

EHCP

SYSTEMONE USER GUIDE

CLINICIANS

- 1 1st Letter Task is received
- 2 Go ahead Task is received
- 3 Discharged patients
- 4 Contributing to the EHCP

1. 1st (Initial) Letter Task notification is received

- When the 1st notification is received, admin may send a task stating the following: An initial EHCP letter has been received. This is for your information only at this stage.
- If you know that this is not for a patient you have had any dealings with then you can reply by updating the task to inform admin that it is not relevant for you and state the name of the clinician it is relevant for.

2. Go ahead Task letter notification is received

- Once notification to go ahead has been received, you will be sent a task stating the following:

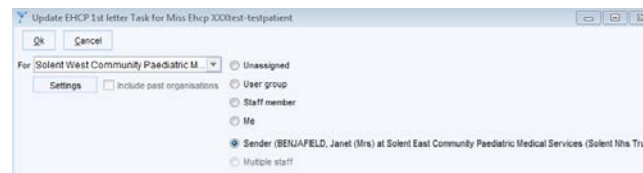
A go ahead EHCP letter has been received. Please confirm "yes" or "no" ASAP whether you will be contributing.

If "yes" you will receive a further task with the due date for the report.

If "no" – please reply to this task and let me know whether:

- a) no-one from this team will be contributing or*
- b) someone else from the team will be contributing and who (if known) - DO NOT FORWARD THIS TASK DIRECTLY TO THEM*

- Please respond to this task within 5 working days of receiving it. **DO NOT** complete the task after replying, it will disappear when you refresh the screen or come out and back into tasks screen.
- Triage the task as per your normal processes.
- Go back to the task and reply (update) it to **Sender:**



- Write text to say that you will be providing the contribution and by which date. Click OK.

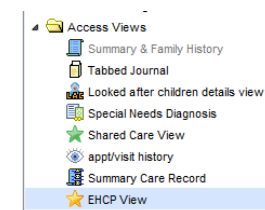
- If you do not need to provide any contribution, but another colleague in your service does, then update the task to reply to **Sender** to say the name of the colleague who will be contributing.
- If your service does not need to contribute, please update the task to reply to **Sender** to say that there is no contribution due from the service.

3. Discharged patients

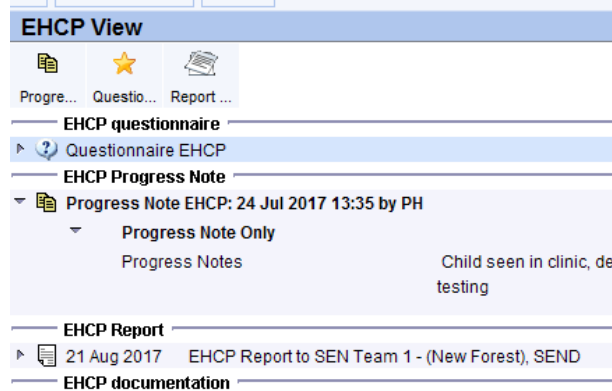
- If the child has no open referrals then admin will send a task to the previous clinician who had contact with the child and ask them whether they want to have an EHCP questionnaire/report completed or if it's adequate to send the last discharge report?
- Please respond to this task to inform admin what to send for the child.

4. Contributing to EHCP

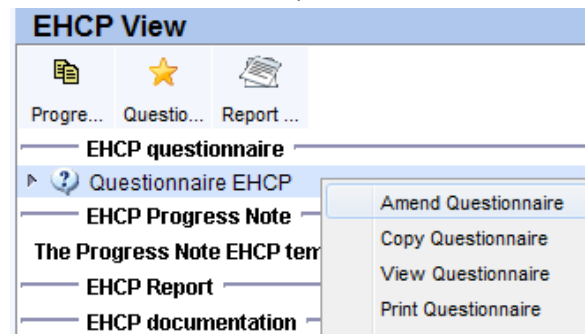
- Admin will send you a task stating the date the contribution is required by.
- Open (retrieve) the patient's record from the task.
- Go the Access Views folder on the clinical tree. Click on the EHCP View:



