**Capita’s Professional Portal**

The Professional Portal is a module of Capita One, the council’s education case management system. It is available to support Special Educational Needs Coordinators, Educational Psychologists, Social Care Professionals and Health Professionals to gather key information around EHC assessments, plans and reviews.

It is a secure website where sensitive information can be shared safely and enables parents, carers, young people and professionals from education, health, and care to:

* securely submit EHC referrals, professional advice and annual review documentation.
* check the status and track the progress of an EHC assessment.
* enable the EHC plan to be viewed on-line.
* view copies of annual reviews.

The linked guidance provides instructions on how to self-register and use the Capita Professional Portal [Capita’s Professional Portal | Redcar & Cleveland: Information Directory (redcar-cleveland.gov.uk)](https://informationdirectory.redcar-cleveland.gov.uk/local-offer-send/send-professional-area/documents-and-guidance-rcbc-education-services/capitas)

Any requests for EHC Assessment and submission of annual review documentation completed after 1st September 2023 should be submitted via the portal**.**

Please contact Ruth Atkinson Capita One Project Manager [ruth.atkinson@redcar-cleveland.gov.uk](mailto:ruth.atkinson@redcar-cleveland.gov.uk) if you have any questions or need further support.