

Appendix 5: General

5 (a) SEND Multi-agency Hub process checklist

Checklist for Parental Referrals =- Appendix 5a)

Action to be completed by	Action to be taken when referral received	By Whom	Letter/Form appendix
12 noon Day 1	<p>*Date stamp letter requests and scan into file or cut and paste e mailed request.</p> <p>*If parents phone to make a request complete parental form as fully as possible with parent</p> <p>*Record request on EHC spreadsheet</p>	BSS assistant	Appendix 2a
Day 2	<p>*Make up a yellow folder for child to enclose all information about the request.</p> <p>*Check if an earlier request has been made for an assessment and include that information.</p> <p>File passed to Senior EHC Co-ordinator</p>	BSS admin	
Day 2	Senior EHC coordinator allocates request to area EHC Coordinator and records this on EHC spread sheet. File returned to BSS admin	Senior EHC Coord	
Day 3	*Send out letter and parental form with basic details (including any information given by	BSS assist	

Checklist for Parental Referrals =- Appendix 5a)

Day 5	Yellow request file passed to allocated EHC coordinator		
	EHC coordinator phones or emails parent to introduce themselves and talk through the process and/or issues concerning the parent as required	EHC Coord	Introductory Phone call
	Request File returned to BSS assistant	EHC Coord	
Day 11	BSS assistant records all information received by logging and date stamping All information scanned into child's file, BSS assistant collates information, records front sheet (see attached 1)and files into yellow file in order	BSS assist	
	BSS assistant completes Commissioners list of request considerations for specific week	BSS Admin Or commissioners admin	Hub decision list
	BSS assistant chases up any late or missing information	BSS admin	
	Yellow request file passed to EHC Coordinator for consideration	BSS admin	
	EHC coordinator may wish to speak to parent and/or professional about information gathered or missing, may scrutinise Framework for additional information.	EHC Co	
Day 15	EHC Coordinator completes advice sheet and recommended decision.	EHC Co	EHC recommendation form
	EHC Coordinator puts completed yellow file in rack in commissioners room prior to	EHC Co	

Checklist for Parental Referrals =- Appendix 5a)

	the Wednesday of Commissioners decision		
Day 18	Commissioners meet and decide on whether to continue with EHC pathway	Commissioning Hub	Appendix 2i
	Yellow file with completed Eligibility form and recommendation passed to BSS admin	BSS Panel admin	
By Day 20	Letter with commissioners decision sent to parents by letter or e mail Yellow file passed to allocated EHC Coordinator	BSS admin/BSS panel admin	Appendix 2j – yes decision Appendix 2m – no decision
By Day 22	*EHC Coordinator phones (or by preferred method of communication) parents and informs them of decision. *If yes decision, EHC Coordinator asks them if they have a person who could be the Family Supporter, for a suitable date for the MAM (which could be combined with any known forthcoming meetings) and if they want to included any other information.	EHC Coordinator	Making the phone call
Day 22	BSS assistant sends out to professionals as indicated by EHC Coordinator request for further information and proposed week of meeting/or meeting date	BSS admin	Appendix 3b and 3c
Day 30	EHC Co-ordinator with assistance from BSS admin set a date and venue for MAM with parents and professionals and confirms this in writing	EHC Co	Appendix 2k and 2l (should be 3 ?)

Checklist for Parental Referrals =- Appendix 5a)

Day 50	BSS admin collates all information sent by professionals and parents for EHC plan, scans it onto child's file and passes it to EHC Co-ordinator	BSS admin	
Day 59	EHC Co-ordinator drafts EHC plan EHC Coordinator liaises with commissioners regarding resources and provision.	EHC Coordinator	Appendix 4a
Day 60	MAM meeting takes place	As required	
Day 70	Draft EHC plan issued to parents and relevant professionals	BSS admin	Cover letter
Day 80	EHC Coordinator consults with parents and schools regarding placement and provision	EHC Coordinator	
Day 100	EHC Coordinator finalises EHC Plan and issues it to parents, relevant professionals and named educational setting/school.	EHC coordinator and BSS admin	Cover Letter
Day 100+	BSS admin liaises with NTS regarding any necessary transport arrangements	BSS admin	
Day 100 + 1 year	Review of EHC plan arranged and organised by school or setting <i>(for children aged between 0 and 5 this will be within 3 – 6 months)</i>	School/Setting	Annual Review documentation