

Education, Health and Care (EHC) Hub Professional Contributor Guide

- **Drafting and Reviewing EHC Plans**

Classification: Public

Date: September 2025

Author: Derbyshire Local Offer Website

Version: V1



Document Control

Version	Changes	Author	Date
V1.0	Created	Derbyshire Local Offer	September 2025

About this document

This document is a guide for persons involved in providing advice to a child or young person’s Education, Health and Care (EHC) Needs Assessment or views as part of a review of an EHC Plan using [Derbyshire County Council’s EHC Hub](#).

In the context of this document, “the contributor role” relates specifically to the level of access and permissions granted to an EHC Hub user account.

A person accessing the EHC Hub with the contributor role may include any professional within education, health and care involved in directly responding to requests for information or the allocation or management within a team of contributors.

The local authority has control and responsibility for granting the contributor role to relevant persons, to link relevant persons to teams and designate managers within teams.

This document covers:

- Draft plan creation
- Consultations and Finalisation
- Review Process
- Meetings
- Annual Review Reports

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Introduction

Since the introduction of The Children & Families Act 2014 and the SEN Code of Practice (2014), local authorities across England have been implementing new processes and pathways to support children and young people with Special Educational Needs and / or Disabilities (SEND). In place of Statements and Learning Disability Assessments, local authorities have a duty to provide an Education, Health & Care Plan (EHCP) for children and young people aged up to 25 who need more support than is already available.

At the heart of the new legislation is a vision of collaborative working across Health, Education and Social Care and an engaging person-centred approach to the whole EHC pathway. However, the administrative processes currently in place to facilitate such an approach is a significant barrier that has left many local authorities struggling to sustain the volume of work, as well as to meet the statutory timeframes set by the Code (SEND Code of Practice 2014).

For many local authorities, the years since the introduction of the reforms has been a challenging period of significant change set against the backdrop of increased demand and ever-challenging budgets. A new way of working is needed, that not only supports local authorities to meet their statutory obligations more efficiently, but that achieves the SEND Code's core principle of the child or young person being at the heart of everything we do.

Putting children, young people and their families at the heart of the EHC process

For children, young people and their families, SENCos, education settings and professionals across education, health and social care, the Hub can be a one-stop digital resource for them to access and contribute information throughout their EHC journeys.

It can be accessed 24 hours a day on a smartphone, tablet or computer and is designed to be easy and intuitive to use without any need for formal training.


One of its most powerful features is the opportunity that it provides to truly capture the child or young person's voice. The *About Me* and *My Parent / Carer's Views* areas are unique multimedia spaces for uploading short video clips, photographs and scanned documents alongside written text to capture a dynamic narrative about their aspirations at the assessment stage, and later for Section A of the EHC Plan.

The EHC Hub offers:

- Online EHC assessment request pathway, including uploading/ sharing reports and or documents
- EHC case tracker with clear, contextual information advice and guidance as well as complete visibility of the statutory timeframes that relate to their case (review and assessment)
- Multimedia spaces to capture the child, young person & families views
- Secure 24/7 online access to all key information, documentation and reports
- Draft EHC plan consultation with ability to submit comments and feedback
- EHCP Review meeting information and invitations
- Ability to provide views/ feedback ahead of the EHC Review meeting
- Automated email alerts and notifications of case updates
- Access for advocates or independent support workers
- Access to multiple child/ Young person's cases via the one login
- Download and save/ print all online case information
- Visibility of the Case Timeline to see all recent case activity

Decision to Issue Plan Pending

Once the case co-ordinator has indicated that the case is ready to progress to the decision, this change in status will be reflected in the display of the case in the My cases in progress:

Photo	Name	Year group	Setting	Status	Last updated	Alert
	Bystander, Jeremy Frank	Year 3		Decision to issue plan pending	12/09/2023	

You will be notified when the local authority have made a decision.

Decision to Issue Plan

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 – SENCO,

Case ID: EHC/23/0219

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

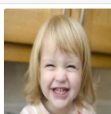
You will need to sign into the Hub to view the result of the decision.

If a decision has been made to issue an EHC Plan, a draft plan will be published as soon as possible. You will be asked to comment on this draft plan within 15 calendar days and when these comments have been submitted, the draft plan can be updated before a final plan is made.

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

Photo	Name	Year group	Setting	Status	Last updated	Alert
	Bystander, Jeremy Frank	Year 3		Draft EHC Plan (not yet shared)	12/09/2023	

Or


Photo	Name	Year group	Setting	Status	Last updated	Alert
	KIMSTER, KIM	Year 19		Decision made not to issue an EHC Plan	07/09/2021	NEET

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 on 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 Plan

Once the draft plan has been created, it will be shared by the case co-ordinator and you will receive an email to this effect:

Dear Alana - SENCO,

Case ID: EHC/23/0219

As a contributor to an EHC needs assessment, a draft EHC Plan is available for you to view on the EHC Hub. To view the draft EHC Plan, please sign in to your account.

Sign in to your account

Best regards,
EHC Hub Team

The status of the case file will change to 'Draft EHC Plan (shared)'.

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

Draft version 1 shared 07 Sep 2023

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

Each of the sections make up part of the Plan. To view more information on each section, left click on that section. Here is a summary of each plan section:

EHCP Section A – click ‘Open’ on this to display the information entered by the Parent/Carer and /or young person.

This has three parts:

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

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

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

EHCP Sections D,E,H1 and H2 – click ‘Open’ 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.

EHCP Section I – click ‘Open’ on this to display information about the Education Setting. This information may not be populated at this draft plan stage. The settings will be recorded in the Final EHC Plan.

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

- Personal Budget
- Annual Cost of Support

Section K – click ‘Open’ 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			View
Advice provided by	Team name (if provided by a team)		
Alana - Contributor		View	

You will then be able to view the information. When you have finished looking at this 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

Some sections may have multiple areas to view, for example Section B, E & F could have outcomes, provisions, etc.

Some sections may have multiple areas to view, for example Section B, E & F could have outcomes, provisions, etc.

When you click 'Open' for Section B, E & F, the following screen will show, and you will be able to expand the 4 SEN areas:

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

When you expand a SEN area, you will be able to view any information that has been entered.

Strengths, needs & outcomes:

There could be more than one outcome, you will need to scroll down to see if anymore outcomes have been added.

Communication and Interaction

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

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

Preparing for adulthood type

Employment, Good Health

Steps to achieve outcomes:

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:

There could be more than one provision added for each outcome, these will be listed one after the other.

Provision

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.

Provision

Support Needed
This is the recommended support.....

To be provided by
School

Staff / Student ratio
1:3

How much / Quantity
1 hour.

How often
Once a week.

If a section is not applicable (for example, the child or young person does not have extra Health Needs) it will look like this:

Health Needs, Outcomes & provisions

EHCP Sections C, E & G

This section does not apply

Strengths

Needs

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. Left click on the scroll bar on the right-hand side of the screen to move up and down on the screen.

Click on the X to return to the main screen:

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

Downloading a Draft Plan

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

Downloads


[Download draft plan](#) PDF

[Download draft plan \(MS Word\)](#) DOC

[Download draft letter](#) PDF

The downloaded plan file will appear on your screen:

Downloads

 20230912101407-plan-file.pdf

[Open file](#)

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

EHC Plan Consultations

Parents/Guardians/Carers

At the bottom of the plan, there will be list of the Parent/Guardians/Carers or young people that can comment on this draft plan:

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

It will list all Parent/Guardians/Carers or young people who have been asked to review the plan, when the draft plan was shared with them and when they need to comment by. It will also have the status of the comments process. If this says Open, then that person is still in the process of adding comments. Once the comments have been entered, the status will change to show 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
Parent	12/09/2023	27/09/2023	<div>Completed</div>

If a parent/carer/guardian or young person left comments, there will be a speech bubble beside the section of the plan they left comments in and you will be able to view the comments:

EHCP Section A

All About Me & My Parent / Carer's Views

Open

EHCP Sections B, E & F

Special Educational needs, Outcomes & Provisions

[Open](#)

EHCP Sections C, E & G

Health Needs, Outcomes & provisions

[Open](#)

EHCP Sections D, E, H1 & H2

Social Care Needs, Outcomes & Provisions

[Open](#)

EHCP Section I

Education Setting

[Open](#)

EHCP Section J

Personal Budget

[Open](#)

EHCP Section K

Information & Advice

[Open](#)

