

Education, Health and Care (EHC) Hub Parent and Carer Guide

- **Draft and Final EHC Plans**

Classification: Public

Date: July 2025

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Version: V1



Document Control

Version	Changes	Author	Date
V1.0	Created	Kristine Neal	July 2025

About this document

This document is for parents, carers and young people to provide instructions about the [Derbyshire County Council's EHC Hub](#), covering:

- Decision to issue a plan
- Viewing and commenting on the draft plan
- Adding comments and submitting feedback
- Downloading the draft plan
- Finalised EHC plan
- EHC plan review process
- Review meeting details and attendance
- Providing views on progress and outcomes
- Review meeting report and decisions
- Understanding the case timeline

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Decision to Issue Plan - Pending

Once the local authority has indicated that the case is ready to progress to the decision, this change in status will be reflected on the case. The status will show as 'Decision to issue plan pending':



Cota, Darshan

Request date: 20th Jul 2019
Decision due: 8th Nov 2019

ⓘ A decision on whether or not to issue an EHC Plan for Darshan is pending.

What does this mean? ▼

What should I be doing right now? ▼

What happens next and when? ▼

[View assessment](#)

Issue a Plan - Decision

When the decision has been made to issue a plan or not, you will receive an email telling you that there is new information on the Hub for you to view. The email will look something like this:

Dear Alana Smith,

Case ID: 4526


Following the completion of an EHC needs assessment, a decision has been made about the next stage of the process. To view the decision details, please click on the link below and sign in to your account.

[Sign in to your account](#)

Best regards,
EHC Hub Team


You will need to sign into the Hub to view the result of the decision.

When you log in to the Hub, the status will show like this:



Green, Nora

Request date: 17th Aug 2023
Plan due: 3rd Jan 2024

 A Draft EHC Plan is being written for Nora.


What does this mean?

What should I be doing right now?

What happens next and when?


[View details](#)

Or



Green, Nora

Request date: 17th Aug 2023
Decision date: 30th Aug 2023

 We have decided not to issue an EHC Plan for Nora.

What does this mean?

What should I be doing right now?

What happens next and when?

[View decision](#)

When a decision has been made on whether to issue a plan or not, the following information will be displayed detailing the decision details:

Assessment process under Section 36 (1) of the Children and Families Act 2014


Decision

Issue an EHC plan

Decision to issue plan date

12 Sep 2023

Letter


 [Download](#)

Was the assessment carried out by another local authority?

No

Reason for decision

This is the reason for the decision.....

 The Parent, Carer or Guardian has the right to appeal this decision.

They must register their appeal with the Tribunal within two months of this letter.

OR

Assessment process under Section 36 (1) of the Children and Families Act 2014


Decision

Not to issue an EHC plan at this time

Decision to issue plan date

12 Sep 2023

Letter


 [Download](#)

Was the assessment carried out by another local authority?

No

Reason for decision

This is the reason for decision.....

 The Parent, Carer or Guardian has the right to appeal this decision.

They must register their appeal with the Tribunal within two months of this letter.

This will include the reason for the decision and a letter that can be downloaded with more information about the decision. To view this letter, click 'Download'.

If the Local Authority originally say ‘no’ to issuing a plan, they can change their decision by recording a second decision. You will be notified by email, and the decision screen will show the second decision at the top and the previous decision at the bottom, it will look like this:

Second Decision – Assessment process under Section 36 (1) of the Children and Families Act 2014

Decision

Issue an EHC plan

Agreement/order date

11 Sep 2023

Decision published date

12 Sep 2023

Letter

[Download](#)

Reason for decision

This is the reason for decision....

1

The Parent, Carer or Guardian has the right to appeal this decision.

They must register their appeal with the Tribunal within two months of this letter.

Assessment process under Section 36 (1) of the Children and Families Act 2014

Decision

Not to issue an EHC plan at this time

Decision to issue plan date

12 Sep 2023

Letter

[Download](#)

Was the assessment carried out by another local authority?

No

Reason for decision

This is the reason for decision....

1

The Parent, Carer or Guardian has the right to appeal this decision.

They must register their appeal with the Tribunal within two months of this letter.

If the decision has been made to issue a plan, the status will show that the case have progressed to the EHC Plan stage:

1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

To view details and download the letter about the decision, click ‘Decision’ at the top of the screen.

Click ‘EHC Plan’ at the top of the screen. The main screen will show some information about the next part of the process:

1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

Education, Health and Care Plan (EHC Plan)

Test Following the decision to issue an EHC Plan, the local authority will prepare a draft version of the plan for you to view and provide comments on.

You will have 15 days to record and submit your comments to the local authority. The local authority will then consider your feedback before issuing the final version of the EHC Plan.

The Special Educational Needs and Disability Code of Practice specifies what information an EHC Plan must contain. local authorities must ensure that each of the sections below are included in the child or young person's EHC Plan.

Section A:

The views, interests and aspirations of the child and his or her parents or the young person.

Section B:

The child or young person's special educational needs.

Section C:

The child or young person's health needs which are related to their SEN.

Section D:

The child or young person's social care needs which are related to their SEN or to a disability.

Section E:

The outcomes sought for the child or the young person. This should include outcomes for adult life. The EHC Plan should also identify the arrangements for the setting of shorter term targets by the early years provider, school, college or other education or training provider.

Section F:

The special educational provision required by the child or the young person.

Section G:

Any health provision reasonably required by the learning difficulties or disabilities which result in the child or young person having SEN. Where an Individual Health Care Plan is made for them, that plan should be included.

Section H1:

Any social care provision which must be made for a child or young person under 18 resulting from section 2 of the Chronically Sick and Disabled Persons Act 1970.

Section H2:

Any other social care provision reasonably required by the learning difficulties or disabilities which result in the child or young person having SEN. This will include any adult social care provision being provided to meet a young person's eligible needs (through a statutory care and support plan) under the Care Act 2014.

Section I:


The name and type of the school, maintained nursery school, post-16 institution or other institution to be attended by the child or young person and the type of that institution (or, where the name of a school or other institution is not specified in the EHC Plan, the type of school or other institution to be attended by the child or young person).

Section J:

Where there is a Personal Budget, the details of how the Personal Budget will support particular outcomes, the provision it will be used for including any flexibility in its usage and the arrangements for any direct payments for education, health and social care. The special educational needs and outcomes that are to be met by any direct payment must be specified.


This details what information the plan must contain.

Underneath, it will show if the plan is in draft (not yet shared). If it is still being drafted, this will be displayed:


 **Compiling Plan**

The EHC Plan is currently being drafted. You will be notified once the draft plan is available to view. In the meantime you can view all of the advice contributions on the Assessment page.


