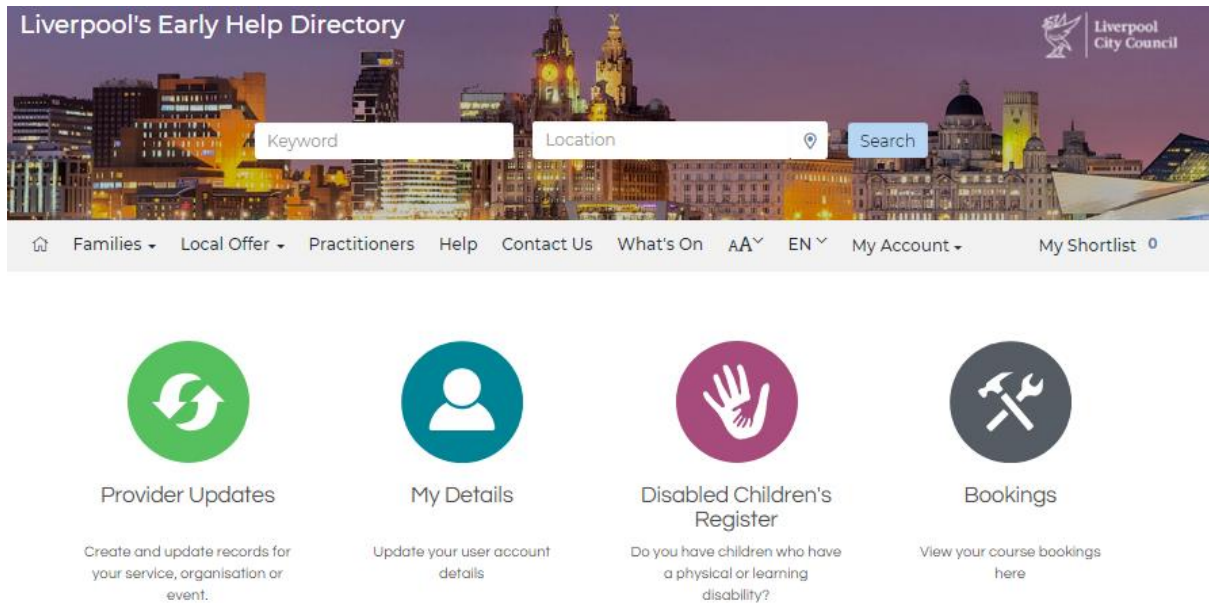


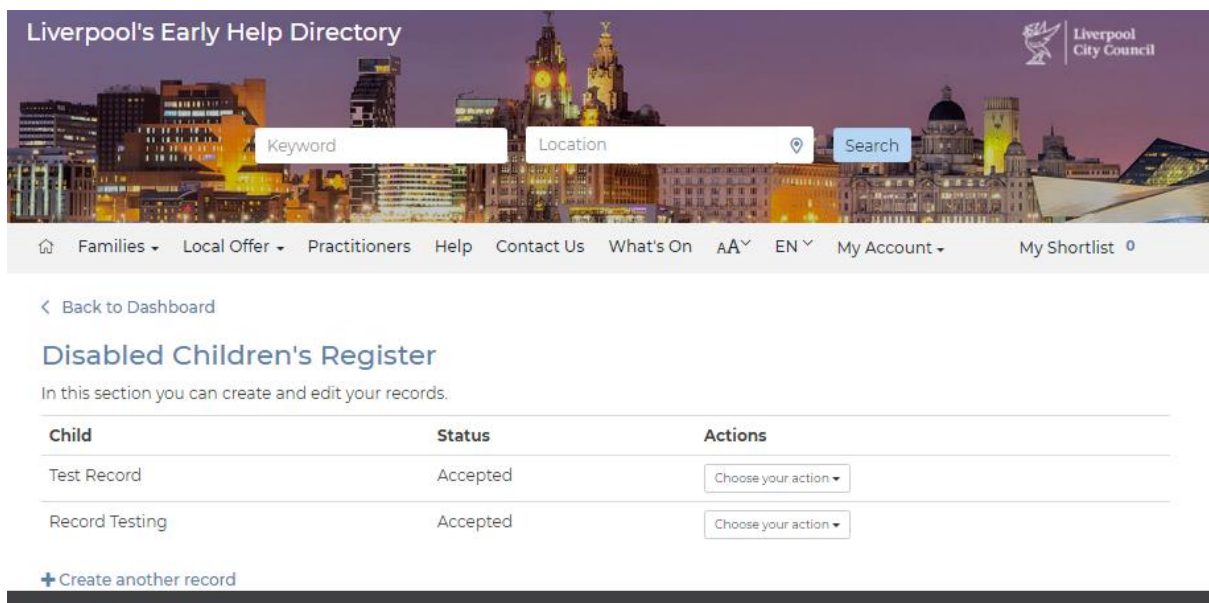
# Early Help Directory: The Disabled Children's Register

