

SELECTING A PERSON ON THE PLYMOUTH PROFESSIONAL PORTAL

Early Help (EHAT) & 0-25 SEND Statutory Assessment Team



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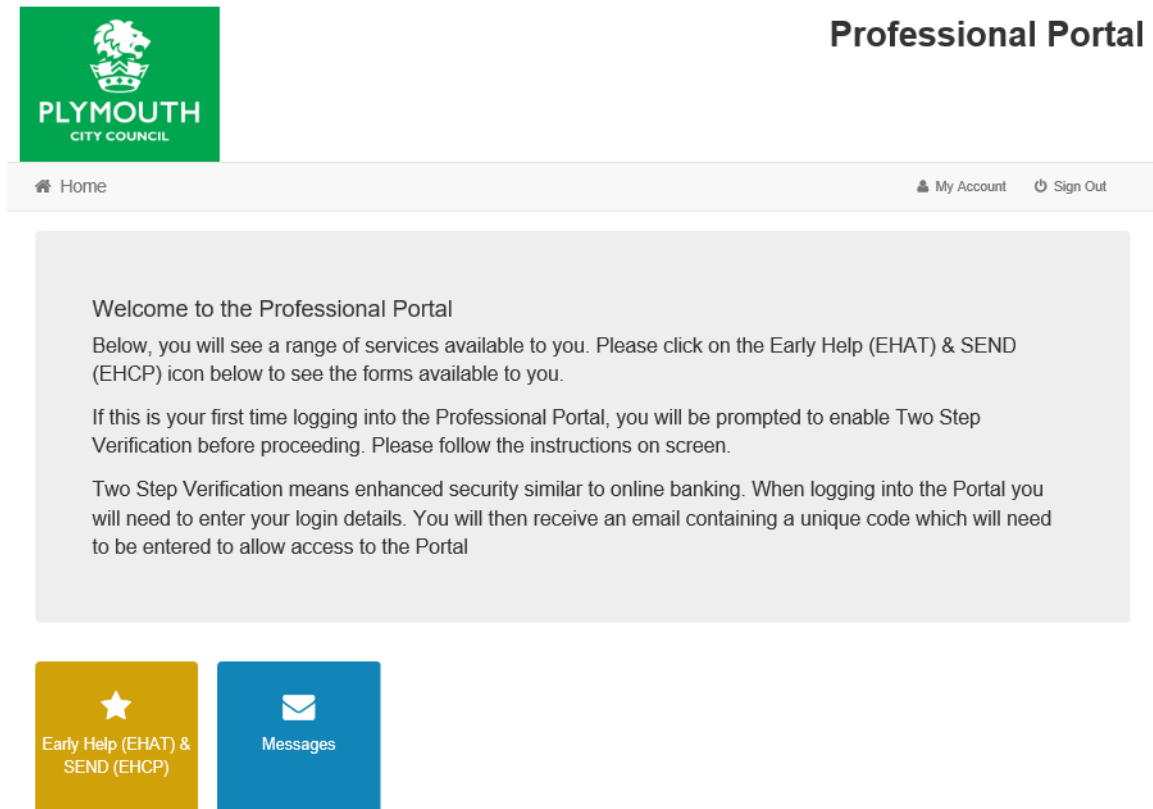
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NAVIGATING TO SEND (EHCP) & EARLY HELP (EHAT)

To access the SEND and Early Help area select the icon highlighted below from the home page.



The screenshot shows the Plymouth Professional Portal interface. At the top left is the Plymouth City Council logo, a green square with a white crest and the text 'PLYMOUTH CITY COUNCIL'. To the right of the logo is the title 'Professional Portal'. Below the logo is a navigation bar with a 'Home' link and 'My Account' and 'Sign Out' links. The main content area is a light grey box containing a welcome message and instructions. At the bottom of the page are two buttons: a yellow button with a star icon labeled 'Early Help (EHAT) & SEND (EHCP)' and a blue button with an envelope icon labeled 'Messages'.

Professional Portal

Home My Account Sign Out

Welcome to the Professional Portal

Below, you will see a range of services available to you. Please click on the Early Help (EHAT) & SEND (EHCP) icon below to see the forms available to you.

If this is your first time logging into the Professional Portal, you will be prompted to enable Two Step Verification before proceeding. Please follow the instructions on screen.

Two Step Verification means enhanced security similar to online banking. When logging into the Portal you will need to enter your login details. You will then receive an email containing a unique code which will need to be entered to allow access to the Portal

Early Help (EHAT) & SEND (EHCP)

Messages

SELECTING A PERSON

Selecting the SEND (EHCP) and Early Help (EHAT) icon will take you to the Select Person screen.

