A large, faint background image showing the silhouettes of a family of four (two adults and two children) holding hands in a circle. The silhouettes are rendered in a light blue/purple color and are set against a background of a sunset or sunrise sky with soft, colorful light rays.

Contribute advice towards an assessment
Parent/Carer

ACCESSING THE EHC HUB

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

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

<https://ehchub.nottinghamshire.gov.uk/>

The following screen will be displayed:



For more information about the EHC process click [About EHC](#), this details the Education, Health and Care Plans and contact information for the local authority's Integrated Children's Disability Service (ICDS) Assessment Team, who coordinate the EHC process for Nottinghamshire County Council. For guidance on making a request for an EHCP Assessment please see guidance sheet **EHCHUBGUIDEGEN3b_ASSESSPROCESS**

The ICDS Assessment Team can be contacted via email to icds.duty@nottsc.gov.uk

Alternatively, you can contact the service via telephone at **0115 8041275**

Please also see Nottinghamshire's Local Offer which includes information about SEN and the EHC process.

<https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?newdirectorychannel=9>

A short video is also available to support your access to the EHC Hub here:

<https://openobjects.vids.io/videos/a09dddb71f19e2c728/ehc-hub-account-registration>

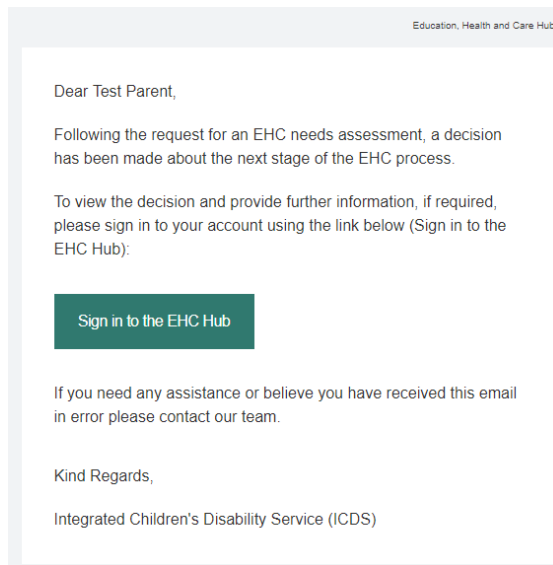
NOTIFICATION EMAIL

This guidance assumes that you will have already registered an account the EHC Hub – for more details please see guidance sheet **EHCHUBGUIDE1_LOGIN**

Please check the email you supplied in your account registration for an email from

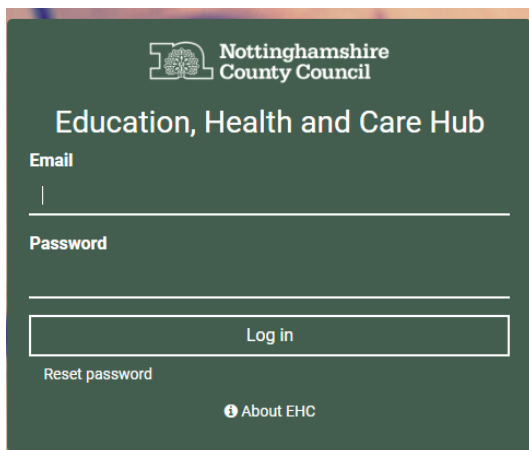
Nottinghamshire's EHC Hub no-reply@oohubmail.com

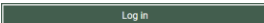
The email should look as follows:



If you have not received an email, please check the Junk E-Mail folder in your email account.

Click  to launch the EHC Hub login in another tab/window.

A screenshot of the EHC Hub login page. At the top left is the Nottinghamshire County Council logo. The page title is "Education, Health and Care Hub". Below the title are two input fields: "Email" and "Password". A "Log in" button is positioned below the password field. At the bottom left, there is a "Reset password" link and an "About EHC" link with an information icon.

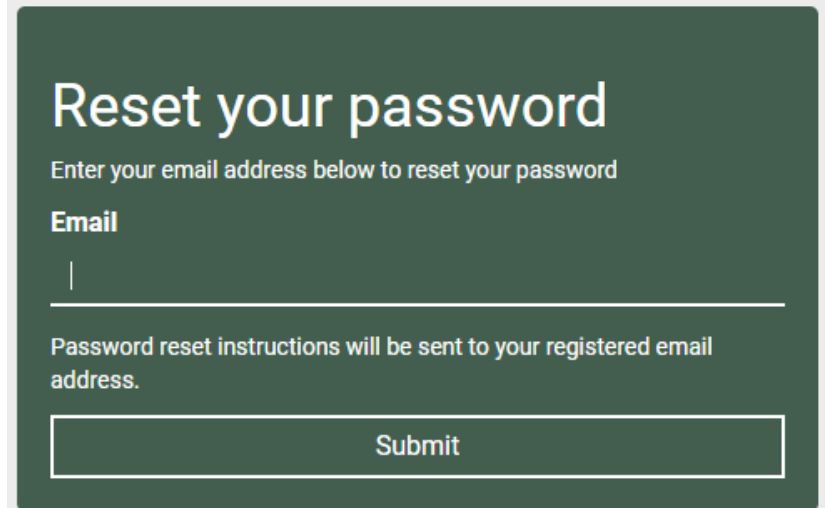
Enter your login credentials and click  to access the EHC Hub.

