Coventry Education Services Portal

User Guide

Adults Services Advice Form

Updated August 2022

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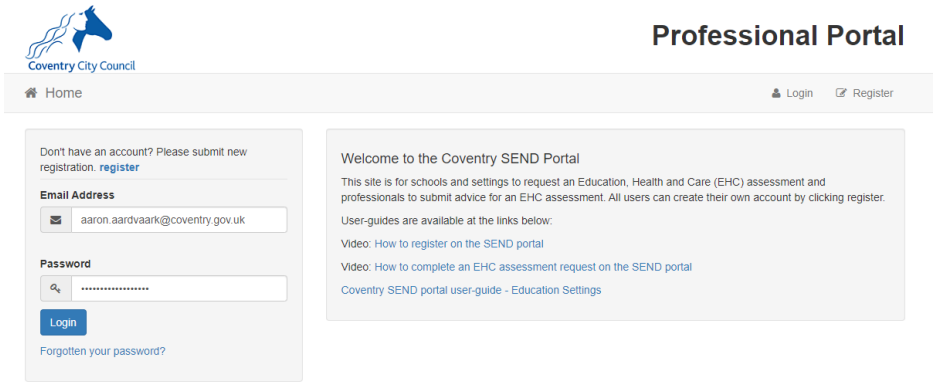
Click on this link for a video guide on how to submit advice towards an EHC assessment

1 Coventry Education Services Portal User-Guide

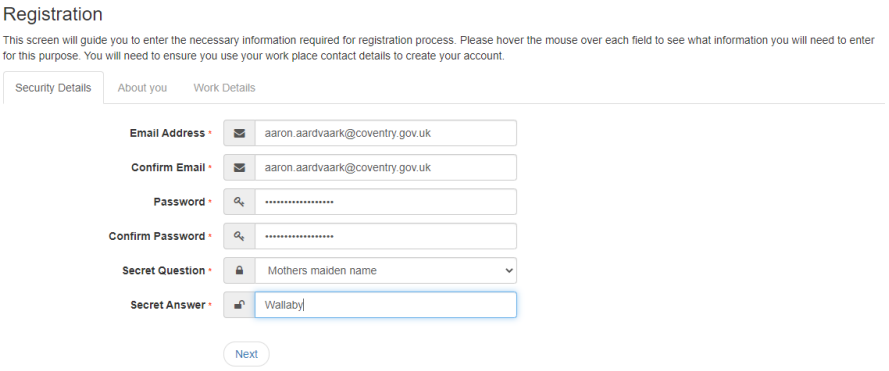
1.1 Registering on the SEND Portal

1.1.1 Visit the below URL & click *Register*

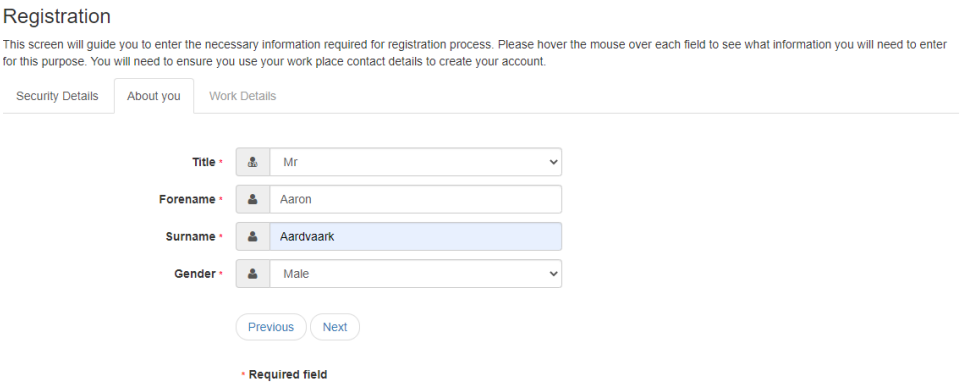
https://emsonline.lea.coventry.sch.uk/ProfessionalPortal_LIVE/Account/Login?ReturnUrl=%2FProfessionalPortal_LIVE%2F