If you haven’t already read the advice contributions that might go into the plan, click Assessment at the top of the screen to view the Assessment page:

 1. Request


>

 2. Decision


>

 3. Assessment


>

 4. Decision

>

 5. EHC Plan

At the bottom of this screen there is the Requests for Advice section:

Requests for advice						
Name 	Job title	Specialism	Requested	Request due	Request completed	Status
Health Team		Health	30/08/2023	11/10/2023	30/08/2023	<div>Completed</div>
Alana - Contributor	EP	Social Care	30/08/2023	11/10/2023	30/08/2023	<div>Completed</div> Read
Alana - SENCO	SENCo	Education	30/08/2023	11/10/2023	30/08/2023	<div>Closed</div>

Viewing the Draft EHC Plan

EHCP Section A – Left click on this to display the previous information entered by the Parent/Carer and /or young person during the contribution to the assessment stage.

This has three parts:

- About
- Parent/Carer's Views
- Local authority background information

EHCP Sections B, E and F – Left click on this to display information about Special Educational needs, Outcomes and Provisions.

This has four parts:

- Cognition and Learning
- Communication and Interaction
- Social, Emotional and Mental Health
- Sensory and/or Physical needs

You can enter comments here about the planned outcome and the planned provision.

EHCP Sections C, E and G – Left click on this to display information about Health Needs, Outcomes and Provisions which relate to the special educational needs of the child or young person.

You can enter comments here about the planned outcome and the planned provision.

EHCP Sections D,E,H1 and H2 – Left click on this to display information about Social Care Needs, Outcomes and Provisions which relate to the special educational needs of the child or young person.

You can enter comments here about the planned outcome and planned provision.

EHCP Section I – Left click on this to display information about the Education Setting. This information is not populated at this draft plan stage. The settings will be recorded in the Final EHC Plan. You can enter information in the comment box as part of the consultation to name your preferred education setting.

EHCP Section J – Left click on this to display any information about the personal budget. This has two parts:

- Personal Budget
- Annual Cost of Support

Contact the case co-ordinator if you would like to discuss personal budgets or are not sure whether this applies.

EHCP Information and Advice – Left click on this to display any information and advice provided by professionals during the assessment process.

This has 2 parts

- Monitoring and review
- Progress towards outcomes specified in this plan will be monitored by

It also has a section on Advice Contributions. To view any advice contributions that have been made, click 'View':

Advice contributions			^
Advice provided by	Team name (if provided by a team)	View	
Alana - Contributor		View	

You will then be able to view the information. On this screen you can either close the screen or you can download a copy of the advice submission. When you are finished reading the information, click 'Close':

Request for Advice

^


Assessment process under Section 36 (1) of the Children and Families Act 2014

A decision has been made to carry out an EHC needs assessment for this child or young person and you have been requested to provide advice. If you are to provide advice, please ensure that you do so within the statutory 6 week time frame set out by the SEND Code of Practice 2014.


Close

Download


Left click on Plan at the top of the screen to return to the draft plan:




>




>



>



>



1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

Commenting on the Draft EHC Plan

When the draft plan is ready, it will be shared. When it has been shared, you will get an email to say that it is available to view:

Dear Alana Smith,

Case ID: 4526


A draft EHC Plan is available to view on the EHC Hub. To view the draft EHC Plan, please sign in to your account.

Sign in to your account

You have 15 calendar days to consider the plan and send us your views/comments. We will then consider your comments before issuing the final version of the EHC Plan.


Best regards,
EHC Hub Team

When you log into the EHC Hub, the case view will look like the follow and there is a blue information bar which tells you that the plan ready for you to comment on:



Grewal, Valini

Request date: 16th Feb 2019
Plan due: 5th Jul 2019


 Valini has a Draft EHC Plan which is awaiting your comment.

What does this mean?

What should I be doing right now?

What happens next and when?


View draft plan

 [Download Draft EHC Plan](#)

The draft plan will show the advice that has been submitted by any of the professionals who were asked for advice as well as the planned outcomes and provisions.

If the draft plan is ready to be viewed, the screen will look like this, showing when the Draft was shared:

[Draft version 1](#) shared 18 Mar 2024

 Submit comments

<div>EHCP Section A</div> <div>All About Me & My Parent / Carer's Views</div> <div>Open</div>	<div>EHCP Sections B, E & F</div> <div>Special Educational needs, Outcomes & Provisions</div> <div>Open</div>	<div>EHCP Sections C, E & G</div> <div>Health Needs, Outcomes & provisions</div> <div>Open</div>
<div>EHCP Sections D, E, H1 & H2</div> <div>Social Care Needs, Outcomes & Provisions</div> <div>Open</div>	<div>EHCP Section I</div> <div>Education Setting</div> <div>Open</div>	<div>EHCP Section J</div> <div>Personal Budget</div> <div>Open</div>
<div>EHCP Section K</div> <div>Information & Advice</div> <div>Open</div>	<div>Downloads</div> <div>Download draft plan PDF</div> <div>Download draft plan (MS Word) DOC</div> <div>Download draft letter PDF</div>	

As the draft plan has been shared with you, you will be given the opportunity to comment on the draft plan, you will have 15 calendar days to complete these.

Each of the sections make up part of the Plan. To view more information on each section, click the 'Open' button on that section.

You will be able to comment on the whole section, any outcomes and any provisions in that section.

Each section may have multiple parts to it.

When you click 'Open', the different parts of that section will be displayed with an expandable header:

All About Me & My Parent / Carer's Views

EHCP Section A

Comments

B

/

U

S

16 ▾

Save

About

▼

Parent/Carer's Views

▼

Local authority background information

▼

It is still possible to add a comment to this section if required.

It is important to scroll up and down the screen to make sure you can see all the information that has been added to the plan. If you are wanting to comment on the outcomes, provisions, etc you will need to scroll and expand the relevant sections. For example, if you click ‘Open’ for Sections B, E & F, it will look like this:

EHCP Sections B, E & F

Provide a summary of the Child / Young person's special educational needs

This is a summary of Valini's SEN:

Category of need

Communication and Interaction

Primary need

Autistic Spectrum Disorder

Secondary need

Speech, Language and Communications Needs

Reason for decision

Communication and Interaction

Cognition and learning

Social, Emotional and Mental Health

Sensory and/or Physical needs

To view outcomes, provisions, etc you will need to expand each of the 4 sections. If you want to view ‘Communication and Interaction’ click the down arrow beside it and it will look similar to this:

Strengths, needs and outcomes:

If there are more than one outcome, you will need to scroll down to see if the other outcomes that have been added.

This has been identified as an area of need

Strengths

Valini's Communication and Interaction strengths are:

1.

2.

3.

4.

Needs

Valini's Communication and Interaction needs are:

1.

2.

3.

Outcome

Comment

Save

Outcome 1 for Valini's Communication and Interaction needs.....

Preparing for adulthood type

Employment, Good Health

Steps to achieve the outcome:

Steps

What are the short-term target(s) to achieve this outcome?

Steps to achieving outcome

Step 1

Date to be achieved by

21/10/2021

What are the short-term target(s) to achieve this outcome?

Steps to achieving outcome

Step 2

Date to be achieved by

dd/mm/yyyy

Provisions:

If there are more than one provision added to the outcome, these will be listed one after the other.