At this point you can also reset your password you can do so by clicking

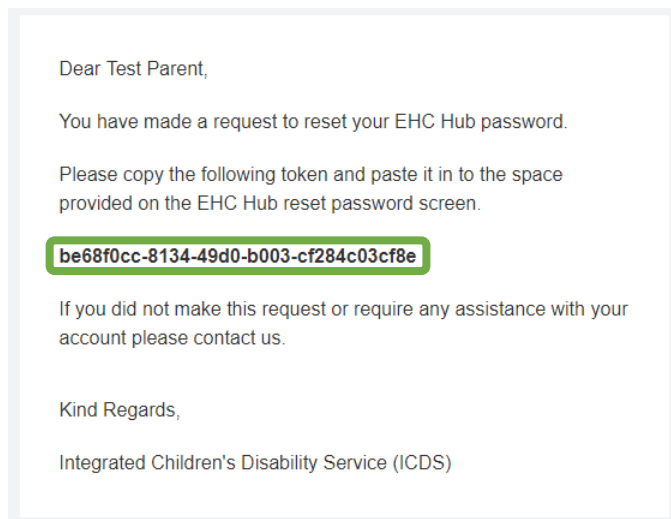
[Reset password](#)

The system will open a new **Reset your Password** screen

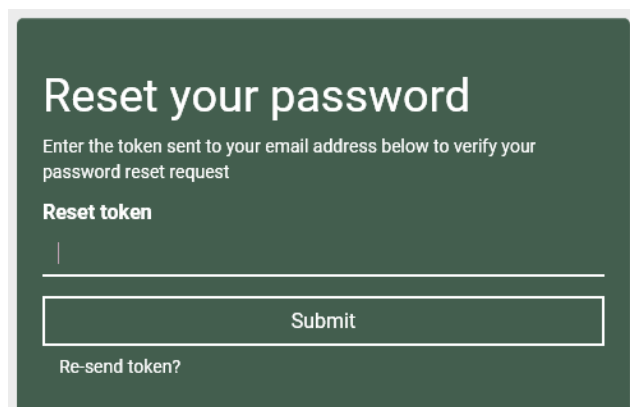
Enter your email address in the field provided and click



The system will send you an automated email containing a token that can be used to reset your password.

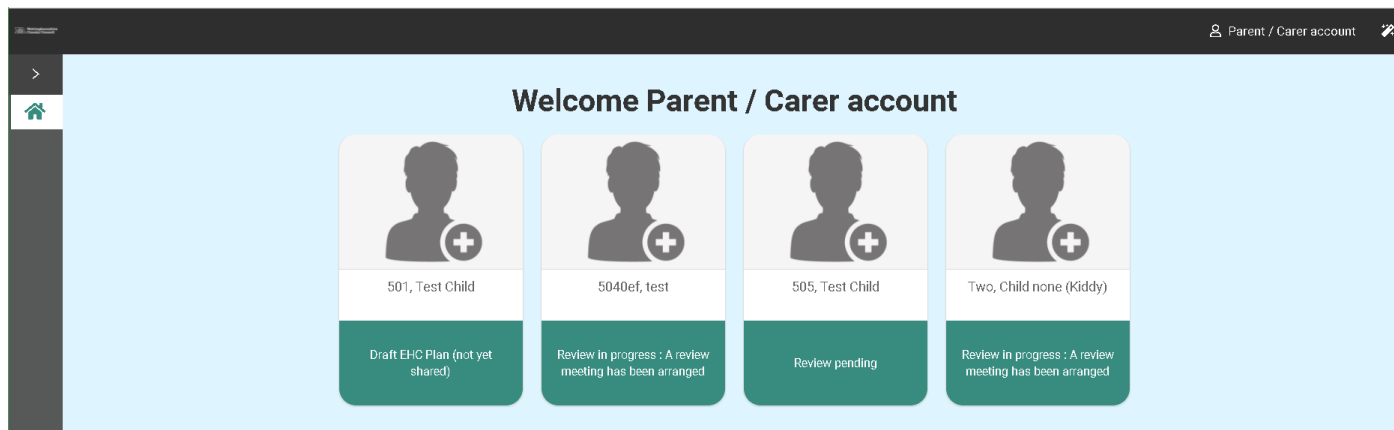


At the same time a reset password screen will be shown in the hub, enter the password reset token from the email the system will have sent you here



A further screen will be shown where you can enter and validate a new password. Once complete click

Once you have logged in successfully the EHC Hub will show a welcome screen with the details of your child/children and the stage of the EHC Assessment/Plan.

