



**Special Educational Needs & Disabilities
Information Advice & Support Service
(SENDIASS)**

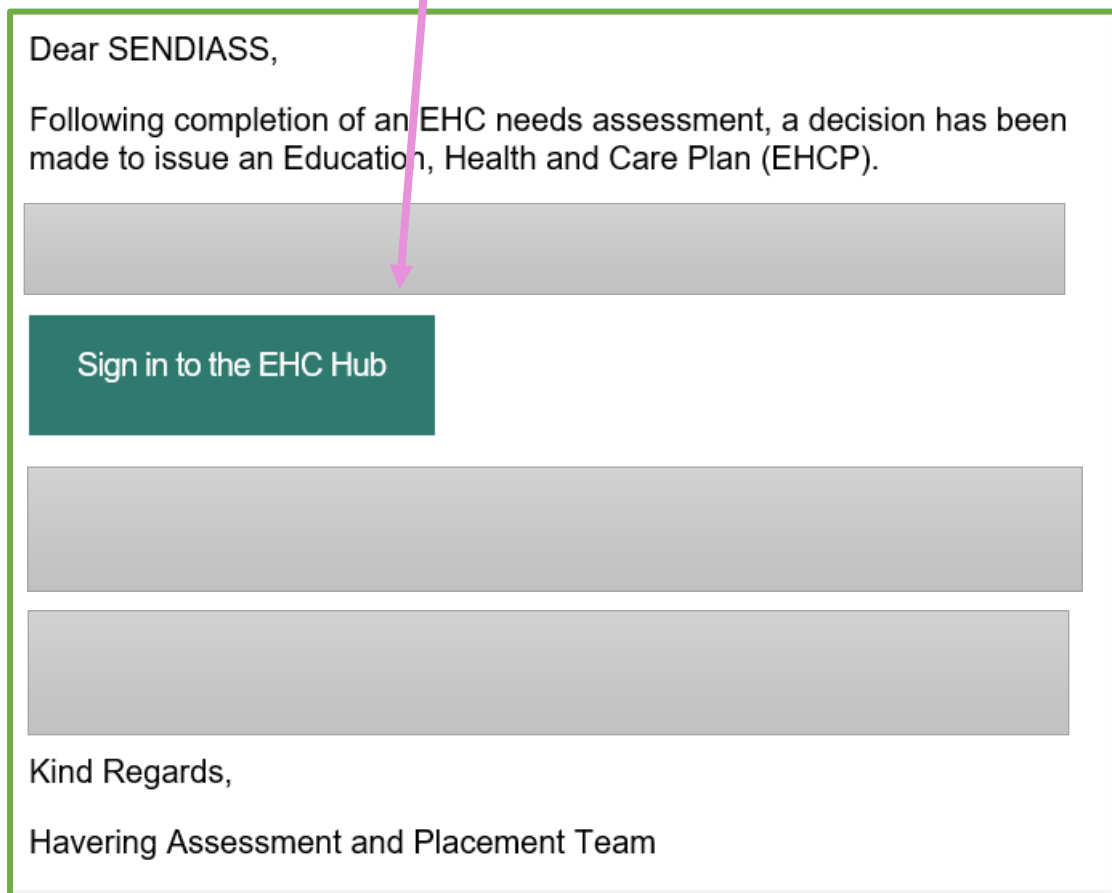
**Guidance on the EHC Hub when the Local Authority agree to issue an
Education Health & Care Plan (EHCP)**

Havering SEND Information Advice & Support Service (SENDIASS)
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T: 01708 433885 E: sendiass@havering.gov.uk
W: www.haveringsendiass.co.uk

Step 1 – Log In to your account.

If you have received the decision that the application for an EHC Needs Assessment (EHCNA) has been successful and the Local Authority have agreed to issue an Education Health & Care Plan (EHCP) you must firstly log in to your account.

