

## Reviewing your account (for children and young people who already have a passport ID)

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If you are already registered with Short Breaks and have received a Passport ID number, you will not need to register again but you will need to create a profile on the new system and review the information we have stored for you.

We updated our booking and registration systems to make them easier to navigate and give families better oversight of their registrations and bookings. The new system will enable you to:

- recover your passport ID
- update your contact details
- update any changes or new diagnoses with any children you have registered with us
- Enable commissioners to better design services that meet your needs and aspirations

This guide leads on from “Create a Profile”

Once you have created an account you can choose to register for:

- Short Breaks
- Disabled Children’s Register
- Both

You have now created the account and need to ensure the details we have for you are correct. Once you are logged in, you will be taken to the landing page which looks like this:

The screenshot shows a web page titled "Register for Short Breaks and or the Disabled Children's Register". At the top, there are two tabs: "Landing Page" (selected) and "Eligibility". Below the tabs, the page is divided into two main sections: "Short Breaks" and "Disabled Children's Register".

**Short Breaks**  
Short Break offer provides opportunities for parents and carers of children and young people with special educational needs (SEND) to have a break, but also to ensure that children and young people themselves have opportunities to take part in activities, develop independence and have fun.  
We provide an extensive Short Breaks offer with a range of options for families. From the hire of holiday caravans, beach huts to community clubs; our aim has been to provide the right opportunities and support that enables good outcomes for children and young people, whilst giving their families some time for themselves.  
The registration process is an online form made up of questions that will help us to understand whether your child or young person meets the eligibility criteria for Short Breaks. You can save your progress as you go if you would like to. The form also enables us to collate information that helps us to design and commission services suitable for as many children and young people with SEND as possible.  
When you have completed and submitted the online form, you will be given a submission reference number and your information will be reviewed within [5 working days]. Please note the submission reference number is not your passport id number and cannot be used to book or access services.  
For more information about services and bookings please visit the Short Breaks website at: <https://shortbreaks.essex.gov.uk/>

**Disabled Children's Register**  
The Disabled Children's Register is a database which holds information about children and young people (aged 0-25) with disabilities living in Essex.  
If you are the parent of, or have parental responsibility for, a child or young adult with a disability, you can choose to add their details to the register by completing a simple on-line form.  
You do not have to provide proof of your child's disability nor undergo an assessment to add them to the register.  
**Why do we have a register and what is it used for?**  
Each local authority has to keep a register of disabled children living in their area, [this is required by law](#) (Children's Act 1989). Information is added to the register on a voluntary basis, and you don't have to register your child with us if you don't want to.  
The register helps us to plan and improve local support and services for children and young people with SEND and their families.  
**Do you have to register your child?**  
No, the register is voluntary. Your child does not have to be on the register to get health or social care support. You can request to have your child's details removed at any time.

**What you you like to apply for? \***  
You can apply for both at the same time.  
 Short Breaks  
 Disabled Children's Register (DCR)

**Callout boxes:**  
- A yellow box on the left points to the "Landing Page" and "Eligibility" tabs, stating: "These tabs show you what part of the form you are looking at."  
- A yellow box on the right contains text: "These green buttons enable you to move through the form. You can save at any point and come back to the form. Some parts of the form are mandatory, and they are marked by a red asterisk \*. If you don't fill out a mandatory question, then you will not be able to progress to the next step. The form will highlight for you anything you might have missed." An arrow points from this box to the "Next >" button.

If you wish to review your Short Breaks registration details only then tick Short Breaks and then "Next"

If you would also like to register your child on the Disabled Children's Register at the same time as reviewing your Short Breaks registration details, then tick both boxes and then press "Next"

## Form Overview

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As you are already registered with Short Breaks and have a passport ID please tick the question as shown in the screenshot below:

### Register for Short Breaks and or the Disabled Children's Register

[Landing Page](#) [Form Overview Short Breaks](#) [Details About You](#) [Details About Your Child\(ren\)](#) [Contact](#)

#### Short Breaks

By completing this enrolment form you are agreeing:

- We may share your and your child's/children's information with other agencies or organisations who provide activities to ensure they can meet the needs of your family.
- Your enrolment information will be held on an Essex County Council database, and this will enable us to plan Short Break services and to assess future demand to meet the needs of disabled children and young people and their families.
- That we may contact other Essex County Council departments if we feel it is appropriate.

You understand that this form is in relation to the child being registered by you as the primary carer, If your child's assessed needs as indicated on the online form suggest that they may need extra support to access activities, you may be eligible other sources of help from our partner agencies, in which case we will contact you shortly.

