

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

- **Managing Cases and Providing Advice**

Classification: Public

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## **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:
- Navigating work trays and searching cases
  - Completing needs assessment requests
  - Submitting advice and supporting documents

## Contents

<b>Education, Health and Care (EHC) Hub Professional Contributor Guide.....</b>	<b>1</b>
<b>Managing Cases and Providing Advice.....</b>	<b>1</b>
Document Control .....	2
About this document .....	3
Introduction .....	5
Putting children, young people and their families at the heart of the EHC process .....	5
<b>Viewing the ‘My Cases in Progress’ work trays.....</b>	<b>6</b>
<b>Searching for a Case.....</b>	<b>7</b>
Using the search bar: .....	7
Using the filters: .....	7
<b>Viewing a Case File .....</b>	<b>9</b>
Status of the Process .....	10
Details of the Case.....	10
<b>Completing a Needs Assessment Request.....</b>	<b>15</b>
Consent.....	16
Details of person requesting a EHCP Assessment .....	16
Child or young person’s details .....	18
Child or young person’s main contacts (family and involved professionals).....	21
Details of the child or young person’s current education setting(s) .....	22
Setting.....	22
Type .....	24
Details of previous setting(s).....	24
Important information about the child or young person .....	25

Views of the child or young person and their parent, carer or guardian ..... 25

Supporting Documents..... 28

Saving the request ..... 29

Downloading the request ..... 29

Deleting the request..... 30

Submitting the request ..... 30

**How to contribute towards an EHC needs assessment..... 32**

    Requests for Advice ..... 33

    Strengths and Needs ..... 34

    Outcomes, Steps and Provisions ..... 35

    Documents..... 36

    Submitting Advice..... 37

    About (Child/young person name)..... 38

    Parent Carer’s Views ..... 40

**Contact Us ..... 44**

## **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

# Viewing the ‘My Cases in Progress’ work trays

When you log into the EHC Hub, you will be taken to the ‘My cases in progress’ work tray which will show a list of any cases currently assigned to you that are in progress:

### My cases in progress

Search

Filters

Clear

1 – 26 of 26 children and young people based on your current search and filter options.

Photo	Name ↓	Year group	Setting	Status	Last updated	Alert
	<a href="#">Bernard Theo</a>	Year 12	St Mary's Primary School	Review : Draft EHCP (not yet shared)	27/04/2023	
	<a href="#">Test EHC-3934</a>	Year 15		Draft EHC Plan (not yet shared)	30/08/2023	<div>NEET</div> <div>Overdue deadline</div>

There are 2 other work trays you will have access to as a SENCO, ‘My live cases’ and ‘Setting cases. ‘My live cases’ will show all cases currently assigned to you which are awaiting review and will have a status of ‘Review pending’:

### My live cases

Search

Filters

Clear

1 – 18 of 18 children and young people based on your current search and filter options.

Photo	Name ↓	Year group	Setting	Status	Last updated	Alert
	<a href="#">1003 Bobby</a>	Year 21	St Mary's Primary School	Review pending	30/08/2023	
	<a href="#">1011 Test Child</a>	Year 10		Review pending	30/08/2023	<div>SG</div>

The ‘Setting cases’ work tray will allow show you all cases assigned to your Education Setting whether you are the named SENCO or not:

### Setting cases

Search

Filters

Clear

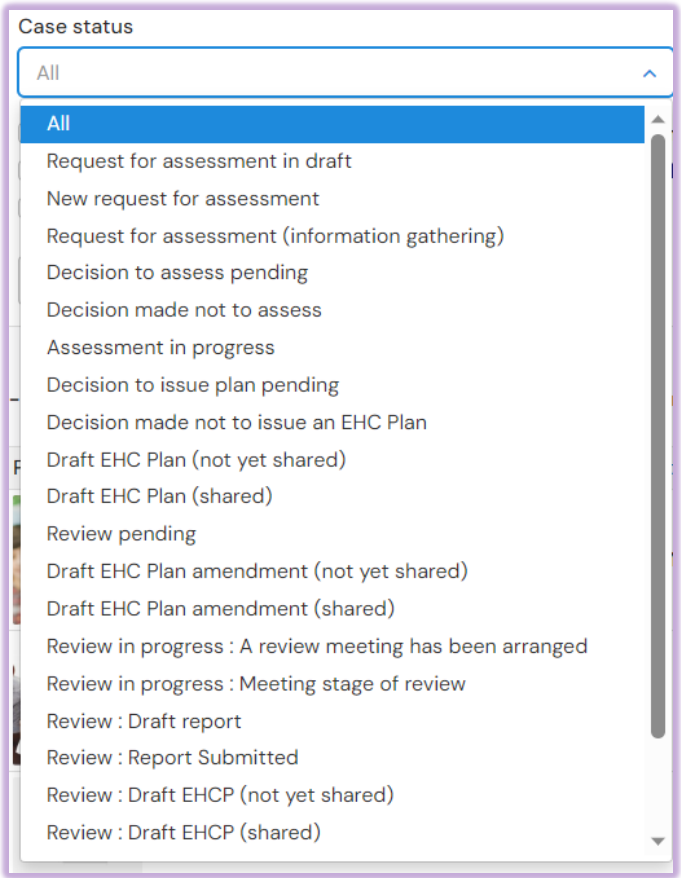
1 – 100 of 7235 children and young people based on your current search and filter options.

Photo	Name ↓	Year group	Setting	Status	Last updated	Alert
	<a href="#">001 SencoRequest</a>	Year 4		Review pending	08/09/2023	<div>SG</div> <div>EOTAS</div> <div>LAC</div> <div>NEET</div>
	<a href="#">Adams Louie</a>	Year 15		Review : Draft report	16/08/2023	<div>Overdue deadline</div>
	<a href="#">1003 Bobby</a>	Year 21	St Mary's Primary School	Review pending	30/08/2023	

To view a case, click the Child/Young persons name. The case file will be displayed:

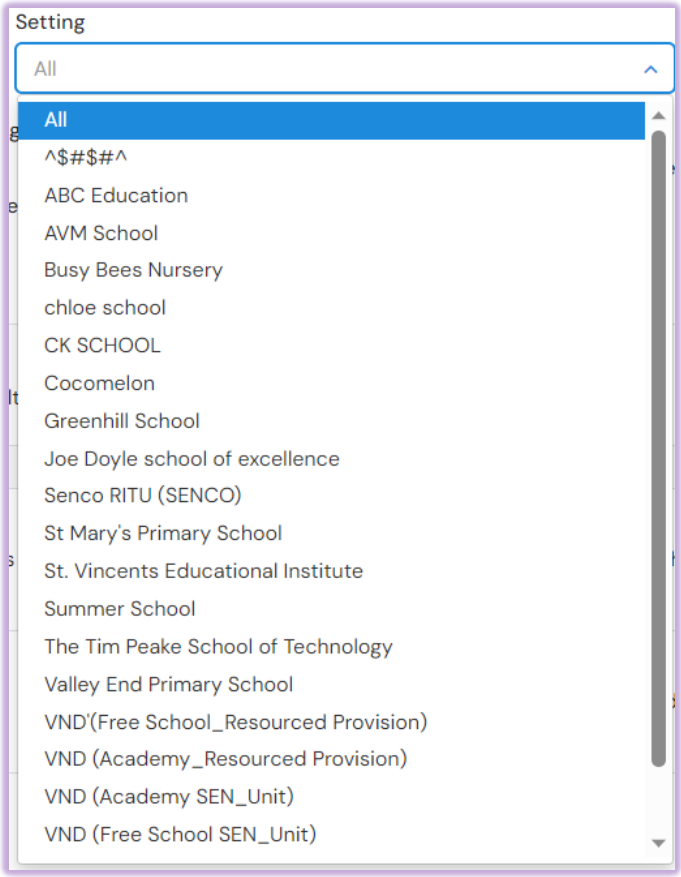
</

**Case Status** – click ‘All’ in the Case status field and a box will be displayed showing all the statuses available:



Click to select the required status.

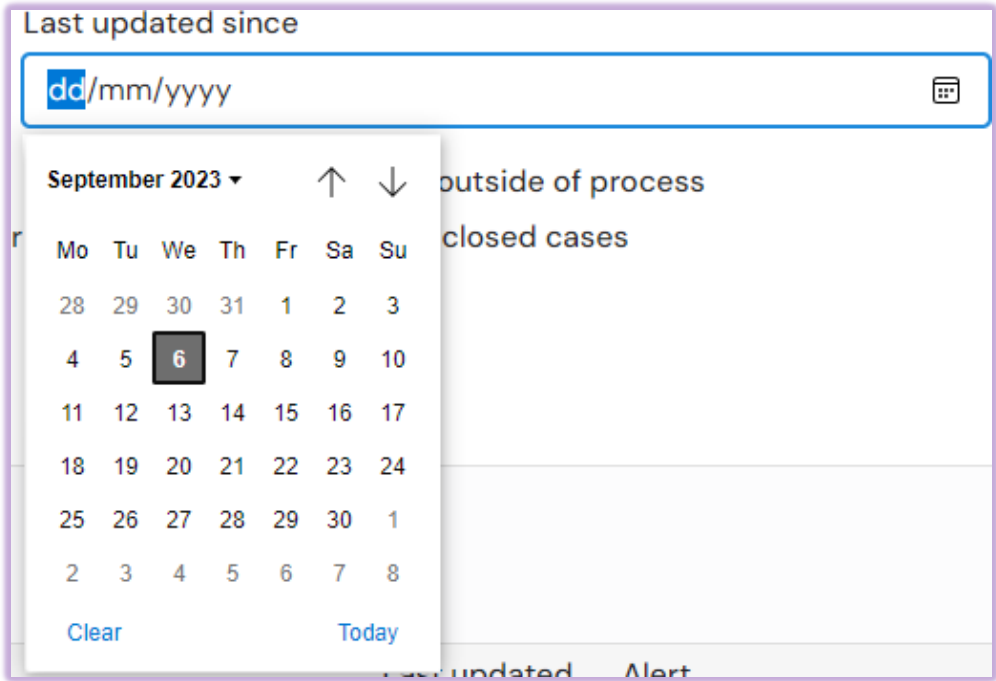
**Education Setting** – Click on All in the Education setting field to view the available education settings:



Click to select the required education setting.



