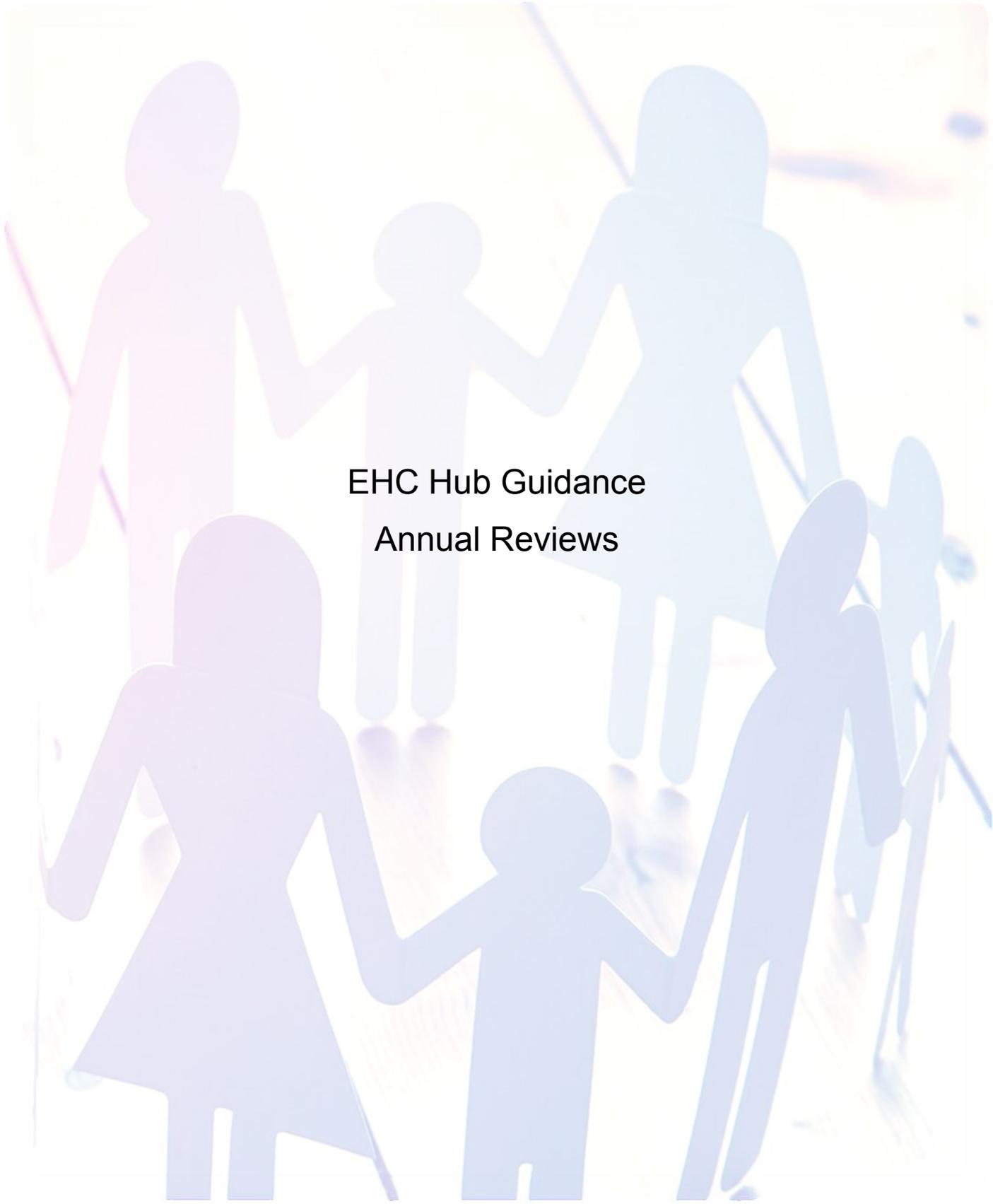




## Education, Health and Care Hub

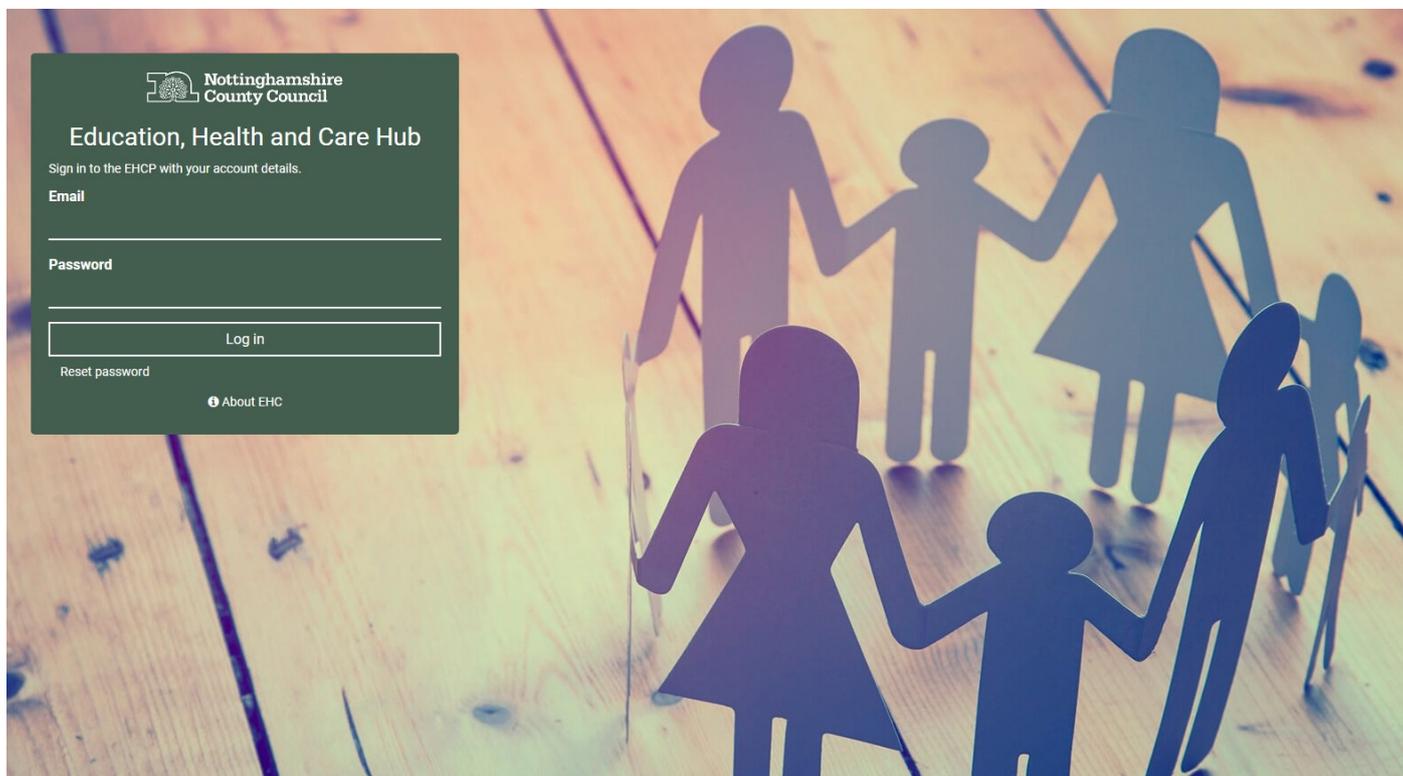
A large, faint illustration of a family of five (two adults and three children) holding hands in a circle. The illustration is rendered in a light blue and purple color scheme and is set against a background of a sunset or sunrise over a beach with waves and a palm tree.

