

Title

Undertaking an Annual Review

Document History

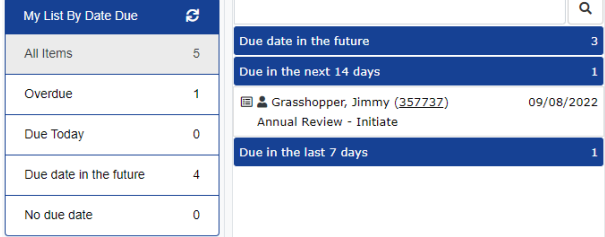
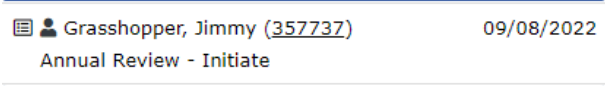
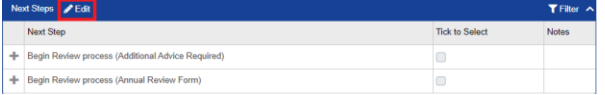

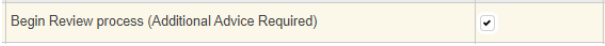
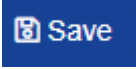
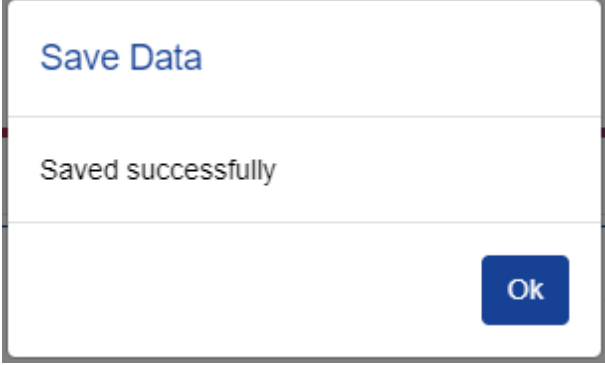
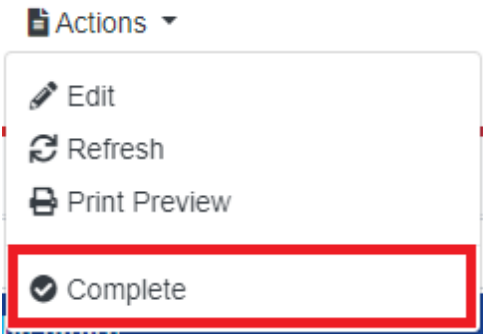
Version	Date	Produced by	Comments/changes made
DRAFT	16 September	Myles Strudwick	First Version

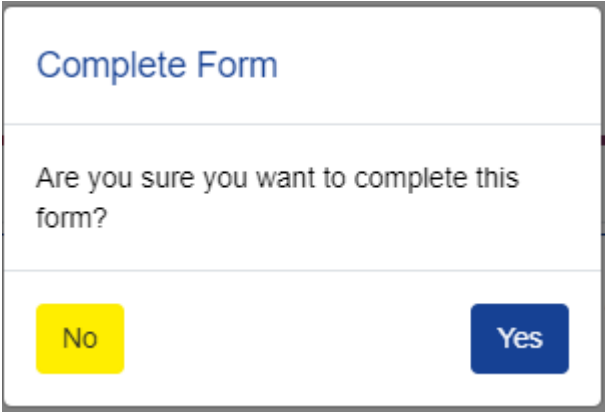
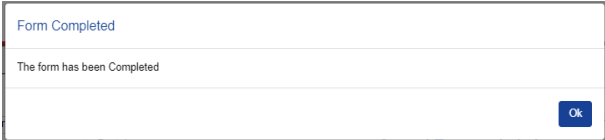
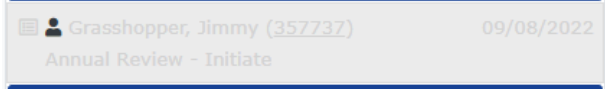


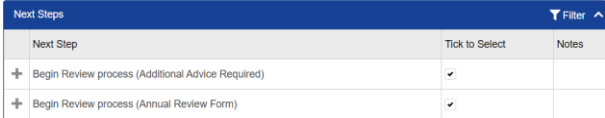
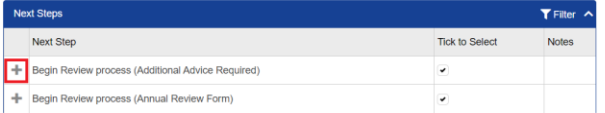
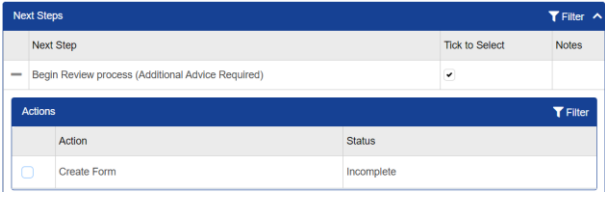
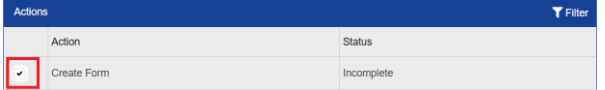
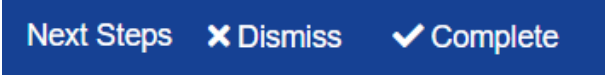