Please note, as part of your registration you will need to provide documentation that evidences the diagnosis you are registering against or that your child has an identified Special Educational Need and/or Disability (a picture of a letter or receipt is acceptable; it need not be a scanned or electronic copy). The documentation would need to state the diagnosis you are registering against. If you are unable to upload as part of completing this application form you can provide by email at [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk), quoting the reference number you are given when you submit this application. Please note your registration cannot be completed until you have provided these documents. Please note as DLA does not state the actual diagnosis this is not an acceptable form of documentation.

#### Already Registered for Short Breaks

I am already registered for short breaks

[← Previous](#) [✕ Cancel](#) [Save](#) [Next >](#)

Make sure to tick this box before pressing "NEXT"

This will mean you are able to pull through information we already hold for you which should save you time.

## Details About You

You will need to put in the passport ID, which will populate the form with the information we already hold for you. If your address or phone number is not correct you will be able to change it later.

### Register for Short Breaks and or the Disabled Children's Register

[Landing Page](#) [Form Overview Short Breaks](#) [Form Overview Disabled Children's Register](#) **Details About You**

[Details About Your Child\(ren\)](#) [Contact](#)

Please enter a passport ID to populate pre existing stored information \*

 ✓

Please ensure that all details are correct as well as answering any previously answered questions.

#### Details About You (Primary Parent / Carer)

**Title of parent / carer \***  
Mrs

**First Name of parent / carer \***  
Jane

**Surname of parent / carer \***  
Blogs

**Organisation**  
If applicable

**Date of birth of parent / carer**  
30/05/2000

**Address**  
COUNTY HALL MARKET ROAD  
CHELMSFORD  
ESSEX  
CM1 1QH

Select different address

**Contact Phone Number \***  
01708456897

**Email Address \***  
hazelniezah@gmail.com

**First Language**

**As the primary carer, would you consider yourself to have a disability? \***  
Select... ▼

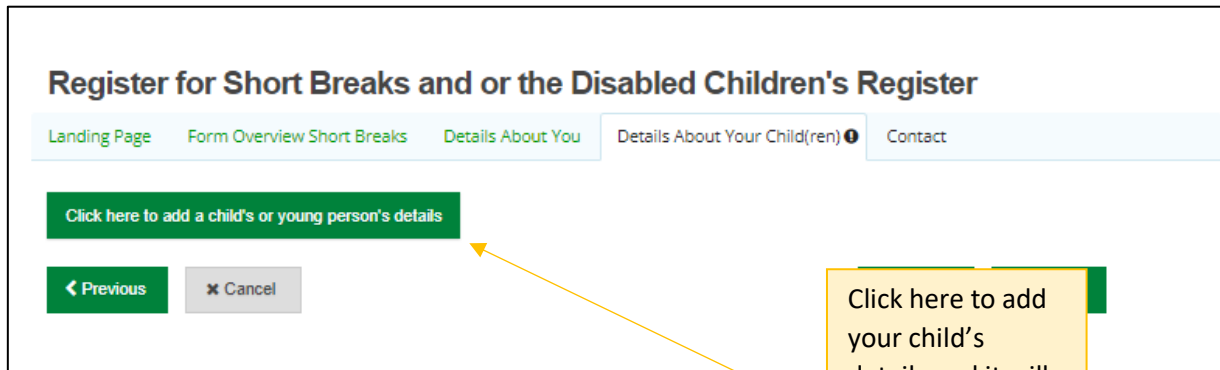
[← Previous](#) [✕ Cancel](#) [Save](#) [Next >](#)

Enter  
Passport ID  
here to  
populate  
with your  
details

You can  
review and  
change your  
address here

When you have completed this page, you can save to come back to it, or click “Next” to continue.

## Details about you Child(ren)



Click here to add your child's details and it will open questions specific to your child.

You will see a screen like this:

**Register**

Landing Page Details About You

Details about your child What Short Breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?

Click here to

Previous

**Enter Existing Details.**

Email \*  
hazelnlezah@gmail.com ✓

Childs Passport ID \*  
A9F4CA1025 ✓

Child's Passport ID \*  
A9F4CA1025

**Short Breaks**  
Successfully verified.  
Please continue and please ensure that all details are correct as well as answering any previously answered questions.

**Details about your child.**

Child's First Name \*  
Bob ✓

Child's Surname \*  
Franklin ✓

Date of birth \*  
Please note the maximum age a child can register at is 25 years old  
16/06/2020 ✓

Childs NHS Number

You will also need to add your passport ID here to populate the form with your child's details.

