

Children's Services Quick Guide

Early Help Case Supervision

The **EH Early Help Case Supervision** step is where additional worksteps are accessed to enable recording of any additional support or change to the type of support required.

Upon selecting the Discussion Type, further fields will show and require completing or updating. The **Next Steps** will have to be selected for all children. The available Next Actions will depend on which Next Step is selected:

Next Steps	Workstep to be added in Actions Taken
EH Support continuing in same team – assign Case Supervision	EH Schedule Next Supervision, please select required date
Agreed to end ALL EH involvement – assign Case Closure	EH Early Help Case Closure
EH Support Transferring	EH Decision on Significant Information
EH involvement ending – continue with TAC Monitoring only	EH continue TAC Monitoring only, no further Case Supervision required
Support Package workflow only	Please ignore for Early Help workflows

The manager can also add a next action of **EH Assign Clinical Formulation to F4M Senior** if this is required.

From the **EH Early Help Case Supervision**, the Next Action of **EH Decision on Significant Information** can be selected. This workstep is used to access:

- Transfer TAC – change LP
- Transfer EH work steps to another team
- Escalation to social care / change case status
- Youth Homeless on an open case
- External LP requesting Early Help Support
- External LP requesting Future for Me Support
- Internal LP requesting Future for Me Support
- Step down from social care to TAC (both internal LP or external LP)

When adding the Next Action of **EH Decision on Significant Information**, ticking **Send Immediately** makes this available now and leaves the Case Supervision open to complete later.

Next actions

Select action

Applies to :

Michael Scott Holly Scott

Select all

Send Immediately?

Pass to worker

Note

Priority

Urgent Normal Low

Please Note: This will move **EH Early Help Case Supervision** into the Incomplete Work folder.

All cases will now be closed from the **EH Early Help Case Supervision** step by selecting the Next Action of **EH Early Help Case Closure**.

Please Note: If Early Help involvement is ending but the case is – and stays - open to TAC Monitoring (external Lead Professional) the **EH continue TAC Monitoring only, no further Case Supervision** required should be selected as a next action instead of EH Early Help Case Closure. This will ensure that EH reports show the case as open to TAC External. If a case Closure is added by the EH team when the case is still open to External TAC it will not be included on the cohort for open cases