Downloads

[Download draft plan](#) PDF

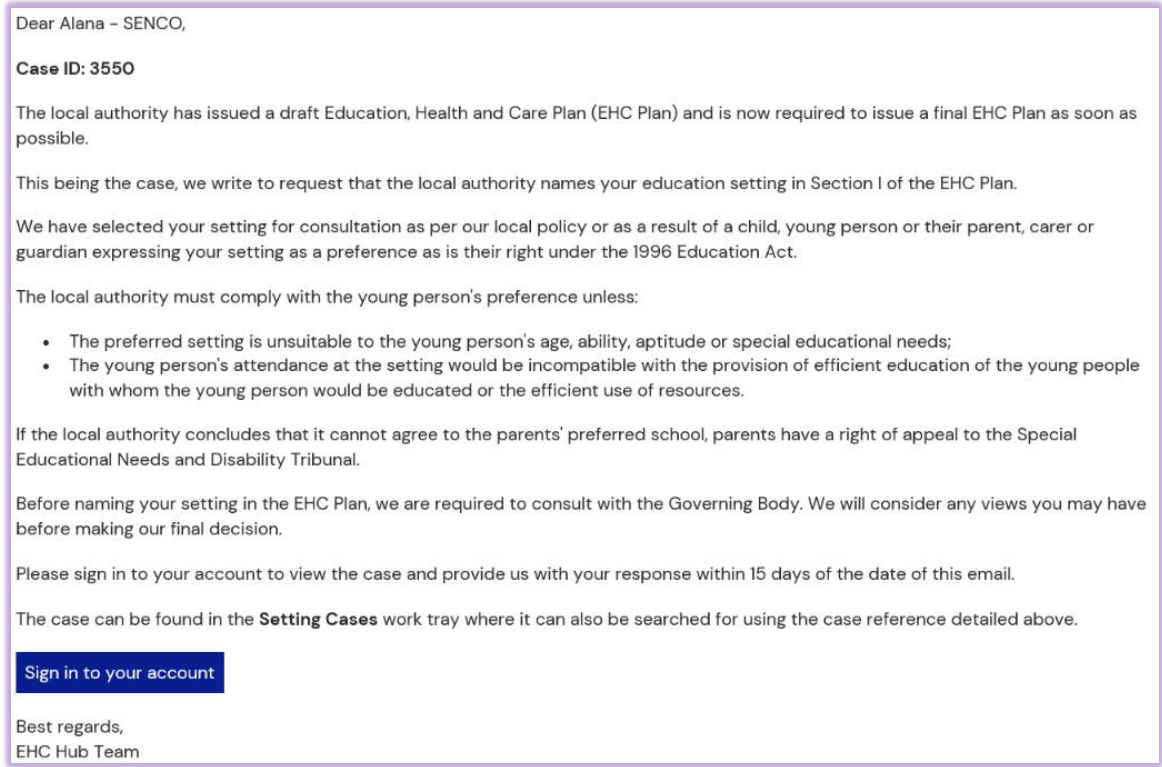
[Download draft plan \(MS Word\)](#) DOC

[Download draft letter](#) PDF

Consultation for Education Settings

When the draft plan is shared by the case co-ordinator, they will enter information for the education setting(s) that should be consulted with on the draft plan.

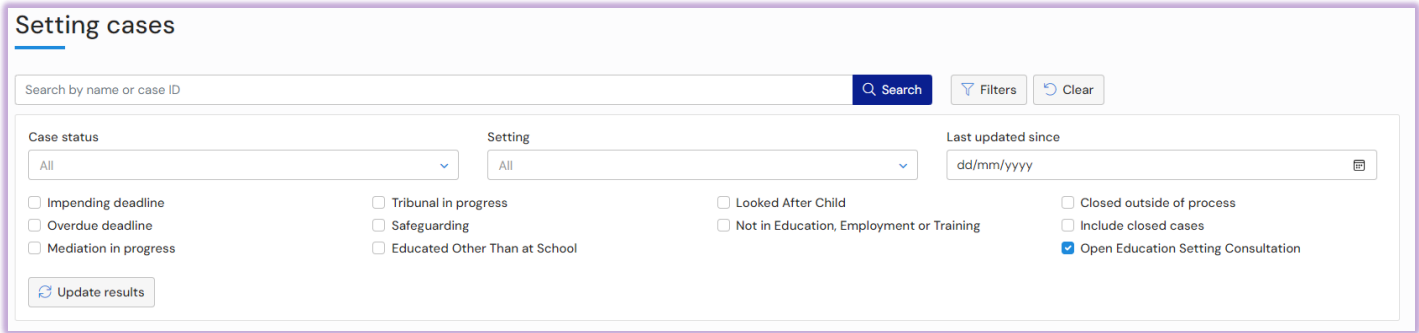
If your education setting had been consulted, the education setting (and its associated SENCOs) will receive an email indicating this. The email will look something like this:




To view the case, log into the EHC hub and click on the ‘Setting cases’ work tray:



You can either enter the case ID which can be found on the email or use the filter for ‘Open Education Setting Consultation’:




Click on the child or young person's name and the EHC Plan will be displayed:




1. Request

>




2. Decision

>




3. Assessment

>



4. Decision

>



5. EHC Plan

Decision to issue EHCP made on: 12/09/2023

Final EHCP to be issued by: 17/12/2023

Education, Health and Care Plan (EHC Plan)

Following our decision to issue an EHC Plan, we will prepare a draft version of the plan for the family or young person to view and provide comments on. They will have 15 days to record and submit their comments to us. We will then consider their feedback before issuing the final version of the EHC Plan.

Note: If you are not the named SENCo for this case, you will only have access to the file to complete the consultation. Once the consultation response has been submitted, access to the case is removed.

Scroll to the bottom of the screen to view the Consultation Request:

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
Toby Hayward	12/09/2023	27/09/2023	Open

Education Settings

Name	Request Date	Response Due by	Response Date	Status	Letter
Greenhill School	12/09/2023	27/09/2023		Awaiting response	(Open) Download

To view the letter the educational setting was sent as part of the consultation, click on Download in the letter column and you will be able to save this to your device.

To respond to the consultation request, click 'Open'.

There are two sections to this, the response and the supporting comments.

Response

To provide your response, click on the appropriate radio button. The options are:

- This setting should not be named in the final EHC Plan because of age, ability, aptitude or SEN of this child or young person
- This 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
- The setting can name in the finalised EHC Plan for this child or young person

Please note that only the above response will be visible to the young person, parent, carer or guardian, they will not be able to see the supporting comments. The supporting comments will only be visible to the case co-coordinator.

Supporting Comments

This is a mandatory field and must be completed. It is a free text field.

Additional Information

This is a field used to provide you with more information, this is used by the local authority when sending the Education setting consultation request:

Additional Information

B

I

U

S


16

Please completed the attached form and send it back with your response.

Documents (Case Co-ordinator)

Any documents that were added by the case co-ordinator will be displayed here. Click on the document to download it:

Documents (Case Co-ordinator)



Education-Setting-Form.odt

Documents (Education Setting)

If you want to add any relevant supporting documents, click on the Add Files button:

Select files

Add files to the upload queue and click the start button.

Filename

Size

Status

Drag files here.

Add Files

Start Upload

0 b

0%

You will then need to navigate to the file wherever it is saved on your PC:

Open

This PC > Documents > EHC

Search EHC

Organise

New folder

Downloads

My Document

Pictures

Screenshots

User Guides

User Guides Vers

Idox Software Ltd

OneDrive - Idox S

This PC

3D Objects

Desktop

Documents

Downloads

Name

Status

Date modified

Type

Size

Meeting Notes

28/02/2022 11:51

OpenDocument Te...

5 KB

Supporting Document

29/08/2023 13:25

OpenDocument Te...

5 KB

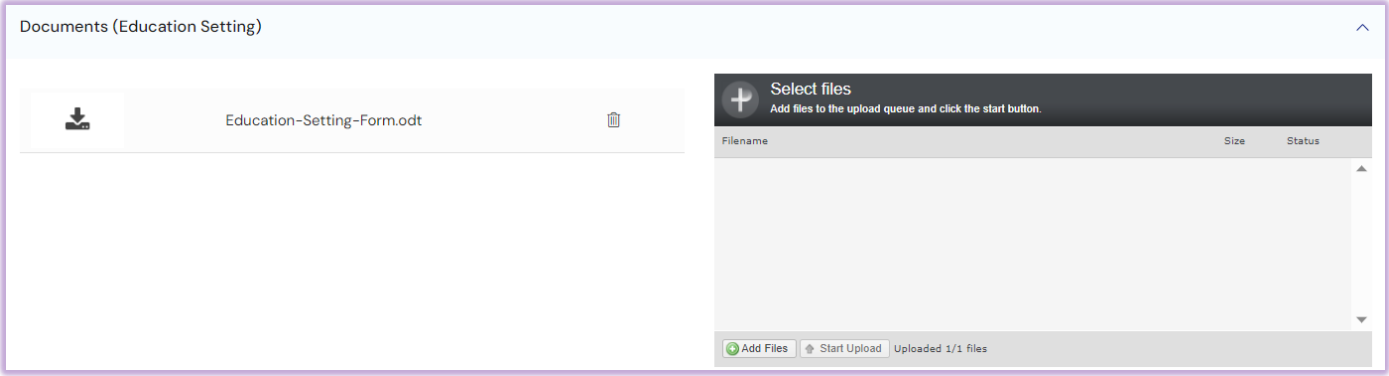
File name: Supporting Document

All files

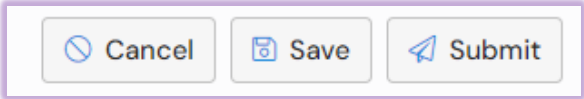
Open

Cancel

Click on Open and the file will be uploaded. The uploaded file will be displayed:



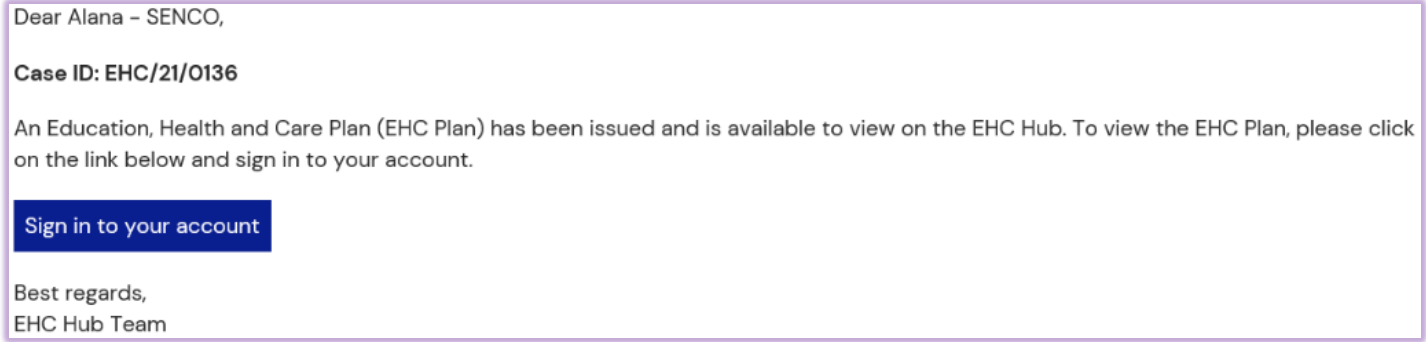
At the top of the consultation request you will see 3 buttons:



- Close** – will take you back to the EHC Plan stage of the case.
- Save** – will allow you to save your response in draft.
- Submit** – will send your response to the local authority. Once you submit you are unable to edit your response.