You can find the link to access the EHC Hub in the email that was sent to you. You must click the following box:

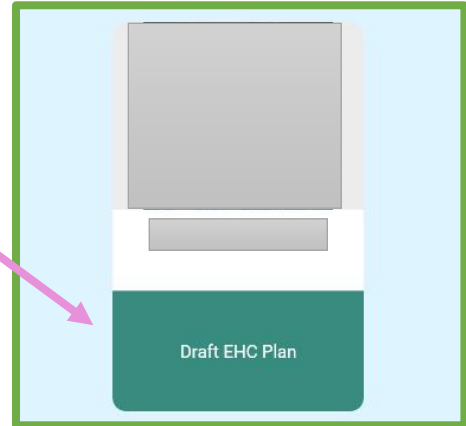


Once you have logged on, please proceed to the next page for Step 2

Step 2 - Click on the profile

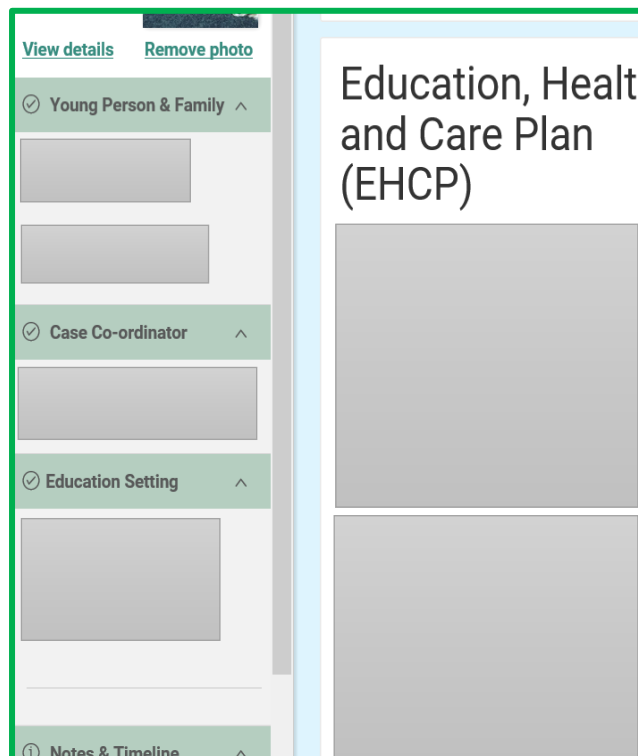
You will be taken to a screen which will be similar to this image on the right. You will need to click the profile in order to move to the next stage.

You will be able to notice the status of the application has changed to "Draft EHC Plan"



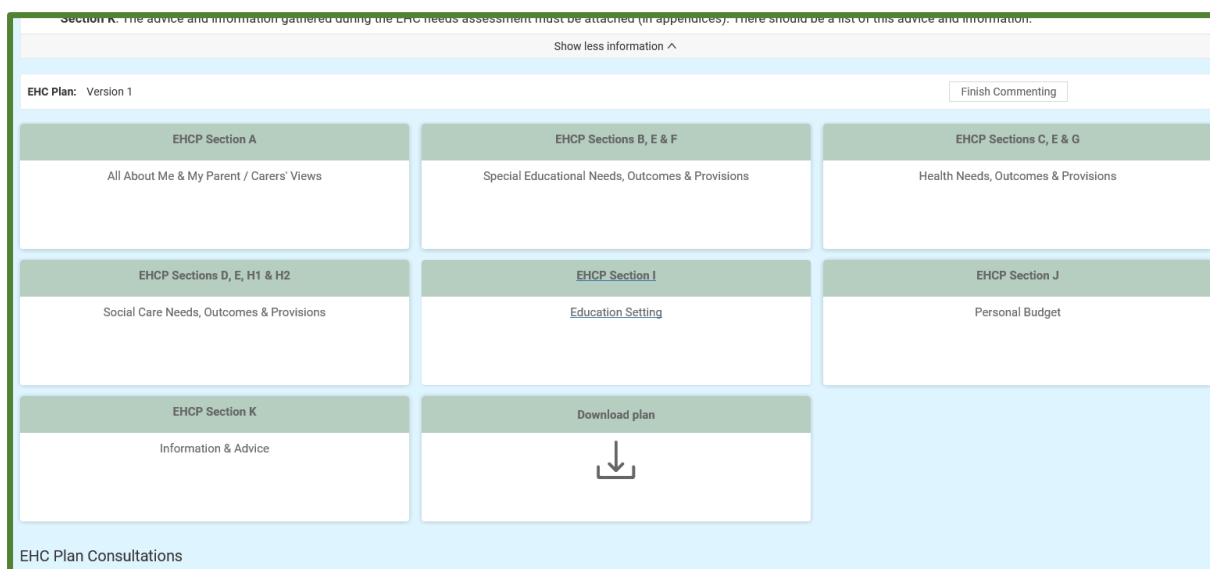
Step 3 – Read the Information

Please ensure that you read all the information that is on this page. This informs you what the different sections of your Draft EHCP means.



