



SEND Citizen Portal Administration

last updated for the Spring 2021 (3.74) release

Handbook

CAPITA

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01 | Document Change Control

Date	Release	Description
Spring 2021	3.74	A change has been made to Declaration text when submitting a form on SEND Citizen and Professional portal for Wales. The text can be edited in the Edit Resource Configuration .
		If a child's address is amended in My Family the Update address for other people dialog will be displayed prompting you to change the address of anyone listed in My Family , including the account holder.
		The Resubmitting SEND Portal forms section has been updated to show the correct text. See Resubmitting SEND Portal Forms to B2B On page 57
Autumn 2020	3.73	<p>When searching for addresses, only those marked as Active will be displayed in the list. If the postcode of an Inactive address is entered, a message stating 'No Results' is displayed.</p> <p>If an address used in the portal is made Inactive, the address will still be displayed in the area that it has been used, eg My Account Contact Details, applications, etc.</p> <p>V4 online Administration System Administration Address Management Manage Addresses</p> <p>New functionality has been added to manage addresses. This includes making them active/inactive.</p>
Summer 2020	3.72	<p>New Placeholder 'Shared Form Link' has been added in SEND – Shared Portal Users Template. This gives local authority the ability to share form(s) on the Portal.</p> <p>All SEND Portal Messages now displays the relevant information for all placeholder used for:</p> <ul style="list-style-type: none"> • Information Requested template • Request Information template • Share form template <p>See on page Template Management Page</p>
		<p>2 new fields PDF allowed and Template File have been added to the SEND Portal Form Definition Form Details panel.</p> <p>See Creating a New SEND Portal Form Definition page 43 (item 3)</p>
Spring 2020	3.71	<p>Site Logo and Header text</p> <p>Portal administrators can now configure the site logo and header text so that they do not get overwritten during upgrades.</p>

Date	Release	Description
		<p>Administration General Administration Edit Resources</p> <p>When editing resource descriptions, the Resource Culture now shows EN or CY depending on which tab is selected.</p> <hr/> <p>In order to comply with Welsh regulations, Welsh LAs must provide versions of all pages of their websites in both English and Welsh.</p> <p>For example:</p> <p>https://www.local-authority.gov.uk/en/CitizenPortal</p> <p>https://www.local-authority.gov.uk/cy/CitizenPortal</p> <hr/> <p>When starting a new registration on Citizen portal, or there is an update to the GDPR, there is an option to change the language selection on the GDPR pop-up to display either English or Welsh so that it can be read in the user's preferred language.</p> <hr/> <p>In Citizen Portal the contrast between foreground and background colors have been checked to ensure they meet WCAG 2 AA contrast ratio thresholds across all pages.</p> <hr/> <p>References to CY-GB will display as CY.</p>
August 2019	3.69.007	<p>Changes have been made to the Find Address functionality throughout the One Citizen Portal for this hotfix:</p> <ul style="list-style-type: none"> ■ When registering for a Citizen Portal account, a link is available to the Post Office Postcode Finder website to help you with your address. ■ A <u>full</u> postcode must be used to search for an address. ■ Only addresses matching the <u>full</u> postcode are displayed in the search results. ■ If the address you require is not on the LA's database, a Not able to find your address? button is available to add the new address details. ■ You <u>must</u> use the Search button and <u>not</u> the Enter key to search for an address. ■ There is no limit to the number of addresses that are displayed in the search results list. <p>For SEND Portal Administration, the Find Address functionality has also been changed (as above) in the following areas</p> <ul style="list-style-type: none"> ■ A Young Person can make changes to their own address details.
Summer 2019	3.69	<p>The Secret Question and Answer have been removed from the Registration, My Account and Forgotten Password processes to simplify the login process.</p>

Date	Release	Description
		<p>A Show button now enables citizens to see their password as they type.</p> <p>Validation messages are displayed when the Title, Forename, Surname or Gender are changed on all of the Personal Details pages.</p> <p>The Address Selection process has been improved; users can now select an address from a known list instead of adding it manually.</p> <p>A partial postcode search has been introduced to improve the Find Address process. An address can now be found using the Street name.</p> <p>If an address is changed, a validation message is displayed on all of the Contact Details pages.</p> <p>The 'white-space' has been trimmed on all form submissions, e.g "lan" and "lan ". This will prevent conflicts when matching data.</p>
April 2019	3.68	<p>To view portal messages The Portal URL field must be populated. See Configuring Message Settings</p>
Spring 2019	3.68	<p>The statutory timescales for the SEND process are included. See Using This Handbook on page 6.</p> <p>The 4 phases of the SEND process (Request/Assessment/EHC Plan/ EHCP Reviews are clearly defined. See Completing and Submitting SEND Forms on page 88.</p> <p>2 new fields EHCP Type and Portal Process Step have been added to the SEND Portal Form Definition Form Details panel. See Creating a New SEND Portal Form Definition a on page 43.</p> <p>Forms are displayed on the phase selected in the Portal Process Step.</p> <p><i>Guidance Notes</i> can be added below each of the 4 phases.</p> <p>You can now edit an instance of a form definition after it has been saved.</p>

Date	Release	Description
		<p>Search all forms browse is available on the child’s home page to enable you to search for a form at any phase of the SEND process.</p>
		<p>Citizens receive a portal message when the LA shares a form with them. See Portal Message Alerts on page 41.</p>
		<p>Citizens can delete forms they have started but not submitted.</p>
		<p>Citizens can complete forms for children and young people that do not live in the LA.</p>
		<p>A number of reference guides have been updated to reflect the above changes. These are available from the One Publications website.</p> <p><i>RG_Administration_Creating SEND Citizen Portal Form Definitions</i></p> <p><i>RG_Administration_Creating SEND Professional Portal Form Definitions</i></p> <p><i>RG_Services_EHCP Administration_EHCP Configuration</i></p>

02 | Citizen Self Service Admin

Overview

The One Citizen Self Service portal is a secure online gateway provided by the Local Authority enabling users to apply for the following services:

- 30 Hour Entitlement
- Courses
- Free School Meals
- Two Year Old Funding
- School Places
- Special Educational Needs and Disabilities
- Transport.

These applications are then transferred into One for loading into the appropriate modules:

Citizen Self Service Portal	One
30 Hour Entitlement	Early Years v4
Courses	Training Manager v4
Free School Meals	Grants and Benefits v4
Funded Early Education for 2 year olds	Early Years v4
School Places	Admissions and Transfers v4
Special Educational Needs and Disabilities	SEND v4
Transport	Transport v4

For local authorities, it enables staff to easily match information supplied via the portal to data already held in the Capita One database. Local authority staff can interactively match records and resolve conflicts with people data, removing the need to import and process data manually.

The Citizen Portal Admin functionality is available to Local Authorities in One v4 Online, subject to a licence and v4 Client permissions. The Citizen Portal Admin enables local authority teams to view filtered lists of the portal applications and the details of each application.

NOTE: Throughout the Citizen Self Service portal, clicking in a field displays a tooltip containing information on the selected field. Tooltips are managed via **Citizen Portal Admin | Administration | General Administration | Edit Resources | Resource Configuration Title**.

More Information:

Deploying and Configuring the One Citizen Self Service Portal for Local Authorities technical guide, available from the [One Publications](#) website.

Using this Handbook

This handbook is intended for One Administrators at the Local Authority. It describes the following administration processes performed by the authority:

- Administration
 - General Administration
 - Portal Configuration
 - Template Management
 - Configurable Question Library
 - Edit Resources
 - Cache
- GDPR Administration
 - Configurable Question Library
 - GDPR Consent Statements
 - Cache
 - GDPR Email Alert Configuration
 - GDPR Consent Withdrawals
 - GDPR Consent Histories
- Local Authority
 - View All Applications
 - User Management.

At the end of this handbook, there is a section explaining how the parent, carer or guardian makes an application.

Using This Handbook

This handbook describes the following administration processes performed by the authority for Special Educational Needs and Disabilities (SEND) in the Citizen Portal:

- The local authority can create form templates for a number of different purposes that are visible to the Citizen and Professional portals. These form templates can relate to any part of the SEND process.
- The local authority can use B2B matching to link the forms to the correct child in the One database.
- The SEND team at the local authority can manage the incoming forms via the One v4 Client. The LA approves the child or young person data and form submission in to the system. This information can be used to efficiently create EHC Plans using the inheriting answers functionality.
- Parents, carers and young people can complete the forms and submit the information to the local authority via the Citizen Portal or the Professional Portal.
- Parents, carers and young people can search for all forms at each phase of the SEND process.
- The LA shares the form to citizens and professionals that are authenticated to see SEND information about the child or young person.
- Authenticated citizens and professionals can view the shared forms.
- Authenticated citizens and professionals can view the assessment progress diagram.
- The forms are available on the child's chronology when they have been approved on the portal.

- The local authority can create alerts, in the v4 Client, that send Portal messages to Portal users that are authenticated on a child or young person’s involvement.

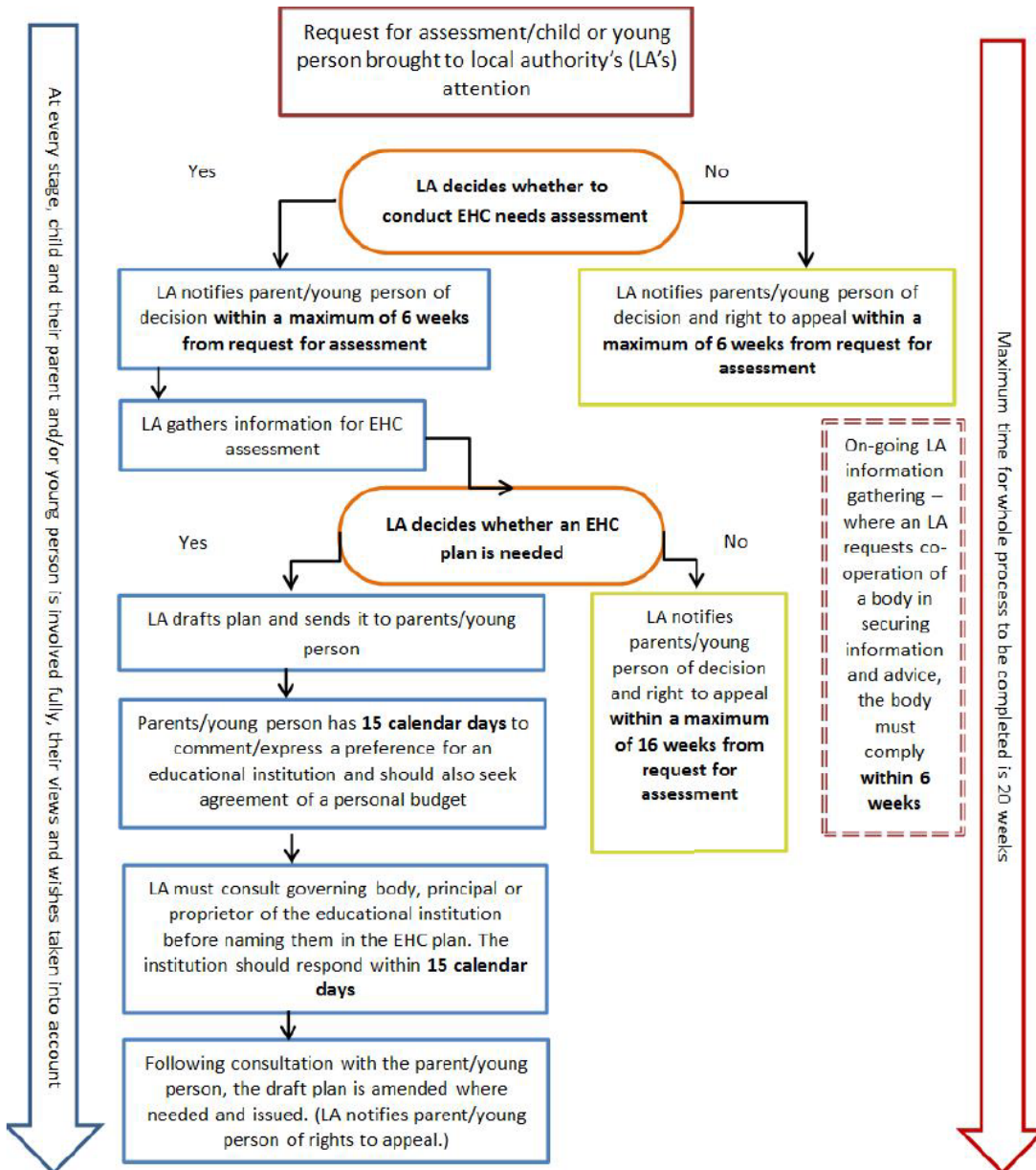
More Information:

The *SEND Professional Portal* handbook is available on the [One Publications](#) website.

Matching Students via Portal Back Office is available from the [One Publications](#) website.

The maximum time for the Education, Health and Care Plan (EHCP) process to be completed should be 20 weeks. The following graphic is taken from the DfE website:

Statutory timescales for EHC needs assessment and EHC plan development



03 | Managing Users

Citizen Self Service Portal Administrator

In order to be a Citizen Self Service Portal administrator, you must satisfy the following conditions:

- In One v4 Client:
 - be set up as a user.
 - have a valid email address.
 - belong to a group.
 - you need group permissions to be set.
- In One v4 Online:
 - your LA must have a Citizen Portal licence key.

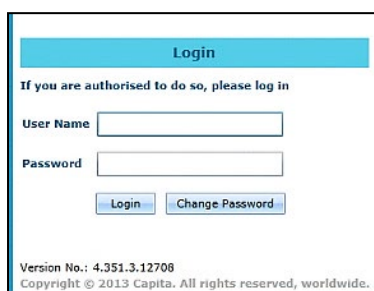
More Information:

Deploying and Configuring the One Citizen Self Service Portal for Local Authorities technical guide, available from the [One Publications](#) website.

Logging in to One v4 Online

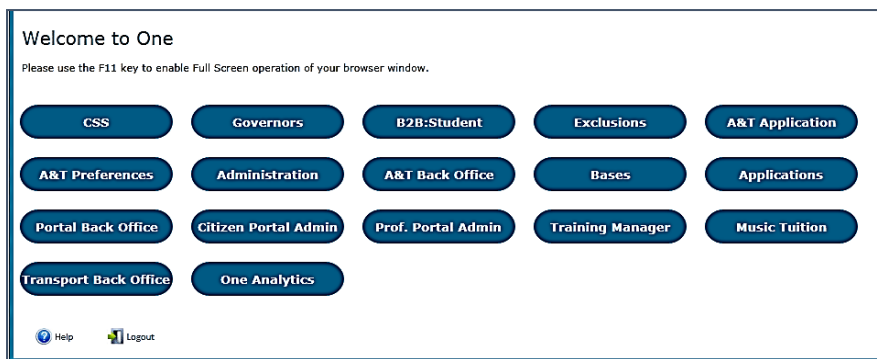
To log in to One v4 Online, you need to obtain a licence key for the required v4 Online module from Capita. You must also be set up as a user in One v4 Client.

1. Open the **Login** screen by clicking the link to the One Online web server, set up by your System Administrator.



2. Enter your **User Name**; this is the same as your v4 Client user name.
3. Enter your **Password**; this is the same as your v3 password. Passwords are case sensitive. To change your password, see [Changing a Password](#) on page 10.
4. Click the **Login** button to display the **Welcome to One** page.

Managing Users



The **Welcome to One** page displays the options that are available to you, subject to a licence being held by your Local Authority and your personal or group permissions.

More Information:

RG_Online_Administration_Login_Logout available from the [One Publications](#) website.

Changing a Password

To change your password in v4 Online:

1. Click the **Change Password** button on the **Login** screen to display the **Change Password** dialog.

2. On the **Change Password** dialog, enter your **Old Password**.
3. Enter your **New Password**.
4. Enter your new password again in the **Confirm New Password** field.
5. Click the **OK** button.

More Information:

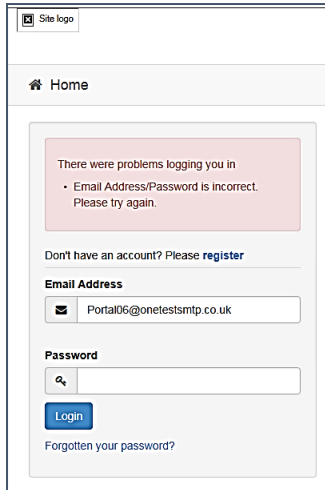
RG_Online_Administration_Login_Logout available from the [One Publications](#) website.

Forgotten Password

If you have entered an incorrect email address or password, an error message is displayed.

Check that you have entered the correct email address.

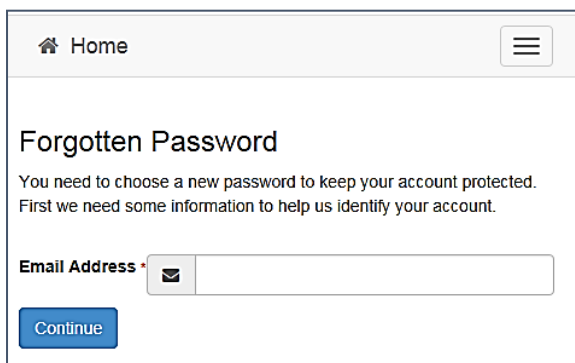
If you have forgotten your password, it will need to be reset.



The screenshot shows a login form with a red error message box at the top. The message reads: "There were problems logging you in" followed by a bullet point: "Email Address/Password is incorrect. Please try again." Below the error message, there is a link: "Don't have an account? Please register". The form contains two input fields: "Email Address" with the value "Portal06@onetestsmp.co.uk" and "Password" which is empty. A "Login" button is located below the password field. At the bottom of the form, there is a link: "Forgotten your password?".

To reset a password:

1. Click the **Forgotten your password?** link to display the **Forgotten Password** dialog.

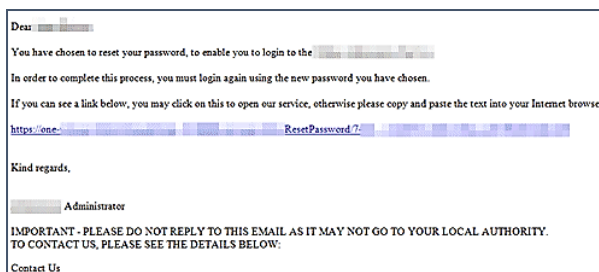


The screenshot shows a dialog box titled "Forgotten Password". The text inside reads: "You need to choose a new password to keep your account protected. First we need some information to help us identify your account." Below this text is an "Email Address" input field with an email icon on the left. A blue "Continue" button is positioned below the input field.

2. Enter your email address, then click the **Continue** button.

A message is displayed to confirm that a password change was requested.

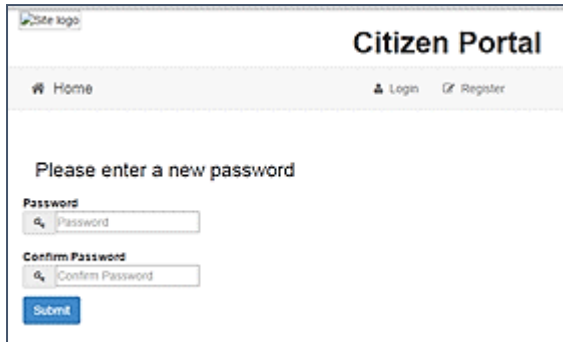
The Local Authority will send an email, similar to the one below, to the registered email address.



The screenshot shows an email notification. The text reads: "Dear [redacted], You have chosen to reset your password, to enable you to login to the [redacted]. In order to complete this process, you must login again using the new password you have chosen. If you can see a link below, you may click on this to open our service, otherwise please copy and paste the text into your Internet browser." Below this text is a blue link: "https://one-[redacted]-ResetPassword?.". The email ends with "Kind regards," followed by "[redacted] Administrator". At the bottom, there is a warning: "IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT MAY NOT GO TO YOUR LOCAL AUTHORITY. TO CONTACT US, PLEASE SEE THE DETAILS BELOW:" and a "Contact Us" link.

3. Click the link in the email to access the Citizen Portal website.

Managing Users



The screenshot shows the 'Citizen Portal' interface. At the top, there is a 'Home' link and 'Login' and 'Register' buttons. The main heading is 'Please enter a new password'. Below this, there are two input fields: 'Password' and 'Confirm Password', each with a magnifying glass icon. A blue 'Submit' button is located at the bottom left of the form.

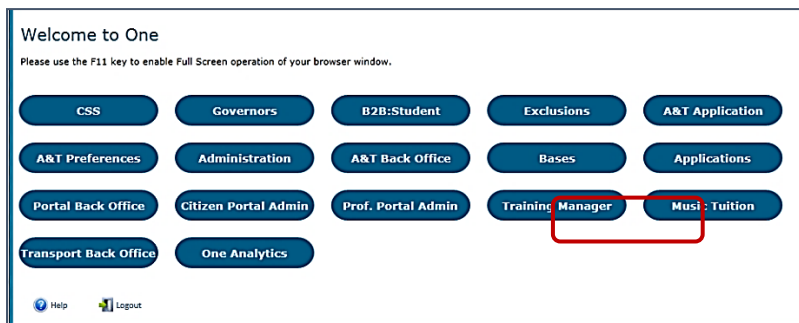
4. Enter your new **Password**. Passwords are case sensitive.
5. Enter your new password again in the **Confirm Password** field.
6. Click the **Submit** button. A message confirms that you have successfully changed your password.
7. Click the **Login** button to log in to the Citizen Portal with your new password.

Logging in to Citizen Portal Admin

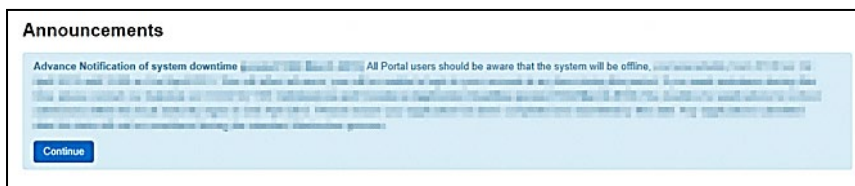
The **Citizen Portal Admin** functionality is available in One v4 Online. To use the Citizen Portal Admin you must have an email address, be set up as a user and belong to a user group in One v4. Your System Administrator will have set up the Citizen One Portal licence key and your permissions via **v4 Client | Tools | Permissions | User Group Permissions**.

To log in to the One Citizen Self Service Portal Admin:

1. Log in to v4 Online. For more information see [Logging in to One v4 Online](#) on page 9.



2. Click the **Citizen Portal Admin** button to display the **Announcements** page.



The **Announcements** page displays only if there are announcements regarding the portal.

