



Administration

Viewing EHCP Question Definitions

The **Question Definitions** are the **Question Codes** and the **Descriptions** that are used when creating **Form Definitions** for an Education, Health and Care Plan (EHCP).

Capita One has provided an **EHCP Form Definition** template, containing system question definitions, for you to use. These question definitions are accessed via **Tools | Administration | Form Builder | EHCP Forms | EHCP Question Definitions**. They are for information purposes only, but it is possible to edit some of the fields on the One question definition template.

New question definitions are created via **Tools | Administration | Form Builder | EHCP Forms | EHCP Form Definitions**. For more information, see *RG_Administration_Creating EHCP Form Definitions*.

Viewing and Editing Question Definitions

To view a question definition:

1. Select **Tools | Administration | Form Builder | EHCP Forms | EHCP Question Definitions** to display the **EHCP Question Definition Enquiry** page.

2. Enter a **Question Code** or **Description**, then click the **Search** button to display the list of existing question definitions.

Clicking the **Search** button, without entering a question code or description, displays all of the question definitions.

3. Double-click or highlight a record and click the **Open In New Window** button to display the **EHCP Question Definition** page.

4. Edit the fields, if required.

In the **Question Information** panel, only the **Description** can be edited; unless the **Data Type** is **Text**, then the **Memo** check box can also be edited.

The **Data Type** controls how the question is displayed.

Text	Integer Number
Date	Decimal Number
Yes/No	Image
An Agency	An Address
Service	Service Provider Link
A Person with Roles - Adult or Student	

You can edit the fields in the **Question Restrictions** panel according to the **Data Type** selected in the **Question Information** panel.

5. Click the **Save** button.



Related Reference Guides:

- [RG_Administration_Creating EHCP Form Definitions](#)
- [RG_Administration_Cloning EHCP Form Definitions](#)