# EHC Hub Guidance Annual Reviews

## 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 annual review screens available with the EHC Hub:

## ANNUAL REVIEWS

Once an EHCP has been finalised it should be reviewed annually in line with EHC legislation. Reviews can be arranged as soon as a plan is finalised, to do this in the **Case Home** screen click the [Open review at the current stage](#) hyperlink in the **Review in Progress** screen

## Case Home

Show less information ^

### Education, Health & Care Plan

The current EHC Plan was finalised on 16/07/2018

Download EHC Plan

Amend Live Plan

### Review in progress

The current EHC Plan must be reviewed before 16/07/2019

[Open review at the current stage](#)

This will open a new EHC Plan Review screen

Review process to be completed by: 16/07/2019

## EHC Plan Review Meeting

If the education setting is responsible for organizing the EHC Review, you will find details of the proposed EHC Review meeting including who have currently been invited to attend. If you would like to have others invited who do not appear below please contact the meeting organizer.

If the local authority is responsible for organizing the EHC Review (e.g. EOTAS, EHE), you can arrange the EHC Review using this page.

You can start to arrange the meeting at any point and save the details in draft until you are ready to confirm. Once you choose to Book Meeting, invitations will automatically be sent to all named invitees.

At least 2 weeks' notice must be given to all invitees. You may find it useful to give longer notice to maximize attendance and ensure there is time for written contributions to be received and circulated e.g. 8 weeks. Invitations to attend the EHC Plan Review meeting must be sent to the parents(s) and/or the young person, representatives from Education, Health, Social Care and the child or young person's education setting.

**Arranging the review meeting:**

1. Add the date, time and venue for the review meeting
2. Invite the Education Setting/Provider
3. Invite a Parent, Carer or Guardian
4. Invite the child/young person
5. Invite Professionals

You will have the opportunity to amend the details of the proposed meeting after it has been booked.

Show less information ^

Save in draft Confirm and send invitations

As with the assessment screens, icons indicate the stages of the review process that are active, stages that are inactive are greyed out.

## Arrange

The first section of the review screens is to arrange and plan the review meeting

### EHC Plan Review Meeting Details

Arranged By: Coordinator Jamie (coordinator\_jamie@openobjects.com)

\* Date of meeting:  \* Start time:  End time:

\* Location:

Additional Meeting Information. e.g. Accessibility instructions/ requirements etc:

Review Information (Private - SEND Only):

The system will populate individuals who potentially should be invited to the review meeting

#### People invited to attend the EHC Plan Review meeting

Parent(s), Carer(s) and/or Guardian(s) invited to attend.

Name	Email address	Invitation sent	Will attend
Jamie Parent	parent_jamie@openobjects.com		Meeting not yet confirmed

[+ Add Parent, Carer or Guardian](#)

Professionals and/or teams invited to attend.

Name	Email address	Specialism	Invitation sent	Will attend
Jamie SENCo	senco_jamie@openobjects.com	Education		Meeting not yet confirmed

[+ Add Professional](#)

If a person has been added incorrectly click the against the person to remove them from the invitees.

To add a person to the list of invitees click the relevant hyperlink, for example, click [+ Add Parent, Carer or Guardian](#), the system will open another screen where you can enter the person's contact details

### Invite a Parent, Carer or Guardian

Please enter the Parent, Carer or Guardian's details below to invite them to the EHC Plan Review meeting.

**Please note:** By inviting a Parent, Carer or Guardian you are explicitly providing access to the whole EHC case for this child/young person. If you later decide to remove an invitee from the EHC Plan Review meeting, case access will continue until they are removed in the case sidebar by the case coordinator.

[Show less information ^](#)

\* Name:  \* E-mail:

Once the meeting has been arranged you can either save the meeting as draft by clicking

[Save in draft](#)

or you can confirm and send out invitations by clicking

[Confirm and send invitations](#)

## Contribute Views

This part of the annual review process allows information to be requested from involved professionals, teams or organisations ahead of the review meeting. It can also capture the views of the child/young person and their parents or carers on how progress is being made.

