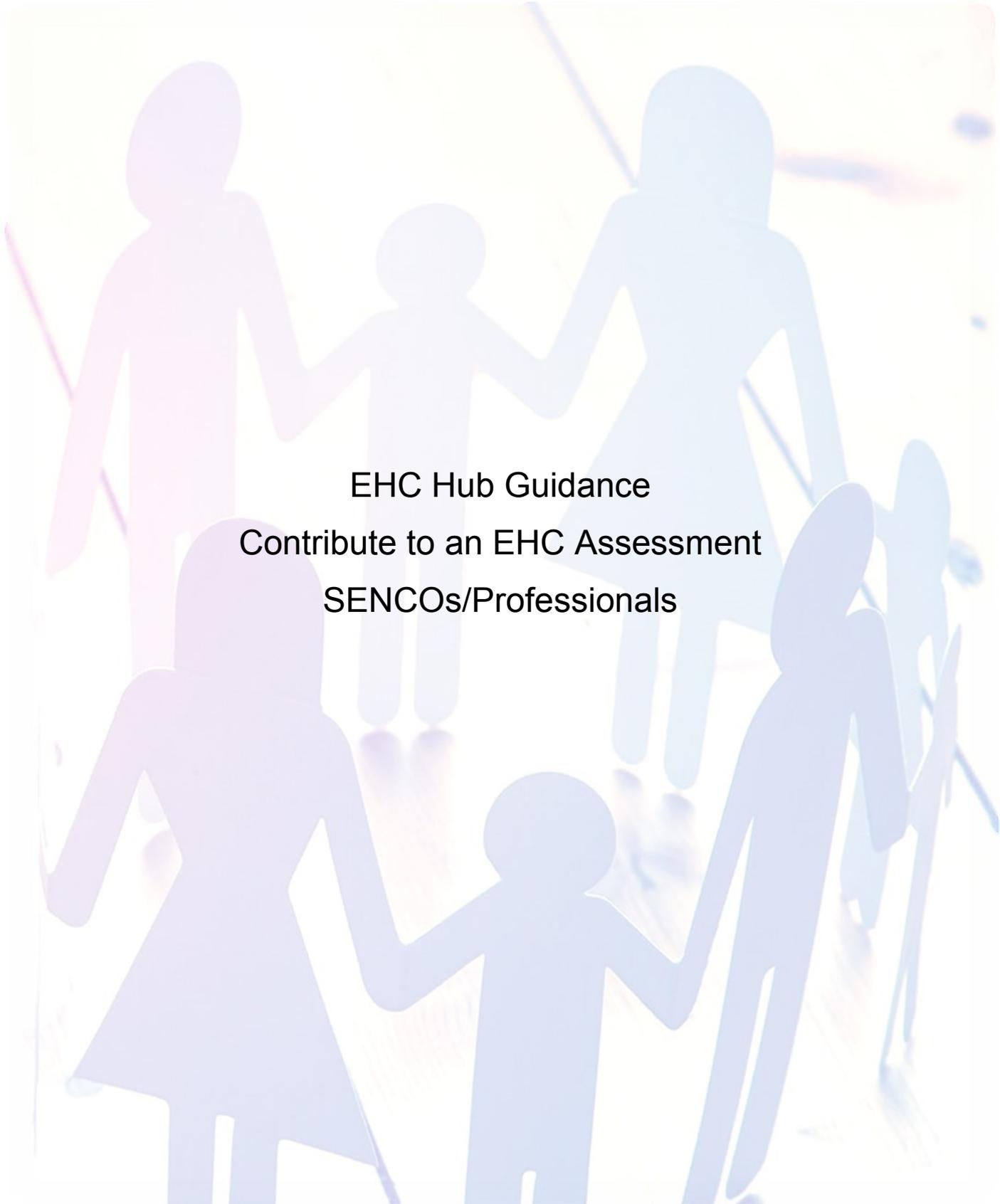




Education, Health and Care Hub

A large, faint background image showing silhouettes of several people of various ages holding hands in a circle, symbolizing community and support. The silhouettes are in shades of purple and blue.

EHC Hub Guidance Contribute to an EHC Assessment SENCOs/Professionals

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 [About EHC](#)

The following gives an overview of how SENCOs or other professionals at a school/setting can contribute to a child/young person's EHC assessment through the EHC Hub.