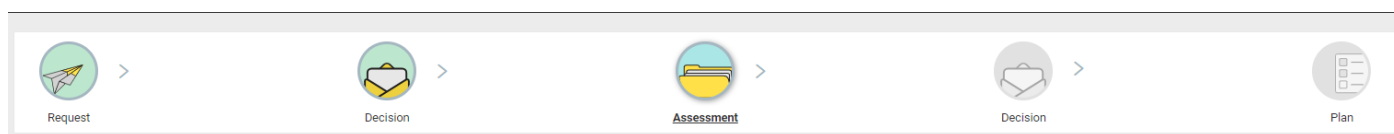


To access the EHC record click on the icon in the welcome page.

NOTE: the status of the EHC record is in the green panel below the child's name

The EHC Hub will open a summary screen which shows the status of your child's EHC assessment

The EHC assessment record has a summary ribbon at the top of the screen.



Stages that are active or complete have coloured icons, these stages can be clicked on to access the recorded information. Icons that are greyed out indicate that the assessment has yet to meet that stage in the process.

To access the different stages of the assessment process click on the icons as necessary, the icons are briefly described as follows



This section contains the information submitted to the local authority as part of the request for an EHC needs assessment.





This section of the assessment screens in the EHC Hub allows access to the local authority's decision as to whether to carry out an EHC needs assessment, details as to the background to this decision will be provided here.



Assessment



This section contains the information submitted to the local authority as part of the request for an EHC needs assessment. Here you can contribute to the EHC assessment for your child.



There are two areas for you to record your views. "About Me" and "Parent/Carer Views" are multimedia spaces where you can type text, add photographs or short video clips. If the Local Authority decide to issue an Education, Health & Care Plan (EHCP), they will use this information to form Section A of the EHCP.



Mary's Parent / Carer's Views
This section is for the child or young person's parent's / carer's to give their views. The content from this section will later be included in Section A of the EHCP if the Local Authority decide to issue one.

 Important things to know about our family history 


 Things that are working well at home and school 

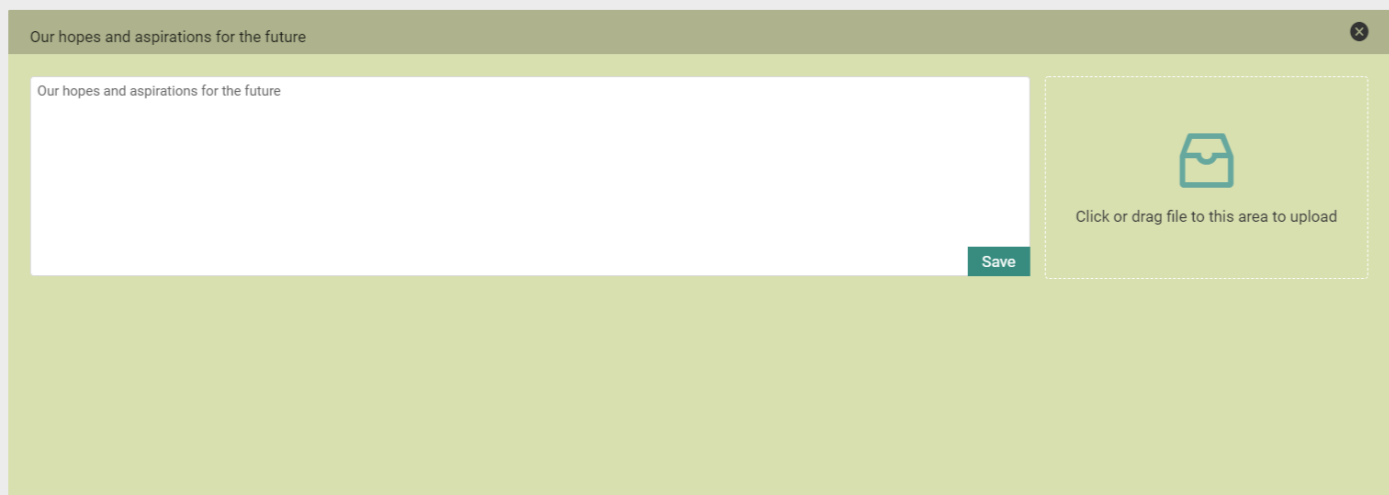
 Things that are not working well and we would like to change 


 Our hopes and aspirations for the future 

 Other information we think is important 

To access a section of the assessment, click on the relevant item, this will open in new screen.

