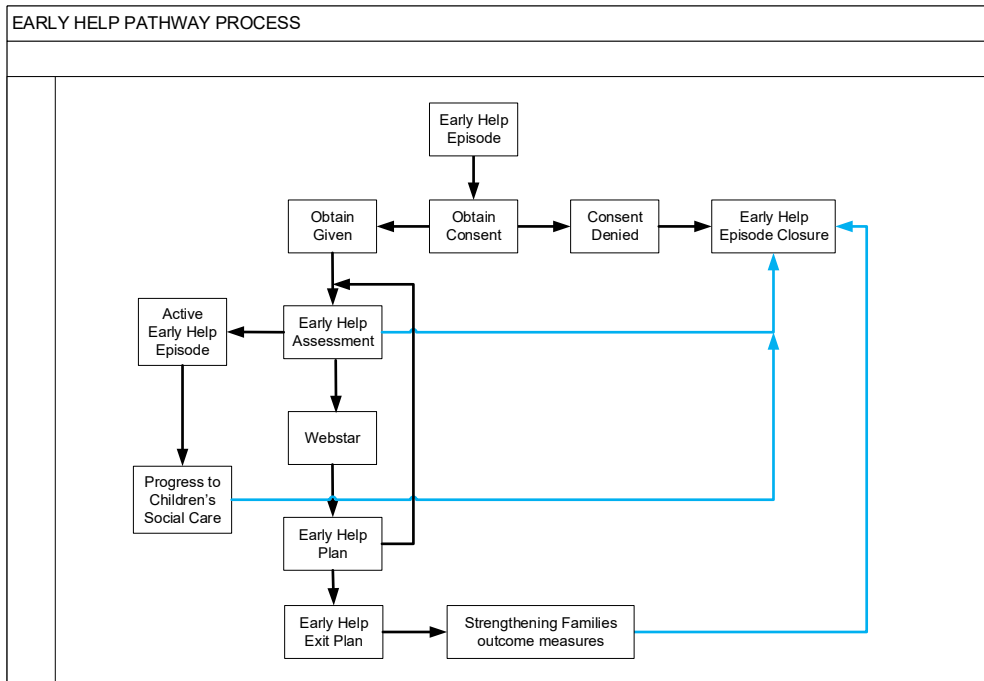


Early Help Pathway



To start the Early Help pathway search for the and navigate to the demographics screen

In the actions section click on the hyperlink Create a new Early Help Episode

Abby Pitman, 0 days 11-Feb-2020 (Case No: 1002706)

Personal

- Personal
- Further Details
- Photos
- Risks
- Relationships
- Key Agencies
- Contacts
- Forms
- Documents
- General Notes
- History
- Time Line
- Chronology
- Shared History
- Costs
- Reindex
- Restricted Access
- Audit
- Health
- Education

Name & Gender

Case Number 1002706
 Title
 Surname Pitman
 Forename Abby
 Gender Female

Age / Date of Birth

Actual DOB 11-Feb-2020
 Age 0 days
 Unborn Child

Status Details

Marital Status

Other Names

[Add Other Name](#)
[Mark this Record as a Duplicate](#)

Addresses

Primary Address 29 St Julians Mews
 from 11-Feb-2020 Williams Way
 Shrewsbury
 SY1 1AD
[Address History / Update Addresses](#)

Troubled Family

Is this a Troubled Family cohort?
[Update for family](#)

Locality

Locality
 Locality Notes

E-Mail

Telephones

[Add Contact Number / View Historic Numbers...](#)
[Show Relevant Contact Methods](#)

Disability

Is Disabled?
 Is on a Disability Register?
[See Further Details for disability details](#)

SEN / EHCP

Has special education needs No

Important Information

- There are Hazards recorded for this Child
- No NHS Number recorded

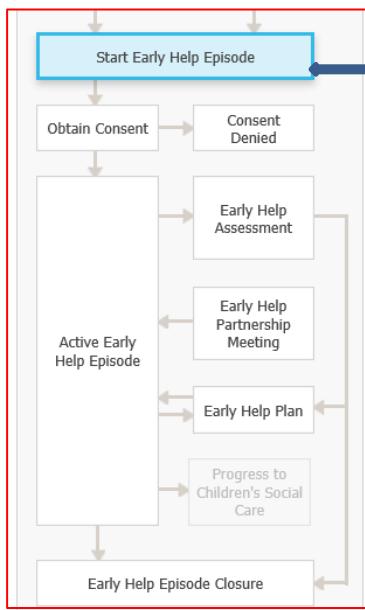
Actions

- [Create a new Contact](#)
- [Create a new Early Help Episode](#)

Relationships

Abby Pitman - 0 days
 This Child HZD

The Early Help Pathway will now open



The episode “Start Early Help Episode” box is blue this means this is the current piece of work you are completing. When you have finalised this piece of work the box will automatically turn grey and the next episode you need to start work on will be blue this is the same for each episode in the pathway.

Click in the round button for you as the lead professional then click on the grey “Assign” button

Early Help Episode Started
Active Task: Ruth Test (Reassign) Started: 14-Nov-2019 Due: unspecified

Early Help Episode Started Task Details No Other Children ▼

Assign

● This task needs assigning:

Lead Professional **Ruth Test**

Other... [input field]

Comments: [text area]

In the Family Pathway make sure you tick/untick the relevant family members that need to be included in the episodes

Click on the Start Early Help Episode Grey Button

Early Help Episode Started

Active Task: Ruth Pratt (Reassign) Started: 19-Mar-2020 Due: unspecified

Early Help Episode Started Task Details No Other Children ▼


The Early Help Episode Record has not been started.

[Start Early Help Episode](#)

Family Pathways - You may use the following table of related persons to start a grouped episode. Any selected persons will be included in the episode group.

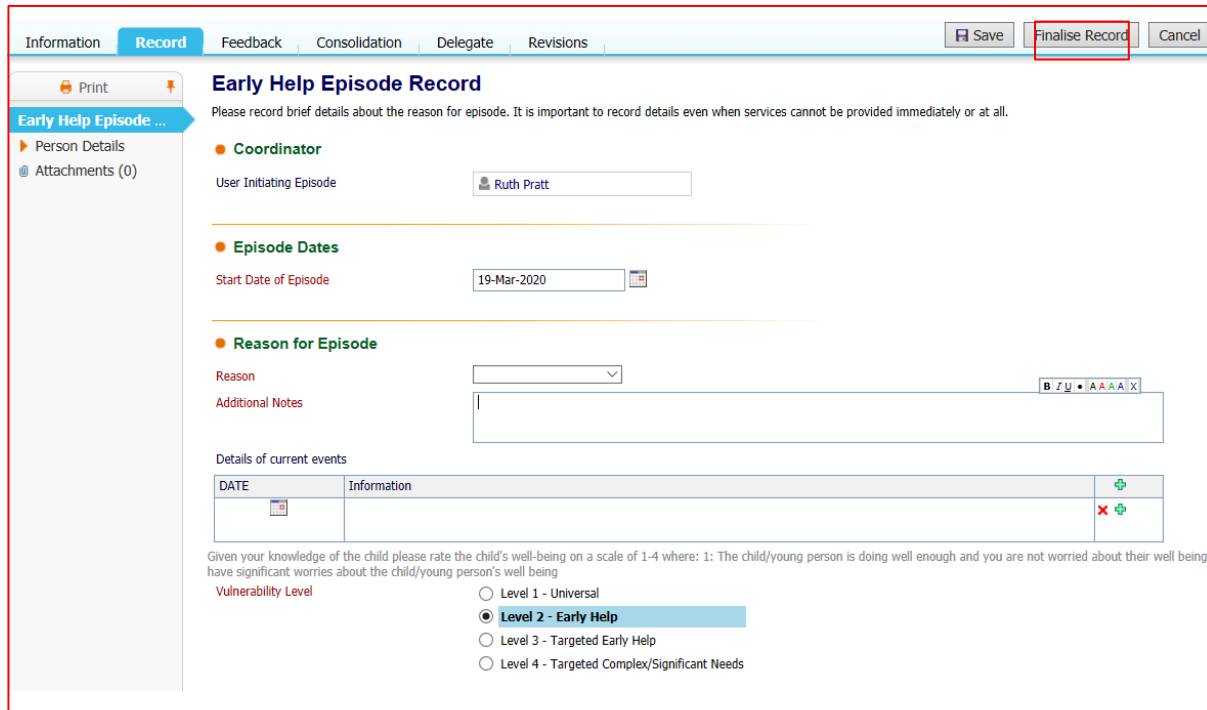
<input checked="" type="checkbox"/>	Relationship	Name	Age	Info
	Self	Abby Pitman	5 weeks	Automatically included in group

▶ [Click Here to Update Relationships for Abby Pitman...](#)

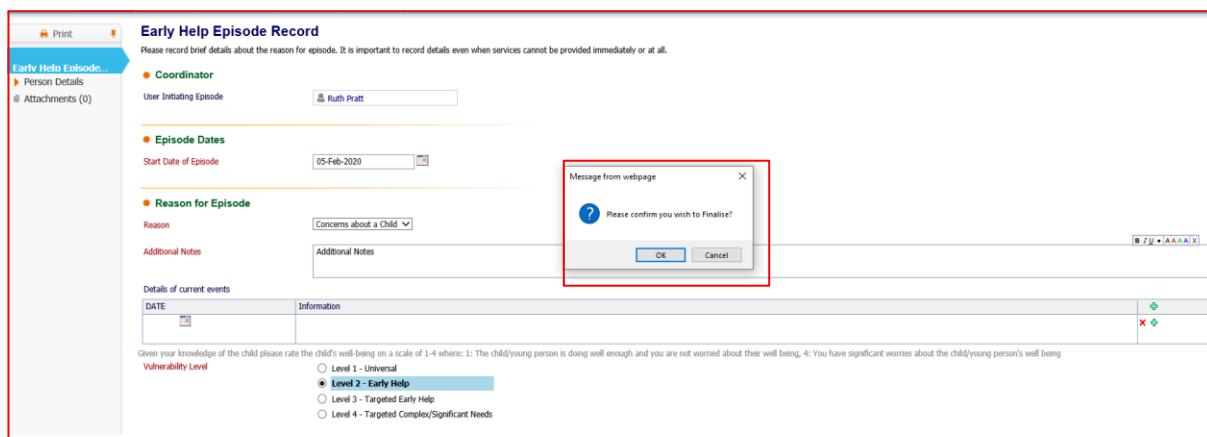
The form opens – by the name you will see the  Flag has appeared this means an Early Help Episode is now open, if you hover over the E it will give you details and date of what the flag is for.

