

# Request to Assess – decision making process



This diagram shows how the council decides whether to carry out an education, health and care needs assessment (EHCNA) for a child or young person, and who supports with that decision. An EHCNA is the process which decides whether a child or young person requires an Education, Health and Care Plan (EHCP).



Frequency decisions are made:

**Weekly**



Decision maker:

**EHCNA Team Lead**

People who provide a view to support the decision maker:



**Family and young person**

(via their EHCNA Officer)



**Educational Psychologist**



**Schools and settings**



**Health services**



**Social care services**



**Speech and Language Therapist**



**Other teams**  
(for example, Early Years)

Written evidence provided by:



**Family**

(via their EHCNA Officer)



**Schools and settings**

**If we say Yes...**

We will write to you and invite you to a meeting to explain the next steps.



Following a decision:



**If we say No...**

We will call you to explain and write to you after our conversation.