Provision

Comment

Save

Support Needed

This is the recommended support for Valini:

-
-
-

To be provided by

Parents

Staff / Student ratio

1:1

How much / Quantity

30 minutes.

How often

Once a week.

Click on the ‘x’ to return to the main screen:

Special Educational needs, Outcomes & Provisions

EHCP Sections B, E & F

Provide a summary of the Child / Young person's special educational needs

Category of need

Nothing selected

Primary need

Nothing selected

Secondary need

Nothing selected

Reason for decision

Communication and Interaction

Cognition and learning

Social, Emotional and Mental Health

Sensory and/or Physical needs

Adding a comment to a Section

As the draft plan has been shared with you, you will be given the opportunity to comment on the draft plan, you will have 15 calendar days to complete these.

You will be able to comment on the whole section, any outcomes and any provisions in that section.

If you click ‘Open’ for any section, there will be a comments boxes which you can enter information into. Below are some example areas of where the comment boxes are. Some of the sections have multiple areas for comments, for example Section B, E & F will have additional comment boxes for Outcomes & Provisions:

Section A

All About Me & My Parent / Carer's Views

EHCP Section A

Comments

B

I

U

S

16

Save

About

Parent/Carer's Views

Local authority background information

Section B, E & F:

Once you expand the 4 sections, you will see the comment boxes.

Strengths & Needs:

This will appear as soon as you expand a section:

Communication and Interaction

Comments

B

I

U

S

16

Save

Outcomes & Provisions:

These comment boxes will appear further down the page:

Outcome

Comment

Save

AND

Provision

Comment

Save

Each comment box has a save button which needs to be used when you have entered information.

When you have entered your comment in the relevant box, you will need to click 'Save' under each box for that information to be saved:

All About Me & My Parent / Carer's Views

EHCP Section A

Comments

B

/

U

S

16 ▾

Save

About

▼

Parent/Carer's Views

▼


Local authority background information

▼

How to finish commenting on a draft plan

When you have added all your comments and you are ready to submit them, click 'Finish Commenting':

[Draft version 1](#) shared 18 Mar 2024

 Submit comments

Any comments you add will not be visible to other people until you click 'Submit comments'. Once you have clicked 'Submit comments' a confirmation window will appear:

Submit your comments?

Are you sure that you have finished commenting on the draft EHC Plan and wish to submit your views?

This may be your final opportunity to do so before the EHC Plan is issued.

You are able to add your views to any section from A to I, including stating your preferred education setting as part of Section I.

Choose **No** to continue commenting or **Yes** to submit your comments.

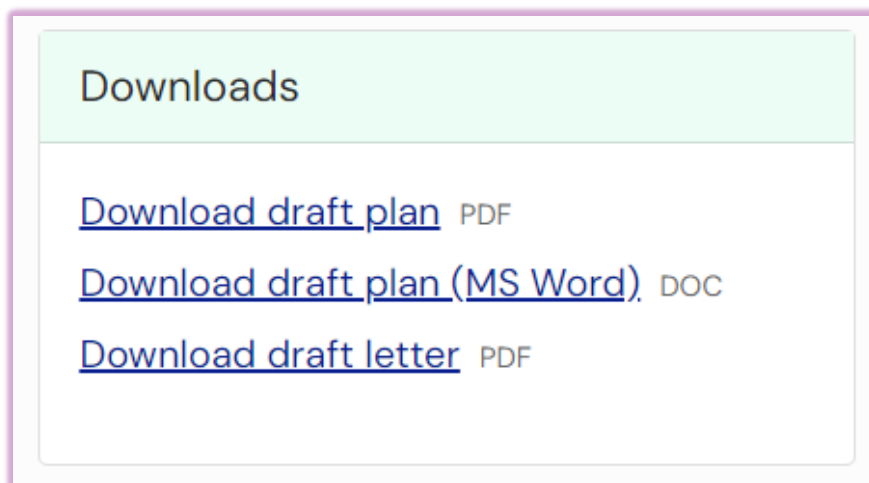
No

Yes

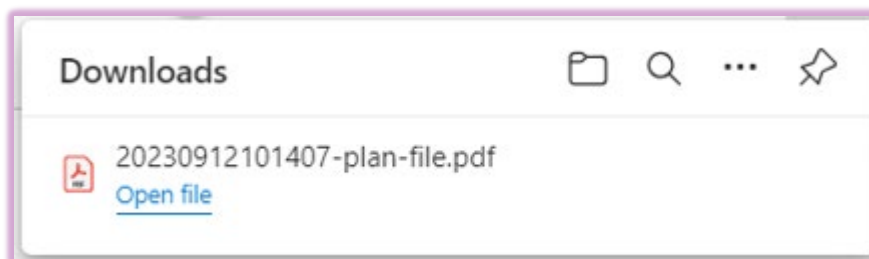
Once you click 'Yes', your comments will be added to the plan and other people with access to the case will be able to read them. Even if you have left no comments, the Case Coordinator will be notified that you have finished commenting.

How to Download the Draft EHC Plan

If you wish to download the draft plan as a PDF file. Click 'Download Draft Plan':



The downloaded plan file will appear on your screen:



Click 'Open file to view the contents of the PDF file. This can be saved to your own device, if required.

EHC Plan Consultations

At the bottom of the plan, there will be list of the Parent/Guardians/Carers or young people that have been given the opportunity to leave comments on the draft plan and which Education Settings have been asked to consult:

Young Person / Parents / Guardians / Carers

To share this plan with a Young Person, Parent, Carer or Guardian, you must first add them as an involvement in the case sidebar.

Reviewer	Draft Plan Shared On	Comments Due By	Status
Rada Kovaleva	12/09/2023	27/09/2023	<div>Open</div>
Parent	12/09/2023	27/09/2023	<div>Open</div>

Education Settings

Name	Request Date	Response Due by	Response Date	Status	Letter
Busy Bees Nursery	12/09/2023	27/09/2023	12/09/2023	<div>Complete</div> (Open)	Download

Parent, Carer or young persons comments

It will list all Parent/Guardians/Carers or young people who have been given access to view the plan and leave comments, it will detail when the draft plan was shared with them and when they need to comment by. It will also show the status of their comments. If this says Open, then that person is still in the process of adding comments. When they have submitted their comments the status will update to Completed:

Young Person / Parents / Guardians / Carers

To share this plan with a Young Person, Parent, Carer or Guardian, you must first add them as an involvement in the case sidebar.

Reviewer	Draft Plan Shared On	Comments Due By	Status
Hayden Reid	18 Mar 2024	02 Apr 2024	<div>Open</div>
Parent – Alana Smith	18 Mar 2024	02 Apr 2024	<div>Completed</div>

Education setting consultation

Under the educational settings, it will show all education settings that have been consulted, when their response is due by and the status of the consultation. Each setting listed will have a downloadable Education setting consultation request letter.