Complete details in each section as relevant on the Early Help Episode Form

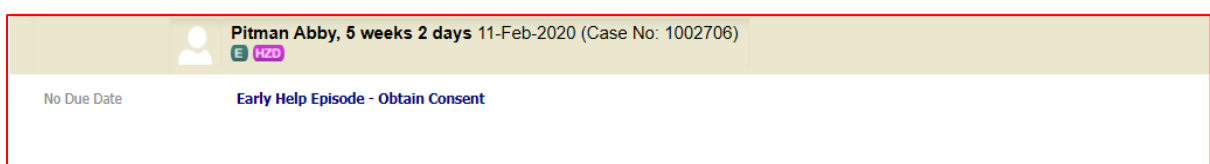
When completed click on the grey Finalise button



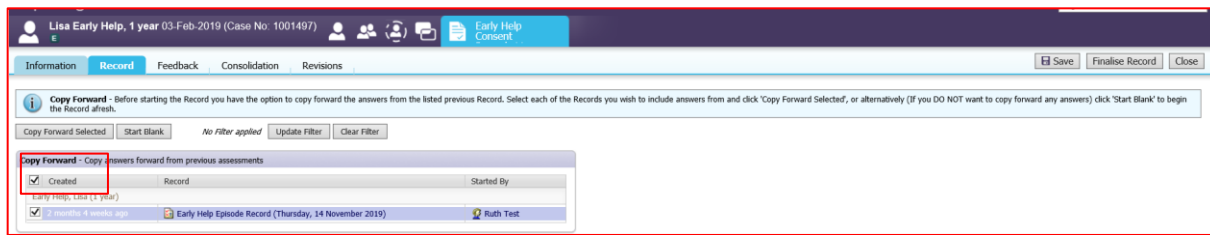
a new window appears click OK to confirm



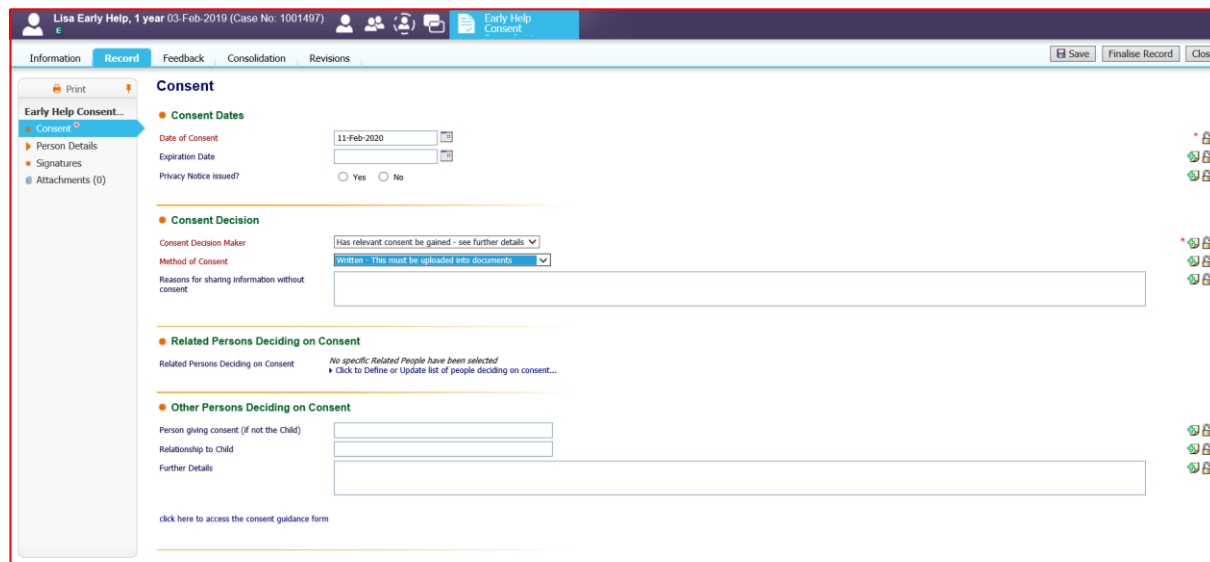
Click on the “Home button from the toolbar and navigate to your Task Tray Search for the person whose record you are in and click on the Early Help Episode – Obtain Consent



The following screen opens, tick in the created box and then click on the grey button “copy forward selected” this copies some information from the previous form into this form



The consent form opens, work through the sections entering information in the mandatory fields, “date of consent”, “Consent decision maker”, “method of consent”, “related persons deciding on consent” – select each names as required by selecting and the click on the update button, “other person deciding on consent” – if relevant.



When you are at the Consent restrictions section click on the hyperlink “Specify consent restrictions”



Alongside the green tick you will see that System Support and you as the lead professional have access to the record, **DO NOT CLICK EITHER OF THE X BESIDE THESE NAMES** Underneath the line you can see Click here to add user department of group, if you click n this hyperlink you can give consent to relevant persons or groups.

OK
Cancel

Select Consent Access Restrictions

Configure Security Restrictions

✔ Access will be granted to:

✘ Access will be denied to:

System Support ✘

Ruth Pratt - Children & Families ✘

[Click here to add a user, department or group...](#)

[Clear all current selections...](#)

Everyone, except those specifically granted access in the section above.

[Click here to add a user or department...](#)

[Clear all current selections...](#)

Verify security restrictions:

User to verify:

To find a professional Enter the surname and forename then click on the grey search button

Address Book

- ★ My Contacts
- 👤 All Professionals
- 🏠 All Departments
- 👥 All Groups

🔍 Search Professionals

Reset
Search

Professional Name

Surname

Forename

If the person is known a name or a list of names will appear, select the name of the person who needs access to the record

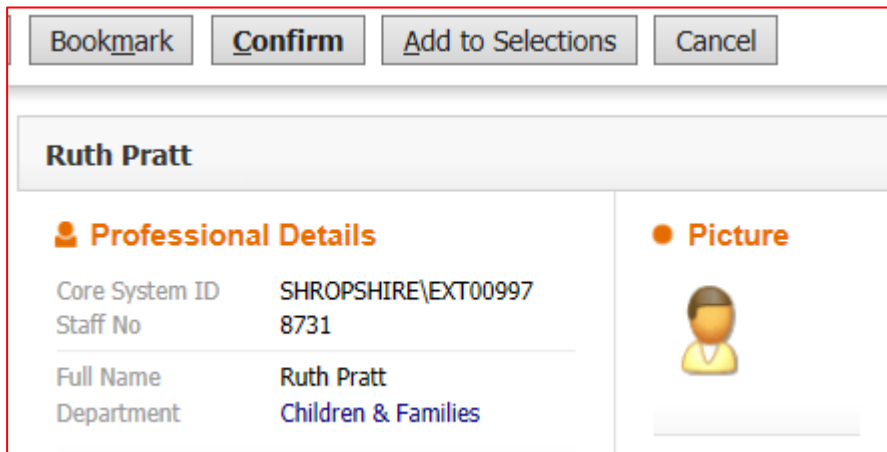
🔍 Search Professionals

Back
Printable View

Query Results (2)			
	Full Name ▲	Job Title	Dept
1	Ruth Pratt	Liquidlogic Consultant	Children & Families
2	Ruth Pratt		Children & Families

Version 1.0 – 24/02/2020	Shropshire Strengthening Families - 01743 253921or mailto:ShropshireStrengtheningFamilies@shropshire.gov.uk	Page 6 of 29
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When the next window appears you select the grey button **Confirm** this will then add the person to the Access granted list.



Bookmark **Confirm** **Add to Selections** **Cancel**

Ruth Pratt

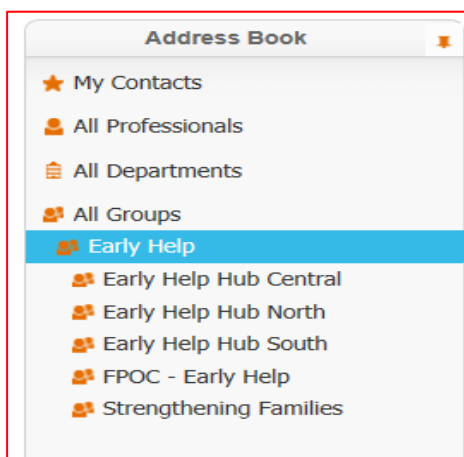
Professional Details

Core System ID SHROPSHIRE\EXT00997
Staff No 8731

Full Name Ruth Pratt
Department Children & Families

Picture

You follow the same process as above if you need to select one of the groups by entering in the group name, remember you can use the wild cards% or *



Address Book

- ★ My Contacts
- 👤 All Professionals
- 📁 All Departments
- 👤 All Groups
- 👤 Early Help**
- 👤 Early Help Hub Central
- 👤 Early Help Hub North
- 👤 Early Help Hub South
- 👤 FPOC - Early Help
- 👤 Strengthening Families

When you have completed the consent record click on the grey **Finalise** button

Click Ok to confirm

Navigate back to the task tray – the tasks here will remain in you task tray whilst you are the lead professional for this family