Background and Overview




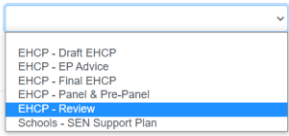
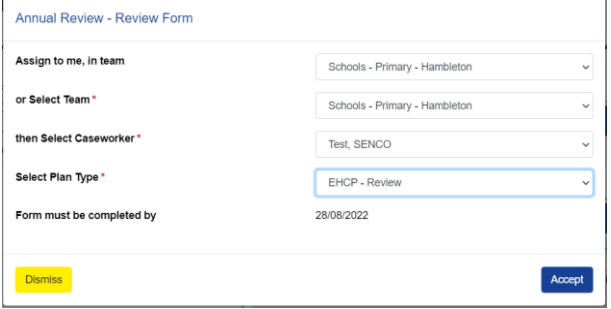
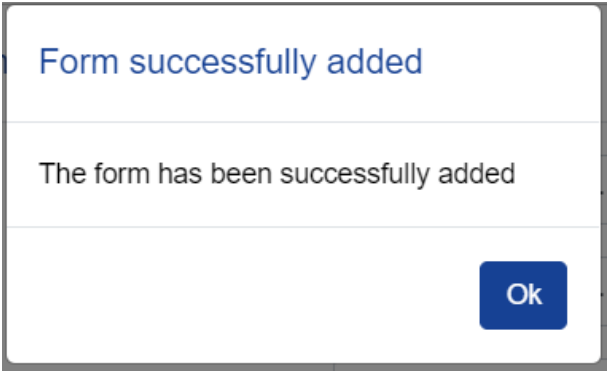

Children and young people who have an existing Education, Health and Care Plan requires this to be reviewed on at least an annual basis.

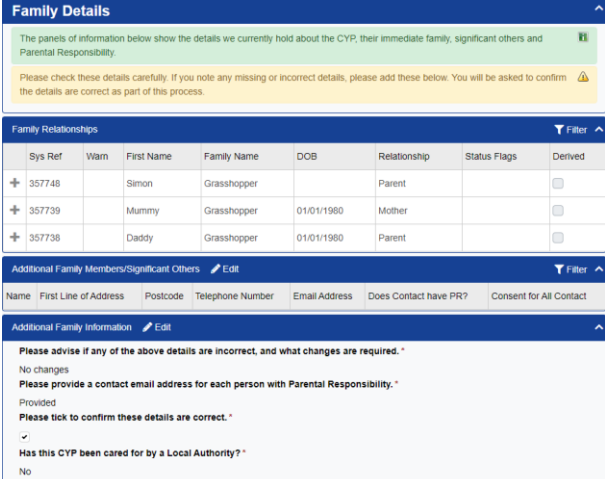
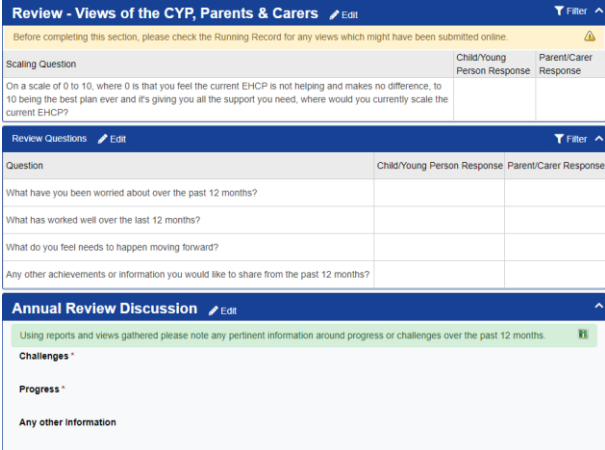

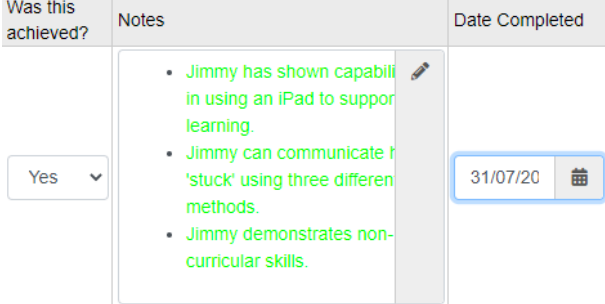
This document details the system functions and operation for this process.