You will need to do this for each child currently registered with Short Breaks

**Relationship to Child \***

Mother



**What Local Authority holds the child or young person's care plan? \***

**Child's Gender \***

Female



**Child's Ethnicity \***

Select...

**Please select any conditions for which the child or young person has received formal diagnosis**

\*

Please note, there will be opportunity to provide any further comments or noting of any conditions or difficulties for which assessments may be underway later in the application

- Achondroplasia (dwarfism)
- Attention Deficit Disorder
- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism
- Cerebral Palsy
- Chromosome Disorders
- Complex Medical Issues
- Cystic Fibrosis
- Developmental Delay
- Downs Syndrome
- Duchenne Muscular Dystrophy
- Genetic Disorders
- Hearing Impairment
- Hypermobility
- Muscular Dystrophy
- Oppositional Defiant Disorder
- Other Diagnosis / Disability (not listed)
- Physical Disabilities
- Sensory Processing Disorder
- Sight Impairments
- Spina Bifida

**Is the child or young person undergoing any assessments at the moment? \***

Select...

**Education Type \***

Select...

**Does your child receive 1:1 additional support at school, college, or nursery? \***

Select...

**Are you in receipt of any funded services for your child from Essex County Council? For example, direct payments**

\*

Select...

**Do you currently have a named social worker/team or other professional working with you? \***

\*

Tick all that apply

- No
- Yes – Learning Disability Nurse
- Yes – Speech and Language Therapist
- Yes – Child Mental Health Worker
- Yes - Team around the Family
- Yes – Social Worker
- Yes – Occupational Therapist
- Yes – Physiotherapist
- Yes – Family Solutions
- Yes – Other

**Do you believe your child may need support from Adults Services past the age of 18? \***

Select... ▼

**Does the child you are registering have siblings (under 18) who regularly care for their disabled brother/sister? \***

\*

Select... ▼

**Please provide any further information you would like us to be aware of**

Please upload your document(s) that evidences your child has an identified Special Educational Need and/or Disability (a picture of a letter or receipt is acceptable; it need not be a scanned or electronic copy). Please note the documentation needs to state the diagnosis you are registering against. If you are unable to upload the documentation as part of this application, please email to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk), quoting the reference number you receive when you submit this form. Please note your application cannot be completed until you have provided us with necessary documents.

**At this time are you able to provide supporting documentation. \***

- Yes, I can provide supporting documentation
- No, I will email my supporting documentation to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk)

✕ Cancel

Next >

If you already have a passport ID, you do not need to provide the documents you have previously used to confirm a diagnosis. So, you can click “No”

If you want to add additional supporting documentation, or have a change in diagnosis you may do it by clicking yes and following the instructions below

**At this time are you able to provide supporting documentation. \***

Yes, I can provide supporting documentation

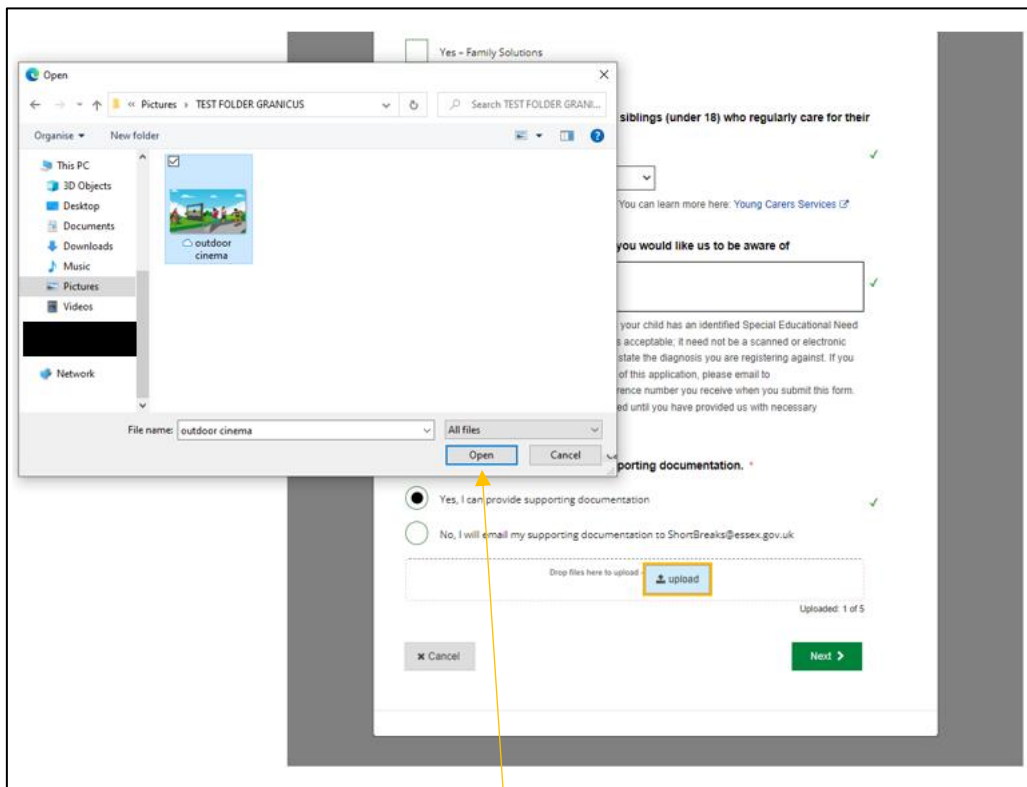
No, I will email my supporting documentation to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk)