Finalised and Issued EHCP

Once the case co-ordinator has finalised the EHCP, it will be issued. You will receive an email notification, which will look something like this:



When you log into the hub, the case file will no longer be displayed in the 'My cases in progress' work tray, as the plan has been issued. The case will now be displayed in the 'My live cases' work tray.

The status of the file will show as Review pending, as that is the next stage the process that the hub will manage:

Photo	Name	Year group	Setting	Status	Last updated	Alert
	Bystander, Jeremy Frank	Year 3		Review pending	12/09/2023	

When you click on the child/young person name you will be taken to the Case Summary page of the case.


Viewing the Case Summary

EHC Case Summary


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 12/09/2023

 Download EHC Plan

 Review not yet started

The EHC Plan must be reviewed by 12/09/2024. This is the date by when the local authority must publish their decision on the outcome of the review.

This includes sections of information for the history of activity on the case.

Education, Health and Care Plan


 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 'Download EHC Plan'.

Review not yet started

 Review not yet started

The EHC Plan must be reviewed by 12/09/2024. 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 23/05/2024

 Start Review

This will tell you when the plan is due to be reviewed by, the recommended time to start the process by and it will give you a button to start the review process.

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
11/09/2023	Keep the current EHC Plan as it is	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 ‘View pathway’.

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




1. Request

>




2. Decision

>




3. Assessment

>



4. Decision

>



5. EHC Plan

Case start date: 03 Jan 2019

Case to be completed by: 22 May 2019

Request for an EHC needs assessment

Test The EHC process begins with a request for an assessment of a child or young person’s special educational needs. The local authority will make a decision on whether to proceed with a needs assessment or not.


If a decision is made to carry out a needs assessment, they will then decide whether the child or young person needs an Education, Health and Care Plan.

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

EHC Plan Review

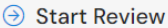
Once a plan has been finalised, it must be reviewed annually. Information about the review date will be displayed when you log into the Hub and view the case.

To start the review process, click on Start Review in the Review not yet started section of the EHC Summary page:

 Review not yet started

The EHC Plan must be reviewed by 12/09/2024. 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 23/05/2024



You will then be asked are sure you want to start a review:


Start Review

Are you sure you want to start a review?

No


Yes

When you click ‘yes’, the pathway for the review meeting will then be displayed at the top of the screen:




1. Arrange

>




2. Views

>




3. Meeting

>




4. Report

>



5. Decision

>



6. Plan

Arranging the EHC Plan Review Meeting

The top of the screen will display information about arranging the EHC Plan review meeting:

Arrange an EHC Plan review meeting

This page allows you to arrange the EHC Plan review meeting. You can start to arrange the meeting at any point and save the details in draft until you are ready to confirm. Once you click the button "Confirm and send invitations", invitations will automatically be sent to all named invitees.

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.

Arranging the review meeting:

1. Add the date, time and venue for the review meeting
2. Invite the case co-ordinator
3. Invite a parent, carer or guardian
4. Invite professionals

You will have the opportunity to amend the details of the proposed meeting after it has been booked.

[Less...](#)

There are four sections you can complete:

- EHC Plan Review Meeting Details
- People invited to attend the EHC Plan Review meeting
- Professionals and/or teams invited to attend
- Case Co-Ordinator(s) and/or Local Authority representative(s) invited to attend

Note: You can save the meeting details as draft at any time, and then Confirm and send invitations - when all information has been completed



Save in draft



Confirm and send invitations

EHC Plan Review Meeting Details

EHC Plan Review Meeting Details

* Date of meeting

dd/mm/yyyy

* Start time

hh:mm

End time

hh:mm

* Location

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Additional Meeting Information. e.g. Accessibility instructions/ requirements etc

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Date of meeting - Enter the date of meeting.

Start time and End time – either enter the start time and end time for the meeting or left click on the field and select the required time from the list.

Location – enter the details of the location of the meeting.

Additional Meeting Information – enter any addition information like accessibility instructions etc.

People invited to attend the EHC Plan Review meeting

A parent, carer, guardian, the young person or advocate already linked to the case will be automatically included in this section.

To invite a parent, carer or guardian to the meeting, click 'Add Parent, Carer or Guardian':

People invited to attend the EHC Plan Review meeting

Name	Invitation sent	Will attend
Toby Hayward		Not replied

[+ Add Parent, Carer or Guardian](#)

The following page will appear:

* Name

This is how it will appear to other people.

Preferred method of contact

☐ Email ☐ Post

* Email address

This is used for account login and to receive email notifications.

* Confirm email address

This is necessary to avoid mistakes when updating the email address.

Create

Cancel

Name – Enter the name of the Parent, Carer or Guardian

Preferred method of contact – select Post or Email

Email address – enter the email address for the Parent, Carer or Guardian

Confirm Email – Confirm the email address for the Parent, Carer or Guardian

When you click 'Create', you will be asked to confirm that you want to invite the person to access the case:

Add person to case

×

You are about to invite **parent**
(alana.smith+parent3@idoxgroup.com) to access the following case:

Fred Bloggs (16 Mar 2007)

Please make sure you have had this email address confirmed by the parent, carer or guardian.

Are you sure you wish to add this person to Fred's case?

No

Yes

The information will then be displayed:

Family

Jo Parent
parent_ehc_1@tascomi.com email

Parent
alana.smith+parent3@idoxgroup.com

+

Add person

Case co-ordinator

Jo Leonard
joanne.leonard@idoxgroup.com

People invited to attend the EHC Plan Review meeting

Name	Invitation sent	Will attend
Jo Parent	18/09/2023	Not replied
Parent		Not replied

+

Add Parent, Carer or Guardian

To add further parent, carers or guardians, click 'Add Parent, Carer or Guardian' again and repeat the process.

Any parent, carer or guardian added here will automatically be added to the side bar of the case under Family. If they do not have an account already for the Hub they will receive an email asking them to register their account.

Any parent, carer or guardian added here will receive an email inviting them to the review meeting.

Professionals and/or teams invited to attend

If a SENCo is already linked to the case (side bar), they will be automatically included in this section.

To invite a professional and/or team, click 'Add Professional':

Professionals and/or teams invited to attend.

Name	Invitation sent	Will attend
Robyn Sayer		Not replied
Alana - SENCO		Not replied

+

Add Professional

The following screen will be displayed:

Invite a Professional

Invite a Professional to the review meeting

Please select the type of individual / team you would like to invite

☐ Named Professional

☐ Team

☐ Education Setting

Cancel

Save

Click to select the type of individual/team you would like to invite.

Named Professional

If you click on Named Professional, left click on Nothing selected and select the required Named Professional from the picklist.

Invite a Professional

Invite a Professional to the review meeting

Please select the type of individual / team you would like to invite

☒ Named Professional

☐ Team

☐ Education Setting

Named Professional

Nothing selected

Cancel

Save

Click 'Save'.

New professionals can also be added here. Click on the box above the list of professionals and start typing the name of the new professional. If no results match what is typed, the Invite new professional button will appear:

Named Professional

Nothing selected

Invite new professional

Click on this and complete the information for the new professional:

Add new professional

* Name

This is how it will appear to other people.

* Email address

This is used for account login and to receive email notifications.

* Speciality

Nothing selected

* Confirm email address

This is necessary to avoid mistakes when updating the email address.

Cancel

Team

If you click on Team, left click on Nothing selected and select the require team from the picklist.

Invite a Professional

Invite a Professional to the review meeting

Please select the type of individual / team you would like to invite

☐ Named Professional

☒ Team

☐ Education Setting

Team

Nothing selected

Cancel

Save

Click 'Save'.

Education Setting

If you click on Education Setting, left click on Nothing selected and select the require SENCo from the picklist.

Invite a Professional

Invite a Professional to the review meeting

Please select the type of individual / team you would like to invite

☐ Named Professional

☐ Team

☒ Education Setting

Select a person from the setting

Only persons linked to the education setting and attached to this case may be invited to the review.
A person from the setting can be added to this case by the Case Co-ordinator.

Nothing selected

Cancel

Save

Click 'Save'.

Only SENCos that are linked to the case (side bar) will be available to add to the review meeting invitations. If the intended SENCo that you wish to add is not available to select, please add them to the side bar by clicking 'Add person' under Education setting:

Education setting

Greenhill School
(01234 887766)

Robyn Sayer

Alana – SENCO

Cecilia Woolridge

+

 Add person

Once you add a new SENCO to the side bar and refresh the page, they will appear in the dropdown list when you select 'Education Setting' when adding a professional.

Any professionals and or teams invited to attend will then be displayed:

Professionals and/or teams invited to attend.

Name	Invitation sent	Will attend
Will Hargraves	07/09/2023	Not replied
Stefania Buccio	07/09/2023	Not replied
Alana – SENCO	07/09/2023	Not replied
Alana – Contributor	07/09/2023	Not replied

+ Add Professional

Case Co-ordinator(s) and/or Local Authority representative(s) invited to attend

The Case Co-ordinator assigned to this case will be automatically included in this section.

To invite additional Case Co-ordinator(s) and/or Local Authority representative(s), click on Add Co-ordinator:

Case Co-ordinator(s) and/or Local Authority representative(s) invited to attend.

