

## Overview

The Early Help Assessment (EHA):

- Provides a standardised and holistic assessment tool for professionals and volunteers to use with families to identify all of the needs within a family and how their various needs inter-relate, and
- Operates as a request for services and as such supports decision making about how a family's needs might best be addressed.

## When to use the EHA

It can be used by anyone who works with children, young people, adults and families across the workforce, whether they are employed or volunteers, and working in the public, private or third sector.

It can be used whenever there are concerns that a child, young person, adult or family has needs which might require targeted support. In Cambridgeshire, we work in a Think Family way. It is therefore important to understand the needs of all family members when undertaking an EHA.

The Cambridgeshire LSCB Threshold Document launching in 2017 will provide descriptors of the possible needs being presented by children and young people which may require targeted (or specialist) support.

In many situations, professionals are in contact with just one member of the family on a regular basis and are aware of their needs. Professionals should make reasonable attempts to find out from the parents / carers or from the schools of other siblings for example, whether other members of the family are experiencing difficulties and include them in the assessment. Other professionals can be asked to contribute to the assessment to facilitate this.

## When not to use the EHA

It is not appropriate to use the EHA when:

- A child/young person/adult or family are progressing well and have no additional needs
- There are concerns that a child/young person/adult may have been harmed or is at immediate risk of harm.
- A CAF or Family CAF (in use prior to EHA) or EHA has already been completed for the child/young person/adult or family and there is still a Lead Professional. This can be identified by contacting the Advice and Coordination Team on 01480 376666.
- If the child or young person or their parents and carers have not given their consent.

## Before you start the EHA

Always check whether there is already a Lead Professional in place for the family by calling the Advice and Coordination Team on 01480 376666. This is vitally important to avoid duplication of effort and frustration for families.

# Completing the Early Help Assessment

## Family Details Section

Some of the sections of the EHA are self-explanatory, for those which are less so, please find guidance below.

Record all those individuals who are part of the family and include any who live at other addresses who are a significant part of the family's life

Please provide a summary of current needs and difficulties that has led you to start the EHA

### Cambridgeshire Early Help Assessment

Family Name:	Date of Assessment:
Main Family Address:	
Family Telephone Number:	Family Email:
Name of Assessor:	Assessor Telephone Number:
Role / Organisation:	Assessor Email:

### Family Details

Please identify who is in the family / household and other significant family members who may not live in the household

Full name <i>indicate PR in brackets e.g. John Smith (PR)</i>	Date of birth or est. due date	Gender M / F	Ethnic origin <i>(see guidance sheet for codes)</i>	First language	Does the assessment relate to this person? Y / N	Do they live at the main family address? Y / N

**Please provide the address of family members listed who do not live at the main family address:**

Full Name	Address

**What has led to this assessment at this time?**

**What support has already been provided? (Think back at least 12 months) What are the current reasons / difficulties which mean the interventions / service involvement outlined above is not sufficient to meet the family's needs**

**Other agencies involved**

Agency	Contact Details	Date	Detail of involvement

This should be used to indicate 'Y' for the people in the family who are part of the assessment process and have consented (or parents/carers have consented on behalf of) to be part of the assessment.

Please outline clearly what support you have provided, or you are aware that others have provided, prior to the assessment AND also state why the interventions or services to date have not met the family's needs

# Completing the Early Help Assessment

## Assessment Section

For the children/young people and adults sections headers should be used to identify which child or adult they are talking about. Headings can also be used to break up sections of their assessment where this is helpful. It is important that assessors complete this section with the children / young people and / or adults and attribute views to different individuals.

For each **child or young person** in the family assessors should consider:

- Physical and emotional health
- Education – attendance, attainment and aspirations
- Emotional and behavioural development
- Identity
- Family and social relationships social presentation
- Self-care skills
- Caring responsibilities
- Significant events and impact

For **home and community** assessors should consider:

- Family history
- Functioning
- Housing
- Employment
- Finance
- Social integration
- Community resources
- Significant events and impact

For each **adult** in the family assessors should consider:

- Day to day activities in work or community
- Family and Social Relationships
- Mental and Physical Health
- Role as a parent – basic care, safety and protection, emotional warmth, stability, boundaries, guidance and stimulation
- Caring responsibilities
- Significant events and impact

### Assessment

Please ensure the needs of all children / young people / adults who have consented to the assessment are recorded in this section. Please see [www.cambridgeshire.gov.uk/thinkfamily](http://www.cambridgeshire.gov.uk/thinkfamily) for additional guidance / screening tools.

Please summarise the needs and issues of the family. What is happening? Please include the views of the family and be clear to identify where views differ.	
Child(ren) / Young People	What are you worried about?
	What is working well?
	What needs to happen next?

Adult(s) needs	What are you worried about?
	What is working well?
	What needs to happen next?

Home and community	What are you worried about?
	What is working well?
	What needs to happen next?
	If living in social housing, please provide the name and contact details of the Registered Social Landlord:

In summary, what are your conclusions about what needs to change and why? Please describe how much you and the family agree on these conclusions
How would you know if things have improved (refer to indicators in the Outcomes Framework)

### Summary section:

- What impact do the key issues and difficulties have on the family?
- What protective factors are there and how these factors support the family's ability to cope with or address their key issues?
- If things don't change in the family, what is likely to happen?
- To what degree do the assessor and the family agree on the conclusions drawn?