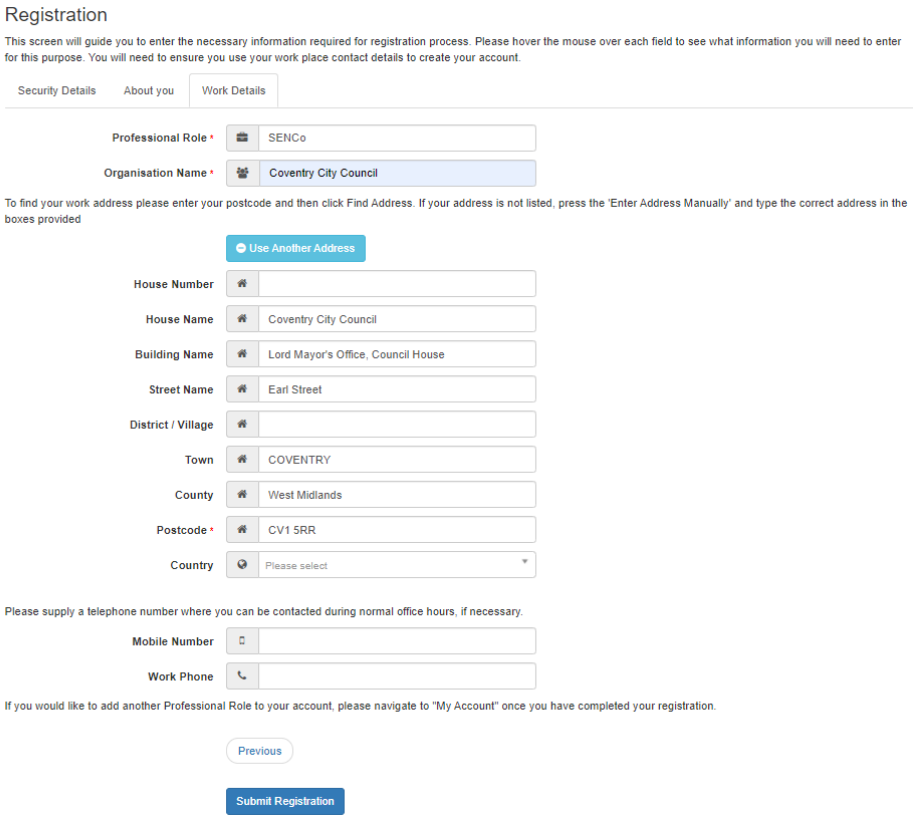
1.1.2 Complete the Security Details & click *Next*



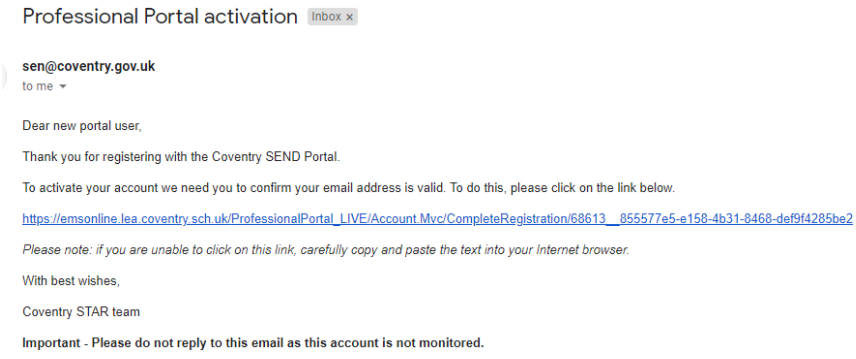
1.1.3 Complete the About You details & click *Next*



1.1.4 Complete your Work Details & click *Submit registration*

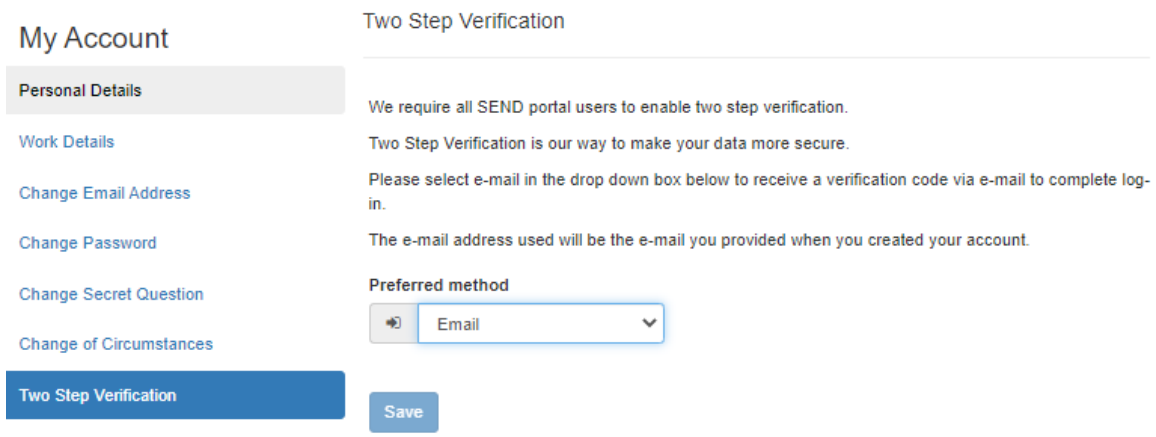


1.1.5 You will then be sent an e-mail to verify your e-mail address, click on the link in the e-mail and return to the log-on screen to enter your user credentials