Name	Invitation sent	Will attend
Coordinator – Alana Smith	07/09/2023	Not replied

+ Add Coordinator

The following page will be displayed:

Invite a Co-ordinator to the review meeting

Select a Co-ordinator to invite to the review meeting.

Coordinator to assign.

Coordinator

Nothing selected

Cancel

Save

Left click on Nothing selected and select the required co-ordinator from the list.

Click 'Save'.

Confirm and send invitations

Once all the information has been completed, click on Confirm and send invitations:

Save in draft

Confirm and send invitations

You will be asked to confirm this meeting and send invitations:

Are you sure you want to confirm this meeting and send invitations?

No

Yes

Click on Yes.

All the attendees invited to the meeting will receive an email like this:

Dear Coordinator – Alana Smith,

Case ID: 517

You have been invited to an EHC Plan review meeting, or the details of a meeting that you have previously been invited to, have been updated.

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

They will log into the hub to indicate if they will be attending the meeting

Viewing who has confirmed attendance for the meeting

A list of all the people who have confirmed they will be attending the meeting will be displayed:

People invited to attend the EHC Plan Review meeting

Name	Invitation sent	Will attend
Jo Parent	28/09/2021	Not replied

+ Add Parent, Carer or Guardian

Professionals and/or teams invited to attend.

Name	Invitation sent	Will attend
Jo Senco	28/09/2021	Yes
Jo Contributor	28/09/2021	Not replied

+ Add Professional

Case Co-ordinator(s) and/or Local Authority representative(s) invited to attend.

Name	Invitation sent	Will attend
Jo Leonard	28/09/2021	Not replied

+ Add Coordinator

EHC Plan Review Consultation

Confirming Attendance for the meeting

Arrange an EHC Plan review meeting

This page allows you to arrange the EHC Plan review meeting. You can start to arrange the meeting at any point and save the details in draft until you are ready to confirm. Once you click the button "Confirm and send invitations", invitations will automatically be sent to all named invitees.

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.

Arranging the review meeting:

- 1. Add the date, time and venue for the review meeting
- 2. Invite the case co-ordinator
- 3. Invite a parent, carer or guardian
- 4. Invite professionals

You will have the opportunity to amend the details of the proposed meeting after it has been booked.
[read less >](#)

Edit meeting

I will not attend

I will attend

Download

At the top of the screen, there will be two buttons:

Click on the button to indicate if you will or will not attend the meeting.

Sending Requests for Information

Once the invitations have been sent, information can be requested from involved professionals, teams or organisations that have been invited to the meeting:

1. Arrange

2. Views

3. Meeting

4. Report

5. Decision

6. Plan

To send a request for information, click 'Request information':

Requests for information					
Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana - SENCO	SENCo	Education			Request information
Alana - Contributor	EP	Social Care			Request information

The person the information was requested from will receive an email like this:

Dear Alana - SENCO,

Case ID: 3550

You have been requested to provide views about a child or young person's progress towards outcomes agreed in their Education, Health and Care Plan (EHC Plan). This is part of the EHC Plan review process under Section 44 (1) of the Children and Families Act 2014. To view the case and provide a response, please sign in to your account.

Sign in to your account

Your views must be submitted to us no later than 2 weeks before the scheduled review meeting.

Best regards,
EHC Hub Team

And the status of the request will be updated to show the response is ‘Pending’:

Requests for information				
Team Member	Job Title	Specialism	Request Completed Date	Status
Robyn Sayer		Education		
Alana – SENCO	SENCo	Education		Pending
Alana – Contributor	EP	Social Care		Pending

To request information from additional professionals not listed on this stage, return to the “Arrange” stage and add the person or team to the list of attendees. That person or team will then be available to request information from at the “Views” stage.

Once the request has been responded to, the status will be updating to show that a response has been received and the date it was completed:

Requests for information					
Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Alana – SENCO	SENCo	Education	07/09/2023	Completed	↶ Re-open 📄 Read
Alana – Contributor	EP	Social Care		Pending	✕ Close
Social Care Team West		Social Care			↶ Request information

Responding to a request for information

To respond to a request for information, click ‘Edit’ beside your request for information:

Requests for information					
Team member	Job title	Specialism	Request completed date	Status	Action
Robyn Sayer		Education			↶ Request information
Alana – SENCO	SENCo	Education		Pending	✎ Edit
Stefania Buccio	SENCo	Education			↶ Request information

The request for information page will be displayed:

Request for information

Please record your views in the relevant sections below on how you feel that progress is being made towards the outcomes set out in the current EHC Plan.

You can draft, save and return to this page at any time but please ensure that you complete and publish your contribution at least 2 weeks prior to the scheduled EHCP review meeting.

You can also upload any new information, reports or assessments at the bottom of this page to support your contribution.

Back

Download

Save

Submit

Request for Information and Response Details

* Are you providing a response on behalf of someone else?

☐ Yes

☐ No

[Clear Selection](#)

* Name of the person providing advice:

If the local authority later decide to issue an EHC Plan, this will be the name attributed to this advice response in Section K .

* Job title or role of the person providing advice:

This will give greater context to your response for the child or young person, their parent, carer or guardian and other professionals. If you have given us this context before, then we have included this for you. This is saved in your profile area should you wish to update it for future responses.

* Will you provide information & advice for this child/young person?

☒ Yes

☐ No

[Clear Selection](#)

At the top of the screen, you will need to complete information about the response.

Are you providing a response on behalf of someone else – click on the Yes or No button as appropriate.

Name of the person providing the advice – enter the name of the person providing the advice. If the local authority later decide to issue an EHC plan, this will be the name attributed to this advice response in Section K.

Job title or role of the person providing advice – enter the job title of role of the person providing advice.

Will you provide information and advice for this child/young person – click Yes or No. If you answer No to this question, it is mandatory that you enter details as to why you are not willing.

Below that, there are six more sections:

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

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

If a section has information in the current EHC Plan, it will have a green tick next to it. If a section has information and outcomes, it will have a green tick next to it and it will show how many outcomes there are.

To review the information in each section, click on the green arrow on the right. The information previously entered as part of the plan will be displayed.

Each section has the same questions which you can answer and commented on where appropriate:

Is there any change to the strengths and/or needs?

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

☐ Yes ☐ No [Clear Selection](#)





If you click on Yes, a free text field will appear for you to enter details of the change:

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

☒ Yes ☐ No [Clear Selection](#)

* 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).

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Outcome(s) - You can comment on Current Progress towards this outcome. To do this, click on the down pointing arrow at the end of the field:

Current progress towards this outcome

Nothing selected

Complete

Not able to comment

Not on track





On track

Steps to achieving this outcome:

Steps to achieving this outcome	Date to achieve by	Progress
These are the steps to achieving outcome.....	30/03/2024	Nothing selected

What has been working well: This is a free text field.

What has been working well and is helping the child or young person to achieve this outcome? (The child/young person and family's views should be considered in your response)

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Are any changes needed to this outcome?

Are there any changes needed to this outcome – Click Yes or No. If you select Yes, a free text field will be displayed to enter information about this.

Are there additional short term targets –Click Yes or No. If you select Yes, click on Add a new step to enter information about the new step

New/ additional steps to achieve this outcome ⬆

Are there any changes needed to the SEN provision to support the child or young person to meet this outcome – click Yes or No. If you select Yes, click on add a new provision to enter information about the new provision or recommended changes to existing provision.

Provision

Support Needed

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To be provided by

Staff / Student ratio

How much / Quantity

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How often

B

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When you are entering information, there is a save button at the top of the page that you can use to save what you have written:

Return

Download

Save

Submit

Documents

Any addition information to support the advice can be uploaded here:
If you want to add any documents, click ‘Add Files’:

Documents

+

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

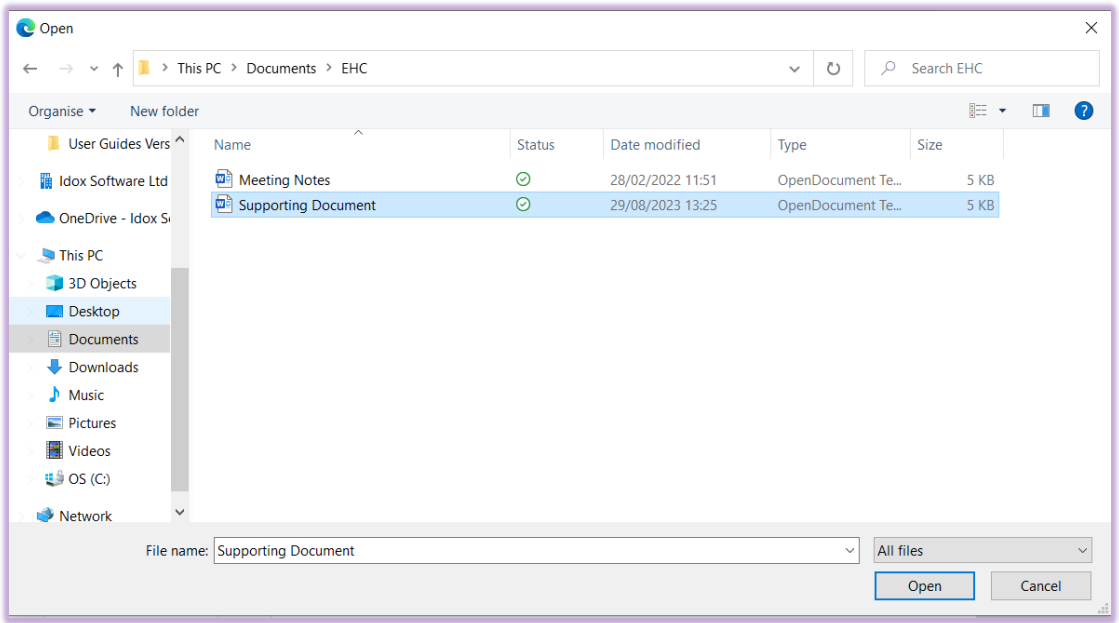
Add Files

Start Upload

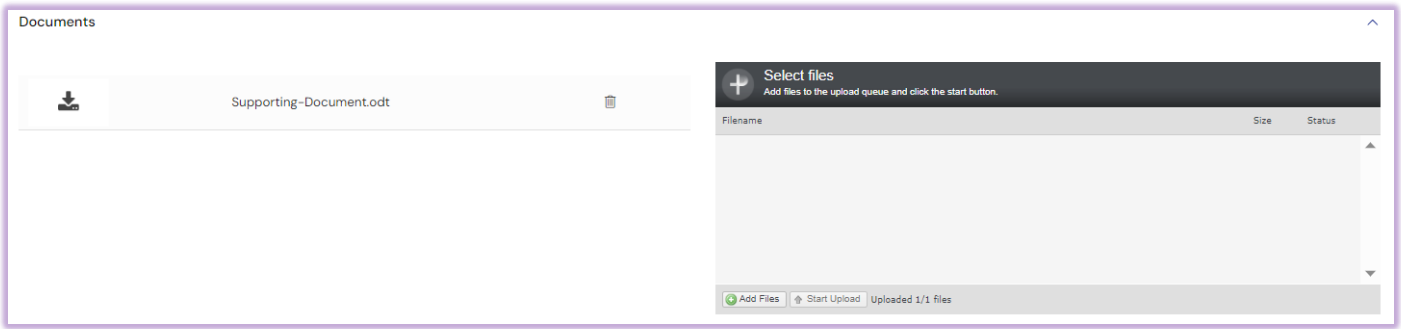
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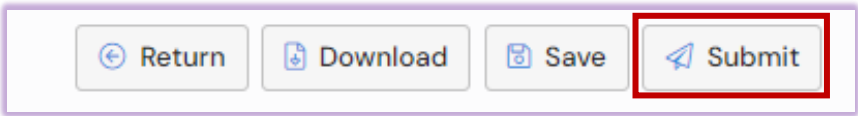
You will then need to navigate to the file wherever it is saved on your PC:



Click 'Open' and the file will be uploaded. The uploaded file will be displayed:



Once you have completed the information for all the relevant sections, click on Submit information at the top of the screen:



Having submitted information towards a review, you will able to read all other professionals information that has been submitted. Click 'Read' beside the request for information you wish to view, you will also be able to download the information.

Reopen a Request for Information

It is possible to reopen a request for information. This means changes can be made to the response and it be submitted again.

To reopen a request, click 'Re-open':

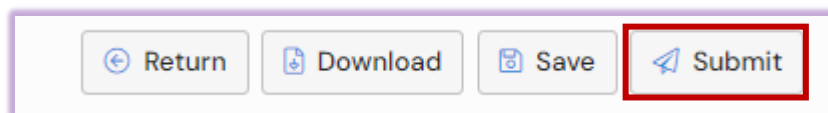
Requests for information					
Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana – SENCO	SENCo	Education	18/09/2023	Completed	Re-open Read
Alana – Contributor	EP	Social Care	18/09/2023	Closed	Re-open

You will be asked to confirm you want to reopen the advice request. Click 'Yes'. The status of the request will then be displayed as 'Pending':

Requests for information

Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana - SENCO	SENCo	Education	18/09/2023	Completed	Re-open Read
Alana - Contributor	EP	Social Care		Pending	Close

Once a request for information has been re-opened the professional will be able to click 'Edit' and submit their advice:



The status will then be updated to show it has been 'Completed':

Requests for information

Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana - SENCO	SENCo	Education	18/09/2023	Completed	Re-open Read
Alana - Contributor	EP	Social Care	18/09/2023	Completed	Re-open Read

Closing a Request for Information

It is possible to close a request that hasn't been submitted.

To close a request, click 'Close':

Requests for information

Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana - SENCO	SENCo	Education	18/09/2023	Completed	Re-open Read
Alana - Contributor	EP	Social Care		Pending	Close

The status of the request will then be displayed as Closed:

Requests for information

Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana - SENCO	SENCo	Education	18/09/2023	Completed	Re-open Read
Alana - Contributor	EP	Social Care	18/09/2023	Closed	Re-open

The Childs or Young Persons Views

This section can be completed by the Child or Young Person or this can be completed by yourself or the Parent, Carer or Guardian or the Case Co-Ordinator.

As this is a review, there will be a section about how they feel they are progressing, you will be able to view/edit this information:

Save

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](#)

What do you feel has been working well?

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I think the following is working well:

-
-
-
-









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

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I feel the following isn't working well:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

You will also be able to view or edit any information entered for the views of the Child or Young Person. If there are green ticks on any section, this means there is information that you can view:

 <div>Things that are important to me</div> <div>Open</div>	 <div>Things that are working well at home and school</div> <div>Open</div>	 <div>Other information I think is important to know about me</div> <div>Open</div>
 <div>Important things to know about my past</div> <div>Open</div>	 <div>Things that I enjoy doing</div> <div>Open</div>	 <div>How to communicate with me</div> <div>Open</div>
 <div>My hope, dreams and aspirations for the future</div> <div>Open</div>	 <div>Things I would like to change at home and school</div> <div>Open</div>	

Click ‘Open’ to view the section:

Save

Things that are important to me

Things that are important to me

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These are the things that are important.....

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Select files

Add files to the upload queue and click the start button.

Filename

Size

Status

Drag files here.

Add Files

Start Upload

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You can add details or files if needed, click ‘Save’ to save any information you add.

The Parent, Carer or Guardian’s Views

This section can be completed by the Child or Young Person or this can be completed by yourself or the Parent, Carer or Guardian or the Case Co-Ordinator.

As this is a review, there will be a section about how they feel they are progressing, you will be able to view/edit this information:

Save

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

Yes

No

Clear Selection

What do you feel has been working well?

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I feel like these are working well:

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

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I feel like these are not working well:

1.

2.


3.

4.


5.

6.


You will be able to view any information entered for the views of the Parent, Carer or Guardian. If there are green ticks on any section, this means there is information that you can view. To view that information:




Important things to know about our family history
[Open](#)




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



Things that are not working well and we would like to change
[Open](#)



Our hopes and aspirations for the future
[Open](#)



Other information we think is important
[Open](#)

Click ‘Open’ to view the section:

Save

Important things to know about our family history

Important things to know about our family history

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These things are important to know about:

Parent-notes.odt

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
----------	------	--------

Add Files

Start Upload

Uploaded 1/1 Files

You can add details or files if needed, click ‘Save’ to save any information you add.

Progress to Meeting

Once all the requests for information have been responded to, the Progress to meeting button will become available. This will not be available until all requests for advice have either been completed or closed. To close a request, click 'Close'.

To progress to the meeting stage of review, click 'Progress to meeting':

Progress to meeting

Requests for information

Team Member	Job Title	Specialism	Request Completed Date	Status	Action
Robyn Sayer		Education			Request information
Alana - SENCO	SENCo	Education	18/09/2023	Completed	Re-open Read
Alana - Contributor	EP	Social Care	18/09/2023	Completed	Re-open Read

You will be asked to confirm this:

Progress to meeting

Are you sure you want to proceed to the meeting stage of this EHCP Review?

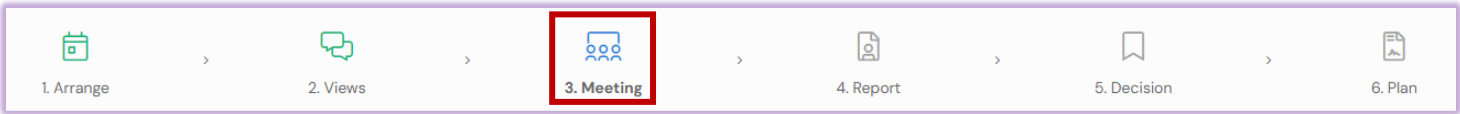
NoYes

Click 'Yes'.

EHC Plan Review Meeting

When the meeting has taken place, the details of the discussions held at the meeting and any recommendations made will need to be entered on the hub.

The pathway of the case will be displayed like this:



This has 5 sections:

EHC Plan Review Meeting Details

This will show the date, start time and end time and location of the meeting. Enter any changes to this information if required. The meeting details can be changed until the review report is submitted to allow for an administration error to be corrected.

Record of people who were invited and attended

This will show who was invited and if they attended. To confirm if they attended, click on the tick box in the Attended meeting column for each person:

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?
Toby Hayward	18/09/2023	<input type="checkbox"/>
P. Parent	18/09/2023	<input type="checkbox"/>
Parent P	18/09/2023	<input checked="" type="checkbox"/>

Professionals and/or teams who were invited and who attended

Name	Invitation sent	Attended meeting?
Robyn Sayer	18/09/2023	<input checked="" type="checkbox"/>
Alana - SENCO	18/09/2023	<input checked="" type="checkbox"/>
Alana - Contributor	18/09/2023	<input type="checkbox"/>

Other Attendees

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

To add a 'other' attendee, click 'Add':

Other Attendees

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

Save

Add

The following will appear:

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

Save

Remove

Forename

Surname

Role or relationship

Organisation (if applicable)

Add

Enter the information and click ‘Save’.

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 additional information can be entered in the free text field.

Click ‘Save’.

(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 ca be attached here.

If you want to add any documents, click on the Add Files button:

Meeting Documents

Upload supporting documents from the EHC review meeting here

Select files

Add files to the upload queue and click the start button.