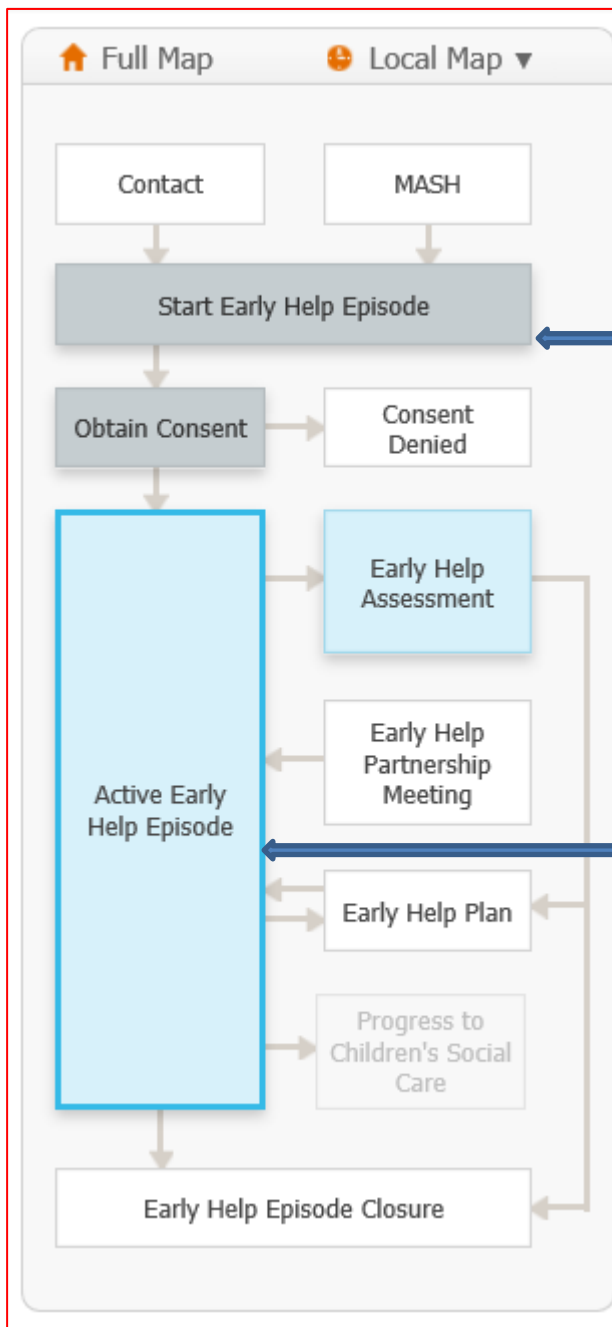


Test Ruth, 2 yrs 2 mths 12-Jan-2018 (Case No: 1007502)

No Due Date **Early Help Assessment - Please complete Early Help Assessment for Person**

No Due Date **Active Early Help Episode**

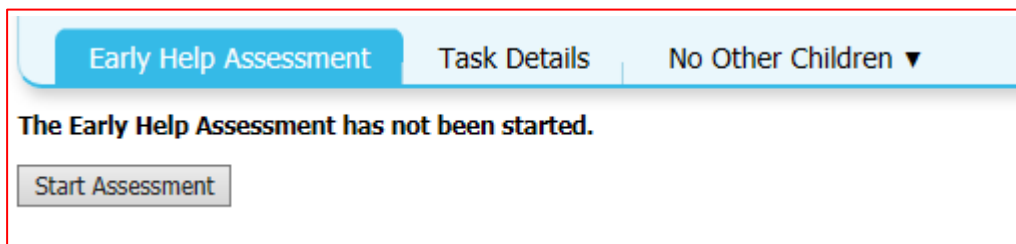
Click on the Early Help Assessment link



In this example the “Start Early Help Episode” and “Obtain Consent” Episodes have been completed and saved. The boxes have automatically turned grey. The work you now need to complete in the pathway way are the blue boxes “Early Help Assessment” and “Active Early Help Episode” you will find the episodes in the task tray

When you click on the Large Blue Box “Active Early Help Episode” you are taken to the secure area of the Early Help Pathway. When details have been completed in this section, only people with the correct level of access will be able to view details

Click on the grey Start Assessment Button



If this is the first assessment Click on start blank, if It is a previous assessment you can select and copy forward answers from a previous assessment

i Copy Forward - There are no previous Assessments for Test, Ruth (2 years), so you do not have the option to copy answers forward at this time. Click 'Start Blank' to start the new Assessment.

Start Blank

When the form opens you will see sections on the left hand side, work through each section of the assessment

When you start the section “Whole Family Assessment” you will see there are six mandatory criteria questions, if you answer **No** the table does not appear however a score but still be entered. If you select **Yes** the table opens, you will need to enter information into every box. The last section “**What needs to Change**” any information entered into this section will copy forward to your Early Help Plan.

Whole Family Assessment

1) Parent/Children involved in Crime or ASB

Parents/children and/or other members of the household are involved in crime and/or anti-social behaviour.
 Parents or other members of the household are leaving prison or serving community orders or suspended sentences.
 There is a significant cause for concern regarding possible involvement in crime or anti-social behaviour

Are there concerns regarding this criteria? **Yes** No

Please Answer Questions

Describe the family history regarding this category:	Describe the family's current situation, including strengths and what is working well: What support is currently in place?	What needs to change?	
Describe the history	What is the current situation	What needs to change this section copies forward to the plan	

Where would the family rate themselves in relation to this concern on a scale of 1-10? (10 = good, 1 = poor)

Family Strengths criteria 1

Family Strengths are entered here

When you have completed each of the 6 criteria at the bottom of the page the scores for each section have been automatically populated, these scores will populate the webstar

● Totals	
Parent/Children involved in Crime or ASB	2
Children not attending school	10
Children who need help	10
Worklessness/Financial exclusion/Housing	10
Families affected by domestic abuse/parental conflict	10
Families affected by domestic abuse/parental conflict	5

The last mandatory questions are in the additional information section answer by clicking in each of the yes or no circles

Print

Early Help Assessm...

- Identifying details
- Information Sharing
- Assessment Inform...
- Whole Family Asse...
- If a safeguarding ri...
- Additional Informat...
- Managers Decisions
- Signatures
- 📎 Attachments (0)

Additional Information

Are the family at risk of homelessness? Yes **No**

Is there a young carer in the family? Yes **No**

Is there a child with an additional need in the family? Yes **No**

Are the family happy for the fire service to complete a home safety check? Yes **No**

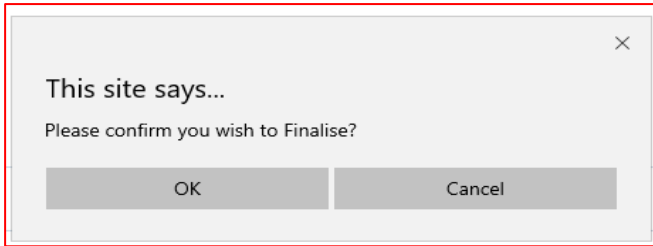
Has worklessness been identified? Yes **No**

Is there a child/YP in the family at risk of exploitation? Yes **No**

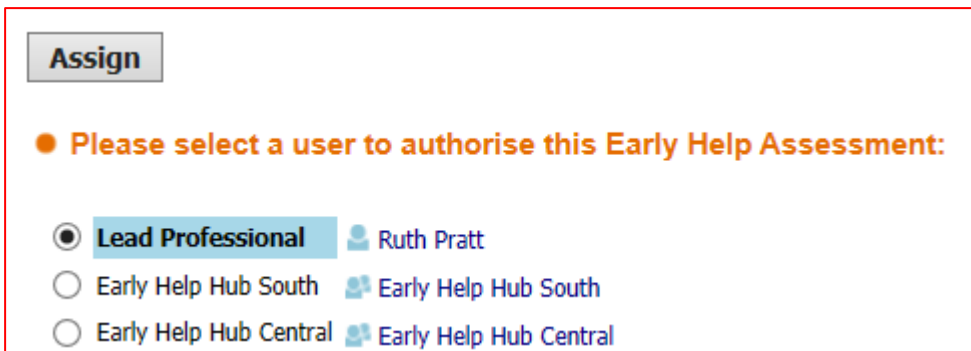
Protective Factors

When you have completed all the sections apart from “Managers Decisions” click on

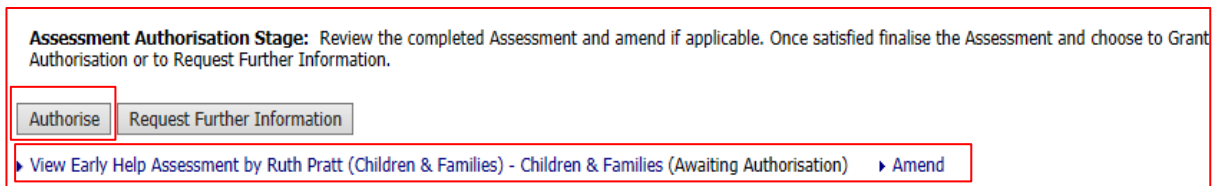
the grey Finalise Assessment finalise button at the top right hand side then click OK to confirm