**Last updated since** – 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

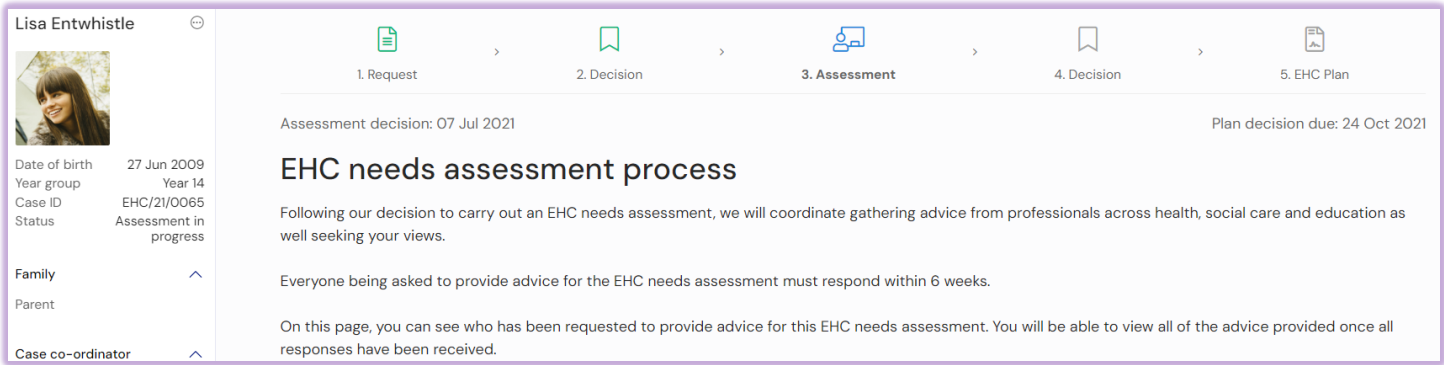
There are also 10 checkboxes for you to use:

- Impending Deadline
- Overdue Deadline
- Mediation in progress
- Tribunal in progress
- Safeguarding
- Educated Other Than at School
- Looked After Child
- Not in Education, Employment or Training
- Closed outside of Process
- Include closed cases
- Open education setting consultations (this is only visible in the ‘Setting cases’ work tray)

To clear any filters, click ‘Clear’ all filters button at the top of the filters.

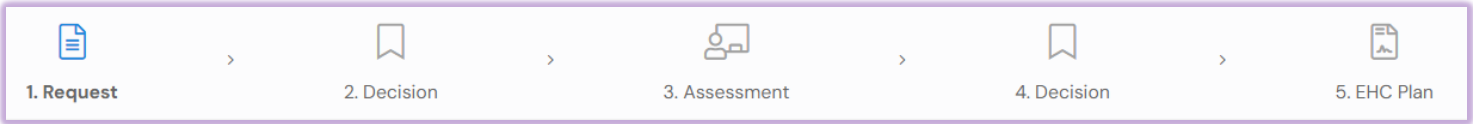
## Viewing a Case File

To view a case, click the child/young person’s name. The case view will be visible:



**Status of the Process**

The top of the screen will show what stage of the process the EHC plan is currently at.



Underneath this, key details relevant to the stage of the process will be displayed. For example, if the process is at the Consultation stage, the review meeting date and the date the consultation is to be completed by will be displayed along with a description of what is expected at this stage:

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

Review meeting arranged for: 24 Jan 2024

Consultation to be completed by: 10 Jan 2024

### EHC Plan Review Consultation

This page allows you to request information from involved professionals, teams or organisations invited to the EHC Plan review meeting. To allow sufficient time for a response, it is advised the request for information is made at least 6 weeks prior to the scheduled meeting.

It is an opportunity to consult on how progress is being made towards the outcomes set out in the current EHC Plan, and to gather any updated information, reports or assessments ahead of the meeting.

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

As part of this process, the child/ young person and their parents, carers or guardians are also invited to give their view on how progress is being made.

**Details of the Case**

The left-hand side of the screen can be used to access different parts of the case record.

The top section shows the Child/Young persons name, DoB, Year group, Case ID and current status of the process as well as a photo if uploaded by a parent/carers/guardian or the case co-ordinator:

Penny Forest



Date of birth

06 Jan 2019

Year group

Year 4

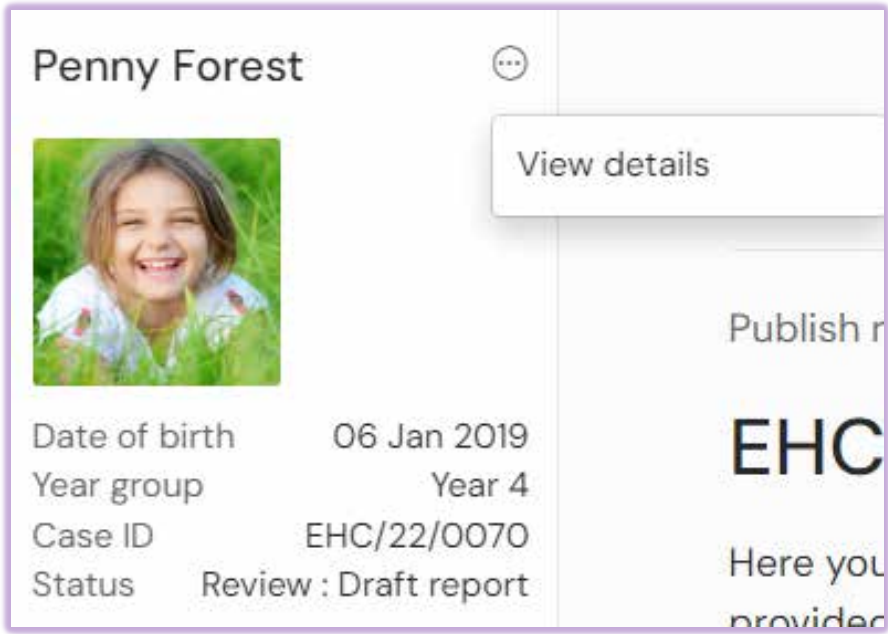
Case ID

EHC/22/0070

Status

Assessment in progress

When you click the 3 dots in the top right and select ‘View details’, you will be given more information about the child record:



You will then see the following information:

- Child or young person’s details
- Child or young person’s main contacts (family and involved professionals)
- Current Education Setting
- Previous Education Setting

This is what the screen will look like:

1. Child or young person’s details

Tags

☐ Safeguarding

☐ Educated Other Than at School

☐ Looked After Child

☐ Not in Education, Employment or Training

☒ None

First name

Penny

Middle name(s)

UPN

A UPN consists of 1 letter, 11 numbers and 1 number or letter.

Internal system reference

Year Group Offset

0

A value of 0 means the child or young person is in their age expected year group.

NHS Number

Ethnicity

White British

Preferred written language

English

Email address

Address:

Preferred method of contact

☒ Email ☐ Post

Last name

Forest

Preferred name

ULN

Date of birth

06/01/2019

Age in years

4

Year Group

Nursery

Gender

Female

Legal status

No legal status (lives with parent/s)

Preferred spoken language


English

Main telephone

Scroll down to the bottom of the screen and click ‘Cancel’ to go back to the case view.

Below the child details, there are other sections for Family, Case Co-ordinator, Education Setting, Notes & Timeline and Key Dates:

Penny Forest



Date of birth

06 Jan 2019

Year group

Reception

Case ID

EHC/22/0070

Status

Review : Draft EHCP (shared)

Family

Parent – Alana Smith  
email  
VND Parent  
post

Case co-ordinator

Max Schneider  
jamie.rowell+coordinator@idoxgroup.com

Education setting

Busy Bees Nursery  
(01234 556677)  
Alana – SENCO  
[+ Add person](#)

Notes

[Timeline](#)  
[→ Case summary](#)

Key dates

Case start date

12 Sep 2022

EHCP published on

07 Sep 2023

Review meeting arranged for

05 Oct 2023

Review report submitted on

26 Sep 2023

Review decision on

26 Sep 2023

You can expand or collapse each section by clicking the section heading or the arrow at the end of each section header:

Penny Forest



Date of birth

06 Jan 2019

Year group

Year 4

Case ID

EHC/22/0070

Status

Assessment in progress

Family

Case co-ordinator

Education setting

Notes

Key dates

**Family** – This will show the details of any parent, carer, guardian, the young person or advocate who has access to the case

**Case co-ordinator** – This will show the case co-ordinator responsible for overseeing the process

**Education Setting** – This will show the details of the education setting(s) which has access to the case.

Within this section you can add another person from within your education setting:

Education setting

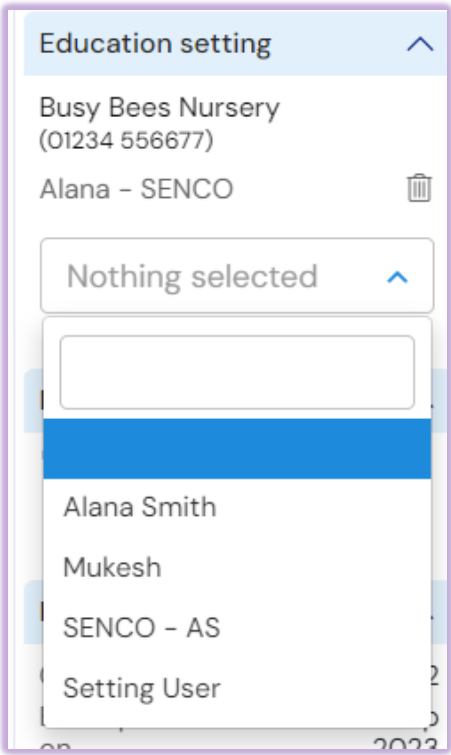
Busy Bees Nursery  
(01234 556677)

Alana - SENCO

+

 Add person

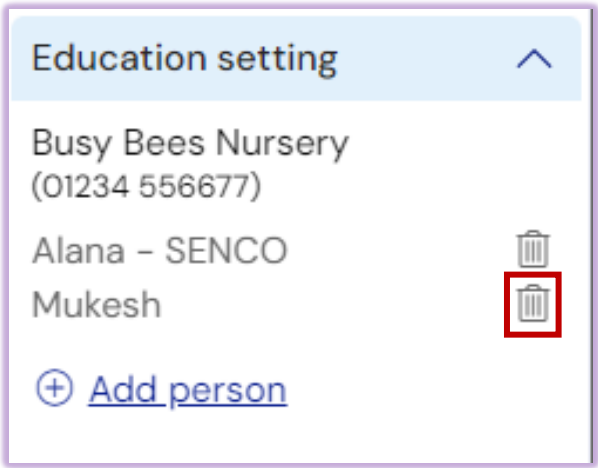
By clicking the 'Add person' button you will be able to search a dropdown list for the person you wish to add:



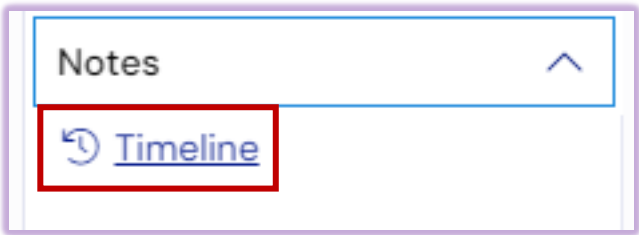
If the person doesn't appear in the dropdown list, it means they haven't been set up with an account and you will need to reach out the Local Authority to have them created.

