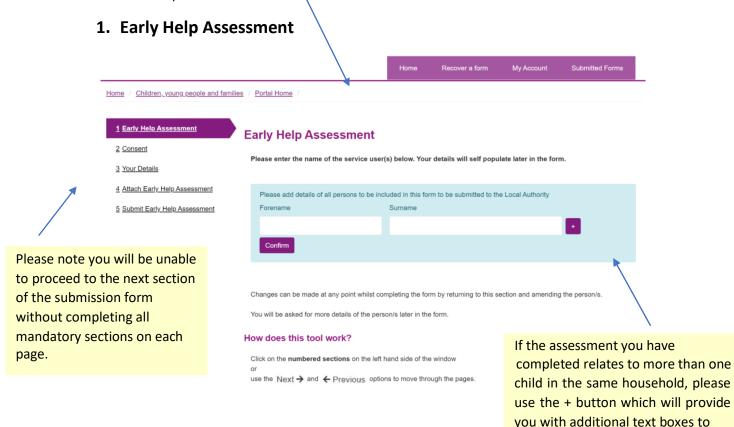
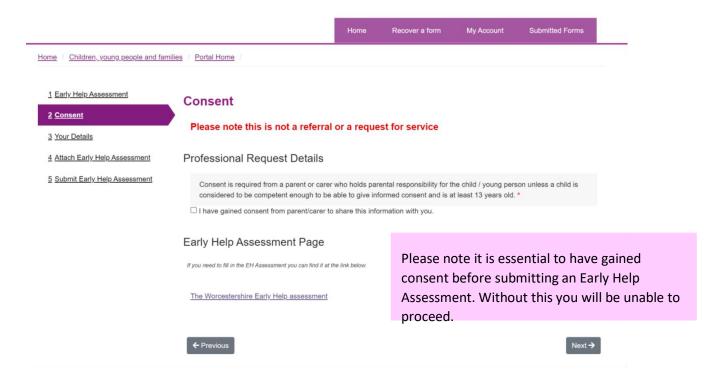
# Submitting an Early Help Assessment Guidance

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



#### 2. Consent



state all children concerned.

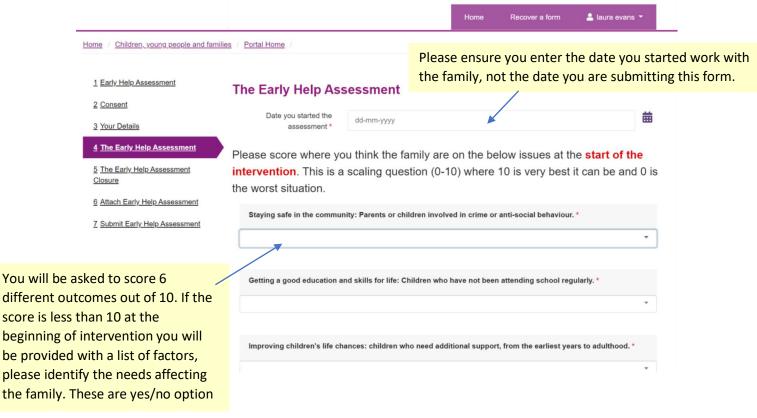
## 3. Your Details

		Home	Recover a form	My Account	Submitted Forms	
Home / Children, young people and families	Portal Home					
1 Early Help Assessment 2 Consent 3 Your Details 4 Attach Early Help Assessment	Your Details  Profession / Organisation *  Name of Organisation *				•	
5 Submit Early Help Assessment  Please choose the documents you wish to submit. Please note you					<b>\</b>	
are still able to submit your Early Help Assessment if you are still providing intervention and have not completed the closing form	Which assessment/form do you need to submit? *	Early Help Assessment     Closing Form     Early Help Assessment	and Closure Form		you cho	en completing r details, please ose from the p-down list your
yet. This can be done when the support comes to an end.	What service are you, or did you, provide?*	O Level 1 O Level 2 O Level 3  re on the level of	of support de	livered to th	nam orga	fession and ne the anisation you
	family, please r the following w professionals	efer to the Leve ebpage: <u>Early H</u>	ls of Needs G	Guidance on e for	repi	resent.

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.

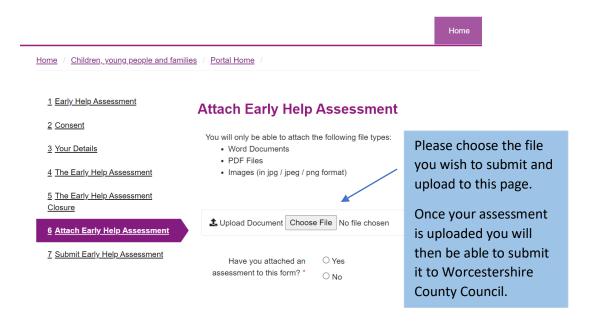
Vho is this about I am completing this form on behalf of *		Once you have logged into the portal your details will auto populate.					
Your relationship to person *  First name *	Test		_	Please always use the option 'Someone else in a professional capacity'			
Last name *  Date of birth *	Test dd-mm-yyyy						
Gender*	☐ Is date of birth estimated?						
Ethnicity		t	o proc	II required fields are completed you will be seed onto the Early Help Assessment scor			
		S	ection	l.			

### 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 County Council 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 how well the family's situation has Please explain the issues the family has faced and the work you have done to improve this.\* 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 has not required support relating to a specific area.

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.

