

Pennsylvania's Infant/Toddler Early Intervention Provide Registry

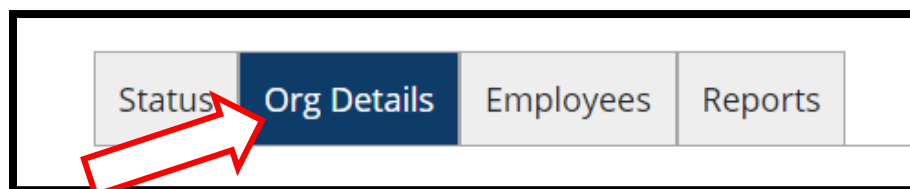
Organization Administrator's Guide to Managing County Assignment

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 Organization Profile

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

1. Log in to your existing account at www.paeipproviderregistry.org.
2. Navigate to your Organization Profile and click on Org Details.



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



4. 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 ▼

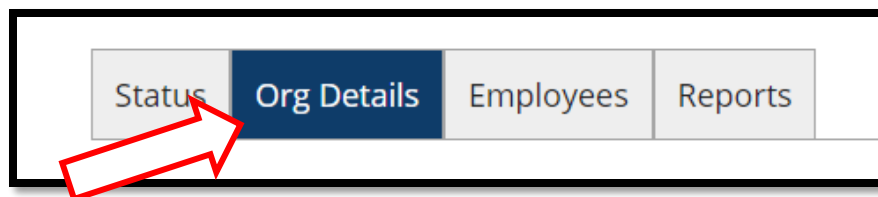
09/15/2022

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 Organization Profile when your Organization will no longer provide services to a County.

1. Log in to your existing account at www.paeipproviderregistry.org.
2. Navigate to your Organization Profile and select Org Details.



3. Scroll down to Early Intervention Counties. Click **Edit**, represented by the icon that looks like a piece of paper with a pencil, beside the County you wish to end date.

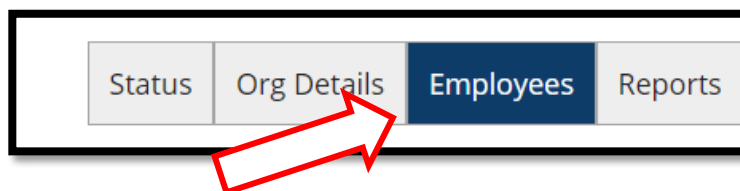


4. Enter the **Effective To** date. Click **Save**.

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. Log in to your existing account at www.paeipproviderregistry.org
2. Navigate to your Organization Profile and select the Employees tab.



3. Under Registered Employees will be a list of Interventionists and Service Coordinators who have completed their profiles and said that they work for your Organization.
4. Scroll to the Interventionist to add County Assignment. Click the three dots to the right of their name and select **Update**.

Status
Org Details
Employees
Reports
Document Vault

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 by Update Education

- Once selected, scroll down the page to add County Assignment.

Click on **Add County**. Select the County you want to assign. Enter the **Effective From** date. Only add an **Effective To** date if the Interventionist is no longer working in that county. Click **Save**.

Repeat this step until all counties where the Interventionist or Service Coordinator provides EI services through your Organization 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

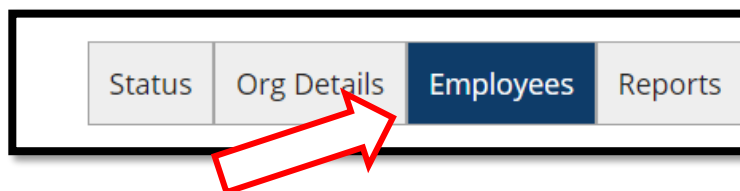
Verified by Program

Save Changes

How to End County Assignment of 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. Log in to your existing account at www.paeiproviderregistry.org
2. Navigate to your Organization Profile and select the Employees tab.



3. Under Registered Employees will be a list of Interventionists and Service Coordinators who have completed their profiles and said that they work for your Organization.
4. Scroll to the Interventionist to add County Assignment. Click the three dots to the right of their name 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 by Update Education

- 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	

☐ This individual is part of the Leadership Team

Status
Verified by Program

Save Changes

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

Repeat this step until all counties where the Interventionist or Service Coordinator no longer provides services through your Organization are ended.

Early Intervention Counties

Add County

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

Save Cancel