A short video is also available here to detail how you can contribute to a child/young person's EHC assessment:

<https://openobjects.vids.io/videos/a09dddb71f19e4c128/ehc-hub-contributor-how-to-provide-advice-towards-an-assessment>

Additional essential guidance for completing an 'EHC needs assessment statutory advice' form on the EHC hub can be found here:

https://search3.openobjects.com/mediamanager/nottinghamshire/fsd/files/ehc_hub_-_essential_guidance_for_education_professionals_writing_statutory_advice_.pdf

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 you.

Nottinghamshire County Council

About EHC Log out

My cases in progress

Search my cases

Search:

Status: All

Education Setting: All

Show closed cases:

My cases in progress

Showing 2 of 2 cases that are in progress and currently assigned to you. Filter and search for specific cases using the **Case finder**.

Peter Smith
Age: 13
Status: Assessment in progress
Case start date: 06/09/2018
Case to be completed by: 24/01/2019

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.

Cases in the EHC Hub are assigned to you/your school/education setting by the ICDS team in the Local Authority. The team will also request advice from you as part of a child/young person's EHC Assessment.

If cases are not displaying they may not have been assigned to you, in this instance click the **Setting Cases** section of the EHC Hub menu.

Nottinghamshire County Council

About EHC Log out

Setting Cases

Search setting cases

Search:

Status: All

Education Setting: All

Show closed cases:

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**.

Mary Poppins
Age: 17
Status: Assessment in progress
Case start date: 05/03/2019
Case to be completed by: 23/07/2019

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 will display any cases that are currently assigned to your school/linked education setting.

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

ASSESSMENT SCREEN

Accessing a record will open a new screen which will detail any information recorded about a child/young person's EHC assessment.

Nottinghamshire County Council

Case Summary

Peter Smith
Age: 13
Date of Birth: 14/09/2005
Case Id: Gz0nDE-F194

Young Person & Family

Jamie Parent
parent_jamie@gopenobjects.com

Case Co-ordinator

Rebecca Hunt
rebecca.hunt@notncc.gov.uk

Education Setting

County Hall School
01284 1238547
county@countyhall.org.uk
Assigned SENCo:
Steve SENCo

Key dates

Case start date: 06/09/2018
Decision to assess made on: 07/05/2019
Decision to issue EHC by: 27/12/2018
Case to be completed by: 24/01/2019

Case Note

Request Decision Assessment Decision Plan

Decision to assess made on: 07/05/2019 Assessment process to be completed by: 27/12/2018

EHC needs assessment process

Following our decision to carry out an EHC needs assessment, we will coordinate gathering advice from professionals across health, social care and education as well seeking your professional advice. This is a statutory process and education settings are professionals who are obliged, by law, to contribute.

Everyone being asked to provide advice for the EHC needs assessment must respond within 6 weeks.

Education professionals must follow the detailed guidance which was included in the email when this request for information was made. Read [Essential Guidance: Completing the 'EHC needs assessment statutory advice' form on the EHC hub](#).

Please be aware that once you have submitted this report online it will be available for the parents/carers or young person to view.

On this page, you can see who has been requested to provide advice for this EHC needs assessment. You will be able to view all of the advice provided once all responses have been received.

There are also two areas for the Child / Young Person and the Parent, Carer or Guardian to record their views. "About Me" and "Parent/Carer Views" are multimedia spaces where they can type text, add photographs or short video clips. As a SENCo these areas offer the opportunity for you to support the Child / Young Person and Parent, Carer or Guardian to give their views.

Show less information ^

Requests for advice

Team Member	Job Title	Specialism	Request Date	Request Due Date	Status
Jamie SENCo		Education	7th May 2019	18th June 2019	Completed by Coordinator
Steve SENCo		No Speciality	7th May 2019	18th June 2019	Open

This screen is made up of case summary of information available about the child/young person, their family members, the case coordinator (who is assigned to a case in the Local Authority), details of their current education setting and assigned SENCo and finally the key dates of the assessment.

To contribute to an EHC assessment in response to a request for advice, click the  against the open request against your record

Requests for advice

Team Member	Job Title	Specialism	Request Date	Request Due Date	Status
Jamie SENCo		Education	7th May 2019	18th June 2019	Completed by Coordinator
Steve SENCo		No Speciality	7th May 2019	18th June 2019	Open

This will open a **Requests for advice** screen. Here you can record any information in support of a child/young person's EHC assessment.

