



EI-Hub “Backward S” Training

Early Intervention & Children and Youth with Special Health Care Needs Summit:
2023 New York Statewide Meeting – May 3, 2023

Preparing for In-Person Training

Public Consulting Group (PCG) is hosting an in-person training on the EI-Hub during the Early Intervention & Children and Youth with Special Health Care Needs Summit: 2023 New York Statewide Meeting. The training exercise will allow participants to follow along as PCG demonstrates how to move a child through the Early Intervention Program (Backward ‘S’) stages using the EI-Hub Case Management component. The training will begin with creating a new child record and conclude with entering an evaluation. Time will also be allotted for a question and answer (Q&A) session.

To actively participate in the training, meeting participants must ensure they have met all the requirements listed under [Prerequisites](#). The prerequisites outline the technical system requirements and the appropriate EI-Hub Sandbox user role setup needed to take part in the training. PCG has proactively set up accounts for registered in-person training participants. If you're attending the meeting in-person and find that your account does not have the necessary user roles, please contact the PCG Help Desk for assistance.

A virtual option will be available for those who cannot attend in-person. Virtual participants can watch and follow along with those in the room. While PCG won't be providing direct support to virtual attendees, the chat feature will be enabled.

If you have additional questions, please contact the PCG Help Desk.




Tel#: (866) 315-3747

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Prerequisites

- IMPORTANT!** All in-person participants will need laptop access to participate in the training.
- Confirm you have one of the below-approved web browsers:
 - Google Chrome  (recommended browser for the EI-Hub)
 - Microsoft Edge 
 - Apple Safari 
- ✓ Training Resource: [System Requirements](#)
- Confirm you have an active Health Commerce System (HCS) account.
 - Bring (or) memorize your username and password
 - ✓ Training Resource: [HCS Instructions](#), [Resource for Licensed Professionals](#), [Resources for Non-licensed Professionals](#)
- Confirm you can access the EI-Hub Sandbox environment.
 - ✓ Website: <https://hub.uat.nyeihub.com/>
- Confirm you have **all of the required user roles** listed below:

NOTE: To ensure that all registered in-person participants can fully participate in the training, PCG has configured their accounts with the necessary user role settings. If you plan to attend in-person and do not see the below user roles listed on your account, please contact the PCG Help Desk for assistance. This information can be found under ‘My Profile’ in the ‘Roles and Components’ section. PCG will not be configuring accounts for virtual participants.

- MuniProgAllNY
- UniversalProvNY
- EIO/D NY
- ISC/OSC NY
- ProvDataEntryNY
- MuniDataEntryNY



Section	Component	Account type	Role	Entry name
Roles and components	Case Management Module	County/SPOE	MuniProgAllNY	
	Case Management Module	Agency/Provider	UniversalProvNY	
	Case Management Module	Service Coordinator	EIO/D NY	
	Case Management Module	Service Coordinator	ISC/OSC NY	
	Case Management Module	Agency/Provider	ProvDataEntryNY	
	Case Management Module	County/SPOE	MuniDataEntryNY	

NOTE: The ‘Entity name’ field will vary based on your county of employment.