

SEND Health Delegation

SEND have **delegated** a section to you to complete as part of the request stage.

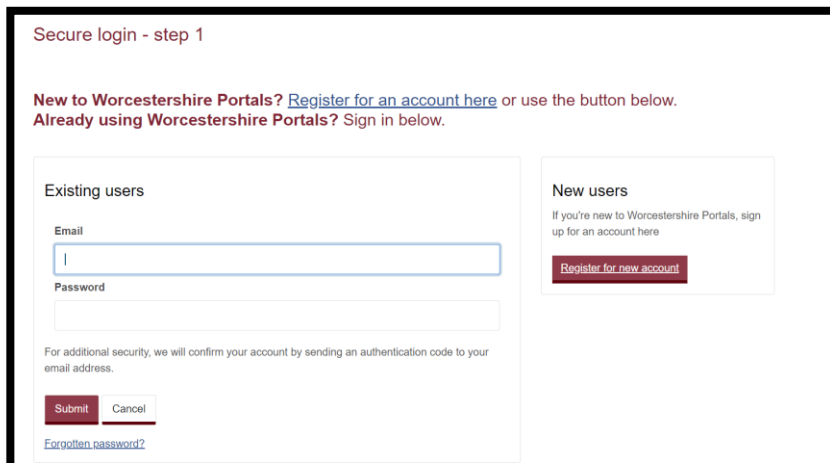
In your inbox there will be an email with the subject **New Documents**.



Click on the **link** in the email.

This will open the **delegation portal** login screen.

If you do not have a portal account click **Register for new account**. If you already have an account skip to page 3.

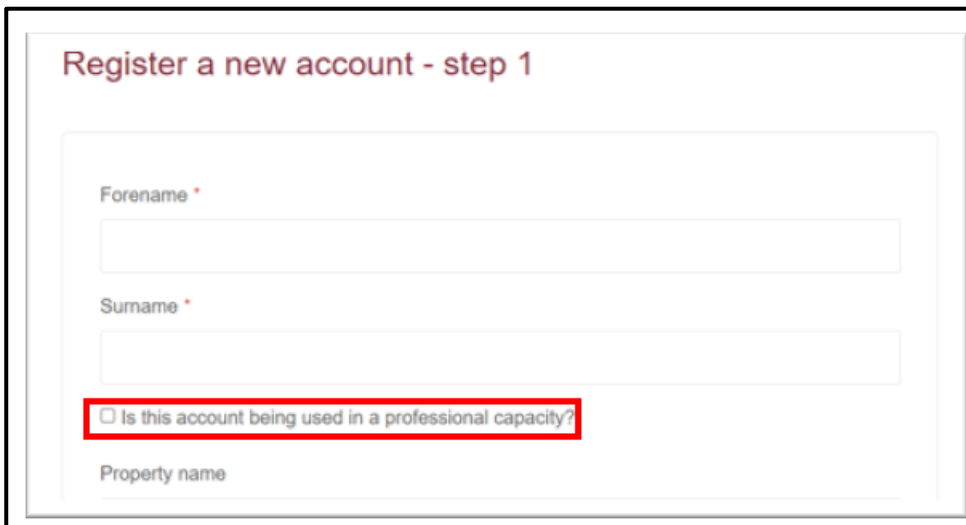


The screenshot shows the 'Secure login - step 1' screen with the following elements:

- Header: Secure login - step 1
- Text: **New to Worcestershire Portals?** [Register for an account here](#) or use the button below.
- Text: **Already using Worcestershire Portals?** Sign in below.
- Form sections:
 - Existing users:** Fields for Email and Password.
 - New users:** A button labeled 'Register for new account'.
- Text: For additional security, we will confirm your account by sending an authentication code to your email address.
- Buttons: 'Submit' and 'Cancel'.
- Text: [Forgotten password?](#)

Enter your details in the boxes shown below. Mandatory answers have a red * next to the field.

Tick the box next to **Is this account being used in a professional capacity.**



Register a new account - step 1

Forename *

Surname *

Is this account being used in a professional capacity?

Property name


Press **Next** at the bottom of the page.



Postcode *

Next Cancel

Enter the **registered email address and create a password.**



Register a new account - step 2

Email address *

Password *

Confirm password *

Back **Next** **Cancel**

Password policy

Your password must meet the following requirements:

- It must be at least 15 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must be different to your current password
- It must be different to your previous 8 passwords.

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It must contain only letters, digits, and special characters

It must contain at least one upper-case letter

It must contain at least one numerical digit

It must be different to your current password

It must be different to your previous 8 passwords.

Click **Next**.

Enter the registered email address and password and click **Submit**.

Secure login - step 1

New to Worcestershire Portals? [Register for an account here](#) or use an existing account.
Already using Worcestershire Portals? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

A verification code will be sent to your inbox.

Either type in or copy and paste the code into the box shown below

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.
If you can't find this email, it may be in your spam/junk email folder.

Code

[Please send me a new code](#)

The **Delegation Portal** will be displayed.

| Currently Assigned Tasks | Recently Retracted Tasks | Recently | | |
|------------------------------------|----------------------------|-------------|-------------------|-----------------|
| Tasks Assigned to your Work Groups | | | | |
| Work Group | Form Type | Name | Due Date | Comments |
| NHS Test | EHCP Information Gathering | Ehcp Test | 11-Jun-2023 | Please complete |
| NHS Test | EHCP Information Gathering | Ehcp15 Test | 31-Aug-2023 | Please complete |
| NHS Test | EHCP Information Gathering | Ehcp27 Test | 31-Aug-2023 15:04 | Please complete |

There will be **three columns** displayed:

- Currently Assigned Tasks,
- Recently Retracted Tasks
- Recently Submitted Tasks.