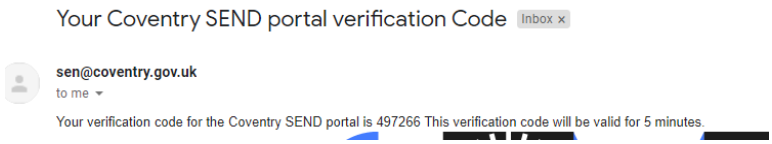


1.1.6 Click on Special Educational Needs and Disabilities and you will be taken to a link to Enable Two Step Verification Now – click this link.

1.1.7 Select *E-mail* as the preferred method of Two Step Verification, click Save



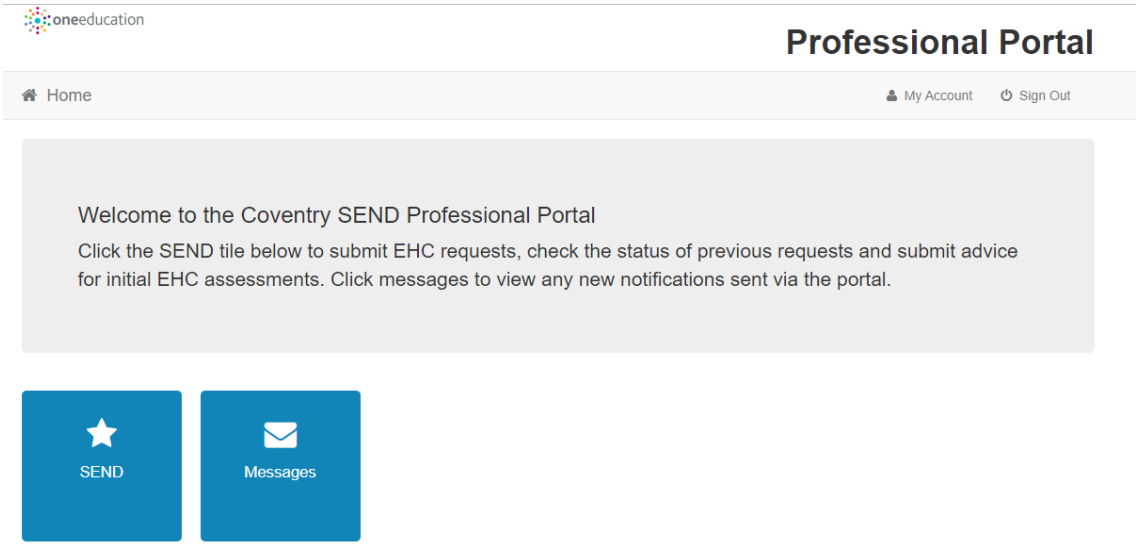
1.1.8 You will then be returned to the log-on screen to log in and begin using the portal. When logging-in, you will receive a verification code via e-mail to complete the log in process.