- The EHCP contribution is being produced in a SystmOne Questionnaire which will be started by admin and then all services are able to contribute to it. The one which has been started by admin is under the heading of 'EHCP questionnaire' in the EHCP view:



- Right click on the Questionnaire from the view and select 'Amend questionnaire':



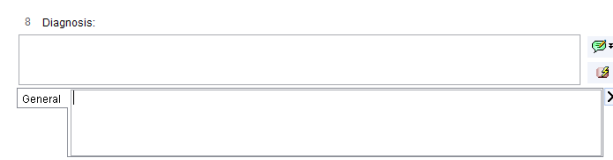
- DO NOT** click on the yellow star icon with 'Questionnaire' written after it as this will start a new questionnaire.
- Go to section 2 and complete with your contribution in each section. There may already be information written by other professionals in here. Please write your contribution after this.

- To add a comment next to a question, click on the

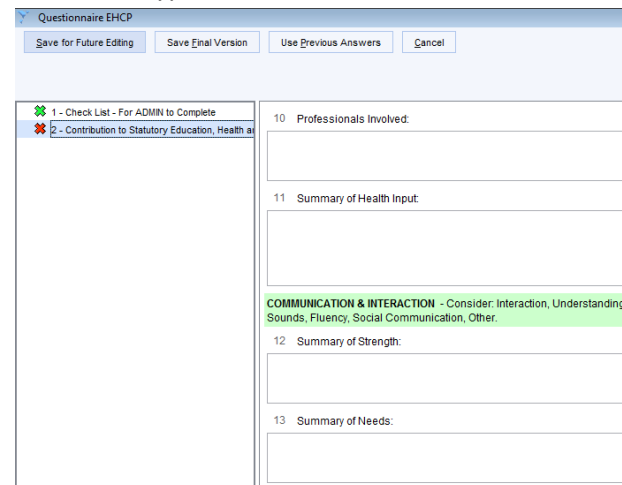


following icon:

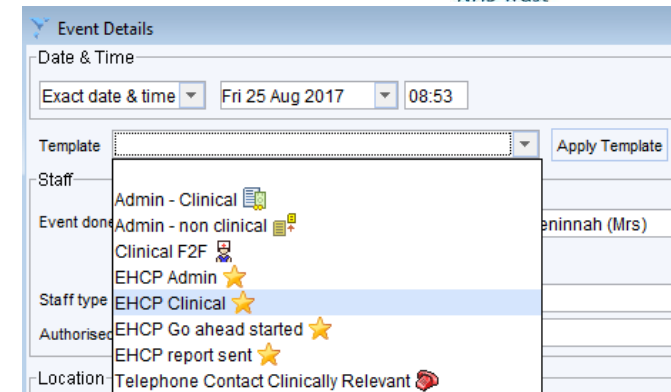
- Select **General**.
- A comments box will appear under the question where you can you're your comments:



- Enter your name in question 9 – Professionals involved.
- Once completed, click on **Save for Future Editing**. **DO NOT** click Save as final version or you may have to re-type:



- Click on Save and select **EHCP Clinical** at the event details template.



- Click **Apply template**
- The activity will be automatically added.
- Click OK.
- Select the relevant referral if you are asked, i.e. if the patient has more than one.
- If you are asked if you are sure you want to save without recording any clinical codes, say **Yes**.
- Go back to the task and reply (update) it to **Sender** using the task type of **EHCP Contribution completed**. Write text if required, this is not essential. Click OK.
- All completed EHCP contribution reports will be copied to GP and parents. If you would like to extend this list then task admin separately to request this (being mindful of recent IG updates about only sending reports to professionals who really need the draft information as all relevant people will receive the final EHCP plan).

If you need any help with this please contact the CGI IT helpdesk on 0345 605 1334 and log a call for the Patient Systems team to call you back to help you.