



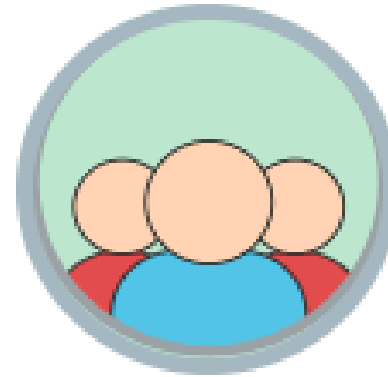
Devon's EHC Hub



Assessment and Review

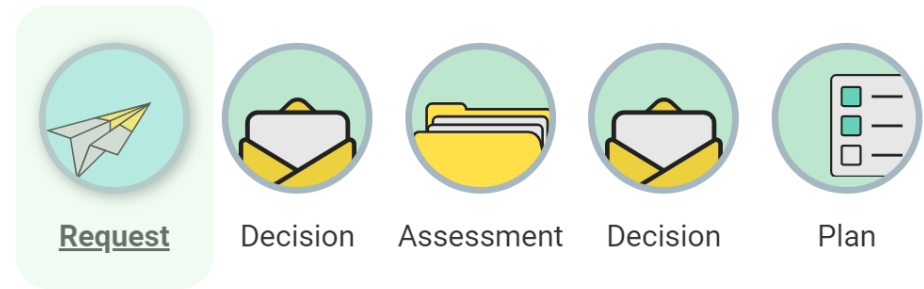


EHC ASSESSMENT
REQUEST



EHC REVIEW

Requesting and EHC Needs Assessment



The 'EHC Hub' is now available for new requests at

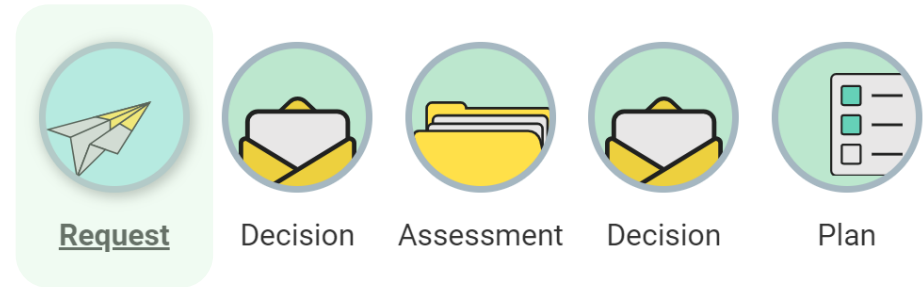
<https://ehchub-devon.openobjects.com>

[Account Registration Step by step guide](#)
[SENDCO: Request for Assessment](#)

Key Points to consider

- The information within this form maybe shared with a wide range of professionals and education settings. Therefore, please consider if sensitive information should be shared and ensure all information submitted is relevant to the child or young person's application
- Any reports attached to the application should have file names which clearly indicate what they are e.g. (SALT report, Current Attainment)
- Any attachments should be in pdf or word formats please do not upload scanned documents or photos of reports as these are hard to read and difficult to use
- The assessment process runs throughout the year not just during the academic term, therefore if a submission is made in July you will be expected to contribute (or attend a meeting) during the summer holidays

Supporting Parents



Devon Information Advice and Support Service (DiAS) can offer support for parents, carers. They can also complete and access information on the Hub on their behalf with their permission.

They also provide downloadable guidance on the assessment process

<https://www.devonias.org.uk/news/new-dias-booklet-about-ehc-needs-assessment/>

<https://www.devonias.org.uk/documents/2020/07/how-to-guide-applying-for-an-ehc-needs-assessment-july-2020.pdf/>

Available as an interactive PDF format, the booklet takes parents and carers step by step through the needs assessment process – from thinking about an assessment through to getting a draft plan.

DiAS
Devon Information Advice and Support
for Children, Education, Health and Learning

A guide for parents and carers

Education, Health and Care (EHC) needs assessment

- What is an EHC needs assessment and plan?
- Does your child need one?
- What should you do before, during and after an assessment?

How-to guide

Exactly what's going on and has been provided by in the assessment. You'll also see key parts of the process

Portable using it or you don't have a device, you don't have to use the EHC Hub. You can write a letter instead, but you must ask for help to use the EHC Hub, available by phone and email, the Devon Local Offer

to use the EHC Hub, you can:

- Family member to complete with you or for you
- Family member to write a letter for you, asking for a needs assessment
- They can write down why you think your child needs an assessment too, that will help. There is a template letter you can see on the IPSEA website.
- Contact us to ask for help to make the request.