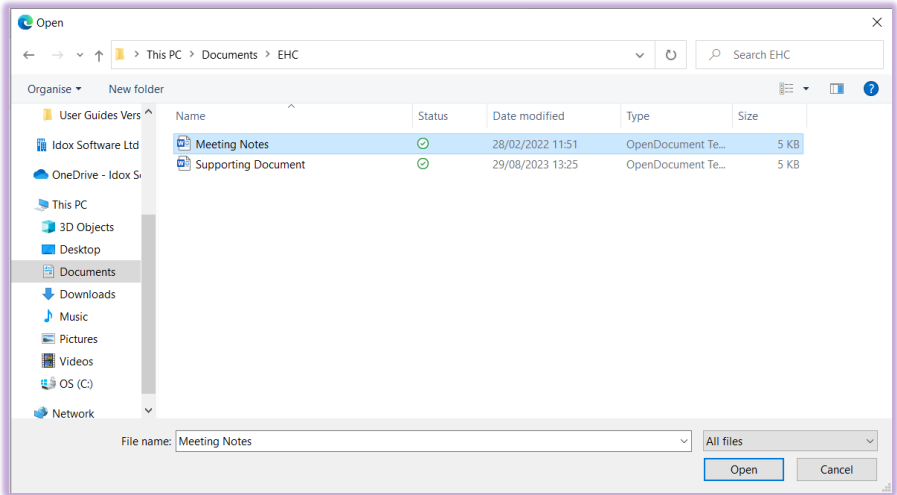
Filename	Size	Status
Drag files here.		

Add Files

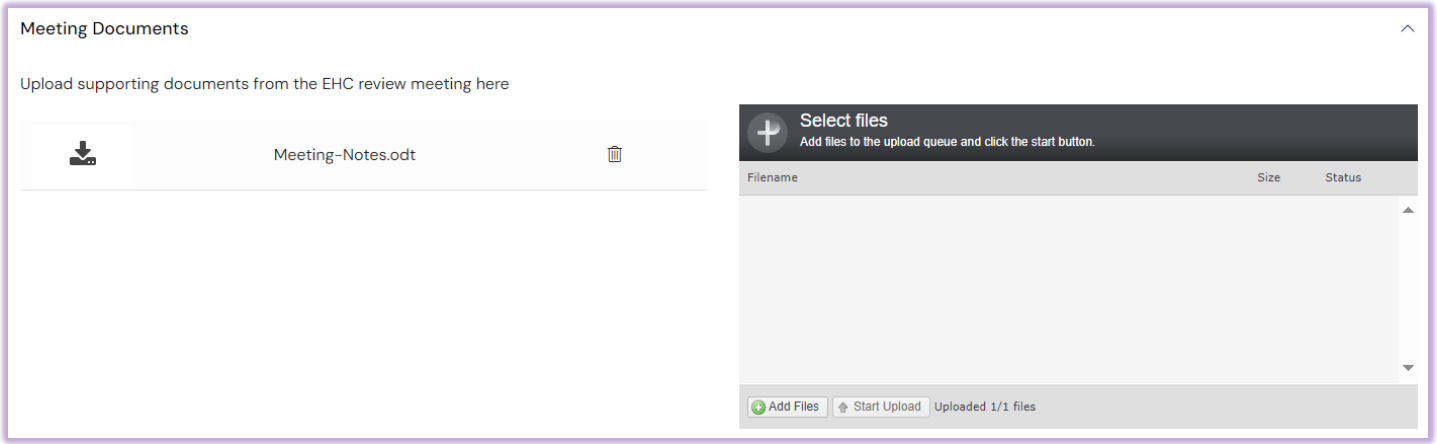
Start Upload

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You will then need to navigate to the file wherever it is saved on your PC:

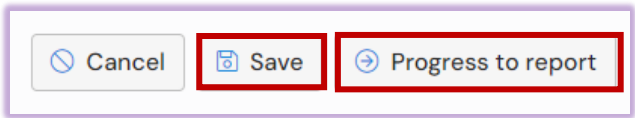


Click ‘Open’ and the file will be uploaded. The uploaded file will be displayed:



When all of the meeting details have been reviewed and entered, click ‘Save’ at the top of the page.

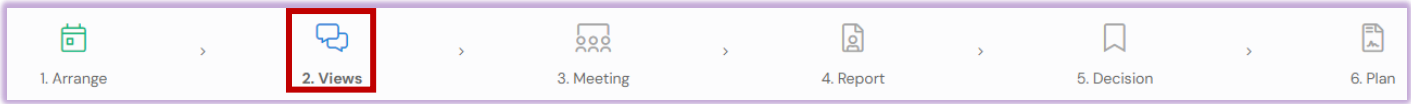
When you are ready, click ‘Progress to report’:



Re-opening the Contribute Views stage

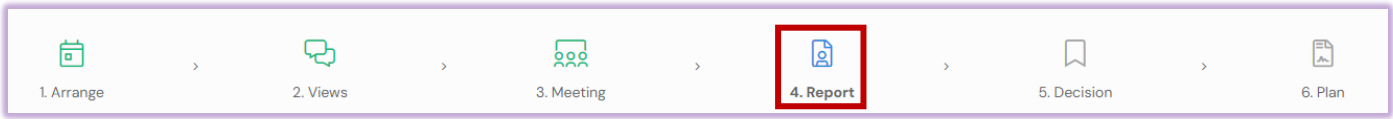
If you wish to re-open the Contribute Views stage of the review, click ‘Cancel’ on the ‘Meeting’ stage screen. You will be asked to confirm you wish to cancel the meeting. Click ‘Yes’.

If you cancel the meeting the status of the case will return to the ‘Views’ stage of the pathway:

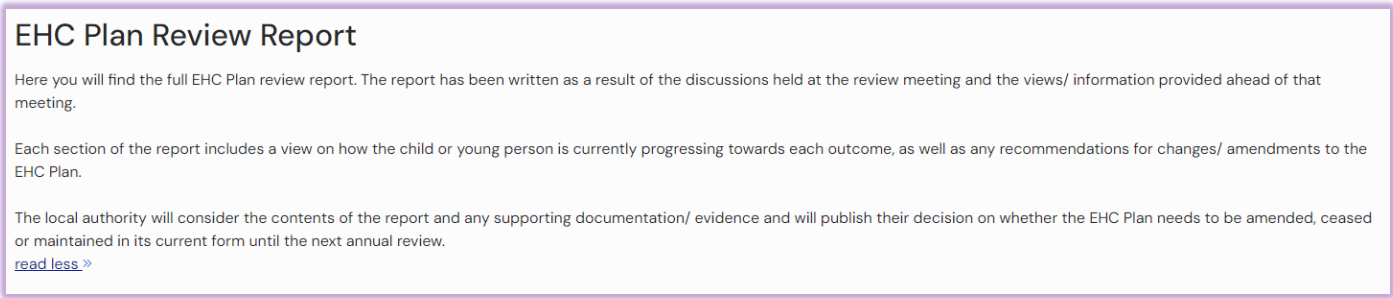


Progress to Draft Report

When the ‘Progress to report’ button is clicked, the pathway of the case will change:



The EHC Plan Review Report page will be displayed:



Draft Report Areas

The report areas will be displayed below. They are:

- Details for 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 Interaction
- SEN – Cognition and Learning
- SEN – Sensory and/or physical health
- SEN – Social, Emotional and Mental Health
- Health
- Social Care
- Transition and preparing for further education and adulthood
- Transport assistance
- The child or young person's personal budget
- Summary of EHC Plan annual review recommendations

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

Click on the green right pointing arrow to complete this information:

Setting attendance and educational attainment

Please record the attendance and educational attainment of the child or young person at the educational setting(s) named in Section I of the EHC Plan.

Setting Details

Actual number of days attendance

Possible number of days attendance

Number of exclusion days (if this applies)

Educational Attainment

I have uploaded evidence of educational attainment to the attachments section of this report.

☐ Yes
 ☐ No
 [Clear Selection](#)

Supporting Documents

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Add Files

Start Upload

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Setting Details - If any setting details have been added to Section I of the plan then those details will automatically be populated.

Actual number of days attendance – enter the actual number of days the child or young person attended at the education setting

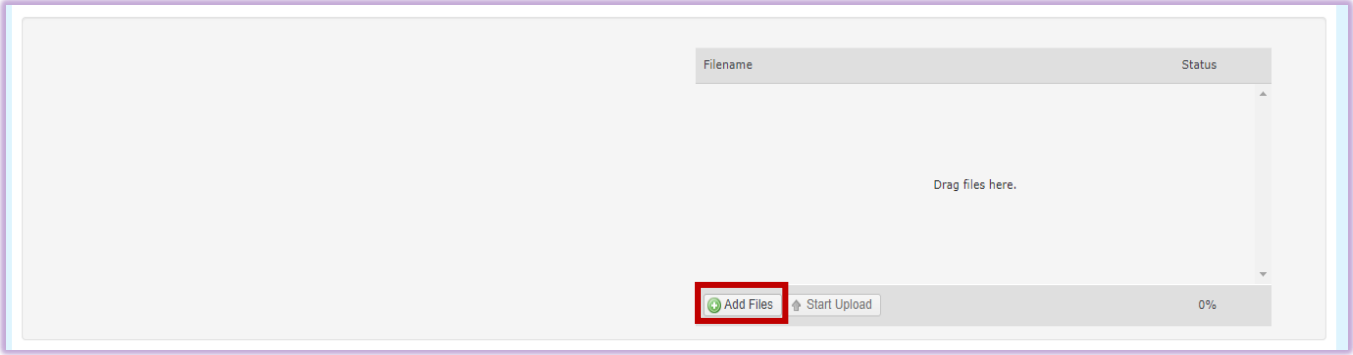
Possible number of days attendance – enter the possible number of days the child or young person could have attended the education setting

Number of exclusion days (if this applies) – if the child or young person was excluded from school at any time, enter the number of exclusion days.