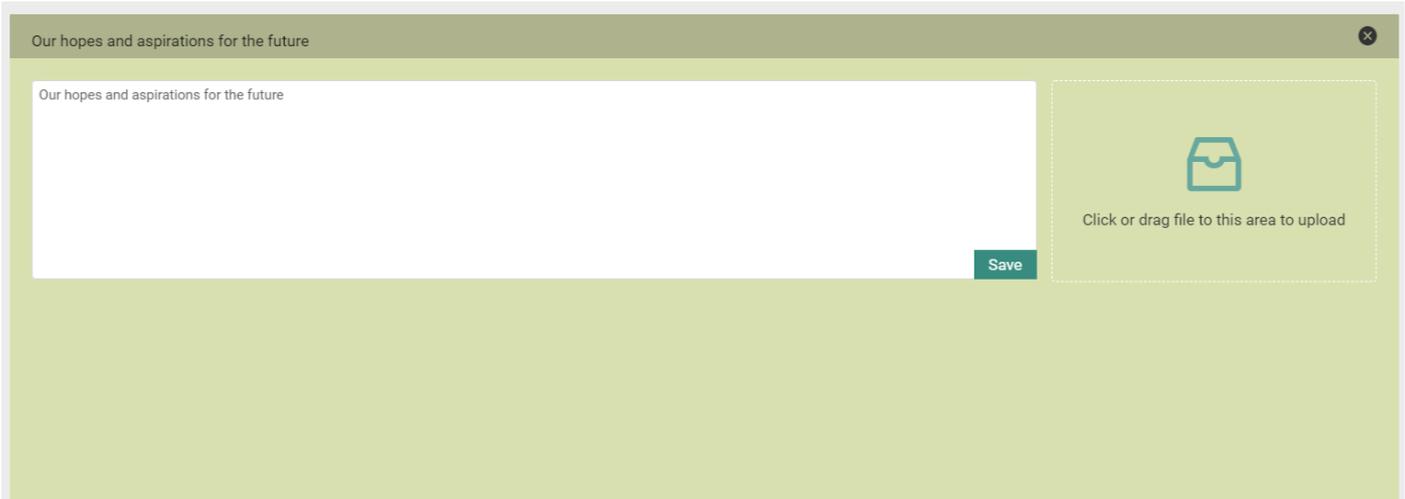
Should you need access to information that a child/young person or their parents/carers have recorded scroll down the assessment screen.

About Peter

This section is about what is important to the child or young person. Where possible, this section should be completed by the child or young person themselves. Where support has been given or where it has been completed on behalf of the child or young person, it should be made clear in each section whether the child has directly quoted the statements or if they have been summarised. The content from this section will later be included in Section A of the EHCP if the Local Authority decide to issue one.

 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 hope, dreams and aspirations for the future	 Things I would like to change at home and school

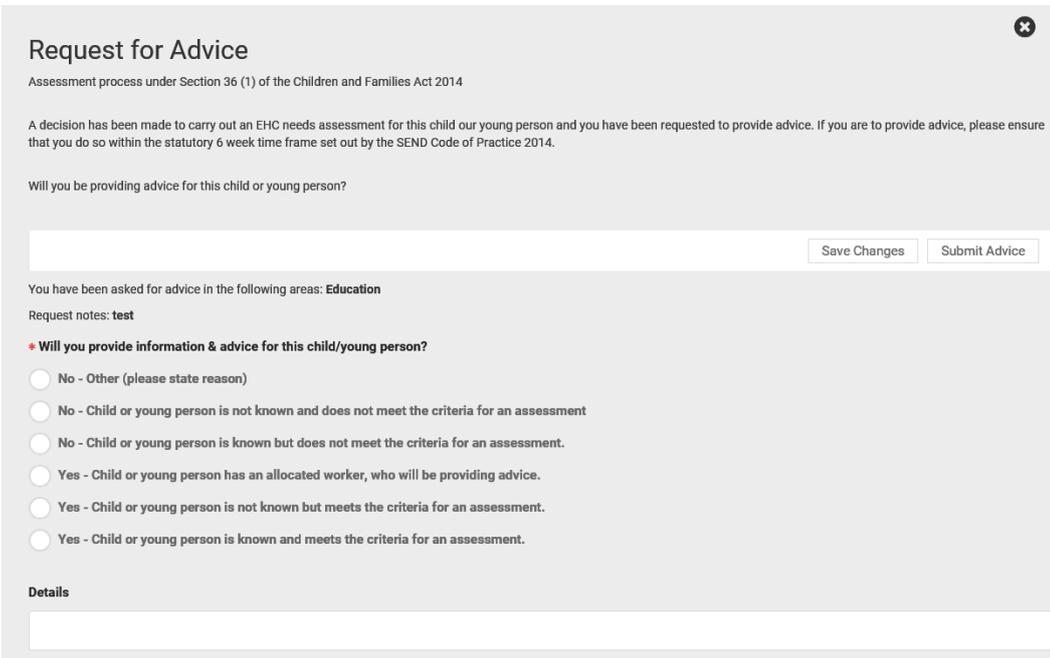
Any items that have information recorded against them are indicated with a , click on the item to access this.