EHC needs assessment using an online form. The EHC Hub is where all requests in Devon are managed online.

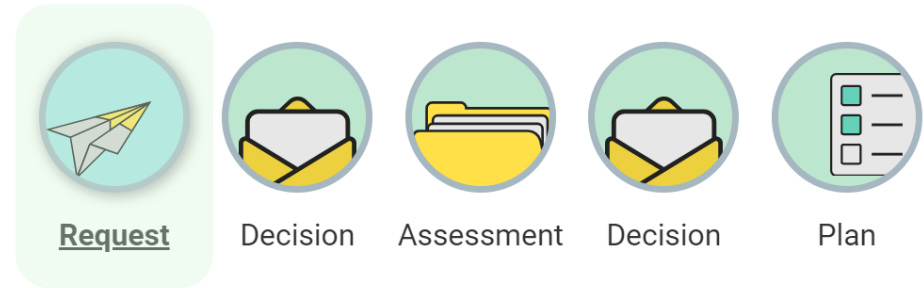
- Writing directly to the SEN-0-25 team at Room 1302, County Hall, Topsham Road, Exeter, EX2 4QZ telling them you would like your child to be assessed.
- Emailing the SEN-0-25 team with your request to: specialised.education@devon.gov.uk or mailbox@devon.gov.uk

If you send a letter or email, make a copy before you send it, so you've got a record.

Do I have to use the EHC Hub?

Many of the professionals involved with your child are likely to be using the EHC Hub to share information during the assessment. If you're not using the EHC Hub, this will be noted on the system and the SEN-0-25 staff member will share all the information with you by email or post instead.

Submitting an EHC Needs Assessment



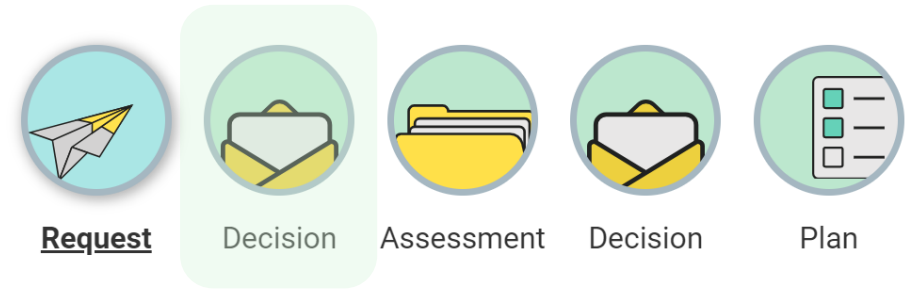
The following **must** be included

When attaching a document please save the file name making it clear what the document is and when it was created

e.g. SALT Report DEC 2020

1. Medical forms (if appropriate)
2. Attendance Data for at least the last 2 academic years
3. Attainment Data for at least the last 2 academic years showing less than expected progress ~ Please complete and attach the relevant form [EYFS](#) [Primary](#) [Secondary](#) [Post 16](#)
4. [Current support in place please complete and attach this form](#)
5. A piece of the child/young person's work (date) of which they are particularly proud. Please include a brief explanation of how the work was completed
6. A piece of unaided writing (dated) which demonstrates the NC or P level at which the child /young person is working. For a young child this may be a drawing
7. Assess, plan, do, review information, such as reviewed IEPs or provision map with evaluations (over the last 12 months)
8. Most recent record of involvement from external agencies/ professionals e.g. BST, SEND Service, REACH, SALT, EP, OT, Physiotherapy, CAMHS
9. Most recent reports obtained from external agencies/ professionals e.g. BST, SEND Service, REACH, SALT, EP, OT, Physiotherapy, CAMHS
10. Current Early Support Plan (if applicable)

Decision



We use this threshold document ([Key facts about EHC needs assessment](#)) and guidance from the SEND Code of Practice to consider:

- the child or young person’s academic attainment and rate of progress.
 - the nature, extent and context of their Special Educational Needs (SEN).
 - what the school or provider has done to meet the child or young person’s SEN.
 - the child or young person’s physical, emotional and social development and health needs
 - and what has been done to meet these by other agencies.
- If you are unable to see the case when you log in, please make sure you have ticked the option to view closed cases.

On the top bar click decision.

