

Process for completing an Early Help Assessment

Contact Children's Services Single Point of Contact on 01724 296500 to find out if an Early Help Assessment (EHA) has been started and to log that you are starting one.

Download the necessary forms from <http://www.northlincscmars.co.uk/early-help>

You will need:

- Early Help Assessment
- Early Help Practitioner guide to completing an Early Help Assessment
- Service user view form

Further information is also available on the Children's MARS website including:

- Early Help Assessment process document
- Information leaflet for children and families
- Early Help Assessment Quality Assurance checklist

You should:

- Complete the assessment in the home (where possible)
- Make the plan with the family/child and jointly agree outcomes
- Gain consent to share the assessment and information with all services/agencies involved
- Get signature from parent/carer/child
- Ask the parent/child to complete the service user view form

You must also:

- Write up the EHA (remember to keep signed copy on file if typing up an electronic copy)
- Submit the EHA details using the link on the [Early Help page of the Children's MARS website](#)
- Send a copy of the assessment to all agencies involved and those routine agencies listed in the agency/services section of the EHA
- Send a copy of the EHA and service user view form to your Early Help Lead for quality assurance. A quality assurance checklist is available for internal use on the Children's MARS website