Currently Assigned Tasks

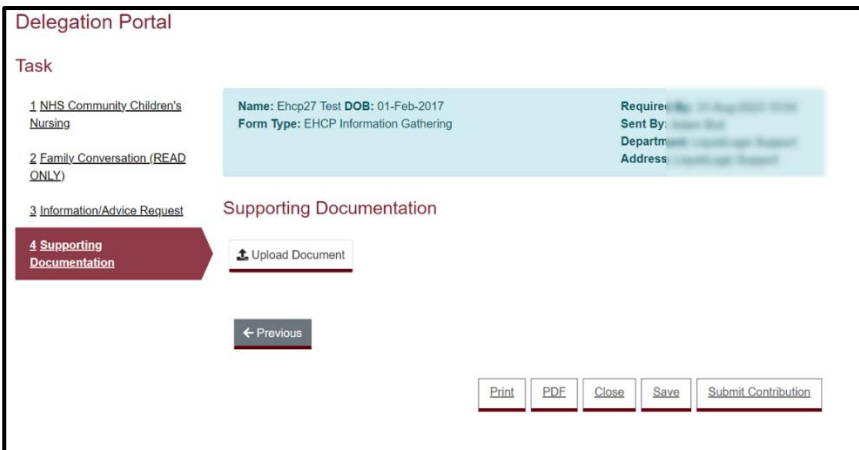
On the **currently assigned tasks column** there will be a list of forms under **Work Group** which your team have been asked to complete. The Form Type, the Name of the child, due date and comments that the SEND team have sent with the delegation are all displayed.

| | | | | | |
|----------|----------------------------|-------------|-------------------|-----------------|---------------|
| NHS Test | EHCP Information Gathering | Ehcp27 Test | 31-Aug-2023 15:04 | Please complete | Pickup |
|----------|----------------------------|-------------|-------------------|-----------------|---------------|

Click **Pick Up** to select a task from the list. The task will be assigned to your own work tray.

Complete the form. Move on to the next section by pressing **Next**.

Any attachments which you need submit to SEND can be uploaded at the final stage called **Supporting Documentation**.



Delegation Portal

Task

- 1 NHS Community Children's Nursing
- 2 Family Conversation (READ ONLY)
- 3 Information/Advice Request
- 4 Supporting Documentation

Task Details:

Name: Ehcp27 Test DOB: 01-Feb-2017
Form Type: EHCP Information Gathering

Required: [Redacted]
Sent By: [Redacted]
Department: [Redacted]
Address: [Redacted]

Supporting Documentation

Upload Document

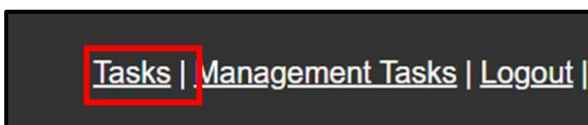
Previous

Print PDF Close Save Submit Contribution

To submit the form **click Submit Contribution**

Reassigning a task

Select **Tasks** in the bar at the top of the screen.



On the **Tasks** you will see your task list and those tasks assigned to your Work Group.

Select Reassign.

| Currently Assigned Tasks | | Recently Retracted Tasks | | Recently Submitted Tasks | |
|------------------------------------|----------------------------|--------------------------|-------------------|--------------------------|-----------|
| Task List | | | | | |
| No. | Form Type | Name | Due Date | Comments | Actions |
| 1 | EHCP Information Gathering | Ehcp26 Test | 16-Feb-2023 08:37 | Please Complete | Re-Assign |
| Tasks Assigned to your Work Groups | | | | | |
| Work Group | Form Type | Name | Due Date | Comments | Actions |
| SEND Health Test Group | EHCP Information Gathering | Child Test | 24-Feb-2023 | Please complete | Pickup |

The task can be reassigned back to the group via **Select Group**.

Or select another user by clicking **Select User**.

Choose Professional to Re-Assign to

Please select a work group or user. Only groups you manage and users within groups you manage can be selected.

Work Groups you Manage

| Work Group | Email | Actions |
|------------------------|------------|--------------|
| SEND Health Test Group | [Redacted] | Select Group |

Users within the Work Groups you Manage

| Name | Email | Actions |
|-------------------|------------|-------------|
| EHCPDelegation Te | [Redacted] | Select User |
| [Redacted] | [Redacted] | Select User |

Exporting a PDF

When a form has been picked up, there is an option to either print the form or export as a PDF.



When a form has been submitted it can be viewed for 30 days via the submitted forms column.

Click on the required form.

| Recently Submitted Forms (Last 30 Days) | |
|--|-----------|
| Form Type | Name |
| EHCP Information Gathering | Ehcp Test |

The PDF is then displayed. It can be saved as PDF from here.

| | |
|--|--|
| Form Type: EHCP Information Gathering | |
| Request for Information/Advice as part of a Education, Health and Care Needs Assessment | |
| OT | |
| Name: | Ehcp Test |
| DOB: | 01-Jan-2019 |
| My service will be seeing them to provide updated advice on: | |
| Position: | |
| Notes | |
| Family Conversation (READ ONLY) | |
| Child/Young Person's Profile | |
| GP's Name | GP's Name |
| GP's Address | GP's Address |
| Health Authority | Health Authority |
| Disability Disability / Diagnosis / Known Condition(s) | Disability Disability / Diagnosis / Known Condition(s) |
| Diagnosed by | Diagnosed by |
| Social Care Details | Social Care Details |
| Statutory/Legal measures in place | |