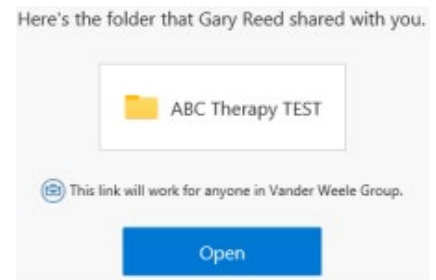


Submitting Files to The Early Intervention Monitoring Program

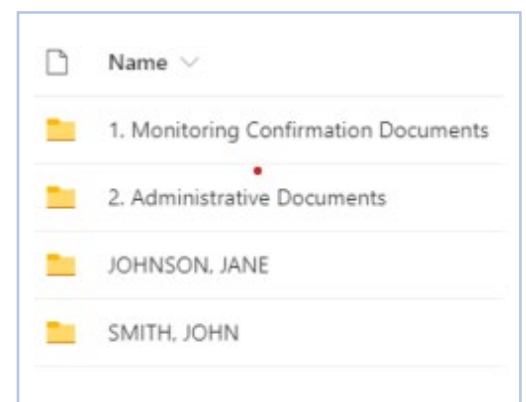
Uploading and Creating Folders in SharePoint

SharePoint is a cloud-based, drag-and-drop file share application.

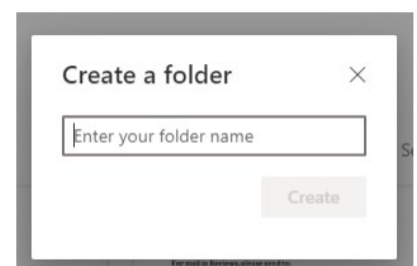
Once the monitoring review has been scheduled, the Provider (or designated staff) will receive an **email invitation** from their assigned EI Monitor to access their specific SharePoint file. The SharePoint file will contain all necessary letters and information related to the monitoring review.



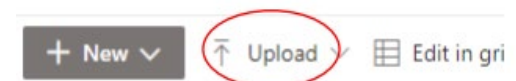
1. When you receive the invitation email, please click on the blue “Open” button to access your file.
2. You can create your own folders, or you can ask your Monitor to create the folders. They should look something like the image on the right.



3. To create a folder, click on the **+NEW** button at the upper left of the screen, above the provider’s name. Then, click on the **Folder** icon.
4. Name your Folder and click the “Create” button.
5. Upload all necessary documents to the appropriate folders. Begin by clicking “Upload” in the menu bar.



6. Drag and drop the documents into the appropriate folder. Once files are uploaded, the EI monitor will have access and will be active until the exit meeting.



Drag files here