You will then be able to view the decision and a reason for the decision.

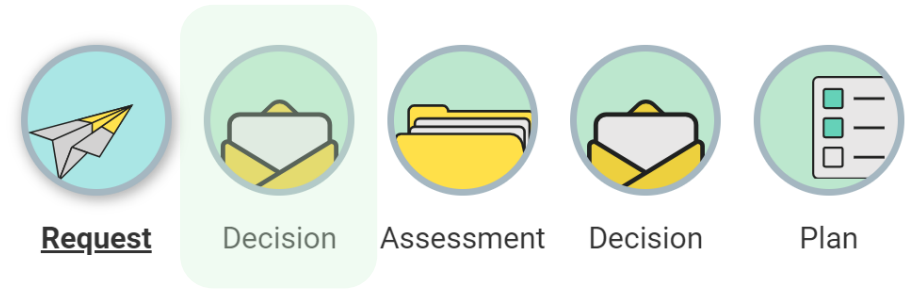
You can also download a letter which contains further information

Closed outside of process

Include closed cases

[Clear all filters](#)

Decision



We use this threshold document ([Key facts about EHC needs assessment](#)) and guidance from the SEND Code of Practice to consider:

- the child or young person’s academic attainment and rate of progress.
 - the nature, extent and context of their Special Educational Needs (SEN).
 - what the school or provider has done to meet the child or young person’s SEN.
 - the child or young person’s physical, emotional and social development and health needs
 - and what has been done to meet these by other agencies.
- If you are unable to see the case when you log in, please make sure you have ticked the option to view closed cases.

On the top bar click decision.

You will then be able to view the decision and a reason for the decision.

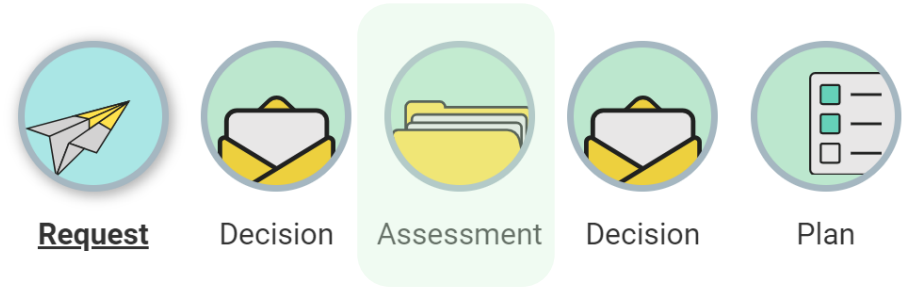
You can also download a letter which contains further information

Closed outside of process

Include closed cases

[Clear all filters](#)

Assessment



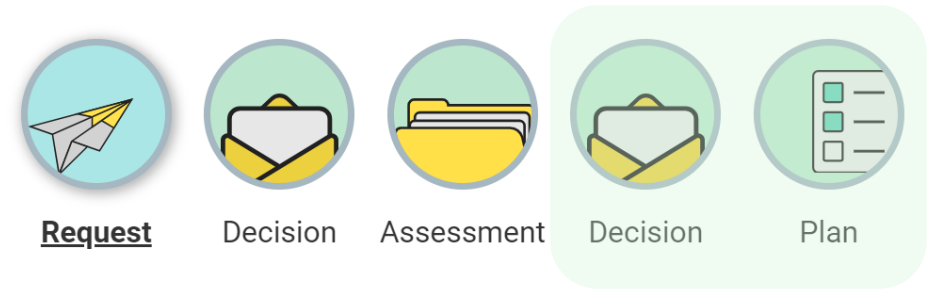
If an assessment goes ahead you will receive a request for advice to contribute towards the plan.

If this information was already received as part of the request this will already be pre-populated

You therefore have the opportunity to consider the information and edit prior to submission

[Guidance on submitting advice for professionals](#)

Decision, Plan + Consult



Decision on whether to issue an EHC Plan

Once the EHC assessment process is complete, we will consider all of the advice gathered to make a decision on whether to issue an Education, Health & Care Plan (EHCP) or not.

If a plan is required, it will advise as below

Compiling Plan

The EHC Plan is currently being drafted. You will be notified once the draft plan is available to view. In the meantime, you can view all of the advice contribution on the assessment page.

Draft Plan

Following our decision to issue an EHCP, we will prepare a draft version of the plan for the Family or Young Person to view and provide comments on. They will have 15 days to record and submit their comments to us. We will then consider their feedback before issuing the final version of the EHCP.