Step 4 – Review each section

Once you have read all the information mentioned in Step 3, you will now be able to use this opportunity to review each section of the draft EHCP. Click on each box and this will take you to the Section mentioned.



Step 5 – Review Section A (All About Me)

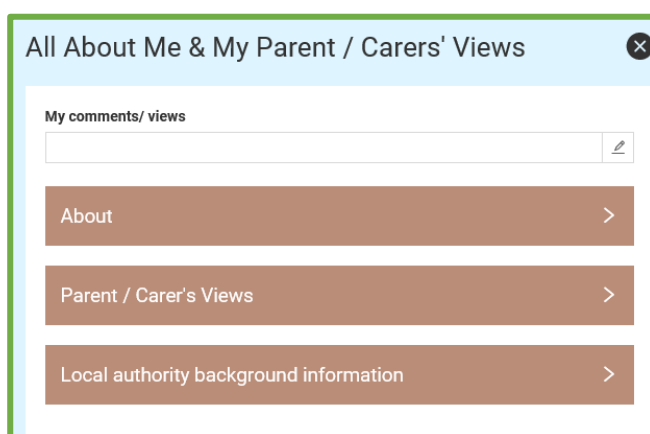
In this section you will find 3 boxes named:

- About
- Parent/Carer Views
- Local Authority background information

You can read the information in these boxes by clicking on each individual box.

If you are not happy or wish to change something, you can leave a comment for your Case Co-ordinator to review.

You can leave your views in the following box



Step 6 – Reviewing Special Educational Needs, Outcomes & Provisions (Sections B, E & F)

On this section; you will be given the opportunity to look at the outcomes and provisions set out within the plan.

This will be split into 4 sections

- Cognition and Learning
- Communication and Interaction
- Social, Emotional and Mental Health
- Sensory and/or Physical Needs

For the purpose of this section, we will look at Cognition and Learning.

Special Educational Needs, Outcomes & Provisions

Summary of the Child / Young person's special educational needs:

Primary type of special educational needs:
Cognition and Learning

Reason for decision:

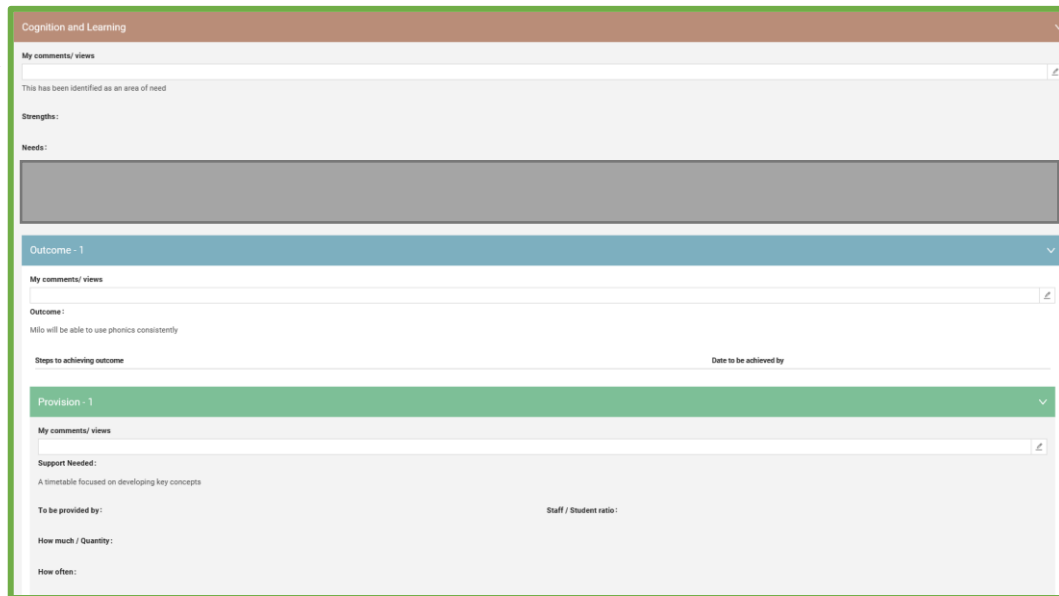
- Cognition and Learning >
- Communication and Interaction >
- Social, Emotional and Mental Health >
- Sensory and / or Physical Needs >

To view Step 6.1 – Please go to the following page.

