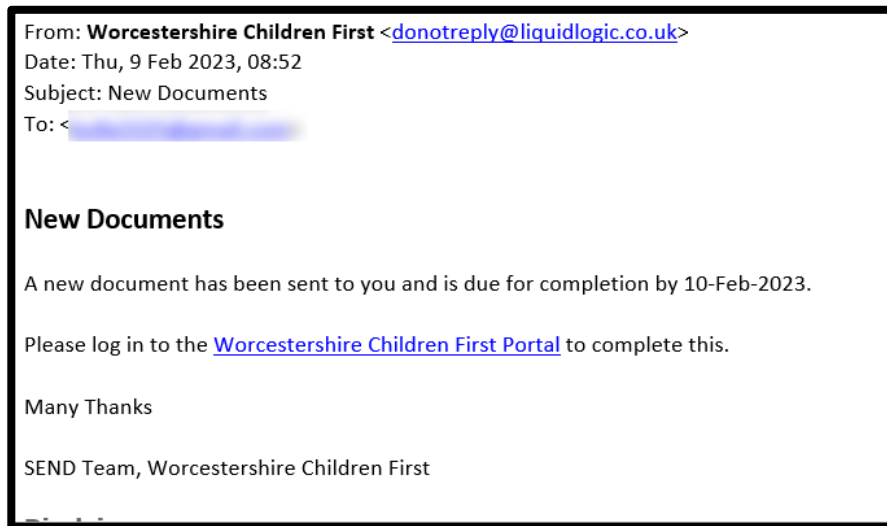


SEND Health Delegation

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

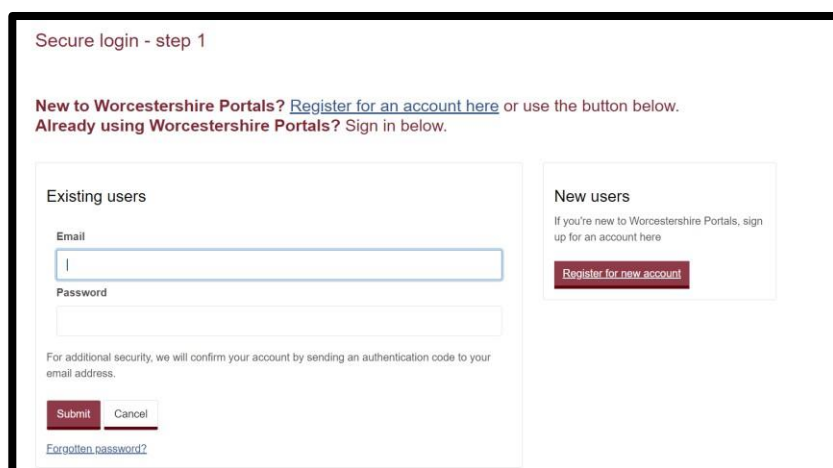
In your inbox there will be an email with the subject **New Documents**.



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.



Secure login - step 1

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

<p>Existing users</p> <p>Email</p> <input type="text"/>	<p>New users</p> <p>If you're new to Worcestershire Portals, sign up for an account here</p> <p>Register for new account</p>
--	---

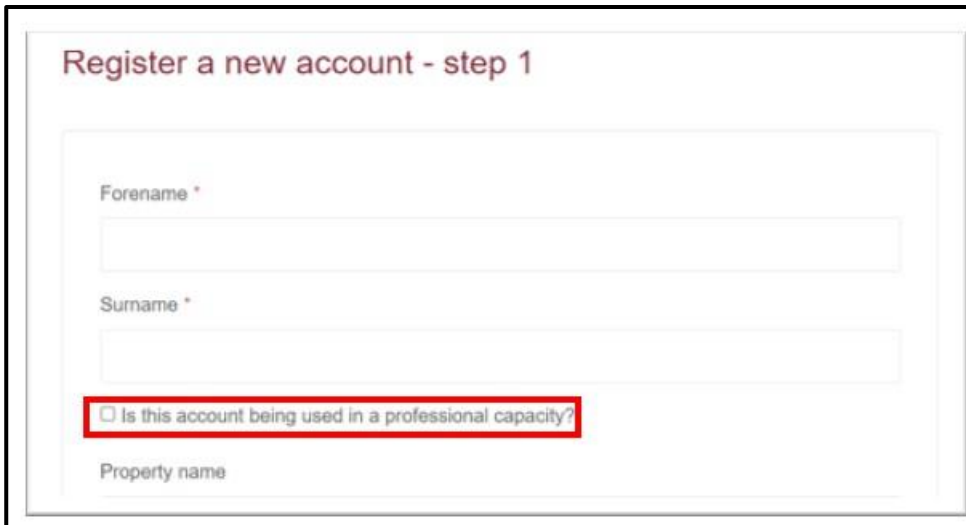
For additional security, we will confirm your account by sending an authentication code to your email address.

[Submit](#) [Cancel](#)

[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.

Your password must:

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

Liquidlogic User Guide

It must be different to your current password
It must be different to your previous 8 passwords.

Liquidlogic User Guide

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 comp
NHS Test	EHCP Information Gathering	Ehcp15 Test	31-Aug-2023	Please comp
NHS Test	EHCP Information Gathering	Ehcp27 Test	31-Aug-2023 15:04	Please comp

Liquidlogic User Guide

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

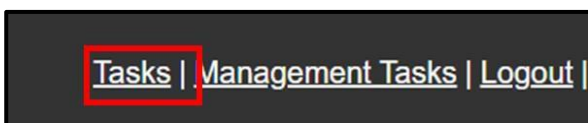
<p>1 NHS Community Children's Nursing</p> <p>2 Family Conversation (READ ONLY)</p> <p>3 Information/Advice Request</p> <p>4 Supporting Documentation</p>	<p>Name: Ehcp27 Test DOB: 01-Feb-2017</p> <p>Form Type: EHCP Information Gathering</p>	<p>Requires: [blurred]</p> <p>Sent By: [blurred]</p> <p>Department: [blurred]</p> <p>Address: [blurred]</p>
---	--	---

Supporting Documentation

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.

Liquidlogic User Guide

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
SEND Health Test Group	Select Group

Users within the Work Groups you Manage	
Name	Email
EHCPDelegation Te	Select User
	Select User

Liquidlogic User Guide

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 / Diagnosis / Known Condition(s)	Disability / Diagnosis / Known Condition(s)
Diagnosed by	Diagnosed by
Social Care Details	Social Care Details
Statutory/Legal measures in place	