Reference Guide

Involvements

Viewing/Creating EHCP Involvement Forms

In England, the statutory statements and assessment process are being replaced with a new joint assessment process and single Education, Health and Care Plan (EHCP). This plan brings together the support on which children and their families rely across education, health and social care. Services will work together to agree a plan that reflects the family's ambitions for their child from the early years to adulthood. The process will be reviewed regularly to reflect the child's changing needs and to clarify who is responsible for provision.

Existing EHCP involvement forms are accessed and new ones are created via the following areas in the One v4 Client:

- My Home Page
- Student Details
- People Search
- CSS Service Teams Workload

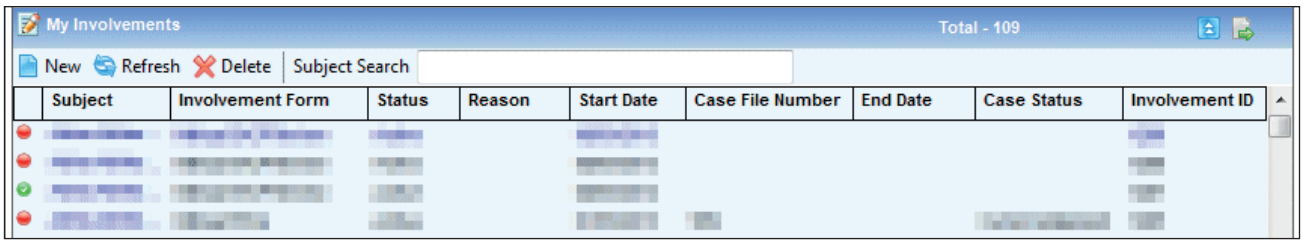
The following EHCP involvement forms are available:

- EHCP Assessment
- EHCP Review
- EHCP Tribunal
- EHCP Re-Assessment
- EHCP Standalone Review
- EHCP Mediation

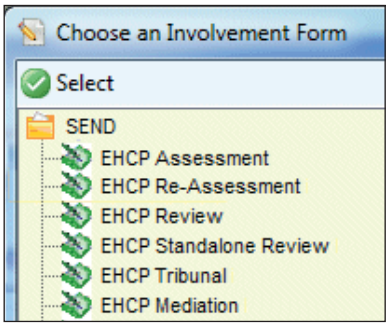
Viewing/Creating EHCP Involvement Forms From My Home Page

To access EHCP involvement forms from the **My Home Page**:

1. Open One v4 Client to display the **My Home Page**. The **My Involvements** panel displays existing EHCP involvements. Click on a **Subject** to display the **Involvement Details** page.



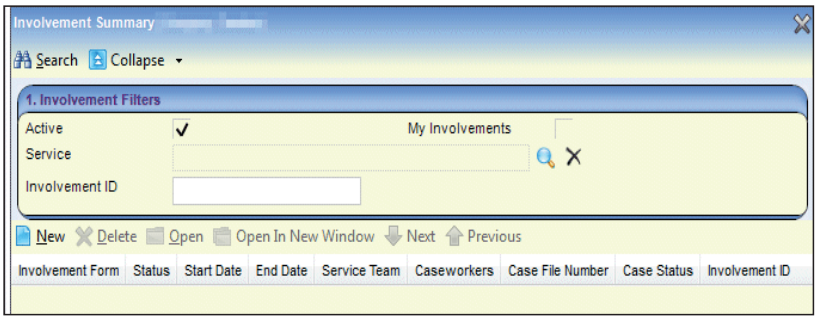
2. To create a new involvement form, click the **New** button to display the **Choose an Involvement Form** dialog.
3. Highlight an EHCP involvement form, then click the **Select** button to display the **Involvement Details** page.
4. Enter the required fields for the selected involvement form. For more information, see *RG_Involvements_Creating an Involvement Form*.
5. Click the **Save** button.



Viewing/Creating EHCP Involvement Forms From Student Details

To access EHCP Forms from the **Student Details** page:

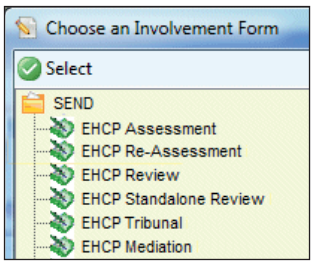
1. Select **Focus | People | Students | Student Enquiry** to display the **Student Details** page.
2. Click the **Involvements** link in the **Links** panel to display the **Involvement Summary** page.
3. Click the **Search** button to display existing EHCP involvements.
4. To create a new involvement form, click the **New** button to display the **Choose an Involvement Form** dialog.