Any information previously recorded will be shown here, add to, or amend the information as necessary and click .

NOTE: if you are supporting a child/young person's access to the EHC Hub to record their own views you can use this process to mediate their access.

REQUEST FOR ADVICE



NOTE: Fields marked with a red * are mandatory and must be completed before you can update/save a record.

For each of the No response options you select you will be asked to provide details of the reasoning behind this response.

Clicking the Yes options will open additional fields to enable you to provide information in support of an EHC assessment.

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

- No - Other (please state reason)
- No - Child or young person is not known and does not meet the criteria for an assessment
- No - Child or young person is known but does not meet 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.
- Yes - Child or young person is known and meets the criteria for an assessment.

Details

• When did the child or young person first come into contact with your organisation?

Details of any discussions held between the child or young person and your organisation (if relevant)

Details of any discussions held between the parent(s) or carer(s) and your organisation (if relevant)

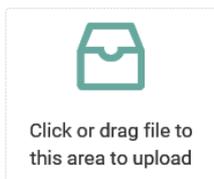
• What has your organisation put in place already to support the child or young person's needs?

Scrolling through the screen to get to **Advice Areas** for specific SEN Needs, Health and Social Care information.

Advice Areas

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

Documents



To access one of these sections, click  next to the relevant item to open a new screen.

You can also drag and drop any supporting documents to the **Documents** area of the **Request for Advice** screen here.

REQUEST FOR ADVICE – SEN NEEDS ADVICE AREA

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.

Will you be providing advice for this child or young person?

Save Changes

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?

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

Enter information as necessary, if you scroll down you can also add details of any long-term targets/outcomes for the child/young person, to do this click [+ Add a new outcome](#)

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.

[+ Add a new outcome](#)

Outcome 1

[Delete outcome](#)

Outcome

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.

Steps to achieving outcome

Date to be achieved by

No active steps for this outcome.

Select date



Add

[+ Add a new provision](#)

You can add details of steps that would be needed to achieve an outcome. To enter the date a step should be achieved by clicking . You add additional steps by clicking [Add](#), this will update the list of steps. To remove a step, click the . Finally, you can add details of any provisions that will be allocated to help the child/young person achieve an outcome. To add a provision, click [+ Add a new provision](#) to open an extra provision screen.

+ Add a new provision

Provision 1

Delete provision

Support Needed

To be provided by

Staff / Student ratio

How much / Quantity

How often

Should you need to you can remove the details of a provision by clicking [Delete provision](#).

Once you have entered all information in support of a request return to the top of the **Request for Advice** screen and click [Save Changes](#), click the  to return to the main **Request for Advice** screen.

SUBMITTING ADVICE

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 our 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.

Will you be providing advice for this child or young person?

[Download](#) [Save Changes](#) [Submit Advice](#)

Once you have recorded advice in support of an EHC assessment there are several actions you can take. You can download a copy of the advice submitted by clicking [Download](#).

By clicking [Save Changes](#) you can save any changes without submitting them.

Finally, once you have added advice in support of an assessment click [Submit Advice](#) to submit to the local authority. A pop-up message will be shown to ask if you are sure you want to continue click [Yes](#)

Click  to return to the child/young person's assessment screen in the EHC Hub.