



Department
of Health



Early Intervention Coordinating Council (EICC)

September 12, 2024



Agenda

- Key Transition Dates
- Preparing for Launch
- Training Opportunities

EI-Hub Launch

The EI-Hub launch date is scheduled for:

October 15, 2024



Key Transition Dates

**Thursday,
September 12**

Review Pre/Post Go Live
Resource Lists

Understand Data Migration
Factors

Continue to review training
resources on the LMS

Continue to practice in the
Sandbox

**Monday,
September 16**

Attend Pre-Go-Live
Webinars

Enroll staff / Watch
recordings

**Thursday,
September 19**

Provider Enrollment
(soft opening)

**Friday,
October 4**

**Last day to enter data &
claims in NYEIS**

NYEIS will go offline at
5:00pm

EI Billing will go offline at
5:00pm

Implement your business
continuity plan
(black-out period)

Last escrow payment
before transition period:
10/02

Last Medicaid Cycle 2460:
Check release date 10/30

**Tuesday,
October 8**

NYEIS transitions to read-
only format

***Special Escrow run: 10/09**

**Tuesday,
October 15**

**EI-Hub is live, including EI
Billing (Billing module)**

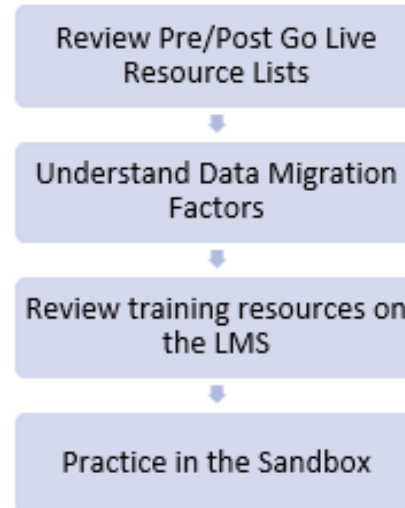
Validate & set up additional
user roles/access to
modules for staff

Provider Re-Approval and
Amendment request

Medicaid Cycle 2461: Check
release date 11/06

***Special Escrow run: 10/23**
Resume normal escrow
schedule 10/30

Thursday, September 12



Transition Resources



- **EI-Hub Transition Resource Lists**
 - Detailed checklist for Municipalities covering essential steps to transition to the EI-Hub and preparing for the time when data systems are unavailable.
- **Post Go-Live Transition Resource List**
 - Detailed information on how migrated data will appear in the EI-Hub and any necessary actions to work with this data. The checklist also has additional tasks to complete now that the EI-Hub system is live (e.g., adding user roles).



Understand Data Migration Factors

- Ensure staff that **require access** to the EI-Hub have a **Health Commerce System (HCS) account**.
 - **For Agencies using the EI-Hub Service Logging component**, confirm your rendering provider(s) have a Health Commerce System (HCS) account and an EI-Hub Case Management (CM) user role(s): RenderProvNY, JrRenderProvNY or ISC/OSC NY. To bill on behalf of your rendering providers, they must have both an HCS account and a CM user role.
- **Active NYEIS** users will receive one **(1) user role** corresponding to their current NYEIS role.
 - Role Administrators will be required to assign any additional user roles to staff based on their specific responsibilities. This includes access to the Service Logging and/or Billing modules.
 - Staff that hold the role of both EIO/D and SC (In NYEIS: MUNI EIO/D-SC user role) will transfer over to the **EIO/D NY** user role only.

User Role Crosswalk

Understand Data Migration Factors

- Submit NYEIS Help Desk tickets to **remove duplicate provider accounts**
- Ensure that **provider catchment areas** and service models accurately display what they can deliver.
- 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.)

Understand Data Migration Factors

- Review and **close any cases** in NYEIS where **children are no longer active** in the EIP.
- Process **MDE service authorizations** *(when possible and as appropriate)*.
 - Any MDEs without service authorization in NYEIS will migrate over as a 'default evaluation program' under the program.
 - Action required: EIO/D / SC will need to update the Program field from 'default evaluation program' to the correct program based on the type of evaluation conducted.
Resource: [Evaluations job aid](#)
- Process **IFSP approvals** *(when possible and as appropriate)*.
 - IFSPs submitted but **not approved** by an EIO/D before system downtime will migrate to the EI-Hub in a '**Submitted**' format.
 - **Action Required:** The EIO/D will review and approve the IFSP following their standard procedures. Be aware that additional information may be required in the EI-Hub.
Resource: [IFSP Required Fields infographic](#)

Understand Data Migration Factors

- Work with your providers and service coordinators to ensure **waivers** are submitted with **sufficient time for the municipality to approve**.
 - **Only approved waivers will be migrated.** Waivers in the submitted or rejected status will not be migrated.
- Do not wait until 10/04/2024 to submit claims. Consider **increasing your billing frequency** to reduce the impact of the EI-Billing downtime on your cash flow.
 - **Claims in a pending** (submitted), rejected, or open status will **not** be migrated or workable in the EI-Hub.

Learning Management System

The Learning Management System (LMS) is the central repository for all training resources. The LMS is available through self-registration and does not require a Health Commerce System (HCS) Account.

Key Resources:

- ✓ [LMS Item Index](#)
- ✓ [Workflow Resource Guide](#)
- ✓ [Micro eLearning videos](#)



Practice in the Enhanced Sandbox

Practicing in the Sandbox is an excellent way to prepare for the transition. Familiarize yourself with the system in a safe environment, and leverage training resources on the LMS.