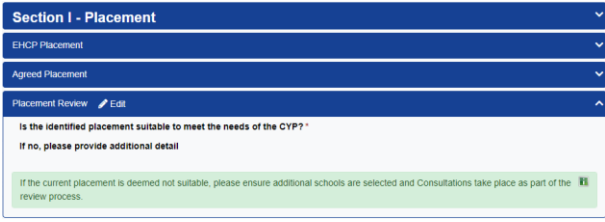
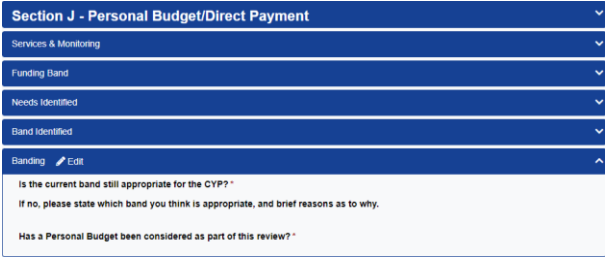
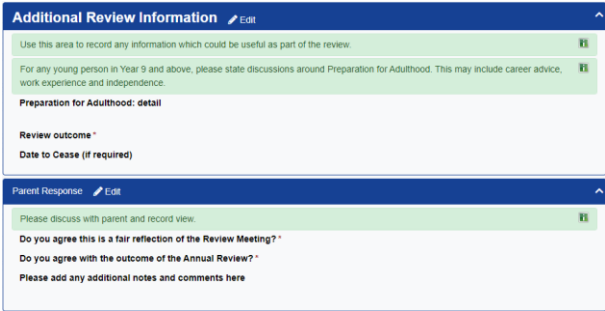
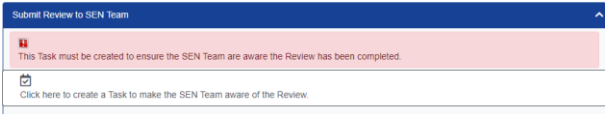
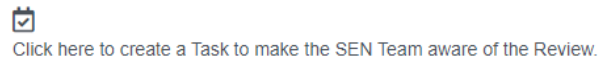
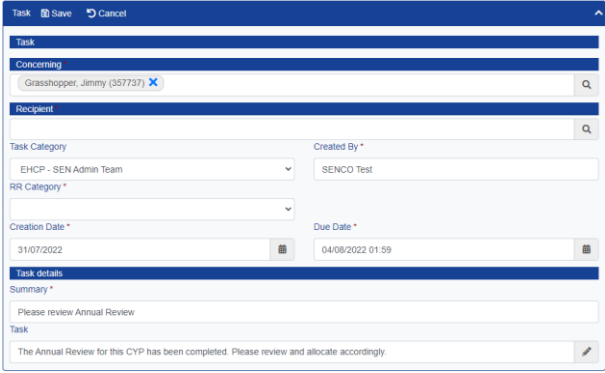


Where the document refers to Annual Review, this can be taken to mean Review in the context of any Review of an existing Education, Health and Care Plan.


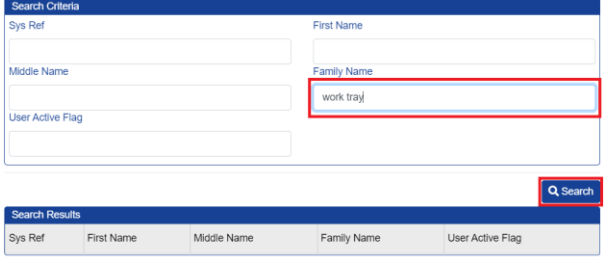



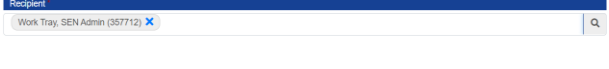
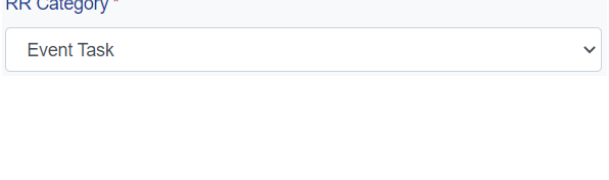
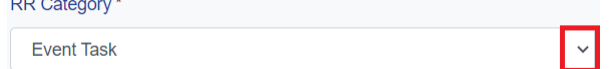
1.	An Annual Review will sit in My List By Due Date with a Due Date of 6 weeks before the Review is due to be submitted.	
2.	This shows as 'Annual Review – Initiate'. This form only exists as a placeholder and reminder that the review is due.	
3.	When you are ready to begin the review, select the Form and Edit the Next Steps.	
4.	To begin the Review Process, select the Next Step of Begin Review Process (Annual Review Form).	
5.	If the Review requires additional advice to be sought, also tick the Begin Review Process (Additional Advice Required). More details of this can be found from step 54.	
6.	Once the appropriate Next Steps have been selected, click Save.	
7.	The system will confirm the form has been saved.	
8.	Select Complete from the Actions menu.	