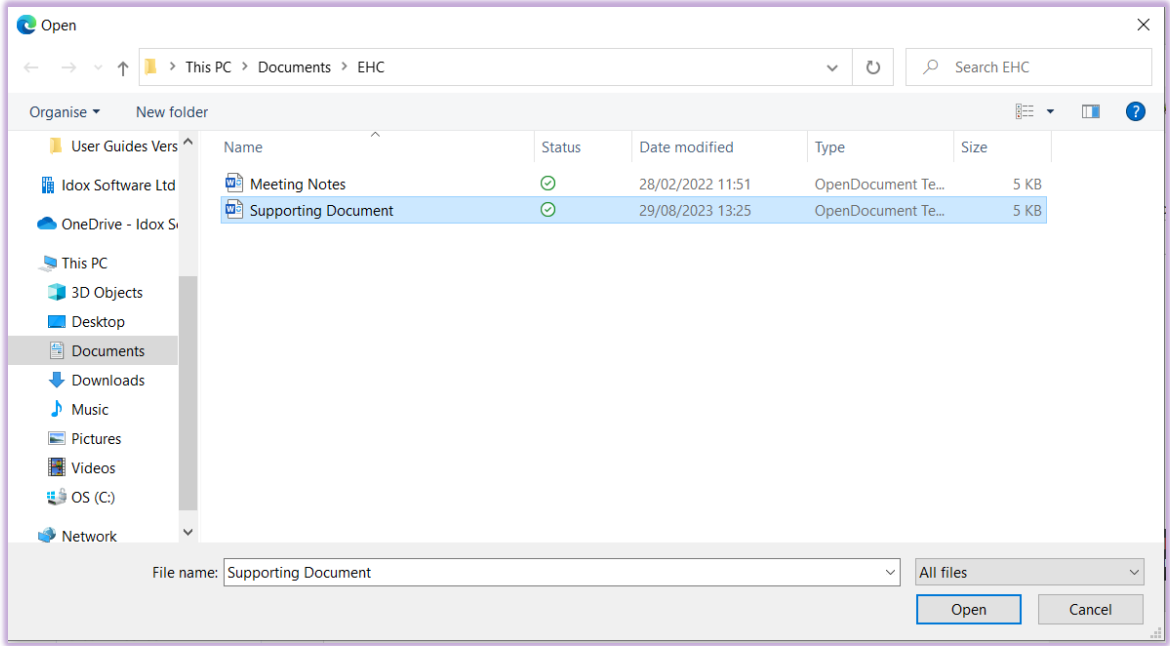
Educational Attainment – click Yes or No as applicable.

Supporting Documents - Any addition information can be uploaded here:

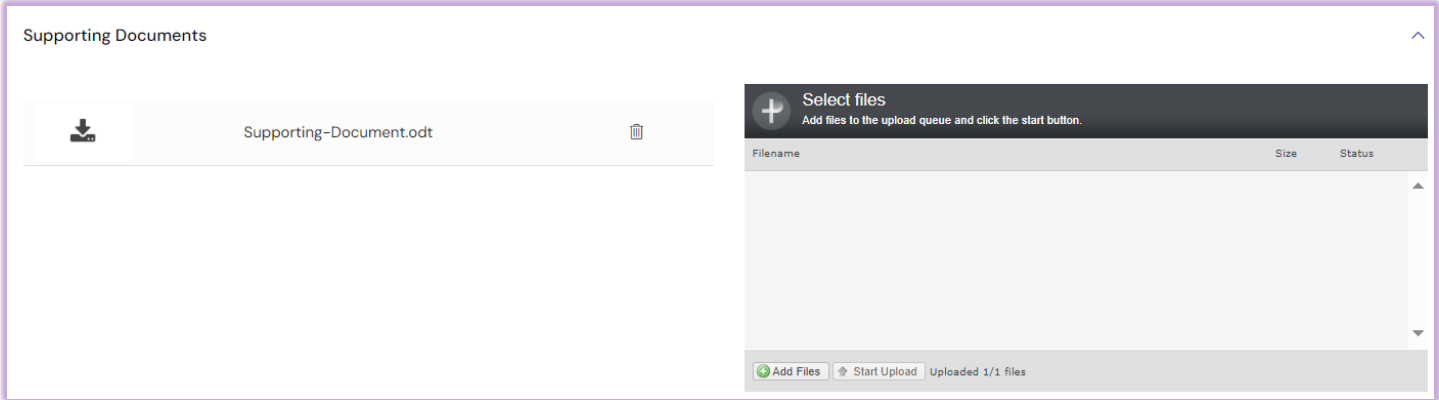
If you want to add any documents, click on the Add Files button:



You will then need to navigate to the file wherever it is saved on your PC:

















Click 'Open' and the file will be uploaded. The uploaded file will be displayed:



Each section contains a green arrow to the right of the screen. If there is information in that section, it will be displayed with a green tick. If any area has no outcomes in it, it will display 0 outcomes.

Click on this to review the information within that section.

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 Interaction 	1 outcome	>
	SEN - Cognition and Learning 	1 outcome	>
	SEN - Social, Emotional and Mental Health 	1 outcome	>
	SEN - Sensory and/or Physical Health 	1 outcome	>
	Health 	0 outcome	>

To add information to one of the report areas, click the green pointing arrow to the right of that section. That section will be displayed to be completed.

Summary of EHC Plan annual review recommendations

At the bottom of the sections there is Summary of EHC Plan annual review recommendations:

Summary of EHC Plan annual review recommendations

Click on the green arrow on the right to access this section:

Summary of EHC Plan annual review recommendations

*** Please indicate what action you are recommending the local authority take following this review of the current EHC Plan**

This should be your recommendation based on the discussion and outcome of the review. The local authority will have the final decision on which of the following is the most appropriate action to take based on the information contained within this report.

☐ **Maintain the EHC Plan**
This means that you are recommending the local authority do not change the EHC Plan and it should be reviewed again, in its current form, at the next scheduled review.

☐ **Amend the EHC Plan**
This means that you are recommending the local authority should make a change to the EHC Plan based on the detail included in this report.

☐ **Cease to maintain the EHC Plan**
This means that you are recommending the local authority remove the EHC Plan for the child or young person based on the detail included in this report.

*** Have the child or young person's special educational needs significantly changed since the last EHC Plan was issued?**

☐ Yes ☐ No [Clear Selection](#)

*** Does the review recommend changes to outcomes or provision?**

☐ Yes ☐ No [Clear Selection](#)

*** Please provide your summary of the review and recommendations**

If the review has occurred much sooner than the local authority are expecting, please state this in your summary and include a reason

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You will need to indicate what action you are recommending the local authority take following this review. Your options are:

- Maintain the EHC Plan
- Amend the EHC Plan
- Cease to Maintain the EHC Plan

Click on the radio button to the left of the action you wish to recommend.

Underneath this there are additional questions to be completed.

Has the child or young person’s special education needs significantly changed since the last EHC Plan was issued – Click Yes or No

Does the review recommend changes to outcomes or provisions – click Yes or No

Please provide your summary of the review and recommendations – this is a free text field.

Agreed Actions

This is a space to add any actions that were discussed and agreed during the review meeting that are to be completed.

To add an action, click ‘Add’:

Agreed Actions

Details of any actions that were discussed and agreed during the review meeting to be completed after the review meeting.

Agreed Action

Responsible Party

Due Date

Action

⊕ Add

The Agreed Actions window will be displayed:

✕

Agreed Action

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Responsible Party

Due Date

dd/mm/yyyy

Cancel

Save

Agreed action – enter details about the agreed action.

Responsible Party – enter the responsible party for this action.

Due Date – enter the date this action is due by.

Click ‘Save’.

The agreed action will then be displayed:

Agreed Actions

Details of any actions that were discussed and agreed during the review meeting to be completed after the review meeting.

Agreed Action	Responsible Party	Due Date	Action
These are the agreed actions.....	Parents	10/02/2024	<div><div></div>Remove</div>

Add

To add a further action, click ‘Add’.

To remove an action, click ‘Remove’.

Supporting Document

Any addition information can be uploaded here.

If you want to add any documents, click ‘Add Files’:

Supporting Documents

Select files

Add files to the upload queue and click the start button.

