Education, Health and Care Hub
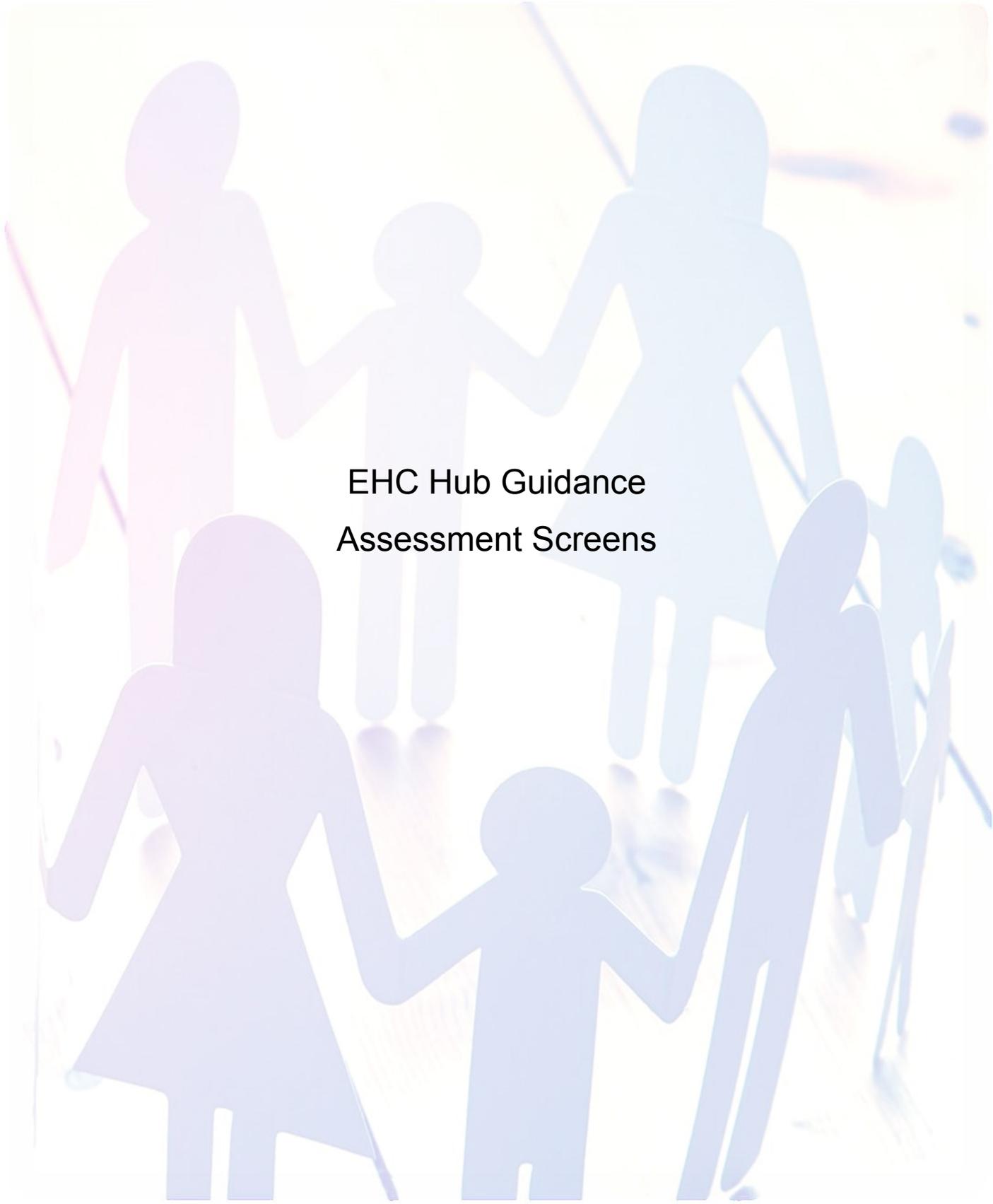
EHC Hub Guidance