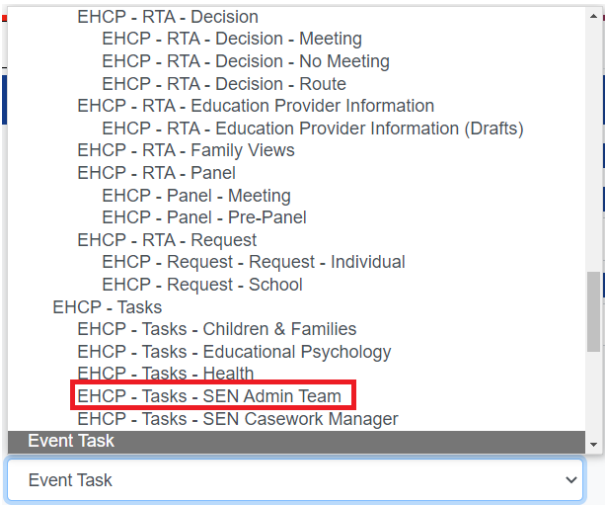
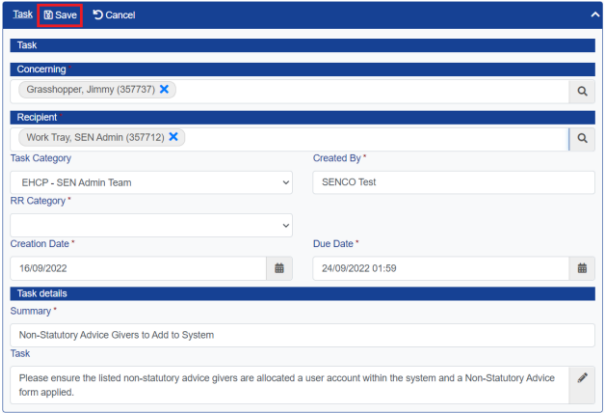
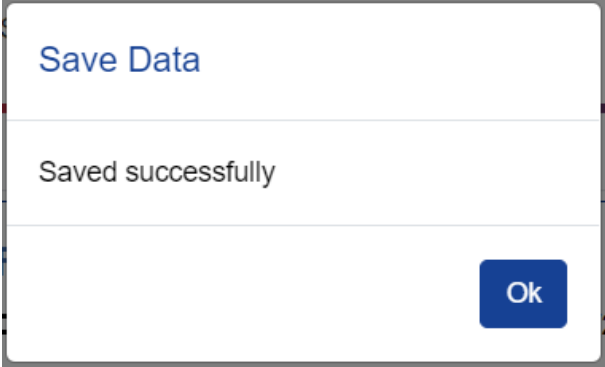
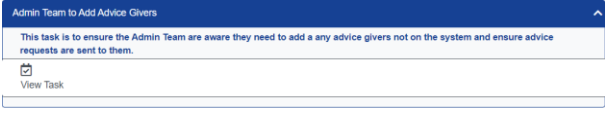
9.	Click Yes to confirm the Completion.	 <p>Complete Form</p> <p>Are you sure you want to complete this form?</p> <p>No Yes</p>										
10.	The system will confirm the Form has been Completed.	 <p>Form Completed</p> <p>The form has been Completed</p> <p>Ok</p>										
11.	The Form will be greyed out in My List By Due Date. It will now show in Incomplete Actions.	 <p>Grasshopper, Jimmy (357737) 09/08/2022</p> <p>Annual Review - Initiate</p>										
12.	Click Incomplete Actions in the Menu Pane.	 <p>Incomplete Actions [5]</p>										
13.	Select the Annual Review – Initiate Form.	 <p>Annual Review - Initiate - 22/07/2022</p> <p>Grasshopper, Jimmy (357737)</p>										
14.	Scroll to Next Steps.	 <table border="1"> <thead> <tr> <th>Next Step</th> <th>Tick to Select</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>+ Begin Review process (Additional Advice Required)</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>+ Begin Review process (Annual Review Form)</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Next Step	Tick to Select	Notes	+ Begin Review process (Additional Advice Required)	<input checked="" type="checkbox"/>		+ Begin Review process (Annual Review Form)	<input checked="" type="checkbox"/>		
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15.	To view the Actions, use the + symbol to the left of the Next Step(s) chosen.	 <table border="1"> <thead> <tr> <th>Next Step</th> <th>Tick to Select</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>+ Begin Review process (Additional Advice Required)</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>+ Begin Review process (Annual Review Form)</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Next Step	Tick to Select	Notes	+ Begin Review process (Additional Advice Required)	<input checked="" type="checkbox"/>		+ Begin Review process (Annual Review Form)	<input checked="" type="checkbox"/>		
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16.	<p>The Next Step will expand, showing all the Actions associated with it.</p> <p><i>Please note: in some web browsers, the Actions will open off-screen and the window will need to be scrolled to see it.</i></p>	 <table border="1"> <thead> <tr> <th>Next Step</th> <th>Tick to Select</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>- Begin Review process (Additional Advice Required)</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Create Form</td> <td>Incomplete</td> </tr> </tbody> </table>	Next Step	Tick to Select	Notes	- Begin Review process (Additional Advice Required)	<input checked="" type="checkbox"/>		Action	Status	<input type="checkbox"/> Create Form	Incomplete
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17.	Use the checkbox to select the Action.	 <table border="1"> <thead> <tr> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Create Form</td> <td>Incomplete</td> </tr> </tbody> </table>	Action	Status	<input checked="" type="checkbox"/> Create Form	Incomplete						
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<input checked="" type="checkbox"/> Create Form	Incomplete											
18.	Options of Dismiss and Complete will appear in the Next Steps header bar.	 <p>Next Steps <input checked="" type="checkbox"/> Dismiss <input checked="" type="checkbox"/> Complete</p>										
19.	Click Complete.	 <p>Complete</p>										

20.	A dialog box will appear to allocate the Annual Review form	
21.	In the Assign to me, in team drop down box, select your team.	
22.	The next two sections will automatically populate.	
23.	Select the Plan Type of EHCP Review.	
24.	Once all fields have been completed, click Accept.	
25.	The system will confirm the form has been added.	
26.	The Review Form will be shown.	