Involvements

Viewing/Creating EHCP Involvement Forms

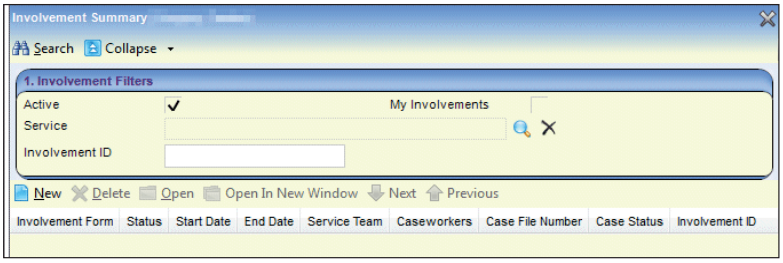
5. Highlight an EHCP involvement form, then click the **Select** button to display the **Involvement Details** page.
6. Enter the required fields for the selected involvement form.
   For more information, see *RG_Involvements_Creating an Involvement Form.*
7. Click the **Save** button.



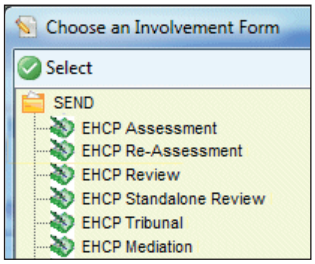
Viewing/Creating EHCP Involvement Forms From Person Search

To access an EHCP involvement form from the **Person Search** page:

1. Select **Focus | People | Person | Person Enquiry** to display the **Person Details** page.
2. Click the **Involvements** link in the **Links** panel to display the **Involvement Summary** page.
3. Click the **Search** button to display existing EHCP involvements.



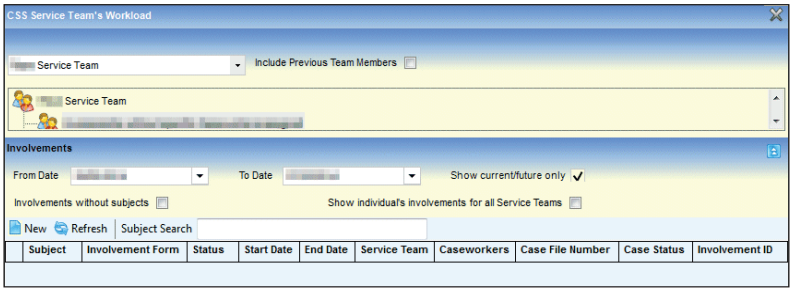
4. To create a new involvement form, click the **New** button to display the **Choose an Involvement Form** dialog.
5. Highlight an EHCP involvement form, then click the **Select** button to display the **Involvement Details** page.
6. Enter the required information for the selected involvement form.
   For more information, see *RG_Involvements_Creating an Involvement Form.*
7. Click the **Save** button.



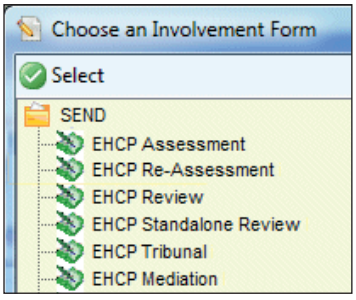
Viewing/Creating EHCP Involvement Forms From Service Teams Workload

To access an EHCP involvement form from the **Service Teams Workload** page:

1. Select **Focus | Services | CSS Service Teams Workload** to display the **CSS Service Team's Workload** page.
2. Select a service team, then select the **Involvements** search criteria to display existing EHCP involvements.
3. To create a new involvement form, click the **New** button to display the **Choose an Involvement Form** dialog.



4. Highlight an EHCP involvement form, then click the **Select** button to display the **Involvement Details** page.
5. Enter the required information for the selected involvement form. For more information, see *RG_Involvements_Creating an Involvement Form.*
6. Click the **Save** button.



Related Reference Guides:

- RG_Involvements_Creating an Involvement Form

CAPITA

Capita One. Tel: 01234 838080. Email: info@capita-one.co.uk. Web: www.capita-one.co.uk.
© Capita Business Services Ltd. 2018. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher.
For more detailed instructions refer to the online help file or handbook. You can contact the Service Desk via My Account.
This guide is based on the version of the software (Autumn 2014, 3.55) in use at the time of publication.