

## INDES and IPSEF updates

We run a continuous programme of review of the INDES and IPSEF webforms which are the most used of all Norfolk's online forms. Your feedback is valuable and allows the Inclusion and SEND Team to make changes so that the forms work better for you. Please continue to give us feedback by emailing [indesipsefsupport@norfolk.gov.uk](mailto:indesipsefsupport@norfolk.gov.uk) and thank you for the feedback we have already received!

In a nutshell in between May 2022 and April 2023

- Forty-nine changes have been made to the INDES webform.
- Ten changes have been made to the IPSEF webform.
- All based on user feedback!

### You said and we did!

#### IPSEF Webform

- Made the 'label' categories consistent in the format 'A, B, C, D, E, F'
- All statements checked in the webform are then added to the PDF summary sent out to settings in the feedback email.
- Webform offers summary tables for each section for easier navigate between sections
- We have developed a specific webform to upload revised / new documents after feedback for INDES and IPSEF submissions.
- Removed "Inclusion in a Nutshell" from the required compulsory documents.

#### INDES Webform

- For multiple submission by the same setting, the form is auto-populated with key details, such as the SENDCo name, to save time.
- We added an internal setting and external moderation button to record your quality assurance of submissions.
- There is now a question 'Are you removing the CYP from SEND provision because the INDES profile and SEND Support request is no longer active?' under the UPN field, this allows settings to easily let NCC know if a child no longer require SEND Support, meaning you can inform the funding team directly and quickly, knowing it has gone to the right person.
- There is now a question 'Has the CYP left the setting?' under the UPN field, this allows settings to easily let NCC know if a child has left, meaning you can inform the funding team directly and quickly, knowing it has gone to the right person.

If you have any queries please contact:

[inclusionandsend@norfolk.gov.uk](mailto:inclusionandsend@norfolk.gov.uk)

Inclusion and SEND support line:

01603 307736

SEND Funding:

[element3funding@norfolk.gov.uk](mailto:element3funding@norfolk.gov.uk)

- You can now fast track to end of webform button when you confirm a CYP has left the setting or no longer requires SEND Support to reduce the time needed to complete the webform.
- You no longer need to upload documents when the child or young person does not require SEND support
- The form now makes it clear that the SEND Support Request will be submitted for triage.
- We made the webform clear that you need to make one compulsory upload, a SEND Support Plan (or your settings equivalent) which details the APDR cycle, CYP's needs and provision. Other uploads are optional, as needed to support the request for SEND Support, such as an EHCP and annual review.
- We made it clearer on the form whether you should tick ALL the boxes that apply as you move up through the descriptors or whether you should only tick the 'best fit' descriptors
- In feedback to you we now send a detailed PDF with child or young person's and INDES details, to make record keeping easier.
- The PDF report now shows what the minimum and maximum score is for each area of need, it also explains that 1 is low level of need and 7 is high level of need.
- A new webform launched 27/04/23 for settings to upload confidential documents after feedback from INDES and IPSEF moderations and reviews. Link is [Upload additional files for INDES or IPSEF - Norfolk County Council](#)

### Currently in development

- We are working on a function so you can re-access the individual INDES and then resubmit an edited version instead of doing it from scratch again – this will be via a weblink sent in the confirmation email.
- There will be an update to the Speech and Languages section within the INDES webform from September 1st, 2023
- GDPR revisions to the privacy policy are under way for publication on the webforms by 31/05/23. This follows school feedback from queries raised in March.

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