

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.

1. Early Help Assessment

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Early Help Assessment

Please enter the name of the service user(s) below. Your details will self populate later in the form.

Please add details of all persons to be included in this form to be submitted to the Local Authority

Forename Surname

Confirm

Changes can be made at any point whilst completing the form by returning to this section and amending the person/s.

You will be asked for more details of the person/s later in the form.

How does this tool work?

Click on the **numbered sections** on the left hand side of the window or use the **Next →** and **← Previous** options to move through the pages.

Please note you will be unable to proceed to the next section of the submission form without completing all mandatory sections on each page.

If the assessment you have completed relates to more than one child in the same household, please use the + button which will provide you with additional text boxes to state all children concerned.

2. Consent

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Consent

Please note this is not a referral or a request for service

Professional Request Details

Consent is required from a parent or carer who holds parental responsibility for the child / young person unless a child is considered to be competent enough to be able to give informed consent and is at least 13 years old. *

I have gained consent from parent/carer to share this information with you.

Early Help Assessment Page

If you need to fill in the EH Assessment you can find it at the link below.

[The Worcestershire Early Help assessment](#)

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Please note it is essential to have gained consent before submitting an Early Help Assessment. Without this you will be unable to proceed.

3. Your Details

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Your Details

Profession / Organisation *

Name of Organisation *

Which assessment/form do you need to submit? *

- Early Help Assessment
- Closing Form
- Early Help Assessment and Closure Form

What service are you, or did you, provide? *

- Level 1
- Level 2
- Level 3

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 not completed the closing form yet. This can be done when the support comes to an end.

When completing your details, please choose from the drop-down list your profession and name the organisation you represent.

If you are unsure on the level of support delivered to the family, please refer to the Levels of Needs Guidance on the following webpage: [Early Help guidance for professionals | Worcestershire County Council](#)

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 *

Your relationship to person *

First name *

Last name *

Date of birth *

Is date of birth estimated?

Gender *

Ethnicity

Email

Once you have logged into the portal your details will auto populate.

Please always use the option 'Someone else in a professional capacity'

Once all required fields are completed you will be able to proceed onto the Early Help Assessment scoring section.

4. The Early Help Assessment

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The Early Help Assessment

Date you started the assessment *

Please score where you think the family are on the below issues at the **start of the intervention**. This is a scaling question (0-10) where 10 is very best it can be and 0 is the worst situation.

Staying safe in the community: Parents or children involved in crime or anti-social behaviour. *

Getting a good education and skills for life: Children who have not been attending school regularly. *

Improving children's life chances: children who need additional support, from the earliest years to adulthood. *

You will be asked to score 6 different outcomes out of 10. If the score is less than 10 at the beginning of intervention you will be provided with a list of factors, please identify the needs affecting the family. These are yes/no option

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

5. Attach Early Help Assessment

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Attach Early Help Assessment

You will only be able to attach the following file types:

- Word Documents
- PDF Files
- Images (in jpg / jpeg / png format)

Upload Document No file chosen

Have you attached an assessment to this form? * Yes No

Please choose the file you wish to submit and upload to this page.

Once your assessment is uploaded you will then be able to submit it to Worcestershire County Council.

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 County Council when the intervention has come to an end.

The screenshot shows the 'The Early Help Assessment Closure' form. On the left is a navigation menu with steps 1-7. Step 5, 'The Early Help Assessment Closure', is highlighted. The main content area includes a date input field for 'Date you completed the Closure Assessment' with a calendar icon. Below this is a scaling question: 'Staying safe in the community: Parents or children involved in crime or anti-social behaviour.' with a dropdown menu showing '10'. A text box below asks to 'Please explain the issues the family has faced and the work you have done to improve this.' Callouts provide instructions: 'Please enter the date you completed the closure form / the support closed to the family. Please do not insert the date you are submitting this form.' (pointing to the date field), 'You will then be required to complete the scoring questions at the end of intervention to assess how well the family's situation has improved after receiving support.' (pointing to the dropdown), and '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 has not required support relating to a specific area.' (pointing to the text box).

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.

The screenshot shows the 'Attach Early Help Assessment' form. The navigation menu on the left highlights step 6, 'Attach Early Help Assessment'. The main content area features a file upload section with the text 'You will only be able to attach the following file types:' followed by a list: 'Word Documents', 'PDF Files', and 'Images (in jpg / jpeg / png format)'. Below this is an 'Upload Document' button with a 'Choose File' button and 'No file chosen' text. A question asks 'Have you attached an assessment to this form?' with 'Yes' and 'No' radio buttons. A list of steps 1-7 is shown, with step 7, 'Submit Early Help Assessment', highlighted. A 'Previous' button is at the bottom. Callouts include: 'Please choose the file you wish to submit and upload to this page.' (pointing to the upload area), 'Once your assessment is uploaded you will then be able to submit it to Worcestershire County Council.' (pointing to the 'Click Here to Send Early Help Assessment to Local Authority' button), and 'Submit Early Help Assessment' (pointing to the highlighted step 7).