

ePEPOnline

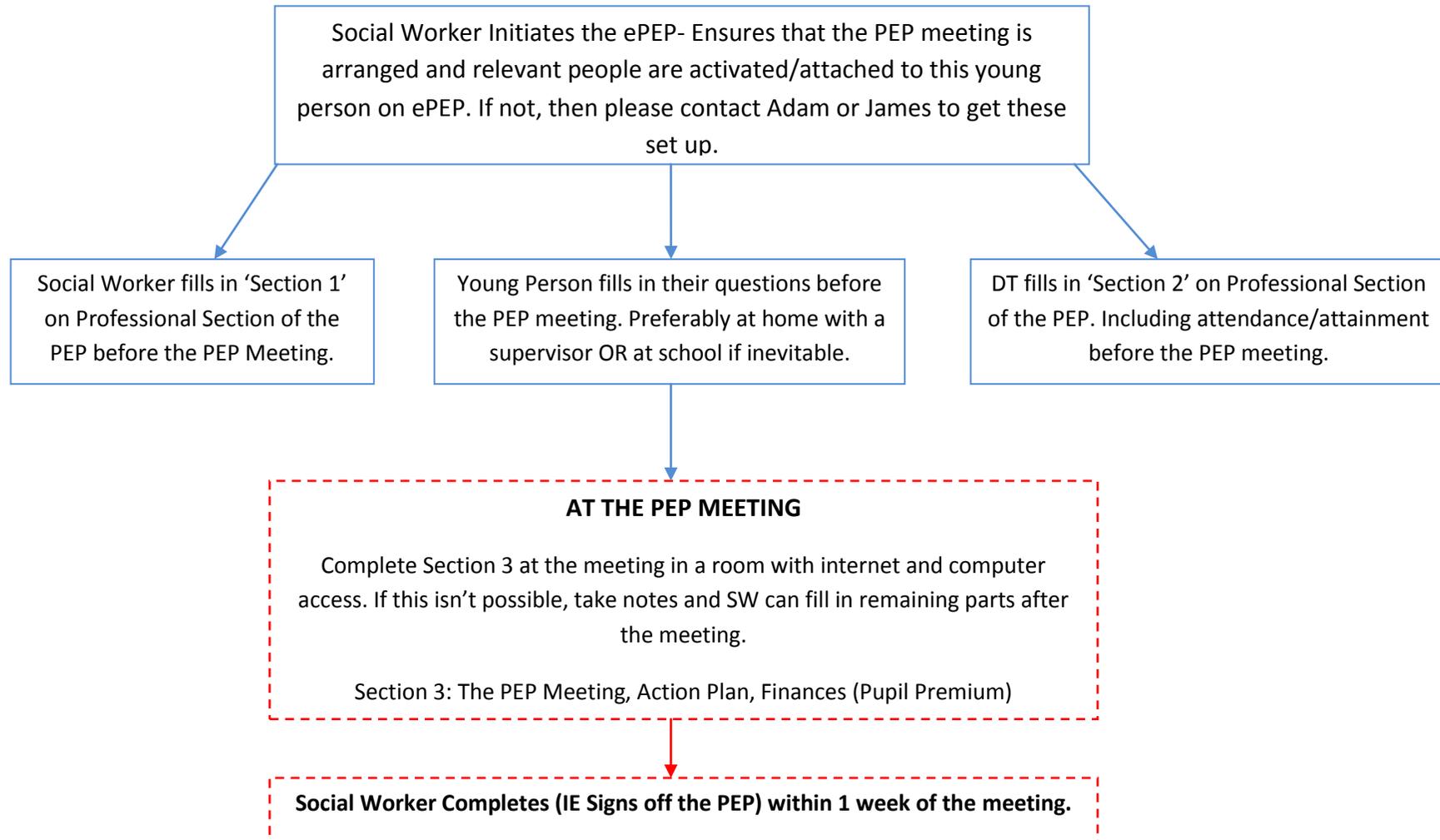
Hull User Guide for Social Workers

ePEPOnline

Contents Page

3. The process of ePEP- who does what in the assessment
4. Logging into ePEP- how to access the website and get logged on. Also if you've forgotten your password.
6. Understanding ePEP- a quick breakdown of the main menu.
7. User Area Layout. Where your current assessments and learners are located.
8. Your ePEP Learners
9. Initiating the assessment.
10. What each user needs to fill in.
11. How to complete the assessment once the meeting is over.
13. Printing the assessment
14. Contact Details- Who to go to for support

