



The Hub Club

Your Source for **EI-Hub** Updates



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Message from the Division of Family Health

Since our former Bureau Director, Connie Donohue is off enjoying her well-earned retirement, we've asked our Division Director, Kirsten Siegenthaler and our Assistant Bureau Director, Peter Baran to share a few words with our readers.

Hello to all of you! As many of you know, I was fortunate enough to spend eight years in the Bureau of Early Intervention (BEI), first overseeing autism grants, then as the Part C Data Manager and finally as the Assistant Director of the Bureau. For the past three years, I have served as the Associate Director for the Division of Family Health, and, now I am honored to continue my services as the Director. In my 19 years at the NYS Department of Health, I have worked with dedicated professionals within the Department as well our partners in the municipalities and the providers who serve children with disabilities and their parents. I am in awe of the hard work that you do.

Together we will continue to support the important work of the New York State Early Intervention Program so children and their families receive the services and supports they need, and providers and municipalities have what they need to do this important work.

*Kirsten Siegenthaler, PhD
Director, Division of Family Health*

Message from the Bureau

I think we can all agree that Connie Donohue leaves behind some big shoes to fill. I've had the privilege of working side by side with her for the past two and a half years, serving as the Assistant Director. One thing I learned from Connie is to start every day thinking about what is best for the children we serve. I've spent the past several months working behind the scenes with the EI-Hub Project Team trying to do just that, design a system that will reduce the administrative burden on our municipal users and providers so that they can focus their time on doing what they do best, caring for children.

The system is just one component of the important work happening in the EIP. As the Assistant Director I will work hard not just to deliver a system that meets your needs, but to continue the partnership between the Bureau and our stakeholders program wide. A significant advantage of being Assistant Director of the EIP is engaging with a passionate group of stakeholders like you. I am confident we will all be able to work together to identify areas of opportunity for the program as well as solutions and I look forward to continuing to work with all of you.

Peter Baran

Assistant Director, Bureau of Early Intervention

Do you have questions on the EI-Hub solution or any information in the Hub Club? If so, please contact EIHub@health.ny.gov with your questions.

Featured Feature: Navigating the EI-Hub

With the transition to the EI-Hub on the horizon, you've probably been wondering what exactly will change from your usual experience with NYEIS. The EI-Hub Navigational Infographic in addendum A provides a high-level overview of how users will access the EI-Hub and how they will navigate between system roles and modules as they perform their work.

We hope that reviewing this document will give you more insight into the more streamlined and flexible use of user roles in the EI-Hub. This infographic is just the first of several communications about user roles. Be on the look-out for more information on user roles and navigation coming soon!

Upcoming Events

- **EICC Meeting** – December 14, 2021

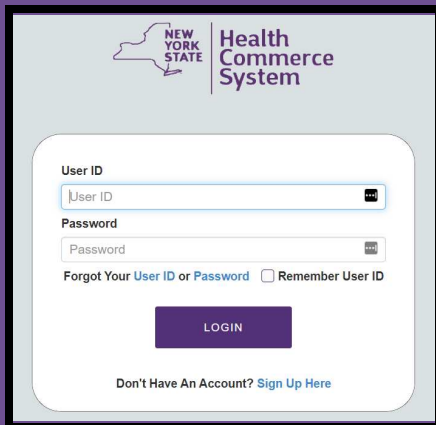
Key Transition Dates

- **Transition of NYEIS to Read-Only** – Two weeks prior to EI-Hub go-live
- **EI-Hub Go-Live** – New 2022 Date to be Announced Shortly



Navigating the EI-Hub

The EI-Hub represents a shift in the way users will manage their day to day work with children in the New York State (NYS) Early Intervention Program (EIP). The EI-Hub utilizes a more flexible approach to user roles, allowing individuals to have several roles within the system to align with the multiple job functions and roles they may have in the EIP. The steps below show how users will enter and navigate through the EI-Hub using their assigned role(s). Additional information about the user management process and available user roles will be shared in future communications.



Step 1: Log into Health Commerce System

Data in the EI-Hub is protected by the New York State (NYS) Health Commerce System (HCS) firewall. This secure system ensures compliance with federal and State requirements for the safeguarding of protected information.

EI-Hub users will be required to sign into HCS to access the EI-Hub through the HCS landing page.

HCS usernames and passwords will continue to be set up through the current process and in coordination with your HCS administrator.

Step 2: Enter the EI-Hub

Access to the EI-Hub is associated with the user's HCS account. Once the EI-Hub has been added as an application available to the user in HCS, the user will be able to select the EI-Hub from their available applications upon signing into HCS.

Although there are no additional username or password requirements for accessing the EI-Hub, users will be required to complete a multifactor authentication (MFA) to enter the EI-Hub.

