

EHCP Request Process Map

Legal Duty - LINK: [EHCP Requests Legal Duty.docx](#)

EHCP Information Request made to MASH. MASH will receive the *relevant documents* 1) the request with the personal details of the child, 2) the family conversation and 3) the EHCP Request Advice Template (link below) for completion. (see NOTE1)
EHCP Advice Template must be completed and sent to the SEN Team within 6 weeks.

NOTE1: MASH will send the request for 'Provision of Information and Advice' to the relevant Social Care Team on Protocol, along with the *relevant documents*. MASH will include agreed wording - LINK: [Agreed wording for MASH to include in 'Provision of Advice & Information' Form.docx](#)

Request for 'Provision of Information and Advice' Form (for child/young person **not** open to social care) is sent to The Children's Disability Team duty (CDT) tray on Protocol. CDT will also receive the request, personal details of the child, the family conversation and the EHCP Request report template for

Request for 'provision of information and advice' form (for child/young person **open** to social care) is sent to the allocated social worker on Protocol. The social worker will also receive the request, the family conversation and the EHCP Request report template for completion.

CDT social worker phones the parent/carer for a further family conversation to confirm whether they wish/need to have a Children and Families Assessment (C&F) or Early Help Assessment to consider support from Children's Services.

Social worker contacts (phone call or visit) the parents for a further family conversation to confirm whether they wish/need to have an updated Children and Families Assessment in relation to the EHCP

YES, a C&F Assessment is required & parents have **consented** for the assessment to take place

If C&F Assessment is not required, but some support is needed – social worker to liaise with Early Help Worker if already open to Early Help (see link in NOTE2 below)

NO, Assessment is not required

IMPORTANT: SW will ensure that the EHCP Advice Template is completed using the agreed wording - LINK: [Agreed wording for Responses to EHCP Requests.docx](#)

YES, an updated C&F Assessment is needed

NO, updated C&F Assessment is not required

If C&F Assessment is required see NOTE2 below. C&F Assessment will be completed by a SW (**within 35 working days**)

If EH Assessment is required and parent's **consent**: if case is not already open to EH see link in NOTE2 below. EH Assessment will be completed by Early Help

CDT social worker will complete EHCP Advice Template and send to the SEN Team (see email address). Social worker will also upload a copy on to Protocol.
Within 6 weeks of initial EHCP Request
 No further action for social care or early help (save for there being a safeguarding issue identified)
 EHCP Assessment will continue with education and health

If required, a C&F Assessment will be completed by the allocated social worker (**within 35**)

Allocated social worker will complete EHCP Advice Template and send to the SEN Team (see email address). Social worker will also upload a copy on to Protocol.
Within 6 weeks of

IMPORTANT: 6-week timescale from initial request

NOTE2: If a C&F or EH Assessment is required, MASH will open another Contact and Referral to be sent to the relevant Social Care Team or Early Help Team.
 Link to Advice for Early Help: [Early Help role in relation to EHCP Process.docx](#)

CDT social worker or early help worker will complete EHCP Advice Template and send to the SEN Team (see email address). Social worker will also upload a copy on to Protocol / EHM.
Within 6 weeks of

IMPORTANT: If a Children and Families Assessment or Early Help Assessment is undertaken and there are services provided as a result, the social worker or early help worker will complete an updated EHCP Advice Template **within 5 days of completion of the Assessment** and send to the SEN Team via email. This will ensure that the EHCP is up-to-date and accurate.

CLICK LINK: [Social Care EHCP advice template.doc](#)

SEN Team Email: sen@coventry.gov.uk