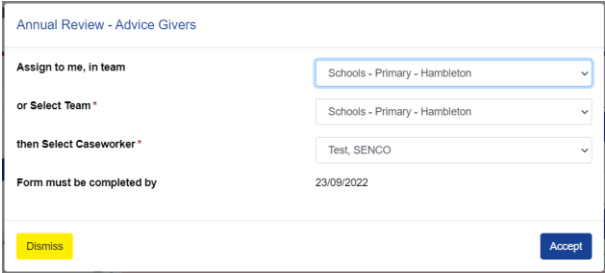

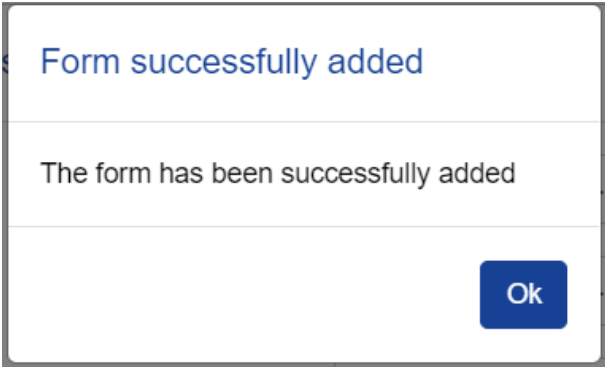



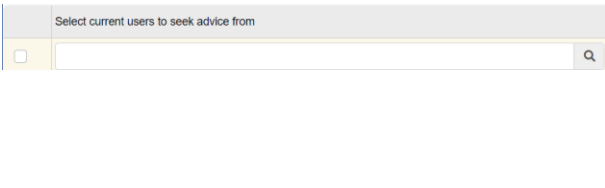
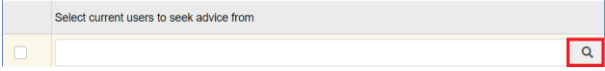
27.	<p>The top section exposes information the Local Authority hold about the person and their family relationships. Please check this information, add in the appropriate places if necessary, and confirm the details are correct.</p>	
28.	<p>The next section asks for views and discussion notes. Please ensure this is completed fully.</p>	
29.	<p>Other parts of the form surface information from the existing EHCP, or a previous review where a new EHCP has not been issued.</p>	
30.	<p>Where amendments are made to sections as part of the Review process, please use formatting to colour added text in green, and any text to be removed in red.</p> <p>This is so the SEN Casework Officer is able to see at a glance the amendments proposed.</p>	
31.	<p>When reviewing outcomes, the form behaves in the same as it does for a SEN Support Plan.</p>	
32.	<p>Where an Outcome has been fully achieved, a Date Completed should be added.</p> <p>Adding the Date will remove it from the next iteration of the plan.</p> <p>Was this achieved? and Notes can be added without the Outcome being removed from the next iteration of the Plan.</p>	

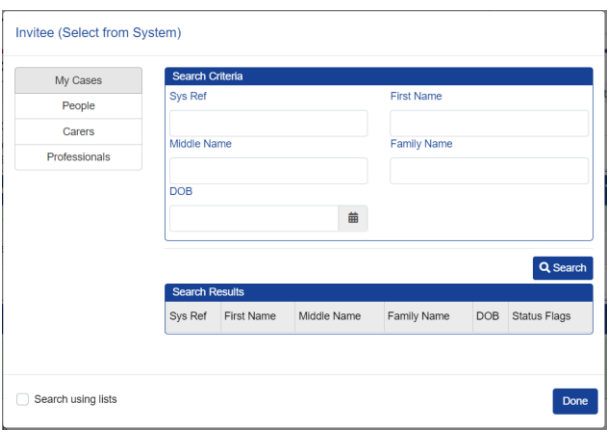
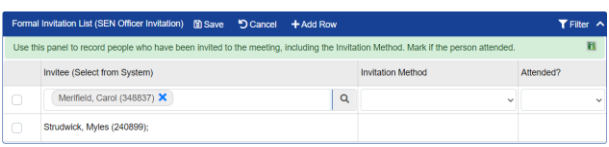
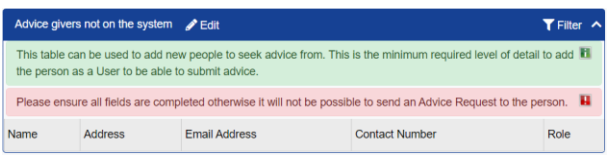
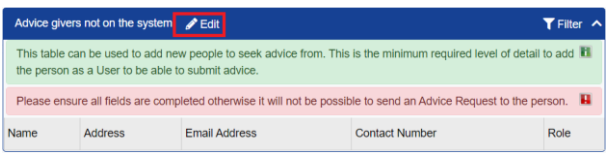

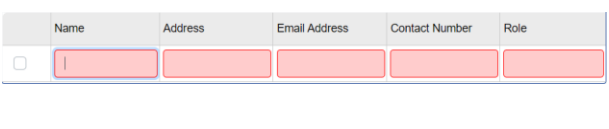

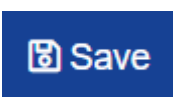
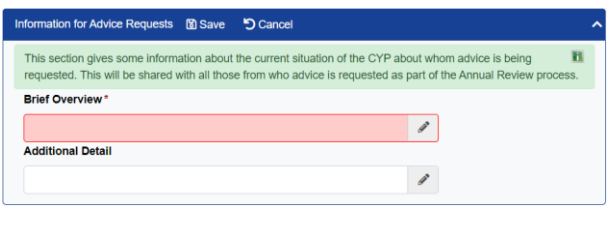

33.	In Section I – Placement, please ensure the Placement Review is filled in.	
34.	In Section J – Personal Budget/Direct Payment, please ensure the Banding Panel has been filled in.	
35.	Please ensure the Additional Review Information section is completed. This also includes the review outcome.	
36.	The final part of the Review is to submit it to the SEN Team. This is done using a Task and the form should not be finished using the Complete button.	
37.	Click to create the Task.	
38.	The Task will open in a new Tab with most fields pre-populated.	
39.	The Recipient box appears blank.	
40.	Click the magnifying glass to Search for a new Recipient.	


