

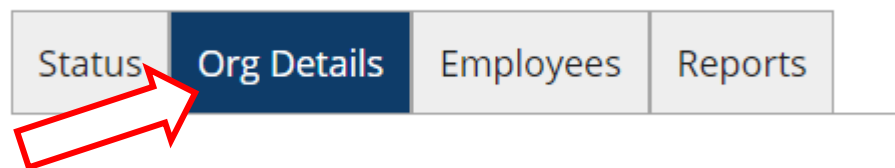
Organization Administrator's Guide to Managing County Assignment

This document outlines the steps required for an Organization Owner to manage County Assignment for Interventionists and Organizations. It includes adding new Counties to Interventionists and Organizations, as well as end dating the Interventionist or Organization when services will no longer be provided in a specific county.

HOW TO ADD COUNTIES TO YOUR AGENCY PROFILE

How this step will help: This section will show you how to link your agency profile to the county Early Intervention programs that you contract with to provide services.

1. You should be on the **Org Details** tab.



2. Scroll down to Early Intervention Counties. Click **Add County**.



3. Select the County you want to add. Enter the **Effective From** date. Leave the **Effective To** field blank. Click **Save**.
Repeat this step until all County Assignments have been added.

Early Intervention Counties

Add County

County	Effective From	Effective To
Bradford/Sullivan	7/1/2020	

Tioga

09/15/2022

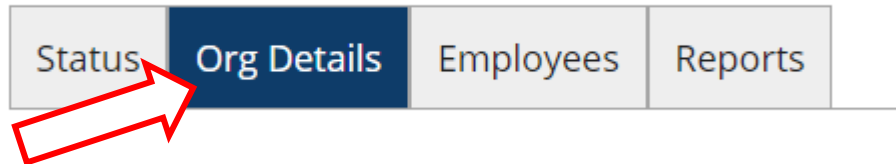
Save

Cancel

HOW TO END COUNTY ASSIGNMENT IN YOUR AGENCY PROFILE

How this step will help: This section will show you how to end date a County Assignment to your Agency Profile when your Organization will no longer provide services to a County

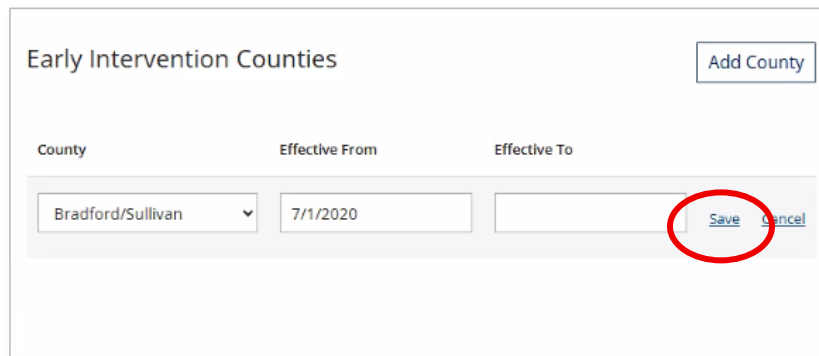
1. You should be on the **Org Details** tab.



2. Scroll down to Early Intervention Counties. Click **Edit** beside the County you wish to end date.



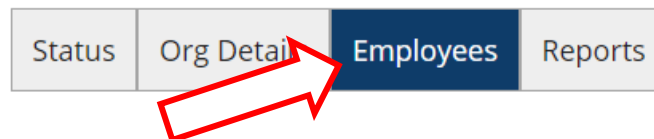
3. Enter the **Effective To** date. Click **Save**.



HOW TO ADD COUNTY ASSIGNMENT TO AN INTERVENTIONIST

How this step will help: This section will show you how to add County Assignment to staff of your Organization. This will allow County Administrators to view Interventionist Profiles.

1. Click on the **Employees** tab.



2. Under Registered Employees, will be a list of EI providers and Service Coordinators who have completed their profiles and said that they work for your Agency.
3. Scroll to the Interventionist to add County Assignment. Click the three dots and select Update.