3. Click the **Continue** button to display the **Home** page.

The **Announcements** page is edited via **Administration | General Administration | Edit Resources | Resource Configuration Title | Markdown | Text Blocks**.

Announcements

Placeholder_Title

The Announcements page is edited via Administration | General Administration | Edit Resources | Resource Configuration Title | Markdown | Text Blocks.

Announcement Start Date	Placeholder_Forename
Announcements End Date	Placeholder_Surname

NOTE: If there are no announcements, clicking the **Citizen Portal Admin** button displays the **Home** page.

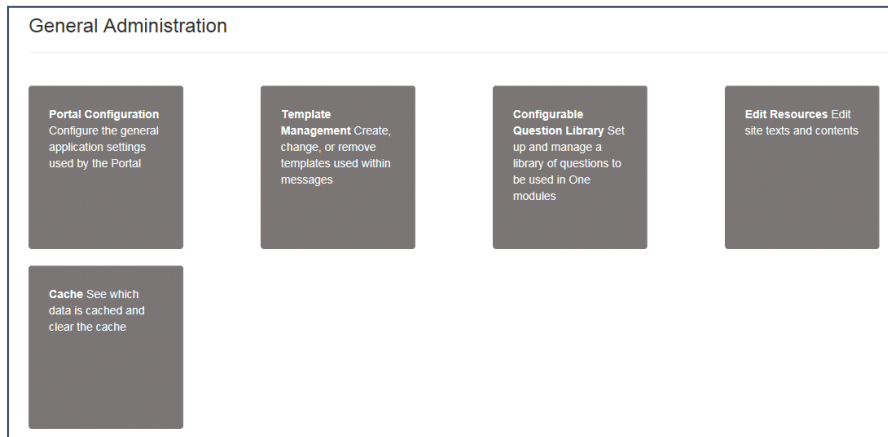
More Information:

Deploying and Configuring the One Citizen Self Service Portal for Local Authorities technical guide, available from the [One Publications](#) website.

04 | General Administration

Introduction to General Administration

The General **Administration** page is accessed via **One v4 Online | Citizen Portal Admin | Home | Administration**.



The **General Administration** panel enables you to perform the following tasks:

- **Portal Configuration** – configure the general application settings used by the portal. For more information, see the following sections:
 - [Portal Configuration](#) on page 16.
 - [Configuring the Site Settings](#) on page 16.
 - [Configuring Password Settings](#) on page 17.
 - [Configuring Application Settings](#) on page 17.
 - [Configuring Message Settings](#) on page 19.
 - [Configuring Application Type Settings](#) on page 20.
 - [Configuring Scheduled Task Settings](#) on page 20.
- **Template Management** – create, change or remove templates used within the messages. For more information, see the following sections:
 - [Template Management](#) on page 21.
 - [Creating a Template](#) on page 22.
 - [Viewing Templates](#) on page 23.
 - [Editing a Template](#) on page 24.
 - [Deleting a Template](#) on page 24.
- **Configurable Question Library** – set up and manage a library of questions to be used in the One A&T module.
- **Edit Resources** – edit site texts and contents. For more information, see the following sections:

- [Edit Resources](#) on page 25.
 - [Editing Resource Descriptions](#) on page 26.
- **Cache** – see which data is cached and clear the cache. For more information, see the following section:

[Cache](#) on page 30.

Portal Configuration

An Administrator, with the appropriate permissions, can edit the Portal Configuration settings, thus changing the setup and the behaviour of the Citizen Self Service portal.

The **Portal Configuration** functionality is accessed via **One v4 Online | Citizen Portal Admin | Administration | General Administration**. Click the **Portal Configuration** button to display the **Site Settings** page.

More Information:

[Configuring the Site Settings](#) on page 1.

Technical Guide - Deploying and Configuring the One Citizen Self Service Portal for Local Authorities, available on the [One Publications](#) website.

Configuring the Site Settings

The **Site Settings** pages are accessed via **One v4 Online | Citizen Portal Admin | Administration | General Administration | Portal Configuration**. From here you can configure the following settings:

- Password Settings
- ECS Settings (Eligibility Checking Service)
- Application Settings
- Message Settings
- Application Type Settings
- Scheduled Task Settings

Configuring Password Settings

The **Password Settings** panel is used to set the security settings applied to users during registration and login.

To configure the password security settings:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Portal Configuration | Site Settings**.
2. On the **Password Settings** panel, enter information into the fields displayed in the following graphic. Click in a field to display the relevant tooltip.

The screenshot shows the 'Password Settings' panel with the following fields and values:

Field Label	Value
Minimum password length	8
Maximum password length	15
Minimum digits in password	2
Minimum number of lower case characters	1
Minimum number of upper case characters	1
Forgotten password check period	15
Forgotten password attempts	3
Locked account forgotten password check period	180

3. Click the **Save** button.

Configuring Application Settings

The **Application Settings** panel stores the settings used when submitting applications via the Citizen Self Service portal.

To configure the application settings:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Portal Configuration | Site Settings**.
2. On the **Application Settings** panel, enter information into the fields displayed in the following graphic. Click in a field to display the relevant tooltip.

General Administration

Application Settings

Configure Application Settings

Admissions Online URL

Free School Meals application prefix

Free School Meals dummy base id

Transport application prefix

Transport dummy base id

Permitted Titles

Permitted Relationships

School Place application Permitted Faiths

Two Year Old Funding Application Prefix

Two Year Old Funding Placement Prefix

2 Year Old Funding Dummy Base Id

2 Year Old Funding application reference UDF field name

2 Year Old Funding application second applicant UDF field name

The current school base group

Training Manager Schools base group

SEND Dummy Base Id (Shared with Professional Portal)

SEND Form Submission Notification Email Addresses

1. Click the **Save** button.

Configuring Message Settings

The **Message Settings** panel holds the values used when sending and displaying messages from the Citizen Self Service portal.

To configure the message settings:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Portal Configuration | Site Settings**.
2. On the **Message Settings** panel, enter information into the fields displayed in the following graphic. Click in a field to display the relevant tooltip.

Message Settings

Configure Message Settings

From address for outbound messages

Pre-configured email address

2 Year Old Funding Voucher Message Template

2 Year Old Funding Ineligible Message Template

2 Year Old Funding Move into area Voucher Template.

2 Year Old Funding late moving voucher template

SEND Parent/Carer Accept Message Template

SEND Parent/Carer Reject Message Template

SEND Parent/Carer Request Info Message Template

SEND Young Person Accept Message Template

SEND Young Person Reject Message Template

SEND Young Person Request Info Message Template

The Portal url

IMPORTANT NOTE: For users of the SEND Portal, **The Portal URL** field must be populated by the LA (e.g. <http://www.capita-one.co.uk>) to enable the citizen to view any portal messages. If this field is not populated, then when a citizen selects the hyperlink from within a message, an error message is displayed.

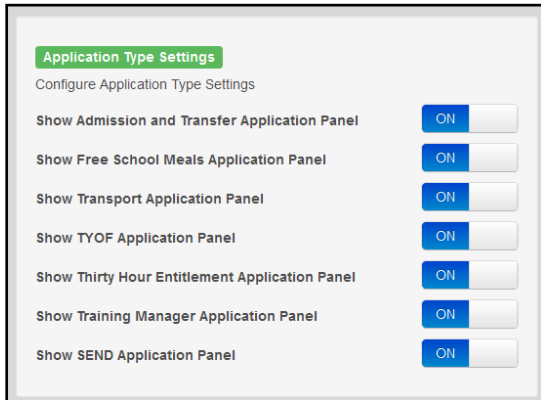
3. Click the **Save** button.

Configuring Application Type Settings

The **Application Type Settings** panel controls the availability of the panels on the parents, guardians, carers and young people's **Home** page.

To configure the application type settings:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Portal Configuration | Site Settings**.
2. On the **Application Type Settings** panel toggle the panels **ON** or **OFF** as required. Click in a field to display the relevant tooltip.



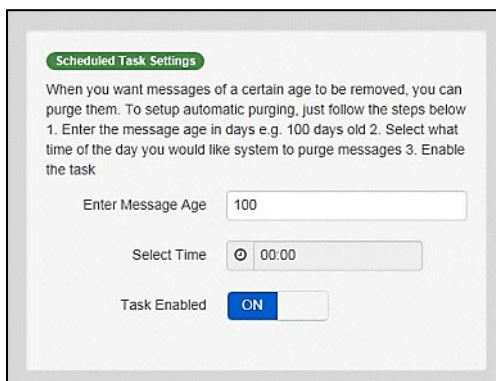
3. Click the **Save** button.

Configuring Scheduled Task Settings

The **Scheduled Task Settings** panel is used to control the task that removes old messages from the One database. Although you can control some options for the Scheduled Task from here, the task must first be set up in the One v4 Client.

To configure the scheduled task settings:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Portal Configuration | Site Settings**.
2. On the **Scheduled Task Settings** panel, enter information into the fields displayed in the following graphic. Click in a field to display the relevant tooltip.



3. Click the **Save** button.

NOTE: These settings only affect the Citizen Self Service portal; they do not affect Scheduled Tasks set up in One v4 Client.

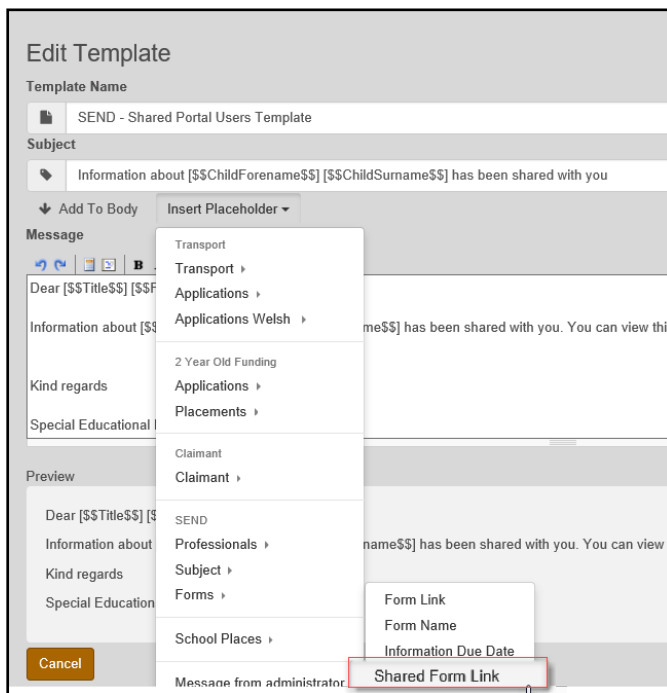
Template Management

The **Template Management** functionality is accessed via **One v4 Online | Citizen Portal Admin | Administration | General Administration | Template Management**. Templates are used to send notifications to the parent, guardian or carer to provide information regarding their application, or to inform them that changes have been made to their application.

In **Template Management** you can create, edit or remove templates stored within the portal. Placeholders can be inserted into the subject or the body of the template for the following entities:

- Title
- Forename
- Surname
- Business Phone
- Mobile Phone
- Home Phone.

A new Placeholder has been created for **Shared Form Link**. This gives Users the ability to share form(s) on the Portal.



The placeholders are edited via **Administration | General Administration | Edit Resources | Resource Configuration Title | Administration**.

Title	Placeholder_Title
Forename	Placeholder_Forename
Surname	Placeholder_Surname

The placeholders are edited via Administration | General Administration | Edit Resources | Resource Configuration Title | Administration.

Business Phone	Placeholder_BusPhone
Mobile Phone	Placeholder_Mobile
Home Phone	Placeholder_HomePhone

Creating a Template

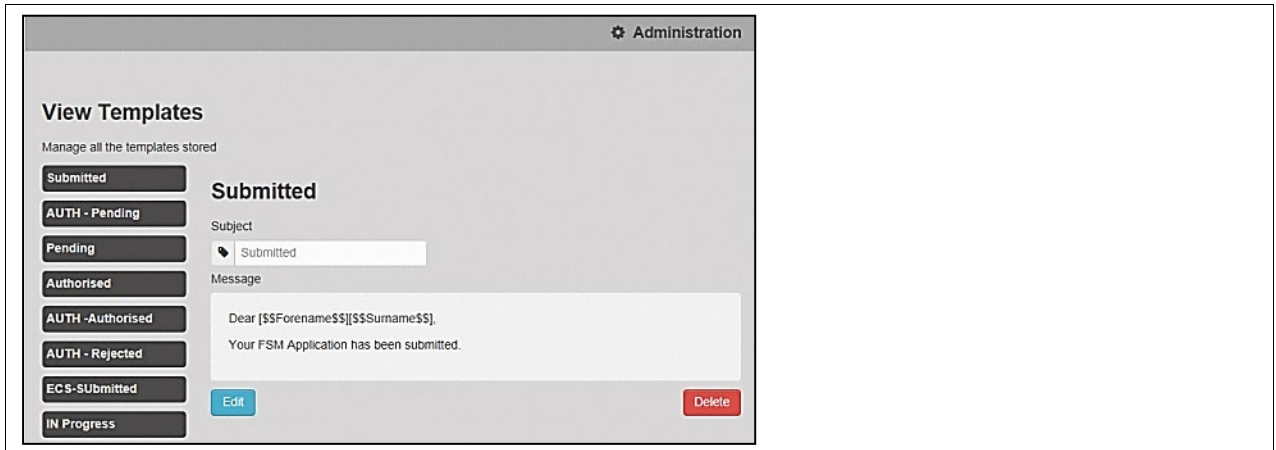
To create a new template:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Template Management**.
2. Click the **Create Template** button to display the **Create Template** page.
3. Enter the **Template Name**.
4. Enter the **Subject** of the template.
5. If you wish to add a placeholder to the subject, click the **Add To Body** button to change it to **Add To Subject**, then choose one of the **Insert Placeholder** options.

The screenshot shows the 'Create Template' form within the 'Administration' section. It features a 'Template Name' input field, a 'Subject' input field, and a 'Message' field with a rich text editor toolbar. The toolbar includes buttons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and insert image. A 'How to Format' link is also present. Below the message field is a 'Preview' field. At the bottom, there are 'Cancel' and 'Save' buttons. Above the message field, there are 'Add To Subject' and 'Insert Placeholder' buttons.

6. Enter your text into the **Message** box. Alternatively click the **Add To Subject** button to change it to **Add To Body**, then choose one of the **Insert Placeholder** options.
7. Use the buttons at the top of the **Message** field to format your message. Your formatted message is displayed in the **Preview** field.

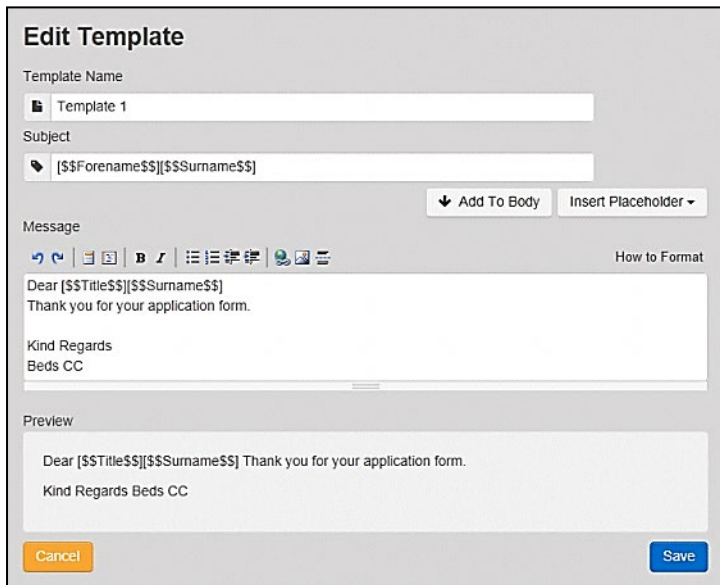
The buttons apply **Markdown** formatting, a text-to-HTML conversion tool for web writers. For more information, click the **How to Format** button.



Editing a Template

To edit an existing template:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Template Management | View Templates**.
2. Select the required template then click the **Edit** button to display the **Edit Template** dialog.

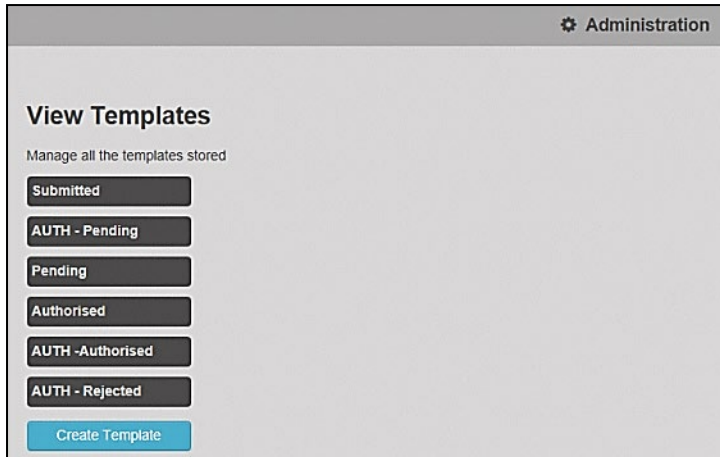


3. Edit the required fields; all of the fields on the **Edit Template** dialog can be edited.
4. Click the **Save** button.

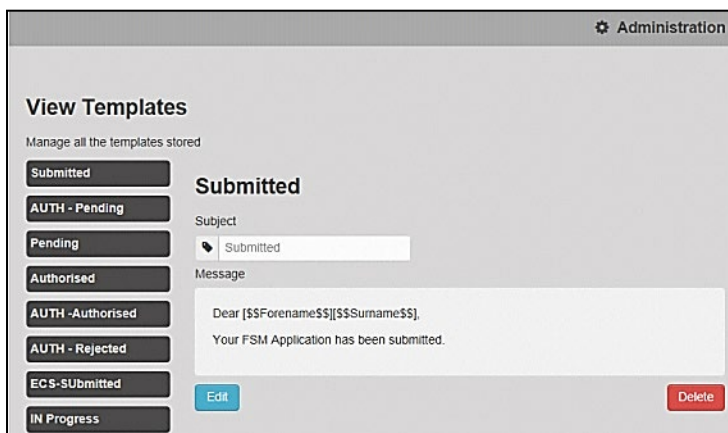
Deleting a Template

To delete an existing template:

1. Select One **v4 Online | Citizen Portal Admin | Administration | General Administration | Template Management** button to display the **View Templates** page.



- Click the template name to display the **Subject** and **Message** that are to be used in the message.



- Click the **Delete** button to remove the stored template; you must confirm the deletion.

Edit Resources

The **Edit Resources** functionality is accessed via **One v4 Online | Citizen Portal Admin | Administration | General Administration | Edit Resources**. From here you can edit the contents of the portal. The information in the tooltips is stored in the resource descriptions.

The following **Resource Configuration Descriptions** can be edited:

Text Resources

- Account
- Administration
- Admissions
- Citizen Thirty Hours Entitlement
- Consent Resources
- Free School Meals
- Home
- Home Tiles
- Local Authority
- Messaging

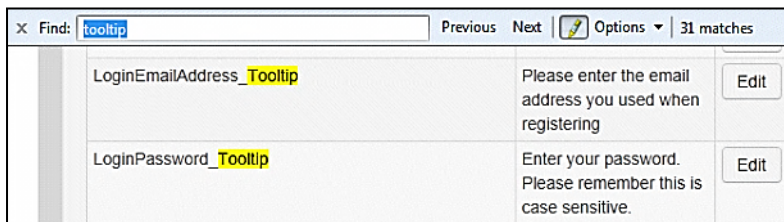
General Administration

- SEND
- Shared
- Training Manager
- Transport
- Two Year Old Funding.

Markdown

- Text Blocks

To find a particular resource description, open one of the **Resource Configuration Descriptions** then use the **Ctrl + F** keys on your keyboard to display the **Find** dialog. The entered text is highlighted on the page.



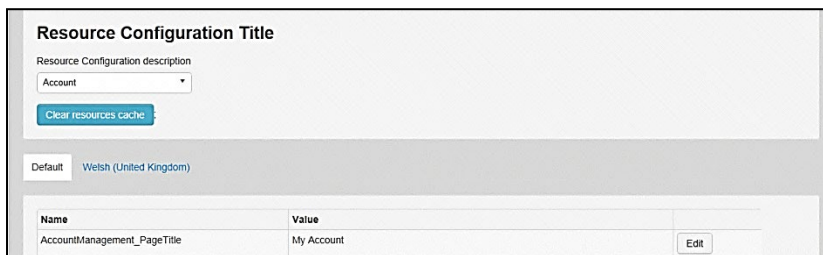
NOTE: You may need to search through more than one folder. For example, tooltips can be found in most of the resource configuration descriptions.

Editing Resource Descriptions

The resource descriptions are individual dialogs that enable you to manage the text that is available to users in many areas of the Citizen Self Service portal. If a **Resource Value** is changed via the **Edit Resource Title** dialog, then the next time a user sees that resource, the text will be updated to reflect the change.

To edit the resource descriptions:

1. Select **Administration | General Administration | Edit Resources** to display the **Resource Configuration Title** page.



The default option is English (en). Click the **Welsh (United Kingdom)** button to display the Welsh (cy) descriptions.

2. Select an area from the **Resource Configuration Description** drop-down to display the Descriptions and Values associated with the resource types.

Name	Value	Edit
AccountManagement_PageTitle	My Account	Edit
AddNonPortalChildren_Title	Please select children for adding to Portal	Edit
Button_NewAddress	Click to add new address	Edit
Button_SaveChild	Save Child	Edit
Button_UsePreviousAddress	Use previous address	Edit
ChangeMyCircumstancesTitle	Change of Circumstances	Edit
Continue_Button_Text	Continue	Edit
Cookie_Policy_Header	Cookie Policy	Edit

- Click one of the **Edit** buttons next to a **Value** to display the **Edit Resource Title** dialog.

The following fields are read-only:

- **Resource Type** – the name of the resource configuration title.
- **Resource Key** – the resource database name.
- **Resource Culture** – en (English) or cy (Welsh)

- Enter your text in the **Resource Value** field.
- Click the **Save** button to return to the **Resource Configuration Title** page to continue editing the resource descriptions.

Site Logo and Header text

Portal administrators can now configure the site logo and header text in this area so that they do not get overwritten during upgrades.

To edit the resource descriptions:

- Select **Administration** from the **Resource Configuration Description** drop-down.

- Select **CitizenPortal_HeaderText** and click the **Edit** button to display the **Edit Resource Title** dialog. Enter a **Resource Value** as required, eg: Citizen Portal.