Education Settings

Name	Request Date	Response Due by	Response Date	Status	Letter
Greenhill School	18 Mar 2024	02 Apr 2024		<div>Closed by coordinator</div>	Download
St Mary's Primary School	18 Mar 2024	02 Apr 2024	18 Mar 2024	<div>Complete</div> (Open)	Download
Valley End Primary School	18 Mar 2024	02 Apr 2024	18 Mar 2024	<div>Complete</div> (Open)	Download
St. Vincents Educational Institute	18 Mar 2024	02 Apr 2024		<div>Awaiting response</div>	Download

There are 3 status’:

Closed by coordinator – this means that the Local Authority have chosen to not to consult with that Education setting.

Awaiting response – this meant that the Education setting hasn’t submitted their response yet.

Complete – this means that the Education setting has submitted their response.

Once a Education setting has submitted their response, you will see an ‘Open’ button beside it, this will allow you to see the response from the setting. There are 3 responses that the setting can chose from:

1. The setting should not be named in the final EHC Plan because for the age, ability, aptitude or SEN of this child or young person
2. The setting should not be named in the final EHC Plan because the attendance of this child or young person there would be incompatible with the efficient education of others, or the efficient use of resources
3. The setting can be named in the finalised EHC Plan for this child or young person

When you click ‘Open’ you will see a screen like this:

Education, Health and Care Plan (EHCP)

Test The local authority has issued a draft Education, Health and Care Plan (EHC Plan) and is now required to issue a final EHC Plan.

The 1996 Education Act gives the parents of children with an Education, Health and Care Plan rights to express a preference about the school they wish them to attend. This being the case, we write to request that the local authority names your school in Section I of Education, Health and Care Plan (EHC Plan).

The Local Authority must comply with the parents’ preference unless:

- The preferred school is unsuitable to the child’s age, ability, aptitude or special educational needs;
- The child’s attendance at the school would be incompatible with the provision of efficient education of the children with whom the child would be educated or the efficient use of resources.

If the Local Authority concludes that it cannot agree to the parents’ preferred school, parents have a right of appeal to the Special Educational Needs and Disability Tribunal.

Before naming your setting in this EHCP, we are required to consult with the Governing Body. We will consider any views you may have before making our final decision. We are required by law to work to tight time limits. Please provide your response within 15 calendar days of this request.

[read less >](#)

Education Setting Consultation

Please provide us with your response and supporting comments below
The setting can be named in the finalised EHC Plan for this child or young person

Cancel

It will show you the response from the Education setting in the white box:

Education Setting Consultation

Please provide us with your response and supporting comments below
The setting can be named in the finalised EHC Plan for this child or young person

Finalised EHC Plan

Once a plan has been finalised, you will receive an email notification:

Dear Alana Smith,

Case ID: 4526

An Education, Health and Care Plan (EHC Plan) has been issued and is available to view on the EHC Hub. To view the EHC Plan, please click on the link below and sign in to your account.

[Sign in to your account](#)

Best regards,
EHC Hub Team

The EHC plan must be reviewed annually. Information about when the next review is due by will be displayed when you log into the Hub and view the case:



Willis, Gemma

Plan date: 31st Aug 2023

Review due: 31st Aug 2024

 Gemma has an EHC Plan which will be subject to regular review.

What does this mean?

What should I be doing right now?

What happens next and when?

[View details](#)

 [Download EHC Plan](#)

When you click 'View details' it will take you to the EHC Case Summary:

Gemma Willis



Date of birth	14 Dec 2005
Year group	Year 17
Case ID	4503
Status	Review pending

Family

Parent

Case co-ordinator

Max Schneider
jamie.rowell+coordinator@idoxgroup.com

Education setting

Busy Bees Nursery
(01234 556677)

Cecilia Woolridge
Alana – SENCO

Notes

ic-test.idoxgroup.com

EHC Case Summary

Test On this page you will find quick links to various stages/ processes of a child or young person's EHC case.

For some children/ Young people, their EHC journey may not have started on this EHC Hub and so historic case information may be limited. If this is the case, please contact the Local Authority for further information.

Less...

 Education, Health & Care Plan

The EHC Plan was finalised on 31/08/2023

[Download EHC Plan](#)

Review not yet started

The EHC Plan must be reviewed by 31/08/2024. This is the date by when the local authority must publish their decision on the outcome of the review.

To meet this deadline, it's recommended the next review be started no later than 11/05/2024

✓ Completed reviews

EHC Case Summary

This includes sections of information for the history of activity on the EHC Hub.

Education, Health and Care Plan

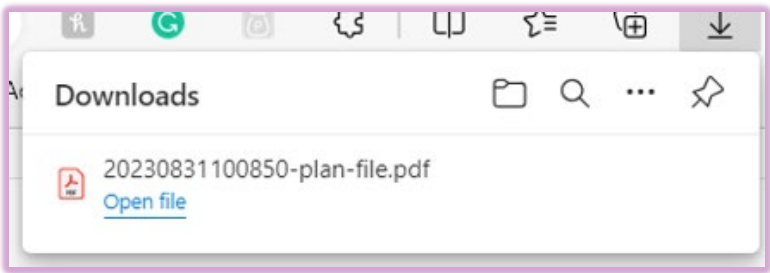
Click on the Plus to open this section:

Education, Health & Care Plan

The EHC Plan was finalised on 31/08/2023

Download EHC Plan

This will display when the current plan was finalised. You can also download a copy of the plan if required by clicking on the Download EHC Plan button. The download will appear in the bottom left-hand corner of the screen:



Review not yet started

Review not yet started

The EHC Plan must be reviewed by 31/08/2024. This is the date by when the local authority must publish their decision on the outcome of the review.

To meet this deadline, it's recommended the next review be started no later than 11/05/2024

This will tell you when the plan is due to be reviewed.

Completed Reviews

This section will only be displayed if previous reviews have been completed:

Completed reviews

Completed date	Outcome	
02/06/2023	Keep the current EHC Plan as it is	View pathway
31/08/2023	Amend the EHC Plan	View pathway


Amendments to plan outside of a formal review pathway

This section will only be displayed if any amendments have been made to the existing plan outside of the formal review pathway:

Amendments to plans outside of a formal review pathway


EHCP Issue Date	EHCP Amendment Start Date	Amended EHCP Issue Date	
31/08/2023	31/08/2023	31/08/2023	View pathway

EHC Assessment and Planning Pathway

✓ **EHC Assessment and Planning pathway** 

Completed on 02/08/2022

Click on the link below to access the EHC Assessment and Planning pathway

 [View pathway](#)

This will tell when the assessment and planning pathway was completed. To view the pathway, click on 'View pathway'.

This will take you to the pathway page where you can view the information entered previously on the pathway to the Plan:

```
graph LR; 1[1. Request] --> 2[2. Decision]; 2 --> 3[3. Assessment]; 3 --> 4[4. Decision]; 4 --> 5[5. EHC Plan];
```

Click on any of the status buttons at the top of the screen to view the information.

EHC Plan Review

EHC Plan Review Meeting

When the review meeting has been arranged, you will receive an email with the details of the date, time and venue for the meeting:

Dear Alana Smith,

Case ID: 4526


You have been invited to an EHC Plan review meeting. To view details of the child or young person and the meeting, please click on the link below and sign in to your account.