Consult

For most assessments you will be consulted with as to whether your setting can meet the needs of the child or young person. The following guidance is provided to support you to navigate the EHC Hub and complete your response to the consultation.

[Consult guidance for Settings](#)

EHCP Reviews for SENDCO

This short guide explains the process and timescales for completing a review

[Guidance for Completing an EHCP Review](#)

[Guidance on using the Hub to complete a review](#)

EHCP Reviews

Reviews are expected for every EHCP, every year.

The review is to consider the progress made towards the outcomes in the Plan and if any significant change requires the Plan to be ceased or amended.

Before the Review

- Updated professional advice, if needed, should be in place and distributed before any meeting – at least two weeks before
- Updated assessments if required should have been done, through normal referrals to services
- School based monitoring should be available and distributed
- Invitations should be sent to professionals

At the Review

- There should be a discussion about the progress towards the outcomes
- Any significant changes that need to be proposed should be recorded
- No decisions will be made at the meeting please see the [EHCP Charter](#)

After the Review

- The school produces the report and send this to the local authority – **two weeks after the meeting**
- The SEN officer decides if the EHCP should be
 - Maintained – this should be the majority and the work to achieve the outcomes should continue
 - Ceased – for a minority, and those who have achieved the outcomes in their plan
 - Amended – a proportion will need to be changed due to the significant changes that have occurred
- The decision should be sent to the parent **four weeks after the meeting**
- Some year groups – those who will move into primary or secondary school, and those going into a post 16 provider will be amended.
- If the decision is to amend then the amendments are based on the evidence provided
- The proposed amendments to the EHCP are sent to the parent or young person
- A preference for a school can be expressed and any comments made about the content of the proposed amendments
- Comments are considered and any consultation with school or College takes place
- The Final Plan is then issued as soon as practicable but must be done **within 8 weeks of sending the amendments**

EHCP Reviews:

duty for Education health and Care Plans to be reviewed by the school every 12 months. (SEND Code of Practice 9.166)

require a school to arrange and hold the review meeting. This is even and is usually managed by the schools SENDCO. For school a SEN Officer will manage this.

EHCP should include the school's regular reviews of the plan so do not need to wait for a one-off annual event.

v. Involvement of professionals

to involve those who know, and have active involvement

of the child or young person. This might include health professionals and other professionals employed by the school as well as those who are employed by the local authority.

Advice of external professionals are especially important to be considered for amendment because of a substantial change in the child/young person's needs

considered that there is a requirement for significantly different provision.

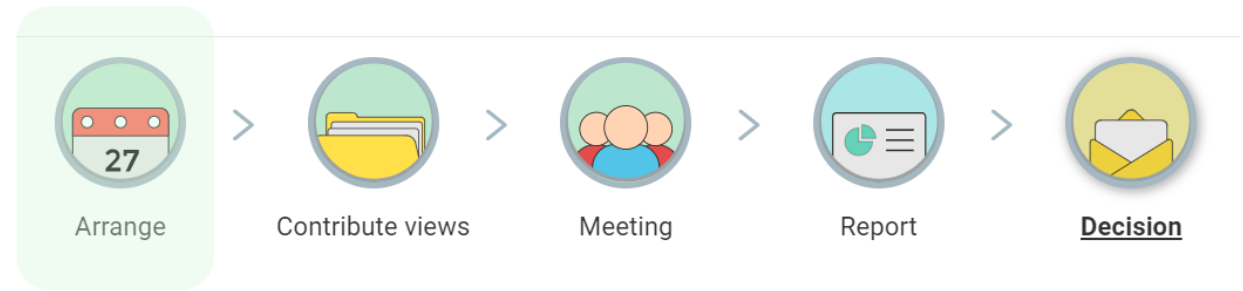
[List](#) the key people who must be invited

to attend. While they must be offered the opportunity to attend, it is not always essential to secure their attendance to proceed with the review.

enables you to invite professionals who have not been engaged previously and to provide plenty of notice.



Reviewing an EHC Plan



Here is a short video on [using the EHC Hub to arrange a meeting](#)
[Step by step guidance](#)

Here are [Answers to FAQ about arranging a meeting](#)

Meetings can be held earlier than the deadline but should always be within 12 months of the last review being concluded by the local authority.