Rest assured, the Sandbox will be accessible not only during the transition period but also after the system goes live.

✓ [Sandbox Spotlight articles](#)



Monday, September 16

Attend Pre-Go-Live Webinars



Enroll staff / Watch
recordings

Training Opportunities

Attend the **Pre-Go-Live webinars** for a comprehensive overview of using the EI-Hub for daily tasks.

- **Referrals & Child Intake:** September 16, 2024, from 12:00 pm – 1:00 pm
- **Initial Service Coordination:** September 18, 2024, from 12:00 pm – 1:00 pm
- **Evaluation & Eligibility:** September 20, 2024, from 12:00 pm – 2:00 pm
- **IFSP Process:** September 23, 2024, from 12:00 pm – 1:30 pm
- **Transition and Transfer/Exit/Close:** September 25, 2024, from 12:00 pm – 1:30 pm
- **Service Logging:** September 26, 2024, from 12:00 pm – 1:30 pm
- **Billing and Claiming:** September 27, 2024, from 12:00 pm – 1:30 pm

[Communications Packet](#)

Webinar Recordings

Resource Library Item Index - ...



Newsletters and Articles



BEI Communications



EI-Hub Highlights [Videos]



Health Commerce System (H...



Job-Aids



Live Session Recordings



Frequently Asked Questions (...)



The Sandbox Experience



Training Scenarios



(NEW!) Workflow Resource Gu...



Micro Learnings (New)



Provider Enrollment



Thursday, September 19

Provider Enrollment
(soft opening)

Provider Enrollment and Management



The New York State Early Intervention Program is transitioning to a web-based provider application (PEM) process as part of the EI-Hub transition.

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).



Available September 19, 2024

Friday, October 4

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claims in NYEIS**



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before transition period:
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Last Medicaid Cycle 2460:
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Payment Schedule

CYCLE	START DATE	END DATE	CHECK DATE	CHECK RELEASE DATE
2460	10/3/2024	10/9/2024	10/14/2024	10/30/2024
2461	10/10/2024	10/16/2024	10/21/2024	11/6/2024
2462	10/17/2024	10/23/2024	10/28/2024	11/13/2024
2463	10/24/2024	10/30/2024	11/4/2024	11/20/2024
2464	10/31/2024	11/6/2024	11/11/2024	11/27/2024
2465	11/7/2024	11/13/2024	11/18/2024	12/4/2024
2466	11/14/2024	11/20/2024	11/25/2024	12/11/2024
2467	11/21/2024	11/27/2024	12/2/2024	12/18/2024
2468	11/28/2024	12/4/2024	12/9/2024	12/25/2024

Dates Claims Approved for Reimbursement from Escrow Account ^a	Date Provider Reimbursed from Escrow Account ^a
9/15/24-9/28/24	10/2/24
9/29/24-10/12/24	10/16/24
10/13/24-10/26/24	10/30/24
10/27/24-11/9/24	11/14/24 ^E
11/10/24-11/23/24	11/27/24
11/24/24-12/7/24	12/11/24
12/8/24-12/21/24	12/26/24 ^F

In place of the 10/16 escrow run, PCG will do special escrow runs on 10/9 and 10/23

Tips for Billing Providers

- During system downtime, providers can check the status of Medicaid claims via [eMedNY.org](https://www.emedny.org)
- Providers utilizing 837P EDI files can generate their files within their third-party system during system downtimes, ensuring that the claim is prepared for submission on 10/15 when EI-Hub is operational.
- Key Resources:
 - ✓ [Best Practices to Reduce Billing Rejections](#)
 - ✓ [277 Rejections Guide](#)
 - ✓ [CPT/HCPCS Codes Accepted in the EI-Hub](#)
 - ✓ [CPT Codes for ABA Services](#)

Tuesday, October 8

NYEIS transitions to read-only
format



*Special Escrow run: 10/09

NYEIS in Read-Only Format

- ✓ No new data can be entered when NYEIS is in read-only format.
 - ✓ Users will be able to view data that was entered in NYEIS up through 10/04/2024.
- ✓ Users can [view and download attachments](#) while NYEIS is in read-only format

Tuesday, October 15

**El-Hub is live, including El
Billing (Billing module)**



Validate & set up additional
user roles/access to
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Resources for Role Administrators

- ✓ [Micro e-Learning module: Configuring User Roles](#)
- ✓ [Quick Start Guide for Role Administrator](#)
- ✓ [User Role Configuration infographic](#)
- ✓ [EI-Hub User Management Admin User Guide](#)
- ✓ [Case Management User Roles job aid](#)

Provider Re-approvals and Amendments



Following the launch of the EI-Hub, providers will 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 PAU.

With the launch of the EI-Hub, providers will have the ability to request DOH approval to add **Mental Health professions and Behavioral Health professions**.



Resource: [Provider Re-Approvals, Amendments, and Minor Changes job aid](#)

Support



Self Service

- Training Resources on the [Learning Management System](#)

Personal Support

- **PCG Call Center**
 - Email: NYEITraining@pcgus.com
 - Tele: 866-315-3747
 - Monday – Friday: 7:00 am to 7:00 pm EST

Open Question & Answer (Q&A)