Sign in to your account

An invitation is attached to this email, which can be added to your calendar.


Best regards,
EHC Hub Team

When you have your email, and sign into the HUB, the main screen will look like this:



Willis, Gemma

Meeting date:
Review due: 31st Aug 2024




A review of Gemma's EHC Plan has been arranged.

What does this mean?


What should I be doing right now?


What happens next and when?


View contributions


 [Download EHC Plan](#)


When you click ‘View contributions’, this will take you to the ‘Views’ stage of the review process:


1. Arrange

2. Views

3. Meeting

4. Report

5. Decision

6. Plan

Review meeting arranged for: 30 Sep 2023

Consultation to be completed by: 16 Sep 2023

EHC Plan Review Consultation

Test Ahead of the scheduled EHC Plan review meeting, please use this page to give us your views on whether you feel that progress is being made towards the outcomes set out in the current EHC Plan.

In preparation for the meeting, the meeting organiser will also request the views of all involved professionals, teams or organisations as well as gather any updated information, reports or assessments.

All information gathered must be made available to all meeting invitees at least 2 weeks ahead of the scheduled EHC Plan review meeting.

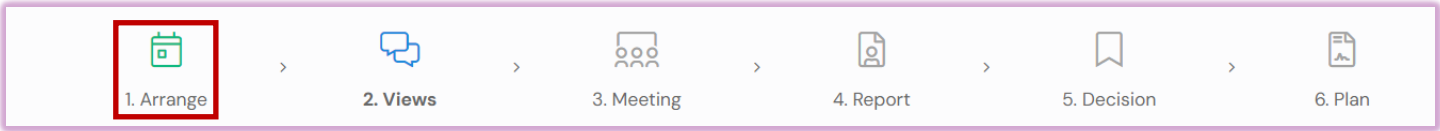
You can see who has been requested to provide information at the bottom of this screen and view any information that has already been submitted.

[Less...](#)

Requests for information

Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Cecilia Woolridge		Education			
Alana – SENCO	SENCo	Education		Pending	
Health Team		Health			
Alana – Contributor	EP	Social Care		Pending	

You will be able to see the meeting details by clicking the 'Arrange' icon at the top:



If you want to view the case summary page, you can do this by clicking 'View case summary' on the side bar on the left:

Gemma Willis

Date of birth14 Dec 2005

Year groupYear 17

Case ID4503

StatusReview in progress :
A review meeting has been arranged

Family

Parent

Case co-ordinator

Max Schneider
jamie.rowell+coordinator@idoxgroup.com

Education setting

Notes

Timeline

→ Case summary

Key dates

If you want to view the Review progress from the 'Case summary' page, click on 'Open review':

Review in progress

The EHC Plan must be reviewed by 04/09/2024. This is the date by when the local authority must publish their decision on the outcome of the review.

To meet this deadline, it's recommended the next review be started no later than 15/05/2024

Open Review

Details of the meeting will be displayed:

1. Arrange

2. Views

3. Meeting

4. Report

5. Decision

6. Plan

Review process to be completed by: 31 Aug 2024

Arrange an EHC Plan review meeting

Test Here you will find details of the proposed EHC Plan review meeting including who have currently been invited to attend. If you would like to have others invited who do not appear below please contact the meeting organiser.

At least 2 weeks' notice must be given to all invitees. Invitations to attend the EHC Plan review meeting must be sent to the parents(s) and/or the young person, representatives from education, health, social care and the child or young person's education setting.

Please confirm your attendance. You will be contacted and asked to provide your views ahead of the meeting.

[Less...](#)

I will not attend

I will attend

Download

EHC Plan Review Meeting Details

Date of meeting

30/09/2023

Start time

09:00

End time

10:00

EHC Plan Review Meeting Details

This will show the date, time and location of the meeting:

EHC Plan Review Meeting Details

Date of meeting

30/09/2023

Start time

09:00

End time

10:00

Location

Teams

People Invited to the Meeting

This will show all the people who have been invited to the meeting and if they have confirmed if they will attend or not:

People invited to attend the EHC Plan Review meeting		
Name	Invitation sent	Will attend
Parent	31/08/2023	Not replied
Professionals and/or teams invited to attend.		
Name	Invitation sent	Will attend
Cecilia Woolridge	31/08/2023	Not replied
Alana - SENCO	31/08/2023	Yes
Health Team	31/08/2023	
Alana - Contributor	31/08/2023	No
Case Co-ordinator(s) and/or Local Authority representative(s) invited to attend.		
Name	Invitation sent	Will attend
Max Schneider	31/08/2023	Not replied

You will need to confirm if you will or will not be attending the meeting. You can do this via the ‘Arrange’ stage of the review pathway, at the top of the screen there will be two buttons, which you can click on to indicate if you will or will not attend the meeting:

1. Arrange

2. Views

3. Meeting

4. Report

5. Decision

6. Plan

Review process to be completed by: 31 Aug 2024

Arrange an EHC Plan review meeting

Test Here you will find details of the proposed EHC Plan review meeting including who have currently been invited to attend. If you would like to have others invited who do not appear below please contact the meeting organiser.

At least 2 weeks' notice must be given to all invitees. Invitations to attend the EHC Plan review meeting must be sent to the parents(s) and/or the young person, representatives from education, health, social care and the child or young person's education setting.

Please confirm your attendance. You will be contacted and asked to provide your views ahead of the meeting.

[Less...](#)

I will not attend

I will attend

Download

EHC Plan Review Meeting Details

Views on the Plans Progress and Outcomes

As part of the review, there will be a consultation as assess whether progress is being made towards the outcomes set out in the Plan or not. Both you and the child or young person can put your views on this.

The Childs or Young Persons Views

The first section will be the views of the child or young person:

Gemma's views

Do you feel that you are making progress towards some or all of the outcomes set out in your EHC Plan?

Yes

No

Clear Selection

Save

What do you feel has been working well?

B I U S

16

What do you feel is not working well and would like to be different?

B I U S


16

Click on the Yes or No button to indicate if you feel that progress is being made towards the outcomes in the EHC Plan.


To enter more information about what is and isn't working well, left click anywhere in the boxes. Click [here](#) for more information on using free text fields.

When you have entered your views, click 'Save'.


Any information previous entered (from the assessment and planning pathway or a formal review pathway) can be viewed in this area:




Things that are important to me
[Open](#)




Things that are working well at home and school
[Open](#)




Other information I think is important to know about me
[Open](#)




Important things to know about my past
[Open](#)




Things that I enjoy doing
[Open](#)



How to communicate with me
[Open](#)



My hope, dreams and aspirations for the future
[Open](#)



Things I would like to change at home and school
[Open](#)

A green tick in the top right-hand corner of the section means that there is information to view. To view that information, click ‘Open’ and it will be displayed. You can add/edit each section:

Save

Things that are important to me

Things that are important to me

B

I

U

S

16

Things that are important to me are:

Parent, Carer or Guardian’s Views

The second section is for the Parent/Carer’s views:

Gemma's Parent / Carer's Views

Do you feel that Gemma is making progress towards some or all of the outcomes set out in the EHC Plan?