General Administration

Name	Value	
CitizenPortal_HeaderText	Citizen Portal	Edit

3. Click the **Save** button to return to the **Resource Configuration Title** page.
4. Select **CitizenPortal_SiteLogo** and click the **Edit** button to display the **Edit Resource Title** dialog. Enter a description of the logo in the **Resource Value** field, eg: Site Logo.

Name	Value	
CitizenPortal_SiteLogo	Site logo	Edit

5. Click the **Save** button to return to the **Resource Configuration Title** page.
6. Select **CitizenPortal_SiteLogo_URL** and click the **Edit** button to display the **Edit Resource Title** dialog. Enter the URL for the location of the logo, eg: ~/Images/logo_sml.png.

Name	Value	
CitizenPortal_SiteLogo_Url	~/Images/logo_sml.png	Edit

7. Click the **Save** button to return to the **Resource Configuration Title** page.

Configuring Automatic Emails

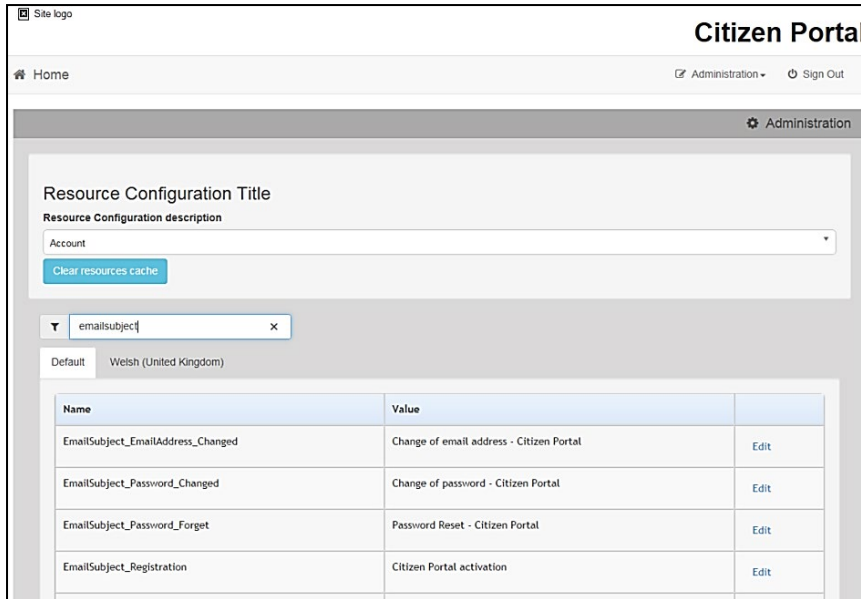
Portal administrators can now configure the text included with automatic emails, sent in response to the following actions in both the One Citizen Portal and the One Professional Portal:

- User indicates that they have forgotten their password
- User changes their password
- User changes their email address
- Administrator resets a user's password (system sends forgotten password email to user).
- Administrator changes a user's email address (system sends a changed email address confirmation to user).

Note: Different text can be configured for the One Citizen Portal and the One Professional Portal versions of these emails.

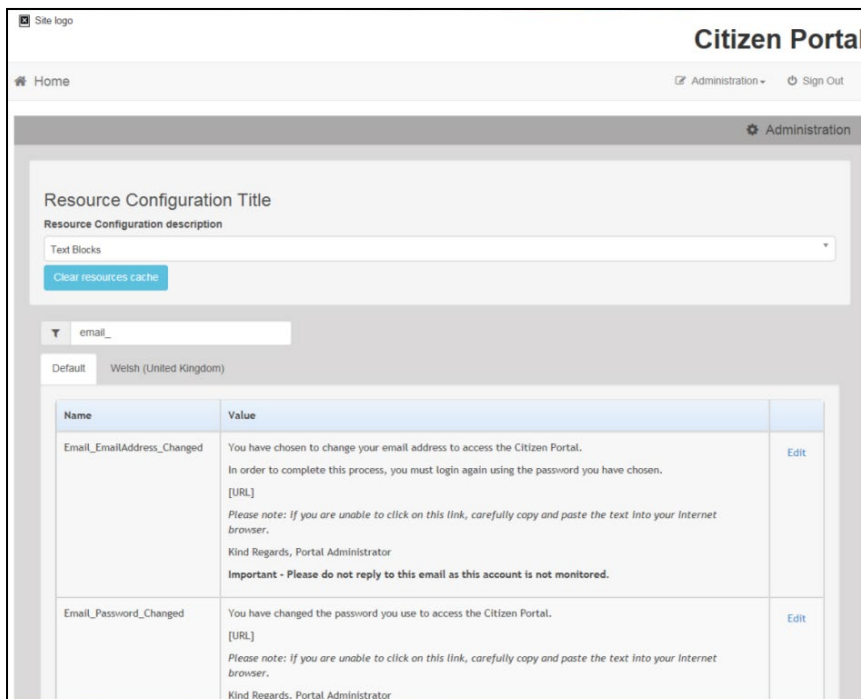
This text can be configured by the portal administrator via **Citizen Portal Administration | Administration | Edit Resources | Resource Configuration Title | Text Resources | Account**. Default text has been automatically configured for each.

To configure the subject lines for the different email types, type *emailsubject* into the **Search** box to filter the resource list to display the new configurable email subject items.



To configure the contents for the different email types, select **Citizen Portal Administration | Administration | Edit Site Texts | Resource Configuration Title | Markdown | Text Blocks**. Default text has been automatically configured for each.

Type *email_* into the **Search** box to filter the list to display the new configurable content items for the different email types.



The configurable text block resource names are:

- Email_EmailAddress_Changed
- Email_Password_Changed
- Email_Password_Forget
- Email_Registration

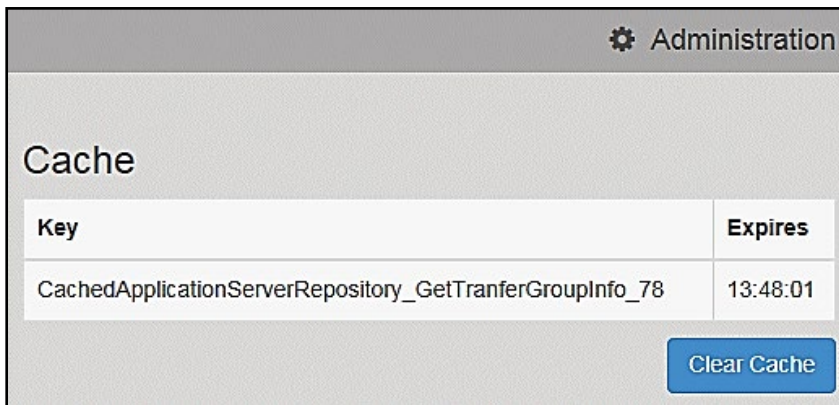
Cache

The cache is a temporary storage area used to speed up the retrieval of system information. The One system caches information that can take a long time to retrieve or require a large amount of memory. Sometimes issues can occur if the cached data is not updated when new data is entered into One. For example, a new transfer group has been added in One, but is not displaying in the Citizen portal. Clearing the cache forces a data refresh and displays the new data as expected.

The Cache page enables you to see which data is cached; cached data can be cleared from the system.

To clear the cache:

1. Select **Administration | General Administration | Cache** to display the list of cached items.



2. Click the **Clear Cache** button to remove the list of cached items. Cached items cannot be deleted individually.
3. Click the **Save** button.

05 | GDPR Administration

Home | GDPR Administration Page

The **GDPR Administration** page is accessed via **v4 Online | Citizen Portal Admin | Home | GDPR Administration**.

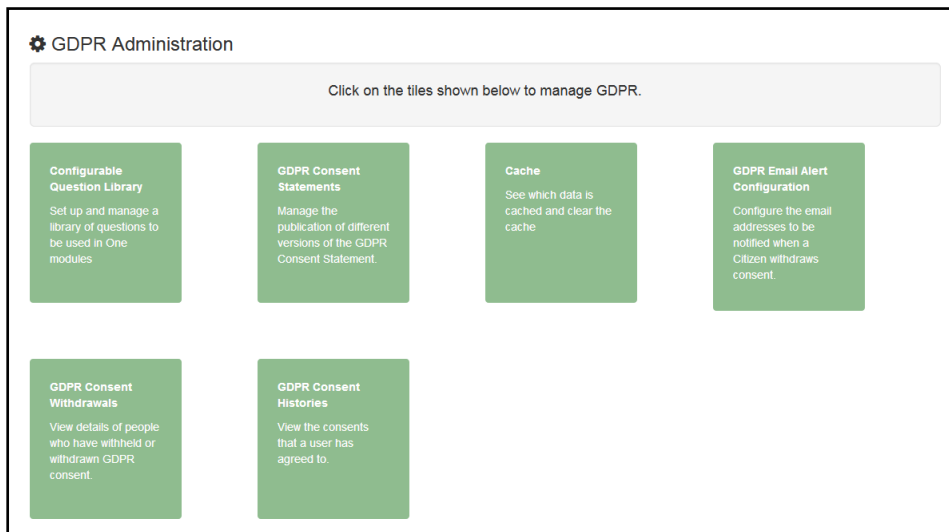
The **GDPR Administration** tile is only available if permissions have been granted.

The **GDPR Administration** page enables the following administration processes to be carried out:

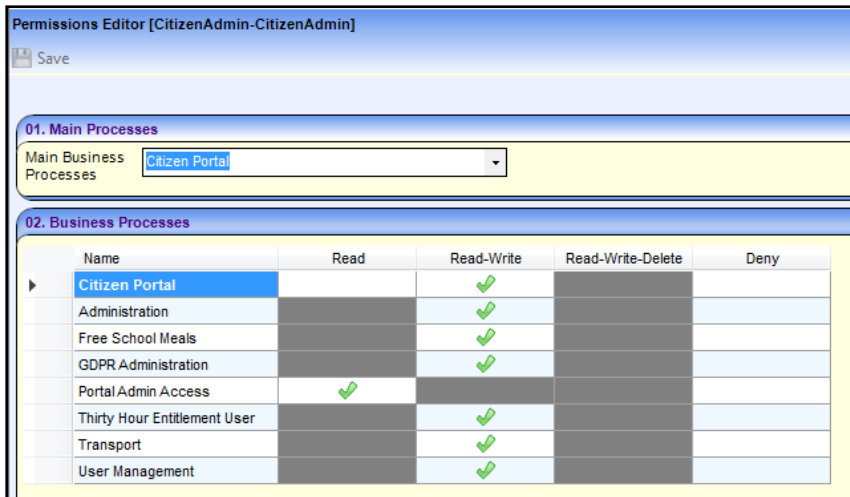
- Configurable Question Library
- GDPR Consent Statements
- Cache
- GDPR Email Alert Configuration
- GDPR Consent Withdrawals
- GDPR Consent Histories

GDPR Administration

The **GDPR Administration** page is accessed via **v4 Online | Citizen Portal Admin | Home | GDPR Administration**.



You can only access the **GDPR Administration** area if you have **Read-Write** permission for the **GDPR Administration** business process as shown in the following graphic:

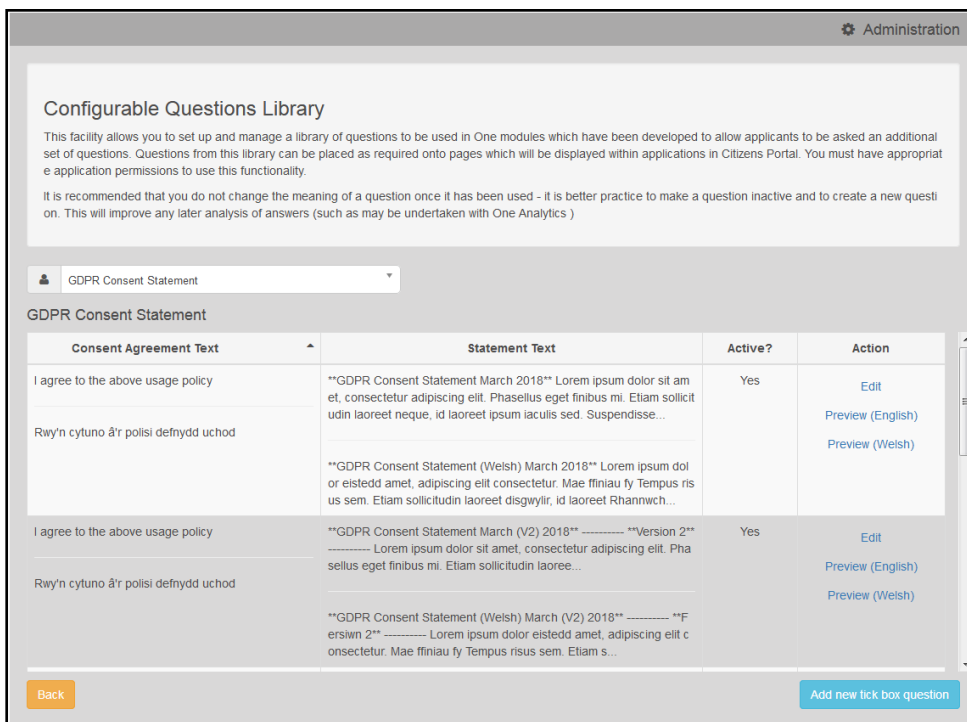


Permissions are set up in the v4 Client via **Tools | Permissions**.

Setting Up Questions

The **Configurable Questions Library** page enables you to set up the questions to be included in consent statements. Consent statements are used to request agreement from a citizen to hold and process their personal data.

The page is accessed via **GDPR Administration | Configurable Question Library**.



Adding a New Question

You can add a new question and save it in the Configurable Questions Library. The text can be previewed to see how it will be displayed to a user.

1. Select **GDPR Administration | Configurable Question Library** to display the **Configurable Questions Library** page.
2. Ensure that **GDPR Consent Statement** is selected from the drop-down.

- Click the **Add new tick box question** button to display the **Tick Box Question Editor** window.

- Enter the **Statement Text** (in either English or Welsh). This text is presented to the Citizen portal user and comprises the Consent Statement.
- Enter the **Consent Agreement Text** (in either English or Welsh), This is the question text that is presented to the user with a tick box asking them to agree that their personal data is held in accordance with the contents of the Consent Statement.
- If required, click the **Make this question active** button.
- If required, click the **Preview (English)** or **Preview (Welsh)** button.
- Click the **Save** button.

Publishing a Consent Statement

The GDPR Consent Statement Schedule enables you to view the details of published consent statements, schedule a new statement or delete a scheduled statement that has not yet been published.

Adding a New Consent Statement

To add a new statement, select a single question from the Configurable Questions Library.

- Select **GDPR Administration | GDPR Consent Statements** to display the **GDPR Consent Statement Schedule** page.

GDPR Administration

GDPR Consent Statement Schedule

Statement Text	Scheduled By	Publication Date	Version Number	Action
GDPR Consent Statement April 2018 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 14:16	01/04/2018 00:01	11	Delete
GDPR Consent Statement March (V2) 2018 Version 2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 14:19	09/03/2018 14:20	10	
GDPR Consent Statement March 2018 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 13:30	09/03/2018 13:35	9	
GDPR Consent Statement March 2018 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 12:37	09/03/2018 13:00	8	
GDPR Consent Statement March 2018 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 12:36	09/03/2018 12:55	7	

1 2 3

[Add New](#)

- Click the **Add New** button to display a list of consent statements that have been stored in the question library.

GDPR Administration

Schedule Consent Statement

Statement Text	Created / Last Edited By
GDPR Consent Statement March (V2) 2018 Version 2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 14:18
GDPR Consent Statement April 2018 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 12:25
GDPR Consent Statement March 2018 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ... Show more	NEILH 09/03/2018 12:21
# Nithiya English Question2 # Those an equal point no years do. Depend warmth fat but her but played. Shy and subjects wondered trifling pleasant. Prudent cordial comfort do no on colonel as assured chicken. Smart mrs day which begin. Snug do sold mr it if such. Terminated uncommonly at at ... Show more	CITIZENADMIN1 05/03/2018 14:41
# Nithiya Question1 English # [Image Text] (https://lh3.googleusercontent.com/ivkh1XbglvY5feadf6En0draeOtt8_KuiZZE8Yp8bWgRjgVL7TuhOjSpHfRlRlo-h900) >> On no twenty spring of in esteem spirit likely estate. Continue new you dedared differed learning bringing honored. At mean mind so upon... Show more	CITIZENADMIN1 05/03/2018 14:38

1 2

Publish Date: 15 / 03 / 2018
Publish Time (HH:mm): 00:00

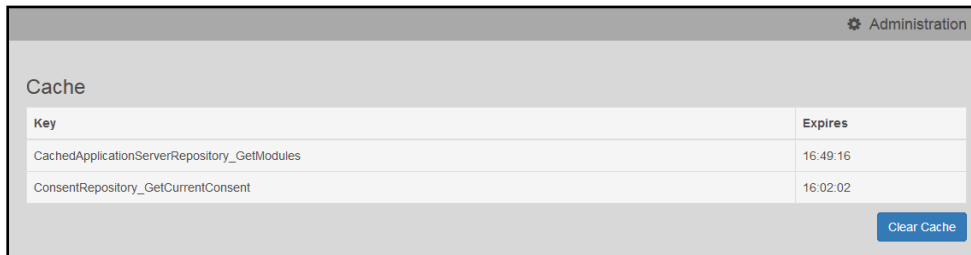
[Back](#) [Save](#)

- Select the radio button adjacent to the required statement and click the **Save** button.

Clearing Cache

To view cached data and clear it:

1. Select **GDPR Administration | Cache** to display the **Cache** page.



2. If required, click the **Clear Cache** button.

Configuring Email Alerts

To set up a list of email addresses that will receive a notification when a user withdraws GDPR consent:

1. Select **GDPR Administration | GDPR Email Alert Configuration** to display the **GDPR Email Alert Configuration** page.

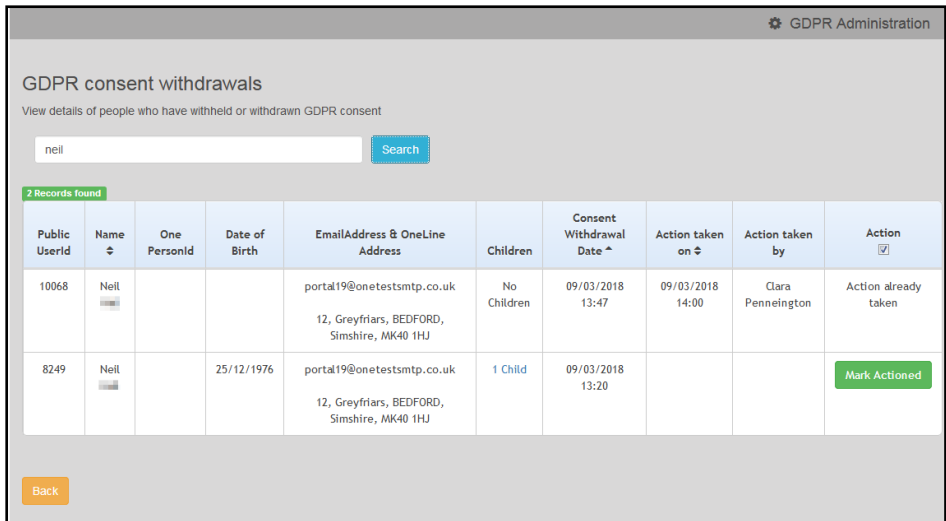


2. Enter the required **Notification Email Addresses**, separated with a semi-colon.
3. If required, click the **Send Test Email** button to send a test email to each address.
4. Click the **Save** button.

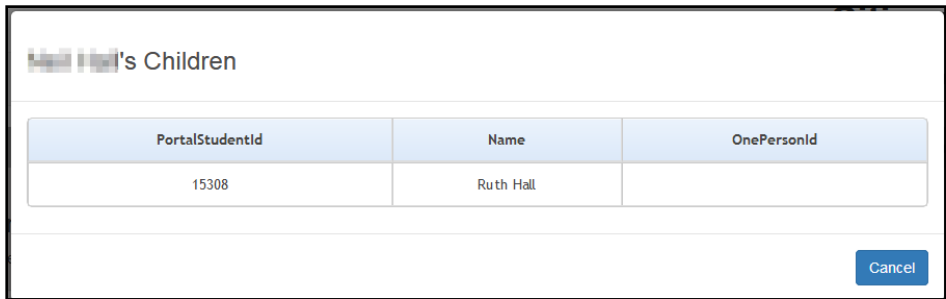
Viewing Consent Withdrawals

You can view a list of those who have withheld or withdrawn consent. You can view details of any associated children and mark the record as having been actioned.

1. Select **GDPR Administration | GDPR Consent Withdrawals** to display a list of people who have withheld or withdrawn GDPR consent.
2. If required, enter search criteria and click the **Search** button to display matching records.



- If required, click the **Children** link to display details of children associated with this person.

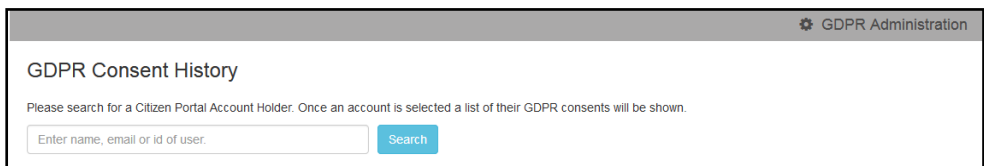


- If required, click the **Mark Actioned** button to update the **Action** status.

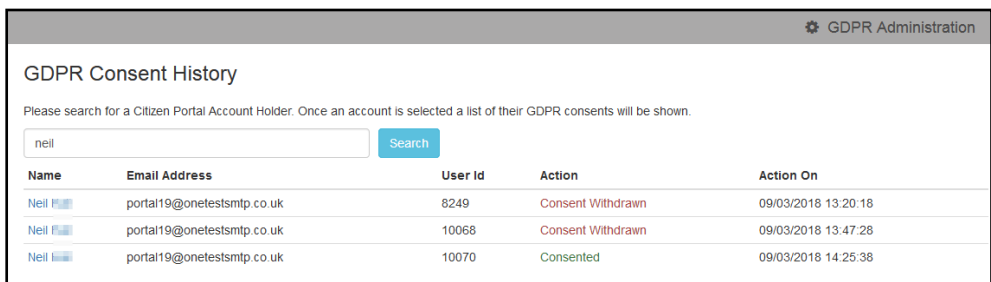
Viewing Consent History

To view a history of when a user has agreed or withdrawn consent:

- Select **GDPR Administration | GDPR Consent Histories** to display the **GDPR Consent History** page.