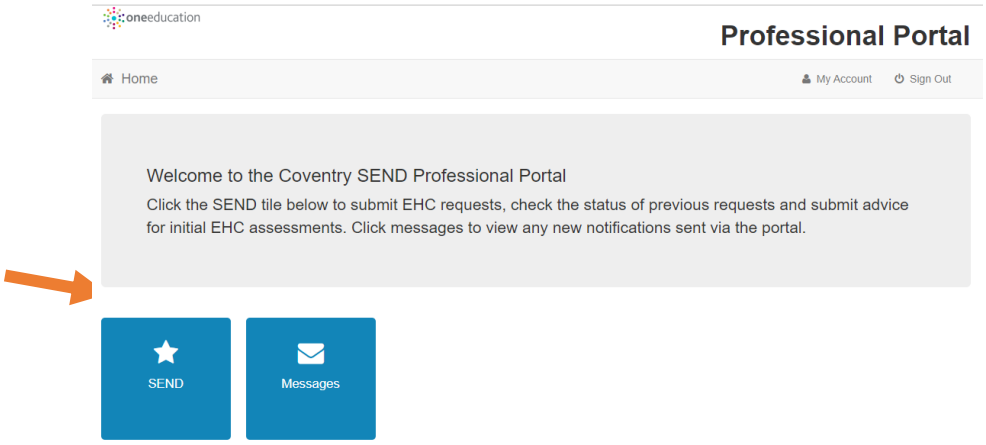
Coventry City Council

1.2 Completing and submitting the advice form

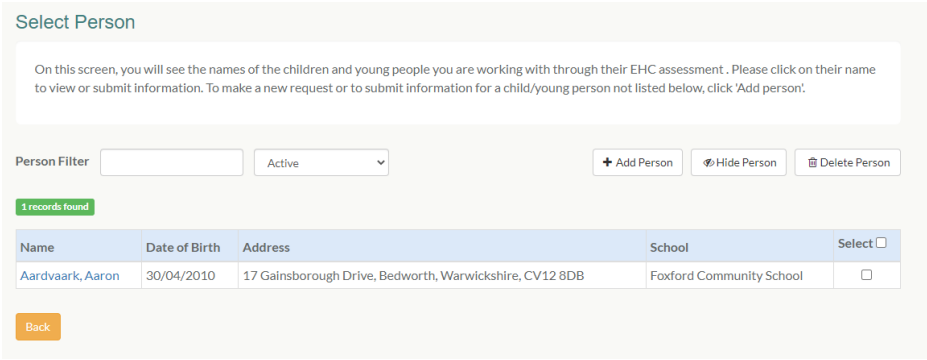
1.2.1 Log into the SEND Portal via the below link https://emsonline.lea.coventry.sch.uk/ProfessionalPortal_LIVE/Account/Login?ReturnUrl=%2FProfessionalPortal_LIVE%2F



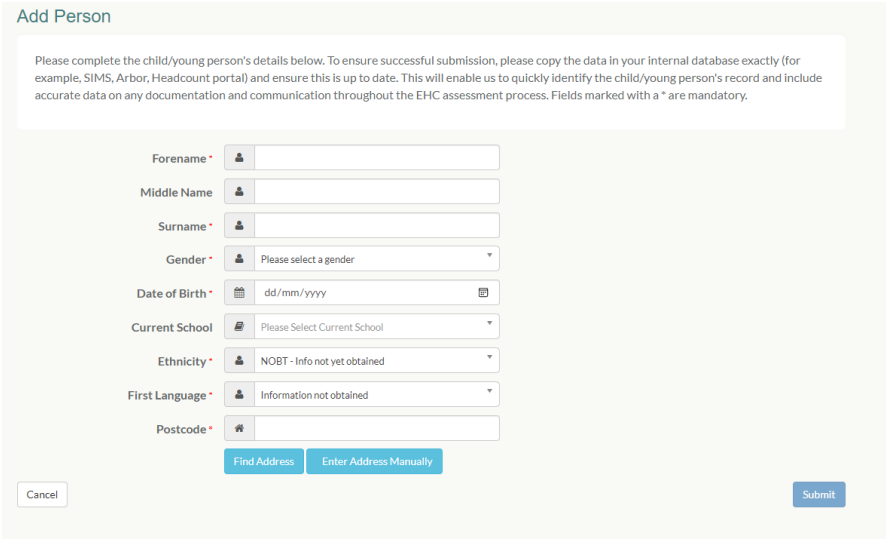
1.2.2 Click on the SEND tile



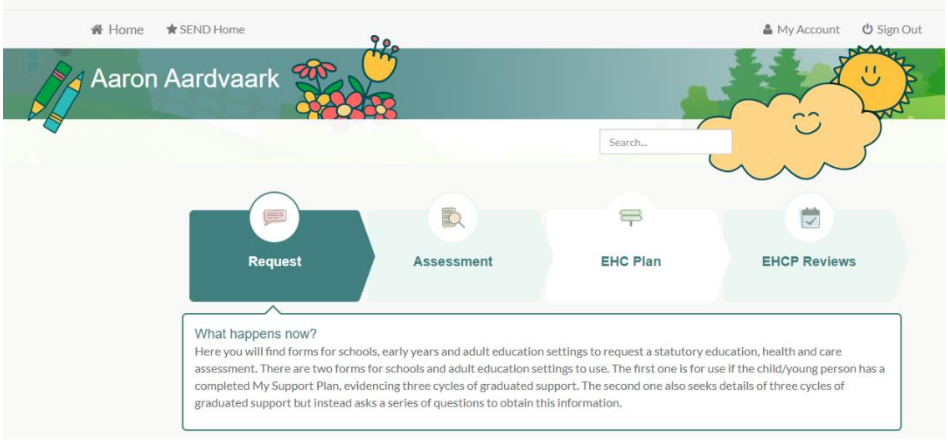
1.2.3 If the young person is not already linked to your profile, click Add Person