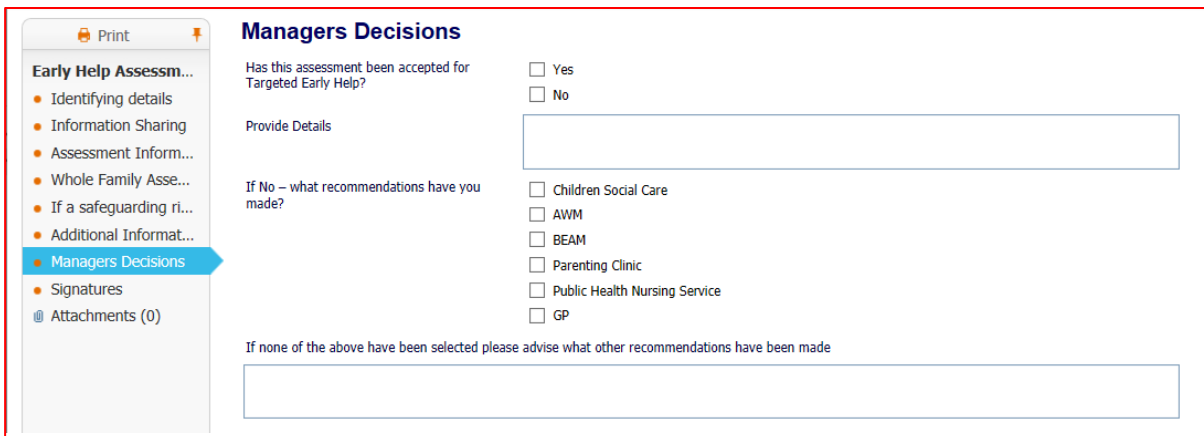
Click in the circle of the relevant person to assign this assessment to and click on the grey assign button. If this needs to go to a manager then select and send to the relevant Hub



To self authorise click on the grey authorise button



If the assessment has been sent to a manager, the manager clicks on the **Amend** hyperlink to view and read the assessment completing the managers decisions section in the assessment



Finalise Assessment

Once completed the manager clicks

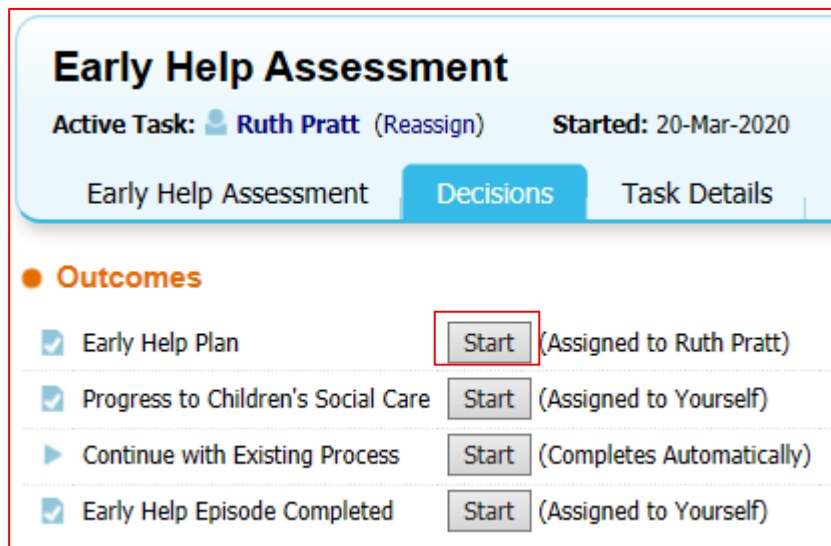
Authorise

authorise then OK. You are now able to open the Webstar from Standalone Forms- Please see separate USER GUIDE using Standalone Forms

You are taken to the Decision's tab in the Early Help Assessment – click on the Start button for the relevant outcome

- Early Help Plan
- Progress to Children's Social Care (Step Up)
- Continue with existing process (Re-start an assessment or plan)
- Early Help Episode Completed (Close)

To start an Early Help Plan Click on the Grey start button



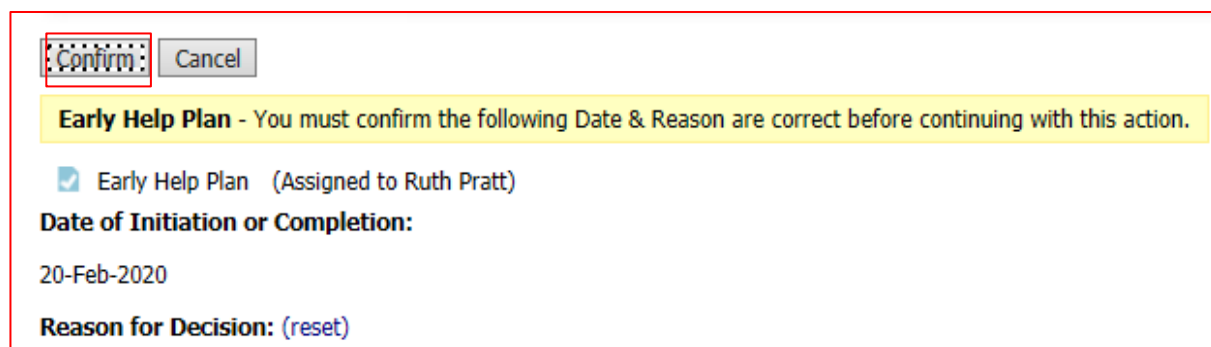
Early Help Assessment
Active Task: Ruth Pratt (Reassign) Started: 20-Mar-2020

Early Help Assessment **Decisions** Task Details

Outcomes

<input checked="" type="checkbox"/> Early Help Plan	Start (Assigned to Ruth Pratt)
<input checked="" type="checkbox"/> Progress to Children's Social Care	Start (Assigned to Yourself)
<input type="checkbox"/> Continue with Existing Process	Start (Completes Automatically)
<input checked="" type="checkbox"/> Early Help Episode Completed	Start (Assigned to Yourself)

Click on the grey confirm button



Confirm Cancel

Early Help Plan - You must confirm the following Date & Reason are correct before continuing with this action.

Early Help Plan (Assigned to Ruth Pratt)

Date of Initiation or Completion:
20-Feb-2020

Reason for Decision: (reset)

Click on the grey button to Start the Early Help Plan

The Early Help Plan has not been started.

[Start Early Help Plan](#)

[Back to: Early Help Assessment](#)

Click on the copy forward selected button to copy from previous forms

Copy Forward - Before starting the Plan you have the option to copy forward the answers from the listed previous Plans. Select each of the Plans you wish to include answers from and click 'Copy Forward Selected', or alternatively (if you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Plan afresh.

[Copy Forward Selected](#) [Start Blank](#) *No Filter applied* [Update Filter](#) [Clear Filter](#)

Copy Forward - Copy answers forward from previous assessments

<input type="checkbox"/>	Created	Plan	Started By
<input type="checkbox"/>	Test, Ruth (2 years)		
<input checked="" type="checkbox"/>	4 weeks 1 day ago	Early Help Assessment (Thursday, 20 February 2020)	Ruth Pratt

The Plan opens, you will see the information from the assessment has carried forward into the plan, enter the start date and complete the form making any changes to information as appropriate.

Information **Plan** Consolidation Delegate Revisions [Save](#) [F](#)

[Print](#)

Action Plan

Start Date

End Date

1) Are the Parents/Children involved in crime or ASB? Yes No

What needs to change

What needs to change copies into the plan

DATE	Action	Person Responsible	By When	Progress	Date Action Achieved
<input type="text"/>			<input type="text"/>		<input type="text"/>

2) Children not attending school? Yes No

3) Children who need help – lived experience at home and in the community. Yes No

DATE	Action	Person Responsible	By When	Progress	Date Action Achieved
<input type="text"/>			<input type="text"/>		<input type="text"/>

4) Worklessness/Financial exclusion/Housing. Yes No

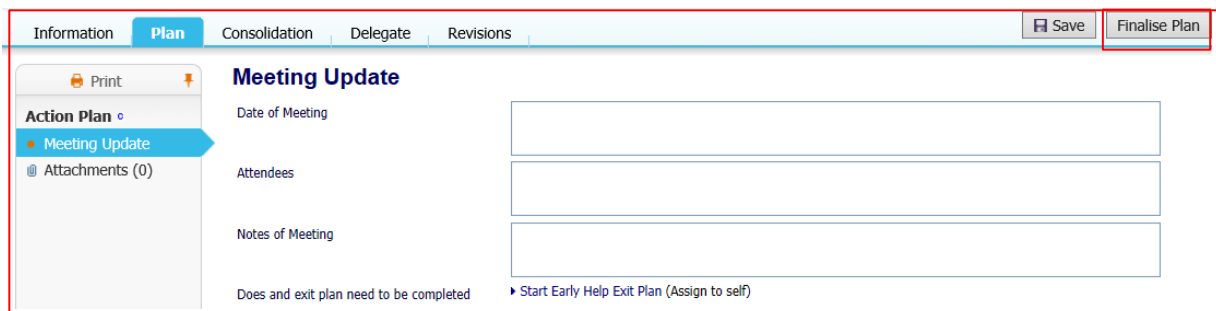
5) Families affected by domestic abuse/parental conflict. Yes No

6) Parent/children's health – mental/physical Yes No

In the meeting update section complete the details from the current meeting

If this is the last meeting and you are closing the case you are able to open and complete an exit plan from here by clicking on the hyperlink [Start Early Help Exit Plan](#)

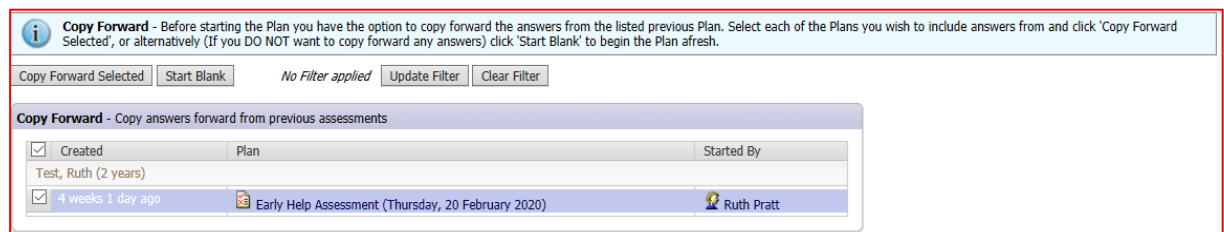
When complete select the grey button Finalise Plan