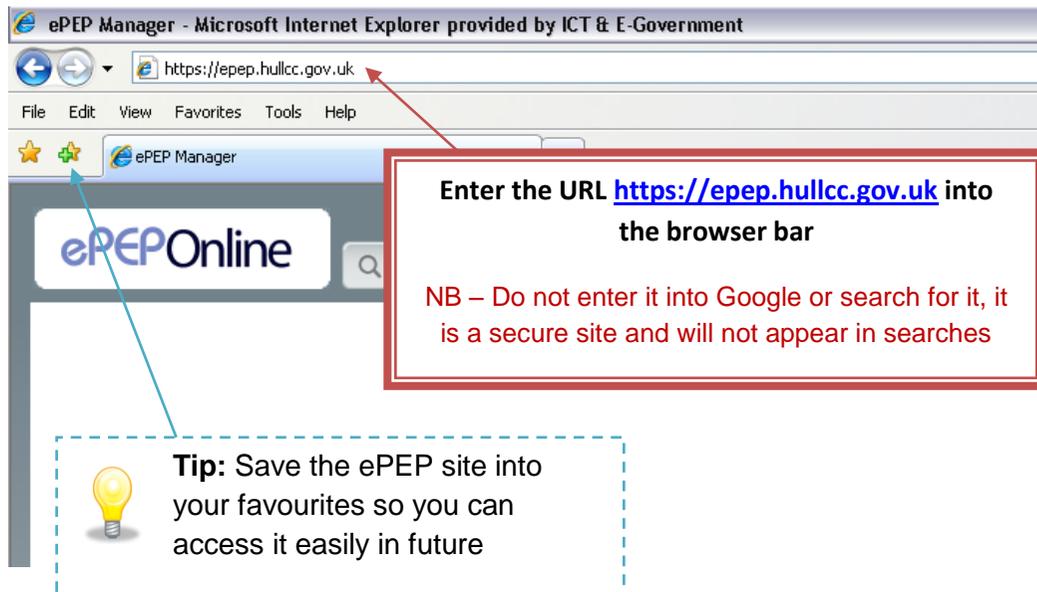
The Process of ePEP



Logging Into ePEP

Setting Up Your ePEP Account for the First Time

- Firstly, you will need your 5 digit user number (which will be in this format: **U******) and your Unlock Key. If you have not been provided with one of these, please contact the ePEP Support Team (contact details on final page) who will be able to provide you with one.
- Once you have your user number you need to navigate to the ePEP Online website either by clicking [here](#) or following the diagram below:



- On the login screen you need to select '**I Have an Unlock Key**' and fill in both your user number and unlock key.
- You will then be prompted to change your password. Once changed, you will be taken back to the main log in screen in which you need to fill in your User Number (the same as your User Name) and your new password.
NB – This unlock key is NOT your password.

You should now be successfully logged into ePEP and on the main homepage.

These will be your details for all future logins so please make a note of them

- ***Forgotten Password?*** On the login screen you need to click '**I Request an Unlock Key**' (greyed out text beneath '**Username**' and '**Password**' boxes) which will generate an automatic email to your inbox (if this doesn't arrive within 5 minutes, contact the ePEP Support Team) and follow the same procedure as you did when you first logged on,

ePEP Online
Hull City Council

Hull
City Council

Username:

Password:

Login

You have successfully
logged out.

