Health Glossary

SH – Surrey Heartlands

ICB – Integrated Care Board

CFHS – Children and Family Health Surrey (Health)

DPS – Developmental Paediatric Services

LSPA - Learners' Single Point of Access

IHA – Initial Health Assessment RHA – Review Health Assessment

Document last reviewed: October 2023

Reviewed by: Elaine Andrews

Next review date: March 2024

# IHA Referral Existing EHCP

IHA Referral Existing EHCP

IHA referral required

Social Worker

Return Part C to

Foster Carer & Parents

Social Worker

Inform Business Support child is to become looked after

Inform Business

Support child is to

become looked after

Authorise & return

Authorise & return

IHA

IHA

Return Part C to Foster Carer & Parents

Part C to be entered into Child’s Care Plan & PEP

Part C to be entered

into Child’s Care Plan & PEP

END

Draft IHA & return to Social Worker for approval

Business Support

Draft IHA & return to

Social Worker for

approval

Business Support

(NE) nesen@surreycc.gov.uk; [(NW)nwsen@surreycc.gov.uk](mailto:(NW)nwsen@surreycc.gov.uk) (SW) swsen@surreycc.gov.uk; (SE) [sesen@surreycc.gov.uk](mailto:sesen@surreycc.gov.uk)

Send approved IHA to

