

Annual Review Portal Form Guidance for Schools

1. Accessing the Annual Review Portal Form

- Click the link below to navigate to the Children's Portal:
<https://myehmportal.oxfordshire.gov.uk>



Children and families online services

Early Help Portal

Use this link to access the Strengths and Needs, TAF and Closure form. Please note this is not a referral or a request for service.

Report a concern about a child

Report a safeguarding concern you have about a child

Request an Education, Health and Care Needs Assessment

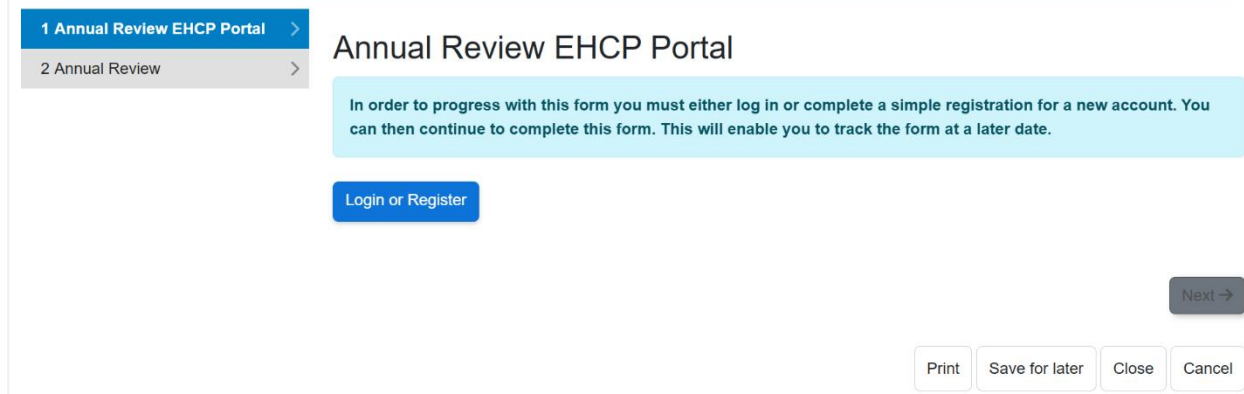
Use this link to access the application form

Education, Health & Care Plan Annual Review (for settings)

Use this link to record an EHCP Annual Review

- Click into 'Education, Health & Care Plan Annual Review (for settings)

ECHP Annual Review



2. Logging in or Creating a Children's Portal Account.

- Click: **Login or Register** (to begin the form creation process).
- To **register a new account**, you will need to populate some basic details.

Ensure you tick the box '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

House no

Street *

Area

Town/City *

County

Postcode *

[Next](#) [Cancel](#)

- Next enter your email address and set a password. Click the Next Button to proceed.



Register a new account - step 2

Email address *

Password *

Confirm password *

[Back](#) [Next](#) [Cancel](#)

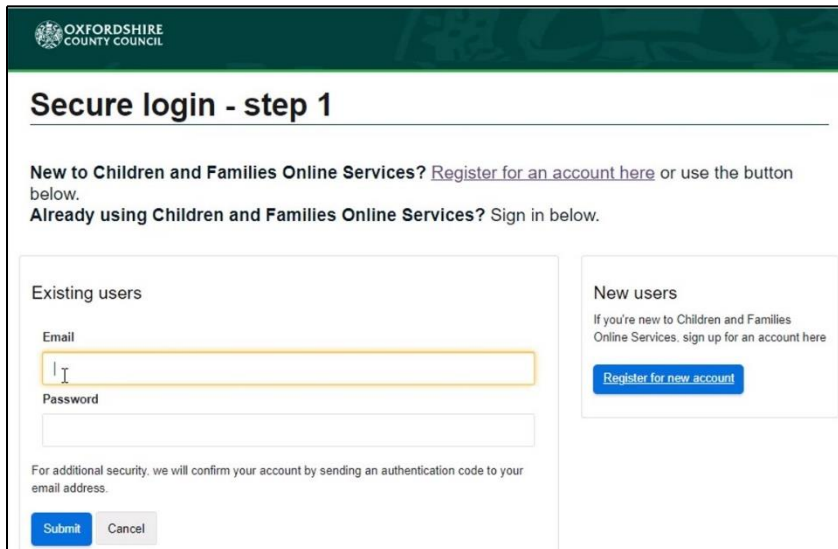
- The Portal will send a code to your email account, to confirm your email address.
- Enter the code and click the next button.
- Click the continue button on the Registration completed page.
- The Registration process is now complete.

Registration completed

Your registration has been completed successfully. Click **Continue** to carry on with your session.

[Continue](#)

- Existing Users with an account: Enter your email address, password and click the Submit button.

