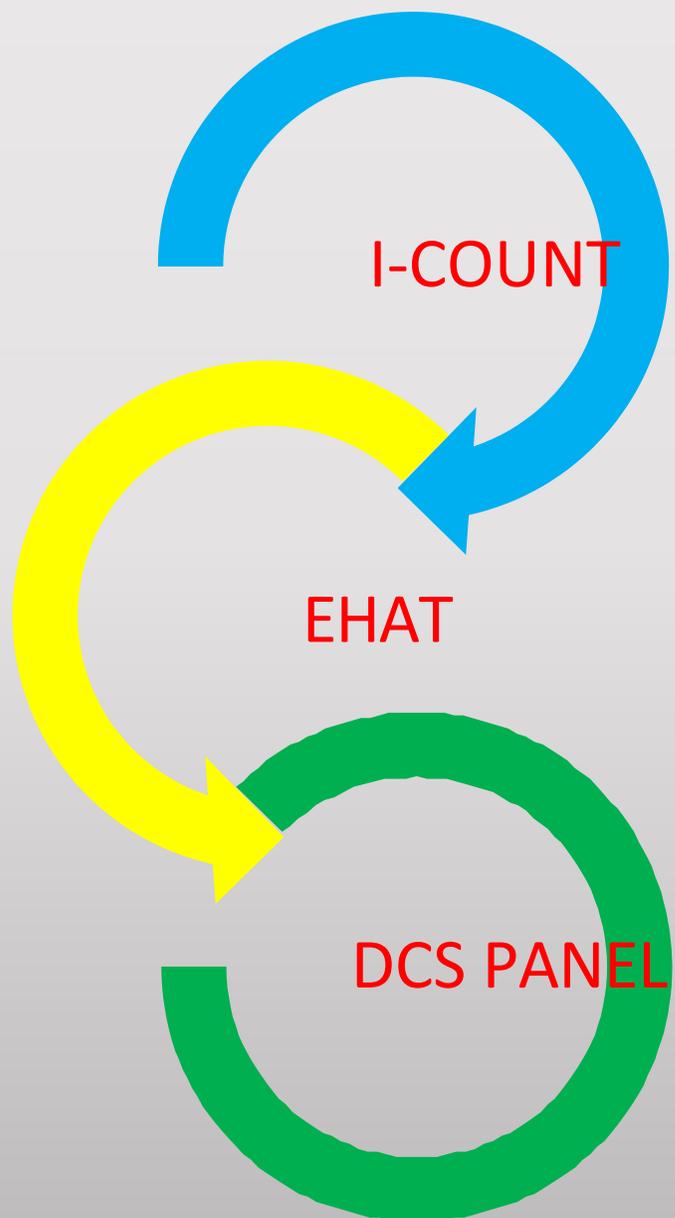


I-COUNT & DISABLED CHILDREN'S PANEL GUIDELINE



- Child/young person is identified as potentially meeting threshold as a child with a disability and able to receive Short Breaks.
- I COUNT application information found on www.sutton.gov.uk/disabledchildren , if the child meets the threshold an application completed to assess eligibility for Short Breaks.
- I COUNT application is considered at the I COUNT panel, held monthly, if registered an I COUNT card is sent out to the family and the child is considered as eligible for Short Breaks. If families do not wish to have an I COUNT card they will still need to complete an application so that DCS can assess if the child is registerable as a child with disability.

- Once I Count registered or registerable, an Early Help Assessment Tool (EHAT) is required to apply for Short Breaks is available on www.sutton.gov.uk/disabledchildren to submit a request to the Disabled Children's Panel. This is completed by the professional who knows the child best; usually school staff in co-operation with parents/carers. Parents/carers are required to sign the form for it to be submitted.

- Once Children with Disabilities have received a completed EHAT and I COUNT registration or registerable status is confirmed, a request for Short Breaks appropriate to meeting the child/young person's identified needs is written and submitted to the Disabled Children's Support Panel.
- Families and relevant providers are notified by letter of the decision made by the Disabled Children's Support Panel. If services have been agreed, details of how these will commence and who to contact will be included in the decision letter.
- Services are DCS reviewed at the agreed review period, either 6 monthly or annually. We will notify you when the review is due and what action is required. Reviews are alternated between the Short Breaks Assessment, completed by school one year, and the Self Assessment, completed by parents/carers the next. Failure to provide DCS review documents when due will result in services ceasing to receive funding from Children with Disabilities.