Assessment Screens

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 the assessment screens available within the EHC Hub:

ASSESSMENT SUMMARY

Each assessment record has a summary ribbon at the top of the screen.
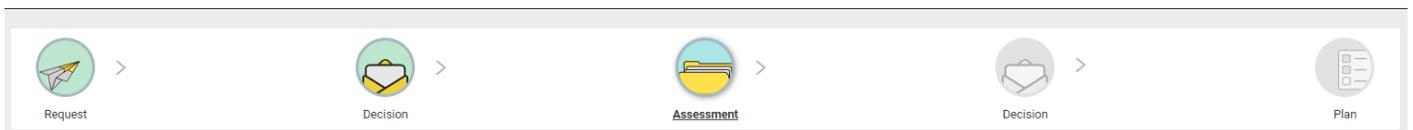
Stages that are active or complete have coloured icons, these stages can be clicked on to access the recorded information. Icons that are greyed out indicate that the assessment has yet to meet that stage in the process.

Assessment Assessment

This section contains the information submitted to the local authority as part of the request for an EHC needs assessment.

Request for an EHC needs assessment

This page contains the information submitted to the local authority as part of the request for an EHC needs assessment.

Actions for new requests:

1. Find or create Child/Young Person
2. Assign an ICDS worker
3. Add or create the Parent, Carer or Guardian
4. Add an Education Setting (the setting will name the SENCo)

You will need to have recorded the Local Authority's decision, about whether to carry out an EHC needs assessment, within 6 weeks of the case start date.

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Update Request   Progress to decision

NOTE: Once an EHC needs assessment is underway and stages of the process have been marked as completed, this information is greyed out and cannot be amended.

Once you have completed the information on the **Request for an EHCP assessment** screen click Progress to decision

Consent

Consent

Consent

☑ Please confirm that consent been explicitly given by the Parent, Carer, Guardian or Young Person (over 16) to the gathering and sharing of information between the child or young person's educational setting, health services, social care or other professionals / organisations as necessary to support the EHC assessment and planning process.

Please record any limitations expressed by the Parent, Carer, Guardian or Young Person (over 16) to the gathering and sharing of information (i.e. are there any individuals or organisations with whom information should not be shared? Please give state reasons)

The first panel of the request assessment screen is used to confirm that the child/young person or their parent/carer(s) have consented to have information gathered/shared as part of the assessment process.

To confirm their consent, click the tick/check box and add any supporting information into the field available.

Panel 1 - Details of person requesting an EHCP Assessment

This section requires you to confirm if the request has been made by a young person (over 16 years) or if the request is the first EHC assessment request for the child/young person.

1 Details of person requesting an EHCP Assessment

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

Yes   No

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

Yes   No   Not known

Answer the questions as necessary by clicking the radio buttons. Once you have recorded the information click Update Request (NOTE: the update request button will remain at the top of the screen as you scroll down through the assessment screens).

Panel 2 - Child or young person's details

Panel 2 provides an area for you to record the details of the child/young person, items such as their name, date of birth, gender and other demographic information can be recorded here.

NOTE: Any fields marked with a red * are mandatory, records cannot be added to the system without these fields completed.

Also, if you are adding the request via the **New Request** function the system will automatically populate fields with the information that you have included as part of this new request.

2	Child or young person's details

* First name:		* Last name:
Test		Child-New

Middle name(s):		Preferred name:

UPN:	Internal system reference:	* Date of birth:	Age in years
		05/04/2003 🗓	16

* Gender:	NHS number:
Non Binary	Other	Rather not say	Female	Male	

Once you have recorded the necessary information click [Update Request]

Panel 3 - Child or young person's main contacts (family and involved professionals)

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

[Remove Contact]

Full name:	Relationship or role:

Organisation (if applicable):	Preferred language:
	Q Search

Telephone:	Email:

Address Line 1:	Address Line 2:

Address Line 3:	Town:

County:	Postcode:

[+ Add contact]

In panel 3 you can add the details of any main contacts (parents/carers, other family members and involved professionals) that need to be linked to a case's assessment record.