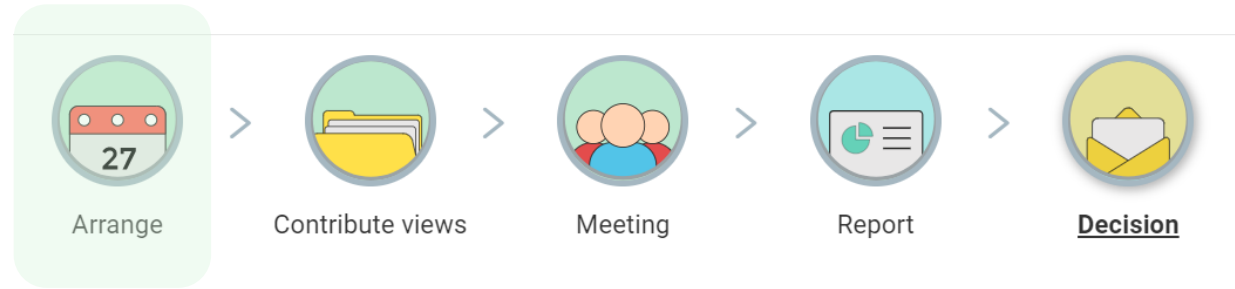
To ensure good practice

- Consider what other reviews need to happen for the child/young person e.g. social care reviews and align where possible.
- Invites should be sent at least 16 weeks prior to the deadline date (anniversary of last review or issue of plan whichever is sooner).
- A reminder should be sent 2 weeks before and any reports received shared.

You should

- Print a letter from the hub to send to parents who can't/won't engage with the EHC Hub
- Consider if participants can join the meeting virtually using [Skype](#), [Teams](#), [Zoom](#),
- Tele-conferencing, Web-chat or similar

Supporting Parents



[Guidance for parents and carers](#)

This provides short videos and step by step guidance

Here is a short video on using the EHC Hub to accept an invite to a meeting or

<https://youtu.be/UKlAxSkiPYwStep>

[Step by step guidance is available here](#)

Here is a short video on using the EHC Hub to contribute your views

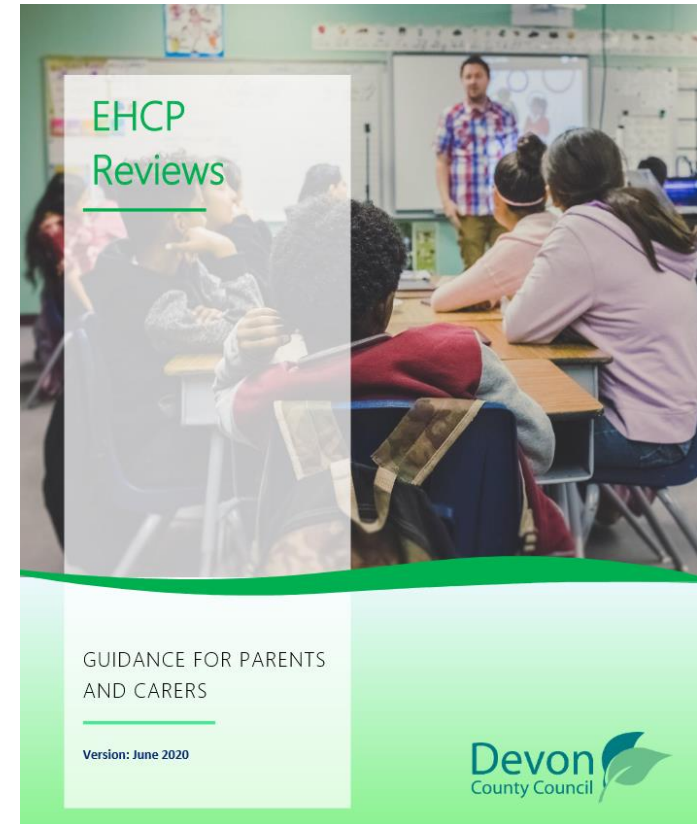
<https://youtu.be/nk87kSTHRtcStep>

[Step by step guidance](#)

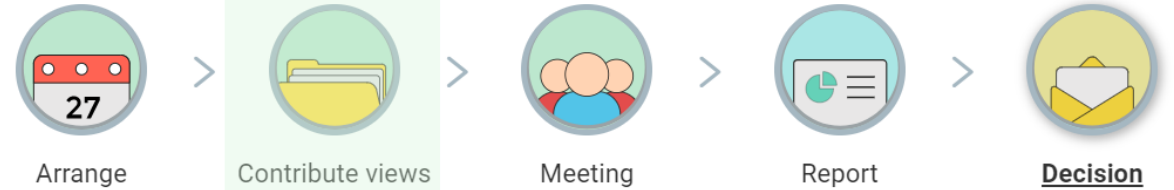
Technical Support

Email : educationsystems@devon.gov.uk

- Telephone: 01392 380434 (Option 2)