Step 6.1 – Read the needs (Section B)

You can read the needs specified in this section by reading the text that appears here:

If you disagree or wish to provide a comment, you can do this by adding your views to the following box



The screenshot displays a web interface for 'Cognition and Learning'. It is divided into three main sections, each with a 'My comments/ views' text area and a 'Save' icon:

- Needs:** A section with a comment box containing the text 'This has been identified as an area of need'. Below it are fields for 'Strengths:' and 'Needs:'.
- Outcome - 1:** A section with a comment box containing the text 'Milo will be able to use phonics consistently'. Below it are fields for 'Steps to achieving outcome:' and 'Date to be achieved by:'.
- Provision - 1:** A section with a comment box containing the text 'A timetable focused on developing key concepts'. Below it are fields for 'To be provided by:', 'How much / Quantity:', 'How often:', and 'Staff / Student ratio:'.

Step 6.2 – Review the outcomes (Section E)

After you have provided read and provided comments (if any), you can then look at the outcomes that have been created. You can find the outcomes in the following section:

You will be able to provide your feedback the same way as the previous section.

Step 6.3 – Review the provision (Section F)

Once you have completed steps 6.1 and 6.2, you can then look at the provision being offered.

Important Note: Provision must be specified, quantified and clear.

This means that you should be able to review the following:

- What support is being provided
- How long will the support be provided for
- Staff/Student Ratio when delivering the support
- How often will the support be provided

You can provide feedback via the comments box, the same as you would in previous sections.

You will then repeat these actions for the 3 remaining sections. Once this has been done, please move onto Step 7.

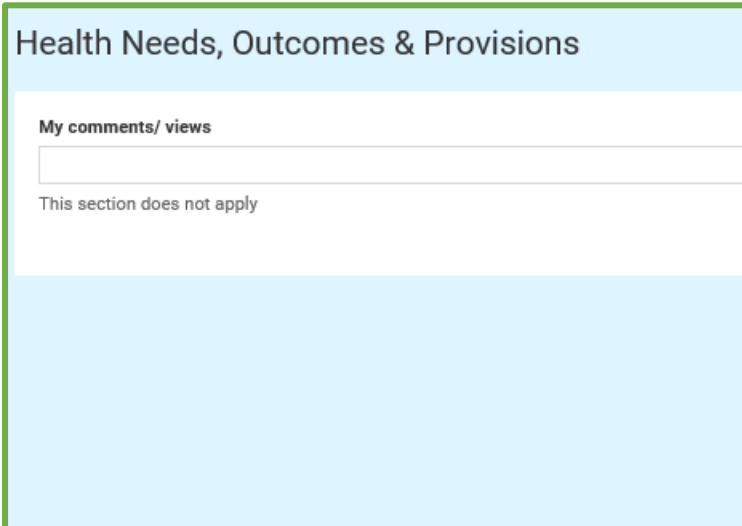
Important note: If you are suggesting amendments to be made to the draft EHC Plan, these amendments must be backed up by evidence in Professional reports that have been written about your child.

Step 7 – Reviewing Health Needs, Outcomes & Provisions

(Sections C, E & G)

In this section, you will be able to view any outcomes and provisions that have been proposed if your child has Health needs.

You will need to review the outcomes and provisions. If the section remains empty (like below) and you feel that your child's Health needs and/or provision should be written in this section, you can provide any comments and views in the following box.



Health Needs, Outcomes & Provisions

My comments/ views

This section does not apply

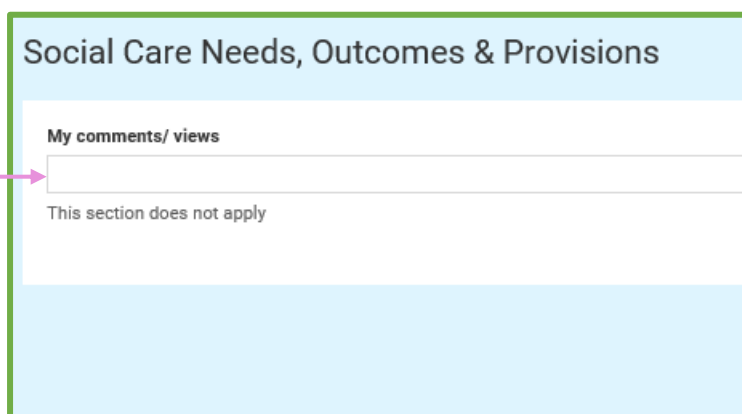
Important note: If you are suggesting amendments to be made to the draft EHC Plan, these amendments must be backed up by evidence in Professional reports that have been written about your child.