Drop files here to upload -

Uploaded: 1 of 5

Click yes to upload your supporting documentation. Then click upload.

If you are unable to upload then you can email documents to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk)



When you click “upload” it will open a window showing you your folders. Navigate to where you have saved your supporting documentation and click on it. Click open and your file will be uploaded.

Please note that DLA does not record diagnosis and therefore cannot be used as supporting documentation. Documentation must confirm diagnosis as you have

When you have completed this page, you can save to come back to it, or click “Next” to continue.



The next questions set out the type of needs your child or young person has.

Details about your child | What short breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?

### What Short Breaks are right for my Child or Young Person?

A better understanding of your child or young persons can help us to design and commission services that meet their needs. It also means that we can identify when and where improvements need to be made across the Short Breaks programme.

**Please select the description that best fits your child. \***

- Fairly independent - requires an appropriate level of supervision for their age ✓
- Has moderate needs: and can usually be managed well in a supervised small group.
- Requires individual support to ensure his/her own safety, and/or appropriate behaviour in the community.
- Has high, frequent care/ dependency or medical needs requiring a trained carer to be present at all times.

**Child / Young Persons Needs \***

- Hearing and/or sight impairment ✓
- Mobility Needs (due to physical health needs)
- Epilepsy
- Severe Allergy
- Assistance with personal care needs
- Assistance with eating and drinking
- Medical needs and/or Technological dependency
- Speech and Communication Needs
- Behaviours that require higher levels of support
- Other

**Hearing / Sight Impairment:**

**What type of impairment does your child have? \***

- Sight Impairment ✓
- Hearing Impairment

**Please choose a sentence that most closely reflects your child's needs: \***

- Wears high prescription or specialist spectacles or hearing aids but copes reasonably well ✓
- Has some sight, some hearing with hearing aids, and can access activities independently with training and preparation
- Needs skilled support and communication aids to access group activities and /or mobility training to access a new environment.
- Has profound or complex impairments and needs full time signing support (specialist interpretation) /sighted guide on a 1:1 basis.

← Previous    X Cancel    Next →

When you click on a type of need the form will add additional questions to help us better understand how the child or young person is impacted. The example shown is for "Hearing and/or Sight impairments"

This helps us to plan appropriate services to meet the needs of children and young people in Essex.

When you have completed this page, you can save to come back to it, or click "Next" to continue.

The next section sets out what activities your child or young person enjoys.

The screenshot shows a web form with the following sections:

- Navigation:** 'Details about your child' and 'What Short Breaks are right for my Child or Young Person?' tabs. A breadcrumb trail: 'What activities would my child/young person enjoy?' > 'Physical Activities' > 'Creative Activities'. Buttons: 'Click here to...', 'Previous', 'Next', 'Cancel'.
- Section 1:** 'What activities would my child/young person enjoy?' with a text input field.
- Section 2:** 'Please list any current activities or hobbies that your child has expressed interest in' with a text input field.
- Section 3:** 'Please tell us if there is anything else you think we should know about your child' (e.g. strong fears, dislikes, likes, transport issues etc.) with a text input field.
- Section 4:** 'Please tell us what your child or young person would want to gain from Short Breaks?' (My child or young person told me...) with a text input field.
- Section 5:** 'Please tell us what you would want to gain from Short Breaks?' (I want to gain time that we can spend as a family together.) with a text input field.
- Section 6:** 'What are your child's interests and what activities do they like doing?' (Tick any that apply).
  - Physical Activities
  - Creative Activities
  - Sensory
  - Social skills development
  - Family based events and activities

A yellow callout box on the right contains the text: 'When you click on interests and activities the form will add additional questions. The example shown is for "Physical Activities" and "Creative Activities"'. Arrows point from this box to the 'Physical Activities' and 'Creative Activities' tabs and the corresponding checked checkboxes in Section 6.

