



EIHub

First Steps Early Intervention
Case Management System



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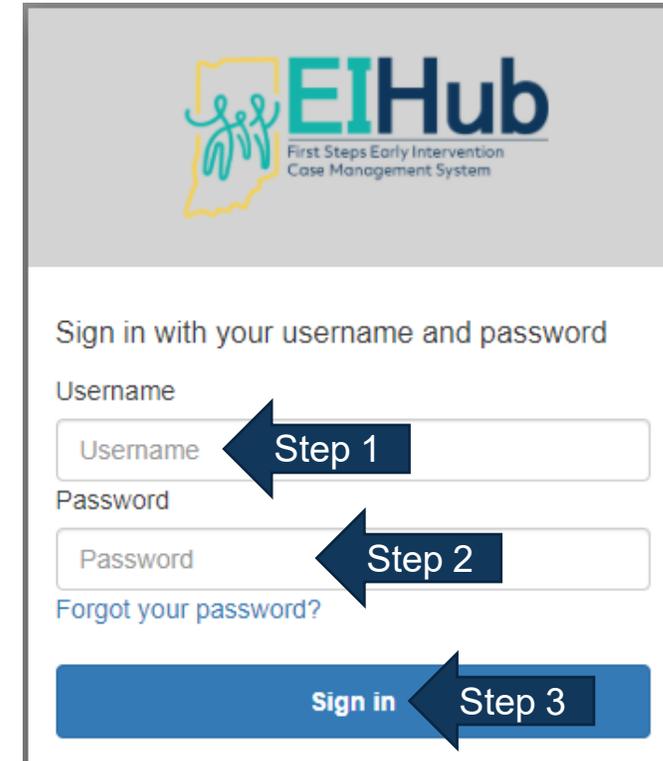
Guide to
Logging in and
Navigating IN EIHub



Logging into EIHub

The URL to access IN EIHub is www.hub.prod.ineihub.com

1. Enter the username you created through Provider Enrollment registration or was emailed to you if you are an administrative, clerical, or billing staff
2. Enter the password you created or was emailed to you
3. Click “Sign In”



The screenshot shows the EIHub login interface. At the top, there is a header with the EIHub logo and the text "First Steps Early Intervention Case Management System". Below the header, the text "Sign in with your username and password" is displayed. There are three input fields: "Username", "Password", and "Forgot your password?". The "Username" field has a blue arrow pointing to it with the text "Step 1". The "Password" field has a blue arrow pointing to it with the text "Step 2". Below the "Forgot your password?" link, there is a blue "Sign in" button with a blue arrow pointing to it and the text "Step 3".

Logging into EHub

4. Service Coordinators and SPOE users can access the Case Management module

The screenshot displays the EHub interface. At the top, a dark navigation bar contains the 'ei hub' logo and links for 'Learning Management', 'Knowledge base', 'My profile', and the user name 'zwyrick'. The main content area is split into two columns. The left column features 'Ei-Hub alerts' and 'Ei-Hub system news', each with a 'View all links' link. The right column, titled 'User's components', lists available modules for the user 'zwyrick'. A dark blue arrow labeled 'Step 4' points to the 'Case Management Module' in this list. Below the list is a 'View all Modules' link. The footer includes the 'PUBLIC' logo and links for 'Terms&Conditions', 'Privacy policy', and 'Cookies pol'.

Logging into EIHub

The Case Management module allows Service Coordinators and SPOE users to add new children and manage existing children's records in the system.

The screenshot displays the EIHub Case Management interface. The top navigation bar includes the EIHub logo, a search icon, and the text 'PUBLIC CONSULTING GROUP'. The left sidebar contains a menu with items: Home, Child, Therapist, Provider, Coordinator, Attendance, Billing, Enrollment, Maintenance, Security, and Help (option 1). The main content area shows a search results page for 'Children with 3-9 Months before their 3rd Birthday'. The table has columns: Municipal/County, Status, Last Name, First Name, Date of Birth, and IFSP Date. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Prev' and 'Next' buttons at the bottom right of the table. A search bar and a dropdown menu (set to 10) are located above the table. An 'Edit Form' button is visible at the bottom left of the main content area.