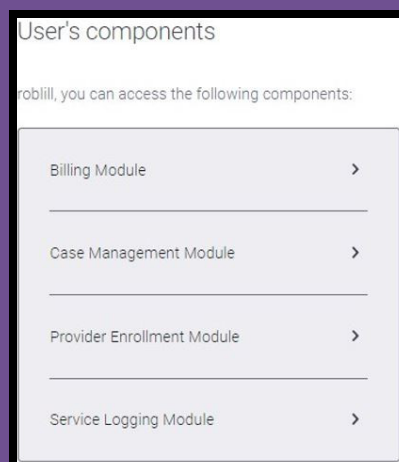
Logging into HCS is the first authentication, more information on the process for the secondary authentication will be made available on the EI-Hub Learning Management System (LMS).



Step 3: Select Module and User Role from EI-Hub Landing Page

The EI-Hub Landing Page will allow users to access all EI-Hub Modules and User Roles applicable to their job functions in the Early Intervention Program (EIP).

EI-Hub users may have multiple user roles within a module or between modules depending on their job role(s) in the EIP, an agency, or affiliations with multiple agencies. Users will first select the appropriate module and then select from their available roles and affiliations within that module.



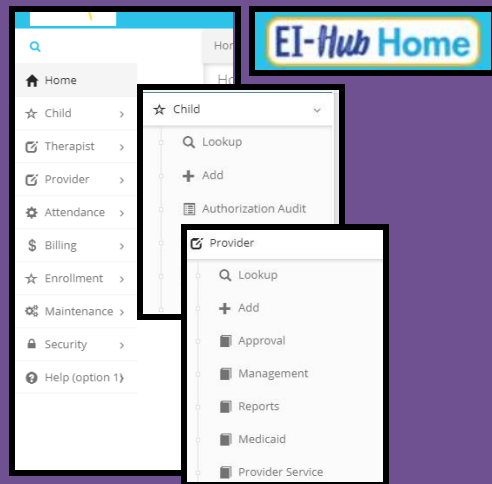
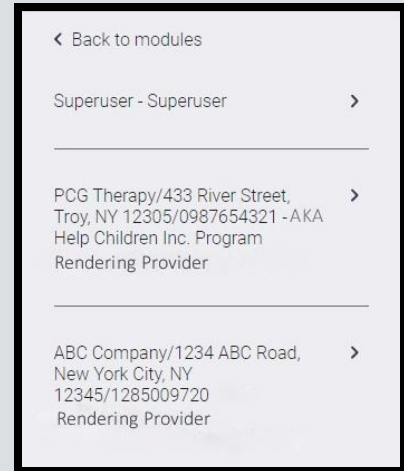
Please continue to **Step 4: Complete Activities in the EI-Hub** on page 2.

Continued from page 1, Step 3: Select Module and User Role from EI-Hub Landing Page

Step 4: Complete Activities in the EI-Hub

Access and functionality in the EI-Hub will be limited based on module, role, and affiliation selected on the EI-Hub Landing Page.

For example, a provider who is contracted with two agencies and also provides services as an independent provider may access the Service Logging module associated with each of these three program roles. After selecting the Service Logging module from the landing page, the user will select if they are completing work as an independent provider, as a contractor or employee of Agency A, or as a contractor or employee of Agency B. Their access during the session will be limited based on role as well as affiliation.



Step 5: Navigate the EI-Hub

Once in a module, users will move through activities with the use of navigational menu buttons within the application. Users will be able to use these menu buttons to navigate to a specific task, menu or case as applicable.

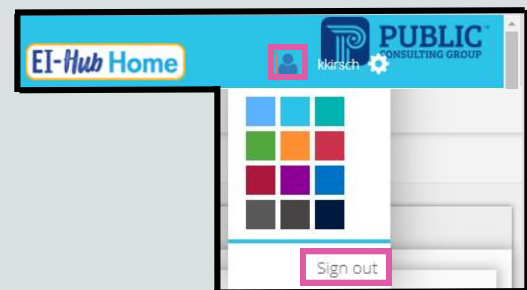
In addition to expediting work within a specific module and role, the EI-Hub Home button will also quickly bring the user back to the EI-Hub Landing Page where they will be able to sign into other modules and roles as needed.

Step 6: Sign out of EI-Hub

Users will be able to sign out of the EI-Hub from any point within the system using the "Sign-Out" button on the top navigational menu.

Users can exit a specific role or module by navigating back to the EI-Hub Landing Page using navigational buttons.

After 15 minutes of inactivity in the EI-Hub, users will automatically be signed out of both the EI-Hub and HCS and will be required to sign back into HCS, the EI-Hub and re-enter the preferred module from the EI-Hub Landing Page.



Be on the look-out for more information about the EI-Hub including user roles and multifactor authentication in future communications, issues of the Hub Club, and postings to the EI-Hub LMS.



Department of Health