When you have added another person, they will show on the side bar of the case and they will receive an email notification advising them that they have been added to a case.

You can also remove another SENCO user from the side bar of a case as long as they are added under the same education setting as you:



**Notes** – This is where you can view the case timeline. Click on View details to see this information:



**Key Dates** – this will display the key dates in the process, based on the statutory date requirements. For example, it could show the start date of the case, when the decision to assess needs to be made and when the case needs to be completed:

Key dates	
Case start date	12 Sep 2022
Decision to assess made on	13 Sep 2022
Decision to issue EHCP by	01 Jan 2023
Case to be completed by	29 Jan 2023

## Completing a Needs Assessment Request

To make a new request, click on the Plus icon on the left hand of the screen:



The following sections contain details on how to complete the different sections of the needs assessment request if you are the SENCo making the request. At this stage your Request for Assessment is in draft, which means no one (besides yourself) will be able to view this request. You can add to the request and save the changes, you do not need to submit it immediately. If you wish to continue working on your request you will be able to locate this within your 'My cases in progress' work tray, the request will have a status of 'Request for assessment in draft'.

The following sections can be completed:

- Consent
- Details of person requesting an EHCP Assessment
- Child or young person's details
- Child or young person's main contacts (family and involved professionals)
- Details of the child or young person's current education setting(s)
- Details of previous setting(s)
- Important information about the child or young person
- Views of the child or young person and their parent, carer or guardian
- Identified special educational needs (SEN)
- Supporting Documents

## Consent

Click in the text box to record any limitations expressed by the Parent, Carer, Guardian or Young Person (over 16).

### **Details of person requesting a EHCP Assessment**

A SENCo completing the request should click “No”. The following extra fields will be displayed for the requester’s details:

**1. Details of person requesting an EHCP Assessment**

\* Has the request come from the young person? (over 16 years)

☐ Yes ☒ No [Clear Selection](#)

\* Name

\* Relationship to child or young person

\* Email Address

\* Telephone Number

Organisation (if applicable)

Role or title (if applicable)

Preferred spoken language

Nothing selected ▾

Preferred written language

Nothing selected ▾

Address:

Postcode Search

Search

Preferred method of contact

☐ Email ☐ Post

Is this the first request made for the child or young person?

☐ Yes ☐ No ☐ Not known [Clear Selection](#)



**Name** – Enter your name.

**Relationship to child or young person** – Enter the nature of the relationship between yourself and the young person

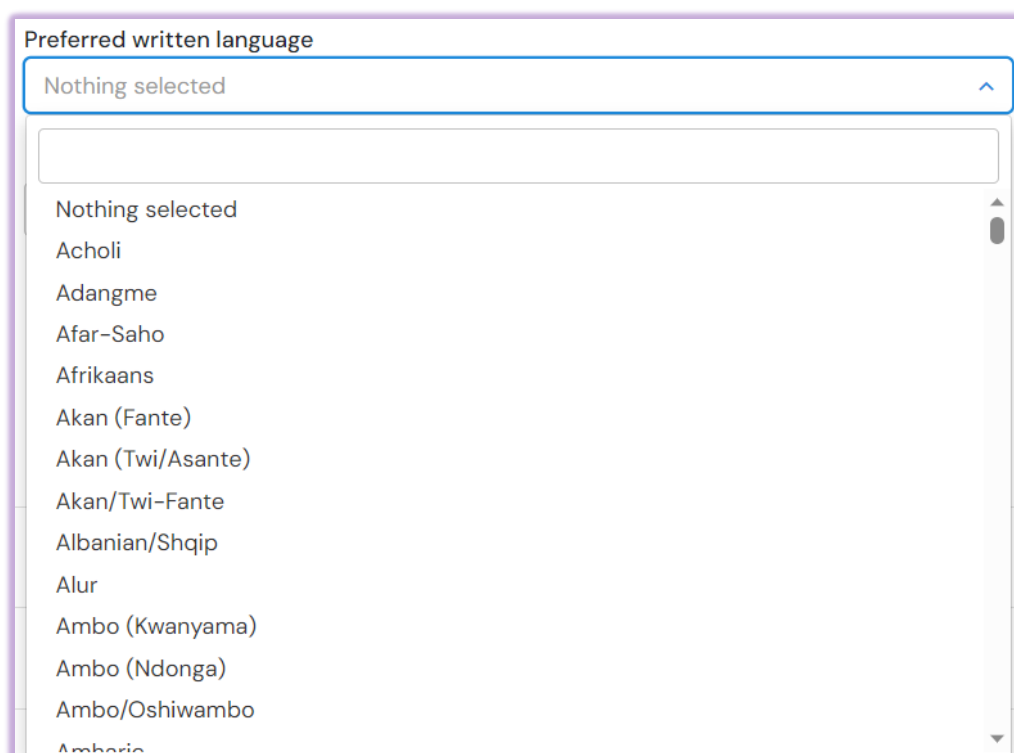
**Email Address** – Enter your contact email address if you are the person making the request. When the request has been completed and sent, a confirmation email will be sent to this email address to show that an assessment request has been sent.

**Telephone Number** – Enter your contact telephone number if you are the person making the request for the assessment.

**Organisation** – If you are making the request for this young person on behalf of an organisation, enter the organisation name here.

**Role or Title** – Enter your job role or title in the organisation

**Preferred spoken language** – Enter preferred spoken language



The image shows a web form element titled "Preferred written language". It features a dropdown menu with a blue border. The selected option is "Nothing selected", indicated by a small blue upward arrow on the right. Below the dropdown is a scrollable list of languages. The visible options in the list are: "Nothing selected", "Acholi", "Adangme", "Afar-Saho", "Afrikaans", "Akan (Fante)", "Akan (Twi/Asante)", "Akan/Twi-Fante", "Albanian/Shqip", "Alur", "Ambo (Kwanyama)", "Ambo (Ndonga)", "Ambo/Oshiwambo", and "Amharic". A vertical scrollbar is visible on the right side of the list.

**Preferred written language** – Enter preferred written language

**Address** – Enter address

**Preferred method of contact** – select if you would prefer to be contacted by email or post

**Is the first request made for the child or young person** – select Yes, No or Not known as applicable. If No is selected, enter the date a previous request was made, if known.

**Child or young person's details**

2. Child or young person's details

\* First name

Middle name(s)

UPN

A UPN consists of 1 letter, 11 numbers and 1 number or letter.

Internal system reference

Year Group Offset

0

A value of 0 means the child or young person is in their age expected year group.

NHS Number

000 0000 0000

Ethnicity

Nothing selected

\* Last name

Preferred name

ULN

\* Date of birth

dd/mm/yyyy

Age in years

Year Group

Not applicable

\* Gender

Nothing selected

Legal status

Nothing selected

Preferred spoken language

Nothing selected

- First name** – enter the first name of the child or young person the request for an assessment is for.
- Last name** – enter the last name of the child or young person the request for an assessment is for.
- Middle name(s)** – enter the middle name(s) of the child or young person the request for an assessment is for.
- Preferred name** – enter the preferred name of the child or young person the request for an assessment is for.
- UPN** – enter the UPN if known. Otherwise, leave blank.
- Internal system reference** – local authority office use only. This should be left blank.
- Date of Birth** – Type in the date of birth, with a slash between the day, month and year.

\* Date of birth

dd/mm/yyyy

September 2023

↑

↓

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	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	1
2	3	4	5	6	7	8

Clear

Today

Once the date has been selected, the age and year group will be automatically calculated:

<div><div><div>* Date of birth</div><div><div>24/04/2008</div><div></div></div></div></div>	<div><div>Age in years</div><div>15</div></div>	<div><div>Year Group</div><div>Year 9</div></div>
---	---	---

**Year Group Offset** – if the child or young person is not in their age expected year group, use this field to apply a correction, e.g. a child or young person in the year group below their age expectation would require an offset of “-1”.

Year Group Offset

0

^

▼

A value of 0 means the child or young person is in their age expected year group.

Click on the up or down arrow to change the year group offset.

**Gender** – Select the gender.

\* Gender

Nothing selected

Nothing selected

Female

Male

Non Binary

Rather not say

**NHS Number** – Enter the NHS Number of the child or young person, if known.

**Legal Status** – Select the legal status.

Legal status

Nothing selected

Nothing selected

Care Leaver – eligible

Care Leaver – former relevant

Care Leaver – relevant

Child arrangement order

No legal status (lives with parent/s)

Other

Placement order

Placement with parent regulation

Private fostering arrangement

Section 20 accommodated

**Ethnicity** – Select the ethnicity.

Ethnicity

Nothing selected

Nothing selected

Any Other Ethnic Group

Arab

Asian Any Other Background

Asian Bangladeshi

Asian British

Asian Chinese

Asian Indian

Asian Pakistani

Black African

Black Any Other Black/ African/ Caribbean Background

Black British

Black Caribbean

Test Ethnic group

White Any Other Background

White British

White English

**Preferred spoken language** – Select the preferred spoken language.

Preferred spoken language

Nothing selected

Nothing selected

Acholi

Adangme

Afar-Saho

Afrikaans

Akan (Fante)

Akan (Twi/Asante)

Akan/Twi-Fante

Albanian/Shqip

Alur

Ambo (Kwanyama)

Ambo (Ndonga)

Ambo/Oshiwambo

Amharic

Anyi-Baule

Arabic

Arabic (Algeria)

**Preferred written language** – This will automatically default to the preferred spoken language but can be amended if not correct.

**Main telephone** – enter the main telephone number for this child or young person.

**Email address** – enter the email address of the child or young person. This is NOT the email address any confirmation emails or requests for registration will be sent to and is just for information.

**Address** – Enter the address.

**Preferred method of contact** – select if the young person would prefer to be contacted by email or post, if appropriate.

**Child or young person’s main contacts (family and involved professionals)**

3. Child or young person's main contacts (family and involved professionals) ⬆

Full name

Relationship or role

Organisation (if applicable)

Preferred language

Nothing selected ⬇

Telephone

Email

Address:

Postcode Search

🔍 Search

Has parental responsibility

☐ Yes

☐ No

[Clear Selection](#)

Preferred method of contact

☐ Email

☐ Post

🗑 Remove

This section is for details of any contacts for the child or young person the request for an assessment is being made for. All family and involved professionals relevant to the request should be included.