Logging into EIHub

- 5. SPOE users, direct service providers, agency directors, billing staff, and clerical staff can access the Service Logging module

The screenshot shows the EIHub user interface. At the top, there is a navigation bar with the 'ei hub' logo and links for 'Learning Management', 'Knowledge base', 'My profile', and 'zwyrick'. The main content area is divided into two columns. The left column contains 'Ei-Hub alerts' and 'Ei-Hub system news', each with a 'View all links' link. The right column is titled 'User's components' and contains a message: 'zwyrick, you can access the following components:'. Below this message is a list of components: 'Case Management Module' and 'Service Logging Module', each with a right-pointing arrow. A dark blue arrow labeled 'Step 5' points to the 'Service Logging Module' link. Below the list is a 'View all Modules' link. At the bottom of the page, there is a footer with the 'PUBLIC' logo and links for 'Terms&Conditions', 'Privacy policy', and 'Cookies pol'.



Logging into EIHub

The system will automatically open to the Service Logging module login page

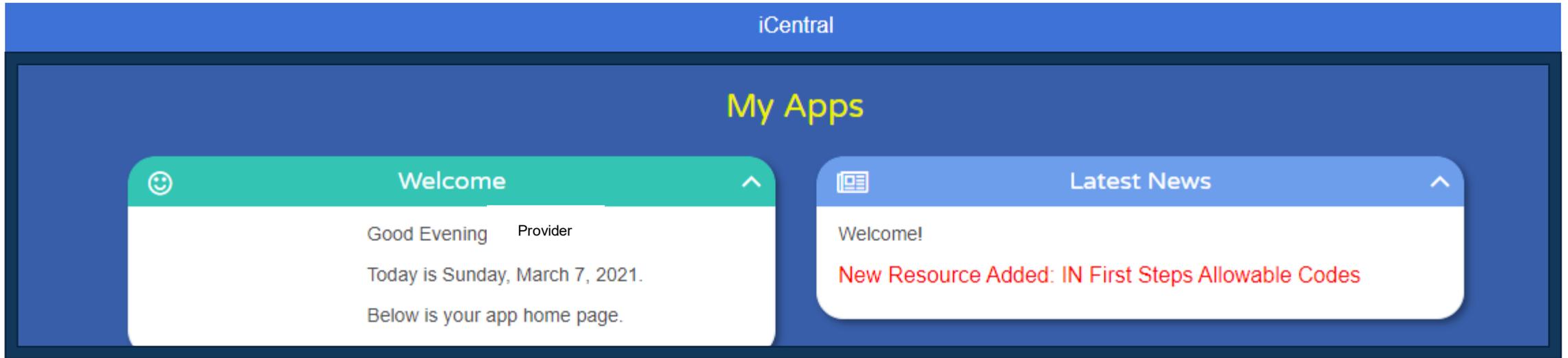
6. Re-enter your EIHub username
7. Re-enter your EIHub password
8. Click “Login”



The screenshot shows the EIHub login interface. At the top, there is a logo for EIHub (First Steps Early Intervention Case Management System) featuring a stylized family icon. Below the logo are two input fields: 'User Name' and 'Password'. A yellow 'Login' button is positioned to the right of the 'Password' field. A 'Normal Login' button is located below the 'Login' button. Three dark blue arrows with white text indicate the steps: 'Step 6' points to the 'User Name' field, 'Step 7' points to the 'Password' field, and 'Step 8' points to the 'Login' button.

Logging into EHub

The Service Logging module contains portals for rendering providers, clerical staff, billing staff, and others to enter service logs and complete billing activities.





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Case Management System



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For assistance, contact
the EIHub Helpdesk:



(877) 522-1065



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Hours: Weekdays 8 a.m. – 5 p.m. ET