FORGOTTEN PASSWORD?
I REQUEST AN UNLOCK KEY
I HAVE AN UNLOCK KEY

v3.1.129

ePEP
electronic personal education plan

Understanding ePEP

Navigating ePEP Using the Menu Bar

The **User Directory** has all ePEP users listed, the list below is sorted by role

Homepage – Clicking this returns you to the main ePEP page

The screenshot shows the ePEPOnline interface. At the top left is the logo 'ePEPOnline' and a search bar. Below the logo is a welcome message: 'Welcome, Test Social Worker'. A vertical menu bar on the left contains the following items: Homepage, Notice Board, Your Learners, Your Messages, User Directory, Schools Directory, Reports, Log Off, and a sub-menu for Users Directory (Administrators, Community Support Workers, Connexions Officers, Designated Teacher - Hulls, Designated Teacher Support - Hulls, Independent Reviewing Officers, Key Stage Coordinators, Learning Mentors, Line Managers). The main content area is titled 'Welcome to ePEP Online' and contains a yellow banner with a question mark icon and the text 'Welcome to ePEP Manager. To get started, please select an action'. Below this are sections for 'Current Assessments' (with columns for Name, Start Date, Target Date) and 'Your ePEP Learners' (with columns for Username, Name, DOB). A 'Your Messages' section is also visible on the right.

Your Messages – This will contain any messages you are sent through ePEP (an alert will also be sent to your email address)

Your Learners – Here you'll find a list of your current case load

The **Schools Directory** is a directory of all schools in Hull and out of authority which Hull LAC attends. This allows users to see both the professionals and children at the schools as well as contact details for professionals.

User Area Layout

ere to view Hel

Welcome, Test Social Worker

Homepage

Notice Board

Your Learners

Your Messages

User Directory

Schools Directory

Reports

Log Off

Users Directory

Administrators

Community Support Workers

Connexions Officers

Designated Teacher - Hulls

Designated Teacher Support - Hulls

Independent Reviewing Officers

Key Stage Coordinators

Learning Mentors

Line Managers

SENCOs

Senior Coordinators

Service Users

Social Workers

Welcome to ePEP Online



Welcome to ePEP Manager. To get started, please select an action from the options below. Alternatively, please select a recently used Learner.

Actions

- [View your Learners](#)

Current Assessments

	Name	Start Date	Target Date	
113	Test User HCC	15th October 2012	13th April 2013	View
108	Test User HCC	12th October 2012	12th January 2013	View
110	Test User HCC	12th October 2012	12th January 2013	View
114	Test User HCC	15th October 2012	13th April 2013	View

Your ePEP Learners

Username	Name	DOB	
U2774	Test User HCC	1st January 2000	View

Your Messages

 **ePEP System**

Access granted to Test User HCC

Fri 4th Jan

TIP: Use this search bar at the top to search for users, or the user directory at the bottom. This works especially well for professionals needing contact details of other professionals, and also people needing to search.

Current Assessments- This section shows all the assessments (PEPs) initiated for your caseload, but not yet complete.

Your ePEP Learners

253	Test User16	8th January 2013	31st January 2013	View
254	Test User17	8th January 2013	31st January 2013	View
255	Test User18	8th January 2013	31st January 2013	View
256	Test User19	8th January 2013	31st January 2013	View
257	Test User20	8th January 2013	31st January 2013	View

Your ePEP Learners			
Username	Name	DOB	
U2774	Test User HCC	1st January 2000	View
U3112	Test User1		View
U3113	Test User2		View
U3114	Test User3		View
U3115	Test User4		View
U3116	Test User5		View
U3117	Test User6		View
U3118	Test User7		View
U3119	Test User8		View
U3120	Test User9		View
U3121	Test User10		View
U3122	Test User11		View
U3123	Test User12		View
U3124	Test User13		View
U3125	Test User14		View

On your homepage you should see a list of your current ePEP learners. Selecting one of their names will allow you to view their profile and access their information.

Welcome, James Keal

Homepage: Welcome to ePEP Online

Control Panel

Privileges

Roles matrix

Alerts

Transition Updates

Attainment Benchmarks

Notice Board

Your Learners

Your Messages

User Directory

Schools Directory

Reports

Log Off

Users Directory

- Administrators
- Designated Teachers
- Designated Teacher Supports
- Independent Conference
- Reviewing Officer (ICRO)s

Welcome to ePEP Manager. To get started, please select a recently used Learner.