**Full name** – enter the name of the Full Name of the contact e.g. John Smith

**Relationship or role** – enter the relationship between or the role of the contact to the child or young person the request for an assessment is being made for. E.g. Father

**Organisation** (if applicable) – if this contact is part of an organisation (as opposed to a family member), enter the name of the organisation here

**Preferred Language** – Select the preferred language.

**Address** – Enter the details of the contact for the child or young person.

**Has parental responsibility** – select yes or no if this main contact has parental responsibility

**Preferred method of contact** – select the preferred method of contact for the child or young person’s contact.

It is possible to add more than one contact to the assessment. To add further contacts to the request, click on the Add button in the bottom right-hand corner and complete the fields as above. This can be done as many times as required.

To remove a contact, click on Remove in the top right-hand corner of the section:

3. Child or young person's main contacts (family and involved professionals) ⬆

Full name

Relationship or role

🗑 Remove

**Details of the child or young person’s current education setting(s)**

4. Details of the child or young person's current education setting(s)

Remove

Choose a setting or setting type for a setting?

Setting

Type

Search for a setting within the area

Nothing selected

Is the setting out of area?

Yes

No

Start Date

dd/mm/yyyy

Leaving Date

dd/mm/yyyy

Please indicate whether this is the primary placement, secondary placement or neither

Primary placement

Secondary placement

Neither

Clear Selection

Please indicate whether this is a full-time or part-time placement

Full time

Part time

Clear Selection

Please search and select a setting

The setting's details will be displayed here once selected.

It is possible to add an educational setting either based on the setting itself (e.g. the actual name of the education setting) or based on the type of setting (e.g. Mainstream school, Special school: Non-maintained etc). The details available to be completed will be based on if Setting or Type is selected.

**Setting**

If Setting is selected, search for a setting within the dropdown list.

Choose a setting or setting type for a setting?

Setting

Type

Search for a setting within the area

Nothing selected

Nothing selected

AVM School

Busy Bees Nursery

chloe school

CK SCHOOL

Cocomelon

Greenhill School

Joe Doyle school of excellence

Senco RITU (SENCO)

St Mary's Primary School

St. Vincents Educational Institute

The Tim Peake School of Technology

Valley End Primary School

VND'(Free School\_Resource Provision)

VND (Academy\_Resource Provision)

VND (Academy SEN\_Unit)

If the setting is not on the list, click on Nothing selected and click on Yes to the next question, Is the setting out of area. The setting can then be added manually in the fields on the right:

Choose a setting or setting type for a setting?  
☒ Setting ☐ Type

Search for a setting within the area  
Nothing selected

Is the setting out of area?  
☒ Yes ☐ No

Start Date  
dd/mm/yyyy

Leaving Date  
dd/mm/yyyy

Please indicate whether this is the primary placement, secondary placement or neither  
☐ Primary placement  
☐ Secondary placement  
☐ Neither  
[Clear Selection](#)

Please indicate whether this is a full-time or part-time placement  
☐ Full time  
☐ Part time  
[Clear Selection](#)

Part-time is defined as being expected to attend fewer than 10 sessions per week.

Please search and select a setting  
The setting's details will be displayed here once selected.

Name of setting

Address line 1

Address line 2

Address line 3

Town / City

County

Postcode

**Start Date** – Type in the date the child or young person started at the educational setting.

dd/mm/yyyy

September 2023

Mo

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Clear

Today

**Leaving Date** – if known, enter the date the child or young person left or will leave the education setting

**Reason for leaving** – Enter a reason for leaving.

Reason for leaving

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Percentage attendance of child or young person in the last year and any comments on this.

Additional Details – Enter additional details.

Type

If type is selected, the screen will look like this:

Choose a setting or setting type for a setting?

Setting

Type

Choose setting type

Nothing selected

Please indicate whether this is the primary placement, secondary placement or neither

Primary placement

Secondary placement

Neither

Clear Selection

Please indicate whether this is a full-time or part-time placement

Full time

Part time

Clear Selection

Part-time is defined as being expected to attend fewer than 10 sessions per week.

Please search and select a setting

The setting's details will be displayed here once selected.

Choosing setting type – Select setting type.

Choose a setting or setting type for a setting?

Setting

Type

Choose setting type

Nothing selected

Nothing selected

AP/PRU: Academy

AP/PRU: Free school

AP/PRU: LA maintained

Hospital schools (including foundation schools)

Mainstream school: academy

Mainstream school: academy (resourced provision)

Mainstream school: academy (SEN Unit)

Mainstream school: free school

Mainstream school: free school (resourced provision)

Mainstream school: free school (SEN Unit)

Mainstream school: independent school

Mainstream school: LA maintained (including foundation schools)

Mainstream school: LA maintained (resourced provision)

Left click on the required option to select it.

Additional details – click into the field to enter information.

Multiple education settings can be added. To add further education settings to the request, click on the Add button in the bottom right-hand corner and complete the fields as above. This can be done as many times as required.

To remove an education setting, click on Remove in the top right-hand corner of the section.

Details of previous setting(s)

If the child or young person has attended any other education settings in the last five years, click on Yes and enter the details as described above.



## Important information about the child or young person

6. Important information about the child or young person

What information about the child or young person's Special Educational Needs (SEN) is relevant? (Parent/Carer/Guardian/Young Person)

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What information about the child or young person's Special Educational Needs (SEN) is relevant? (SENCo/Education Setting)

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The section is used to enter historical information relevant to the request. You will notice that the boxes (questions) are duplicated, this is so that your comments and the parent/carer/guardian/young person comments are kept separate.

The parent/carer/guardian/young person boxes will be greyed out to you, and your boxes will be greyed out when the parent/carer/guardian/young person log in.

**What information about the child or young person's Special Educational Needs (SEN) is relevant? (SENCo/Education Setting).**

**What information about the child or young person's health needs is relevant? (SENCo/Education Setting).**

**What information about the child or young person's social care needs is relevant? (SENCo/Education Setting)**

## Views of the child or young person and their parent, carer or guardian

7. Views of the child or young person and their parent, carer or guardian

Was the child or young person involved in the discussion that led to this request?

☐ Yes

☐ No

[Clear Selection](#)

Has the parent(s) or carer(s) been involved in the discussions that led to this request?

☐ Yes

☐ No

[Clear Selection](#)

**Was the child or young person involved in the discussion that led to this request— click on Yes or No**

If Yes is selected, the following fields will be displayed, A Views and opinions of the child or young person:

a. Views and opinions of the child or young person

What is working well for you in your current education setting?

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What is not working well for you in your current education setting? What do you think might help?

B

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16 ▾

What is working well for you in your current education setting?

What is not working well for you in your current education setting? What do you think might help?

If No is selected, the following field will be displayed:

Please explain why?

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Please explain why.

Has the parent(s) or carer(s) been involved in the discussions that led to this request – left click on Yes or No.

If Yes is selected, the following fields will be displayed, b Views and opinions of the parent(s) or carer(s):

b. Views and opinions of the parent(s) or carer(s)

What is working well for the child or young person in their current education setting?

B

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What is not working well for the child or young person in their current education setting? What do you think might help?

B

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What is working well for the child or young person in their current education setting?

What is not working well for the child or young person in their current education setting? What do you think might help?

If No is selected, the following field will be displayed:

Please explain why?

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Please explain why.

Identified special education needs (SEN)

There are four sections to this

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs

Each area of need has the same layout. Firstly, you will be asked if this is an area of need:

Is 'Communication and interaction' an identified area of SEN?

Yes

No

[Clear Selection](#)

Click on Yes or no as applicable.

If Yes is selected, more free text fields will be displayed to be completed with the appropriate information:

8. Identified special educational needs (SEN)

a. Communication and interaction

Is 'Communication and interaction' an identified area of SEN?

Yes

No

[Clear Selection](#)

\* What are the child or young person's strengths related to learning in this area?

B

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\* What are the child or young person's special educational needs related to learning in this area?

B

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\* What has the current education setting already put into place to support these needs?

B

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Are there any anticipated outcomes for the child or young person in this area – if you select yes additional boxes will appear:

Are there any anticipated outcomes for the child or young person in this area?  
☒ Yes ☐ No [Clear Selection](#)

Remove

Please provide details of the outcome(s) as relevant below. Outcomes should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound) and should specify if they are education or training outcomes.

Outcome

What support might help to achieve this outcome?

B I U S

100%

Add outcome

You can add multiple outcomes by clicking ‘Add outcome’.

If the local authority decides to assess, any details you have entered within this section will automatically carry over to your advice request.

Supporting Documents

Any addition information to support the request can be uploaded here. Examples of supporting documents are listed on the page:

9. Supporting Documents

The local authority may require the following additional information to support this request for an EHC needs assessment.

1. Unique Pupil Information Sheet

2. Signed parental request form

3. Medical form

4. Attendance Data for at least the last 2 academic years

5. Attainment Data for at least the last 2 academic years showing less than expected progress

6. A piece of the child/young person’s work (date) of which they are particularly proud. Please include a brief explanation of how the work was completed.

7. A piece of unaided writing (dated) which demonstrates the NC or P level at which the child /young person is working. For a young child this may be a drawing

8. Assess, plan, do, review information, such as reviewed IEPs or provision map with evaluations (over the last 12 months)

9. Most recent record of involvement from external agencies/ professionals e.g. BST, SEND Service, REACH, SALT, EP, OT, Physiotherapy, CAMHS

10. Most recent reports obtained from external agencies/ professionals e.g. BST, SEND Service, REACH, SALT, EP, OT, Physiotherapy, CAMHS

11. Current Early Support Plan (if applicable)

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

Select files

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

Filename

Size

Status

Drag files here.