From here you can add a new person or select from a list of children and young people for whom you have previously submitted forms on the Portal.

A filter allows you to view recent cases (past 18 months).

PLYMOUTH CITY COUNCIL

Home ★ SEND & Early Help Home My Account Sign Out

Select Person

This area of the website allows you to complete Early Help Assessment (EHAT) forms for the children and young people you work with and to submit those forms to Plymouth City Council in a secure manner.

Professionals wishing to complete EHCP forms can also find this here.

Any aspect of the EHAT that is submitted through the Portal will be logged and stored but will not generate a request for support, guidance or services. EHCP forms received will be processed and reviewed by the 0-25 SEND team.

The children and young people for whom you have previously submitted forms on the Portal are listed below. Selecting a name from the list will show a history of forms you have submitted, forms that are in progress and forms you may now wish to start for that person.

It is now possible to edit a form that you have previously submitted. This will create a new version containing all the information from the original form. You can also now delete unwanted forms that are currently in progress.

Guidance

EHAT Portal guidance documentation can be accessed by clicking [here](#)

SEND Portal guidance documentation can be obtained by clicking [here](#)

Person Filter All

Name	Date of Birth	Address	School
Case, Test	05/05/2010	Ground floor, Windsor House, Tavistock Road, Plymouth, PL6 5UF	

If the pupil/young person name you require is not shown on your list, or this is the first time you have added a form for this pupil/young person, click on the Add Person button to add a pupil/young person to your list.

Or

If you have previously submitted forms for pupils/young people, this screen will display a list of those pupils/young people, or you can search for the record using the person filter. If you wish to submit a form on behalf of one of the pupils/young people on your existing list, or view progress on a form you have previously submitted, click on the pupil/young person name.

Name	Date of Birth	Address	School
Case, Test	05/05/2010	Ground floor, Windsor House, Tavistock Road, Plymouth, PL6 5UF	

If you have no pupils/young people listed on your screen to select from, or the pupil/young person cannot be found on searching, you will need to add a new pupil/young person to your pupil/young person list.

New Pupil/young person Details

Clicking the Add Person button will open a data entry page. Please add data in all mandatory fields

Forename *	<input type="text" value="Molly"/>
Middle Name	<input type="text"/>
Surname *	<input type="text" value="Test"/>
Gender *	<input type="text" value="Female"/>
Date of Birth *	<input type="text" value="06/03/2000"/>
Current School	<input type="text" value="Please Select Current School"/>
Ethnicity *	<input type="text" value="NOBT - Info not yet obtained"/>
First Language *	<input type="text" value="English"/>

Mandatory Fields

Complete the fields presented with the data for the pupil/young person you are adding. Data fields marked with an asterisk * are mandatory.

Pupil/young person name – which one do I use?

It is important to have accurate information in the name, gender, address and date of birth fields, as this is used for matching the form to the pupil/young person record in the main database. Please use the **child's legal name** when entering data.


Adding Current School/FE College

Start to type the **official school name**. The system will start to search for school names that match as you type. When you see your school name in the list, click on the school name to select it.

*****If your school name or FE college name is not listed, please choose NOT KNOWN*****

Adding Addresses

- Type in the postcode and click on **Find Address**. This will bring back a list of addresses that match the postcode you have entered, if the address is known to the database.
- If the address is a Plymouth address, or is already listed in the database, this should be available for selection when using the correct postcode. If the address is in Plymouth but unknown to the system you may have to add the address manually. You do not need to click “Find Address” again after adding the address manually.

- If the address you are using is not already known on the system or outside Plymouth, you may receive a message advising that the pupil/young person is living “Out of Area”. If you receive this message, please contact the SEND Team at EHCPPortal@plymouth.gov.uk to request that the address is added to the database so that this can be used by you on the Portal.
- If you are unsure of the correct address, or want to check that the postcode for the pupil/young person is accurate, you can check this by going onto the following internet site: <http://www.royalmail.com/business/find-a-postcode> . A house name or a house number is mandatory in all addresses even if the house name is displayed in the Building Name field.
- Once you have selected the correct address, or added the address detail manually, click on the  button. This will create a new pupil/young person record on the portal to which all future forms will be attached.

ASSISTANCE

For assistance on the EHCP Portal forms please contact the SEND 0-25 Team
senadmin@plymouth.gov.uk

For assistance on the Early Help Assessment (EHAT) forms please contact
gatewayadmin@plymouth.gov.uk

For technical support on accounts or passwords, please contact
EHCPortal@plymouth.gov.uk

Plymouth City Council SEND Team – School Support <https://www.plymouth.gov.uk/sendasstrategicadviceandsupport2>