Actions

- View your Learners
- Create a new User

Current Assessments

Name	Start Date	Target Date
Your ePEP Learners		
Username	Name	DOB

Alternatively, you can select 'Your Learners' from the left hand menu

Initiating an Assessment

Test User11 (Service User)

Homepage View User

Notice Board

Your Learners

Your Messages

User Directory

Schools Directory

Reports

Log Off

Users Directory
Administrators
Community Support Workers
Connexions Officers
Designated Teachers
Designated Teacher Supports
Independent Reviewing Officers
Key Stage Coordinators
Learning Mentors
Line Managers
SENCOs
Senior Coordinators
Service Users
Social Workers
Virtual School Teams

Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.

Actions

- Archive User Details

About this Person

Test User11 (U3122)

Full Name: Test User11

Date of Birth:

Capita One Link: Yes
#0: Record not found

ICS Link: No

Location: Kenworthy House

E-Mail Address: epep@hullcc.gov.uk

Date Added: 8th January 2013

Date Entered Care:

Record Owner: James Keal View

Users with access to this record

Name	Role
Test Social Worker	Social Worker

Current Assessments Add..

Date Started	Target Date
There are no completed assessments for Test User11	

Completed Assessments

After selecting the user's profile and scrolling down slightly, you should be able to see the 'Current Assessments'. If you have already initiated one, the assessment will appear here in order for you to access. Otherwise, you need to select 'Add' to create the assessment.

NOTE: Only the social worker can initiate the assessment. The Designated Teacher or Child cannot continue if you have not started one.

Initiating the PEP is straight forward and a case of filling in the blanks. Selecting the person's Key Stage group is highly important as it reflects what questions they will be asked. Scrolling down will also give you the option to invite others to the pep meeting automatically via email.

NOTE: Select 'PEP 1' the first time you initiate the child's pep. Select 'PEP 2' every time after the first one. PEP2 is set out so that in the future data will be transferred over from the first one.

Create PEP for Test User11

Homepage

Notice Board

Your Learners

Your Messages

User Directory

Schools Directory

Reports

Log Off

Users Directory
Administrators
Community Support Workers
Connexions Officers
Designated Teachers
Designated Teacher Supports
Independent Reviewing Officers
Key Stage Coordinators
Learning Mentors
Line Managers
SENCOs
Senior Coordinators
Service Users
Social Workers
Virtual School Teams
Welfare Support Officers
Year Tutors
Archive

Create PEP

Using this screen you are able to create a new ePEP. After you have set this PEP up, the people who have the ability to access the Learner's record will be able to view and add their input to the assessment.

Create a PEP

If this Young Person is undergoing a school or educational placement move/transition, please confirm you have filled out the transition section in the young persons record before starting this PEP.

Yes, transition has been filled No need for transition No, I will do that now.

Question Group: Key Stage 1

Date initiated: 08/02/2013

Target date for completion: 08/02/2013
One week after the PEP Meeting.

PEP Type: PEP 1 PEP 2

Year Group:

Does this Young Person have a school/educational placement? Yes No

Is this PEP going to be accessed by an out-of-authority social worker? Yes No

Is this a review PEP? Yes No

Do you want to copy the basic user information into the assessment? Yes No

Invitation

Who Fills in What?

Use this page to view and manage details about a particular assessment.

Actions

- Return to Service User Overview
- Import information from Capita ONE
- Import information from Liquidlogic ICS
- View / Print Report
- View / Print Education Summary Report
- Delete Assessment
- Export Assessment to XML File

Assessment Details [Edit..](#)

Description:

Initiated by: Test Social Worker

Question Group: Key Stage 1

PEP Type

Year group:

Date started: 8th February 2013

Target date: 8th February 2013

Is complete: No

Assessment Log [View all..](#)

Date

8th February 2013 Basic information copied into assessment.

