Web Based EIS Registry

The ECI State Office is excited to announce that the new web-based EIS Registry will be available for all programs by October 1, 2013. The ECI State Office is currently using the new system to enter the required documentation for EISs. In order to prepare for the implementation of the web-based EIS Registry, programs should complete the following steps:

1) All users of the EIS Registry must complete a DARS ECI Security Agreement. This requirement also applies to users who already have access to TKIDS, TRAD and/or the Extranet. Because this form will be used for all systems that require a security clearance, users should indicate all systems they will need access to (TKIDS, TRAD, EIS Registry, and/or Extranet). Users will only be assigned access to the systems indicated on the new form. The new DARS ECI Security Agreement will be released to programs by mid-August 2013.

2) Because the new EIS Registry shares personnel data with TKIDS, programs should enter EISs into TKIDS as soon as possible after they are hired. An EIS cannot be entered into the EIS Registry until he/she is entered as an EIS in TKIDS.

3) Your program's EIS Supervisors must be identified in TKIDS. Staff who are EIS Supervisors must have the "EIS Supervisor" credential indicated on their personnel page in order to appear in the EIS Registry's drop down menus. (Page 91-92 of the TKIDS Manual)

4) Ensure that contact information for your EISs and your EIS Supervisors is up to date in TKIDS. (Page 93 of the TKIDS Manual)

Other things programs should consider:

Once the web-based EIS Registry is fully implemented, EISs will no longer send their required documentation to the ECI State Office on a regular basis. However, the State Office will conduct random audit verifications of training records. EISs must follow the record retention requirements as stated in the ECI Contract for maintaining their training records. The Orientation to ECI and IPDP can be maintained electronically. CPE records can also be maintained electronically as appropriate.

    a. Your program should develop an internal process for verification and approval of the EIS documentation that is entered into the EIS Registry. (i.e. – the IPDP is complete, training was appropriate for EIS CPE, etc.) The web-based EIS Registry will collect the name of the person who approved each training.

    b. If someone is entering data for all EISs at your program, there should be a process for getting the required information to the data entry staff.

Questions about the new web-based EIS Registry can be addressed to Rachel Moyer-Trimyer (Rachel.Moyer-Trimyer@dars.state.tx.us) or Stephanie Powitzky (Stephanie.Powitzky@dars.state.tx.us). EISs should continue to submit their documentation to the ECI State Office until their program's users have access to the web-based EIS Registry.