



Services | EHCP Administration

EHCP Review Type Setup

The Education, Health and Care Plan (EHCP) requires the following areas to be set up by a system administrator:

- EHCP Review Type Setup.
- EHCP User Defaults - For more information, see *RG_Services_EHCP Administration_User Defaults*.
- EHCP Configuration - For more information, see *RG_Services_EHCP Administration_Configuration*.

The **EHCP Review Type Setup** page enables the System Administrator to set up the codes to indicate the type of review being recorded on an involvement, e.g. Annual Review.

Permissions are set up via **Tools | Permissions | User Group Processes | CSS Administration Main Business Process**.

Setting Up EHCP Review Types

To set up EHCP review types:

1. Select **Focus | Services | EHCP Administration | EHCP Review Type Setup** to display the **EHCP Review Type Enquiry** page.

2. Click the **New** button to display the **EHCP Review Types** page.

3. Enter a **Review Type** code (up to 3 characters).
4. Enter a **Description**.

The **Next Review** check box is selected by default. One automatically sets a statement review for one year's time, when a final statement date is entered and saved.

The **Active** check box is selected by default. This check box enables you to archive a review type; for example, if a review type is not to be used again, but has records linked to it.

5. Click the **Save** button.



Related Reference Guides

- [RG_Services_EHCP Administration_EHCP Configuration](#)
- [RG_Services_EHCP Administration_EHCP User Defaults](#)
- [RG_Involvements_Creating an Involvement Record](#)
- [RG_Involvements_Creating an Involvement Form](#)