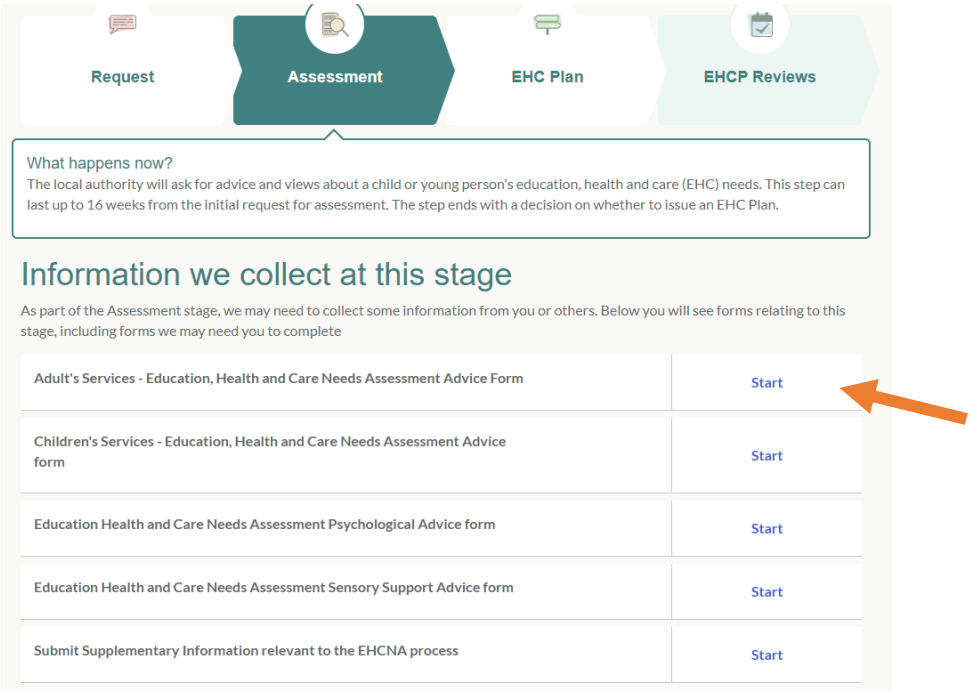
1.2.4 Complete the details of the form as carefully as you can ensuring that they are correct. Mandatory questions are marked with a red asterisk. When you have entered all of the required information, click *Submit*



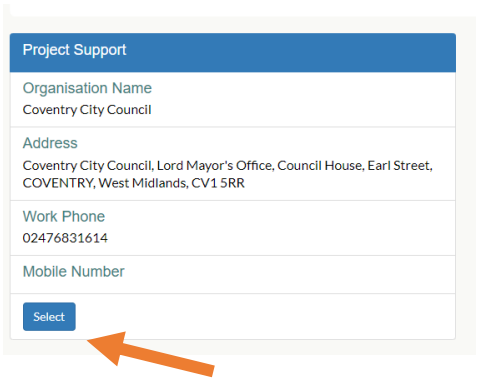
1.2.5 Click on *Assessment*



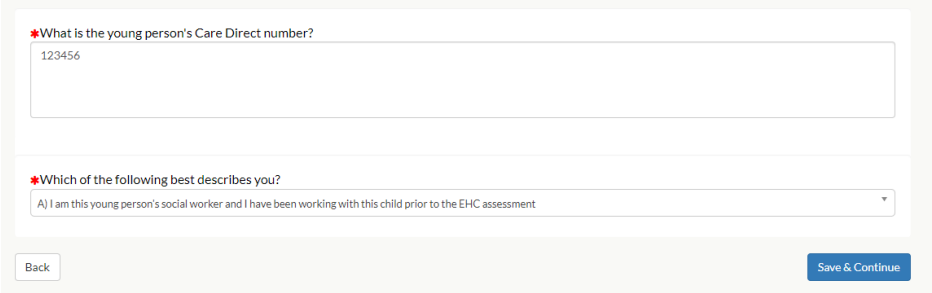
1.2.6 Find the form that says "Adult Services – Education, Health and Care Needs Assessment Advice Form". Click *Start*



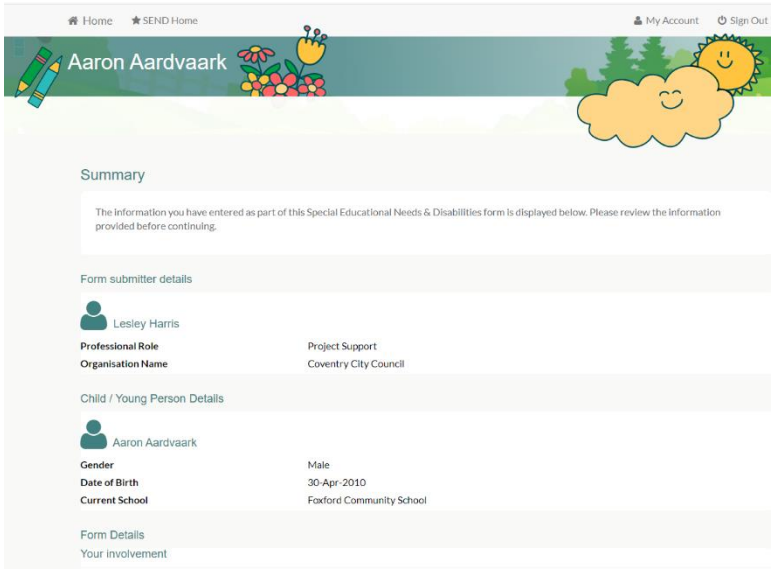
1.2.7 The first page ask you to confirm your work profile. Click on *Select* to continue.