Any items that have information recorded against them are indicated with a  click on the item to access the information held



Any information previously recorded will be shown, add to or amend the information as necessary and click .

NOTE: If the screen does not have a  option this means that the record is read only and cannot be amended. In this instance please contact The ICDS Assessment Team via email to icds.duty@nottsc.gov.uk to ask for the information to be amended.



Decision

Decision

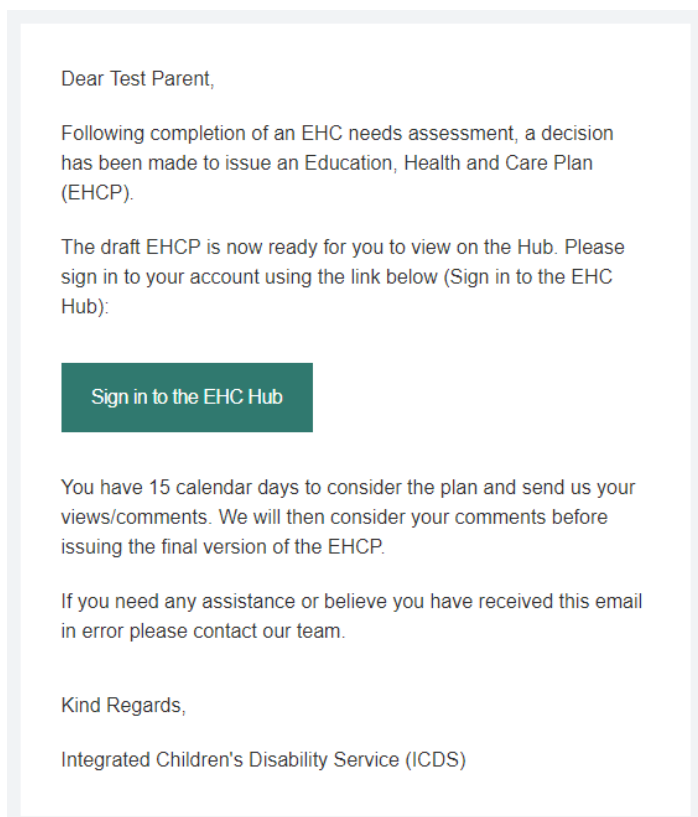
The next screen is for publishing the Local Authority's decision to whether to issue an EHC Plan or not.

Once the Local Authority has made its decision an automated email will be generated to confirm that a decision has been made to issue an EHC Plan:

Please check the email you supplied in your account registration for an email from

Nottinghamshire's EHC Hub no-reply@oohubmail.com

The email should look as follows:



This email will ask you to log into the hub to comment on the draft EHCP.



Plan

Plan

Following the decision to issue an EHCP, the local authority will prepare a draft version of the plan for you to view and provide comments on. In the draft EHCP, the name of the educational setting is left blank. This is so that you can make a request for a particular educational setting, or type of setting, if you wish. This can be the setting which the child/young person is currently attending.


You will have 15 days to record and submit your comments to the local authority. The local authority will then consider your feedback before issuing the final version of the EHCP. This final

EHCP includes the name and type of the educational setting which the child/young person must attend.

In Nottinghamshire, parents are invited to attend a '**Next Steps Meeting**' to discuss the draft EHCP in person with a representative of the local authority. Professionals who contributed to the EHC needs assessment will also be invited to the Next Steps Meeting.

To comment on the sections of a plan click on a relevant section

EHC Plan: Draft Version 1 - Shared 13/05/2019 Finish Commenting

EHCP Section A All About Me & My Parent / Carers' Views	EHCP Sections B, E & F Special Educational Needs, Outcomes & Provisions	EHCP Sections C, E & G Health Needs, Outcomes & Provisions
EHCP Sections D, E, H1 & H2 Social Care Needs, Outcomes & Provisions	EHCP Section I Education Setting	EHCP Section J <u>Personal Budget</u>
EHCP Section K Information & Advice	Download plan 	


This will open a new screen

All About Me & My Parent / Carers' Views ✕


My comments/ views

- About >
- Parent / Carer's Views >
- Local authority background information >

Comments can be added to the comments/views area by clicking the field,

Information that has been recorded as part of the assessment can be accessed by clicking on the  next to the relevant section.

EHC Plan: Draft Version 1 - Shared 13/05/2019 Finish Commenting

Once you have completed adding comments to sections of the plan click  to submit your comments to be considered as part of the EHC plan.