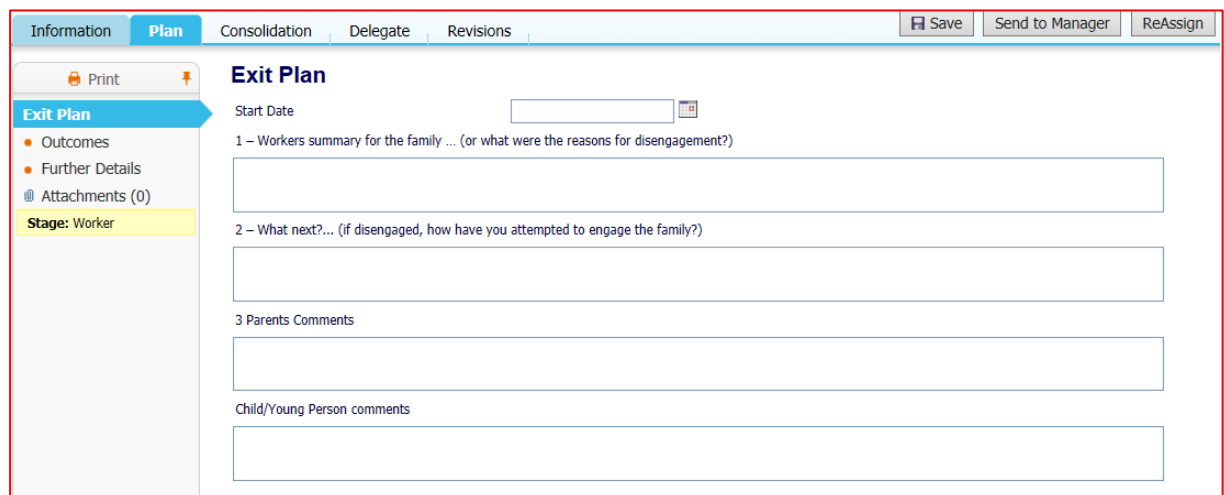
If you need to complete an exit plan click on the hyperlink – this will then present another hyperlink with the date the exit plan is to be completed, click this hyperlink



Click on the grey button - copy forward selected




Enter the details in the exit plan



In the outcomes section there is a hyperlink to the Start Strengthening Families outcome measures if you are closing the case you will need to complete this form by selecting and clicking on the hyperlink







If you are not closing this case but Stepping down then click on the YES circle by the “Step Down to Early Help” a new pop up appears – click on the hyperlink to select a manager to send the exit plan to for authorisation

Step Down to Early Help Partner	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
Please select manager to notify	 Click here to select a user...

When the plan is completed click on the  button

Now the plan is finalised there are three options to choose from. If work with the family has not completed select continue with existing process then click confirm, this will keep the record open for the next plan/review

- Continue with existing process (Re-start an assessment or plan)
- Progress to Children’s Social Care (Step Up)
- Early Help Episode Completed (Close)

Early Help Plan	Decisions	Task Details	No Otl
● Outcomes			
 Continue with Existing Process		(Completes Automatically)	
<input checked="" type="checkbox"/> Progress to Children's Social Care		(Assigned to Yourself)	
<input checked="" type="checkbox"/> Early Help Episode Completed		(Assigned to Yourself)	

This is also shown in the workers task tray this can be selected from here by clicking on the hyperlink

No Due Date	  	Test, Ruth (2 years) [Case No: 1007502]	Active Early Help Episode
-------------	---	---	----------------------------------

If the episode is not opened from the task tray select from the decisions tab and Click on the grey button to Restart the Early Help Plan this will copy all details from previous plan into the new plan, apart from the meeting as this is new with each plan

Active Early Help Episode

Active Task: Ruth Pratt (Reassign) Started: 20-Mar-2020

Active Early Help Episode **Decisions** Task Details

● **Outcomes**

<input checked="" type="checkbox"/> Early Help Assessment	Active
<input checked="" type="checkbox"/> Early Help Plan	Restart (Assigned to Ruth Pratt)
<input checked="" type="checkbox"/> Progress to Children's Social Care	Start (Assigned to Yourself)
<input checked="" type="checkbox"/> Early Help Episode Completed	Start (Assigned to Yourself)

Click on the confirm button

Early Help Plan **Decisions** Task Details No Other Children ▼

Confirm Cancel

Continue with Existing Process - You must confirm the following Date & Reason are correct before continuing with this action.

Ruth Test Continue with Existing Process (Completes Automatically)

Date of Initiation or Completion:

.....

Once confirmed the plan will be in the task tray and you can open and complete the plan.

Active Early Help Episode **Decisions** Task Details

● **Outcomes**

<input checked="" type="checkbox"/> Early Help Assessment	Active
<input checked="" type="checkbox"/> Early Help Plan	Thank you, this task is in your worktray.
<input checked="" type="checkbox"/> Progress to Children's Social Care	Start (Assigned to Yourself)
<input checked="" type="checkbox"/> Early Help Episode Completed	Start (Assigned to Yourself)

No Due Date **EHA** **E** **C** Test, Ruth (2 years) [Case No: 1007502] Active Early Help Episode

No Due Date Early Help Exit Plan - Please complete the Worker

Click on the large Blue box in the pathway Active Early Help Episode a set of sub menus appears

Active Early Help Episode

Active Task: Ruth Pratt (Reassign) Started: 20-Mar-2020 Due: unspecified

Active Early Help Episode Decisions Task Details No Other Children ▼

Episode Details

Personal Details

Forms

Activities

Involvements

Access

Case Notes

Documents

Services

Consent

Access Requests

Assessments and Forms

Assessment Date	Assessment Type	Assessor	Status
20-Feb-2020	Early Help Plan	Ruth Pratt - Children & Families	Completed
20-Feb-2020	Early Help Assessment	Ruth Pratt - Children & Families	Completed
19-Mar-2020 10:23	Early Help Consent Record	Ruth Pratt - Children & Families	Completed
05-Feb-2020	Early Help Episode Record	Ruth Pratt - Children & Families	Completed
20-Mar-2020	Early Help Assessment	Darren Foulkes - Children & Families	Draft

Standalone Assessments (across All Episodes)

Assessment Date	Assessment Type	Assessor	Status
20-Mar-2020 11:34	Early Help Exit Plan	Ruth Pratt - Children & Families	Draft

Start New Form

▼
Start

You can scroll on each tab:

- Episode Details shows who the co-ordinator (Lead professional is) and a new consent statement can be launched from here
- Personal Details show what is in the demographics page
- Forms – a) shows all forms that have been completed

Assessments and Forms

Assessment Date	Assessment Type	Assessor	Status
20-Feb-2020	Early Help Plan	Ruth Pratt - Children & Families	Completed
20-Feb-2020	Early Help Assessment	Ruth Pratt - Children & Families	Completed
19-Mar-2020 10:23	Early Help Consent Record	Ruth Pratt - Children & Families	Completed
05-Feb-2020	Early Help Episode Record	Ruth Pratt - Children & Families	Completed
20-Mar-2020	Early Help Assessment	Darren Foulkes - Children & Families	Draft

b) Any standalone forms that have been completed

Please note for Standalone forms if they need copying to siblings this needs to be done manually

Standalone Assessments (across All Episodes)

Assessment Date	Assessment Type	Assessor	Status
20-Mar-2020 11:34	Early Help Exit Plan	Ruth Pratt - Children & Families	Draft

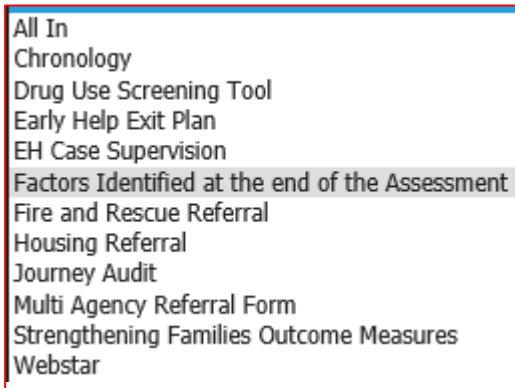
c) The ability to start a new standalone form

Start New Form

▼
Start

When you click on the down arrow a list of standalone forms appear

Click on the form to be launched – the webstar has been chosen



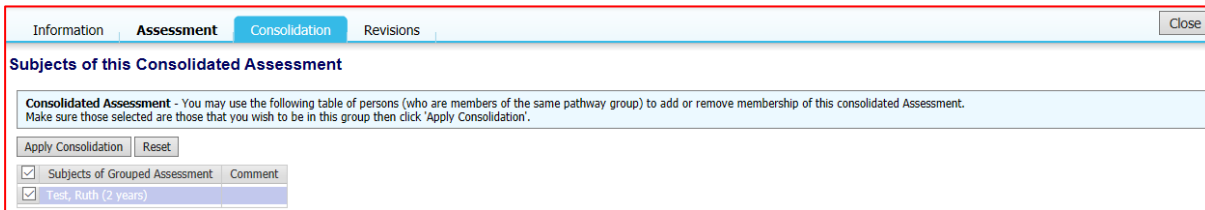
- All In
- Chronology
- Drug Use Screening Tool
- Early Help Exit Plan
- EH Case Supervision
- Factors Identified at the end of the Assessment
- Fire and Rescue Referral
- Housing Referral
- Journey Audit
- Multi Agency Referral Form
- Strengthening Families Outcome Measures
- Webstar

The form will appear in the box – click on the grey start button



Webstar [v] Start

if there are siblings that need to be copied into the form then click on the consolidation tab at the top of the screen before you copy forward and tick who needs to be copied in



Information Assessment **Consolidation** Revisions Close

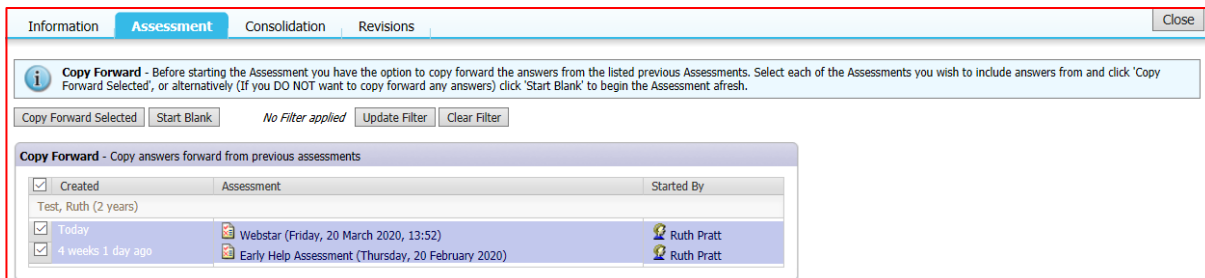
Subjects of this Consolidated Assessment

Consolidated Assessment - You may use the following table of persons (who are members of the same pathway group) to add or remove membership of this consolidated Assessment. Make sure those selected are those that you wish to be in this group then click 'Apply Consolidation'.