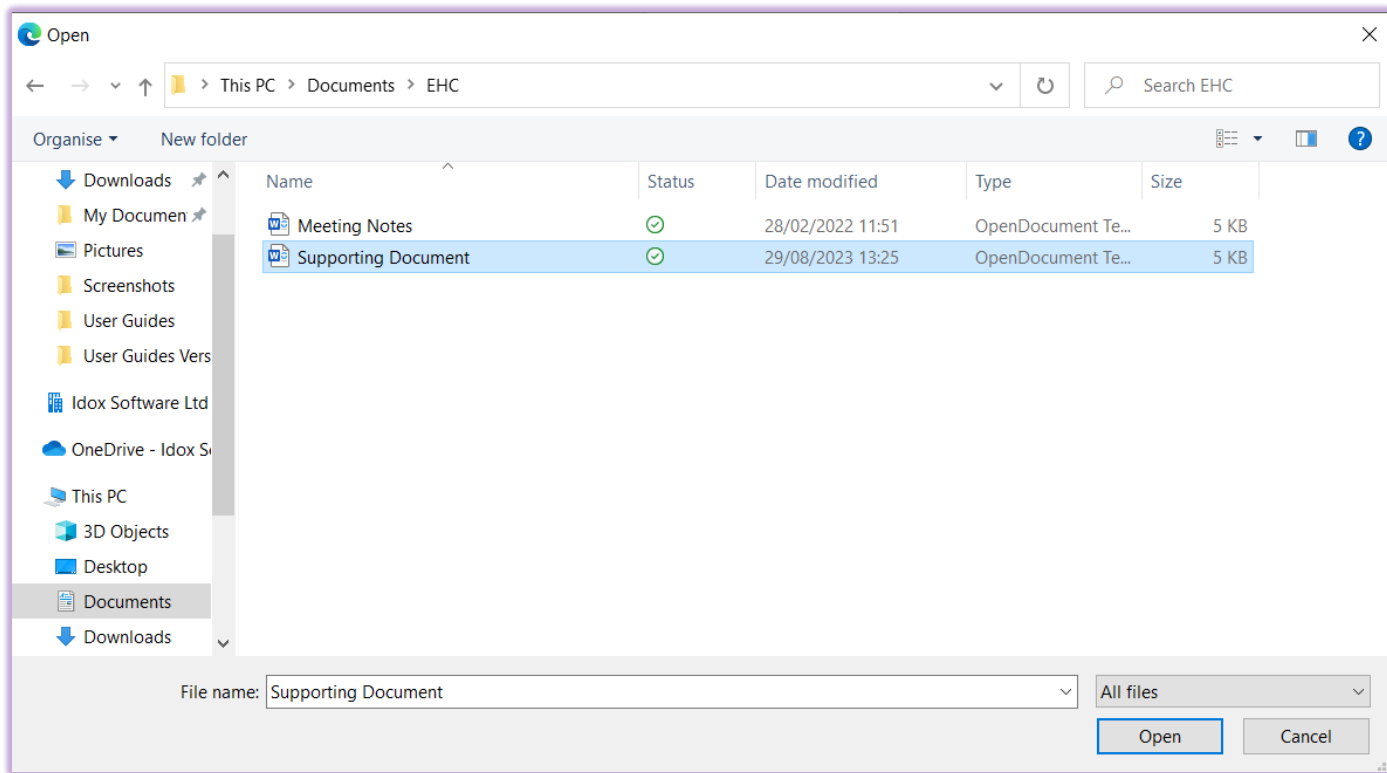
Add Files

Start Upload

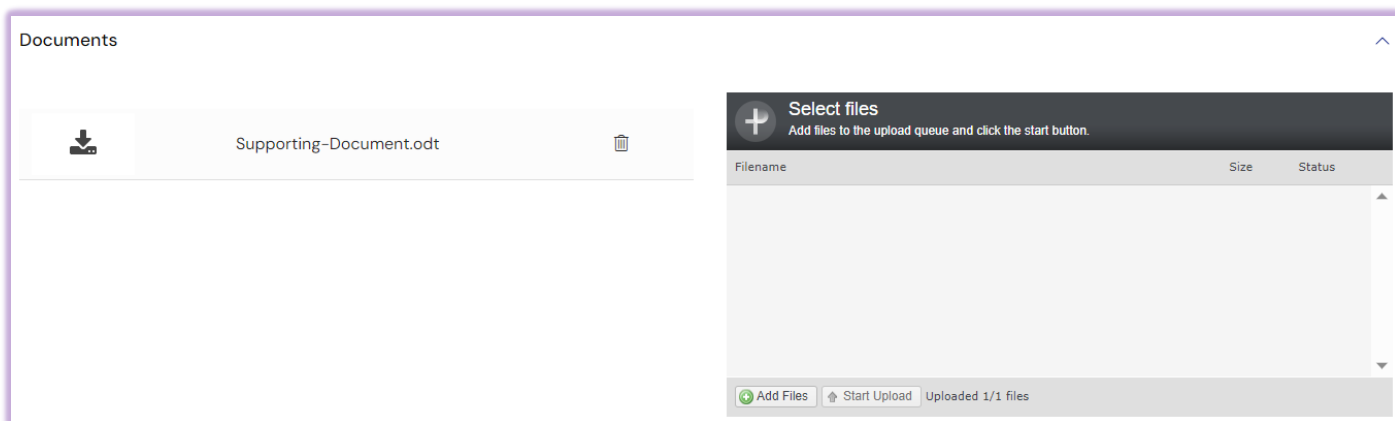
0 b

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

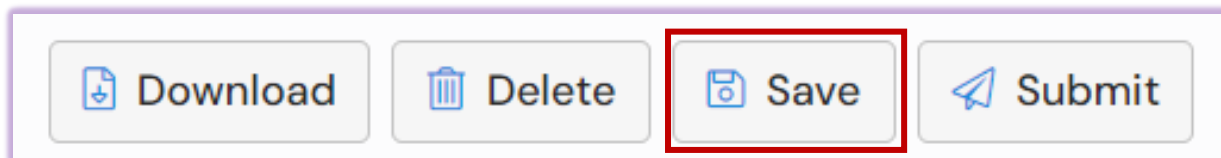


Click 'Open' and the file will be uploaded. The uploaded file will be displayed:



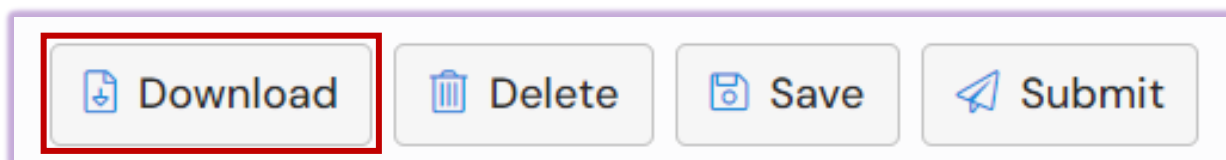
### Saving the request

The request can be saved at any time by clicking 'Save' button at the top of the screen. These options will remain available as you scroll down the sections of the request.



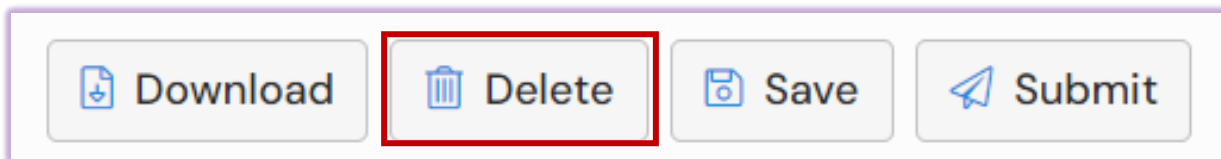
### Downloading the request

The information entered into the request can be downloaded as a PDF at any time. Click 'Download' to download the file:



## Deleting the request

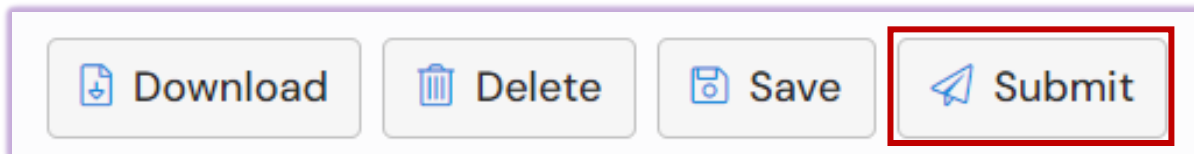
To delete the draft request, click 'Delete' at the top of the form:



A horizontal bar containing four buttons: 'Download' with a document icon, 'Delete' with a trash can icon and a red border, 'Save' with a floppy disk icon, and 'Submit' with a paper plane icon.

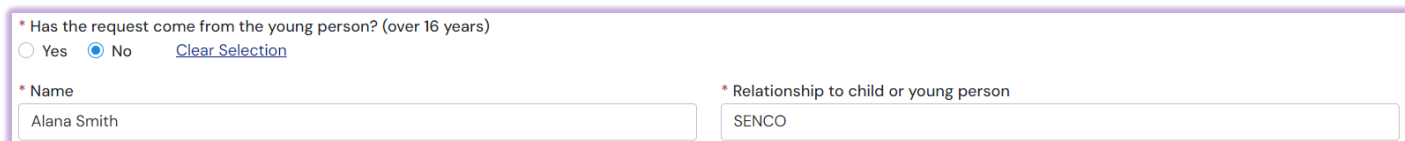
## Submitting the request

When all the required information has been entered, you will need to click 'Submit' at the top of the page:



A horizontal bar containing four buttons: 'Download' with a document icon, 'Delete' with a trash can icon, 'Save' with a floppy disk icon, and 'Submit' with a paper plane icon and a red border.

There are certain fields that are required and that must be completed in order for the request to be sent. These are indicated with a red asterisk:

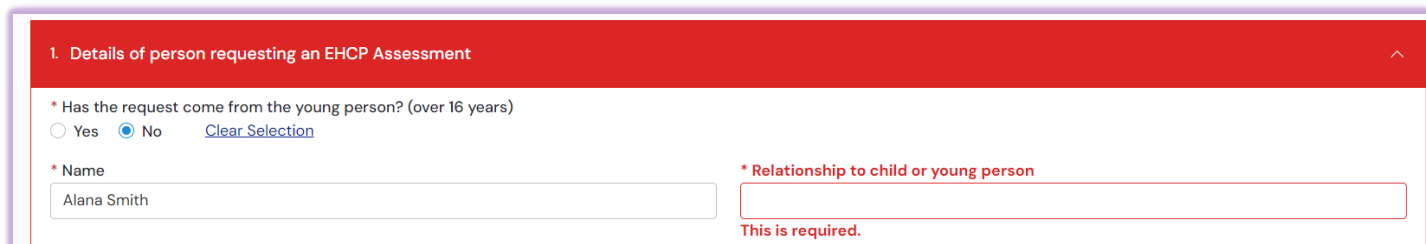


\* Has the request come from the young person? (over 16 years)  
☐ Yes ☒ No [Clear Selection](#)

\* Name:

\* Relationship to child or young person:

If information has not be entered into a required field, when the 'Submit' button is clicked, the section header containing the required information will turn red and the field to be completed will be shown with a message saying, "This is required". If any mandatory fields have not been completed, these will be highlighted with a red box:



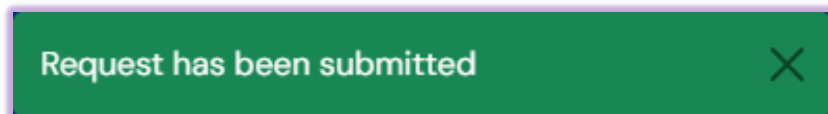
1. Details of person requesting an EHCP Assessment

\* Has the request come from the young person? (over 16 years)  
☐ Yes ☒ No [Clear Selection](#)

\* Name:

\* Relationship to child or young person:   
This is required.

