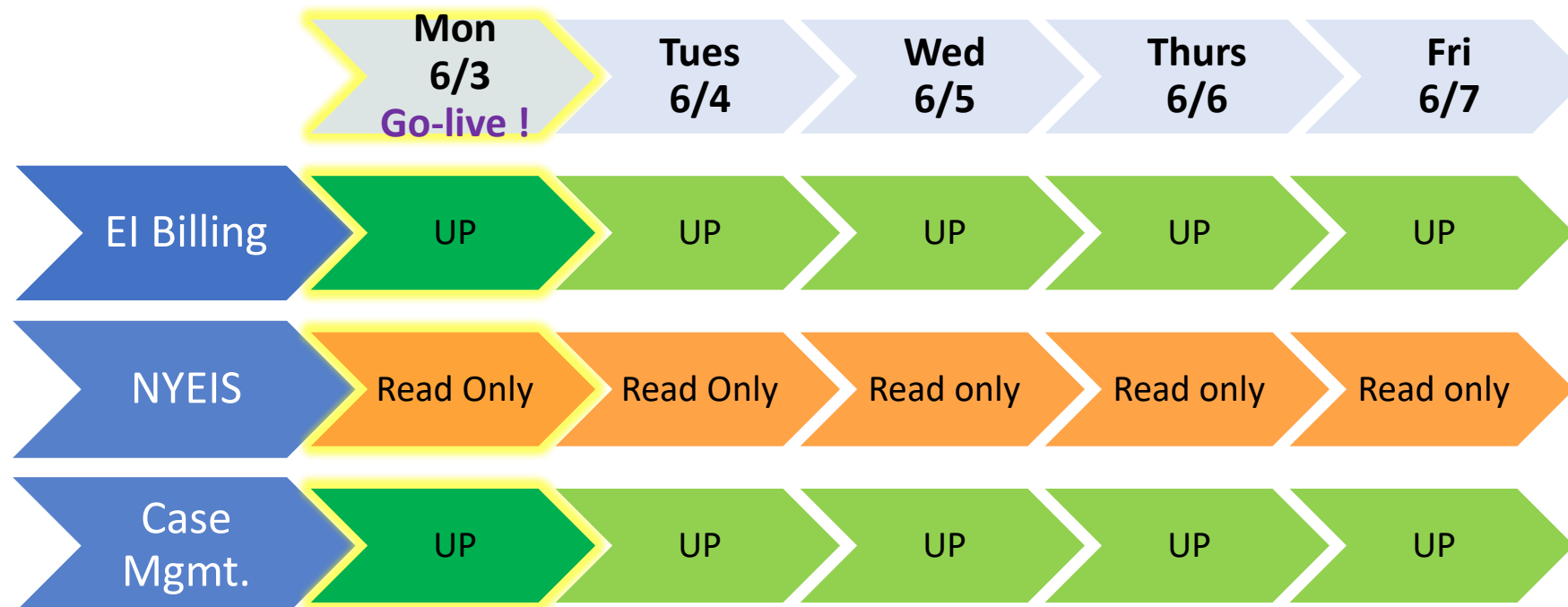


Planned Systems Downtime Schedule (anticipated)



At go-live...

- EI-Hub Case Management and Service Logging will accept Child and Claims data.
- NYEIS will continue in read only. No more data 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.



Open Question & Answer (Q&A)