- Enter search criteria and click the **Search** button to display a history of consents for each person.



- If required, click a **Name** in the list to display the **Consent History for User** panel.

GDPR Administration

GDPR Consent History

Please search for a Citizen Portal Account Holder. Once an account is selected a list of their GDPR consents will be shown.

Name	Email Address	User Id	Action	Action On
Neil	portal19@onetestsmp.co.uk	8249	Consent Withdrawn	09/03/2018 13:20:18
Neil	portal19@onetestsmp.co.uk	10068	Consent Withdrawn	09/03/2018 13:47:28
Neil	portal19@onetestsmp.co.uk	10070	Consented	09/03/2018 14:25:38

Consent History for User

Forename	Surname	User Id	Email Address	Address
Neil		10070	portal19@onetestsmp.co.uk	12, Greyfriars, BEDFORD, Simshire, MK40 1HJ

GDPR Consent Statement	Action	Action On	Consent Version	Consent Published Date
<p>GDPR Consent Statement March (V2) 2018</p> <hr/> <p>Version 2</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus ...</p> <p>View full statement</p>	Consented	09/03/2018 14:25:38	10	09/03/2018 14:20:00
<p>GDPR Consent Statement March 2018</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ...</p> <p>View full statement</p>	Consented	09/03/2018 13:48:53	9	09/03/2018 13:35:00

06 | SEND Portal Administration

Introduction to Special Educational Needs and Disability Portal Administration

The Special Educational Needs and Disability portals enable appropriate people to submit forms via the Citizen Portal or the Professional Portal, either for themselves or on behalf of a child/young person.

The forms for both the Citizen and Professional portals are created using the SEND Portal Form Builder in v4 Client. A form is created according to which portal and which role that form is appropriate for. A form must be marked as **Live** for it to display on the Citizen Portal or the Professional Portal. When logging into the Citizen or Professional portals, only the forms appropriate for that user are available. For more information, see [Using the SEND Portal Form Builder](#) on page 43.

Portal messages are sent out, using the **Alerts** functionality, to keep parents, young people and professionals informed about SEND processes or chase them for information when necessary. For more information, see [Portal Message Alerts](#) on page 41.

On the **Citizen Portal | Special Educational Needs | Choose Person** page, a young person (age 16 – 25) can fill in their own forms, or if they have children, they can request a form for any of the children. For more information, see [Completing Special Educational Needs and Disabilities Forms](#) on page 88.

Special Educational Needs and Disabilities (SEND) children and young people are imported using the same method as One B2B:Student. Before this import process can begin, a dummy base must be created as a B2B:Student Base. This can be done via **One v4 Client | Focus | Bases | Base Definition** or **One v4 Online | Bases**.

After a dummy base has been created a user is mapped to the dummy base. The User_ID is used to identify that a record has been received from the Citizen Self Service portal.

Children are added to the SEND Dummy Base and then matched by the Local Authority via the **Portal Back Office** application, when a form for a child who has not previously been matched, or whose details have changed since they were last matched, is submitted via the SEND Portal.

The **Portal Back Office** application is accessed via **One v4 Online**.

More Information:

SEND Professional Portal Handbook available from the [One Publications](#) website.

Creating 'Dummy' Bases topic in the *Deploying and Configuring the One Citizen Self Service Portal for Local Authorities* technical guide, available from the [One Publications](#) website.

Matching Students via Portal Back Office available from the [One Publications](#) website.

RG_Administration_Creating Scheduled Alerts and *RG_Administration_Creating Trigger Alerts* available from the [One Publications](#) website.

Permissions

Permissions for SEND Portals are accessed in the One v4 Client via **Tools | Permissions | User Group Processes | User Group Processes Editor**.

1. Permissions for the SEND Portals are available under the Main Business Process of SEND Portals.

SEND Portal Administration

01. Main Processes				
Main Business Processes: SEND Portals				
02. Business Processes				
Name	Read	Read-Write	Read-Write-Delete	Deny
SEND Portals				✓
SEND Portals Management				✓
Set up SEND Portals Forms				✓

These business processes control whether users can access the following areas:

- **SEND Portals Management** in One v4 Client via **Focus | Services | SEND Portal Management**. This controls whether the user can approve and reject SEND Portal forms.
 - **SEND Portal Form Builder** in One v4 Client via **Tools | Administration | Form Builder | SEND Portal Forms**. This controls whether the user can set up the SEND Portal Forms.
2. Permissions for SEND Portals Forms are available under the **Main Business Process** of **EHCP and SEND Portals Forms**.

01. Main Processes				
Main Business Processes: EHCP and SEND Portals Forms				
02. Business Processes				
Name	Read	Read-Write	Read-Write-Delete	Deny
EHCP and SEND Portals Forms				✓
Access EHCP and SEND Portals Forms				✓
Complete EHCP and SEND Portals Forms and save				✓
Delete EHCP and SEND Portals Forms				✓
Set up EHCP Forms				✓
Unlock EHCP Form				✓

These business processes control the following areas:

- Access to the SEND Portal Forms.
- Complete and save SEND Portal Forms.
- Delete SEND Portal Forms.

Creating a Dummy Base (SEND)

To import SEND children and young people from the Citizen Self Service portal, a dummy base must be created as a B2B:Student Base and a user must be mapped to the dummy base to identify that a record has been received from the Citizen Self Service portal.

The User_ID is used to update the **Last Updated** field in the relevant area of One, identifying that the record was sourced from the Citizen Self Service portal.

The dummy base should have been set up by the One Administrator for the User_ID set up for processing SEND children and young people.

More Information:

Creating 'Dummy' Bases topic in the *Deploying and Configuring the One Citizen Self Service Portal for Local Authorities* technical guide, available from the [One Publications](#) website.

Matching Students (SEND)

Children are matched by the Local Authority via the **Portal Back Office** application. It is used to:

- Add new children to the One database.
- Match new children with existing children on the One database.
- Reject new children.
- Resolve conflicts e.g. changes to name, address or date of birth.

The **Portal Back Office** application is accessed via **One v4 Online**.

More Information:

Matching Students via Portal Back Office available from the [One Publications](#) website.

Portal Message Alerts

Portal messages are sent as alerts. They are used to keep parents, young people and professionals informed about SEND processes, e.g. if a person has been authenticated as a portal user or to request additional information. Only authenticated portal users on a child or young person's EHCP assessment involvement can receive portal messages.

Portal message templates are stored in the Citizen Portal via **Administration | General Administration | Template Management**. For more information, see [Templates](#) on page 42.

Portal Sharing users are authenticated in the v4 Client via **Focus | People | Students | Student Details | Involvements | EHCP Assessment Involvement**. For more information, see [Portal Sharing](#) on page 62

Details of any information that has been requested, including details about the portal user who has requested the information is recorded in the v4 Client via **Focus | People | Students | Student Details | Involvements | EHCP Assessment Involvement**. For more information, see [Recording Information Requested](#) on page 63.

Portal alert messages are set up in the v4 Client via **Tools | Administration | Alert Definition**. For more information, see [Alerts](#) on page 64.

Templates

Portal message templates are stored in the Citizen Portal via **Administration | General Administration | Template Management**.

Two SEND message templates are available:

- SEND – Informing a Portal User they are authenticated.

SEND - Informing a Portal User they are authenticated

Subject

Authenticated to view Special Educational Needs & Disabilities information

Message

Dear [Title] [Forename] [Surname]

You have been authenticated to view Special Educational Needs & Disability information about [ChildForename] [ChildSurname]. You will now be able to view information that the Local Authority has decided to share with you when you are in the Special Educational Needs & Disabilities area of the Portal.

Kind regards

Special Educational Needs & Disabilities Team

Edit Delete

- SEND – Reminder to submit information.

SEND - Reminder to submit information

Subject

Reminder to submit Special Educational Needs & Disability information

Message

Dear [Title] [Forename] [Surname]

You are required to submit information about [ChildForename] [ChildSurname] within the next 7 days.

Kind regards

Special Educational Needs & Disabilities Team

Edit Delete

You can edit the message templates or create your own. For more information, see [Creating a Template](#) and [Editing a Template](#)

07 | SEND Administration in v4 Client

Using the SEND Portal Form Builder

The form builder functionality enables each local authority to define questions to be used in form definitions, according to their own individual requirements.

A bank of existing questions is included to assist you with creating forms. New questions can be added to the bank of questions. A question can only be edited if it has not been used in a previous form definition.

The **SEND Portal Form Definitions** are created in the v4 Client via **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions**. For more information, see [Creating a New SEND Portal Form Definition](#) on page 43.

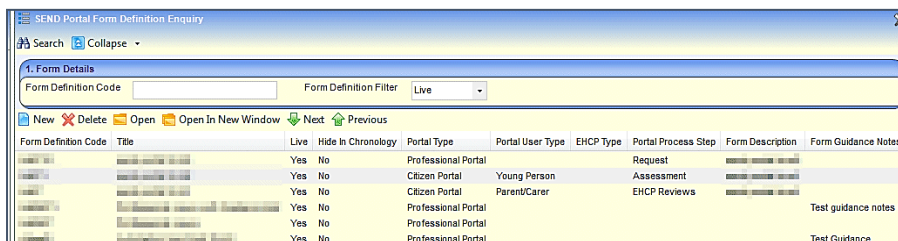
The **SEND Portal Form Questions** are created in the v4 Client via **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Question Definitions**. For more information, see [Defining New SEND Portal Question Definitions](#) on page 47.

NOTE: Forms that are created on the EHCP Form Builder are not available on the SEND Portal. However, the EHCP questions that are available in the question bank may be used on a SEND Portal Form Definition.

Searching for a SEND Portal Form Definition

To search for an existing form definition:

3. Select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions** to display the **SEND Portal Form Definition Enquiry** page.



4. If required, enter a full or partial **Form Definition Code** or select a **Form Definition Filter**. Only a 'Live' form definition can be viewed on the Citizen or Professional portals.
5. Click the **Search** button to return all forms based on the selection criteria. Alternatively, clicking the **Search** button without a code or filter returns a list of all form definitions.
6. Select a form and click the **Open** or **Open in New Window** button to display the **Form Details** page for the selected form.

Creating a New SEND Portal Form Definition

The **SEND Portal Form Definition** page enables local authorities to create SEND Portal forms which are available on the Citizen and Professional portals for parents, carers, young people and professionals to complete, regarding special educational needs and disabilities (SEND).

To create a new SEND Portal Form Definition:

1. Select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions** to display the **SEND Portal Form Definition Enquiry** page.

- Click the **New** button to display the **SEND Portal Form Definition** page.

- Enter the information on the **Form Details** panel as follows:

- **Title:** The title is displayed on the portal.
 - **Subtitle:** The subtitle does not display on the portal.
 - **Form Definition Code:** Use a suitable numbering system for your SEND portal forms.
 - If you wish the form to be visible on the Citizen or Professional portal, select the **Live** check box.
 - If you do not wish to view the form in the chronology, select **Hide in Chronology**.
 - **Portal Type:** Citizen Portal or Professional Portal.
 - **Portal User Type:** This field is greyed out if Professional Portal has been selected. For Citizen Portal, select Parent/Carer or Young Person.
 - Select **PDF allowed** checkbox to display the '**PDF**' button on the Portal.
 - **Template File:** This dropdown field consist of template file names that are associated to the SEND Portal Form.
 - This field will only be enabled when opening an existing SEND Portal Form. The field will be disabled on a New or Cloned form
 - The file names listed correspond to files that:
 - Are available in the users configured 'My Report Templates' location. **Eg. C:\Users\username\Documents\Capita ICS\My Report Templates**
 - Are named and associated to an ICS Form and hence are named in the format 'CCS-Entity-ICSForm-FormInstance-[FORMDEFINITIONCODE].[FILENAME].ReportTemplate.xml'
 - The filename with a preceding asterisk (*) indicates the file that is currently linked to the SEND portal form and exists in the database
 - Note only 1 file can be linked to a SEND Portal Form
- The fields '**PDF allowed**' and '**Template File**' will only be available for selection when '**Portal Type**' is selected as '**Professional Portal**' .
- **EHCP Type:** EHCP Draft or EHCP Final.
 - **Portal Process Step:** Request, Assessment, EHC Plan or EHCP Review.
 - **Form Description:** This text does not display on the portals.

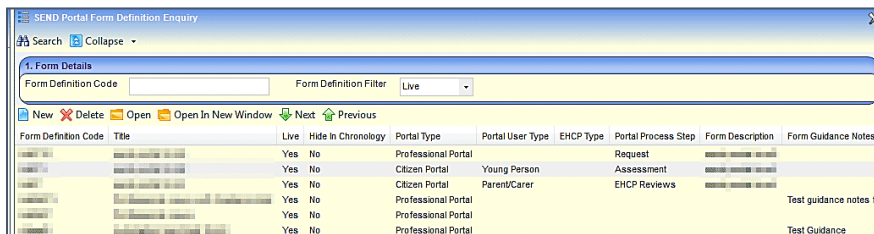
- **Form Guidance Notes:** Enter text to assist users filling in the form. The guidance notes are displayed on the portal and the printout. For more information, see [Printing SEND Portal Forms](#) on page 59.
4. Click the **Save** button. A message at the bottom of the screen informs you that the form definition has been saved.

Cloning a SEND Portal Form Definition

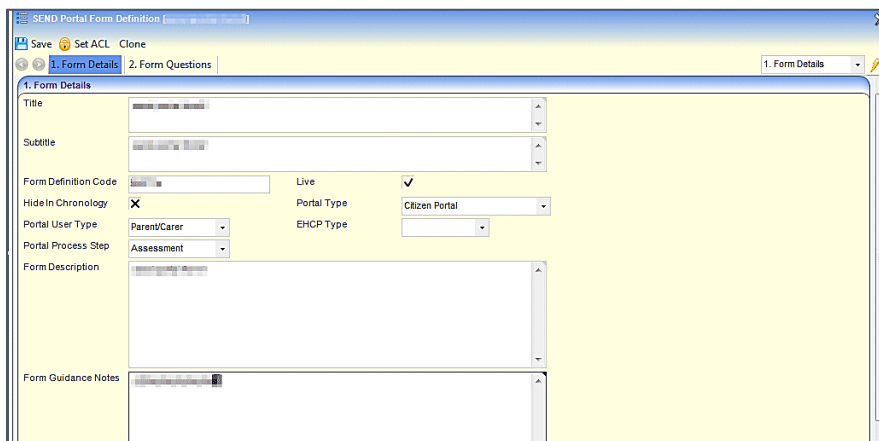
You can duplicate (clone) and then amend an existing form definition. Cloning creates a copy of the original form definition, showing the existing **Form Definition** details. You can change the details to reflect the new form definition and modify the questions required. If a question has previously been used in a form definition that has been saved to a student's chronology, it cannot be amended.

To clone a SEND Portal Form Definition:

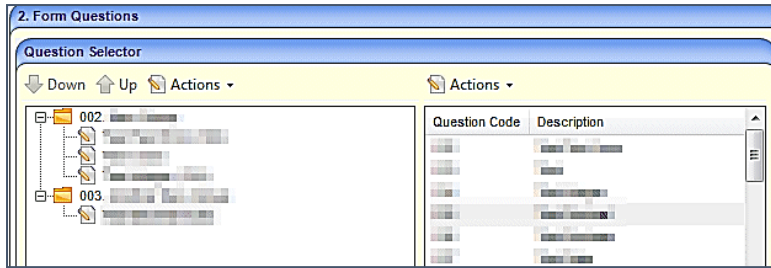
1. Select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions** to display the **SEND Portal Form Definition Enquiry** page.



2. If required, enter your search criteria, then click the **Search** button to display forms that meet your search criteria.
3. Double-click the required form definition to display its details.



4. Click the **Clone** button to make an editable copy of the form definition.
5. On the **Form Details** panel, make the required changes to the cloned form definition. It is recommended that you re-name the **Title** and enter a new **Form Definition Code** to assist identification.
6. If required, you can amend the questions and the question groups in the **Form Questions** panel.



If a question has previously been used in a form definition, it cannot be amended.

For more information, see the sections on [Searching for SEND Portal Question Definitions](#) starting on page 46.

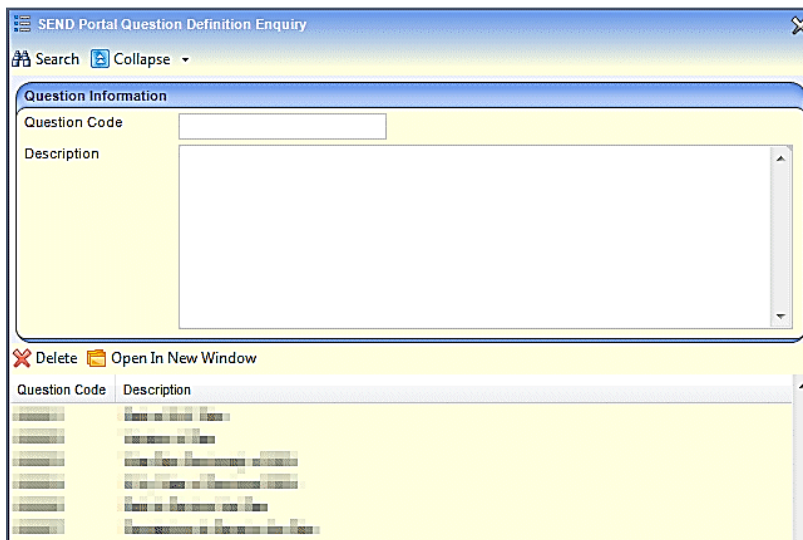
7. When you have finished creating the new form definition, click the **Save** button.

Searching for SEND Portal Question Definitions

The **Question Definitions** are the **Question Codes** and the **Descriptions** that are used when creating form definitions for a SEND Portal Form Definition.

To search for SEND Portal Question Definitions:

1. Select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Question Definitions** to display the **SEND Portal Question Definition Enquiry** page.



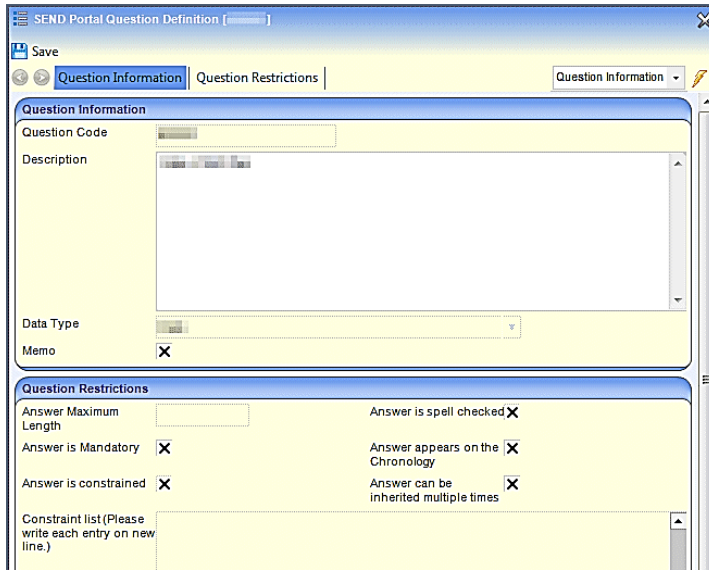
2. If known, enter a full or partial **Question Code** or **Description**.
3. Click the **Search** button to return all questions based on the selection criteria. Alternatively, clicking the **Search** button without a code or description returns a list of all questions.

New SEND Portal Questions Definitions are created in the v4 Client via **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions**.

Viewing SEND Portal Question Definitions

To view SEND Portal Question Definitions:

1. Select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Question Definitions** to display the **SEND Portal Question Definition Enquiry** page.
2. Select a Question Definition and click the **Open In New Window** button to display the **SEND Portal Question Definition [<Question Code>]** page.



It is not possible to make any changes to the question definition if it has been used on a previous form.

3. If any changes have been made, click the **Save** button.

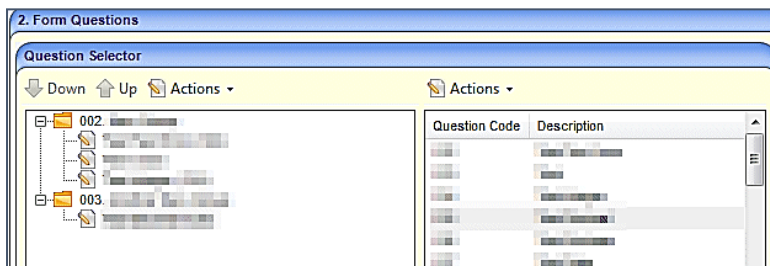
Defining New SEND Portal Question Definitions

New SEND Portal Questions Definitions are created in the v4 Client via **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Form Definitions**. A new form definition can be created containing new questions, or an existing form definition can have new questions inserted.

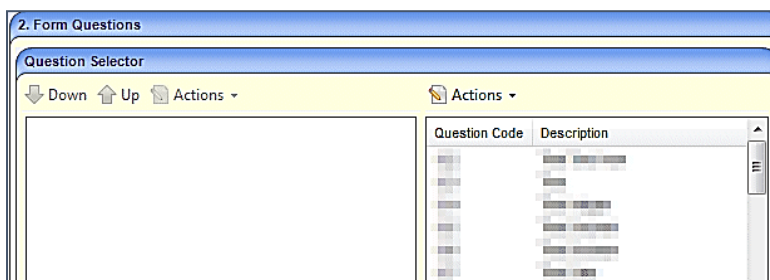
The **SEND Portal Form Definition | Form Questions** panel enables you to define the questions to be used in the form definitions. Existing questions can be used or new questions can be added to the bank of questions to be used in the form definition. Existing questions can only be edited if the question has not been used in a previous form definition.

The **SEND Portal Form Definition | Form Questions | Question Selector** panel is the foundation of the form definition. It is a two pane panel which is either:

- pre-populated in the left pane for an existing form.



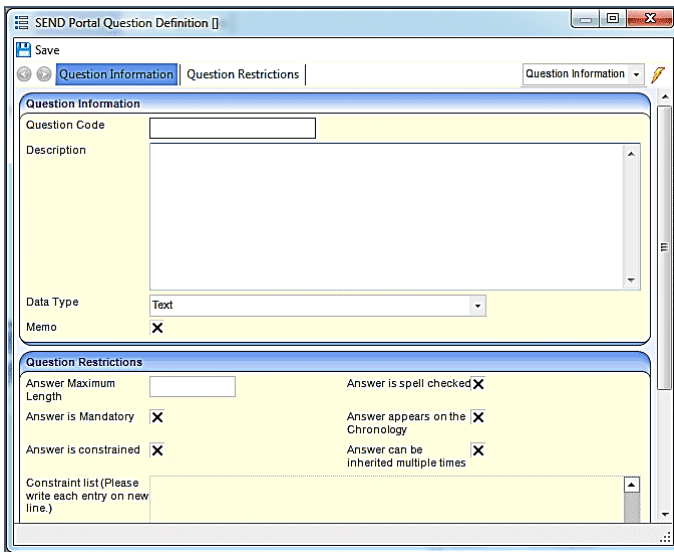
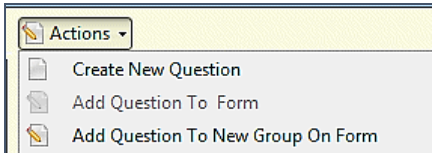
- blank for a new form.