Complete the fields and then click 'Submit'. When the request has been submitted, a message will appear to confirm this:



Request has been submitted

You will also receive an email notification:

Dear Alana – SENCO,

**Case ID: EHC/23/0219**

Thank you for your request for an EHC needs assessment of a child or young person.

As part of the next step in the process, there will be further opportunity to tell us any information that you believe might be relevant to support the request. We will be in touch as soon as possible.

In accordance with Section 36(1) of the Children and Families Act 2014, the request will be considered based on all the information that we gather and a decision will be made on whether a detailed EHC needs assessment is required.

We must inform you of our decision within 6 weeks of the date of the request.

Best regards,  
EHC Hub Team

Once the request has been submitted, it will be sent to the local authority.

This case will not appear in your list of cases until you have been allocated as SENCo by the local authority.

Once you have been allocated as the SENCO on this case you will receive another email notification, similar to this:

Dear Alana – SENCO,


**Case ID: EHC/23/0219**

You have been added to a child or young person's case on the EHC Hub. To view the case, please click on the link below and sign in to your account.

Sign in to your account

Best regards,  
EHC Hub Team

The case will appear in your ‘My cases in progress’ work tray with a status of ‘Request for assessment (information gathering)’:

Photo	Name	Year group	Setting	Status	Last updated	Alert
	<a href="#">Odds, Helga sal.(H)</a>	Year 4		Request for assessment (information gathering)	11/09/2023	

# How to contribute towards an EHC needs assessment

If you have been requested to provide advice, you will receive an email to inform you of the request. The email will look similar to this:

Dear Alana – SENCO,

**Case ID: EHC/23/0219**

You have been requested to provide advice about a child or young person as part of the EHC needs assessment process under Section 36 (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 advice must be provided within 6 weeks of the request date. This timeframe has been set by the time limits in the Special Education Needs and Disability Regulations 2014.


Best regards,  
EHC Hub Team


When you log into the hub, the case will be displayed in your My cases work tray and can be found by using the case reference included in the notification email.


When you click on the case file, the case will open to the “Assessment” stage:

  
1. Request

  
2. Decision

  
3. Assessment

  
4. Decision

  
5. EHC Plan

Assessment decision: 13 Sep 2022

Plan decision due: 01 Jan 2023

## EHC needs assessment process

Following our decision to carry out an EHC needs assessment, we are coordinating the gathering of advice from professionals, like yourself, across health, social care and education.

Everyone being asked to provide advice for the EHC needs assessment must respond within 6 weeks. This timeframe is defined in the Special Education Needs and Disability Regulations 2014.

**Contributing your advice:**

1. On this page, you can access the advice template to complete. Alternatively if this child/ young person is not known to your service, please indicate this to us at your earliest convenience.
2. You can also see who else has been requested to provide advice for this EHC needs assessment. You will be able to view all of the advice submitted once all responses have been received.
3. The advice template for you to complete has been set by us as a way of consistently gathering information from all professionals. You also have the opportunity to upload additional reports / information to support your advice.
4. The information recorded in the advice template will later automatically pre-populate our draft EHC Plan. We may however choose to edit all of the advice received in order to produce a cohesive EHC Plan.
5. At the bottom of this page there are two areas for the child/ young person and the parent, carer or guardian to record their views. Please refer to this content to help inform your advice.

[Less...](#)

You will see some information at the top of the page to assist you with providing your advice.

If you scroll down the page, you will see your advice request.

If this child/ young person is not known to your service, this can be indicated on the advice template.

The assessment page provides access to complete your response and will also see who else has been asked to provide advice. You will be able to view all responses once your (or your team’s) response has been submitted.

The advice template for you to complete has been set by the hub as a way of consistently gathering information from all professionals. You can also upload additional documents to support your advice.

The information submitted in the advice template will later pre-populate onto the draft EHC Plan should the local authority decide to issue one. They may however choose to edit all the advice received to produce a cohesive EHC Plan. Any changes made while drafting an EHC Plan will not change your original submission of advice at the assessment stage.



At the bottom of this page there are two areas for the child/ young person and the parent, carer or guardian to record their views.

**Requests for Advice**

If you have been requested to provide advice, your name will be displayed in the list below:

Requests for advice						
Name	Job title	Specialism	Requested	Request due	Request completed	Status
Alana - SENCO	SENCo	Education	13 Sep 2023	25 Oct 2023		<div><div>Pending</div><div>Edit</div></div>

The date of the request and the date your response is due will be displayed, as well as the status of the request for advice.

To enter your advice, click ‘Edit’.

You will need to specify if you are providing information on behalf of someone else or not; “Yes” or “No”.

If you are providing advice on behalf of someone else, you will need to enter their name and job title/role. If you are not providing advice on behalf of someone else, these details will be added for you from your user profile.

Indicate if information will be being provided, and the reason for this answer (Details). To select your answer, click on the appropriate radio button:

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

☐

Yes - Child or young person is known and meets the criteria for an assessment.

☐

Yes - Child or young person has an allocated worker, who will be providing advice.

☐

Yes - Child or young person is not known but meets the criteria for an assessment.

☐

No - Child or young person is known but does not meet the criteria for an assessment.

☐

No - Child or young person is not known and does not meet the criteria for an assessment

☐

No - Other (please state reason)

If your response is part of a request for advice made to a team, this part may not appear to you or has already been completed by your manager.

Below this, there are free text fields for you to provide background details.

The first section has 5 fields to be completed:

- When did the child or young person first come into contact with your organisation? (This field is mandatory and must be completed before the advice can be submitted)
- Details of any discussion held between the child or young person and your organisation (if relevant)
- Details of any discussion held between the parent(s) or carer(s) and your organisation (if relevant)
- What has your organisation put in place already to support the child or young person’s needs? (This field is mandatory and must be completed before the advice can be submitted)
- What has been the effect of any support or strategies already put in place by your organisation? (This field is mandatory and must be completed before the advice can be submitted)

Below that, there are 6 more sections, one for each area of need. If you submitted the ‘Request for Assessment’ this section will be prefilled with the details you entered for each area of need on the request for (a green tick will appear beside the areas where information is already there).

If you did not submit the ‘Request for Assessment’ or didn’t add any details in the areas of need, these will be blank, and you will need to complete them.

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

Only complete sections which are relevant to your assessment of the child or young person’s Special Educational Needs – leaving any advice area empty indicates to the local authority that you have not identified it as an area of need.

There are certain fields that are mandatory. These fields will be indicated with a red asterix. You will not be able to submit your advice unless these fields have been completed.

Click the green arrow beside the area of need you would like it edit, each section has the same layout and structure.

**Strengths and Needs**

What are the child or young person's strengths related to learning in this area?

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What are the child or young person's special educational needs related to learning in this area?

B

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# Outcomes, Steps and Provisions

What are the long-term outcomes to be achieved?  
Long-term targets should include the child or young person's outcomes for the next key stage. Outcomes should be SMART (specific, measurable, achievable, realistic, time-bound) and should specify if they are education or training outcomes.

Remove

Outcome

Outcome

B I U S # 10 •

Preparing for adulthood type  
Nothing selected

What are the short-term target(s) to achieve this outcome?  
Short-term targets should include steps to achieving the child or young person's outcomes over the next year.

Remove

Steps to achieving outcome

Date to be achieved by  
dd/mm/yyyy

Add step

Provision

Remove

Support Needed

B I U S # 21 •

To be provided by

Staff / Student ratio

How much / Quantity

B I U S # 21 •

How often

B I U S # 21 •

Add provision

- If you want to add more steps, click ‘Add step’.
- If you want to add more outcomes, click ‘Add outcome’.
- Outcome** - Enter the details of the outcome in the text field.
- Preparing for adulthood type** – Select the relevant type(s) from the pick list.
- Steps** – to add a step, click ‘Add step’. Enter the step to achieving outcome and the date to be achieved by.
- Provision** – Click ‘Add provision’ button.
- There is no limit to the number of Outcomes, Steps or Provision that can be added.
- Click ‘Save’ at the top of the page to save the information you have entered.

Click the X button when you are finished with the section, this will take you back to your advice request home page and you can select another area of need to edit:

Communication and interaction

If a decision is made to provide an education, health and care plan (EHCP), this advice may be used in section B of the EHCP.

What are the child or young person's strengths related to learning in this area?

