EIHub Helpdesk:
877-522-1065
INFirstSteps@pcgus.com
Weekdays 8 a.m. – 5 p.m. ET

EIHub Eligibility Determination
Entering Eligibility Determination in the Case Management Module

To enter an eligibility determination, you must first open the child's record in the case management module of EIHub (www.hub.prod.ineihub.com).

1. Navigate to the "Eligibility" tab
2. Select the "Eligibility" panel
3. Click "Add"
   a. System will automatically open a popup panel to "Add Eligibility"
   b. Only enter information required (as outlined below) in this panel

<u>Child Eligible Due to Diagnosed Condition</u>

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible – Diagnosed Condition" as the "Eligible Outcome"
6. Select the appropriate diagnosis category in the "Diagnosis Category" field
7. Select the specific diagnosis category in the "Diagnosis Category" field
   a. Continue to step 8

<u>Child Eligible Due to -2.0 Standard Deviation/25% Delay in One Domain</u>

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible - -2.0SD/25% in One Domain" as the "Eligibility Outcome"
   a. Continue to step 8

<u>Child Eligible Due to -1.5 Standard Deviation/20% Delay in Two Domains</u>

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible - -1.5SD/20% in Two Domains" as the "Eligibility Outcome"
   a. Continue to step 8

<u>Child Eligible Due to informed Clinical Opinion</u>

4. Select "Active" as the "Eligibility Status"
5. Select "Eligible – Informed Clinical Opinion" as the "Eligibility Outcome"
   a. Continue to step 8

<u>Child Not Eligible</u>

4. Select "Not Eligible – EI" as the "Eligibility Status"
5. Select "Not Eligible" in the "Eligibility Outcome" field
   a. Continue to step 8

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Eligibility Details – Diagnosis and Determination Dates

8. Enter the date the diagnosis was received from the child's physician as the "Diagnosis Date"
    a. If diagnosis from the 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"
    a. The system will automatically open to the "Eligibility" panel

Viewing the Eligibility Determination

11. View the newly entered eligibility determination in the grid

For assistance, please contact the EIHub Helpdesk at 877-522-1065 or INFirstSteps@pcgus.com.
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