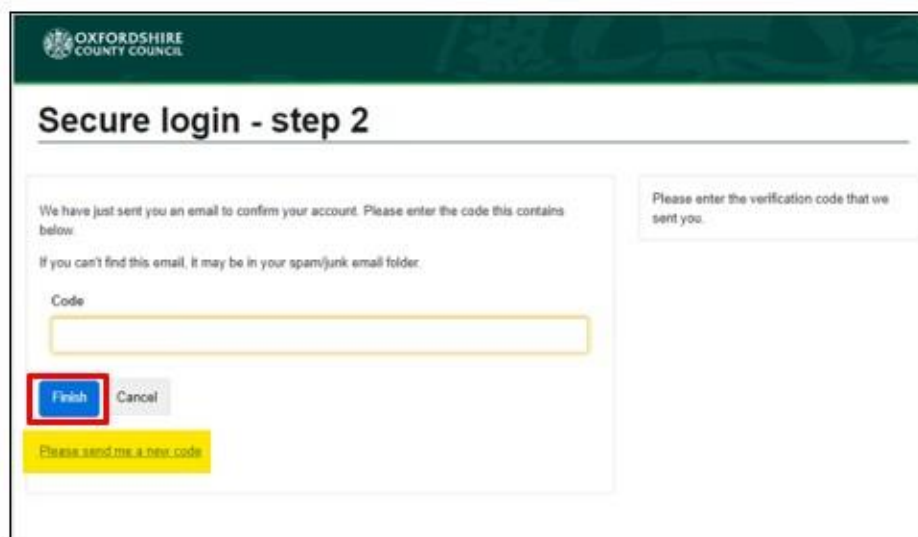


The screenshot shows the 'Secure login - step 1' page. It has a dark green header with the Oxfordshire County Council logo. Below the header, the title 'Secure login - step 1' is underlined. The page contains two main sections: 'Existing users' and 'New users'. The 'Existing users' section has fields for 'Email' and 'Password', with a 'Submit' button and a 'Cancel' button. The 'New users' section has a 'Register for new account' button. A note at the bottom of the 'Existing users' section states: '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 login email address, the code is used to authenticate your account.

- Enter the code that was sent to your email address.
- Click: Finish button to complete the login process.

Please be aware that the verification code only lasts for 10 minutes.
Select the “**please send me a new code**” button if you require a new code.



The screenshot shows the 'Secure login - step 2' page. It has a dark green header with the Oxfordshire County Council logo. Below the header, the title 'Secure login - step 2' is underlined. The page contains two main sections: 'We have just sent you an email to confirm your account. Please enter the code this contains below.' and 'Please enter the verification code that we sent you.' The first section has a 'Code' field, a 'Finish' button (highlighted with a red box), a 'Cancel' button, and a 'Please send me a new code' button (highlighted with a yellow box). The second section has a 'Please enter the verification code that we sent you.' field.

3. Completing the Annual Review Portal Form

- Your account information will pre-populate to the top of the form as the person who has submitted the paperwork.

ECHP Annual Review

1 Annual Review EHCP Portal >

2 Annual Review >

Annual Review EHCP Portal

Your Details

First name	Anna
Last Name	Gimigliano
Role	Teacher
Organisation	School
Address	New Road Oxford

- When you scroll down the page it will ask you for some basic details of the child/young person you are submitting the annual review paperwork for.
This will allow us to match your paperwork to the correct child/young person in the system.
- Ensure you select that you are completing this form **on behalf of a child/YP as a professional**.

Who is the Assessment for?

I am completing this form on behalf of *

A child/YP as a professional ▼

Your relationship to person *

First name *

Last name *

Date of birth *

dd-mm-yyyy



☐ Is date of birth estimated?

Pronouns



- Once you have populated the information, click next.
- This tab will then allow you to populate the details of the Annual Review meeting. This form matches the contents of the Record of Annual Review template (ROAR) you already use.

EHCP Annual Review

1 Annual Review EHCP Portal >
2 Annual Review >

Annual Review

This form must be completed annually in respect of children and young people who have an Education, Health and Care plan.

For process refer to **Annual Review of Education, Health and Care plan Guidance**

Have parent/carer contact/ address details have changed (If yes amend the plan)
☐ Yes
☐ No

Date of last annual review


Date of review meeting *


- You can either populate the electronic form template, or you can continue to upload a manually completed copy to the portal.
- If you choose not to populate the form electronically, you will still be required to populate the date of the review meeting and the attendees:

Name	Service	Role	Invited	Report	Attended
					

- Once the date and attendees have been added, you can either populate the rest of the form or scroll down to the bottom of the form to the attachment area.

Attachment

 Upload Document

Submit Form

- Click upload document to attach any annual review paperwork you wish to submit.
Please ensure the documents you attach are clearly titled as this is how they will load into our system, and we are unable to change this.
- Once you have attached your documentation, click 'submit form'

Submit Form ×

Are you sure you want to submit this Self Assessment now?

You will not be able to make further changes once it has been submitted.

Cancel

Submit

Submitted forms

Home ➤

Recover a form ➤

Your form was submitted successfully

- Your form has now been submitted through to our system in tray for processing.
- The Portal will direct you to the Submitted Forms page.
- Once you refresh the page, the completed form will appear as the first entry under the Submitted forms tab.
- The form will be viewable/downloadable for 30 days.

4. Navigation within the Children's Portal

- Click on your name at the top of screen to view the following options:



- **My account:** Click to view and manage account details.
- **Recover a form:** Click to view and resume recently saved forms.
- **Submitted forms:** Click to view, download or print submitted forms.
- **Update account:** Click to change your profile details or password.
- **Logout:** Click to Logout of the Portal.

Explanation of the buttons at the bottom of the page

- The **Print** button allows you to print the application.
 - Click the **Save for later** button, after completing each page. The form will be saved for 30 days.
 - The **Previous and Next** buttons will allow you to toggle between the form.
 - The **Create PDF** button creates and downloads a PDF version of the form.
 - Click the **Close** button to exit the form and return to the Portal's landing page.
- Select the **Recover a form** button to continue a form.
- Click the **Cancel** Button to exit the form and return to the landing page.