The right pane (i.e. the question bank) lists all available questions, where you can define additional questions. The question bank also contains EHCP questions of the same data type used in the SEND Portals.

To create additional questions:

1. Create a new or open an existing SEND Portal Form Definition. For more information, see [Searching for a SEND Portal Form Definition](#) and [Creating a New SEND Portal Form Definition](#).
2. On the **Form Questions | Question Selector** panel, click the **Actions** button and select **Create New Question** to display the **SEND Portal Question Definition** dialog.



3. Enter a **Question Code** suitable for your purposes. You cannot start codes with the letter Z, as these are used elsewhere in One.

NOTE: When entering a **Question Code**, do not paste any values in to this field. This can leave a carriage return in this field, which can cause unwanted results when using forms that have these questions on.

4. Enter a **Description** suitable for your purposes.
5. Select a **Data Type** from the drop-down list. The data type controls how the question is displayed on the portal screen:

Question Data Type	Answer Description/Example
Text	Inserts a text box. Use with Answer Maximum Length field.
Integer Number	Only accepts whole numbers. Please see Important Note below.
Decimal Number	Only accepts decimal numbers.
Yes/No	Inserts a tri-state checkbox, i.e. tick, cross, blank.
Date	Only accepts a numerical date in dd/mm/yyyy format.
Image	Upload an image in .jpg, .jpeg, .gif, .bmp, .png format.

Important Note: It is advisable not to use the Integer Number Data Type to capture phone numbers, as a leading zero (0) at the start of the phone number is omitted. If you would like to capture phone numbers, it is advised you use the **Text Data Type**.

6. **Memo:** Tick the check box to create a **Memo**. The **Memo** field enables you to perform many common text editing and formatting functions. It also provides a spell-checker.

NOTE: The formatting and spell checker only work when the form is displayed in the v4 Client.

7. In the **Questions Restrictions** panel, enter the following fields:

- **Answer Maximum Length:** Define a maximum character length of the answer, which includes all characters and spaces.
- **Answer is Spell Checked:** Tick the check box if you want the text in a **Data Type: Text** box to be spell checked.
- **Answer is Mandatory:** Tick if the answer is mandatory. You cannot save a form until all mandatory fields have been completed.
- **Answer appears in the Chronology:** Tick if you want the answer to appear in the **Chronology** panel of the student.
- **Answer is Constrained:** Select the check box to create a **Constraint List**. An answer is constrained when One only allows the answer in a specific format, e.g. a date in dd/mm/yyyy format, Yes or No, an integer, or if there are defined constraints where you can only choose from a drop-down list of items.
- **Constraint list:** If the answer is constrained, the **Constraint List** box allows you to enter items that are displayed as a drop-down list. Enter such items as a list separated by the return key, for example,

```
Apple␣
Pear␣
Orange␣
Banana␣
```

- **Answer can be inherited multiple times.** Occasionally an answer may be required from more than one person, for example, a Health Advice form may be required from two health professionals. Selecting this check box enables multiple questions/answers with the same **Question Code** to be selected for inclusion in the Chronology.

NOTE: It is advised that this is only used where it is necessary to inherit multiple answers as it required additional steps (choosing the questions) each time you create a form. It is also advised that this is not used with the 'repeating groups' functionality to avoid complications of data later down the line.

8. Click the **Save** button to save the question to the question bank list on the right side of the panel.

Repeat steps 1 - 7 until you have defined all the SEND Portal questions you want to add to the list.

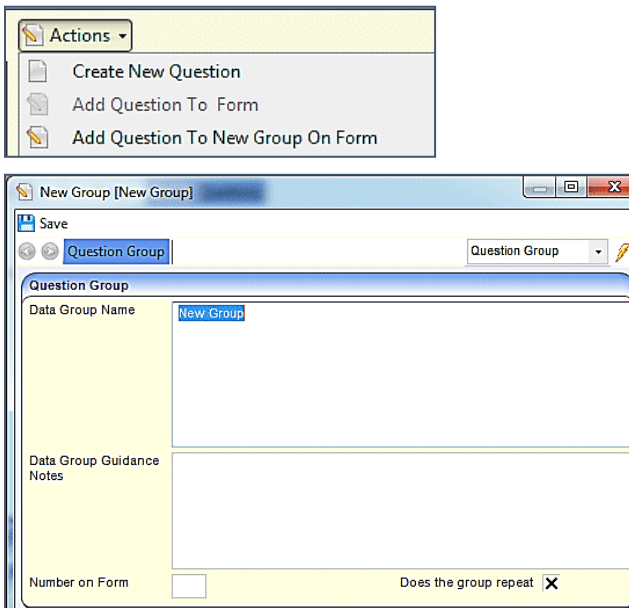
Creating and Populating SEND Question Groups

After creating questions and adding them to the questions bank, they must be added to question groups. Each question group relates to one page on the portal.

The following procedure shows how to create question groups to which you add those questions.

Continuing from the previous steps (above) in the **SEND Portal Question Definition** dialog:

1. In the **Form Questions** panel, select a question defined above.
2. Click the **Actions** button and then select **Add Question to New Group On Form** to display the **New Group** dialog.



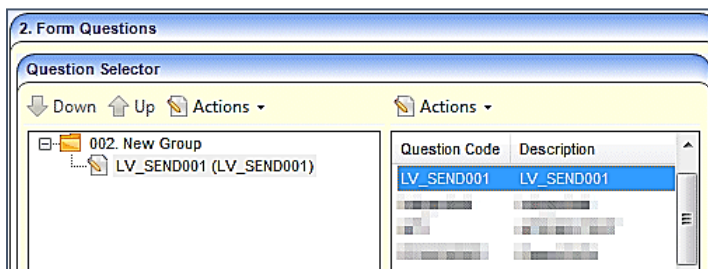
3. Enter the **Data Group Name**. This name represents the heading of the panel for that group of questions on the SEND Portal form.

NOTE: The **Data Group Name** can contain up to 300 characters, but care should be taken that the heading still fits to the screen.

4. If required, enter the **Data Group Guidance Notes**. Data group guidance notes are displayed on the portal. The notes are also included on the printed SEND Portal form. For more information, see [Printing SEND Portal Forms](#) on page 59.

NOTE: When printing a form, if you choose **Print with Guidance Notes**, One produces the form with guidance notes displayed. Guidance notes are in italics and appear above the details of the panel.

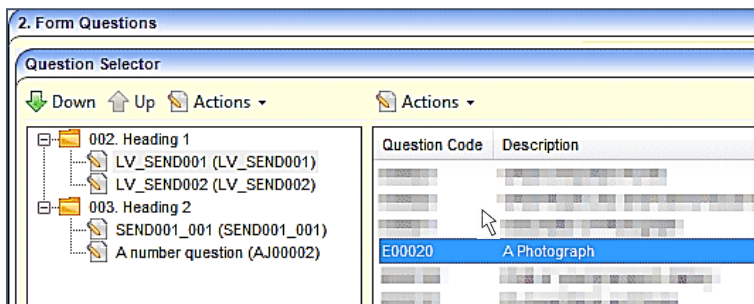
5. Enter the **Number on Form**. Each question group is shown as a separate panel when the form is generated. You must number each panel in the order you want them to display on the form, starting from **2**. (One SEND automatically inserts the **Subjects** panel as number **01**.)
6. If required, select the **Does the group repeat** check box to replicate a group of questions. An **Add More** button is added to the toolbar of a SEND Portal form once you have entered data in the first repeating panel. Use repeating groups, for example, if you have a question group called **Contacts** that requires many names to be added.
7. Click the **Save** button to add the question to the new question group. The new question group is displayed on the left-side pane on the **Form Questions | Question Selector** panel.



Repeat steps 1 to 7 to add additional question groups.

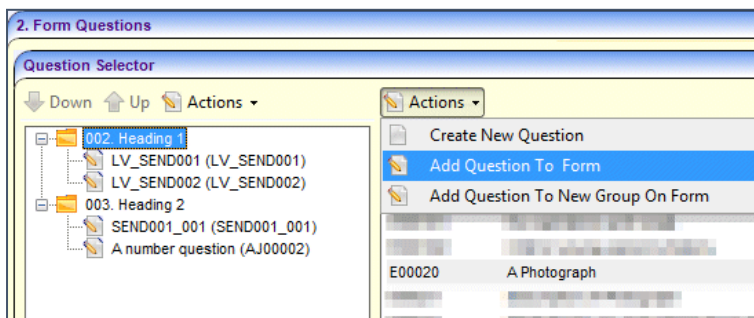
After adding the required question groups, you can assign additional questions to the new groups by:

- using 'drag and drop' to copy a question from the question bank on the right-side pane to the question groups on the left-side panel.



NOTE: Position the arrow  where you wish to 'drop' the question.

- highlighting the question group, highlighting the question, clicking the **Actions** button and selecting **Add Question to Form** or **Add Question to New Group on Form**.



You can only use a question once on a form. If the same question is used on a different SEND Portal form at a later date, the answer will be pre-populated.

For example, if you have a question called 'Social Care Status' used on form A, then you re-use that question on form B for the same child, form B is pre-populated with the answer from form A.

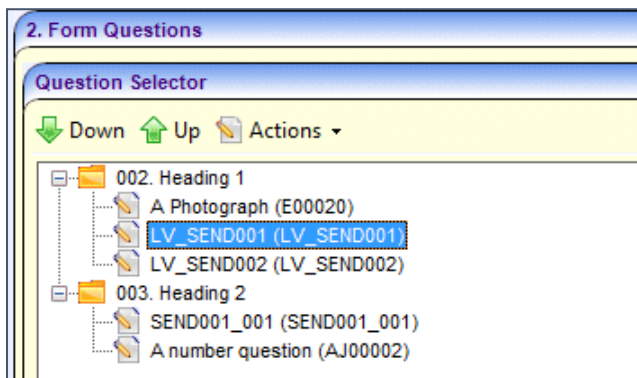
8. When you have finished, click the **Save** button.

Moving SEND Questions and Question Groups

Individual questions can be moved up or down in the question order. However, a question group cannot be moved. If you wish to change the position of a question group, you must change the **Number on Form**. This means that all subsequent numbers will need to be changed. For more information, see [Editing SEND Questions and Question Groups](#) on page 52.

To move a question:

1. On the **Form Questions | Question Selector** highlight the question in the left pane.
2. Click the **Up** or **Down** arrow.



If you wish to move the question to another group, use the 'drag and drop' functionality.

3. Click the **Save** button.

Editing SEND Questions and Question Groups

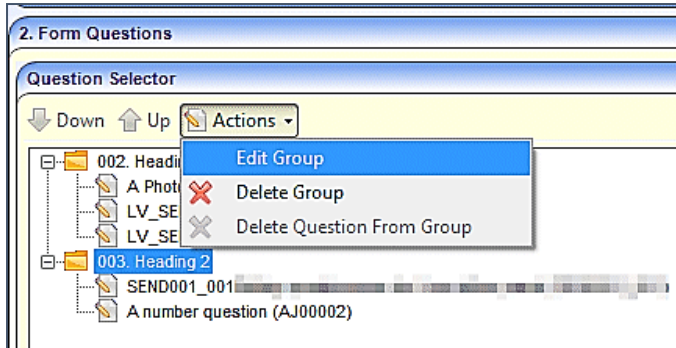
Questions can be edited, if they are not used on any previous forms. If the question has been used on a previous form, it cannot be changed. You can, however, select the **Answer can be inherited multiple times** check box, so future version of this question can record multiple answers.

To edit a question:

1. On the **Form Questions | Question Selector** double-click the question to display the **SEND Portal Question Definition** dialog; you can edit the question from either pane.
2. Make the required changes. The **Question Code** cannot be changed.
3. Click the **Save** button.

To edit a question group:

1. On the **Form Questions | Question Selector** highlight a question group on the left pane.
2. Click the **Actions** button and select **Edit Group**.



3. Make the required changes to the **Question Group** dialog. If you change the **Number on Form**, the following message displays:

Do you want all groups to be renumbered?
This operation will remove any conflicts and gaps.
But it may affect related quick reports too.

It may also affect panels which currently have the same number assigned, changing them to an incorrect order.

Please double check the group numbers after this operation, if you answer 'Yes'.

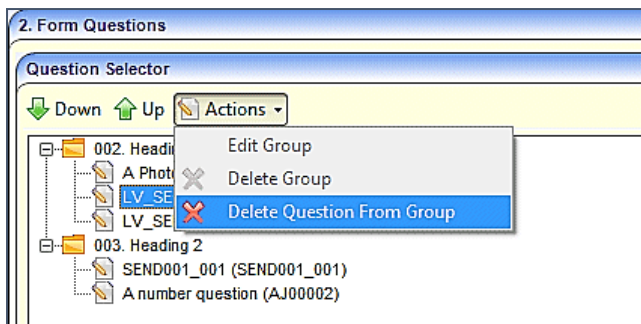
If prompted, select **Yes** to reorder the groups or **No** to continue with the changes but to not renumber the groups.

4. Click the **Save** button.
5. If you said yes to automatic renumbering, check the numbering order is correct.

Deleting SEND Questions and Question Groups

To delete a question:

1. On the **Form Questions | Question Selector**, highlight a question on the left pane.
2. Click the **Actions** button and select **Delete Question From Group**.

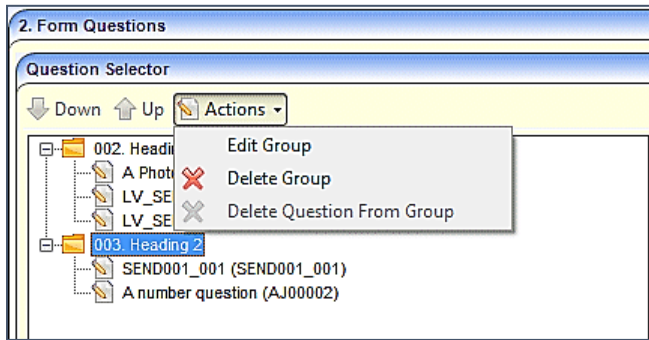


3. Click the **Save** button.

To delete a question group:

1. On the **Form Questions | Question Selector**, highlight a question group on the left pane.

2. Click the **Actions** button and select **Delete Group**.



3. Click the **Save** button.

Important Note: There is no message to confirm that you wish to delete the group! The group and all questions are deleted immediately. If a group is deleted in error, close the page without saving.

Deleting SEND Portal Question Definitions

To delete a SEND Portal Question Definition:

1. Select **Tools | Administration | Form Builder | SEND Portal Forms | SEND Portal Question Definitions** to display the **SEND Portal Question Definition Enquiry** page.
2. Select a question definition and click the **Delete** button.

The following message is displayed:

Are you sure you want to delete this question?

3. Select **Yes** to delete the question definition. A message at the bottom of the screen informs you that the question has been deleted successfully.

You cannot delete a question that has been used in a previous form.

SEND Portal Management

The **SEND Portal Management** page is accessed in the v4 Client via **Focus | Services | SEND Portal Management**. It enables online forms that have been submitted via the Citizen Self Service portal to be reviewed by the local authority teams. Partially completed forms are not displayed on the **SEND Portal Management** page; only submitted forms.

NOTE: ACL's set at the Form Definition level are not applied in the SEND Portal Management area. This is so that incoming information is not missed. These ACL's *are applied* if the form is approved to appear on a Student's Chronology in One v4 client.

When a Special Educational Needs and Disabilities (SEND) form is submitted via the Citizen Self Service portal, any child who has not been successfully matched to a student in One, or who has been successfully matched but for who there are differences (conflicts) between some details of the incoming child and the matched student, is processed via **v4 Online | Portal Back Office | Data Transfer**. The incoming students are listed under the **SEND Dummy Base**.

NOTE: For more information, refer to the *Matching Students via Portal Back Office* handbook available from the [One Publications](#) website.

Searching For SEND Portal Forms

By default, when a user enters the **SEND Portal Management** area, only forms that can be actioned are displayed, i.e. those with a status of either **Opened** or **Not Opened**.

Search Forms

Select the type of forms you want to view:

Please choose form

Start Date End Date

Form Name ↕	Form Submitter Name ↕	Child or Young Person Name ↕	Child or Young Person DOB ↕	Form Received Date ▲	Form Reference ↕	Status ↕
						Opened
						Not Opened

To search for a Special Educational Needs and Disabilities (SEND) form:

1. Select **One v4 Client | Focus | Services | SEND Portal Management** to display the **Search Forms** page. The list of forms display in the browse below the filter panel. The list can be ordered by selecting any of the headings:
 - Form Name
 - Form Submitter Name
 - Child or Young Person Name
 - Child or Young Person DoB
 - Form Received Date
 - Form Reference Number
 - Status.
2. Select a filter; you can search using **Type of Form**, **Start Date** or **End Date**.
3. Click the **Search** button to display the forms according to the search filters.

The following graphic displays the possible statuses of submitted forms:

Form Name ↕	Form Submitter Name ↕	Child or Young Person Name ↕	Child or Young Person DOB ↕	Form Received Date ▲	Form Reference ↕	Status ↕
						Awaiting Information
						Approved
						Submitted to B2B
						Rejected

Reviewing SEND Portal Forms

Before you can action a form, it must have been processed via **v4 Online | Portal Back Office | Data Transfer**.

To review a Special Educational Needs and Disabilities form:

1. Select **One v4 Client | Focus | Services | SEND Portal Management** to display the browse list.
2. Use the search filters to reduce the number of visible forms.

3. Click a record to display the **Form Details** page. The form can be approved, rejected or more information can be requested. A form can also be returned to B2B.

For more information, see the following sections:

- [Approving SEND Portal Forms](#) on page 56.
- [Rejecting SEND Portal Forms](#) on page 56.
- [Requesting More Information for SEND Portal Forms](#) on page 56.
- [Resubmitting SEND Portal Forms to B2B](#) on page 57.

Approving SEND Portal Forms

A Special Educational Needs and Disabilities form is approved in the v4 Client via **Focus | Services | SEND Portal Management**.

1. Select a form to display the **Form Details** page.
2. Click the **Approve** button to display the **Process and Send Message** page.
3. If required, make changes to the default message.
4. Click the **Approve and Send Message** button to display the **Sharing Forms** dialog. The message asks if you would like to share this form with other Authenticated portal users?
5. Click the **Yes** button.

A confirmation message is displayed containing the following information:

Form Approved. The applicant has been notified.

Form Name. *Special Educational Needs & Disabilities – <Assessment Form>*.

Form Reference. SND-<1505-1234ABCD>.

Rejecting SEND Portal Forms

A Special Educational Needs and Disabilities form is rejected in the v4 Client via **Focus | Services | SEND Portal Management**.

1. Select a form to display the **Form Details** page.
2. Click the **Reject** button to display the **Process and Send Message** page.
3. If required, make changes to the default message.
4. Click the **Reject and Send Message** button to inform the applicant that it has been decided no further action will be taken.

A confirmation message is displayed containing the following information:

Form rejected. The Form Submitter has been notified.

Form Name. *Special Educational Needs & Disabilities – <Assessment Form>*.

Form Reference. SND-<1505-1234ABCD>.

The parent or carer is unable to respond directly to the local authority's rejection of their form. Therefore, the LA will have to specify in their message how the form submitter should respond in order for them to reply to the LA, if they wish.

Requesting More Information for SEND Portal Forms

Additional information regarding the form can be requested in the v4 Client via **Focus | Services | SEND Portal Management**.

1. Select a form to display the **Form Details** page.
2. Click the **Request More Information** button to display the **Process and Send Message** page.
3. If required, make the changes to the default message.
4. Click the **Request More Information and Send Message** button to request more information.

A confirmation message is displayed containing the following information:

The Form Submitter has been notified.

Form Name. Special Educational Needs & Disabilities – <Assessment Form>.

Form Reference. SND-<1505-1234ABCD>.

The parent or carer is unable to respond directly to the local authority's request for additional information. Therefore, the LA will have to specify in their message how the form submitter should respond in order for them to supply the LA with the information.

Resubmitting SEND Portal Forms to B2B

Sometimes a child or young person will not be correctly matched in B2B and therefore their form will need to be resubmitted to B2B.

For example, If the data processing team discarded or rejected the incoming student record (for whatever reason) in Portal Back Office, but the SEND team knew it was a student they needed to process, then the SEND team can use the **Resubmit to B2B** functionality so the student can then be reprocessed accordingly.

The form can be resubmitted in the v4 Client via **Focus | Services | SEND Portal Management**.

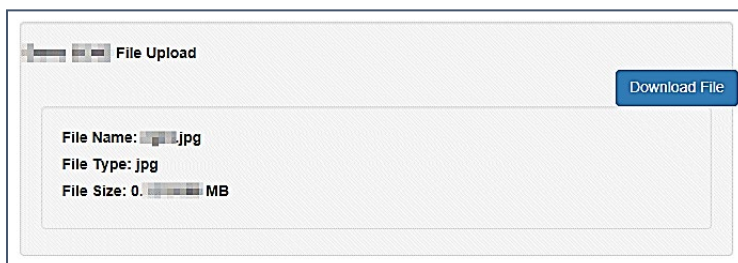
1. Select a form to display the **Form Details** page.
2. Click the **Resubmit to B2B** button. A confirmation message is displayed as follows:
The child/young person has been resubmitted to B2B.
3. The data is then processed via **v4 Online | Portal Back Office | Data Transfer**. The incoming students are listed under the SEND Dummy Base.

Downloading Files

If a form has been submitted that contains a file question, the file can be downloaded before any action is taken.

The file is downloaded in the v4 Client via **Focus | Services | SEND Portal Management**.

1. Select a form to display the **Form Details** page.



2. Click the **Download File** button to display the **File Download** dialog.
3. Click **Open** to view the file and save to a temporary folder.
4. Click **Save** to select the required location.

Student's Chronology

NOTE: ACL's set at the Form Definition level are not applied in the SEND Portal Management area. This is so that incoming information is not missed. These ACL's are applied if the form is approved to appear on a Student's Chronology.

