EHCHUBGUIDEGEN1_SCREENS



Education, Health and Care Hub

EHC Hub Guidance Screen Overview

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ACCESSING THE EHC HUB

The EHC Hub can be accessed via the following link/URL:

https://ehchub.nottinghamshire.gov.uk/



For more information about the EHC process click O About EHC

The following gives a basic overview of the screens available with the EHC Hub:

MY CASES IN PROGRESS

This is the landing area when you first access the EHC Hub and displays the cases that have EHC assessments in progress, which are currently assigned to the user/coordinator.

| Nottingh County C | amshire Jouncil | | About EHC Log out | | | | | | |
|--|--------------------------|--|--|--|--|--|--|--|--|
| My cases in progress My live cases | Search my cases | My cases in progress Showing 2 of 2 cases that are in progress and currently assigned to you. Filter and search for specific case | es using the Case finder . | | | | | | |
| Setting Cases New request | Status: | Peter Smith Age: 13 Status: Assessment in progress | Case start date: 06/09/2018 Case to be completed by: 24/01/2019 | | | | | | |
| Account settings | All Show closed cases: | Test Child Age: 9 Status: Draft EHC Plan(shared) | Case start date: 05/04/2019 Case to be completed by: 23/08/2019 | | | | | | |
| To access a case/record click the against the relevant child/young person. | | | | | | | | | |
| MY LIVE | CASES | | | | | | | | |
| | | _ | | | | | | | |

This screen displays any cases with live EHC plans that are currently assigned to the user/coordinator within the system.



To access the **My live cases**, click this section of the menu.

To access a case/record click the against the relevant child/young person.

SETTING CASES

To access the Setting Cases area, click the relevant section of the EHC Hub menu.

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|---|------------------------------------|---|--|--|
| My cases in progress My live cases | Search setting cases search: | Education Setting cases Showing 4 of 4 cases that are assigned to your linked Education Setting. Filter and search for specific cases using the Case finder. | _ | |
| Setting Cases New request | Status: | Mary Poppins Age: 17 Status: Assessment in progress | Case start date: 05/03/2019 Case to be completed by: 23/07/2019 | |
| | Education Setting: | Peter Smith Age: 13 Status: Assessment in progress | Case start date: 06/09/2018 Case to be completed by: 24/01/2019 | |
| | | Freya Missleton Age: 9 Status: Draft EHC Plan | Case start date: 16/10/2018 Case to be completed by: 05/03/2019 | |
| | | Test Child Age: 9 Status: Draft EHC Plan | Case start date: 05/04/2019 Case to be completed by: 23/08/2019 | |

This screen displays any cases/new requests for an EHC needs assessment that are currently assigned to your school/linked education setting.

To access a case/record click the against the relevant child/young person.

NEW REQUEST

This screen allows you to make a new request for an EHC needs assessment on behalf of a child who is on roll at your school/setting.

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|---|--|--|--|--|--|
| Processionals should be aware that your information in the checklist will be used sensing difficulty or disability which calls for special educational needs ************************************ | | | | | |
| Show less information A | | | | | |
| Cancel Draft Request Save & Complete Later Send Request | | | | | |
| Consent | | | | | |
| | | | | | |

To access the **New request** screen, click this section of the EHC Hub menu.

ACCOUNT SETTINGS

The final area of the EHC Hub is the **Account Setting** section. Here you can manage your user account, change your profile information, password and manage any email addresses that are attached to your account.

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|--|--|---|--|--|
| Country My cases in progress My live cases Unassigned cases All cases New request Import Plan Reports Admin Area | My Account Update Profile Change Password Manage Email Accounts | Update Profile Update the details of your profile below and then click the 'Update' button. • Name : Steve Firmage | | |
| Account settings | | | | |

To access this area of the hub, click the **Account Settings** option on the menu.

For more information see guidance sheet EHCHUBGUIDEINT1_ADMINUSERS