☐ Yes ☐ No [Clear Selection](#)

Save

What do you feel has been working well?

B

I

U

S

16

What do you feel is not working well and would like to be different?

B

I

U

S

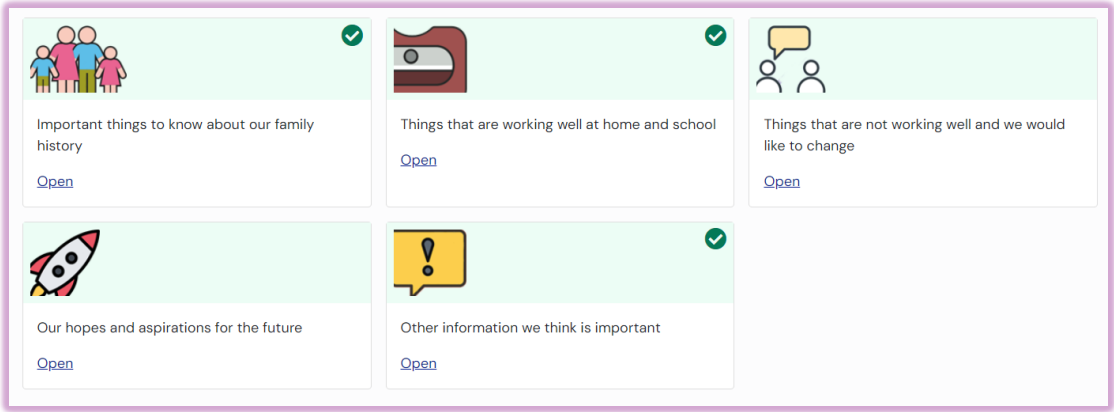
16

Click on the Yes or No button to indicate if you feel that progress is being made towards the outcomes in the EHC Plan.

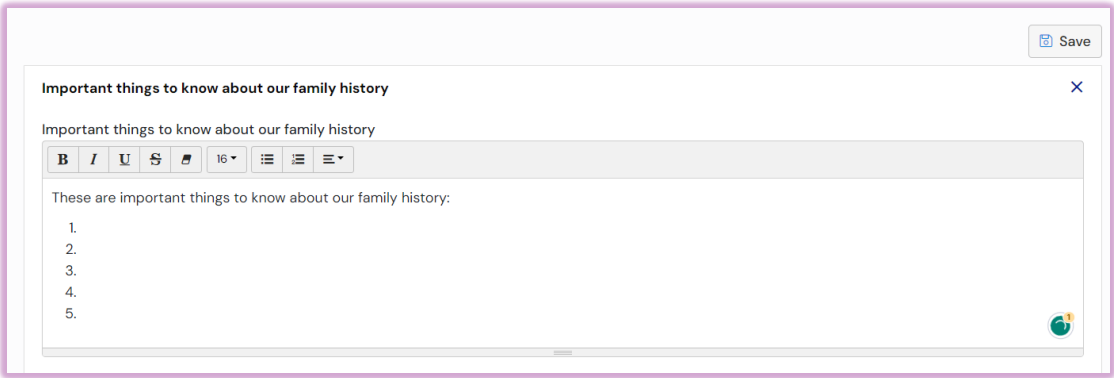
To enter more information about what is and isn't working well, left click anywhere in the boxes and start typing any information you want to enter here. Click [here](#) for more information on using free text fields.

When you have entered your views, click 'Save'.

Any information previous entered (from the assessment and planning pathway or a formal review pathway) can be viewed in this area:

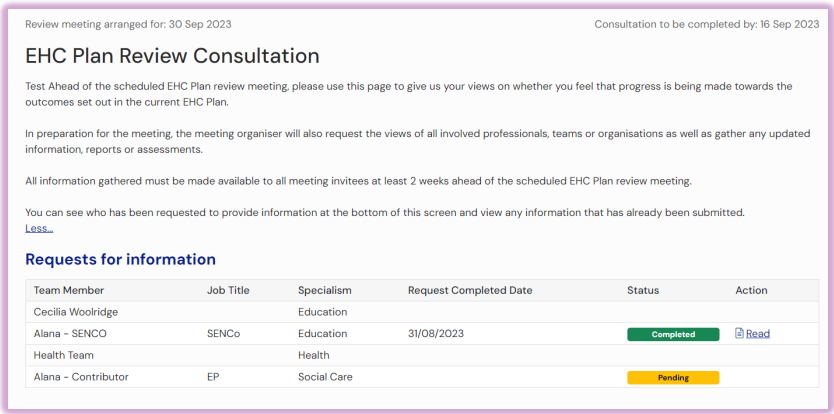


A green tick in the top right-hand corner of the section means information has previously been entered this section. To view that information, click 'Open' and it will be displayed. You can add/edit each section:



Requests for Information

At the bottom of the page, there is a section showing who else has been asked to provide their views on the progress towards outcomes of the EHC Care Plan:

















Once the response to the request for information has been received, the status will change from Pending to Completed:

Requests for information					
Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Cecilia Woolridge		Education			
Alana – SENCO	SENCo	Education	31/08/2023	Completed	Read
Health Team		Health			
Alana – Contributor	EP	Social Care		Pending	

To view the response, click ‘Read’ and the Request for information screen will be displayed, with the information entered by the person it was requested from.

Where any advice area has been commented on, it will show a green tick and a green arrow on the right:

	SEN – Communication and Interaction 	1 outcome	
	SEN – Cognition and Learning 	1 outcome	
	SEN – Social, Emotional and Mental Health	0 outcome	
	SEN – Sensory and/or Physical Health	0 outcome	
	Health	0 outcome	
	Social Care	0 outcome	



Click on the green arrow and scroll down to view the information entered. Comments will have been added if any changes are needed to the outcome or any additional short-term targets needed, as well as any changes needed to the Special educational needs provision. Below are some examples:

Is there any change to strengths and/or needs in the area of communications and interaction?
☒ Yes ☐ No

Details

You have indicated that there is a change to strengths and/or needs in the area of communication and interaction. Please provide relevant details describing the change(s) and upload any additional documentation that you have to evidence the change(s).

These are my reasons why changes need to be made.....

Steps to achieving this outcome	Date to achieve by	Progress
Next steps	03/09/2023	On track 
Next steps – contributor	15/10/2023	Not on track 

Are any changes needed to this outcome?
☒ Yes ☐ No

What changes are recommended to this outcome?
 These are my reasons why changes need to be made.....