The SEND Portal form is added to the student's chronology after the following processes have been completed:

- A parent, carer or young person submits a SEND Portal form on behalf of a child or young person to the local authority via the Professional Portal.
- If required, the child or young person is processed via B2B (Portal Back Office); they are matched to a One student and any conflicts are resolved.
- The SEND Portal form is assessed by the SEND Administrator in the v4 Client via SEND Portal Management. An approved message is sent to the professional user's account.

The SEND Portal form can be viewed in the v4 Client via **Focus | People | Students | Chronology**.

It is possible for both parents to have a Citizen Portal account and submit the same form for a child to the local authority. After the forms are approved, they both display as an event on the child's chronology.

Chronology of [Student Name]									
Drag a column here to group by this column.									
Date	Updated By	Event	CRN	Version Number	Type	Form Definition Group / Form Type	Status	Chronology	
10/06/2015 08:55:11	SEND Portal 1	SEND Portal Form 001		1	SEND Portal		S		<input type="checkbox"/>
09/08/2015 10:21:29	SEND Portal 1	SEND Portal Form 001		1	SEND Portal		S		<input type="checkbox"/>

Clicking on the **Date** link displays the read-only SEND Portal form details.

Special Educational Needs & Disabilities - SEND Portal Form 001 (version 1) - [READ ONLY]

Save Save Offline Workflow Set ACL Print Data Panels Alerts Create New Copy Forward Add More

000. Send Application Summary

Accepted By: [Text Field]

Accepted Date: [Date Picker]

Submitted By: [Text Field]

Submitted Date: [Date Picker]

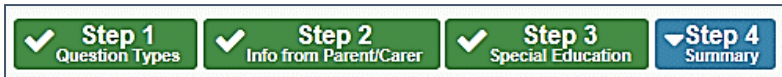
001. Subject Details

002. Types of Questions

003. Parent / Carer Aspirations

Apart from the **Summary**, the panels in the v4 Client are the same as the steps in the Professional Portal, as designed in the Form Builder.

- Panel **000** is a summary of dates for the SEND Portal form process.
- Panel **001** is automatically inserted as the **Subject Details**.
- Panel **002** is **Step 1**.
- Panel **003** is **Step 2**.
- Subsequent panels would be represented by subsequent steps
- The final step in the Citizen Portal is always the **Summary**; this is not displayed in the v4 Client version.

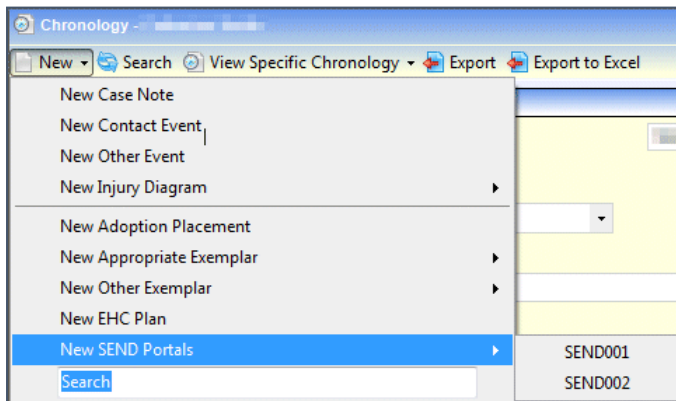


Creating New SEND Portal Forms From Student's Chronology

When an approved SEND Portal Form from the Citizen Portal is added to the student's chronology, it is read-only. Occasionally a parent, carer or young person may wish to make changes to a form. This can be achieved by creating a new SEND Portals form in the chronology.

To create a new SEND Portal form:

1. In the v4 Client, select **Focus | People | Students | Chronology** to display the student's chronology.
2. Click the **New** button at the top of the chronology, select **New SEND Portals**, then choose the required **SEND Portal Form Definition** from the list.



The displayed form is a duplicate of the form that was submitted on the Citizen Portal, but the inherited answers can now be edited. Inherited answers have a green outline around them.

3. Make the required changes to the form.
4. Click the **Save** button.

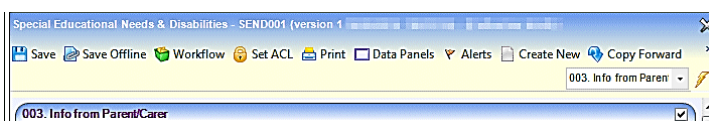
If some answers have not been changed, the following message is displayed:

Some pre-populated answers have not been changed.
Are you sure you want to continue?
Click OK to save, or Cancel to review the form again.

Printing SEND Portal Forms

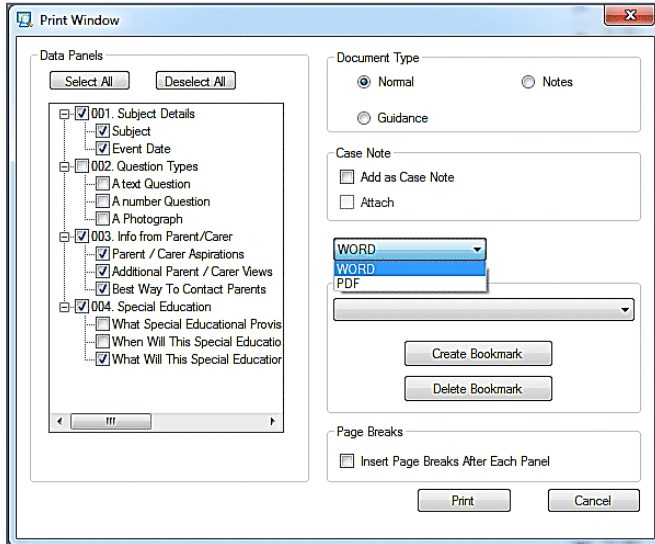
You can output a SEND Portal form as it is displayed on the screen either as a Word document or a PDF. The v4 Client does not print directly, instead, a Microsoft Word or PDF file is created by the v4 Client and then you can use Word or Acrobat Reader to send the document to your printer.

A check box on each panel header enables you to include only the panels you require in the printout.



To print a SEND Portal form:

1. Open a SEND Portal form on the student's chronology.
2. If required, select the check box on individual panels to display on the printout. The **Subject Details** are automatically included, but these can be removed before printing.
3. Click the **Print** button to display the **Print Window** dialog. For more information, see the [SEND Portal Print Options](#) topic.



4. Click **Print** to preview the document. When the document opens it has a number as the file name, click **Save As** to store the document to a local folder.

NOTE: The headings displayed on the printout are in numerical order and not the same as the panel numbers, so although you may have selected Panels 1, 2, 10 and 20 the printout shows 1, 2, 3 and 4.

5. Open the document you want to print.
6. Select the print option within the application, e.g. MS Word, to send the document to your printer. At any time you can **Cancel** the print process.

SEND Portal Print Options

Data Panels

Click on the plus signs to expand the tree to view the questions within a panel and select or deselect as required. If any one question is checked then the panel check box is also activated.

You can **Select All** or **Deselect All** panels

Document Type

Normal - The default which prints the selected contents of the SEND Portal form.

Notes - Prints a blank page after the contents of each selected panel have been printed; the blank page is entitled *Notes: [Description of the Panel]*.

Guidance - Prints guidance notes in italics which appear above the details of the panel. If guidance notes have not been entered on the **Form Details**, on the **Form Definition**, this radio button is not available.

Case Note

Case notes are not required for SEND Portal forms.

Document Format

You can print the document in MS Word or PDF format. The default is **WORD**.

Bookmark

Bookmarks are not required for SEND Portal forms.

Page Break

Select the check box if you wish to insert a page break after each panel.

Changing the Font Type and Size

You can change the format of the printouts in the *CCSGenericPrintSettings.ini* file, which is located in the same folder as the **CCSEnterprise.exe**. This .ini file enables you to edit the font type and font size for:

- Panel Title
- Sub-Title.

Inserting a Logo

When a SEND Portal form is printed, you can insert a logo on the plan.

Add a logo as a .jpg to a directory on your local workstation. Then open the *CCSGenericPrintSettings.ini* in the **Capita Childrens Services System** folder and enter the **Logo Path** section as follows:

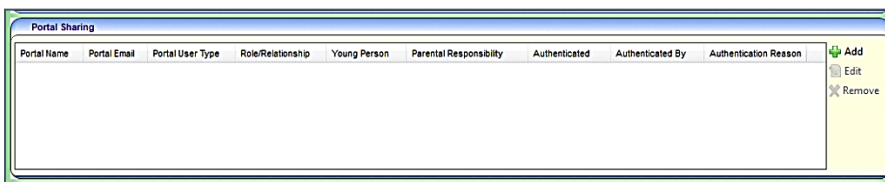
```
-- Logo Path  
LOGOPATH=D:\LOGO\print_logo.JPG
```

Portal Sharing

A key component of SEND enables users of the different portals to share information. The local authority can control which portal users involved with a child can see SEND information. This includes information that is coming into the local authority and also information going out to other organisations and parents.

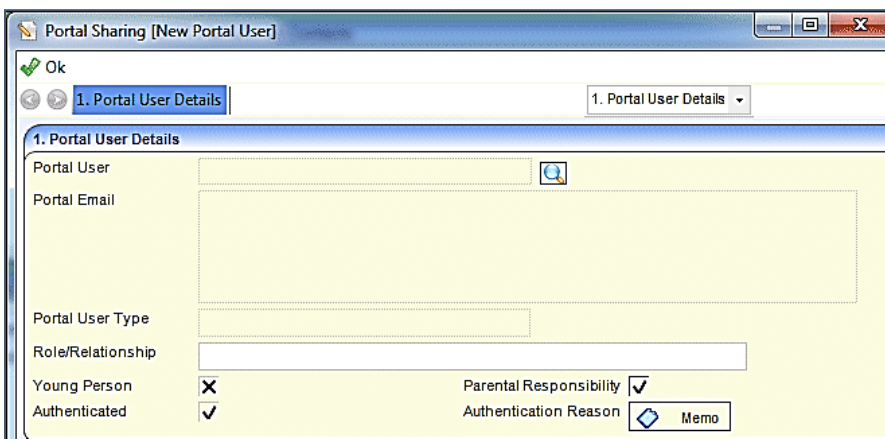
The **Portal Sharing** functionality is available in the v4 Client via **Focus | People | Students | Student Details | Involvements | EHCP Assessment Involvement**.

The **Portal Sharing panel** enables you to record details of any portal users. You can also indicate whether that person has been authenticated to view forms and files uploaded via the Citizen or Professional Portal.



To add a portal sharing user:

1. Click the **Add** button to display the **Portal Sharing [New Portal User]** dialog.



2. Enter the required information:

Portal User – use the browse button to select the name of the portal user.

Portal Email – automatically populated when the user is selected.

Portal User Type – automatically populated when the user is selected. If a Professional portal user is selected, this information is automatically shared on the Professional portal.

Role/Relationship – enter a role or a relationship. If this is a professional role, then the field is automatically populated.

Young Person – select this check box if the portal user is a young person.

Parental Responsibility – select this check box if the portal user has parental responsibility.

Authenticated – selecting this check box displays the following message:

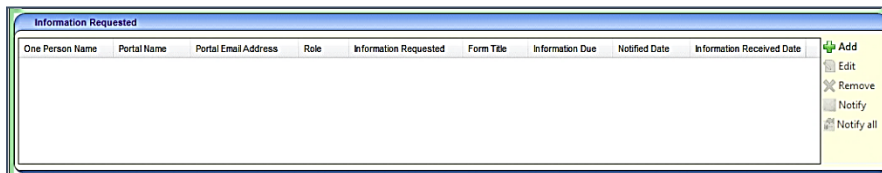
Are you sure you want to authenticate (*name*)? Authenticating this portal user means that they will be able to see SEND information relating to the subject on this involvement form.

Authentication Reason – this is added as a memo.

3. Click the **OK** button.
4. Click the **Save** button on the EHCP Assessment involvement form.

Recording Information Requested

The **information Requested** panel is located on the student's **EHCP Assessment Involvement**. This panel enables you to record details of any information that has been requested. This includes details about the portal user who information has been requested from.



To add details about requested information:

1. Click the **Add** button to display the **Information Requested [New Info Requested]** dialog.

2. Enter the required information:

Portal Name – select the portal user.

One Person – select the person from the One database.

Form – select the form that was submitted via the Citizen portal.

Portal Email Address – automatically populated when the portal user is selected.

Role – enter the user’s role.

Information Requested – enter the details of the requested information.

Information Due – select a date.

Notified Date – select a date.

Information Received Date – select a date.

3. Click the **OK** button.
4. Click the **Save** button on the EHCP Assessment involvement form.

Alerts

Portal messages (alerts) are set up in the v4 Client via **Tools | Administration | Alert Definition**. They are used to keep parents, young people and professionals informed about SEND processes, e.g. if a person has been authenticated as a portal user or to request additional information. Only authenticated portal users on a child or young person’s EHCP assessment involvement can receive portal messages.

Two types of alerts can be set up for portal messages:

- **Trigger** – a portal message is sent when a specific action occurs (the trigger).
- **Scheduled** – a portal message is sent at a pre-defined time.

Setting up a Trigger Alert

A trigger alert is made up of the following elements:

- A definition
- A selection of fields
- A recipient
- An action.

Alert Definition

1. In the v4 Client, select **Tools | Administration | Alert Definition | New** to display the **Alert Definition [New Alert Definition]** page.

On the **Alert Definition** panel, the **Alert Definition ID** is a system generated number.

2. Select the **Trigger Alert Type**.
3. Enter a **Reason for Alert**.
4. Enter a **Description**.

Active is checked when the alert is activated, after it has been saved. The **Activate** button cannot be used to activate a new alert.

Predefined is a system generated field and cannot be edited.

Field Selection

1. On the **Trigger Alert** panel, select an **Alert Based On** context; either *Involvements – Portal Sharing* or *Involvements – Info Requested*.

The **Database Trigger** and the table name are automatically populated.

Field	Alert When Changed	Only When Changed From	Only When Changed To
INV FORM SEN PORTAL SHARING ID	<input checked="" type="checkbox"/>		
INVOLVEMENT ID	<input checked="" type="checkbox"/>		
PUBLIC USER ID	<input checked="" type="checkbox"/>		
PORTAL USER ROLE	<input checked="" type="checkbox"/>		
AUTHENTICATED	<input checked="" type="checkbox"/>		
MEMO ID	<input checked="" type="checkbox"/>		
LAST UPDT	<input checked="" type="checkbox"/>		
UPDATED BY	<input checked="" type="checkbox"/>		
PARENTAL RESPONSIBILITY	<input checked="" type="checkbox"/>		
AUTHENTICATED BY	<input checked="" type="checkbox"/>		
IS YOUNG PERSON	<input checked="" type="checkbox"/>		

2. Select the **Field Selection** tab to display all of the fields according to the context selected in the **Alert Based On** drop-down list.
3. Select the **Alert When Changed** check boxes of the fields that, when changed, will trigger a portal message.
4. Click the **Save** button.

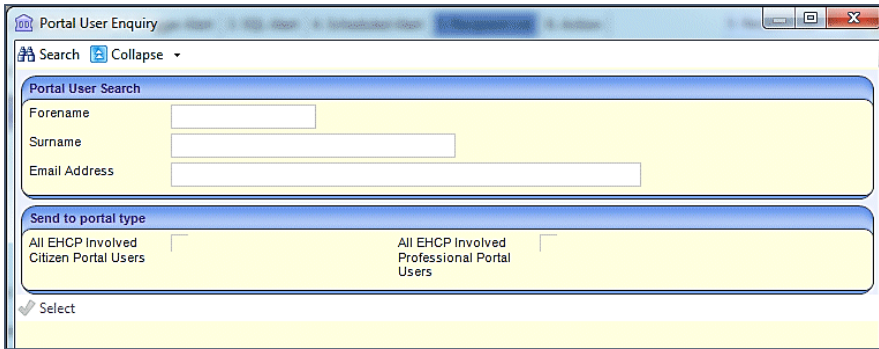
Once the alert has been created, you need to add a recipient.

Recipients

Alerts require at least one recipient. To add a recipient:

1. On the **Alert Definition** page, go to the **Recipient List** panel.

2. Click the **Add Portal Users** button to display the **Portal User Enquiry** dialog.



3. If you wish to send the portal message to just one portal user, use the **Portal User Search** panel to locate the person. The results are displayed below the panels.
4. If you wish to send the portal message to all EHCP involved users, select the required check box on the **Send to portal type** panel.
5. Click the **Select** button to return to the **Recipient List** panel.

Selecting **All EHCP involved Citizen Portal Users** and/or **All EHCP Professional Portal Users** displays the following message:

The recipients of this alert will be authenticated *<Portal/Citizen Portal/Professional Portal>* users that are on a child or young person’s EHCP Assessment Involvement.

Depending on your selection of users, the **Recipient List** panel displays as:

Type	Name	Description	Email Address	Email	Popup	Workflow	Portal Message
Citizen	n/a	n/a	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Citizen	n/a	All EHCP Involved Citizen Portal Users	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professional	n/a	All EHCP Involved Professional Portal Users	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recipients can be removed by highlighting the row and clicking the **Remove** button.

Before you can continue, an action (the way the alert is delivered) must be defined.

Actions

Alerts require an action to be defined. To define an action for a portal message alert:

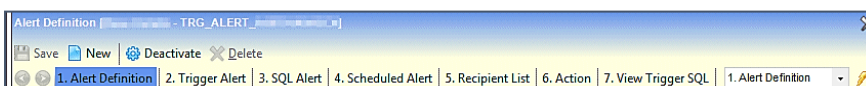
1. On the **Alert Definition** page, go to the **Action** panel.



2. Select the **Portal Message** section.
3. Select a **Template** from the drop-down.
4. Click the **Save** button. The following message is displayed:

Do you want to activate the alert?

5. Click the **Yes** button; this activates the alert immediately and the **Activate** button at the top of the page changes to **Deactivate**.



More Information:

RG_Administration_Creating Trigger Alerts available from the [One Publications](#) website.

Setting up a Scheduled Alert

Scheduled alerts are created so that a message can be sent on a specific date.

The scheduled alert functionality is linked to the configuration tool which determines the frequency of checking for background tasks, e.g. the job scheduler.

More information:

v4 *Scheduled Tasks* technical guide, available on the [One Publications](#) website.

A scheduled alert is made up of the following elements:

- A definition
- An SQL query
- A recipient
- An action.

Alert Definition

1. In the v4 Client, select **Tools | Administration | Alert Definition | New** to display the **Alert Definition [New Alert Definition]** page.

On the **Alert Definition** panel, the **Alert Definition ID** is a system generated number.

2. Select the **Scheduled Alert Type**.
3. Enter a **Reason for Alert**.
4. Enter a **Description**.

Active will be checked when the alert is activated, after it has been saved. The **Activate** button cannot be used to activate a new alert.

Predefined is a system generated field and cannot be edited.

SQL Query

1. On the **Scheduled Alert** panel, enter the **SQL Query**. You can only use *Select* statements and you cannot include parameters in the **SQL Query** field.

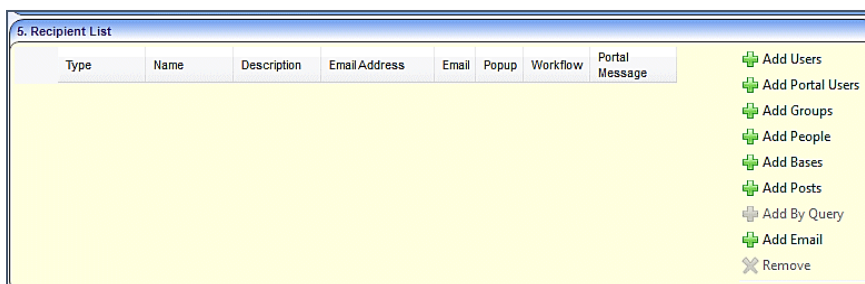
- If required, select the **Include SQL Result** check box to enable repetition of the SQL message in the output.
- If you want to fire a message regardless of the values returned, select the **Fire Alert if Row Returned** check box.
- Enter the date and time for **Alert next scheduled**.
- Enter a number to **Repeat every** Minute(s), Hour(s), Day(s), Week(s) or Month(s).
- Click the **Save** button.

Once the alert has been created, you need to add a recipient.

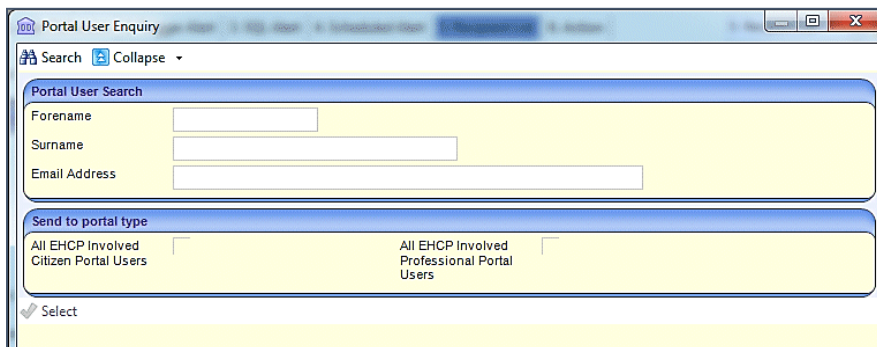
Recipients

Alerts require at least one recipient. To add a recipient:

- On the **Alert Definition** page, go to the **Recipient List** panel.



- Click the **Add Portal Users** button to display the **Portal User Enquiry** dialog.



- If you wish to send the portal message to just one portal user, use the **Portal User Search** panel to locate the person. The results are displayed below the panels.
- If you wish to send the portal message to all EHCP involved users, select the required check box on the **Send to portal type** panel.
- Click the **Select** button to return to the **Recipient List** panel.

Selecting **All EHCP involved Citizen Portal Users** and/or **All EHCP Professional Portal Users** displays the following message:

The recipients of this alert will be authenticated *<Portal/Citizen Portal/Professional Portal>* users that are on a child or young person’s EHCP Assessment Involvement.

Depending on your selection of users, the **Recipient List** panel displays as:

Type	Name	Description	EmailAddress	Email	Popup	Workflow	Portal Message
Citizen		n/a		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Citizen	n/a	All EHCP Involved Citizen Portal Users	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professional	n/a	All EHCP Involved Professional Portal Users	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

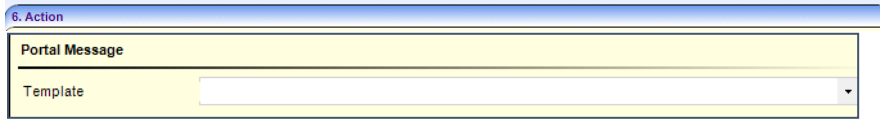
Recipients can be removed by highlighting the row and clicking the **Remove** button.