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Assessment	Comment
<input checked="" type="checkbox"/>	Test, Ruth (2 years)	

Now select the Copy Forward Selected



Information Assessment Consolidation Revisions Close

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each of the Assessments you wish to include answers from and click 'Copy Forward Selected', or alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

<input checked="" type="checkbox"/>	Created	Assessment	Started By
<input checked="" type="checkbox"/>	Test, Ruth (2 years)		
<input checked="" type="checkbox"/>	Today	Webstar (Friday, 20 March 2020, 13:52)	Ruth Pratt
<input checked="" type="checkbox"/>	4 weeks 1 day ago	Early Help Assessment (Thursday, 20 February 2020)	Ruth Pratt

You will see all details have copied forward

Information **Assessment** Consolidation Revisions Save Finalise Assessment

Print

Webstar

- Whole Family Asse...
- Webstar
- Attachments (0)

Whole Family Assessment

1) Parent/Children involved in Crime or ASB

Parents/children and/or other members of the household are involved in crime and/or anti-social behaviour. Parents or other members of the household are leaving prison or serving community orders or suspended sentences. There is a significant cause for concern regarding possible involvement in crime or anti-social behaviour

Are there concerns regarding this criteria? Yes No

Please Answer Questions

Describe the family history regarding this category:	Describe the family's current situation, including strengths and what is working well: What support is currently in place?	What needs to change?	
Family History	Current Situation	What needs to change copies into the plan	<input checked="" type="checkbox"/>

Where would the family rate themselves in relation to this concern on a scale of 1-10? (10 = good, 1 = poor)

2) Children not attending school

Children/young people recorded as having more than 10% unauthorised absence. Children or young people who have received 3 fixed term exclusions and/or permanent exclusions in the last three terms. Children missing education. Children in alternative provision (behaviour)

Are there concerns regarding this criteria? Yes No

3) Children who need help – lived experience at home and in the community

Parent is struggling and finds putting boundaries and discipline in place difficult. Not taking up Early Years entitlement. Missing and/or at risk of sexual exploitation. Needing Early Help. Child 'in need', or subject to an enquiry under section 47, or subject to a child protection plan. The impact of alcohol or substance misuse. Child/young person is identified as a young carer. Child has witnessed domestic abuse.

Are there concerns regarding this criteria? Yes No

Select the webstar section from the side bar menu

Webstar

- Whole Family Asse...
- Webstar**
- Attachments (0)

You will see the scores have also copied forward and the webstar has been produced



Finalise Assessment

Click Finalise Assessment and then OK

- Activities – Will show any cases that have been transferred to social care and any contact that have been opened/closed on the case
- Involvements – Shows the following

The screenshot shows the 'Active Early Help Episode' page with the 'Involvements' section selected in the left-hand menu. The page displays three sections: 'Involvements', 'Current Tasks for this Person', and 'Case Transfers within EHM'. The 'Involvements' section contains a table with columns for Role, Worker or Team, Start Date, and End Date. The 'Current Tasks for this Person' section contains a table with columns for Assigned, Subject, Date Started, Due Date, and From. The 'Case Transfers within EHM' section is currently empty.

Role	Worker or Team	Start Date	End Date
Lead Professional	Ruth Pratt	05-Feb-2020	
Other Role	ECAF/System Support	05-Feb-2020	

Assigned	Subject	Date Started	Due Date	From
Ruth Pratt	Contact Record - Please do Contact Record for Person	17-Feb-2020 21:04	18-Feb-2020	Ruth Pratt
Ruth Pratt	Active Early Help Episode	20-Mar-2020 10:48		Ruth Pratt
Ruth Pratt	Early Help Exit Plan	20-Mar-2020 11:34		Ruth Pratt
Darren Foulkes	Early Help Assessment - Authorise	20-Mar-2020 11:46		Darren Foulkes
Ruth Pratt	Early Help Plan - Please complete the Early Help Plan for the Person	20-Mar-2020 12:48	23-Mar-2020	Ruth Pratt

- Access - shows who has access to the case- you are able to add access here

The screenshot shows the 'Access' section with a table listing access levels, worker or team, start date, and end date. Below the table is an 'Add Access' link.

Access Level	Worker or Team	Start Date	End Date
Full Access	Ruth Pratt	05-Feb-2020	
Update	ECAF/System Support	05-Feb-2020	

[Add Access](#)

- Case Notes – Click on the bottom link add case note

The screenshot shows the 'Active Early Help Episode' page with the 'Case Notes' section selected in the left-hand menu. The page displays two sections: 'Case Summary' and 'Case Notes'. The 'Case Summary' section shows 'No case summary has been recorded' and an 'Update Case Summary' link. The 'Case Notes' section has a 'Free Text Filter' input field, 'Go' and 'Reset' buttons, and a list of links including 'Case Note Report', 'Add Case Note', and 'Add Case Note' (highlighted with a red box).

Case Summary
Case Summary No case summary has been recorded
[Update Case Summary](#)

Case Notes
Free Text Filter
[Case Note Report](#)
[Add Case Note](#)
List is empty
[Add Case Note](#)

Finalise Create Create and Close Close - Update: Ruth Test, 2 yrs 2 mths - Case Note, contact type: Early Help Partner

This case note is within the context of an episode. It will be added to the open episode of **Ruth Test**

New Ruth Test, 2 yrs 2 mths - Case Note, contact type: Early Help Partner

● **Part 1 - Contact**

From Context Of **Ruth Test**

Contact Date

Contact Type

Follow-Up Date

Significant Event

Contact Regarding

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
People involved in this Case Note								
<input type="checkbox"/>	Self	Ruth Test	2 yrs 2 mths	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	None

Adults also present / interviewed

No Adults recorded...

Other relations you can add to this case note

No other relations recorded...

Reason for Contact

Enter a Contact Date – the date of the note

Enter a contact type – select from the list

Contact Regarding – click on the green arrow and include any siblings and tick the relevant boxes

Reason for Contact – enter details here

If there is not further need to add any more information or to restrict the case note select Finalise

If you need to restrict access to the case note select Create and Close

Finalise Create Create and Close Close -

From the front screen of the case note click on the case note

▶ Add Case Note

Finalised?	Significant Event	Contact Date	Contact Type	Contact Regarding	Reason for Contact	Created By	Other Episode
<input type="checkbox"/> No	<input type="checkbox"/> No	20-Feb-2020	Early Help Partner	Ruth Test	Type in here the reason for contact	Ruth Pratt	No

From the side bar menu select Restricted Access

Case Note

Restricted Access



Audit


● **Restriction of Access**



- ▶ Update Security Information
- ▶ Change Access to this Record


Currently **everyone** has access to this record Click on the hyperlink Change Access to this Record. If you want to deny access you would use the **red cross X** section

Configure Security Restrictions

 Access will be granted to:  **Users, Groups or Departments**
 Everyone.
[Click here to add a user, department or group...](#)
[Clear all current selections...](#)

Users with access to...
 No Access rights specifically granted access.
[Click here to add specific application access rights...](#)
[Clear all current selections...](#)






 Access will be denied to:  No one.
[Click here to add a user or department...](#)
[Clear all current selections...](#)

Verify security restrictions:
 User to verify: 

Search for a professional, department or group

Allow access to User or Department

Address Book

- ★ My Contacts
-  All Professionals
-  All Departments
-  All Groups
-  Early Help
-  **Strengthening Families**

Strengthening Families



Workgroup Details


Description	Strengthening Families
Category	Early Help
Info	
Active Status	Active
Email	
Professional Portal Group?	No


Click on the person/group/department- lick on the button access has now been given, click on the OK- restrict Access button at the top left hand side.

