ACCESSING THE HUB

The following guidance details how to login to and access your account on the EHC Hub.

The Staffordshire County Council Education, Health and Care (EHC) Hub can be accessed via the following link:

https://ehchub.staffordshire.gov.uk/

The following screen will be displayed:

REQUESTING AN EHC NEEDS ASSESSMENT

For more information about the EHC Needs Assessment (ECHNA) process and to access the online request form click

Please also see Staffordshire’s Local Offer which includes information about SEN and the EHC process and provides a paper copy of the online request from.

SEND Local Offer

At the bottom of the information screen and to request an EHC Needs Assessment on the Hub click

A further information screen appears – to move past this click
CONSENT

The first section of the request form is used to confirm that you are giving consent to have information gathered/shared as part of the assessment process. By completing this consent you are agreeing to the Local Authority sharing information gathered throughout the assessment process with health and social care professionals.

PANEL 1 – Details of person requesting an EHC Needs Assessment

Please note: You will need to complete the form in one go as you cannot save it and come back to it later.

This section requires you to confirm if the request has been made by a young person (over 16 years) or if the request is the first EHC assessment request for the child/young person.

Answer the questions as necessary by clicking the radio buttons.

PANEL 2 – Child or young person’s details

Panel 2 provides an area for you to record the details of the child/young person, items such as their name, date of birth, gender and other demographic information can be recorded here.

NOTE: Any fields marked with a red * are mandatory, records cannot be added to the system without these fields completed.
PANEL 3 – Child or young person’s main contacts (family and involved professionals)

Use Panel 3 to add the details of any main contacts (parents/carers, other family members and involved professionals) that need to be linked to the assessment record.

To add a contact, complete the contact information in the fields provided.

To add additional contacts click This can be done as many times as necessary.

To remove a contact, click , this will remove the contact from the child/young persons record.

PANEL 4 – Details of the child or young person’s current education setting(s)

Here you record the details of the child/young persons current education setting

By clicking on the Search for a setting within your area field, the system will display a list of current settings

Select a setting from the list to add it.

Additional settings can be added by clicking to open another setting screen.
PANEL 5 – Important information about the child or young person

Data panel 5 enables you to record important information in support of the child/young person’s EHC needs assessment.

Some of the questions have Yes/No radio buttons which depending on the response will open additional fields/questions that can be used to record information as necessary.

Submitting the Request

When all sections are complete click **Send Request** at the top right of the page

The screen will display the following and you will receive a confirmation email to the email address you have given on the request form. If you have not received an email, please check the Junk/Spam E-Mail folder in your email account.

Thank you for your request.

The request will be received at the Single Point of Access who will add your details to the Hub. You will then receive an email inviting you to register on the Hub - please see guidance sheet HUB01 Registering Guidance.

Once registered you will be able to upload supporting documents to the request.