

# Children's Disability Register process

Parent / carer requests for child's name to be added to the CDR. Online form completed and submitted.

Child over 16 requests name to be added to the CDR (if under 16, need parent to complete and sign).

Form comes to the Disability Register inbox for processing and picked up by CM (or TD). If form is not completed, email sent with link to form to complete. If completed continue process.

Checks completed using Synergy / S-Drive / information on LCS.

If information is corroborated, continue with processing.

If information is missing or does not support application, service user contacted to verify information with official diagnosis e.g. paediatrician letter / EHCP etc. Once received continue with processing.

Card issued. If photos have been supplied these will be added. Name will be added to the CDR and LCS showing flag CWD.

Newsletter sent termly to all who have ticked the box to receive this.

Yearly check of information on the register by email to families – update when new information returned. Removed names if requested and when turned 18.

Yearly analysis of data to inform service planning and procedures.