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**Multi-agency Information and Advice Audit Tool**

**Information and advice submitted for Education, Health and Care statutory needs assessment (EHCNA) should be quality assured prior to being sent to the Local Authority for consideration. Please see grading guidance for more information on grading the advice.**

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| **Date of audit:** |  | | | | |
|  |  | | |  | |
| **Name of child/young adult:** |  | | | | |
| **Date of birth:** |  | | **ICS/NHS no. (if known):** | |  |
| **Unique Pupil no. (if known)** |  | | **Social care status:** | | CIN/CP/CiC/none/other |
|  |  | | |  | |
| **Worker completing Education, Health and Care Needs Assessment information and advice:** | | | | | |
| **Name:** | | **Role:** | | | |
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| **Auditor (add additional lines if more than one person audits the advice):** | |
| **Name:** | **Role:** |
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| **General information** | |  | | **Comments** | |
| Date advice requested |  | | Date advice returned | |  |
| Was this within 6 weeks? | | YES / NO | | Comments: | |
| Was the Information provided by an appropriately qualified and experienced professional with knowledge of the child/young adult? | | YES / NO | | Comments: | |

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| **Quality descriptor:** | **Grade:** | **Comments:** |
| 1. The information and advice includes the hopes, wishes and aspirations of the child/ young adult and their family |  |  |
| 1. The views, wishes and feelings of the child/young adult have been sought and considered and inform the advice |  |  |
| 1. The views, wishes and aspirations of the parents/carers have been sought and considered in the advice |  |  |
| 1. Specialist assessment, where appropriate, is evidenced |  |  |
| 1. Where appropriate, other professional views have been sought and evidenced |  |  |
| 1. Observation of the child/young adult, where appropriate, is evidenced in the advice |  |  |
| 1. The child/young adult’s strengths and abilities have been identified |  |  |
| 1. The child/young adult’s special educational needs are identified and how their learning is impacted by these needs is described fully |  |  |
| 1. The child/young person’s health needs are identified and how their learning is impacted by these needs is described fully |  |  |
| 1. The child/young adult’s social care needs are identified and how their learning is impacted by these needs is described fully |  |  |
| 1. All advice is clear, succinct and easy to read without the use of jargon |  |  |
| 1. The desired outcomes from the proposed provision are SMART *(****S****pecific,* ***M****easurable,* ***A****chievable,* ***R****ealistic and* ***T****imely)* |  |  |
| 1. Provision to be delivered by the service providing that advice to support the child/young adult’s learning and development is clearly identified |  |  |
| 1. Provision required states whether the service is able to provide this or if additional resources and services are needed |  |  |
| 1. Actions identified in the proposed provision are SMART *(****S****pecific,* ***M****easurable,* ***A****chievable,* ***R****ealistic and* ***T****imely)* |  |  |
| 1. There is appropriate information, advice and actions to support the child/young adult in preparing for adulthood and independence |  |  |
| 1. The advice includes measures to monitor progress |  |  |
| 1. The advice has been approved and countersigned by a manager |  |  |

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| **Overall grade:** |  |

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| **Feedback** | | | |
| **Strengths of practice** |  | | |
| **Areas for development** |  | | |
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| Improvement actions – (applicable where the audit has taken place before submission): | | | |
| **Owner** | | **Action (please number each action)** | **Deadline for completion** |
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