To view, add or edit the Disabled children's register (DCR) you need to sign in or create an account. For help with signing in, resetting your password or creating an account see the appropriate guide.

When signed in select Disabled Children's Register.



This will open up the DCR home page where your existing entries will be listed and you have the option to add a new record.

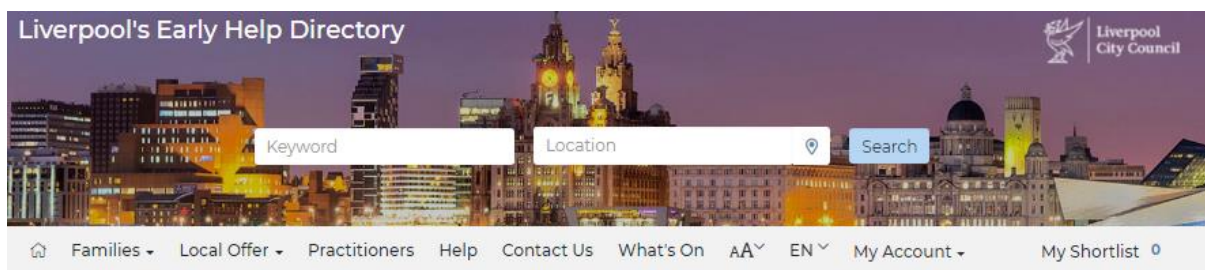


To edit any existing entries select one of the options from the drop down list under 'Actions'

Status	Actions
Accepted	Choose your action ▾
Accepted	Update ⚠ Delete 📄 Download

Update allows you to edit the record, Delete will send a message to admin asking for the record to be deleted (further information may be required) and Download will create a pdf version of the record ready to print.

To add a new record select '+ Create another record' which will open up the new record form.



## Create a new record

### Child / young person details

First name (required)

Surname (required)

Date of birth (required)

Does the child/young person have any brothers or sisters?

House name / number (required)

Street (required)

Village

Town / City

County

### Disability Details

Does the child/young person have an Education Health and Care Plan (EHCP)?

What is/are their disability/ies? (You can tick more than one)

Does the child/young person receive either Disability Living Allowance (DLA) or Personal Independence Payment (PIP)?

Work through the record and complete as much information as you can, there are a number of required fields that must be completed and you must tick the box to say you agree to the Terms and Conditions.

When completed click on 'Save Record'

By ticking this box, you are indicating that you have read and agree to the [Terms and Conditions](#)

Save Record

Cancel Changes

The record will be 'Queued for approval' and a message will show saying that your DCR record has been submitted.

Your DCR record has been submitted.



## Disabled Children's Register

In this section you can create and edit your records.

Child	Status	Actions
Test Record	Accepted	Choose your action ▼
Record Testing	Queued for approval	Choose your action ▼

Once moderated by our admin the record will display 'Accepted'.

If you have any questions or need any assistance with the DCR please email [fis@liverpool.gov.uk](mailto:fis@liverpool.gov.uk)