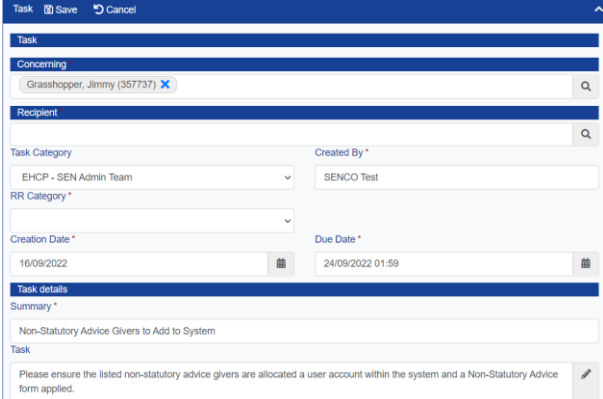



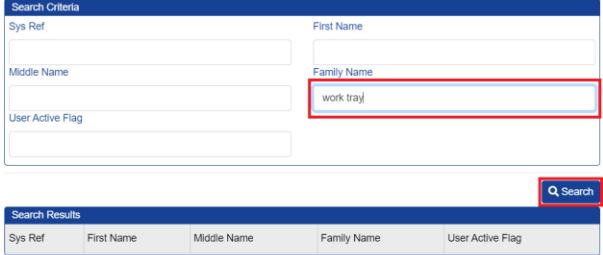
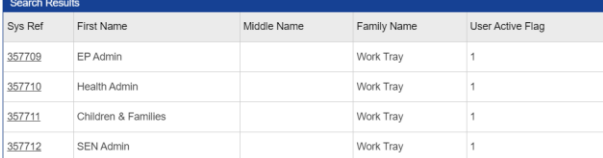
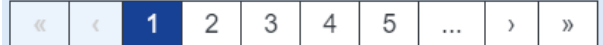
41.	A search dialog is shown.																										
42.	In the Family Name box, type 'work tray' then click the Search button.																										
43.	A list of results will be shown.	 <table border="1"> <thead> <tr> <th>Sys Ref</th> <th>First Name</th> <th>Middle Name</th> <th>Family Name</th> <th>User Active Flag</th> </tr> </thead> <tbody> <tr> <td>357709</td> <td>EP Admin</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> <tr> <td>357710</td> <td>Health Admin</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> <tr> <td>357711</td> <td>Children & Families</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> <tr> <td>357712</td> <td>SEN Admin</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> </tbody> </table>	Sys Ref	First Name	Middle Name	Family Name	User Active Flag	357709	EP Admin		Work Tray	1	357710	Health Admin		Work Tray	1	357711	Children & Families		Work Tray	1	357712	SEN Admin		Work Tray	1
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357712	SEN Admin		Work Tray	1																							
44.	If there are more results than will fit on the screen, a navigation bar will also be shown. This can be used to cycle through the results.																										
45.	Click on the SEN Admin entry. This will then appear below the results, as shown. Click Done.																										
46.	The Recipient field should now show 'Work Tray, SEN Admin'.																										
47.	When opened, the RR Category for the Task will show as Event Task. This must be changed to ensure it can be picked up by the correct team.																										
48.	Click the arrow to the right of the field to display a list of RR Categories. <i>Please note, the categories shown will differ based on access permissions to the system.</i>																										

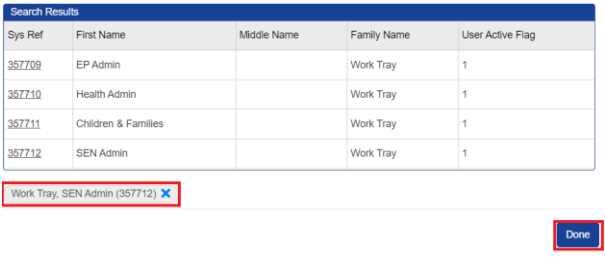

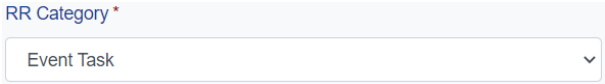
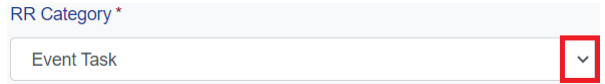
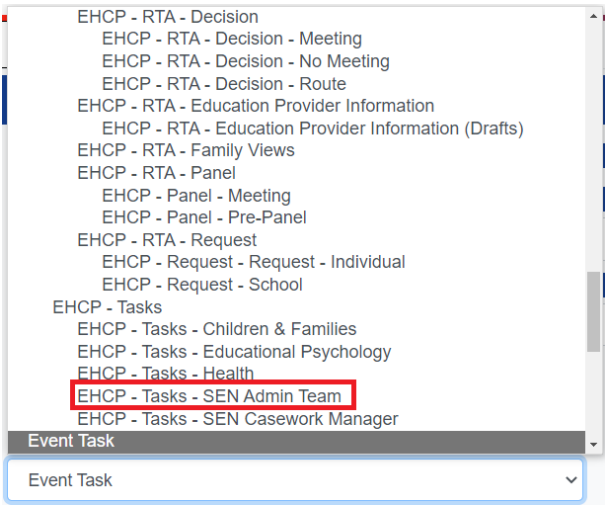
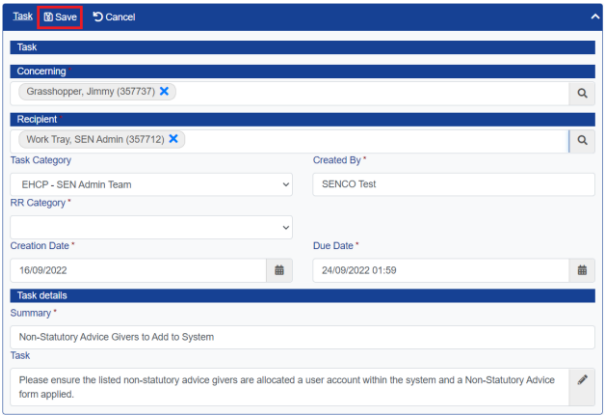
49.	Select EHCP – Tasks – SEN Admin Team from the list.	
50.	Click Save to save the Task.	
51.	The system should confirm the Task has been saved successfully.	
52.	As the Task has been created, the Panel in the Annual Review form will have updated to say View Task.	
53.	The SEN Admin Team will pick up the Task and allocate the advice forms as indicated in the Form.	