8th February 2013 Assessment initiated by **Test Social Worker**

Young Person's Progress

0 of 57 questions have been answered

Keystage Modules

Key Stage 1 & 2

Key Stage 3 & 4

Early Years

16+

Professional Section

Professional

The assessment has now been created and will be stored in your homepage, and also accessible from the young person's profile. The 4 sections under 'Keystage Modules' are the questions that the young person will need to fill in, that relate to what Keystage they're in. The social worker and designated teacher need to select the 'Professional' section (picture of a fish) and fill in their parts.

Selecting the 'Professional' section will upload a screen like this. Clicking on the hyperlinks down the left hand side will load up different sections of the YP's assessment. Section 1 needs to be filled in by the social worker; section 2 needs to be filled in by the designated teacher.

Section 3, such as the action plan, is filled out at the actual pep meeting as long as there is adequate computer access with internet. Failing this, the social worker can take notes of the young person's targets and fill this out later on.

Section One - Core Information

- About the Young Person
- Care Plan
- Contact
- Attendance at Parent's Meetings
- Health

Section Two - Education Details

- About the Young Person
- Educational Establishment Details
- Transition Arrangements
- Previous School History
- Special Educational Needs
- Other Plans
- Involvement of Other Agencies
- Inclusion / Attendance
- Attainment

YP's Views on School and Learning

- Your Feelings About School
- Your Feelings About Learning
- Your Relationship With Your Teachers
- Your Relationship With Your Peers
- How You Feel About Yourself
- Your Talents and Interests
- Your Future Aspirations And Needs
- What You Want People To Know
- Your Educational Targets

Section Three - PEP Review

- Organise a PEP Meeting
- The PEP Meeting
- Action Plan

IRO - Education Summary

[Save Changes](#)

[Return to Assessment Overview](#)

TIP: Make sure you press this to save your work.

TIP: A child can have their own log in details to access ePEP in order to answer the questions themselves, rather than going through these with a Professional. You can call 612800 and ask for this to be processed.

Completing an Assessment

Users Directory
Administrators
Community Support Workers
Connexions Officers
Designated Teachers
Designated Teacher Supports
Independent Reviewing Officers
Key Stage Coordinators
Learning Mentors
Line Managers
SENCOs
Senior Coordinators
Service Users
Social Workers
Virtual School Teams
Welfare Support Officers
Year Tutors
Archive

Health Record
Learning Support Log
Awards
eCareSolutions

- View / Print Education Summary Report
- Delete Assessment
- Export Assessment to XML File

Assessment Details

Description:

Initiated by: Test Social Worker

Question Group: Key Stage 1

PEP Type

Year group:

Date started: 8th February 2013

Target date: 8th February 2013

Is complete: No

Assessment Log

Date	Details
8th February 2013	Basic information copied into assessment.
8th February 2013	Assessment initiated by Test Social Worker
8th February 2013	No School transition record found. Could not connect to assessment.
8th February 2013	Health Record was used to populate assessment.

Professional Section

Professional

Progress Tracking

Social Worker: Not yet complete [Complete..](#)

Designated Teacher: Not yet complete [Complete..](#)

Young Person: Not yet complete [Complete..](#)

Attachments

Once returned back to the assessment overview, underneath the professional section you should see the **Progress Tracking** section of the pep.

Once each individual has completed their part of the pep, they need to select the 'complete' box to show to the Social Worker that everything has been completed.

Control Panel

Privileges
Roles matrix
Alerts
Transition Updates
Attainment Benchmarks
Notice Board
Your Learners
Your Messages
User Directory
Schools Directory
Reports
Log Off

Users Directory
Administrators
Designated Teachers
Designated Teacher Supports
Independent Reviewing Officers
Learning Mentors
Residential Workers
Service Users
Social Workers
Virtual School Teams

Use this page to view and manage details about a particular assessment.

