## Submitting Files to The Early Intervention Monitoring Program - SharePoint
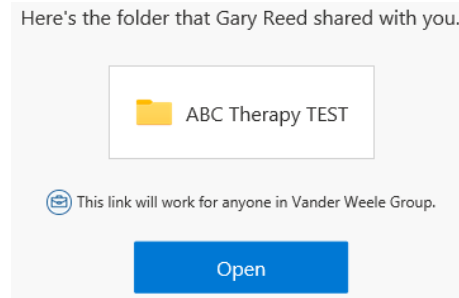
As part of the monitoring process The Early Intervention Monitoring Program requires providers to submit a number of documents. To ensure these documents are delivered securely, you can provide them by utilizing SharePoint.

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 to access their specific SharePoint file from the assigned EI Monitor.
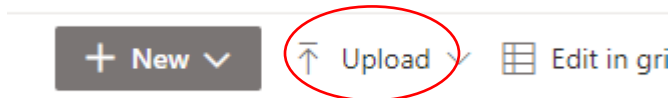


The SharePoint file will have all necessary folders, pre-created and ready for uploading. The folders include:
- Monitoring Confirmation Documents (for reference)
- Administrative Documents
- Child files, by name



The Provider or designated staff will upload the necessary documents by opening the appropriate folder and clicking the "Upload" icon to add the corresponding document.



Drag and drop the documents you are submitting into the associated folder.
Once files are uploaded, the EI monitor will have access to the documents to begin the review.
The link for the Provider's review will be active until the exit meeting.