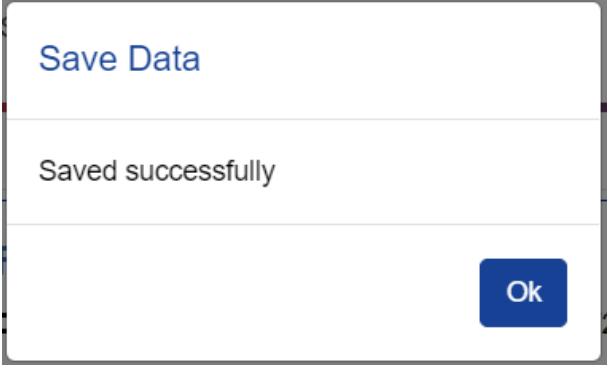
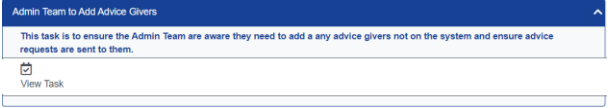
Where Additional Advice is Required

54.	When you trigger the Action for the Next Step of Begin Review Process (Additional Advice Required), this will create a new Form. This needs to be allocated to yourself as SENCO.	
55.	Select your Team.	
56.	Click Accept to add the form.	
57.		
58.	Advice givers from within the system is used to select	
59.	Click Edit to open the list for editing.	
60.	Click Add Row.	
61.	The only part of this section which needs completing by the Casework Officer at this point is the list of Invitees. The Invitation Method will be completed by Business Support and the Attended section as part of the meeting.	
62.	Click on the magnifying glass to open the search screen.	


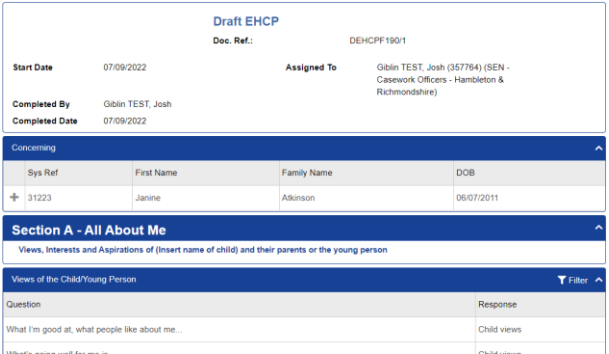
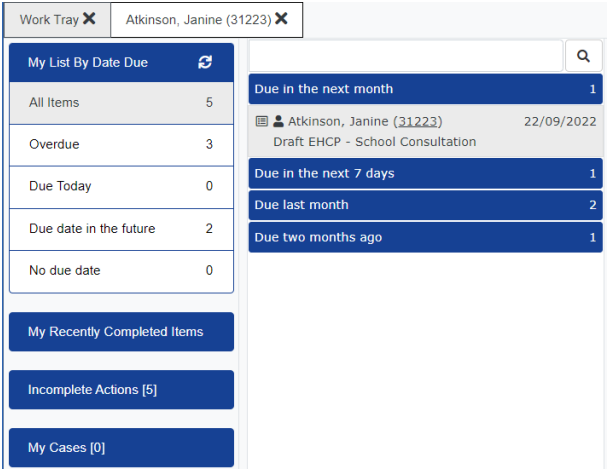
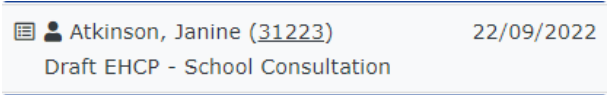


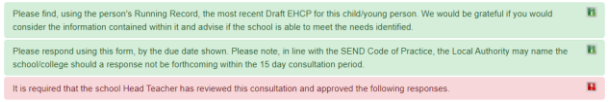
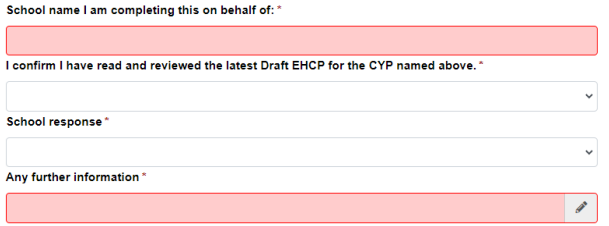
63.	<p>Use the search screen to find people to be invited to the meeting.</p> <p>Please select only one person at a time, and have a single person on a single row of the Panel, to allow simple reporting and tracking.</p> <p>After a person has been selected, click Done.</p>	
64.	Click Save to save this Panel of information.	
65.	The next panel allows for the entry of new people to seek advice from, who are not already on the system.	
66.	Click Edit to open the Panel to add new advice givers.	
67.	Click Add Row.	
68.	Complete the fields in red. All information is needed to be able to create the person in the system to send an advice request to.	
69.	To add more, use the Add Row button.	
70.	Once all advice givers not on the system have been added, click Save.	
71.	The Information for Advice Requests will be automatically shared with advice givers in the request Form there are allocated. Please ensure a comprehensive amount of information is given to ensure advice givers are able to comment appropriately.	
72.	Once the Attendees have been selected, the next Panel allows a Task to be created for Business Support to convene the meeting.	