Are any additional short term targets needed to support the child or young person to achieve this outcome?
☒ Yes ☐ No

New/ additional steps to achieve this outcome

Steps to achieving outcome Steps to acheive	Date to be achieved by 24/05/2024
--	--------------------------------------

Are any changes needed to the SEN provision to support the child or young person to meet this outcome?
☒ Yes ☐ No

Provision


Support Needed Recommended support.....	
To be provided by School	Staff / Student ratio 1:1
How much / Quantity 30 minutes	
How often Twice a week	

Click on the X to close the section and view another section:

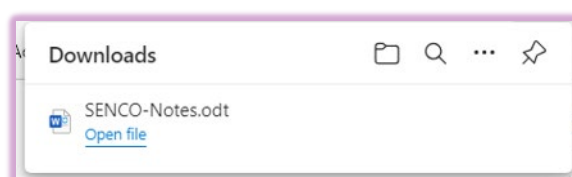
Communication and interaction X
 1 outcome

There is also a section displaying any documents that have been uploaded, scroll to the bottom of the Request for information:

Documents

	SENCO-Notes.odt
---	-----------------

To view these documents, click on the white square and the document will show as a download in the bottom left-hand corner of the screen:




Click 'Open file' to view the information.

EHC Plan Review Meeting

When the meeting has taken place, a record will be created of who was invited, who attendance and when the meeting took place. The details of the discussions held at the meeting and any recommendations made will be displayed in the next section, the Report on the review.

When the meeting record has been created, when you log into the Hub, the status will look like this:



Willis, Gemma
Meeting date:
Review due: 31st Aug 2024

① The organiser of Gemma's EHC Plan review is entering the details of the meeting.

What does this mean?

What should I be doing right now?

What happens next and when?

View meeting

[Download EHC Plan](#)

When you click 'View meeting', it will show that the process has moved to the meeting stage:

1. Arrange

2. Views

3. Meeting

4. Report

5. Decision

6. Plan

There are 5 sections:

EHC Plan Review Meeting Details

Date of meeting

30/09/2023

Start time

09:00

End time

10:00

Location

Teams

Record of people who were invited and who attended the EHC Plan Review Meeting

Parents, Carers and/or Guardians who were invited and who attended

Name	Invitation sent	Attended meeting?
Parent	31/08/2023	Yes

Professionals and/or teams who were invited and who attended

Name	Invitation sent	Attended meeting?
Cecilia Woolridge	31/08/2023	Yes
Alana – SENCO	31/08/2023	Yes
Health Team	31/08/2023	Yes
Alana – Contributor	31/08/2023	No

EHC Plan Review Meeting Details - This will show the date, start time and end time and Location of the meeting.

Record of people who were invited and attended - This will show who was invited and if they attended.

Case Co-ordinators and/or Local Authority representatives who were invited and who attended

Name	Invitation sent	Attended meeting?
Max Schneider	31/08/2023	No

Other Attendees

This is a list of people who were not originally invited to attend ahead of the meeting, but were in attendance.

Additional Meeting information

Please use this area to capture any further specific information about the review meeting e.g. whether apologies had been received, whether new reports/ information was brought to the meeting. Details of the actual EHC Plan review discussion should be captured within the Review Report.


Additional Meeting Information

Notes taken from the meeting:

Meeting Documents

Upload supporting documents from the EHC review meeting here

Maximum number of files = 100



Meeting-Notes.odt


Other Attendees - This will show a list of people who were not originally invited to attend ahead of the meeting, but were in attendance

Additional Meeting Information - This will show any specific information about the meeting, like if apologies had been received or new information was brought to the meeting. The details of the actual plan review discussion will be shown in the review report in the next section.

Meeting Documents - Any supporting documents from the EHC review meeting will be attached here and can be viewed.


EHC Plan Review Meeting: Draft Report

When the report on the plan review meeting is being compiled, when you log into the Hub it will look like this:



Willis, Gemma

Meeting date:
Review due: 31st Aug 2024




A draft report of recommendations following the EHC Plan review meeting is being compiled.

What does this mean?


What should I be doing right now?

What happens next and when?


View details

 [Download EHC Plan](#)


When you click ‘View details’, it will take you to the ‘Report’ stage of the review process and you will see a message saying that the Report is being drafted:




1. Arrange




2. Views




3. Meeting




4. Report



5. Decision



6. Plan




EHCP Review meeting report in draft

You will be notified as soon as this is available to view


When the report is complete, it will be submitted to the local authority to consider the information provided and decide on whether the current EHC Plan should be amended, maintained or ceased.

You will receive an email notifying you when the Review report has been submitted, the case will look like this:



Willis, Gemma

Meeting date:
Review due: 31st Aug 2024




A report of recommendations following Gemma's EHC Plan review meeting has been submitted.

What does this mean?

What should I be doing right now?

What happens next and when?

View report

 [Download EHC Plan](#)

When you click 'View report', you will be taken to the Review decision stage of the process, and you will see a message advising that the Review decision is pending:

ⓘ **Awaiting Local Authority Decision**

As a result of the recent EHC Plan Review, the Local Authority are considering the information provided in the Review Report, and any supporting documentation/ evidence and will make a decision on whether the current EHC Plan needs to be amended, ceased or maintained until the next review.

You can view the report when you click 'Report' at the top of the page. This will allow you to read the report and download a copy:

EHCP Review Report

Test Here you will find the full EHC Plan review report. The report has been written as a result of the discussions held at the review meeting and the views/ information provided ahead of that meeting.

Each section of the report includes a view on how the child or young person is currently progressing towards each outcome, as well as any recommendations for changes/ amendments to the EHC Plan.


The local authority will consider the contents of the report and any supporting documentation/ evidence and will publish their decision on whether the EHC Plan needs to be amended, ceased or maintained in its current form until the next annual review.


[Less...](#)


Status : Submitted


Download

Report Areas

Details of the child or young person's current education setting

The child or young person's views

The parent(s) or carer(s) views

SEN – Communication and Interaction1 outcome

Status : Submitted

Return

Download

Report Areas

Communication and interaction

1 outcome

Is there any change to strengths and/or needs in the area of communications and interaction?

Yes

No

Details

You have indicated that there is a change to strengths and/or needs in the area of communication and interaction. Please provide relevant details describing the change(s) and upload any additional documentation that you have to evidence the change(s).

These are the reasons why changes need to be made.....

Outcome(s)

Outcome

Outcome

regrge

Preparing for adulthood type

Friends, Relationships & Community

Current progress towards this outcome

Nothing selected

Click 'Return' if you want to view another section:

Status : Submitted

Return

Download

Report Areas

The Review decision should be within four weeks of the meeting taking place. When the Review decision has been made, you will receive an email to notify you that a decision has been made and asking you to sign into the hub:

Dear Alana Smith,

Case ID: 4526

Following the review of an EHC Plan, a decision has been made about the next stage of the process. To view the decision details, please click on the link below and sign in to your account.

[Sign in to your account](#)

Best regards,
EHC Hub Team

You can view the decision and the decision reason by clicking the 'Decision' icon at the top of the case:

1. Arrange → 2. Views → 3. Meeting → 4. Report → 5. Decision → 6. Plan

Review Decisions


Once the review has taken place, there are three potential decisions the local authority can make:

- **Keep the current EHC Plan as it is** - The local authority decides to make no changes to the plan and must be reviewed again within 12 months.
- **Amend the EHC Plan** - The local authority decides to amend the plan based on recommendations in the review.
- **Cease to maintain the EHC Plan** - The local authority decides to cease to maintain the plan. The plan will cease based on recommendations in the review. Even though a plan has been ceased, the case will remain visible, and you will always have the ability to access all of the historical information on the EHC Hub.