Requests for information

Team Member	Job Title	Specialism	Status
Lisa's views <a href="#">Save views</a>			
Do you feel that you are making progress towards some or all of the outcomes set out in your EHC Plan?:			
<input type="radio"/> Yes <input type="radio"/> No			
What do you feel has been working well?:			
<input type="text"/>			
What do you feel is not working well and would like to be different?:			
<input type="text"/>			
			
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

Once the individual's views have been captured click [Save views](#) save the information on the system.

## Meeting

This area provides a record of the review meeting.

### EHC Plan Review Meeting

This is a record of the EHC Review Meeting.

It includes the names of everyone that was invited, who attended and when the meeting took place.

The full details of the discussions held at the meeting, and any recommendations made, are captured in the next stage of the EHCP Review pathway - "Report".

[Show less information ^](#)

#### EHC Plan Review Meeting Details

<b>Date:</b> 14/12/2018	<b>Start time:</b>	<b>End time:</b>
<b>Location:</b> School hall		

#### Record of people who were invited and who attended the EHC Plan Review Meeting

Parents, Carers and/or Guardians who were invited and who attended

Name	Email address	Invitation sent	Attended meeting?
Chris	parent_chris@openobjects.com		Yes

Professionals and/or teams who were invited and who attended

# Report

This section holds the full EHC review report. The report has several sections and includes a view on how the child or young person is currently progressing towards each outcome, as well as any recommendations for changes/ amendments to the EHC Plan.

Publish review report by: 28/12/2018 Review process to be completed by: 06/09/2019

## EHCP Review Report

Here you will find the full EHC Review Report. The report has been written as a result of the discussions held at the review meeting and the views/ information provided ahead of that meeting.

Each section of the report includes a view on how the child or young person is currently progressing towards each outcome, as well as any recommendations for changes/ amendments to the EHC Plan.

The local authority will consider the contents of the report and any supporting documentation/ evidence and will publish their decision on whether the EHC Plan needs to be amended, ceased or maintained in its current form until the next annual review.

Show less information ^

[Download](#)

### Report Areas

-  Details of the child or young person's current education setting The report has no information for this area
-  The child or young person's views The report has no information for this area
-  The parent(s) or carer(s) views The report has no information for this area
-  Health [>](#)

To access information that has been recorded click the , the content available will be displayed

## Health

### Outcome(s)

#### Outcome 1

**Outcome**  
xxxxxxxxxxxx

**Current progress towards this outcome:** Not able to comment

Steps to achieving this outcome	Date to achieve by	Progress
No steps for this outcome		

**Are any changes needed to this outcome?:**  
No

**Are any additional short term targets needed to support the child or young person to achieve this outcome?:**  
No

**New/ additional steps to achieve this outcome**

Steps to achieving outcome	Date to be achieved by
new step	

To download a copy of the report, click [Download](#) this will open a copy of the report in a PDF

# Decision

The next section confirms the decision that has been made because of the recent EHC review

Publish decision by: 11/01/2019

Review process to be completed by: 06/09/2019

## Decision following EHC Plan Review

As a result of the recent EHC Review, the Local Authority will consider the information provided in the Annual Review Report, and any supporting documentation/ evidence. The local authority will make a decision about whether the current EHC Plan needs to be amended, ceased or maintained until the next review, notifying the parent at two stages:  
what the proposed decision is  
what the final decision is

Show less information ^

 Download

### Decision Details

**Decision:**

The Local Authority have decided to change the EHC Plan

**Date of decision:**

06/09/2018

**Reason for decision:**

Needs amend.

**Private notes (internal use only):**

Again, a copy of the decision report can be downloaded by clicking  **Download**, the decision report will be output to a PDF



This is the final section of the review screens and holds the details of the revised EHC Plan, the draft plan can be shared by clicking  as with the full EHC assessment process – See guidance sheet **EHCHUBGUIDE3a\_ASSESSMENT** for further details.