Request for a targeted early help intervention to support the family action plan: process for lead professionals

- Complete Whole Family Webstar Assessment on ECINS
- Upload signed Consent Form
- Complete Risk Assessment on nomination form
- Create a Whole Family Action Plan – ensuring all actions are SMART
- Add the Request for Intervention (RFI) as an action within the action plan, clearly identifying the intervention required, and which service may deliver it.

From the relevant concern in the action plan create a Task for the ONE relevant targeted early help service (Task “Other User” and type name) See the list of names on page 2 as to who to task for the targeted early help service.

Title the task as ‘Early help intervention request for... and insert case number’

Complete the Task Type selecting ONE targeted early help service

Priority – do not complete this as not applicable

Complete by – select 14 days/2 weeks – please note, this relates to the task, not the intervention

Grant access to the case, profile and relevant reports to the named person from the targeted early help service you are requesting the intervention from

Targeted service will respond within two weeks by adding an action to the RFI task of either:

- Intervention request received: awaiting allocation
- Intervention request received: not accepted
  - Reasons why will be indicated on the action within the task – see logs and action tab
- Intervention request received: additional information required
  - The request for additional information will be sent by the service lead via a separate task. An extension will also be requested for the original RFI task due to the additional information needed. Grant the extension

Add the additional information requested to the case

Mark the request for additional information task as completed

Targeted service lead will respond within two weeks
To request an intervention from a Targeted Early Help service, please task the following member of staff from the relevant service:

**Enhance**: Laura Delves  
**Targeted Youth Support**: Jo Cox  
**Lifelines**: Jo Cox  
**Children’s Centres North**: Alex Morris-Perkins  
**Children’s Centres Central**: Steph Pickles  
**Children’s Centres South**: Annie Mackellar  
**Parenting Practitioners**: Karen Ladd

If you have assessed the family and young person’s needs and wish to check with the identified Targeted Early Help service that their remit meets the needs you’ve identified, please contact the service lead:

**Enhance**
Name: Sue Green EnHance Senior Keyworker  
 Telephone number: 07791876599  
 Name: Maria Evans EnHance Senior Keyworker  
 Telephone number: 0758427878

**Targeted Youth Support**
Name: Jo Cox  
 Telephone number: 01743 250948

**Lifelines**
Name: Jo Cox  
 Telephone number: 01743 250948

**Children’s Centres North**
Name: Alex Morris-Perkins  
 Telephone number: 01691 656513

**Children’s Centres Central**
Name: Steph Pickles  
 Telephone number: 01743 452400

**Children’s Centres South**
Name: Annie Mackellar  
 Telephone number: 01588 673873

**Parenting Practitioners**
Name: Karen Ladd  
 Telephone number: 01743 250991