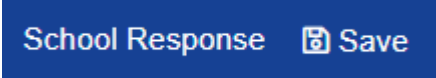
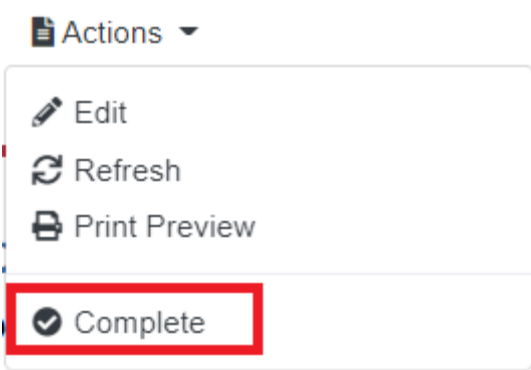
73.	Click Create Task.																										
74.	The Task, with most fields pre-populated, will open in a new Tab.																										
75.	The Recipient box appears blank.																										
76.	Click the magnifying glass to Search for a new Recipient.																										
77.	A search dialog is shown.																										
78.	In the Family Name box, type 'work tray' then click the Search button.																										
79.	A list of results will be shown.	 <table border="1" data-bbox="858 1554 1463 1711"> <thead> <tr> <th>Sys Ref</th> <th>First Name</th> <th>Middle Name</th> <th>Family Name</th> <th>User Active Flag</th> </tr> </thead> <tbody> <tr> <td>357709</td> <td>EP Admin</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> <tr> <td>357710</td> <td>Health Admin</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> <tr> <td>357711</td> <td>Children & Families</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> <tr> <td>357712</td> <td>SEN Admin</td> <td></td> <td>Work Tray</td> <td>1</td> </tr> </tbody> </table>	Sys Ref	First Name	Middle Name	Family Name	User Active Flag	357709	EP Admin		Work Tray	1	357710	Health Admin		Work Tray	1	357711	Children & Families		Work Tray	1	357712	SEN Admin		Work Tray	1
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357712	SEN Admin		Work Tray	1																							
80.	If there are more results than will fit on the screen, a navigation bar will also be shown. This can be used to cycle through the results.																										

81.	<p>Click on the SEN Admin entry. This will then appear below the results, as shown.</p> <p>Click Done.</p>	
82.	<p>The Recipient field should now show 'Work Tray, SEN Admin'.</p>	
83.	<p>When opened, the RR Category for the Task will show as Event Task.</p> <p>This must be changed to ensure it can be picked up by the correct team.</p>	
84.	<p>Click the arrow to the right of the field to display a list of RR Categories.</p> <p><i>Please note, the categories shown will differ based on access permissions to the system.</i></p>	
85.	<p>Select EHCP – Tasks – SEN Admin Team from the list.</p>	
86.	<p>Click Save to save the Task.</p>	

87.	The system should confirm the Task has been saved successfully.	
88.	As the Task has been created, the Panel in the Decision Meeting form will have updated to say View Task.	
89.	The SEN Admin Team will pick up the Task and allocate the advice forms as indicated in the Form.	
90.	No notifications will be provided of when advice forms are completed. It is the responsibility of the SENCO to monitor these on the person record.	

Responding to a Consultation		
91.	The Consultation will appear on your To Do List.	
92.	To view information on the person record, including the Draft EHCP, open the Person record by clicking on the head/torso graphic or system ID.	
93.	The person record will open in a new tab.	
94.	Click Running Record in the Menu Pane.	
95.	The List Pane shows all records you are able to view.	

96.	Click on Draft EHCP to select it.	
97.	The Draft EHCP will be down in the Focus Pane.	
98.	Once the Draft EHCP has been reviewed, return to the Work Tray tab.	
99.	Click on the form in the To Do List to open it in the Focus Pane.	
100.	Please check the Name of School to be Consulted in the School Details panel. <i>This is in the form because a number of Head Teachers and SENCOs work across multiple schools.</i>	
101.	Click Edit to open the form for editing.	
102.	Guidance notes are shown.	
103.	Complete the form boxes with the response from the school. <i>We respect some teachers and SENCOs work across a number of schools which is why we ask you to complete the school name.</i>	

104.	If you are objecting to being named in the plan, please choose the appropriate reason.	<p>If there are objections, please ensure the additional detail below is completed. Please choose the appropriate reason based on the definitions below.</p> <p>A - Unsuitable The school/college is unsuitable to the young person's age, ability, aptitude or special educational needs set out in the EHC Plan</p> <p>B - Attendance incompatible The attendance of the young person at the school/college would be incompatible with the provision of the efficient education for the young people with whom he/she would be educated</p>
105.	If you are objecting, please complete the additional details on the form.	<p>Please select why you have objected to being named in the EHCP</p> <p><input type="text"/></p> <p>Why are there no reasonable steps that the school/college or the LA could take to prevent any incompatibility with the efficient education of other young people?</p> <p><input type="text"/></p>
106.	Click Save.	
107.	Complete the Form by selecting Complete from the Actions menu.	
108.		