Restrict Access to Case Note, contact type: Early

Configure Security Restrictions

 Access will be granted to:  **Users, Groups or Departments**
 Strengthening Families 
[Click here to add a user, department or group...](#)
[Clear all current selections...](#)

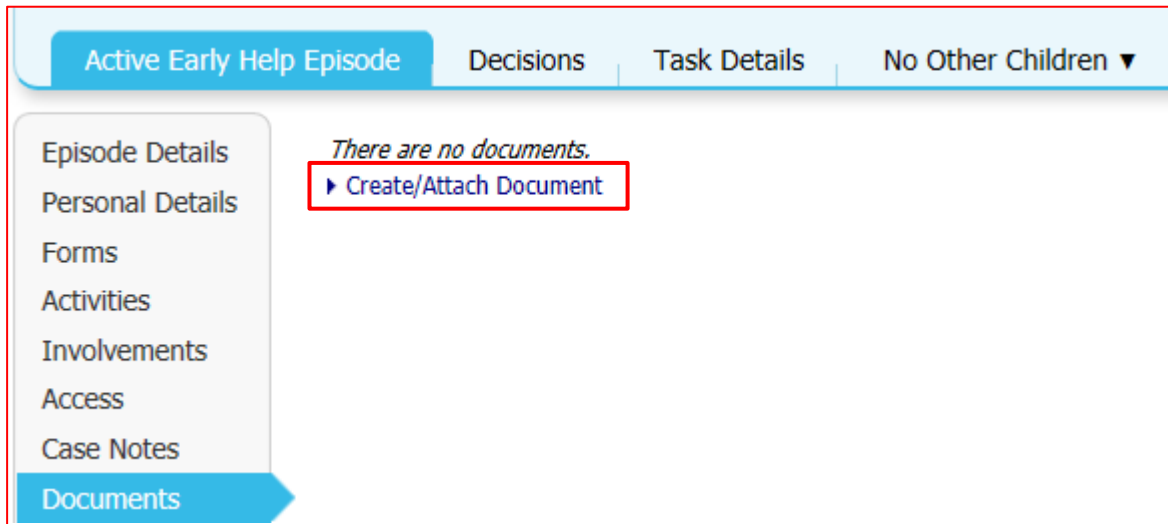
Users with access to...
 No Access rights specifically granted access.
[Click here to add specific application access rights...](#)
[Clear all current selections...](#)

 Access will be denied to:  Everyone, except those specifically granted access in the section above.
[Click here to add a user or department...](#)
[Clear all current selections...](#)

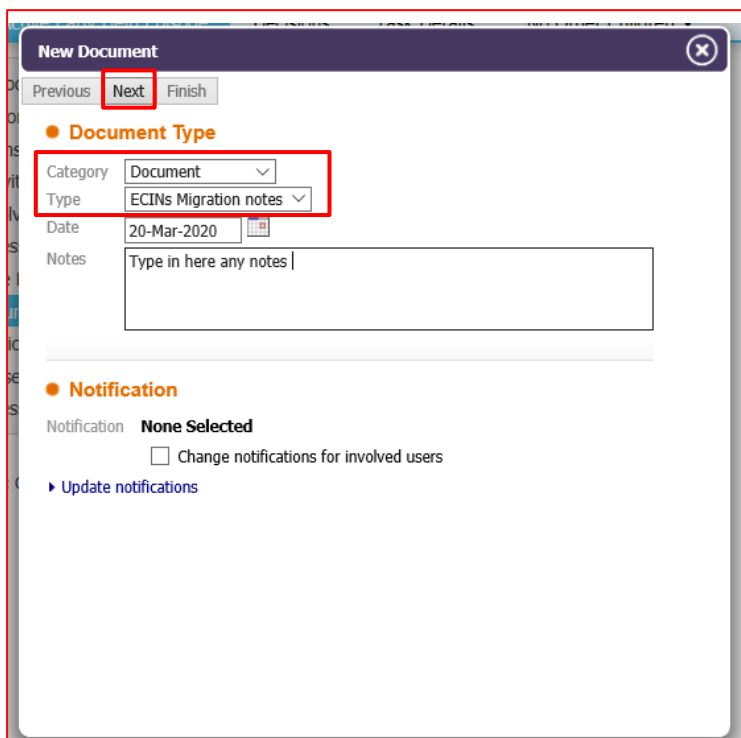
Verify security restrictions:
 User to verify: 

A Document may need to be attached to the record for example written consent, anything with a signature on it or a report from another professional – Click on the link Create Attach / Document

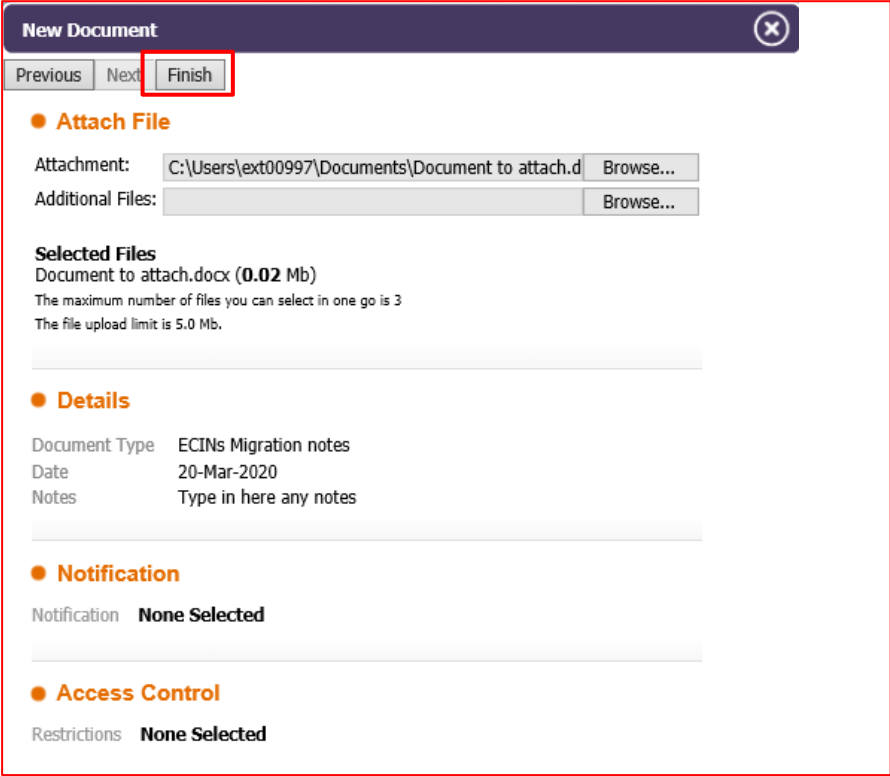
- Documents-



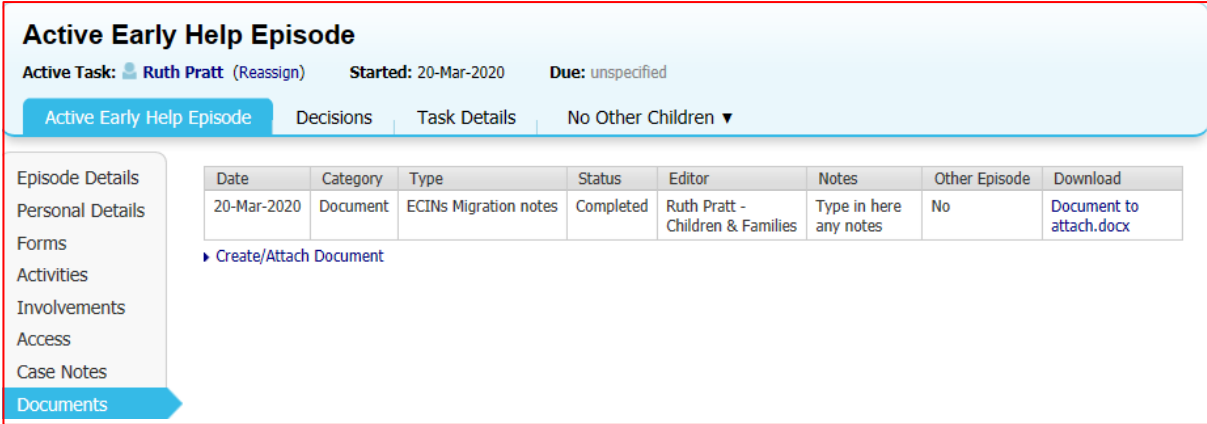
Enter a Category and document type – click next



Click on the Browse button – this will take you to where you document is stored on your network drive – click on the document you want to save this will then bring the document back to the attach file click on the Finish button

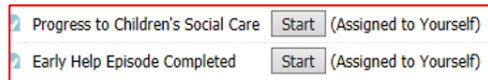


The document is now attached on the front screen you can click on this at any time and it will open the document for you



- Services- Will show any services that being provided
- Consent – Shows who has consent
- Access Requests – will show any person who have asked for access

If you have finished working with your family start the Early Help Episode Completed step by clicking on the grey start button



Progress to Children's Social Care (Assigned to Yourself)
Early Help Episode Completed (Assigned to Yourself)

Enter the date and click the grey confirm button

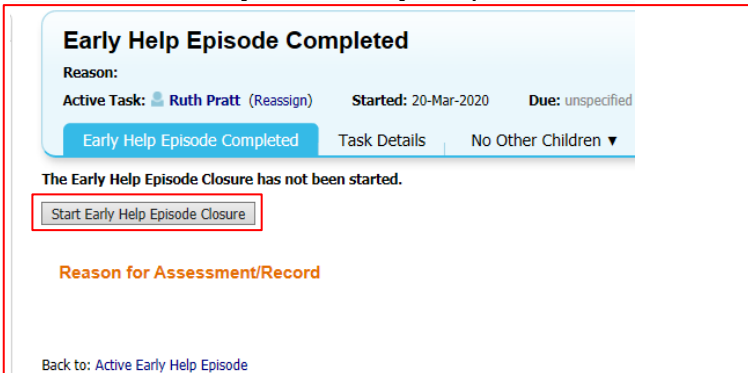


Active Early Help Episode
Active Task: Ruth Pratt (Reassign) Started: 20-Mar-2020 Due: unspecified
Active Early Help Episode | **Confirm** | Decisions | Task Details | No Other Children ▼

Early Help Episode Completed - You must confirm the following Date & Reason are correct before continuing
 Ruth Test Early Help Episode Completed (Assigned to Yourself)
Date of Initiation or Completion:
 Today's Date
 Other Date: 20/02/2020 (reset)
Reason for Decision: (reset)



Click on the Grey Start Early Help Button

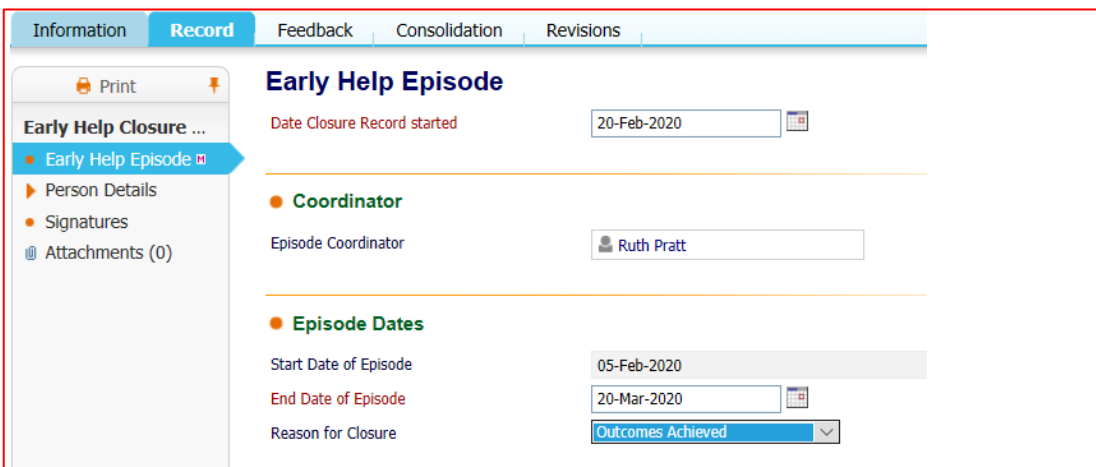


Early Help Episode Completed
Reason:
Active Task: Ruth Pratt (Reassign) Started: 20-Mar-2020 Due: unspecified
Early Help Episode Completed | Task Details | No Other Children ▼
The Early Help Episode Closure has not been started.