Understanding the Case Timeline

Each case has a record of activity logged against it; this is called the Timeline. The timeline can be located on the case side bar, under the Notes section:

Barney Rogers



Date of birth10 Jan 2017

Year groupYear 2

Case IDEHC/23/0140

StatusDraft EHC Plan (shared)

Family

Parent email

Case co-ordinator

Coordinator - Alana Smith
alana.smith+coordinator@idoxgroup.com

Education setting

Greenhill School
(01234 887766)

Alana - SENCO

Notes

Timeline

Key dates

The timeline will show a list of actions which have been carried out on the case. It will be in a chronological order and will show the name of the user who carried out the action and the date and time. It will look like this:

Timeline

This page shows you all activity on this case in chronological order. This includes any Case Notes added by other Coordinators.

Coordinator - Alana Smith

System12 Sep 2023 10:14 AM

EHC Plan Version 1 shared.

Coordinator - Alana Smith

System12 Sep 2023 10:00 AM

Decision published to issue an EHC Plan.

Coordinator - Alana Smith

System12 Sep 2023 10:00 AM

Advice request for Alana - SENCO was closed.

Coordinator - Alana Smith

System12 Sep 2023 9:59 AM

Advice request for Alana - SENCO was created.

Coordinator - Alana Smith

System12 Sep 2023 9:59 AM

Decision published to proceed to assessment.

The system will automatically add the timeline entries of actions carried out on the case; you will see a 'System' tag beside it. The Case Co-ordinator can add notes to the timeline where needed and these will have a tag of 'Note' beside it:

Timeline

This page shows you all activity on this case in chronological order. This includes any Case Notes added by other Coordinators.

Coordinator – Alana Smith

Note28 May 2024 11:59 AM

I have sent Alana (Parent) an email. Please see attachment.

Download attachment

Coordinator – Alana Smith

System31 Mar 2023 2:27 PM

Child / young person record was updated.

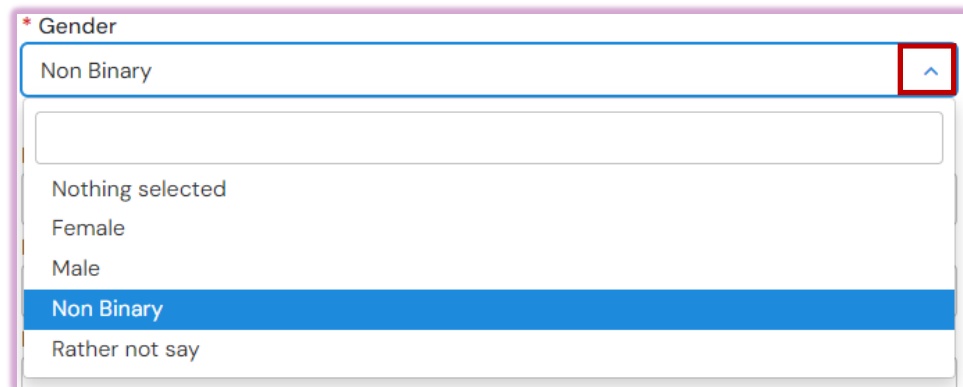
There may be documents visible in the timeline as well, you can download the attachment by clicking the image.

You will receive email notifications when something happens on the case, the email will not give you specific information but if you look at the case timeline it will let you know what actions have happened.

Help Using Forms

Pick List Fields

Click on the down pointing arrow at the end of the field to view the available options for selection. There is a scroll bar on the right to allow you to scroll down to view more options in the list. Scroll down until you can see the option you require and then left click to select it. Alternatively, if you know the option you require, you can begin to type it in the field and the list will show options that match what you type:




Free Text Field

Left click anywhere in the box and start typing any information you want to enter here. If required, there are various formatting options for that can be accessed by clicking on the buttons at the top of the field. To see what each button does, hover over the button with the mouse pointer and a tool tip will be displayed to show what that button does

Entering an Address

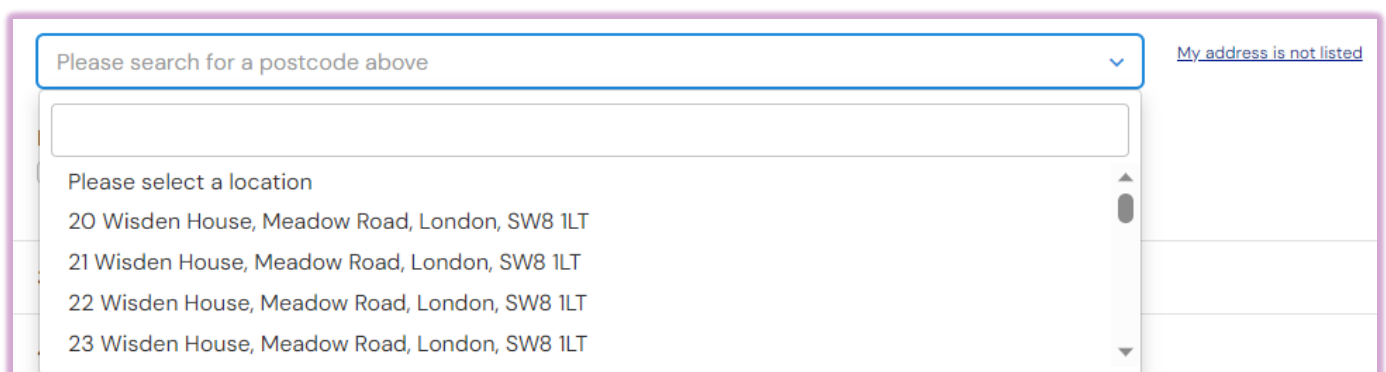
Enter the postcode of your address in the postcode search field and click on Search:



Another field will be displayed:




Click on the down pointing arrow to view with all addresses that match that postcode:



Left click on the correct address to select it. The address will then be displayed on screen:

Address:

20 Wisden House
Meadow Road
London
SW8 1LT

 Clear address

If the address is incorrect or needs to be removed, click on Clear address and a new location will be available to be selected.

If the correct address is not available to be selected from the list, click on the My address is not listed option, and the fields will be made available to be completed manually:

▼

[My address is not listed](#)

Date Fields

Type in the date required with a dash between the day, month and year. Alternatively, left click on the field and select the date from the calendar. Navigate around the calendar using the arrows in the top right and left corners until the correct date is available. Left click on the date to select it.

August 2023 ▼

↑ ↓

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
Clear				Today		

Contact Us

Post:

Derbyshire SEND Admin
Derbyshire County Council
County Hall
Matlock
DE4 3AG

Email:

CS.SENDAdmin@derbyshire.gov.uk