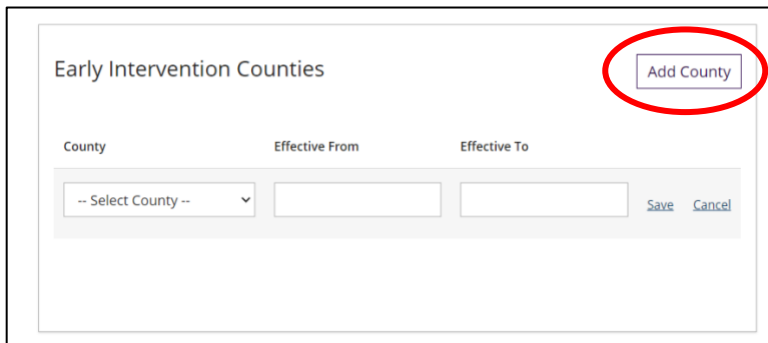
Registered Employees Manage Invites

The following list of employees has been gathered by the Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Employees

ID	Name	Title	Leadership Team	Date	Counties	Status
				3/4/2024 - Present		Verified Update Education

4. Once selected, scroll down the page to add County Assignment. Click on **Add County**.



Early Intervention Counties

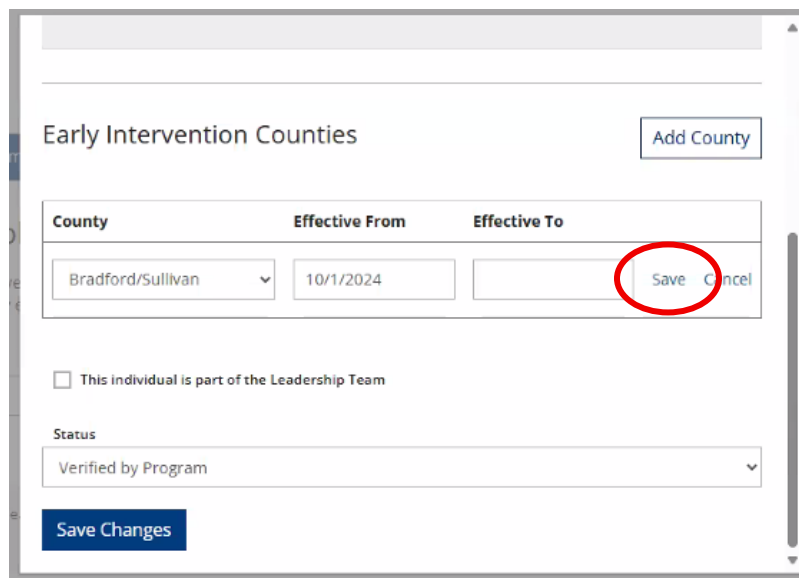
Add County

County	Effective From	Effective To
-- Select County --		

Save Cancel

5. Select the county where the EI Provider or Service Coordinator provides EI Services. Enter the **Effective From** date. Leave the **Effective To** field blank. Click **Save**.

Repeat this step until all counties where the EI Provider or Service Coordinator provides EI services through your agency are assigned.



Early Intervention Counties

Add County

County	Effective From	Effective To
Bradford/Sullivan	10/1/2024	

Save Cancel

☐ This individual is part of the Leadership Team

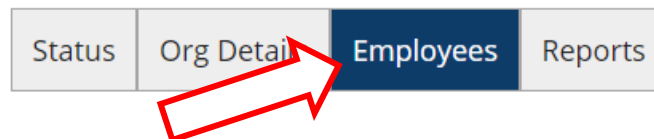
Status
Verified by Program

Save Changes

HOW TO END COUNTY ASSIGNMENT TO AN INTERVENTIONIST

How this step will help: This section will show you how to end County Assignment when an Interventionist leaves their position or no longer provides services to a County.

1. Click on the **Employees** tab.



2. Under Registered Employees, will be a list of EI providers and Service Coordinators who have completed their profiles and said that they work for your Agency.
3. Scroll to the Interventionist to end County Assignment. Click the three dots and select Update.

Status Org Details **Employees** Reports Document Vault

Registered Employees Manage Invites

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View Employees
Employees

ID	Name	Title	Leadership Team	Date	Counties	Status
			☐	3/4/2024 - Present		Verified by Education

Update

- Once selected, scroll down the page to end County Assignment. Click on **Edit** on the County Assignment you wish to end.

Early Intervention Counties

Add County

County	Effective From	Effective To
Bradford/Sullivan	10/1/2024	Edit Delete

☐ This individual is part of the Leadership Team

Status
 Verified by Program

Save Changes

- Enter the **Effective To** date. Click **Save**.

Repeat this step for all counties that need to be end dated.

Early Intervention Counties

Add County

County	Effective From	Effective To
Bradford/Sullivan	7/1/2020	09/02/2025
Tioga	9/15/2022	

Save

Cancel