



EIHub

First Steps Early Intervention
Case Management System



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Guide to Entering Eligibility Determination

Entering Eligibility Determination to a Child's Record

1. Navigate to the "Eligibility" tab
2. Select the "Eligibility" panel
3. Click "Add"

The screenshot displays a software interface with a navigation bar at the top containing tabs: Child at a Glance, Child Info, Family Info, Insurance Info, Assessment, Eligibility, Transfer, Transition, Exit, Close and Re-Open, Documents, and Child/Family Outcomes Tab. The 'Eligibility' tab is selected. Below the navigation bar is a left-hand menu with 'Eligibility' and 'Child Doctor' options. The 'Eligibility' panel is active, showing a search bar, a table with columns: Eligibility Status, Determination Date, Eligibility Outcome, and Diagnosis Category. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A yellow 'Add' button is located to the right of the table. A 'Prev' and 'Next' button are at the bottom right of the table area. A blue arrow labeled 'Step 1' points to the 'Eligibility' tab. A blue arrow labeled 'Step 2' points to the 'Eligibility' panel. A blue arrow labeled 'Step 3' points to the 'Add' button. An 'Edit Form' button is visible in the bottom left corner.

Entering Eligibility Determination to a Child's Record

Eligible Due to Diagnosed Condition

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible - Diagnosed Condition" as the "Eligibility Outcome"
6. Select the appropriate diagnosis category in the "Diagnosis Category" field
7. Select the specific diagnosis in the "Diagnosis" field

Add Eligibility ×

*Eligibility Status **Step 4**

*Eligibility Outcome **Step 5**

Diagnosis Category **Step 6**

Diagnosis **Step 7**

Entering Eligibility Determination to a Child's Record

Eligible due to -2.0 Standard Deviation/25% Delay in One Domain

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible - -2.0SD/25% in One Domain" as the "Eligibility Outcome"

Add Eligibility ×

*Eligibility Status ▼ **Step 4**

*Eligibility Outcome ▼ **Step 5**

Entering Eligibility Determination to a Child's Record

Eligible Due to -1.5 Standard Deviation/20% in Two Domains

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible - -1.5SD/20% in Two Domains" as the "Eligibility Outcome"

Add Eligibility ×

*Eligibility Status ▼ **← Step 4**

*Eligibility Outcome ▼ **← Step 5**

Entering Eligibility Determination to a Child's Record Eligible Due to Informed Clinical Opinion

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible - Informed Clinical Opinion" as the "Eligibility Outcome"

Add Eligibility ×

*Eligibility Status ▼ **Step 4**

*Eligibility Outcome ▼ **Step 5**

Entering Eligibility Determination to a Child's Record Not Eligible

4. Select "Not Eligible –EI" as the "Eligibility Status"
5. Select "Not Eligible" in the "Eligibility Outcome" field

Add Eligibility ×

*Eligibility Status

*Eligibility Outcome ← **Step 4**

MDE Type

*Diagnosis Date

*Determination Date

Entering Eligibility Determination to a Child's Record

Eligibility Details – Field with No Action Required

Add Eligibility

*Eligibility Status

*Eligibility Outcome

MDE Type

*Diagnosis Date

*Determination Date

Entering Eligibility Determination to a Child's Record

Eligibility Details - Diagnosis and Determination Dates

8. Enter the date the diagnosis was received from the child's physician as the "Diagnosis Date"
 - If diagnosis from physician is not available, enter the same date as the "Determination Date"
9. Enter the date of the eligibility meeting with the family as the "Determination Date"
10. Click "Submit"

Add Eligibility ×

*Eligibility Status

*Eligibility Outcome

MDE Type

*Diagnosis Date
 ← **Step 8**

*Determination Date
 ← **Step 9**

Step 10 →

Viewing the Eligibility Determination

The system will automatically open to the “Eligibility” panel
11. View the newly entered eligibility determination in the grid

The screenshot shows a software interface with a navigation bar at the top containing tabs: Child at a Glance, Child Info, Family Info, Insurance Info, Assessment, Eligibility, IFSP, Services, Transfer, Transition, Exit, Close and Re-Open, Documents, and Child/Family Outcomes Tab. The 'Eligibility' tab is selected. On the left, a sidebar contains 'Eligibility' and 'Child Doctor'. The main area features a search bar, a dropdown menu set to '10', and a table with the following data:

Eligibility Status	Determination Date	Eligibility Outcome	Diagnosis Category	Diagnosis	
Active	3/4/2021	Eligible - -2.0SD / 25% in One Domain	Chromosomal	Angelman's Syndrome	Edit

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Prev 1 Next'.





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For assistance, contact
the EIHub Helpdesk:



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