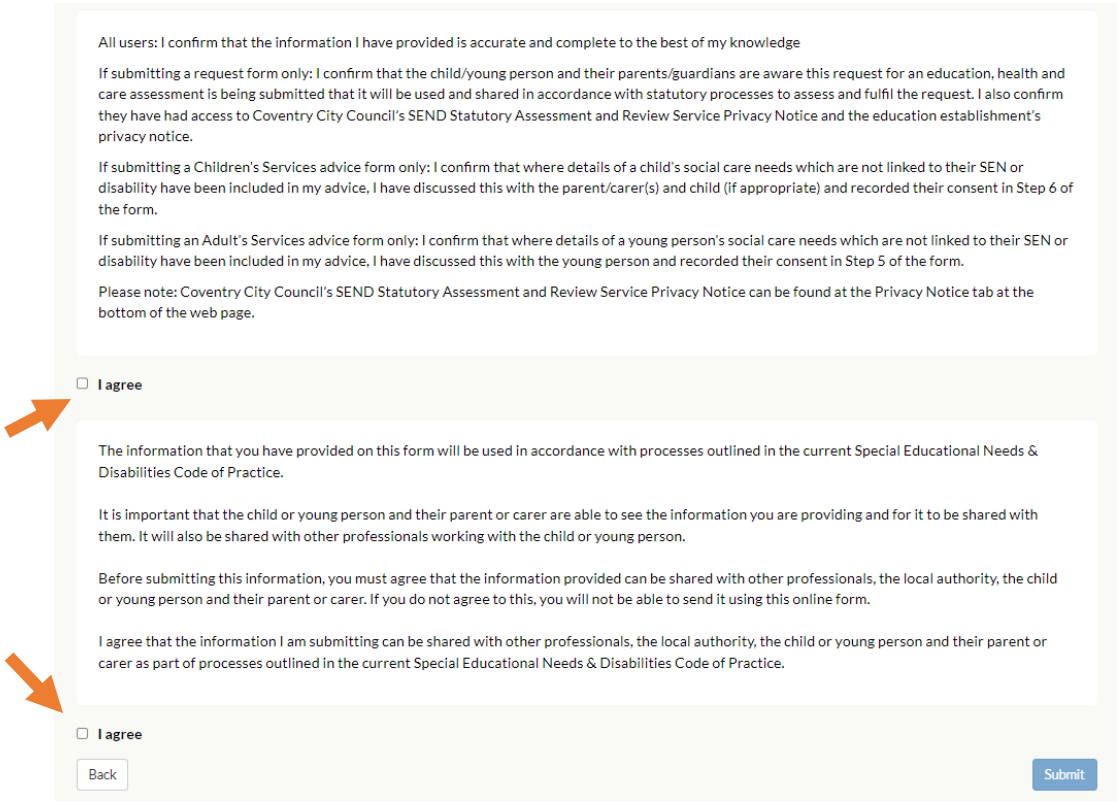
1.2.8 Please begin to complete the form as required. Mandatory questions are marked with a red asterisk. When ready to continue to the next page, click *Save and Continue.*



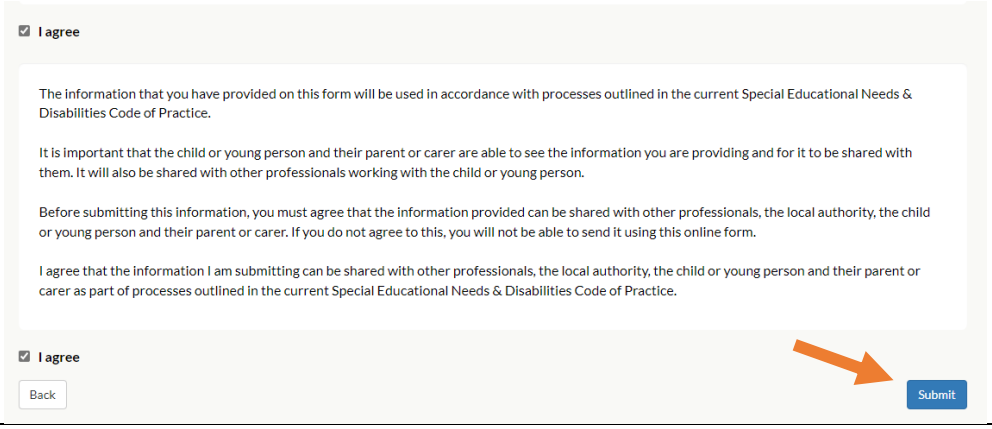
1.2.9 Once you have reached the final page, you will be presented with a summary of the information you have submitted so far. Please check that the information is correct. If not, scroll to the bottom of the page and click on the back button. Edit the form as needed.