To add a contact, complete the contact information in the fields provided.

To add additional contacts, click [+ Add contact], this can be done as many times as necessary.

To remove a contact, click [Remove Contact], this will remove the contact from the child/young persons record.

Again, once you have added the information required click [Update Request] to save the assessment record.

4

Here you record the details of the child/young persons current education setting.

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

Choose a setting or setting type for a setting?:

◉ Setting ○ Type

Search for a setting within the area:

Is the setting out of area?:

○ Yes ◉ No

Year group:

9

Start date: Leaving date:

Select date   Select date

Reason for leaving:

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

County Hall School
Email: county@countyhall.org.uk
Telephone: 01284 1236547
Type of setting: Mainstream
Ofsted URN: EY987654
DfE URN: 098987
Address: County Hall
                 Ipswich
                 Suffolk
                 IP34 1NL

By clicking on the **Search for a setting within your area** field, the system will display list of current settings

Search for a setting within the area:

County Hall School
Mountbatten School of Special Educational Needs
Orchard School
The Kimberley School

Select a setting from the list to add it.

If settings are missing from the list and a new setting is needed this will need adding to the system. This is done the Admin Area of the EHC Hub, see guidance sheet **EHCHUBGUIDEINT2_ADMINESTABS** for more information or contact cfcs.systems@nottscc.gov.uk for further support.

Additional settings can be added by clicking + Add Setting to open another setting screen.

Once you have recorded the information click Update Request

Here you can record any details of a child/young persons settings that they have attended in the last 5 years.

5	Details of previous setting(s)

Has the child or young person attended other education settings in the last five years?:

Yes   No

If you need to add to these screens click [Yes], the system will open a setting screen below which can be used to record the setting information as necessary. Once you have recorded the information click [Update Request]

Panel 6 - Important information about the child or young person

Data panel 6 enables you to record important information in support of the child/young person's EHC assessment.

Some of the questions have Yes/No radio buttons which depending on the response will open additional fields/questions that can be used to record information as necessary.

Once you have recorded the information click [Update Request]

Panel 7 - Identified special educational needs (SEN)

In this panel you can record specific information about the child/young persons identified special educational needs (SEN).

Each SEN need has a section, to add to any of the SEN needs click [Yes], this will open some additional questions that are mandatory (marked with a red *).

| 7 | Identified special educational needs (SEN) |

| a | Communication and interaction |

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

Yes   No

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

TEST

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

tEST

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

TEST

* What has been the effect of any support or strategies already put into place by the education setting?

TEST

The system will also ask if there are any anticipated outcomes for a specific area of need.

Are there any anticipated outcomes for the child or young person in this area?

Yes   No

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.

Remove Outcome

Outcome:

What support might help to achieve this outcome?:

+ Add Outcome

To add an outcome, click [Yes]. This will open a further set of questions that can be used to record any outcomes that have been identified for an SEN.

If additional outcomes are needed [+ Add Outcome]

To remove an outcome, click [Remove Contact], this will remove the outcome from the child/young person's record.

Finally, once the needs information has been recorded for a child/young person, click [Update Request] to update the record.

Panel 8 – Supporting Documents

This is the final panel of the assessment and enables you to include any supporting information.

| 8 | Supporting Documents |

The EHC guidance and checklist must be fully completed, signed and uploaded with this request.

The EHC guidance and checklist provides the decision makers at the Local Authority with information about the 'graduated approach' which draws on more detailed approaches, more frequent review and more specialist expertise in successive cycles.

It is expected that the parent and/or education setting may want to attach additional information, to ensure all relevant information is available to the LA when making a decision about an EHC needs assessment.

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⬆ Add Document

To add a document etc. click [⬆ Add Document], this will open a file search screen that you can use to find the record to be added.

Again, once all of the information has been gathered click Progress to decision to move the assessment onto the decision section.