When you have completed this page click "Next" to continue and the form will ask you about the types of activities you have chosen.

1

Register

Landing Page

Click here to

< Previous

Details about your child    What Short Breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?    Physical Activities 1    Creative Activities

**Physical Activities**

- Sport – Team (example: football/gymnastics) ✓
- Sport – individual (example: swimming/yoga)
- Hall/Hub based Clubs - Indoor
- Hall/Hub based Clubs - Outdoor
- Trips and visits- Indoor
- Trips and visits- Outdoor
- Nature-based Activities
- Coastal Activities
- Adventurous Activities (High ropes, climbing)
- Horse Riding
- Trampolineing
- Biking
- Wheelchair Sports

< Previous    ✕ Cancel    Next >

2

Register

Landing Page

Click here to

< Previous

Details about your child    What Short Breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?    Physical Activities    Creative Activities 1

**Creative Activities**

- Theatre – Amateur Dramatics ✓
- Theatre – backstage (makeup, technical support etc)
- Dance
- Art
- Crafts (Mixed media, fabric crafts, building and making)
- Game design/coding
- Music

< Previous    ✕ Cancel    ✓ Click here to add a child's or young person's details

When you have completed this section click on "Click here to add a child or young person's details" This will save your answers

The next screen will show you that the child has been added.

**Register for Short Breaks and or the Disabled Children's Register**

Landing Page Form Overview Short Breaks Details About You Details About Your Child(ren) Contact

Child's First Name	Child's Surname	Date of birth	Relationship to Child
Joe	Bloggs	03/06/2014	Mother

Click here to add a child's or young person's details

Previous Cancel Save Next

This green button enables you to re-open the details for the child or young person so you can edit your answers. You can also just click the child's name.

This button enables you to review another child or young person who is already registered and has their passport ID.

You can now save the form to come back to it, or click "Next" to continue

## Contact

This is the last section of the form, and it asks you to tell us how you would like to be contacted.

Home Online forms My Submitted Requests CaseViewer

### Register for Short Breaks and or the Disabled Children's Register

Landing Page Form Overview Short Breaks Eligibility Details About You Details About Your Child(ren) Contact 1

**How would you like to receive communication from us? \***

- Post
- Email
- Telephone
- Facebook

**How often are you happy to receive communication from us? \***

- To confirm your Short Breaks registration only
- To hear about new activities across Essex
- To receive a regular newsletter
- To receive information regarding caravan cancellations and updates
- To take part in engagement and feedback on the Short Breaks service

< Previous    ✕ Cancel    Save    ✓ Submit

Click Submit

When you have completed this page, you can save to come back to it, or click "Submit" to submit your form.

## Final Overview

You will receive an email to confirm you have submitted a form and will be shown an overview of the details you submitted.

This will include a reference number.

Your reference number is FS-Case-481126983.

Thank you for submitting Register for Short Breaks and on the Disabled Children's Register

What you you like to apply for?: Short Breaks

Already Registered for Short Breaks: I am already registered for short breaks

Please enter a passport ID to populate pre existing stored information : 40AD4F9523

Title of parent / carer: Ms.

Date of birth of parent / carer: 06/10/1975

Address:

Address
COUNTY HALL MARKET ROAD CHELM

Contact Phone Number: 03330139889

Email Address: joanne.mason@essex.gov.uk

First Language: english

As the primary carer, would you consider yourself to have a disability?: No

Child Details:

Child's First Name	Child's Surname	Date of birth	Relationship to Child
Joe	Bloggs	03/06/2014	Mother

How would you like to receive communication from us?: Email

How often are you happy to receive communication from us?: To receive information regarding caravan cancellations and updates

[Download PDF](#) [Continue >](#)

Your reference number is here, and you will receive a copy via email.

The last screen you will see will ask for feedback on your experience of using the form, and you can return to "Home"

[Home](#) [Online forms](#) [My Submitted Requests](#) [CaseViewer](#)

How would you rate your experience today?

☆☆☆☆☆

Comment