Send approved IHA to

IHA Coordinator

IHA Coordinator

Return copy of completed IHA to Social Worker & Part C to SEND area email

Return copy of completed

IHA to Social Worker & Part C to SEND area email

Upload IHA to

Wisdom & update tracker

Upload IHA to Wisdom & update tracker

Forward approve IHA with copy of EHCP

Social Care IHA Coordinator

Forward approve IHA

with copy of EHCP

Update LCS-Health

tab

Update LCS status to

complete and finalise examination date

Update LCS status to

complete and finalise examination date

Return completed

IHA to Business Support

Update LCS-Health tab

Social Care IHA Coordinator

Include appt. date

Receive report from Paediatrician

Receive report from

Paediatrician

Update LCS status to complete and finalise examination date

Update LCS status to complete and finalise examination date

Return completed IHA to Business Support

Complete IHA – ref erence EHCP outcomes

DPS Medical Advisor

Complete IHA – ref erence

EHCP outcomes

Completed IHA

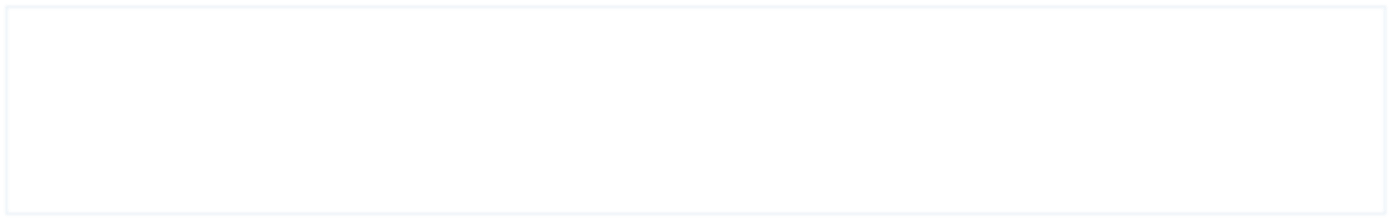
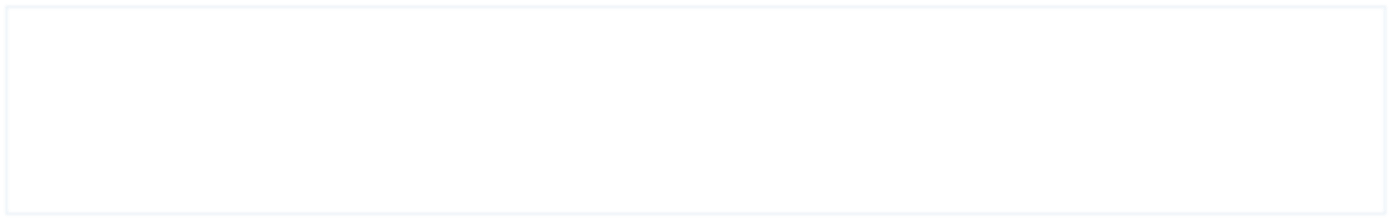
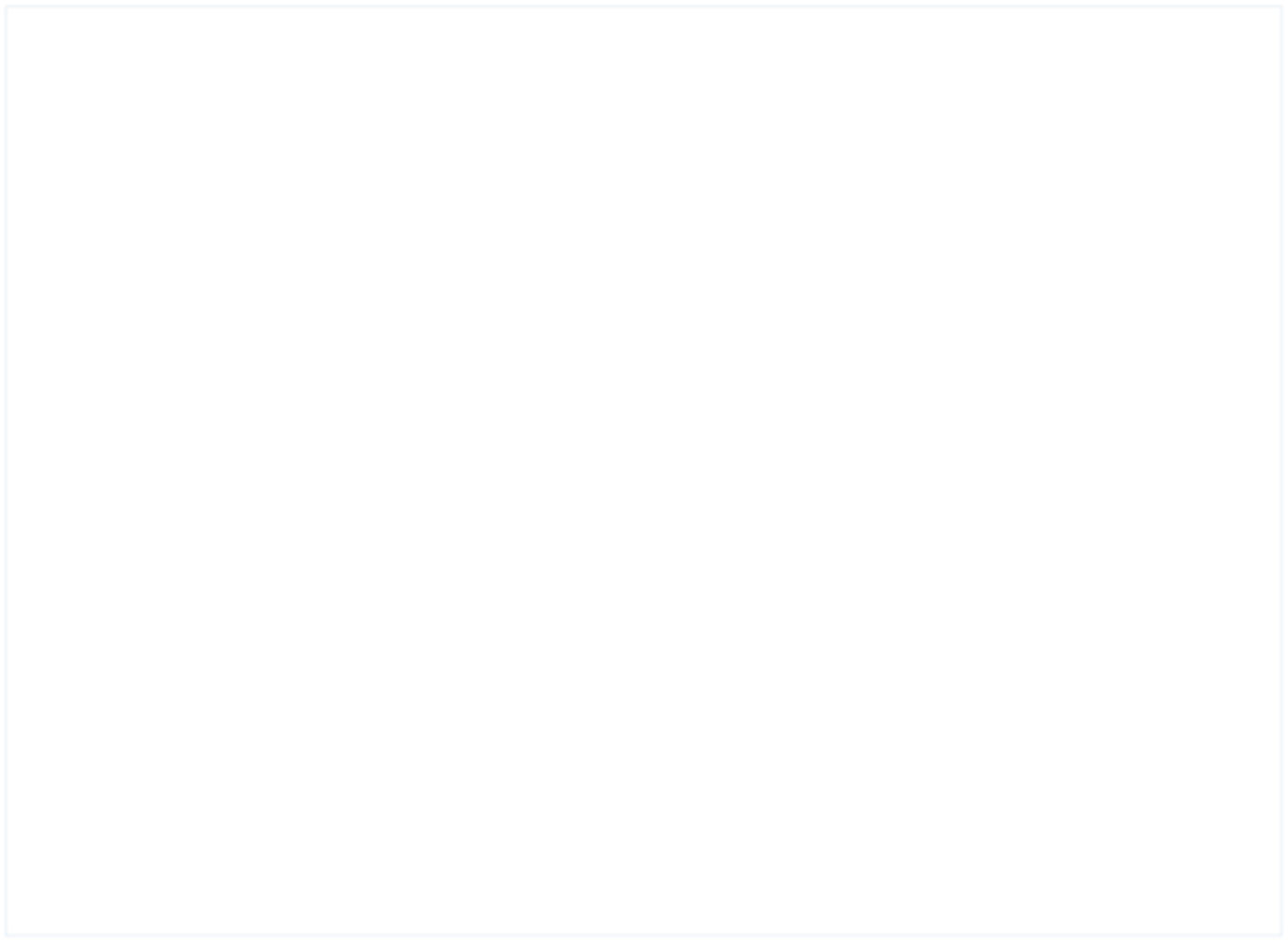
quality assured