Step 8 – Reviewing Social Care Needs, Outcomes & Provisions

(Sections D, E, H1 & H2)

In this section, you will be able to view any outcomes and provisions that have been proposed if your child has Social Care Needs.

You will need to review the outcomes and provisions. If the section remains empty (like below) and you feel that your child's Social Care Needs and/or provision should be written in this section, you can provide any comments and views in the following box.



Social Care Needs, Outcomes & Provisions

My comments/ views

This section does not apply

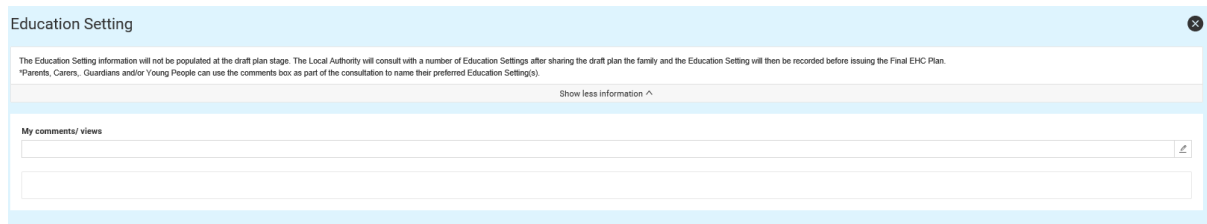
This section would hold information from your Social Worker (if you have one). If you are not sure if you have or are entitled to any Social Care involvement please speak to your Case Officer from the Children and Adults with Disabilities Team (CAD Team).

Please go to the next page for Step 9.

Step 9 – Education Placement

(Section I)

In this section, you will see there is no Educational Placement named. This is because the Local Authority need to obtain your views/wishes and feelings on where you would like your child educated.



Education Setting

The Education Setting information will not be populated at the draft plan stage. The Local Authority will consult with a number of Education Settings after sharing the draft plan the family and the Education Setting will then be recorded before issuing the Final EHC Plan.
*Parents, Carers, Guardians and/or Young People can use the comments box as part of the consultation to name their preferred Education Setting(s).

Show less information ^

My comments/ views

You can use the comment box to add a School preference. The Local Authority will then consult with your choice (this takes 15 days) and you will be informed of the outcome. A placement will be named in the final plan.

Please note: If your child is currently in an Education Placement that you are happy with, this would normally be named on the final EHC Plan unless you have stated another preference

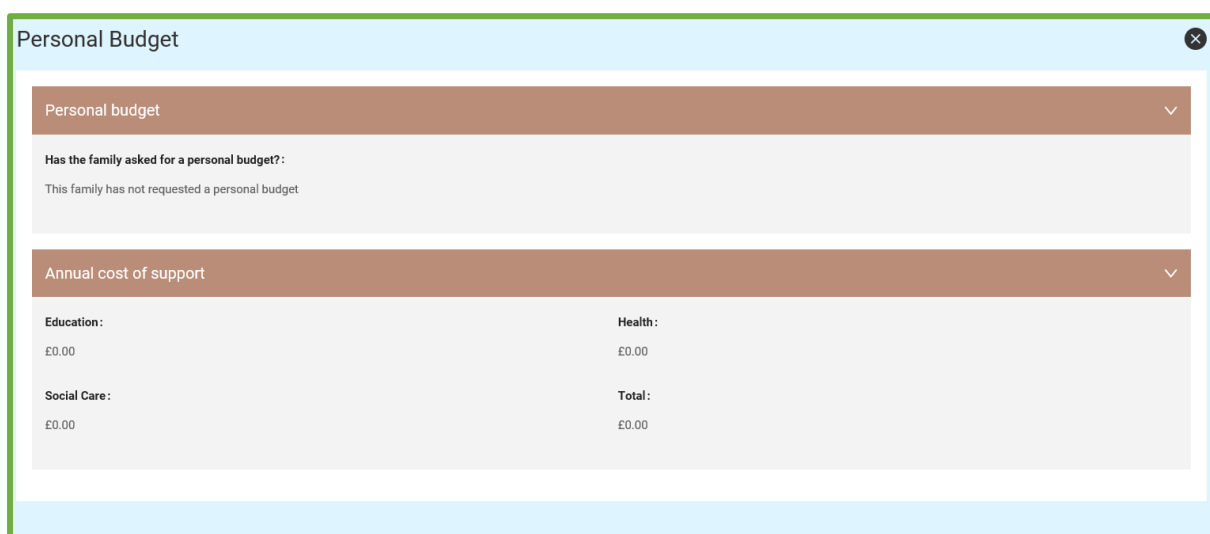
Please go to the following page for Step 10.

