



Co-ordinated Assessment and Education, Health and Care Plan (EHCP) Process Northamptonshire

Stage 1: Is an Education, Health & Care assessment needed?

There is a single point of entry to access a co-ordinated response from specialist Education, Health and Social Care services through the EHC Team via the Co-ordinated Assessment Process. The application for a Co-ordinated Assessment can be made by a professional, with parental consent, by completing a request for assessment. Applications can also be made by parents or a young person over the age of 16 directly. Support for parents to complete the application form can be provided by the Northamptonshire Parent Partnership Service.

Completed applications are considered on receipt. If further information is required before making a decision to assess this will be sought from the parents or professionals as appropriate.

All applications are considered against eligibility criteria:

- Eligibility for a co-ordinated assessment and single education, health and care plan is that the child/young person meets the current criteria for statutory assessment of their special educational needs under the 1996 Education Act or where the child is under 5, where notification has been given by Health professionals that they have difficulties that are likely to result in significant special educational needs in the future that might require an EHC Plan to be in place.

There are five possible outcomes of an application:

- The application does not meet the criteria for a Co-ordinated Assessment. A letter will be sent to the applicant giving reasons for this decision and supporting information regarding the Local Offer.
- There is insufficient information on which to make a decision. The application will be returned to the applicant with a request for further information in order for the application to be re-considered.
- There is a need for support that can be provided by a single service, without the need for a Co-ordinated Assessment. The EHC Team can make the request or referral for this service directly if there is parental consent.
- There is need for co-ordinated support (from more than one service) but at a 'targeted level' rather than a 'specialist level'. The application can be referred to other professionals e.g. the Early Help Teams with parent consent.
- The application meets the criteria for the Co-ordinated Assessment.

If a Co-ordinated Assessment is agreed, a **Caseworker** is identified to be the single point of contact for the family and manage the following assessment process.



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Stage 2: 'Preparation & consideration' of existing information:

The Caseworker will contact the parents to introduce themselves and the process and discuss:

- Suitability of existing assessment reports for the statutory process
- Identify who should be involved in the co-ordinated assessment process which will include as a minimum:
 - The child/young person,
 - The parent/carer,
 - The Community Paediatrician/or other medical practitioner (Designated Medical Officer)
 - Educational Psychologists
 - The School, College or Pre-School, if the child is attending an educational establishment
 - Social Care (Early Help, Targeted Prevention or Social Care)
 - Any Specialist Teachers involved in supporting the child/young person
 - Any Therapists involved in supporting the child/young person
 - The School Nurse or Health Visitor in regards to the child/young persons Health Surveillance Checks

The Caseworker will timetable the Co-ordinated Assessment Process and the Caseworker will ensure that statutory timescales are met and where possible the assessment activity is streamlined.

Stage 2: Information-gathering 'listen & understand':

The Caseworker will liaise with the professionals who make up the Assessment Team (see possible professionals involved above) in order to share information and discuss how the assessment will move forward. The Assessment Team gathers information, following their own professional frameworks, but giving consideration to the questions/areas for investigation that have been raised at Stage 1 and in co-production with the parents and young person.

Professionals will submit reports of the information they have gathered by the required date. The format and content of these reports/contributions to the Co-ordinated assessment will include:

- A clear description of the child/young persons needs
- Impact these needs could have on current and future education provision requirements
- Outcomes sought for the child/young person



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Stage 3: Analysis and conclusion from information gathered:

The Caseworker will, at the end of the information gathering period, present the information to the SEN Officer who decides whether the assessment outcome requires an EHC Plan or a Multi-agency Plan (MAP) of Support to be drawn up.

Summary of Assessment (SOA):

The Caseworker will send the SOA to the parents and requestor. The SOA will include information as to how the child/young person should be supported by the Local Offer. The SEN Officer can meet the parents and/or requestor to discuss the decision.

EHC Plan:

The Caseworker will draw up a draft EHC Plan which will be sent to parents and relevant professionals. Parents should let the Caseworker know if they need amendments or are considering a request for a personal budget.

On receipt of the draft EHC Plan parents can request to meet with the case worker or an officer to discuss possible amendments to the draft. It may also be useful, in complex cases, for a multi-agency meeting to be held with parents to ensure the plan represents all aspects of need and support required. The Caseworker will facilitate this person centred meeting if it is held.

The final draft EHC Plan comes back to the SEN Officer to consult the requested education placement. If a personal budget has been requested the Caseworker will work with all agencies to complete the resource allocation system and provide an indicative budget.

Stage 4: 'Agree & allocate'

The completed EHC Plan, including the agreed school placement, is then reviewed and formally signed off by agency leads before being issued as the Final EHC Plan to the parents, young person and all professionals involved in the assessment process.

Stage 5: 'Monitor & review':

The EHC Plan will be reviewed at least annually (more frequently for very complex cases or younger children). The review will take place via a meeting which is convened by the education placement for this purpose.