1.2.10 When ready to submit the form, check “I agree” to the two statements at the bottom of the summary page.



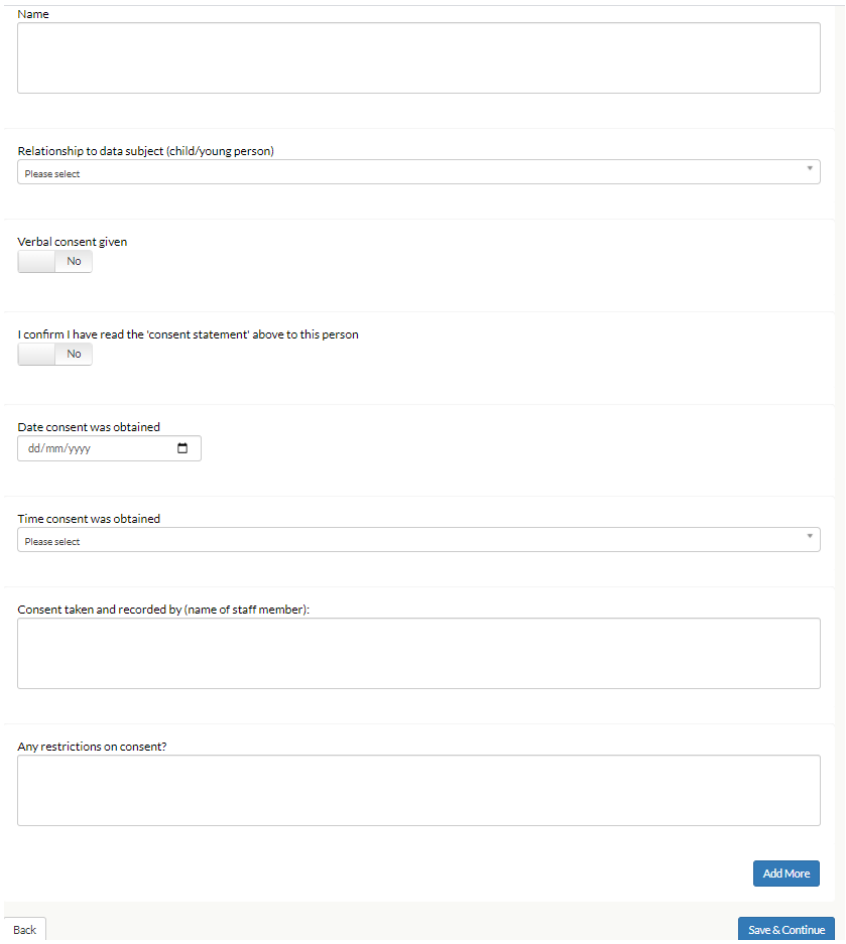
1.2.11 Click *Submit*



1.3 Collecting a record of verbal consent to share information not directly linked to a young person's SEN/Disability

1.3.1 A record of verbal consent to share details of social care needs not directly linked to the young person's SEN or disability can be captured in Step 6. As you obtain it, you will need to note the Date and Time and any restrictions on this consent. Please use the below paragraph to help communicate what is being consented to:

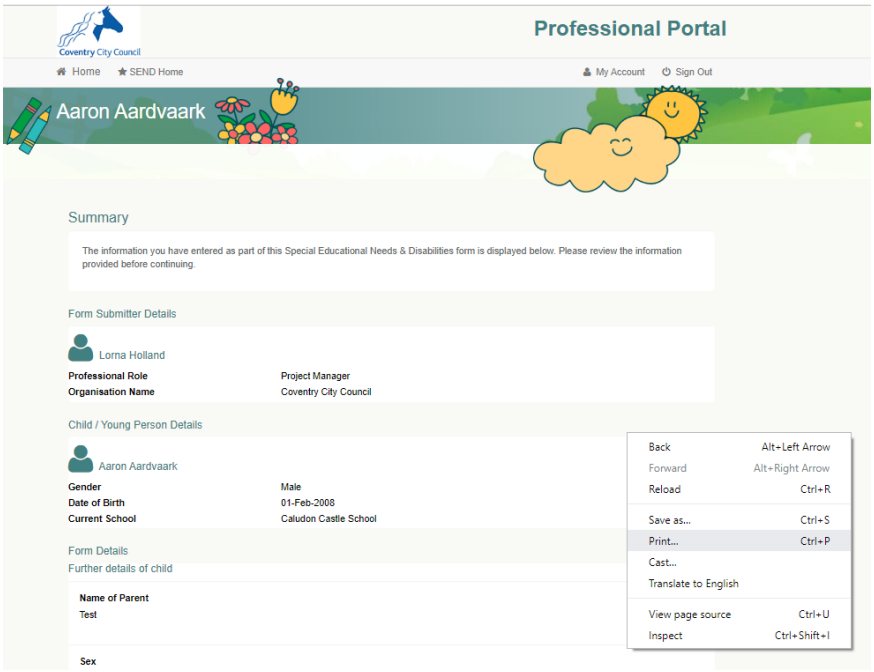
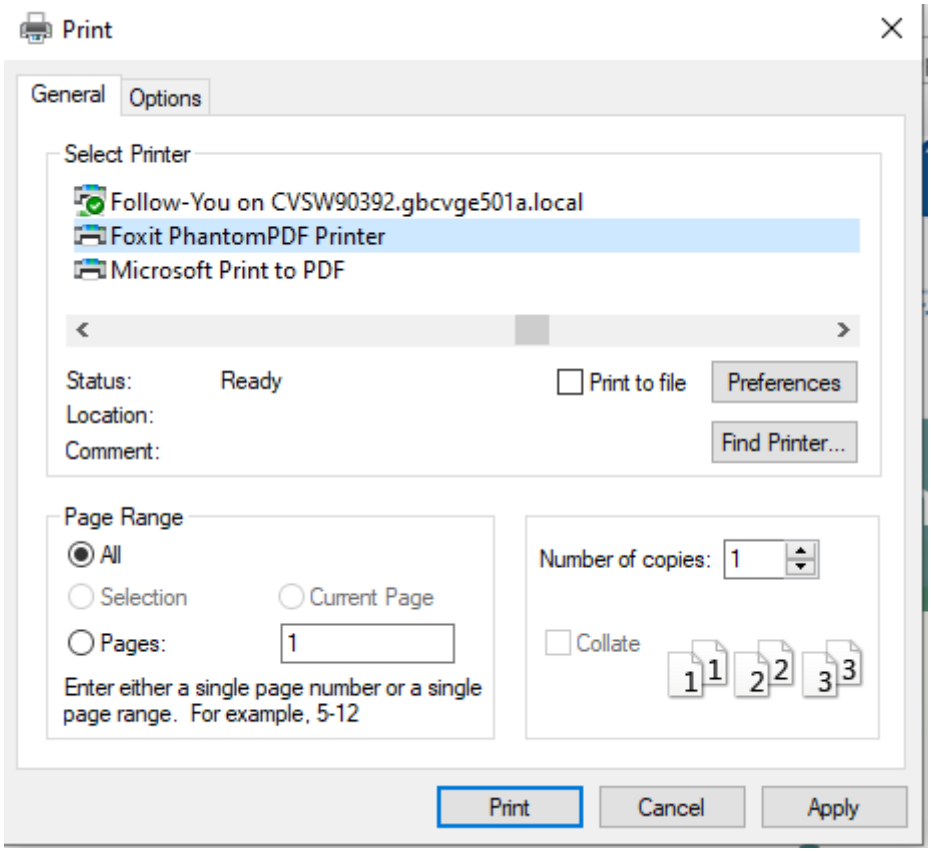
"Coventry City Council will use personal information about you to help us decide whether we need to write a draft Education, Health and Care Plan for you. If we do write a draft plan, we might include the details of other social care needs that are not linked to your learning difficulties or disabilities in the Plan. This will be to help coordinate the services you receive. The Plan will be shared with those who have contributed information to help write the plan or for specified purposes, detailed in statutory guidance which you can read about in the SEND code of practice p.9.211 - 9.213. We will not share this personal data with anyone else unless the law says we have to or we need to for safeguarding purposes. More information can be found in our full Privacy notice, available on our website"



1.4 Printing/saving the advice form

1.4.1 While on the summary page you can save a copy of the advice form.

1.4.2 To export the summary form, *Right click* on the summary page and click *Print*



1.4.3 Select Foxit PhantomPDF Printer to save to a PDF