Actions

- Return to Service User Overview
- Import information from Capita ONE
- Import information from Liquidlogic ICS
- View / Print Report
- View / Print Education Summary Report
- Delete Assessment
- Export Assessment to XML File

Assessment Details

Description:

Initiated by: Adam Palmer

Question Group: Key Stage 3

PEP Type PEP 1

Year group: 8

Date started: 8th March 2013

Target date: 13th March 2013

Is complete: No

PEP Meeting Invitations Status

Date	Location	Invitee	Status	Comment
25th February 2013 11:00	Kenworthy House	Tony Harrison	Pending	

Young Person's Progress

0 of 27 questions have been answered

Keystage Modules

Key Stage 1 & 2
Key Stage 3 & 4
Early Years
16+

Professional Section

Professional

Completing the assessment:

Once all users have completed their parts and the meeting has been completed, the Social Worker then needs to finalize the assessment by selecting 'Edit'

Completing an Assessment

Edit PEP Details

Use this page to edit the particulars of this PEP.

Description:

Question Group: Key Stage 3

Date initiated: 08/03/2013

Target date for completion: 13/03/2013

Assessment has been completed

Assessment has been cancelled

Completion date: 21/03/2013

The 'Assessment has been completed' box needs to be ticked and a completion date entered. Select 'OK' to finalize the pep and complete it.

Once completed, the pep assessment will then be moved across to the Completed Assessments section for future reference.

About Howard Moon

Howard Moon (U3225)
TEST USER

Full Name: Howard Moon
Date of Birth: 11/11/1999
Capita One Link: Yes
#0: Record not found
ICS Link: No
School: UNKNOWN
Date Added: 08/03/2013
Date Entered Care:
Record Owner: Adam Palmer

Users with access to this record

Name	Role	Edit..	Delete
Tony Harrison	Learning Mentor	<input type="button" value="Edit.."/>	<input type="button" value="Delete"/>
Hamilton Cork	Virtual School Team	<input type="button" value="Edit.."/>	<input type="button" value="Delete"/>
Dixon Bainbridge	Designated Teacher	<input type="button" value="Edit.."/>	<input type="button" value="Delete"/>
Bob Fossil	Social Worker	<input type="button" value="Edit.."/>	<input type="button" value="Delete"/>

User Notes

This person is a test user and is in no way affiliated with a real person.

Current Assessments

Date Started	Target Date
--------------	-------------

Completed Assessments

Date Started	Completed Date
356 8th March 2013	21st March 2013 <input type="button" value="View"/>

School transitions

It is essential that this be filled in for any school educational placement change or move.

Printing the Assessment

Printing assessment:

Once completed, you can now convert the pep into a printable format by selecting 'View/Print Report' under the Actions section, once you've clicked back into the completed pep.

View Assessment for Test User11

Homepage Notice Board Your Learners Your Messages User Directory Schools Directory Reports Log Off	<p>View Assessment</p> <p> Use this page to view and manage details about a particular assessment.</p> <p>Actions</p> <ul style="list-style-type: none"> Return to Service User Overview Import information from Capita ONE Import information from Liquidlogic ICS View / Print Report View / Print Education Summary Report Delete Assessment Export Assessment to XML File <p>Assessment Details Edit..</p> <p>Description:</p> <p>Initiated by: Test Social Worker</p> <p>Question Group: Key Stage 1</p> <p>PEP Type</p> <p>Year group:</p> <p>Date started: 8th February 2013</p>	<p>Young Person's Progress</p> <p>0 of 57 questions have been answered</p> <p>Keystage Modules</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Key Stage 1 & 2</p> </div> <div style="text-align: center;"> <p>Key Stage 3 & 4</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Early Years</p> </div> <div style="text-align: center;"> <p>16+</p> </div> </div>
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The assessment has now been completed. Please initiate another PEP INSTANTLY after you've completed the first one. This allows you to monitor when the next PEP is due, and also for professionals to make arrangements for future meetings.

Current Assessments		Add..	Completed Assessments	
Date Started	Target Date		Date Started	Completed Date
			384 15th May 2013	3rd May 2013 View

ePEP Support Team Contact Details

If you have any problems with your ePEP account or need any advice, please feel free to contact us using any of the following methods



epep@hullcc.gov.uk



01482 612800

(Adam or James)



01482 614266