Step 10 – Reviewing Personal Budget

(Section J)

In this section, you will be able to review your Personal Budget if you have requested one.

You will be able to find Annual Costs of Education, Health and Social Care provision on the following section:



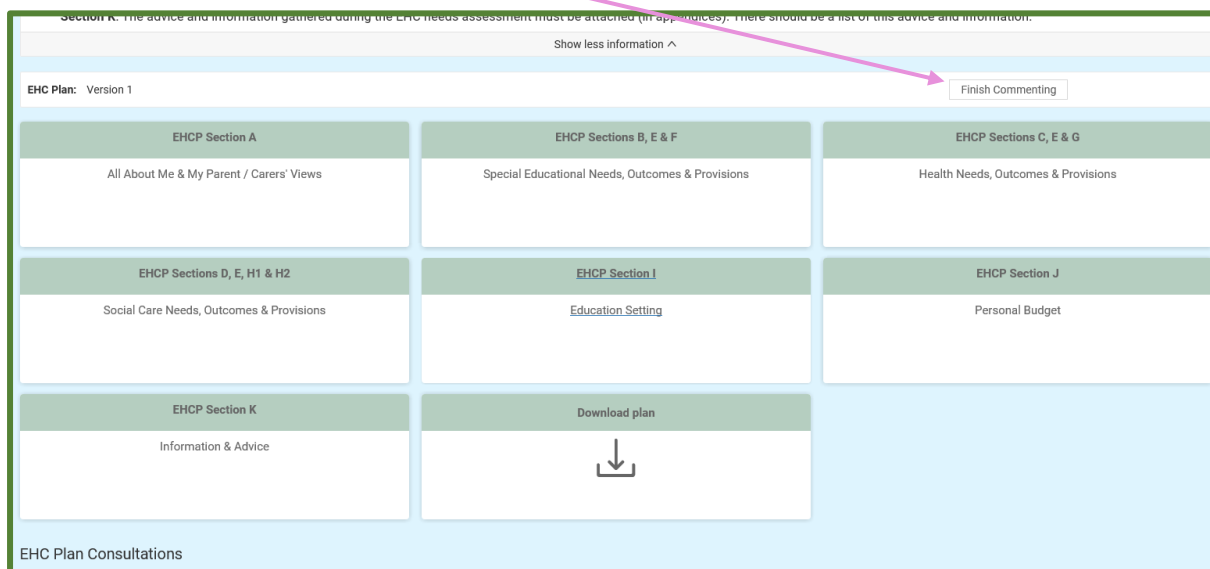
Personal Budget	
Personal budget	
Has the family asked for a personal budget?: This family has not requested a personal budget	
Annual cost of support	
Education: £0.00	Health: £0.00
Social Care: £0.00	Total: £0.00

If you have not requested a Personal Budget but would like to, please speak to your Case Officer from the Children and Adults with Disabilities Team (CAD Team) about this.

Once you have reviewed this section, you can move to the next page.

Step 12 – Finish Commenting

Once you have provided your feedback, you will be required to go back to the home screen with all the boxes. You will see a little box that reads “Finish Commenting”. Click on this box and this will enable you to submit your feedback to the Case Officer to review.



Do you need further support?

If you require any support with accessing or using the EHC Hub, please contact the Assessment & Placement Team on 01708 431885 or email sen@havering.gov.uk

If you require support with your application, you can ask your child's schools Special Educational Needs & Disability Co-ordinator (SENDCo) for some additional support or advice.

Alternatively, you can also contact Havering's Special Educational Needs & Disabilities Information Advice & Support Service (SENDIASS) on 01708 433885 or email sendiass@havering.gov.uk for any impartial Information Advice or Guidance.