

## A request for Education, Health and Care Needs Assessment (EHCNA) has been submitted to the local authority

### What happens next?

**Step 1** – The EHC assessment admin team will process the request for assessment submitted via the EHC Hub website within 3 days of receiving the request.

You will know this has happened because you will receive an email to register or log in to the EHC hub.



Contact EHC Assessment team if this does not happen on:

 Tel: 01922 652871

 Email: [sen@walsall.gov.uk](mailto:sen@walsall.gov.uk)

**Step 2** – Complete the registration for the EHC hub to gain access to the assessment.

The video link will help:



<https://bit.ly/33DgTrC>

Any problems logging in, please contact:

[ehchubtechnicalqueries@walsall.gov.uk](mailto:ehchubtechnicalqueries@walsall.gov.uk)

### I have been allocated a 'Case Co-ordinator' (SEN Casework Officer). What is their job?

The Case Co-ordinator is allocated to work on your child's assessment. They are here to support you with questions about the process and provide you updates. Specifically, they will:

- liaise with the professionals involved with your child to get information

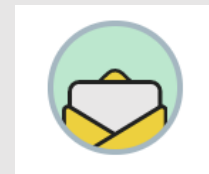
**Step 3** - The EHC assessment team have up to **6 weeks** from the date the request for assessment was received to make a decision.

You can log in at this time to see what is happening.

**Step 4** - Within 6 weeks from the date the assessment was received, you will get an email to ask you to log into the EHC Hub to view the local authority's **decision**.



**Step 5** – Log in to the EHC hub to view the decision as to whether the local authority has agreed to the assessment. **See overleaf.**



Walsall Council

**Walsall SENDIAS** - This service provides free and impartial support to children and young people with Special Educational Needs and Disabilities (SEND), and their parents and carers, including with the EHCNA process and writing views.

They can be contacted on:

**Email:** [walsallsendiass@family-action.org.uk](mailto:walsallsendiass@family-action.org.uk);

**Telephone:** 08088 026666;

**Website:** [www.walsall-sendiass.org.uk](http://www.walsall-sendiass.org.uk)


## How to access PDF

Adobe Acrobat Reader can be downloaded free of charge to allow you to read documents.



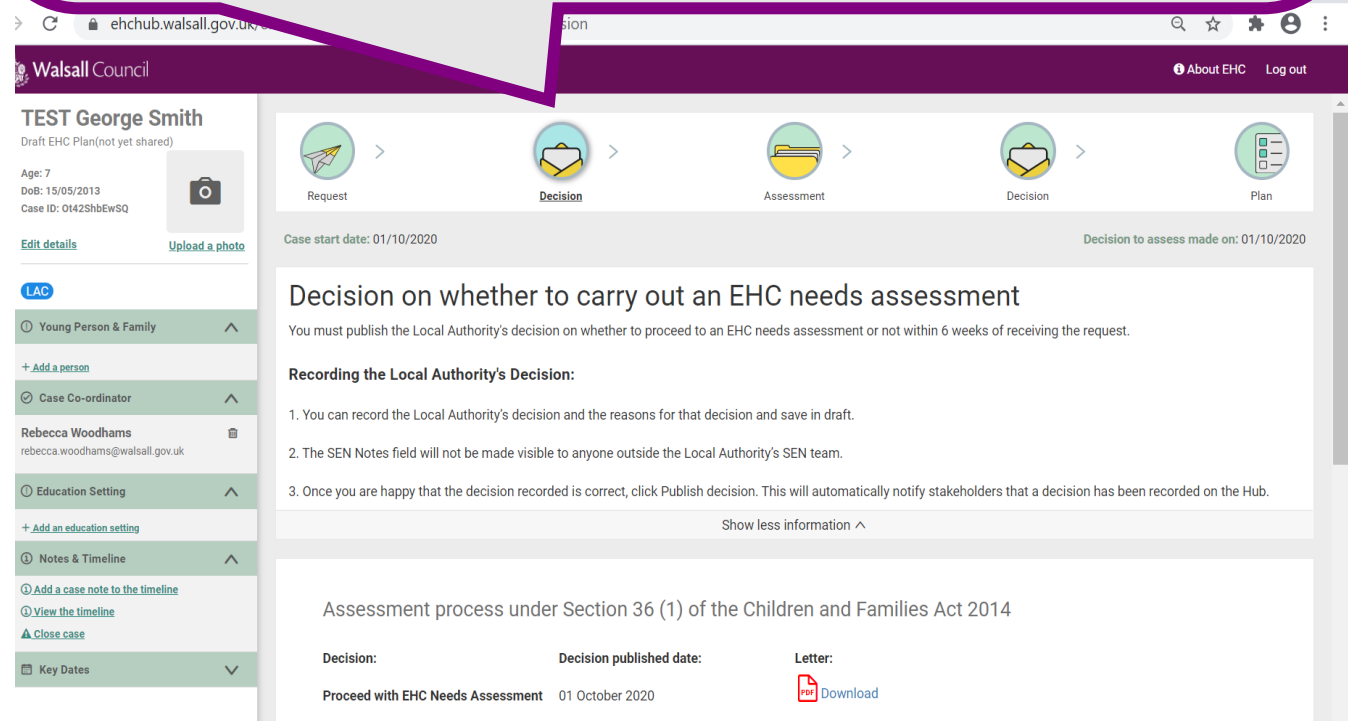
You can type 'free Adobe Acrobat Reader' in a search engine to download this.



The **assessment decision** - You can view the decision by clicking on the first decision button. The letter is available to view here (pdf) .

The letter on the EHC hub is the official notification of the LA's decision. Any rights to mediation or appeal are outlined in the letter, including how to receive support from Walsall SENDIAS.

A paper copy of the letter can be posted upon request. Please contact [sen@walsall.gov.uk](mailto:sen@walsall.gov.uk) to request this.

A screenshot of the Walsall Council EHC Hub web application. The interface shows a user profile for 'TEST George Smith' with details like Age: 7, DoB: 15/05/2013, and Case ID: 0142ShbEwSQ. A navigation bar at the top includes 'Request', 'Decision', 'Assessment', 'Decision', and 'Plan' buttons. The main content area displays the title 'Decision on whether to carry out an EHC needs assessment' and a section for 'Recording the Local Authority's Decision' with three numbered steps. At the bottom, there is a table for 'Assessment process under Section 36 (1) of the Children and Families Act 2014' with columns for 'Decision', 'Decision published date', and 'Letter'. The 'Decision' column shows 'Proceed with EHC Needs Assessment' and the 'Decision published date' is '01 October 2020'. The 'Letter' column has a 'Download' button with a PDF icon.

This is an example case only.