B

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Documents

Any additional 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

0 b0%

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

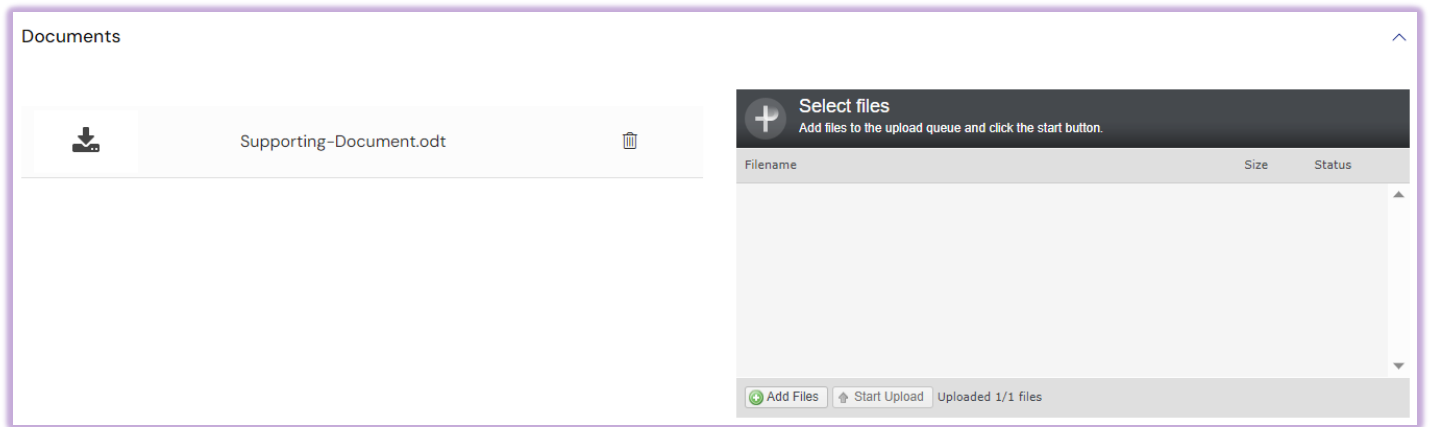
File name: Supporting Document

All files

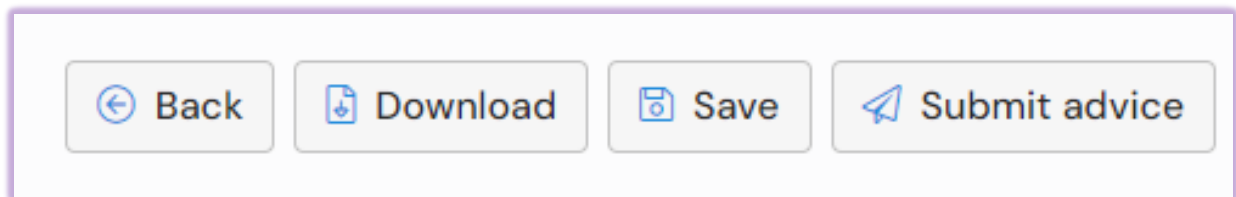
Open

Cancel

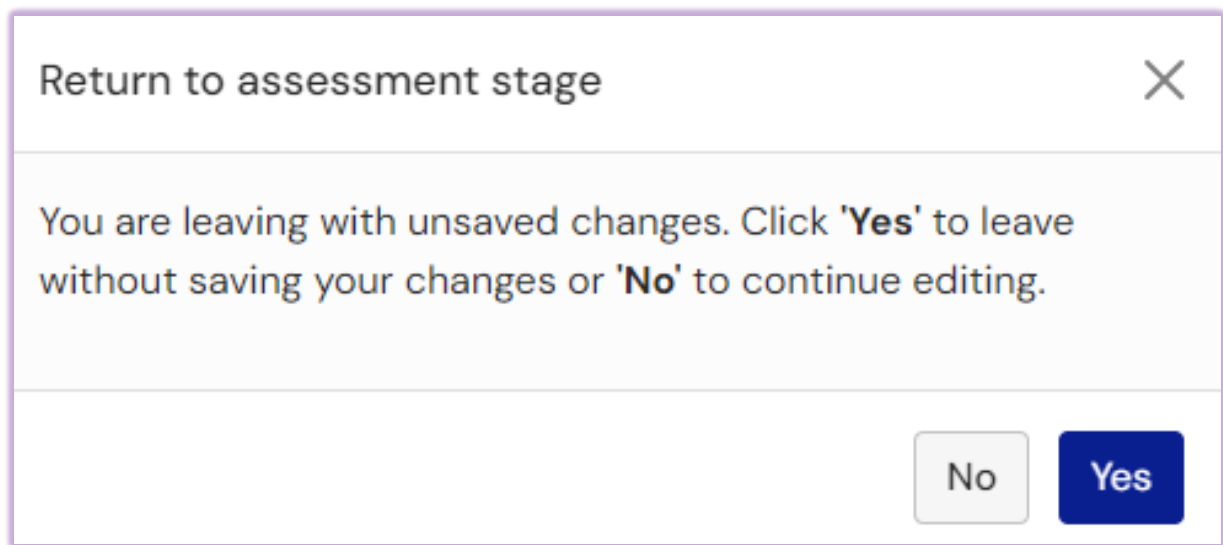
Click 'Open' and the file will be uploaded. The uploaded file will be displayed:



At the top of the screen, there are four options:



**Back** - This will return you to the assessment page (please make sure changes are saved before returning to the assessment page – a warning message will be displayed if there are unsaved changes):



**Download** – it is possible to download a copy of your response as a PDF document. When you click on download, the file can be saved to your device

**Save** – allows you to save any information you've entered

**Submit advice** – click this when you have entered all your advice and are ready for this to be made available to view

### **Submitting Advice**

When you are ready to submit your advice, click 'Submit'.

You will be asked to confirm you wish to submit the advice – once submitted, your response cannot be changed:

Submit advice

×

Are you sure you want to submit this advice?

No

Yes

When you click on yes, you will be taken to the Assessment page and the display of the Requests for advice will be updated and will change the status from ‘Pending’ to ‘Completed’:

Requests for advice						
Name <span>↑</span>	Job title	Specialism	Requested	Request due	Request completed	Status
Alana - SENCO	SENCo	Education	13/09/2022	25/10/2022	06/09/2023	<div>Completed</div> <div><a href="#">Read</a></div>
Alana - Contributor	EP	Social Care	13/09/2022	25/10/2022	06/09/2023	<div>Completed</div> <div><a href="#">Read</a></div>

Having submitted advice towards the assessment, you will able to read all other professional advice that has been submitted. Click ‘Read’ beside advice you wish to view, you will also be able to download any submitted advice.

If there is an error in your submission, and the case remains at the assessment stage, it is possible for the case co-ordinator to re-open your response. However, please note that the request completed date will reflect the date of re-submission (if it is different to the date on which you originally submitted your response).









**About (Child/young person name)**

The section is all about the child or young person. If it is possible, the information should be completed by the child or young person the assessment is for. If the child/young person cannot complete this independently, this section can be completed by yourself on their behalf, it is important that this indicated in each section. If the local authority decides to issue a EHC Plan after the assessment is complete, content from these sections will be included in the plan.

There are 8 sections to can be completed:

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

Click 'Open' on each section to view or enter information:

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

When you click 'Open' on one of the options, a page will be displayed allowing information to be typed in:

Things that are important to me

Things that are important to me

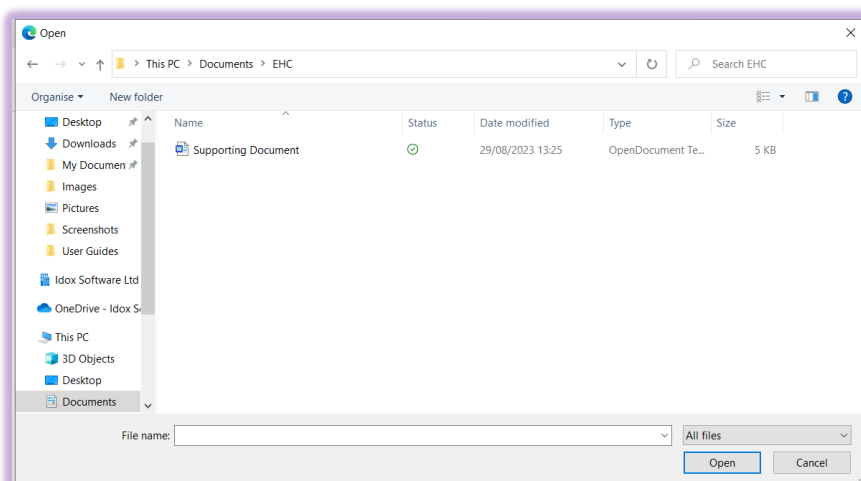
These are the things that are important.....

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

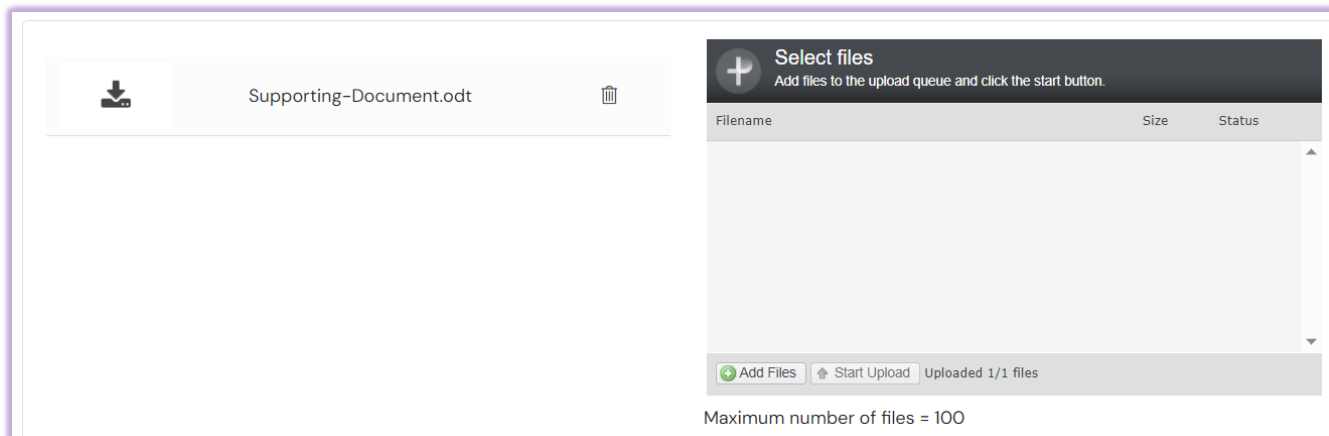
Filename	Size	Status
Drag files here.		

Add Files Start Upload 0 b 0%

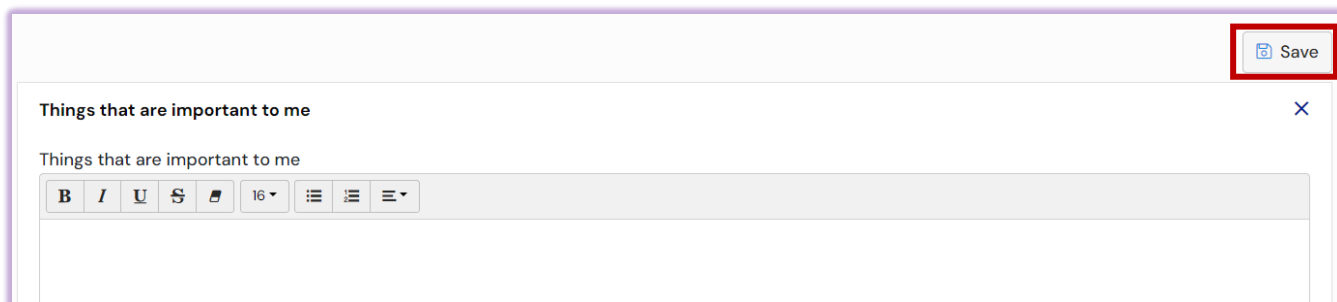
There is a section to add files. These could be files like documents, photos or short video clips. Click on the 'Add Files' button and navigate to the file wherever you have it saved on your device:



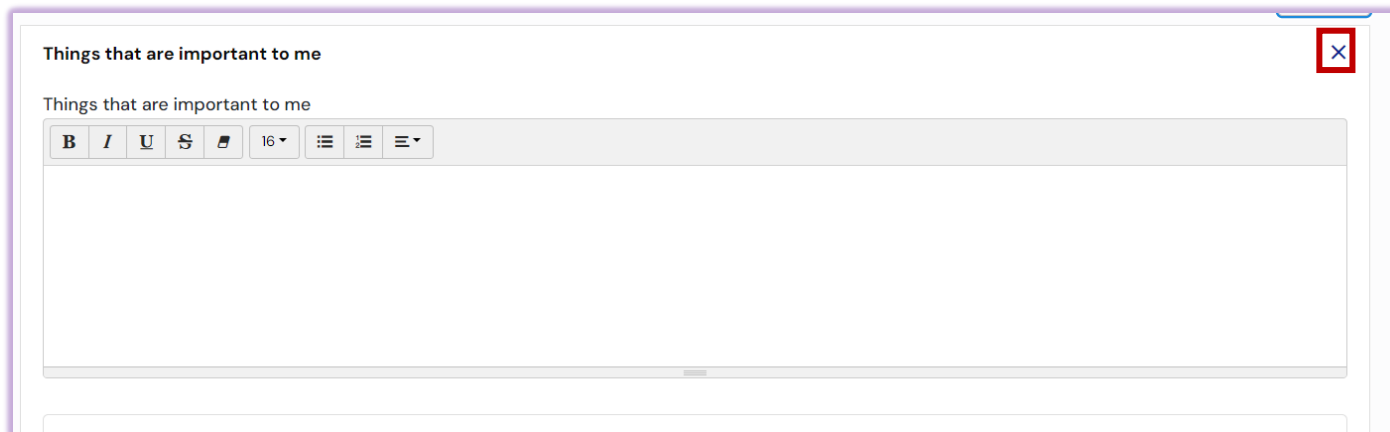
Click on Open and the file will be uploaded. The uploaded file will be displayed:



When you have completed the information, you need to save it before moving on to the next section. Click 'Save' to save the information:



Once you have completed the information and saved it, click the X button in the top right corner and you will be taken back to the main page to choose which section you want to complete next:



## **Parent Carer's Views**

This section is for the Parent or Carer of the child or young person to give their views. If it is possible, the information should be completed by the child or young person the assessment is for. If the Parent, Carer or Guardian is unable to complete this independently, this section can be completed by yourself on their behalf, it is important that this is indicated in each section. If the local authority decides to issue an EHC Plan after the assessment is complete, content from these sections will be included in the plan.

There are 5 sections to that can be completed:


- Important things to know about our family history
- Things that are working well at home and school
- Things that are not working well and we would like to change
- Our hopes and aspirations for the future
- Other information we think is important



Click 'Open' on each section to view or enter information:

When you click 'Open', a page will be displayed allowing information to be typed in:


There is a section to add files. These could be files like documents, photos or short video clips. Click on the 'Add Files' button:




## Select files

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

Filename	Size	Status
<div>Drag files here.</div>		

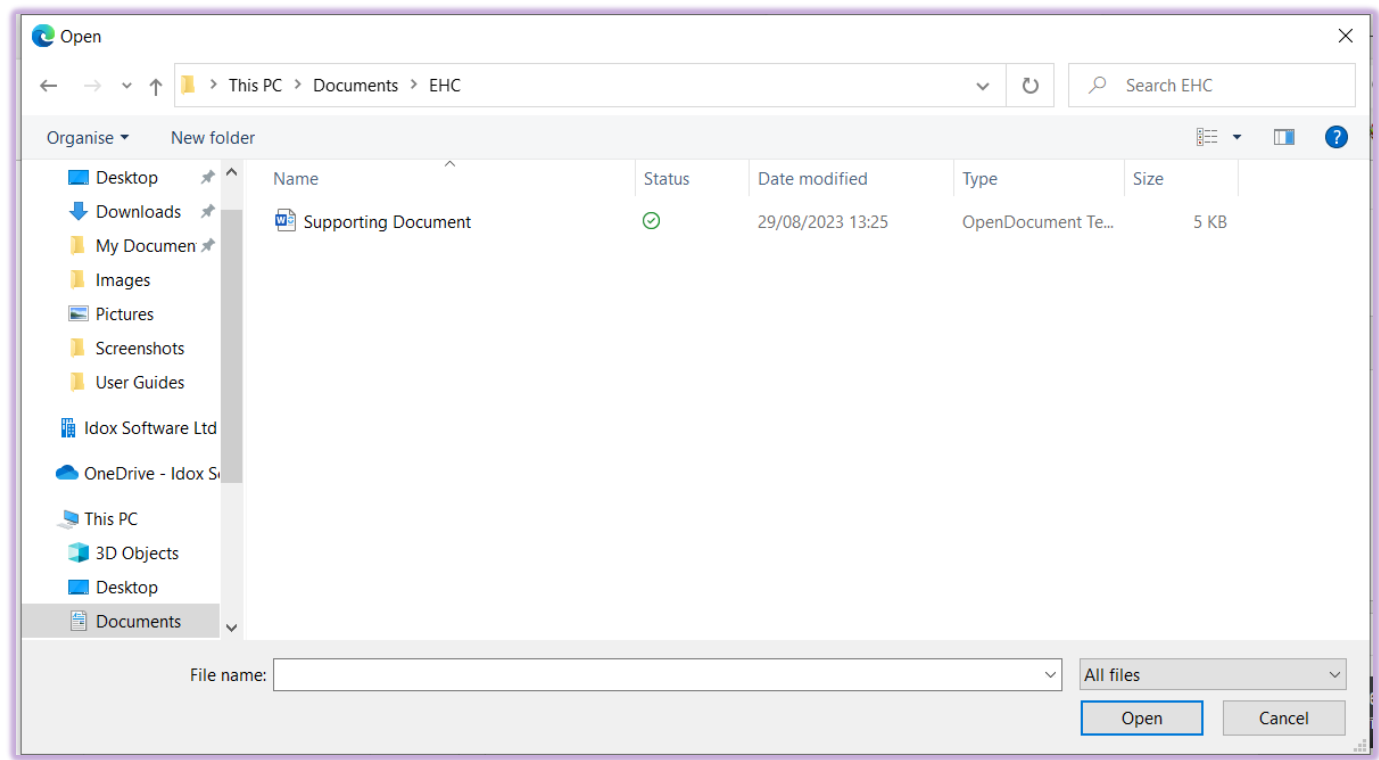
 Add Files

 Start Upload

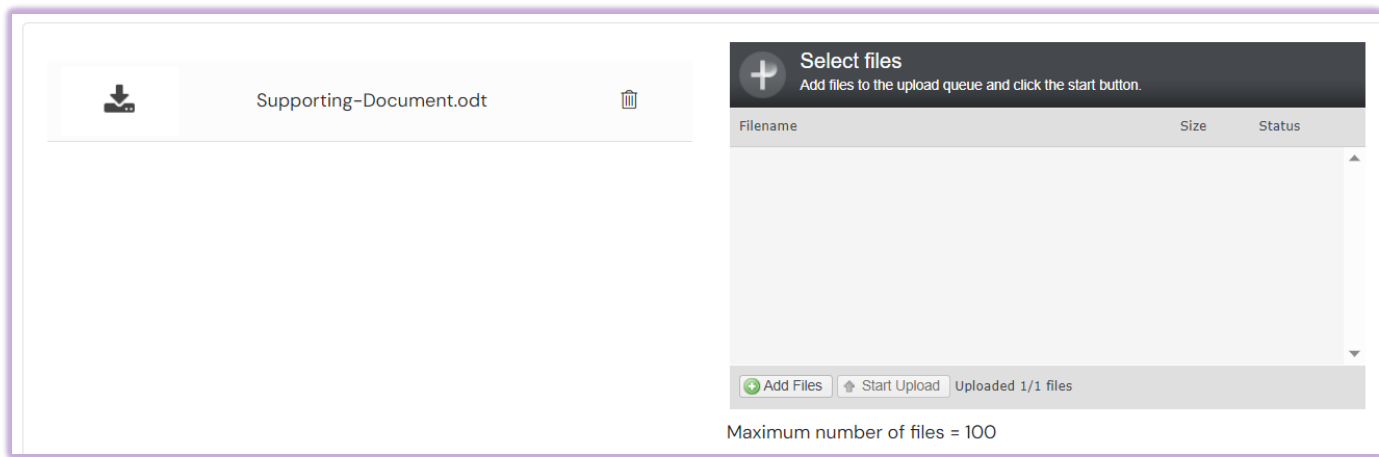
0 b

0%

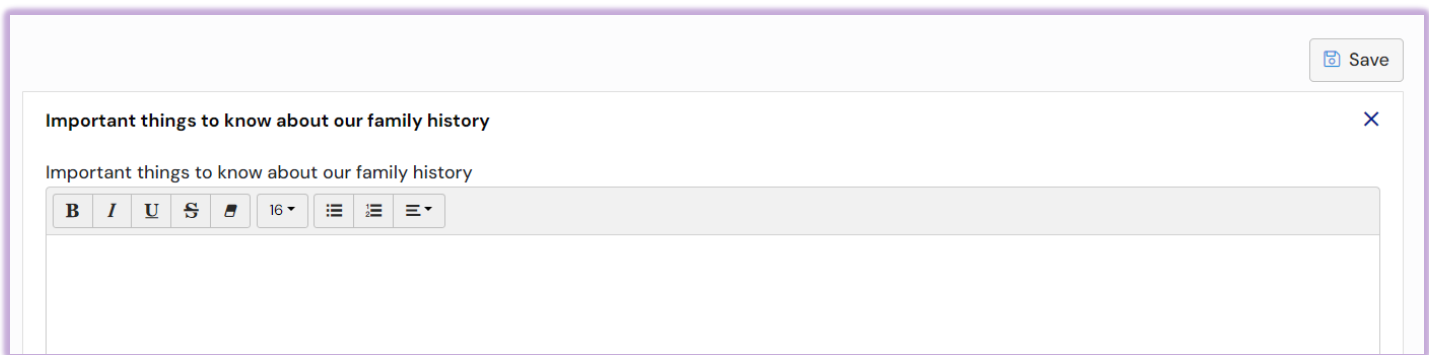
You will then need to navigate to the file wherever you have it saved on your Device:



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



When you have completed the information, you need to save it before moving on to the next section. Click 'Save' to save the information:



Once you have completed the information and saved it, click the X button in the top right corner and you will be taken back to the main page to choose which section you want to complete next:

Important things to know about our family history

Important things to know about our family history

B I U S 16 ▾

## **Contact Us**

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Derbyshire County Council  
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Matlock  
DE4 3AG

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