Return complete IHA

to SC IHA Coordinator

Uploaded IHA to

clinical Health systems



DPS Medical Advisor

Completed IHA quality assured

Return complete IHA to SC IHA Coordinator

Uploaded IHA to clinical Health systems

Child Becoming Looked After Existing EHCP

Business Support

SEND Casewoker

Social Worker

Gateway

Phase

Return EHCP

report

Upload EHCP to

Wisdom

Record EHCP on

Health Tracker

Notify SEND

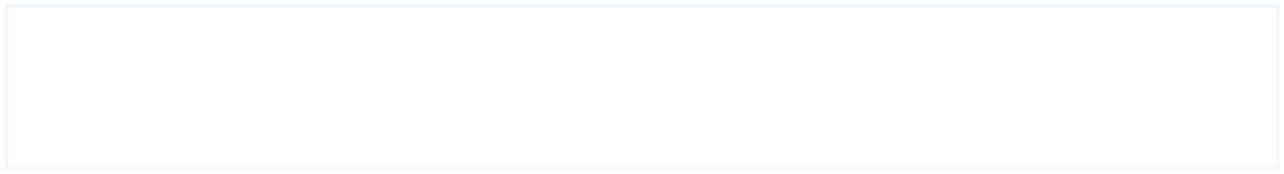
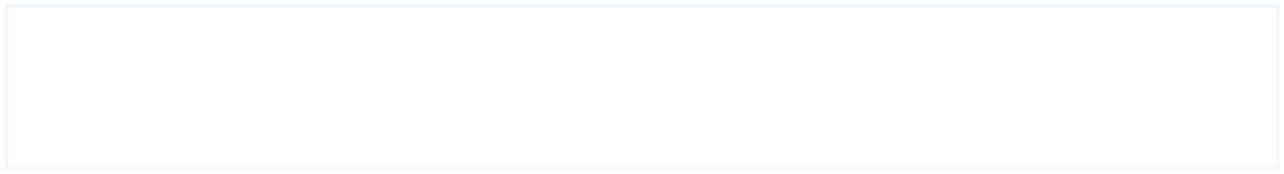
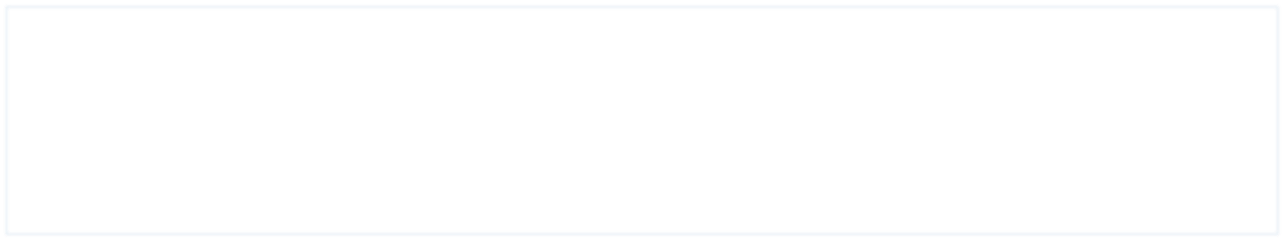
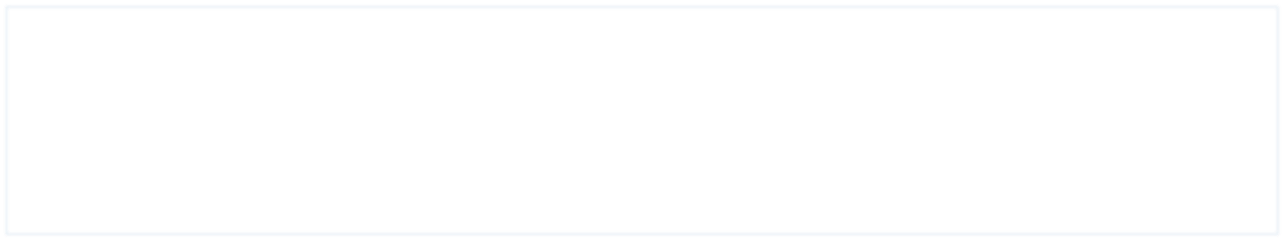
Notify SH ICB Designated