Before you can continue, an action (the way the alert is delivered) must be defined.

Actions

Alerts require an action to be defined. To define an action for a portal message alert:

1. On the **Alert Definition** page, go to the **Action** panel.



2. Select the **Portal Message** section.
3. Select a **Template** from the drop-down.
4. Click the **Save** button. The following message is displayed:

Do you want to activate the alert?

5. Click the **Yes** button; this activates the alert immediately and the **Activate** button at the top of the page changes to **Deactivate**.



More Information:

RG_Administration_Creating Scheduled Alerts available from the [One Publications](#) website.

08 | Completing SEND Forms

Creating an Account

Before a parent, carer, guardian or young person can log in to the One Citizen Self Service portal, they must create an account by registering with their local authority.

When they register, they will be asked to agree to the GDPR Consent Statement.

To register for a Citizen Self Service portal account the parent must complete the following procedure:

1. Open the URL for the One Citizen Self Service portal, sent by the local authority, in a web browser to display the **Citizen Portal Home** page.

The screenshot shows a web browser window with the title 'Citizen Portal'. The navigation bar at the top contains a home icon, the text 'Home', and buttons for 'Login' and 'Register'. Below the navigation bar, there is a 'Login' panel on the left with the text 'Don't have an account? Please register'. The panel contains two input fields: 'Email Address' and 'Password', followed by a blue 'Login' button and a link for 'Forgotten your password?'. To the right of the login panel is a large, light grey rectangular area, likely a placeholder for a GDPR Consent Statement.

2. Click the **Register** button on the navigation bar or click the **Please register** link on the **Login** panel to display the **Data Protection** window with the current GDPR Consent Statement. There is an option to display the information in English or Welsh.

Completing SEND Forms

Data Protection

You must provide consent for the Authority to use your information for the purpose shown below. If you do not wish to provide consent, you can not proceed with registration.

GDPR Consent Statement March (V2) 2018

Version 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eget finibus mi. Etiam sollicitudin laoreet neque, id laoreet ipsum iaculis sed. Suspendisse vestibulum, nisl non volutpat ullamcorper, lacus risus sagittis enim, nec commodo libero dolor sed ante. Nullam suscipit tortor dapibus velit condimentum, id dapibus nulla condimentum. Fusce vitae magna libero. Suspendisse sed dapibus risus. Nulla accumsan dui sit amet mollis efficitur. Nulla facilisis dolor ac posuere bibendum.

Nulla eu luctus nulla. Vivamus ac luctus justo. Sed sed massa turpis. Integer ac tellus ipsum. Vivamus enim augue, tincidunt eleifend venenatis eu, laoreet sed nisl. Donec porttitor nibh ac nunc convallis, et scelerisque felis condimentum. Etiam varius accumsan volutpat. Duis sit amet vestibulum velit. Duis vitae leo porta, cursus augue in, ultrices odio. Ut rutrum aliquet volutpat.

Donec nec ultricies arcu, id mattis massa. Aenean viverra mauris metus, ac lobortis enim maximus vel. Nunc et iaculis neque. Donec et neque suscipit, laoreet orci quis, ultricies leo. Mauris dictum ligula velit, vitae auctor odio fermentum id. Aenean id velit risus. Quisque sit amet rhoncus mi. Sed laoreet porta nibh eget eleifend. Sed sit amet urna sit amet odio ullamcorper consectetur. Aenean in metus nec odio gravida interdum. Curabitur vel risus ullamcorper, scelerisque eros id, tristique lacus. Cras hendrerit, dui sit amet ornare auctor, leo ligula bibendum dui, eget consequat ex metus lacinia augue. Sed eget vehicula sem. Mauris commodo nisi id odio tempus, pulvinar maximus leo fringilla. Cras dapibus malesuada lorem, id rutrum justo. Mauris porta nunc dui.

Curabitur in lacinia erat, sed porttitor ex. Ut nisi sapien, convallis sed vulputate eu, ullamcorper sit amet tortor. Sed id turpis vestibulum, eleifend lacus vel, egestas justo. Nam eget augue sodales, feugiat ipsum id, vestibulum libero. Aliquam id metus auctor, fringilla massa tempus, porta lectus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Duis et arcu quis enim laoreet tempor.

I agree to the above usage policy

[Continue](#)

3. Read the contents of the statement. Select the check box to agree to the GDPR Consent Statement and click the **Continue** button to display the **Registration** page.
4. Enter the ***Required field** security information: **Email Address, Confirm Email, Password** (click the **Show** button to view the password as you type), **Title, Forename, Surname, Gender**.

Registration

You need to first register with an account to access the SEND system. Please contact the SEND team if you need assistance.

*** Required field**

Email Address *

Confirm Email *

Password * [Show](#)

Title *

Forename *









Surname *

Gender *

If you need help with your address, use the Post Office's [Postcode Finder](#).

Find Address [Search](#)




5. To find your address, enter your full postcode and click **Search**.
If you need help with your address, use the Post Offices's [Postcode Finder](#).
6. Select an address from the list. Only addresses marked as **Active** will be displayed.
 - a. If the address you have selected is incorrect, click the **Use Another Address** button to search again.
 - b. If your address is not in the list, click the **Not able to find your address?** button.

House Number		100
House Name		
Building Name		
Street Name		
District / Village		
Town		
County		
Postcode *		
Country		Please select ▼

Enter the new address details; **Postcode** is mandatory

7. The **Home Phone**, **Mobile Number** and **Work Phone** are optional.

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

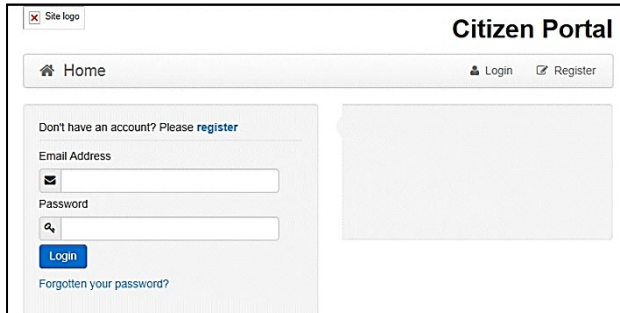
Home Phone		<input type="text"/>
Mobile Number		<input type="text"/>
Work Phone		<input type="text"/>

8. Click the **Submit Registration** button; you will receive an email asking you to activate your account by confirming your email address.
9. Click the link in the email to confirm your email address and complete the registration. You can now log in to the One Citizen Self Service portal, using the password you created when you registered.

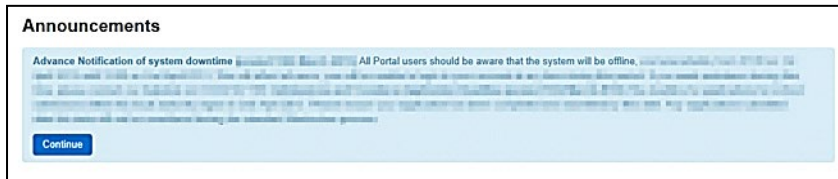
Logging in to the Citizen Portal

To log in to the Citizen Self Service portal, the parent completes the following procedure:

1. Open the URL for the One Citizen Self Service portal, sent by the System Administrator, in a web browser to display the **Citizen Portal Home** page.



2. Enter the **Email Address** you used to register for the One Citizen Self Service portal.
3. Enter your **Password**.
4. Click the **Login** button to display the **Announcements** page.



Note: The **Announcements** page displays only if the local authority has set up any announcements regarding the portal.

The text for the above page is edited via **One v4 Online | Citizen Portal Admin | Administration | General Administration | Edit Resources | Resource Configuration Title | Markdown | Text Blocks | Announcements**.

5. Click the **Continue** button to display the **Home** page.
6. If the LA has updated its **Data Protection Consent Statement**, a **Data Protection** dialog is displayed.
 - i. On the **Data Protection** dialog, select the checkbox to agree to the confirmation.
 - ii. Click the **Continue** button. A confirmation message displays to conform your consent

Important Note: It is now possible to enable a second verification step to increase your security. For more information, see [Two Step Verification](#) on page 75.

Two Step Verification

Enabling Two Step Verification

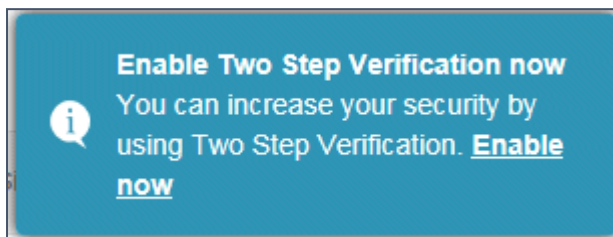
Two step verification is an additional process to increase your security when logging onto the portals. This process is mandatory if you wish to use Special Educational Needs and Disabilities (SEND).

The first time you log onto the Citizen Portal you are given the option to enable the two step verification process. If you try to log onto SEND without enabling the two step verification process, the following message is displayed:

This area requires Two Step Verification to be enabled before you can access it.
Please enable this in My Account before continuing.

To set up two step verification:

1. Log onto the One Citizen Self Service portal using the email address and password you used to register.
2. Click the **Login** button to display the **Enable Two Step Verification now** dialog. This dialog is only available for a few seconds. If it disappears, the two step verification process can be enabled via **My Account | Two Step Verification**.



3. Click the **Enable now** link to display the **My Account | Two Step Verification** page.

Two Step Verification

Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

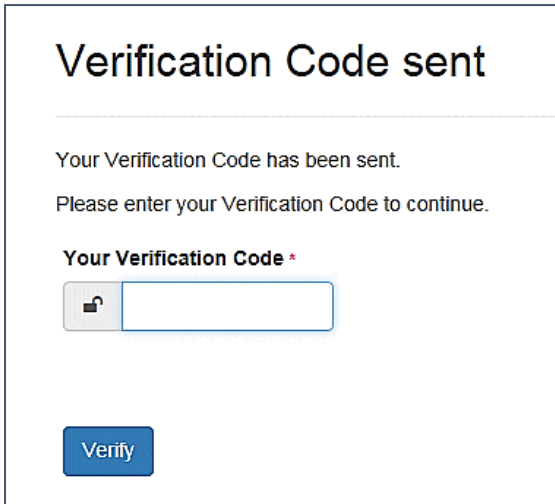
Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.

Preferred method

Email

4. To receive a verification code to your registered email address, select **Email** from the **Preferred method** drop-down.
5. Click the **Save** button.
You will be signed out and will need to sign in again.
6. Log in; this time when you log in, the following dialog is displayed:



7. Locate the email containing your verification code.
8. Copy and paste your verification code into the box.
9. Click the **Verify** button.

If you enter an incorrect verification code, the following warning is displayed:

The Verification Code you entered is invalid. Please try again. Codes expire after 5 minutes and are 6 numbers long. If you make 4 incorrect attempts, your account will be locked for 4 minutes before you can sign in again.

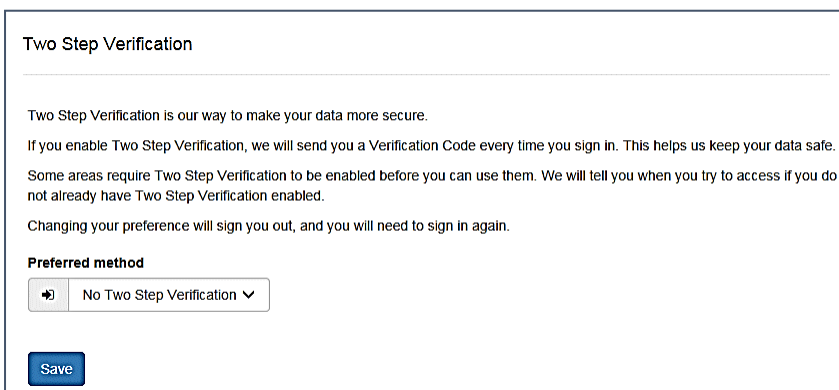
Disabling Two Step Verification

The two step verification process is mandatory for users of Special Educational Needs & Disabilities (SEND) and therefore cannot be disabled. If you try to access the SEND module, the following message is displayed:

This area requires Two Step Verification to be enabled before you can access it.
Please enable this in My Account before continuing.

To disable two step verification in a different module:

1. Log in to the portal for which you want to disable two step verification.
2. Select **My Account | Two Step Verification** to display the **Two Step Verification** page.



3. Select **No Two Step Verification** from the **Preferred** method drop-down.
4. Click the **Save** button.

You will be signed out and will need to sign in again.

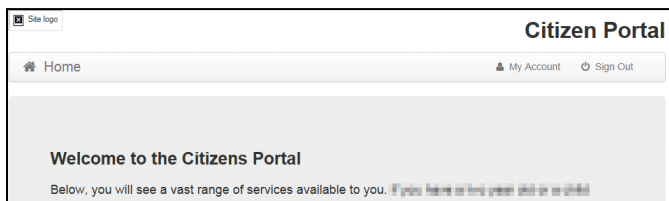
Applications

Parents, carers and guardians can make applications for school places, free school meals, transport, funded early education for two year olds and special educational needs and disabilities via the One Citizen Self Service portal.

In addition, it enables school staff members, governors and members of the general public to apply for training courses.

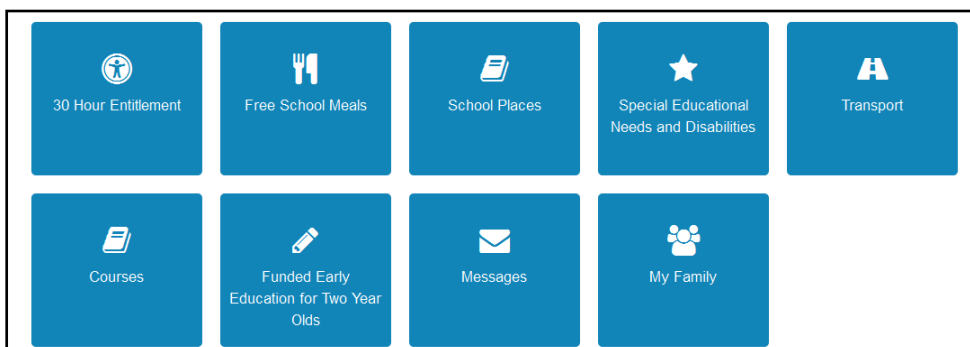
- All of the screens below can be edited by the local authority via **One v4 Online | Citizen Portal Admin | Administration | General Administration | Edit Resources**. For more information, see [Edit Resources](#) on page 25.

Home Page



The **Home** page displays the following services that are available to the parent, carer, guardian or young person:

- 30 Hour Entitlement
- Free School Meals
- School Places
- Special Educational Needs and Disabilities
- Transport
- Courses
- Funded Early Education for Two Year Olds
- Messages
- My Family.



From here, the Citizen portal user can manage their account, check the validity of extended entitlement codes, make applications for school places, free school meals, transport, courses, funded early education for two year olds and complete special educational needs and disabilities forms. They can also view any messages from the local authority regarding their applications and make changes to their family.

Note: The text for the above page is edited via **One v4 Online | Citizen Portal Admin | Administration | General Administration | Edit Resources | Resource Configuration Title | Home Tiles**.

Completing SEND Forms

The header on the **Home** page displays buttons for **My Account** and **Sign Out**. Clicking the **My Account** button displays the following account details:

- **Personal Details**
- **Contact Details**
- **Change Email Address**
- **Change Password**
- **Change of Circumstances**
- **Two Step Verification**
- **Consent History**
- **Withdraw Consent.**

For more information, see [My Account](#) on page 80.

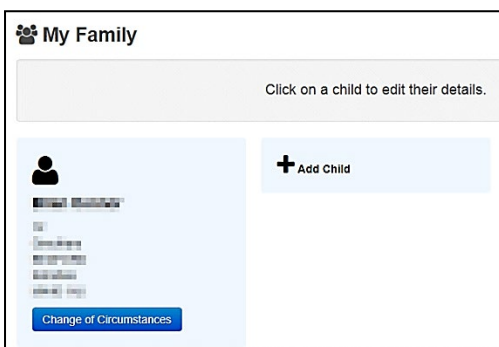
The footer on each page displays the following links, containing information set up by the local authority:

- **About** – displays information about the Local Authority.
- **Contact Us** – displays local authority contact details such as address, phone numbers and email addresses.
- **Terms and Conditions** – displays the terms and conditions for using the Citizen Self Service portal.
- **Privacy Notice** – displays additional information.

Cookies Policy – displays information of how cookies are used on the website.

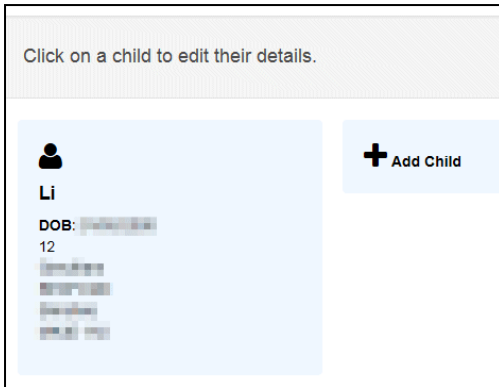
My Family

The **My Family** area of the **Home** page displays the details about the parent, carer or guardian making an application.



Clicking the **Change of Circumstances** button displays a message from the local authority to contact them if any circumstances change, as this may affect their application.

Any existing children are displayed next to the parent, carer or guardian.



Click on a child to view or edit their details

Click the **Add Child** button to add another child to the family's application.

For more information, refer to [Adding a Child](#) on page 79.

Adding a Child

To add a child to a parent's account:

1. Select **Citizen Portal | Home | My Family | Add Child** to display the **Add Child** dialog.

The screenshot shows the "Add Child" dialog form. It contains the following fields and options:

- Forename *
- Middle Name
- Surname *
- Gender * (Please select a gender)
- Date of Birth *
- Current School * (Please Select Current School)
- Relationship to Child * (Please select)
- Parental Responsibility * (Yes/No)
 - Yes
 - No
 - If you have legal responsibility for this child, select Yes
- Select Address *

At the bottom, there are three buttons: "Cancel", "Click to add new address", and "Add Child".

2. Enter the required information about the child.
 - a. If the child's address is listed, then select the address.
 - b. If the child lives elsewhere, select the **Click to add new address** button to display the **Find Address** dialog.
 - i. Enter the full **Postcode** and click **Search** to display the list of addresses matching your postcode. Only addresses marked as **Active** will be displayed.

Completing SEND Forms

Contact Details

Find Address

- Amphill Road, BEDFORD, Simshire, MK42 9JP
- Flat 1, 1-3, Tracy Avenue, Kempston, Bedfordshire, MK42 9JP
- 100, Tracy Avenue, Kempston, Bedfordshire, MK42 9JP
- 101, Tracy Avenue, Kempston, Bedfordshire, MK42 9JP
- 102, Tracy Avenue, Kempston, Bedfordshire, MK42 9JP

[Not able to find your address?](#)

- ii. Select the address (you may need to scroll down).
- iii. If your address is not listed, click the **Not able to find your address?** button.
- iv. Enter the new address details. **Postcode** is mandatory.

House Number	<input type="text" value="100"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="100 Tracy Avenue"/>
District / Village	<input type="text"/>
Town	<input type="text" value="Kempston"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK42 9JP"/>
Country	<input type="text" value="Please select"/>

3. Click the **Add Child** button to save the details.

The child is added to the **My Family** area, ready for an application to be made.

NOTE: The maximum number of characters for a child's forename is 15, for a midname it is 25 and for a surname it is 30. If you exceed these levels, a message is displayed asking you to contact your local authority if you need to enter a name that is longer than the field allows.

My Account

A Citizen Portal user can manage the following details by clicking the **My Account** link on the top of the **Home** page:

- Personal Details
- Contact Details
- Change Email Address
- Change Password
- Change of Circumstances
- Two Step Verification
- Consent History
- Withdraw Consent.

Personal Details

To add your personal details:

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account** at the top of the page.
3. Select **Personal Details**.
4. Enter information into the fields displayed in the following graphic. Click in a field to display the relevant tooltip.

Personal Details

Title

👤

▼

Forename

👤

Surname

👤

Gender

👤

▼

5. Click the **Save** button.

NOTE: A validation message is displayed if any of the personal details are changed.

Contact Details

To edit your contact details:

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account** at the top of the page.
3. Select **Contact Details**.

Contact details

Address

Home phone number

Mobile phone number

Work phone number

Email address

4. To edit your address, click **Use Another Address** to display the **Find Address** dialog.
5. Enter a full or partial postcode and click the **Search** button to display a list of addresses for that postcode. Only addresses marked as **Active** will be displayed.

Find address

- 1, Brackley Road, Bedford, MK42 9SD
- 1a, Lancaster Avenue, Bedford, MK42 0UB
- 2, Kempston Road, Bedford, MK42 9DX
- 2, Faraday Square, Bedford, MK42 9ND
- 2, Duckmill Lane, Bedford, MK42 0AL
- 2, King William Road, Kempston, Bedford, MK42 7AT
- 2a, The Links, Bedford, MK42 7JS
- 2b, Kingston Court, Riverside Close, Bedford, MK42 9
- 3, Vyne Close, Kempston, Bedford, Bedfordshire, MK4
- 4, Oak Road, BEDFORD, Simshire, MK42 0HJ

- a. Select your address from the list (you may need to scroll down). There is no limit to the number of addresses that are displayed in the search results list.
- b. If your address is not in the list, click the **Not able to find your address?** button.

Enter the new address details. Click in a field to display the relevant tooltip.

- Use another address

House number

House name

Building name

Street name

District

Town

County

Postcode *

Country Please select ▼

Home phone number

Mobile phone number

Work phone number

Email address

Save

6. Click the **Save** button to display the **Update address for children** dialog.

Update address for children

Select children who have also changed address

	Forename	Surname	Current address
<input type="checkbox"/>	Child1	Smith	1 Street Town Postcode
<input type="checkbox"/>	Child2	Smith	1 Street Town Postcode
<input type="checkbox"/>			

Close
Update

Completing SEND Forms

Select children as required to change their address to the new address.

7. Click the **Update** button to update selected records.

NOTE: If a child's address is amended in **My Family** the **Update address for other people** dialog will be displayed prompting you to change the address of anyone listed in **My Family**, including the account holder.

Change Email Address

To change your email address:

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account** at the top of the page.
3. Select **Change Email Address**.
4. The following warning is displayed:

Please be advised that you will be signed out of the system and an email will be sent to your new email address containing instructions. You will not be able to log back into the system until you have followed the instructions. Please ensure the email address supplied is correct.