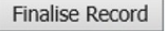
Reason for Assessment/Record
Back to: Active Early Help Episode



Enter details in the Early Help Closure Record





Information | **Record** | Feedback | Consolidation | Revisions
Print
Early Help Episode
Date Closure Record started: 20-Feb-2020
Coordinator
Episode Coordinator: Ruth Pratt
Episode Dates
Start Date of Episode: 05-Feb-2020
End Date of Episode: 20-Mar-2020
Reason for Closure: Outcomes Achieved


When details have been entered select the  and click OK
 Select Assign to me by click on the circle by your name or select one of the hubs if this needs to go to a manager to sign


Assign

● Please select Hub or manager to authorise

Early Help Hub North  Early Help Hub North

Early Help Hub Central  Early Help Hub Central

Early Help Hub South  Early Help Hub South

Assign to me  Ruth Pratt

Before a case can progress to social care the MAAF standalone form must be completed in the FORMS section of the Active Early Help Episode (Large Blue Box on the Pathway) copy instructions as above (page 17)

From the drop down select Multi Agency Referral Form






Start New Form

Multi Agency Referral Form  


Click on the boxes to copy forward from previous forms

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each of the Assessments you wish to include answers from and click 'Copy Forward Selected', or alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

No Filter applied

Created	Assessment	Started By
Test, Ruth (2 years)		
<input checked="" type="checkbox"/> 2 days ago	Webstar (Friday, 20 March 2020, 13:52)	 Ruth Pratt
<input checked="" type="checkbox"/> 3 days ago	Early Help Consent Record (Thursday, 19 March 2020, 10:23)	 Ruth Pratt
<input checked="" type="checkbox"/> 1 month ago	Early Help Plan (Thursday, 20 February 2020)	 Ruth Pratt
<input checked="" type="checkbox"/> 1 month ago	Early Help Assessment (Thursday, 20 February 2020)	 Ruth Pratt
<input checked="" type="checkbox"/> 1 month 2 weeks ago	Early Help Episode Record (Wednesday, 5 February 2020)	 Ruth Pratt

Complete Each Section of the form

 Print

Multi Agency Refer...

- Other Significant I...
- Threshold Levels
- Referrer Details
- Attachments (0)

Multi Agency Referral Form

This form should be used to make contact with Children's Social Care, should your request for a referral not be accepted then your information will remain as a contact on the child's electronic record. PLEASE NOTE the parent will be notified of your contact and the actions taken, you will be copied into this letter as notification/feedback on your contact into Children's Social Care.

BEFORE PROCEEDING PLEASE ensure you have referred to the Threshold Document on the SSCB web site.

You MUST inform those with parental responsibility of your contact and seek consent for a referral to be made.

Consent is not required for child protection referrals where it is suspected that a child may be suffering or be at risk of suffering significant harm; however, it is considered good practice to inform an adult with parental responsibility that you are making a referral, unless to do so may:

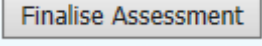
- Place the child at increased risk of Significant Harm
- Place any other person at risk of injury
- Obstruct or interfere with any potential Police investigation
- Lead to unjustified delay in making enquiries about allegations of significant harm

The child's interest must be the overriding consideration in making such decision. Decisions should be recorded within your own agency's records.*

If the matter is urgent then please telephone First Point of Contact (FPOC) on 0345 6789021 or if you are concerned about an immediate risk telephone the police on 999. Following a verbal request for a referral the MARF must be fully completed and forwarded within 24 hrs to the Compass Team email account (you will need to do this securely*): Compass.Referrals@shropshire.gov.uk

First Point of Contact **0345 678 9021**
 Out of Hours Emergency Duty Team **0345 678 9040**

Have you obtained parental consent to make a referral and share information? Yes No


When the form is complete Click  and click OK to confirm

The form is now completed

Standalone Assessments (across All Episodes)			
Assessment Date	Assessment Type	Assessor	Status
22-Mar-2020 10:10	Multi Agency Referral Form	Ruth Pratt - Children & Families	Completed
20-Mar-2020 13:52	Webstar	Ruth Pratt - Children & Families	Completed

Click on the decision tab

Active Early Help Episode

Active Task:  **Ruth Pratt** (Reassign) **Started:** 20-Mar-2020

Active Early Help Episode **Decisions** Task Details

● Outcomes


- Early Help Assessment Active
- Early Help Plan Active
- Progress to Children's Social Care **Start** (Assigned to Yourself)
- Early Help Episode Completed Active

Click on the start button to Progress to Children's Social Care

Enter date and click on the confirm button

Active Early Help Episode **Decisions** Task Details No Other Children ▼

Progress to Children's Social Care - You must confirm the following Date & Reason are correct before co

 **Ruth Test** Progress to Children's Social Care (Assigned to Yourself)

Date of Initiation or Completion:

Today's Date

Other Date: (reset)

Reason for Decision: (reset)

Progress to Children's Social Care

Reason:
Active Task: Ruth Pratt (Reassign) **Started:** 22-Mar-2020 **Due:** unspecified

Progress to Children's Social Care Task Details No Other Children ▼

The form has not been created

Tick the forms that need to be copied forward

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each of the Assessments you wish to include answers from and click 'Copy Forward Selected', or alternatively (if you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

No Filter applied

Copy Forward - Copy answers forward from previous assessments

<input type="checkbox"/>	Created	Assessment	Started By
Test, Ruth (2 years)			
<input checked="" type="checkbox"/>	Today	Multi Agency Referral Form (Sunday, 22 March 2020, 10:10)	Ruth Pratt
<input type="checkbox"/>	2 days ago	Webstar (Friday, 20 March 2020, 13:52)	Ruth Pratt
<input checked="" type="checkbox"/>	2 days ago	Early Help Plan (Friday, 20 March 2020)	Ruth Pratt
<input checked="" type="checkbox"/>	2 days ago	Early Help Assessment (Friday, 20 March 2020)	Darren Foulkes
<input type="checkbox"/>	3 days ago	Early Help Consent Record (Thursday, 19 March 2020, 10:23)	Ruth Pratt
<input type="checkbox"/>	1 month ago	Early Help Plan (Thursday, 20 February 2020)	Ruth Pratt
<input type="checkbox"/>	1 month ago	Early Help Assessment (Thursday, 20 February 2020)	Ruth Pratt
<input type="checkbox"/>	1 month 2 weeks ago	Early Help Episode Record (Wednesday, 5 February 2020)	Ruth Pratt

Click the copy forward grey button – the forms are then transferred into the transfer form –

- 1) select the forms that need to be transferred to Social Care
- 2) Select any case notes that need to be transferred
- 3) Select forms that need to be transferred – You must transfer the Multi Agency Referral form, if this does not appear in the list then you have not completed or finalised it.

Information **Assessment** Consolidation Delegate Revisions

Transfer Details

Step Up To Childre...

Attachments (0)

Date of Transfer 18-Mar-2020

Comments Please see attached forms

Are parents aware of this transfer? Yes

Refresh list of available items

Within the context of the Episode

Forms to include in this transfer

Select None

- Early Help Assessment (Friday, 20 March 2020)
- Early Help Plan (Friday, 20 March 2020)
- Early Help Plan (Thursday, 20 February 2020)
- Early Help Assessment (Thursday, 20 February 2020)
- Early Help Consent Record (Thursday, 19 March 2020, 10:23)
- Early Help Episode Record (Wednesday, 5 February 2020)

Case Notes to include in this transfer

Select None

- Ruth Test, 2 yrs 2 mths - Case Note, contact type: Early Help Partner, on 20-Feb-2020

Documents to include in this transfer

Select None

- Document - ECINs Migration notes, 20-Mar-2020

Within the context of the Person

Forms to include in this transfer

Select None

- Multi Agency Referral Form (Sunday, 22 March 2020, 10:10)
- Webstar (Friday, 20 March 2020, 13:52)

General Notes to include in this transfer

No other General notes available for transfer

Documents to include in this transfer

No documents available for transfer

Click on the consolidation tab and tick any other siblings to be included in this transfer

Information **Assessment** Consolidation Delegate Revisions Save Finalise Assessment Close

Subjects of this Consolidated Assessment

Consolidated Assessment - You may use the following table of persons (who are members of the same pathway group) to add or remove membership of this consolidated Assessment. Make sure those selected are those that you wish to be in this group then click 'Apply Consolidation'.

Apply Consolidation Reset

<input checked="" type="checkbox"/>	Subjects of Grouped Assessment	Comment
<input checked="" type="checkbox"/>	Test, Ruth (2 years)	

Click Finalise Assessment the case has now been transferred to Social Care