

EHAP registration process for professionals

PRELIMINARY CHECKS

Professional contacts Family Information Service on 020 8825 5588 or emails EHAP@ealing.gov.uk to check whether an EHAP already exists for a child/ young person or their siblings.

We require professional's name and contact info, child/young person's information such as name, address, D.O.B, and also siblings name and D.O.B if applicable.



PRELIMINARY CHECK RESULTS CONFIRMED

FIS Officer carries out preliminary checks and responds via email to confirm the outcome. You will either be asked to submit the EHAP for registration or directed to the Lead Professional of an existing EHAP.



No EHAP exists



Open EHAP exists, professional directed to current Lead Professional



SUBMISSION OF COMPLETED EHAP

Professional submits the completed EHAP to Family information Service via one of the methods below:

- **By email (securely)** EHAP@ealing.gov.uk, NHS staff to use lnwh-tr.ealingehap@nhs.net
- **Via Online portal** – click here [EHAP Web Portal](#), LBE network users click here - [Ealing Network EHAP Web Portal](#)
- **By phone:** 020 8825 5588
- **By post:** Family Information Service, 2/SE/14 Plum, Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL



EHAP REGISTRATION

Family Information Service Officer transfers key information from the completed EHAP to the EHAP register.

At this stage the EHAP is registered.

Officer provides email confirmation of registration and issues a unique EHAP registration number, which professionals must note on the designated area of EHAP document