Looked After Children Health

Team & Virtual School

Record EHCP status

via lozenge on LCS



[syheartlandsicb.alllacnotifications@nhs.net](mailto:syheartlandsicb.alllacnotifications@nhs.net)

[virtual.school@surreycc.gov.uk](mailto:virtual.school@surreycc.gov.uk)

Notification of child

becoming looked after

Notify SEND

(NE) nesen@surreycc.gov.uk;

[(NW)nwsen@surreycc.gov.uk](mailto:(NW)nwsen@surreycc.gov.uk) (SW) swsen@surreycc.gov.uk; (SE) [sesen@surreycc.gov.uk](mailto:sesen@surreycc.gov.uk)

END

Return EHCP

report

END

Phase

Child Becoming Looked After Existing EHCP

Notify SH ICB Designated Looked After Children Health Team & Virtual School

Record EHCP status via lozenge on LCS

Record EHCP on

Health Tracker

Upload EHCP to

Wisdom

Social Worker

SEND Casewoker

Business Support

Gateway

# Child in Care requiring EHCP

Child in Care requiring EHCP

Child in need of EHCP

School/Nursery/

Professional/Parent

School/Nursery/

Professional/Parent

Referral made to LSPA

Child to be assessed?

LSPA

LSPA

Yes No

End No

Child to be assessed? No

EHC Governance

Board

EHC Governance

Board

End

EHCP Issued?

Yes

Issue EHCP draft

Yes

SEND Case Officer

SEND Case Officer

Request EHCP

assessment

https:// childrensreferrals.s

abp.nhs.uk/ est-

[tr.cpci@nhs.net](mailto:tr.cpci@nhs.net)

Contact Epsom

Gather all information & return

lachealth@surreycc. gov.uk

Return Final EHCP to LAC Health

Child registered

with Epsom GP

Yes

General Hospital

Community Paediatric

Service direct

No

One Stop

One Stop

Upload Request to

ACS/RIO/EMIS

Review Electronic

DPS Medical

Advisor

DPS Medical

Advisor

record

Business

Support

Business

Support

Write health advice

contribution

Sign off health advice for EHCP assessment & return

Upload EHCP to Wisdom & update tracker

RHA Referral required - child with EHCP

Social Worker

CFHS (Health)

Business Support

SEND

RHA referral

required

Return RHA to

foster carer and parents

RHA used to inform

the care plan, next PEP & care review

Draft RHA & send

to Social Worker for approval

Return RHA & EHCP

to CFHS LAC Health Team

Return copy of RHA

to Social Worker & return part C to SEND

Return EHCP Report

Check electronic

patient records for EHCP assessment

If it is identified that there is health

information missing from the EHCP health section outcomes this is to be referenced in the Health Care Plan

Child placed in county

Yes

Complete RHA

alongside the final EHCP outcome measures

No

Provide all EHCP documentation with RHA referral to out of county assessor

Return completed RHA

Complete quality assurance self- assessment tool

Request EHCP report

Upload RHA to Wisdom & update tracker

Authorise & return RHA

RHA Referral required - child with EHCP

CFHS (Health)

SEND

Business Support

Social Worker