5. Click the **Next** button.
6. Enter information into the fields displayed in the following graphic. Click in a field to display the relevant tooltip.

Change Email Address

New Email Address *

Confirm New Email *

Password *

Submit

7. Click the **Submit** button.

Change Password

To change your password:

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account** at the top of the page.
3. Select **Change Password**.
4. Enter your **Current Password**.

Use the **Show** button to view your password as you type.

5. Enter your **New Password**.

Use the **Show** button to view your new password to confirm it matches your previous password..

6. Click the **Submit** button.

Change of Circumstances

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account** at the top of the page.
3. Select **Change of Circumstances**.

If you need to record a change to your circumstances, you must contact your local authority.

4. Click [Contact us](#) to open an email.
5. Click the **Back** button to return to the **Home** page.

Two Step Verification

Two step verification is an additional process to increase your security when logging onto the Citizen Portal.

NOTE: This process is mandatory if you wish to use *Special Educational Needs and Disabilities (SEND)*.

Enabling Two Step Verification

To set up two step verification:

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account at the top of the page**.
3. **Select Two Step Verification.**

Two Step Verification

Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

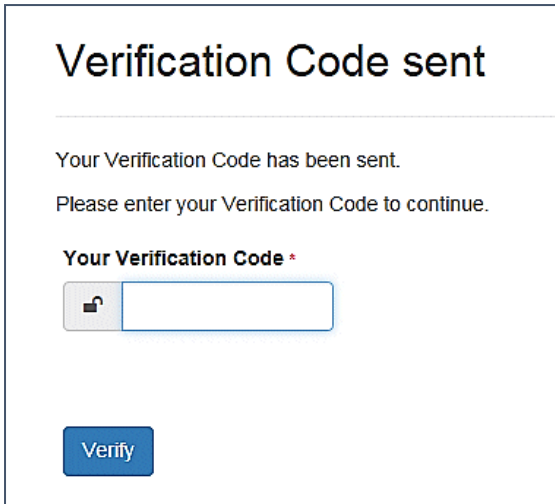
Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.

Preferred method

Email

4. To receive a verification code to your registered email address, select **Email** from the **Preferred method** drop-down.
 5. Click the **Save** button.
- You will be signed out and will need to sign in again.
6. Log in; this time when you log in, the following dialog is displayed:



7. Locate the email containing your verification code.
8. Copy and paste your verification code into the box.
9. Click the **Verify** button.

If you enter an incorrect verification code, the following warning is displayed:

The Verification Code you entered is invalid. Please try again. Codes expire after 5 minutes and are 6 numbers long. If you make 4 incorrect attempts, your account will be locked for 4 minutes before you can sign in again.

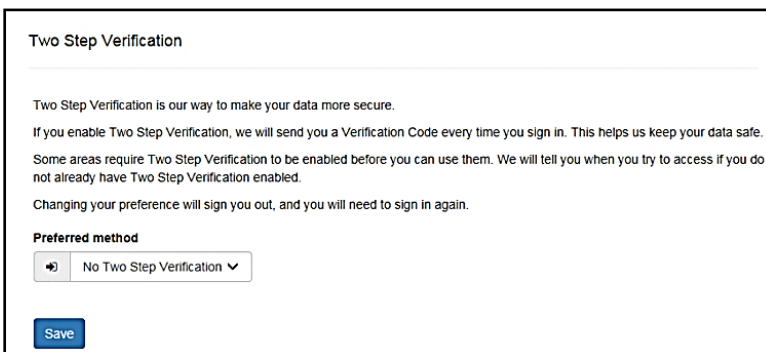
Disabling Two Step Verification

The two step verification process is mandatory for users of Special Educational Needs & Disabilities (SEND) and therefore cannot be disabled. If you try to access the SEND module, the following message is displayed:

This area requires Two Step Verification to be enabled before you can access it.
Please enable this in My Account before continuing.

To disable two step verification:

1. Select **My Account | Two Step Verification** to display the **Two Step Verification** page.



2. Select **No Two Step Verification** from the **Preferred method** drop-down.
3. Click the **Save** button.

You will be signed out and will need to sign in again.

Consent History

This page displays a history of your agreements for the Local Authority to use your information in compliance with current data protection regulations.

7. Log onto the Citizen Portal using the email address and password you used to register.
1. Select **My Account** at the top of the page.
2. Select **Consent History** to display the **Consent History** page.

Local Authority Consent Statement	You consented on:
[Redacted]	[Redacted]
[Redacted]	[Redacted]

This is a read-only page.

Withdraw Consent

If you no longer wish the LA to use your information in the way described in its consent statement, you can review the current statement and start the withdrawal process. Once you have withdrawn your consent, you will no longer be able to access the portal from the account.

1. Log onto the Citizen Portal using the email address and password you used to register.
2. Select **My Account** at the top of the page.
3. Select **Withdraw Consent** to display the **Withdraw Consent** page.

4. Click the **Start Withdrawal of Consent** button to display the **Data Protection** dialog.
5. The dialog displays the consent statement alongside the following message:

You have previously agreed to the authority’s most recent Data Protection Consent Statement.

If you wish to withdraw your consent, click the withdraw button below.
6. Click the **Withdraw my consent** button to display the **Decline** dialog.

This is a final warning that once you have withdrawn your consent for the LA to use your information, you will not be able to access your Citizen Portal account.
7. If you do wish to withdraw your consent, click the **Withdraw my consent** button. The following message is displayed:

Completing SEND Forms

You are now being logged out from your Citizen Portal account.

You can no longer use this Citizen Portal account. If you wish to use the Citizen Portal in future to access the authority's services, you will need to register again in the Citizen Portal.

- Click the **OK** button. The Citizen Portal is closed.

Completing Special Educational Needs and Disabilities Forms

The One Citizen Self Service portal, in conjunction with the One Professional portal, enables local authorities to create flexible special educational needs and disabilities (SEND) form templates which parents, carers, young people and professionals can complete.

Parents, carers and young people can complete forms relating to SEND processes, as defined by the local authority. The forms are submitted to the local authority, who in turn manage the incoming forms via **v4 Client | Focus | Services | SEND Portal Management**.

Forms submitted on the One Citizen Self Service portal or the One Professional portal are available on the child's chronology, once the SEND team has approved them.

More Information:

One SEND Professional Portal Handbook available from the [One Publications](#) website.

Completing and Submitting SEND Forms

All of the following screens can be edited by the local authority via **One v4 Online | Citizen Portal Admin | Home | Administration | General Administration | Edit Resources | Resource Configuration Title | Text Resources | SEND**. For more information, see the *Edit Resources* section in the *General Administration* chapter.

It is possible for both parents to have a Citizen Portal account and submit the same form for a child to the local authority. After the forms are approved, they both display as an event on the child's chronology.

To complete a Citizen Portal form, the parent, carer or young person completes the following procedure:

NOTE: As the pages are configurable by the local authority, the graphics below are examples only.

- Select **Citizen Portal | Home | Special Educational Needs and Disabilities** to display the **Choose Person** page.

Choose Person

Please select the child you would like to complete Special Educational Needs and Disabilities actions for. If you have not already added a child to your account, please select Add Child.

If you would like to complete a Special Educational Needs and Disabilities action for yourself, please select the tile containing your own details.

+ Add Child

Back

2. Select the child you wish to complete a form for to display the **Forms** page.
If the child is not listed, click the **Add Child** button. **Error! Bookmark not defined.**
3. To make an application for yourself, select the tile containing your details to display the **My Details** page. Check your details are correct.

- a. If your details are correct, go to **Step 4**.
- b. To change your address, click **Use Another Address** to display the **Find Address** dialog.
 - i. Enter your full postcode and click the **Search** button to display a list of addresses for your postcode.

- ii. Select your address from the list (you may need to scroll down).
There is no limit to the number of addresses that are displayed in the search results list.
- iii. If your address is not in the list, click the **Not able to find your address?** button.
- iv. Enter the new address details. Click in a field to display the relevant tooltip.

Completing SEND Forms

Use Another Address

House Number: 1

House Name:

Building Name:

Street Name:

District / Village:

Town:

County:

Postcode:

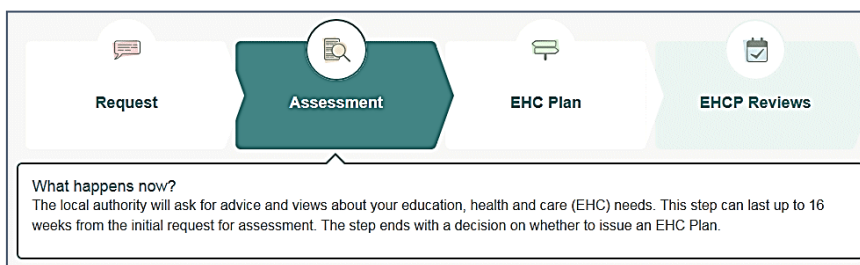
Country: Please select

- Click the **Save & Continue** button to display your or the child's home page.

A **Search all forms** browse is available on the child's home page to enable you to search for a form at any phase of the SEND process.

The SEND process goes through 4 phases:

- **Request** – The LA considers whether to undertake a statutory assessment of education, health and care (EHC) needs. This can last up to 6 weeks. The phase ends with a decision as to whether to assess. This tile then displays the **Received Date** and **Decision** date.
- **Assessment** – The LA asks for advice and views about the child's education, health and care (EHC) needs. This phase can last up to 16 weeks from the initial request for assessment. The phase ends with a decision on whether to issue an EHC Plan.
- **EHC Plan** – The LA creates a plan to meet the needs identified in the assessment. This is issued in draft, then as a final plan. The final EHC Plan is issued within 20 weeks of the initial request for assessment.
- **EHCP Reviews** – The LA considers the progress against the outcomes in the EHC Plan.



NOTE: Explanatory text beneath each stage explains what happens now. This text is configurable by the local authority when adding Form Guidance Notes.

This information is linked to the EHCP Assessment Involvement in the v4 Client. Only people who have been authenticated for portal sharing can view these details. For more information, see [Portal Sharing](#) on page 62.

Each phase is also displayed on the child's Chronology as events. For more information, see [Student's Chronology](#) on page 58.

All forms are stored in the SEND Portal Management area of the v4 Client until a decision has been made to add the child to the system. For more information, see [SEND Portal Management](#) on page 54.

- Below each phase, a list of any existing forms is displayed, relating to that phase. This information is taken from the **Form Details | Portal Process Step**.

Information we collect at this stage

As part of the Request stage, we may need to collect some information from you or others. Below you will see forms relating to this stage, including forms we may need you to complete

Request an EHC assessment for your child Submitted by you Submitted on 11/11/2018 <input type="checkbox"/> Edit	View Details
Request an EHC assessment for your child Started by you Start date 11/11/2018 <input type="checkbox"/> Delete	Continue
SEND_PARENT_RequestForm	Start

If a form is waiting for information, it will have a red indicator to highlight it.

Information we collect at this stage

As part of the Assessment stage, we may need to collect some information from you or others. Below you will see forms relating to this stage, including forms we may need you to complete

Parent/carer views for your child's EHC assessment Requested by SEND team Information due 11/11/2018	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Start</div>
--	---

- For a new form, click the **Start** button next to the form that you wish to use to display the **Introduction** page.

If any guidance notes were inserted when creating the form, they are displayed here.

- Click the **Start** button to display **Step 1** of the form.

▼ Step 1
First Question

▶ Step 2
Second Question

▶ Step 3
Third Question

▶ Step 4
Summary

The final step is always the **Summary**. The number of steps represents the number of questions created on the form builder. For more information, see [Using the SEND Portal Form Builder](#) on page 43.

- Complete all steps, clicking **Save & Continue** at the end of each step.

✓ Step 1
Group1

✓ Step 2
Group2

▼ Step 3
Group3

▶ Step 4
Group4

▶ Step 5
Summary

- If you have files to upload, see [Uploading Files](#) on page 92.
- On the **Summary** page, select the check box to confirm that you have read and agree to the declaration. This declaration is configurable according to the local authority's own processes.

Completing SEND Forms

11. Select the next check box to confirm that you have read and agree to the second declaration. This declaration is hard-coded to inform you that the information you have uploaded to the local authority could be shared with other people or professionals who may be working with your child or dependent. The declaration is as follows:

The information that you have provided on this form will be used in accordance with processes outlined in the current Special Educational Needs & Disabilities Code of Practice.

It is important that the people working with you are able to see the information you have provided and for it to be shared with them. They may also share or discuss this information with your child or dependent.

Before submitting this information, you must agree that the information provided can be shared with professionals, the local authority and your child or dependent. If you do not agree to this, you will not be able to send it using this online form.

I agree that the information I am submitting can be shared with professionals, the local authority and my child or dependent as part of the processes outline in the current Special Educational Needs & Disabilities Code of Practice.
12. Click the **Submit** button to display the **Form Submitted** page. This page informs you that the form has been submitted to the local authority.

Partially completed forms are not displayed on the **SEND Portal Management** page; only submitted forms.
13. Click the **Finish** button to move onto the next phase.
14. If required, click the **View Details** button to see the form **Summary** details.
15. If required, click the **Edit** button to make any changes to the form. The following warning is displayed:

You are editing this form – you must navigate to the final step (Summary) and Submit it again for your changes to be sent to the local authority.
16. Make the required changes. Click **Save & Continue** until the additional step **Reason for Editing** is displayed.
17. Enter the **Reason for Editing**. Click **Save & Continue** to display the **Summary** step.
18. .Select the check boxes to confirm that you have read and agree to both declarations.
19. Click the **Submit** button to finish a form and submit it to the local authority.

Uploading Files

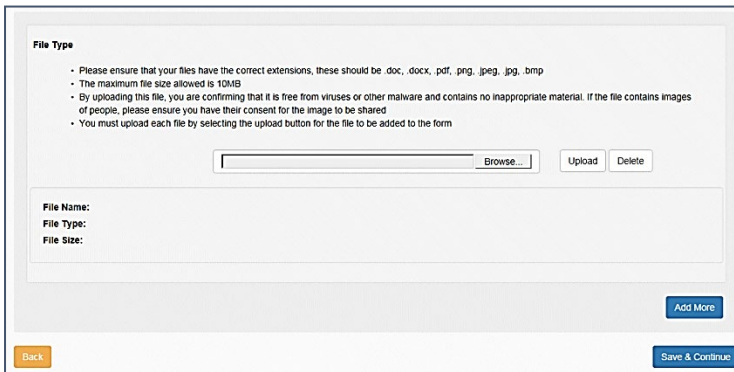
If a form contains a file upload question, a file can be uploaded (one at a time) to the local authority.

The following requirements must be adhered to:

- The files must have the correct extensions; these should be .doc, .docx, .pdf, .png, .jpeg, .jpg, .bmp.
- The maximum file size allowed is 10MB.
- By uploading this file, you are confirming that it is free from viruses or other malware and contains no inappropriate material.
- If the file contains images of people, please ensure you have their consent for the image to be shared.
- You must upload each file separately by selecting the upload button for the file to be added to the form.

To upload a file:

1. Select the required question for a file to be uploaded.

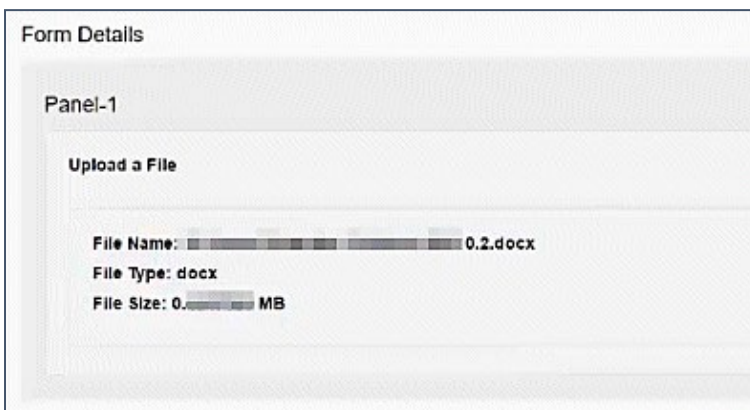


2. Click the **Browse** button to display the **Choose File to Upload** dialog.
3. Select a file.
4. Click the **Upload** button.

When the upload is complete, **File Name**, **File Type** and **File Size** are populated.

5. Click the **Save & Continue** button.

The **Summary** page displays the details of the uploaded file.



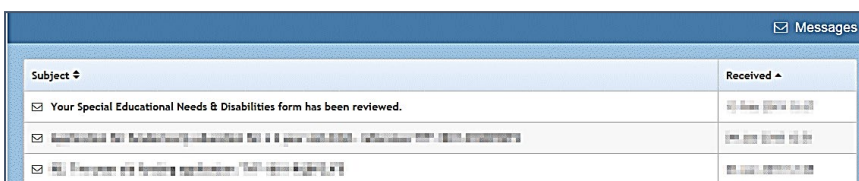
Messages

Messages are sent from the local authority, informing the parent, carer or guardian of the status of their application; keeping them informed of all processes relating to their child.

Message details are not sent directly to the Citizen Self Service portal user. A notification is sent to the user's mailbox, informing them that they have a message in their portal account. The user must log in and authenticate with the Citizen Self Service portal, before they can view the message details.

To view their messages, a parent completes the following procedure:

1. Select **Citizen Portal | Home | Messages** to display the **Messages** dialog.



2. Click the individual message to display the contents.

Completing SEND Forms

3. If information is required to complete an application, click the link to the form.

09 | Appendix - Frequently Asked Questions

Question:

Why does the *Process for EHC needs assessment and EHC plan development* diagram not show if a child or young person's case has gone to mediation or tribunal, if they are unhappy during the assessment process?

Answer:

This diagram is designed to be a simple snapshot for parents, young people and professionals (Portal users) to understand what stage of the assessment process a particular child or young person is at. As a result, it was designed to be linear with no branches. The percentage of citizens accessing the Portal with mobile devices is very high, so a diagram with no branches makes it easier for them to view without having to scroll excessively sideways to see what stage the child or young person is at.

Keeping the diagram simple also means that there aren't an abundance of business rules which affect it; meaning it is easier for LA staff to understand how what they enter on to a child or young person's involvement form reflects on their diagram.

Question:

I don't know how many files a Citizen or Professional user may want to upload to a Portal form and they can only upload one file per question. What should I do?

Answer:

Using the Form Builder, you can create a **Question Group** which contains only one **File** question. If this question group is set to be a **Repeating Group**, then it is possible for the Portal user to select the **Add More** button which repeats the question group and therefore any questions in the question group. This enables the Portal user to upload multiple files to the form.

Planning the design of forms is essential. For example, a question that will only be answered once (such as a text question asking *Views on how child/young person is doing in education*) should not be in the same question group as a question that may need to be answered multiple times (such as a file question asking for *Include supporting evidence*). This is because if this question group is set to be a repeating group just to cater for the file question, then having the other questions repeat would be redundant and left blank by the Portal user.

Note: Having questions where the answer can be inherited multiple times in repeating question groups can lead to incredibly complex scenarios when creating forms from a child or young person's chronology. Forms should not be designed in this way, as they may not behave as expected.

Question:

How can I share an electronic version of an EHC Plan to authenticated Portal users that are involved with a child or young person?

Answer:

An EHC Plan can be shared electronically using two methods:

4. As the EHC Plan is a legal document, your local authority may want the format of the electronic EHC Plan to look exactly the same as the paper copy. If so, a form can be designed using the **Form Builder** which contains a **File** question. The local authority can then upload a PDF or Word document to that file question and then share that form on the Portal. This enables all authenticated Portal users to download the EHC Plan from the Portal.
5. If the local authority develops an EHC Plan using forms in One (either EHCP forms or SEND Portal forms that are stored on a child or young person's chronology), then this form can be shared. As the content of the form being shared is viewed via the Portal user's browser, it will not look identical to a paper version of the EHC Plan, but the content will be the same.

Question:

Why should I record an **Authentication Reason Memo** for users that are in the **Portal Sharing** panel?

Answer:

This memo has been provided so the local authority can record their decision on whether they will share SEND related information with relevant Portal users. Advice from the DfE in the *Information sharing advice for safeguarding practitioners* document states:

Information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester.

This memo can also be used to record how the local authority proved the Portal user account matches the identity of the person they wish to share information with.

Question:

Why is Two Factor Authentication (2FA) required when Portal users try to access the SEND area?

Answer:

The use of two authentication factors to access a system provides an extra layer of protection; it asks the user that is attempting to login to prove their identity based on more than just their basic login details. As SEND Portal Plus is sharing out information from One via the Citizen Portal and the Professional Portal, 2FA was deemed to be a necessary feature for users to access this area.

Question:

No virus scanning takes place when an LA user uploads or downloads a file to a form. What happens if a form created by the LA, with a malicious file, is shared to Citizen users and Professional users? Will they download the virus?

Answer:

A malicious file would need to have breached the local authority's internal security systems before it can even be uploaded to a form in Capita One. However, if a virus is uploaded to a form which is shared with Portal users, the Citizen users and the Professional users will receive the following message when navigating to the form:

There was a problem completing the requested action.

This prevents the Portal users from downloading the malicious file.

Note: A virus scan takes place when Portal users are uploading files to forms, preventing them from being able to send a virus to the local authority.

Question:

How do I keep track of which professionals I have requested advice from via letters and emails using timelines and which professionals I have requested advice from using Portal message alerts?

Answer:

It is recognised that there will be a transition period where there will be a mix of people involved in SEND processes using the Portal, and a mix of people still using more traditional methods of communication (e.g. letters).

During this period, it may be necessary to send out duplicate notifications – such as letters using **Timelines** and Portal messages using the **Information Requested** functionality in involvement forms. The benefit of doing this is that a professional receives a Portal message alert instantly, compared to the posted letter asking them to submit advice. As a result, if the professional then submits their advice earlier because they were notified earlier, then this will help local authorities meet their statutory timescales for EHC assessments and plan development.

As a result, local authorities using **Timelines** functionality may find it necessary to check both the **Information Requested** panel on a child or young person's involvement, as well as their timeline, in order to keep track of this process.

Question:

Why is the **Communication Log** not updated when I send a **Portal Message Alert** to an authenticated Portal user?

Answer:

This is because the communication log only allows entries to be recorded against a One Person and Portal message alerts are sent to Portal users.

If functionality like this was to be introduced in the future, local authorities would have to link Portal users to a One Person, so that the system would know which person to store the Portal message communication log entry against.

Question:

How do I automatically put files that are uploaded on to Portal forms in to an external document management system?

Answer:

There is no existing standard functionality available to automatically store files uploaded to Portal forms to an external system.

However, please contact your Account Manager to learn more about the additional document management solutions which can be provided by the Integration Services team.

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