# Completing the Early Help Assessment

## Consent

The EHA is entirely voluntary. You must discuss your concerns with the family before undertaking the assessment and the family should be involved throughout the process.

To be able to address needs in a family, particularly when they are multiple, it is important to try to engage all the family where appropriate and help them to understand the benefits of doing so.

All children, young people and adults who have agreed to the assessment and who have the capacity to consent should sign the EHA

*Please ensure that all children and young people and/or adults who have agreed to the assessment, and have the capacity to consent, have agreed to the points below:-*

I/we agree this assessment is an accurate summary of my / our family's situation and understand that the information in this assessment will be shared with appropriate professionals and services agreed with ourselves. This is to provide me and my family with the right support

I/we understand that services in Cambridgeshire use a Think Family approach to support families. I have been shown where to find further information about the Think Family approach at [www.cambridgeshire.gov.uk/thinkfamily](http://www.cambridgeshire.gov.uk/thinkfamily) which includes details of how this information is stored and shared and also how it is used to evaluate the quality of completed assessments and plans. The Local Authority will collect, store and share our personal information in a way that is compatible with the Data Protection Act

Child/Young Person/Adult Name	Signature	Date

If there are any parts of this assessment that you do not wish to be shared state here which sections and which services you would not wish this to be shared with

All EHAs must be submitted to the Advice and Co-ordination Team.

The assessor must also decide with the family who they will share the EHA with to request support. Advice is available from the ACT.

If there are services which families prefer the information is not shared with, they should be detailed in the box at the bottom of the consent section.

# Completing the Early Help Assessment

## Review of Needs section

This section is used as management information to help collate statistically the needs of the family and identify if the family will be included in the Together for Families cohort

Review of needs - Please tick all the needs which relate to this family

This does not need to be completed with the family but must be submitted with the EHA. The needs indicated here should be entirely consistent with the needs described within the assessment.

Health	Children who need help
Alcohol misuse by child/young person	Young Carer
Alcohol misuse by parent/carer	Challenging behaviours at home or school
Drug misuse by child/young person	Developmental delay
Drug misuse by parent/carer	Child Sexual Exploitation concerns
Mental health of child/young person	Neglect or Abuse
Mental health of parent/carer	Previous Social Care involvement
Physical disability or illness of child/young person	Extremism concerns
Physical disability or illness of parent/carer	Female Genital Mutilation
Learning disability of child/young person	Gangs and/or drug exploitation: child involvement concerns
Learning disability of parent/carer	Missing from home concerns
Crime / Anti-Social behaviour (ASB)	Education
A child / young person with a proven offence	School attendance concerns ( <i>record % atten. over last term</i> )
Anti-Social Behaviour intervention	School exclusion (approx. no.) or at risk of
An adult serving a community order or suspended sentence or 12mths from release from prison	Not receiving suitable / appropriate full time education
Police call outs (ASB and Non-ASB related)	Alternative Educational Provision
Professional concern that the family are at risk of offending / ASB	Special Educational Needs and / or Disability
Domestic violence and abuse	Request for EHCP being processed
Current, have experienced or at risk of being a victim or perpetrator of Domestic Abuse	Financial exclusion
Other	Young Person / Adult on out of work benefits
Please detail below any need / vulnerability which you feel the family has but does not fit into one of the categories above	Young Person either at risk of, or currently, not in education, employment or training
	Family are or at risk of being homeless
	Professional concern that a family is at risk of financial exclusion

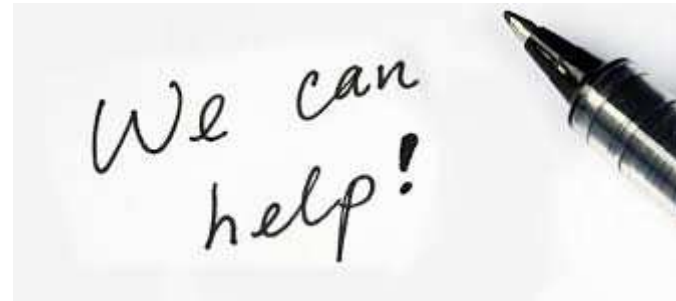
This section does not need to be completed with the family as any needs indicated should be entirely consistent with the needs described within the assessment

Please tick all which apply

# Completing the Early Help Assessment

There are a number of assessments and screening tools which may support you identifying needs or understand the degree of impact the issue is having on the family. All of the following are available at [www.cambridgeshire.gov.uk/thinkfamily](http://www.cambridgeshire.gov.uk/thinkfamily)

- Young Carers Assessment
- [Safe Lives risk indicator checklist \(RIC\)](#) - to be used to assist in measuring risk of DV victims aged 16+, who have disclosed current abuse to a professional - This tool is effective in very high risk cases, for referrals to Marac and other appropriate DV support services.
- CRAFFT Screening tool – Cambridgeshire Substance Use Screening Guidance to support the identification of young people’s substance use related needs
- Drug and Alcohol Screening Tool – helps identify any problems that drug and/or alcohol use may be causing to a family
- Early Support Referral Checklist
- Statutory Intervention Form – used to request Education Welfare Officer involvement due to non-school attendance where an EHA has been refused by the family
- SEND Specialist Services Pre-Consultation request
- CSE risk assessment
- [DV RIM](#)
- [Graded Care Profile](#)



For help, guidance and support please contact the Advice and Coordination Team on 01480 376666 or via email [ACT@cambridgeshire.gov.uk](mailto:ACT@cambridgeshire.gov.uk)