

# EHC Assessment: Providing Advice

## Step by step guide

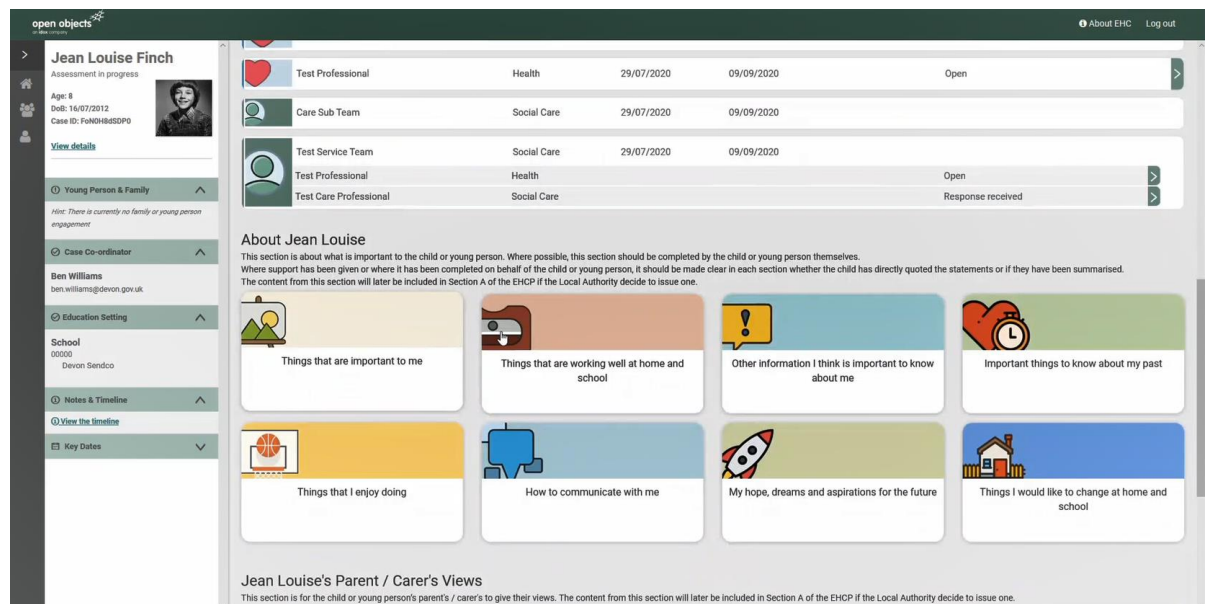
### Step 1 Login to the Hub

[Login to the EHC Hub](#)

You will be shown any children/ young people in your care with an EHC plan or is currently under assessment for a plan

Click on a child or young person to enter their case

### Step 2 Find meeting details



Professional	Role	Start Date	End Date	Status
Test Professional	Health	29/07/2020	09/09/2020	Open
Care Sub Team	Social Care	29/07/2020	09/09/2020	
Test Service Team	Social Care	29/07/2020	09/09/2020	
Test Professional	Health			Open
Test Care Professional	Social Care			Response received

**About Jean Louise**  
 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.

**Jean Louise's Parent / Carer's Views**  
 This section is for the child or young person's parent's / carer's to give their views. The content from this section will later be included in Section A of the EHCP if the Local Authority decide to issue one.

Scroll down the page to see the other professionals who have had advice requests

Locate your service and/or your name

On the right hand side it will say 'Open'

Click Open

### Step 3 Initial Questions

This will take you to the Request for advice page

#### You need to answer

- When did the child or young person first come in contact with your organisation?
- What has your organization already put in place to support this child or young persons needs?
- What has been the effect of any support or strategies already put in place your organisation?

Please note how these are to provide context for the advice and will not be included in the plan. If they are not applicable, please indicate this with n/a

### Step 4 Advice Area

You then need to complete the information for your advice area  
Click to choose the most relevant area for your service

# 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

## Health needs which relate to the child or young person's special educational needs (SEN)

If a decision is made to provide an education, health and care plan (EHCP), this advice may be used in section C of the EHCP.

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

strengths

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

I

**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

## You need to complete

- The Child or young person's strengths
- The Child or young person's Needs
- At least 1 intended Outcomes for the Child or young person
- The provision which will support achieving each Outcome

Click '+ Add a new outcome' to add new outcome

You will then be able to add provision

If appropriate you can specify further details about the provision but this is not mandatory.

+ Add a new provision

Provision 1 Delete provision

**Support Needed**  
support provided

**To be provided by**  **Staff / Student ratio**

**How much / Quantity**

**How often**

Save your changes

## 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?

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

You have been asked for advice in the following areas: **Social Care**

Request notes:

Download your advice

This will show you what can be viewed by parents/carers.

This can then be shared for Quality Assurance purposes.

Once it is ready you can then press submit advice

- Once submitted the advice is final
- Once submitted the advice is visible to all those involved with the case

### Step 5 Resubmission

If you do submit in error or a change is required, this can only be done by contacting the caseworker. They will then re-open your submission. However if the resubmission is after the 6 weeks then the advice will be considered late.