Reviewing an EHC Plan



[Guidance for requesting advice from other professionals](#)

[A short video on using the EHC Hub to contribute views](#)

[Step by step guidance](#)

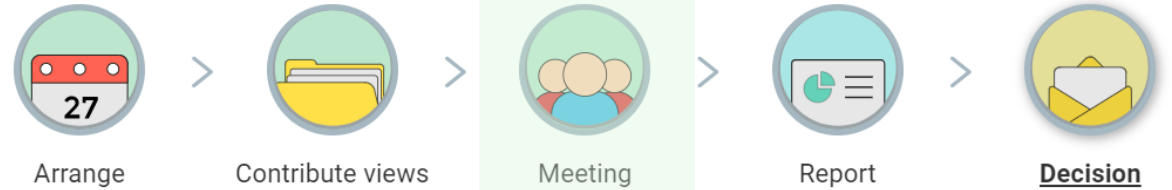
[Answers to FAQ about contributing views](#)

What views should professionals (including SENDCOS) provide?

The EHC Hub will prompt professionals for the following:

- Professionals to comment on how they feel progress is being made towards the outcomes set out in the current EHC Plan
- What has been working well and is helping the child or young person to achieve each outcome
- If there any changes needed to each outcome
- If there any additional short-term targets needed to support the child or young person to achieve each outcome
- A professional can also upload a report
- If there are no outcomes for a service to review eg where a service has recently become involved, a report can be uploaded as a 'supporting document' within the Hub, this will then be available for discussion at the review meeting

Reviewing an EHC Plan



During the Meeting

Using the advice contributions from professionals and discussion at the meeting, consider the child or young person's progress towards the outcomes and whether they are still appropriate

Consider what provision is required to help the child or young person prepare for adulthood and independent living

Review any interim targets set by the early year's provider, school or college or other education provider

Set new interim targets for the coming year and, where appropriate, agree new outcomes

Take account of the views, feelings and wishes of the child, young person and parent, including their right to a personal budget

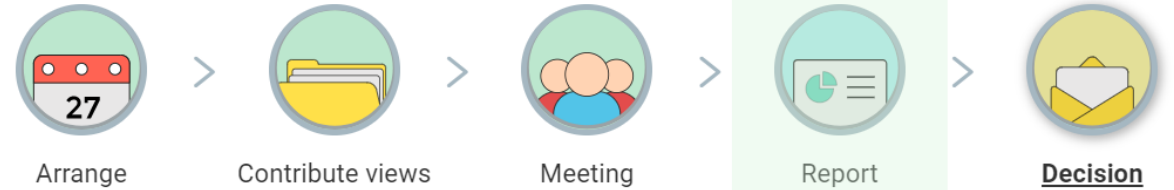
Review any arrangements for direct payments {Link}

For children and young people in Year 9 a discussion should take place about preparing for further education and/or adulthood.

[\(please view the example report\)](#)

The meeting chair should ensure that the views 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 are accurately recorded

Reviewing an EHC Plan



[A short video on completing the report on the EHC hub](#)

[An example of the report](#)

Compiling the report

The report is 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 EHCP review

Reviewing an EHC Plan



Arrange



Contribute views



Meeting



Report



Decision

The Local Authority will decide to

- Keep the current EHC Plan as it is
- Amend the EHC Plan
- Cease to maintain the EHC Plan

They will also include a brief reason for their decision

Keep the current EHC Plan as it is

The plan will continue to be maintained and will be reviewed within 12 months of the review being concluded

Amend the EHC Plan

If the plan needs to be amended, the local authority should start the process of amendment without delay ~ Code of Practice 9.176

An amended draft plan will be shared with parents and professionals involved and parents given at least 15 calendar days for the parent or young person to comment and make representations on the proposed changes

Cease to maintain the EHC Plan

The Local authority may decide to cease a plan if:

- The review evidences that outcomes have been met
- LA no longer required to maintain plan as child/YP has moved out of area
- Young person moving to higher education or employment

Hub Support

Email : educationsystems@devon.gov.uk

- Telephone: 01392 380434 (Option 2)