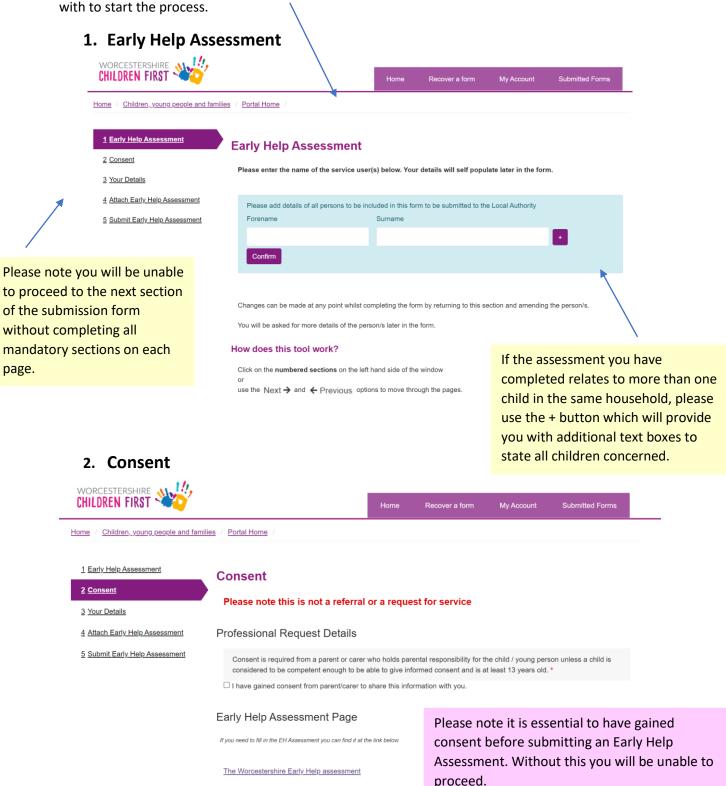
Submitting an Early Help Assessment Guidance

When accessing the portal to submit an Early Help Assessment, this is the page you will be presented with to start the process.



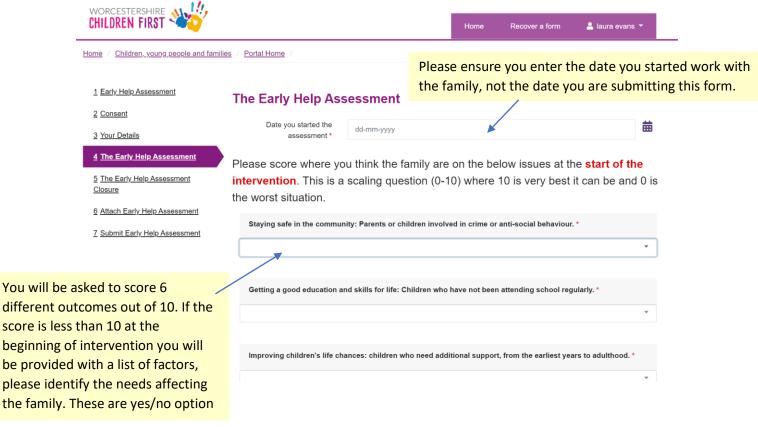
3. Your Details

CHILDREN FIRST		Home	Recover a form	My Account	Submitted Forms	
Home / Children, young people and families	s / Portal Home /					— -
1 Early Help Assessment 2 Consent 3 Your Details 4 Attach Early Help Assessment 5 Submit Early Help Assessment	Your Details Profession / Organisation * Name of Organisation *				•	
Please choose the documents you						
wish to submit. Please note you are still able to submit your Early Help Assessment if you are still providing intervention and have	you need to submit? * OClo	rly Help Assessment osing Form rly Help Assessment a	nd Closure Form		your o	completing details, please e from the
not completed the closing form yet. This can be done when the support comes to an end.	What service are you, or did O Levyou, provide? * O Lev	vel 2			profes	down list your ssion and the isation you
	If you are unsure or family, please refer		• •		repres	•
	the following webp	age: <u>Early H</u>	elp guidance	<u>for</u>		

As the professional submitting the Early Help Assessment you will then be asked to log in or register to the portal. If you have previously submitted an EHA or request for support, you will not be required to re-register.

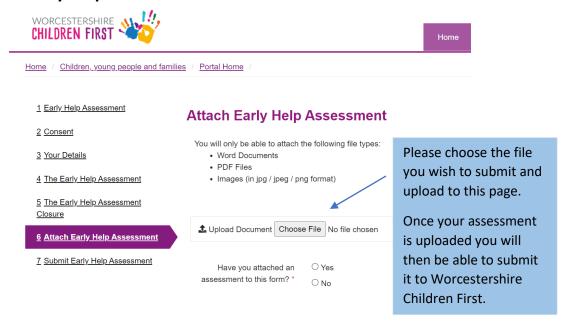
Who is this about I am completing this form on behalf of *	_	Once you have logged into the portal your details will auto populate.					
Your relationship to person * First name *	Test		Please always use the option 'Someone else in a professional capacity'				
Last name *	Test						
Date of birth *	dd-mm-yyyy						
	□ Is date of birth estimated?						
Gender *							
Ethnicity			all required fields are completed you will be able oceed onto the Early Help Assessment scoring				
Email		section	- · · · · · · · · · · · · · · · · · · ·				

4. The Early Help Assessment



If you are only submitting an Early Help Assessment you will then be asked to attach the assessment document.

5. Attach Early Help Assessment



If you are also submitting an Early Help Closure form, please continue to the next page for guidance on how to do so.

6. The Early Help Assessment Closure

This form is completed and submit to Worcestershire Children First when the intervention has come to an end. Please enter the date you completed the closure form / the support closed to the family. Home / Children, young people and families / Portal Home Please do not insert the date you are submitting this form. 1 Early Help Assessment The Early Help Assessment Closure 2 Consent Before you start the Closure Assessment please refer to your Assessment scoring. It is 3 Your Details important that there is consistency across the assessments. 4 The Early Help Assessment Date you completed the dd-mm-yyyy 5 The Early Help Assessment Closure Assessment * Closure 6 Attach Early Help Assessment Please score where you think the family are on the below issues. This is a scaling question (0-10) where 10 is very best it can be and 0 is the worst situation. 7 Submit Early Help Assessment Staying safe in the community: Parents or children involved in crime or anti-social behaviour, * You will then be required to complete the scoring questions at the end of intervention to assess Please explain the issues the family has faced and the work you have done to improve this. * how well the family's situation has improved after receiving support. A free text box will appear asking you to state the work which has been completed to support the family. Please note N/A is accepted if the family

Once you have completed this section you will then be required to attach the closure document in the same way you attached the initial assessment and submit to the local authority.

has not required support relating to a specific area.