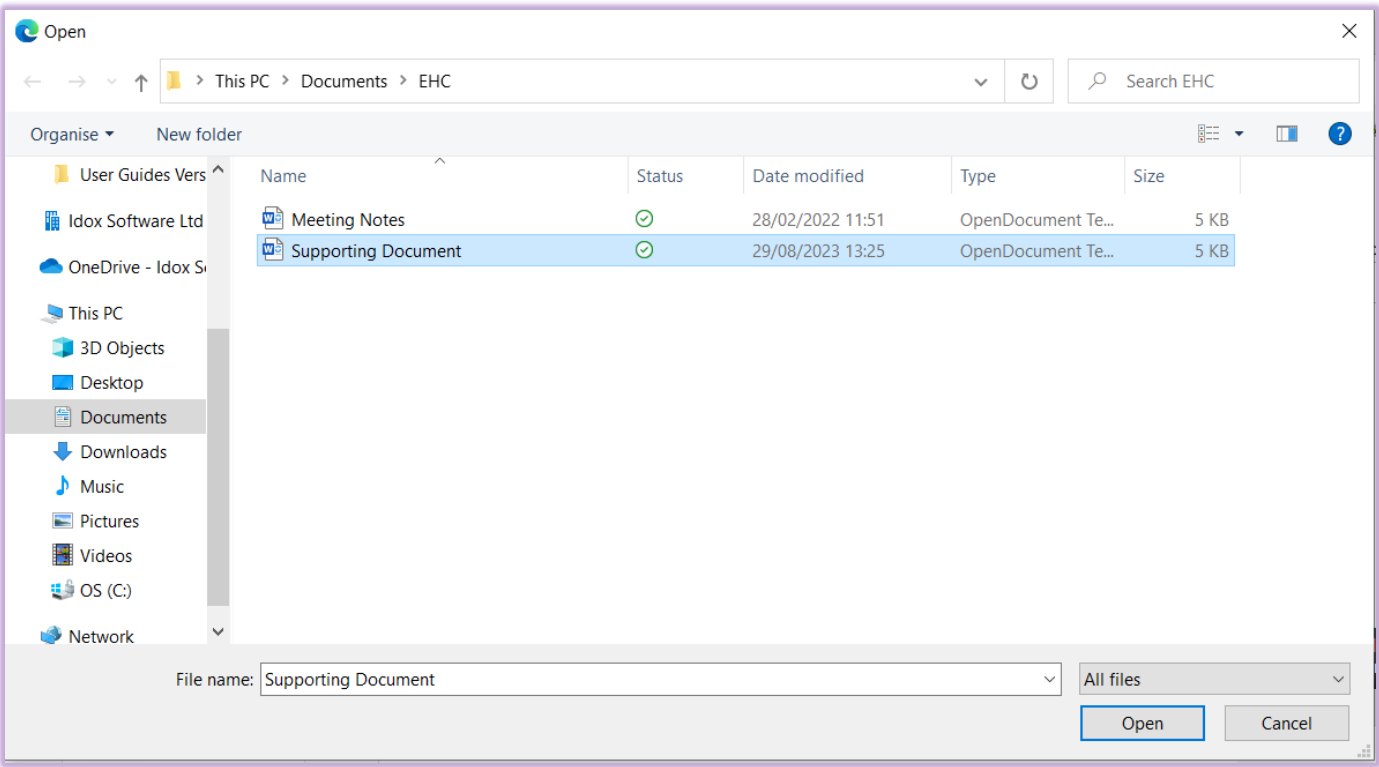
Filename	Size	Status
Drag files here.		

Add Files

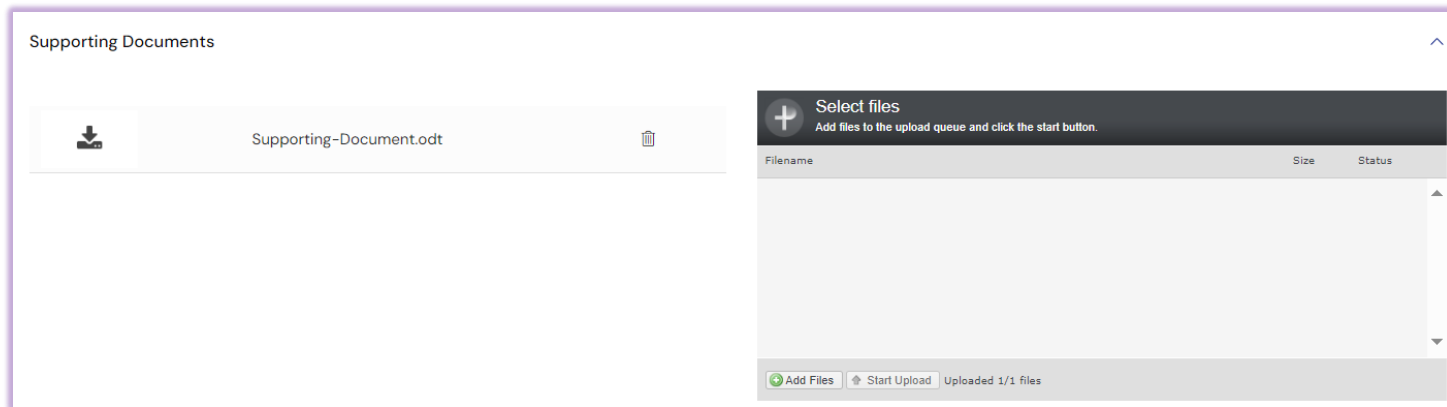
Start Upload

0 b 0%

You will then need to navigate to the file wherever it is saved on your PC:

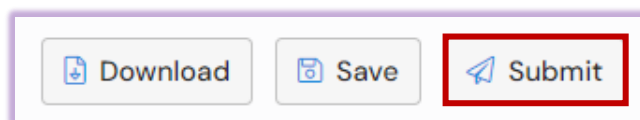


Click 'Open' and the file will be uploaded. The uploaded file will be displayed:



Submitting the Review Report

When the information has been reviewed and is complete, click on Submit Report:

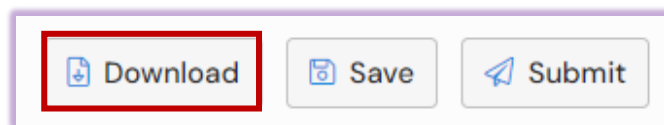


You will be asked to confirm you wish to submit the report. Click Yes.

Downloading the Review Report

The report can be downloaded both before and after submission.

To download the report before submission, click on the Download button:



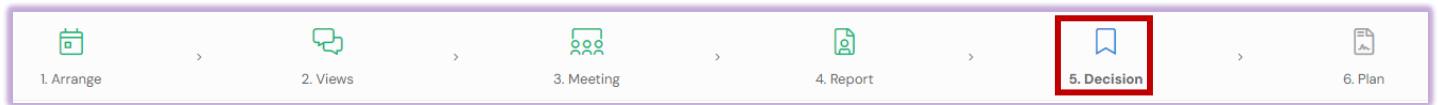
The file will be displayed in the bottom left-hand corner of the screen

Reopening the Review Report

If you identify an error in the review report after it has been submitted, please contact the case co-ordinator and they will be able to reopen the review report for you. This is possible until the local authority publishes their review decision.

Review Decision

The pathway of the case will update to reflect that the case has moved on:



A message will be displayed that the decision about the current EHC plan is being considered:

Decision following EHC Plan Review

As a result of the recent EHC Plan review, the local authority have considered the information provided in the review report, and any supporting documentation/ evidence and have made a decision on whether the current EHC Plan needs to be amended, ceased or maintained.
[read less >>](#)

ⓘ 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.

When the decision has been made by the local authority, this will be updated by the Case Co-ordinator and published. An email will be sent to you informing you of this:

Dear Alana – SENCO,

Case ID: 3550

Following a review of the EHC Plan and the education setting's subsequent report, we are intending to amend the EHC Plan. The proposed amendments and formal decision should be provided to you within 4 weeks of the review meeting.

[Sign in to your account](#)

Best regards,
EHC Hub Team

The results of the review process will be one of three options:

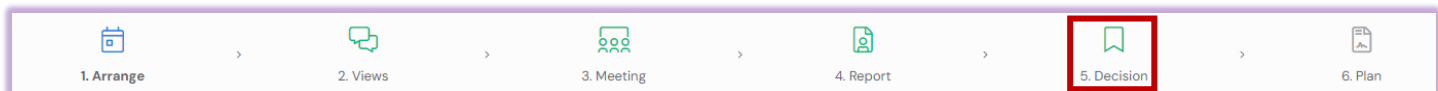
- Keep the current EHC Plan as it is
- Amend the EHC Plan
- Cease to maintain the EHC Plan

Keep the current EHC Plan as it is

If the decision has been taken to keep the current EHC Plan as it is, you will be taken to the 'EHC Case Summary' when you view the case. When you scroll down the screen to the 'Completed reviews' section, you will see the outcome will be displayed as 'Keep the current EHC plan as it is'.

✓ Completed reviews			⌵
Completed date	Outcome		
02/06/2023	Keep the current EHC Plan as it is	View pathway	

To view more information about this decision, click 'View pathway', and go to the 'Decision' stage on the pathway:



This will display information about the decision.

Amend the EHC Plan

If the decision has been taken to amend the EHC plan, you will be taken to the ‘Plan’ stage of the review pathway:

1. Arrange

2. Views

3. Meeting

4. Report

5. Decision

6. Plan

Amending the EHC Plan

Following our decision to amend the EHC Plan, we will prepare a draft version of the plan for the family or young person to view and provide comments on. We will then consider their feedback before issuing the final version of the EHC Plan.

At the bottom of the screen, it will display a message to say the revised plan is being drafted:

1 Compiling Revised 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 Consult and Report page.

When the draft plan has been shared by the case co-ordinator and you will get an email informing you of this. When you log into the hub, you will be able to see the draft plan:

[Draft version 1](#) shared 07 Sep 2023

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

When the plan has been finalised, you will get an email informing you of this and when you log into the hub, the case summary page will be displayed.

Cease to maintain the EHC Plan

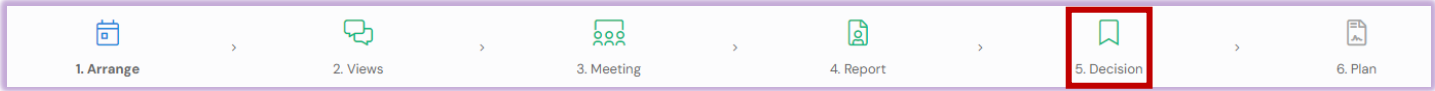
If the decision has been taken to cease to maintain the EHC plan, the case will not appear in your ‘My cases in progress’ as the case in closed. You will be able to use the filters to ‘Include closed cases’ when searching.

When you click on the child/young persons name, you will be taken to the ‘EHC Case Summary’ of the case, when you scroll down the screen to the ‘Completed reviews’ section, the outcome will be displayed as ‘Cease to maintain the EHC Plan’

✓ Completed reviews

Completed date	Outcome	
16/08/2023	Cease to maintain the EHC Plan	View pathway

To view more information about this decision, click 'View pathway', and go to the 'Decision' stage on the pathway:



This will display information about the decision.

Contact Us

Post:

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

Email:

CS.SENDAdmin@derbyshire.gov.uk