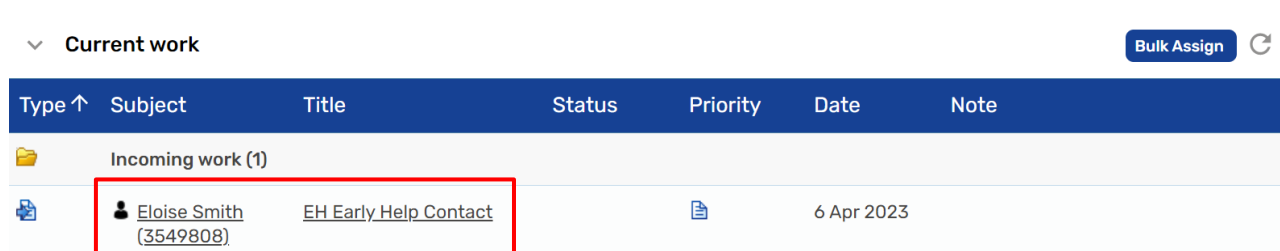


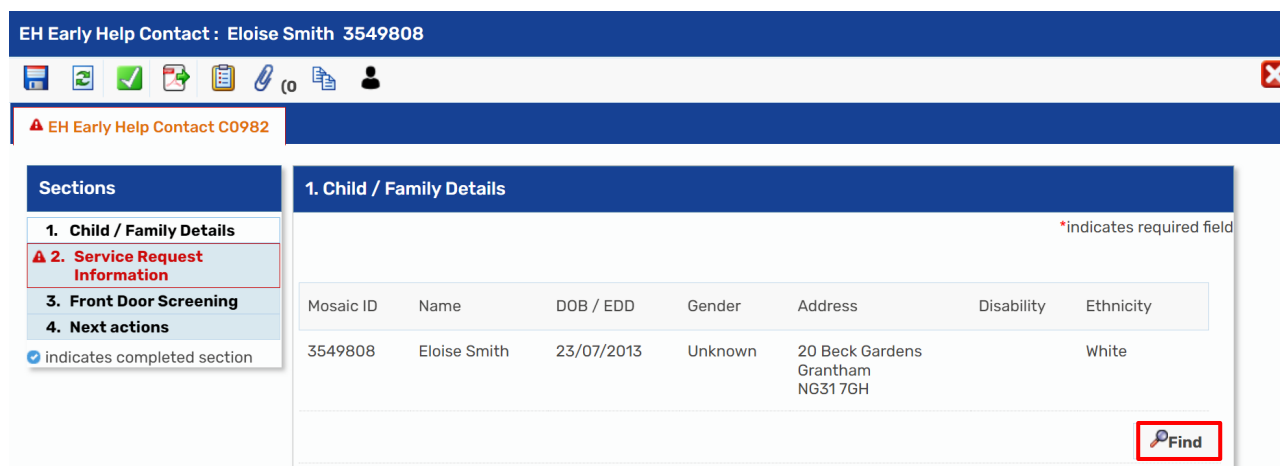
Children's Services Quick Guide

Requests for Early Help Support received via the CSC

If it is decided at Social Care Screening that a referral should be made to Early Help, a **EH Early Help Contact** will be sent to the **CS Early Help – Front Door Inbox**.



The EH Front Door screeners will start the workstep from here. **Section 1. Child / Family Details** will display.



This section will display the details of any children/young people that were included in the original Contact. If it is identified at this stage there are additional children/young people that need to be included, click on the **Find** button to add them to the Contact. This will prompt the user to create a Group. Please do not create a duplicate Group if one already exists that contains one or more of the family members. Additional members can be added to existing Groups. **DO NOT USE CARERS GROUPS.**

Section 2. Service Request Information – This section will map forward any details recorded in the original Childrens Services Contact form. This can be added to and updated as appropriate. To progress this through to Early Help, tick **Early Help / F4M Support** at the top of the form.

EH Early Help Contact : Eloise Smith 3549808

EH Early Help Contact C0982

Sections

- 1. Child / Family Details
- 2. Service Request Information
- 3. Front Door Screening
- 4. Next actions

indicates completed section

2. Service Request Information *indicates required field

Service Requested

Early Help / F4M Support
 Future 4 Me Consultation
 TAC Monitoring (External LP)
 Homeless Support

Please select service in Radio field

Is this a 'step down' from Social Care?*

No
 Yes - Step down to External LP (TAC Monitoring)
 Yes - Please open to Early Help to step down to Internal LP

Section 3. Front Door Screening - This section will map information recorded by the Social Care Screeners. This can be added to and updated as appropriate. The **Screening Outcome** will be recorded in this section.

EH Early Help Contact : Eloise Smith 3549808

EH Early Help Contact C0982

Sections

- 1. Child / Family Details
- 2. Service Request Information
- 3. Front Door Screening
- 4. Next actions

indicates completed section

3. Front Door Screening

Screening Decision and Required Actions

Please add detail

Screening Outcome

Progress to Early Help / F4M
 Progress to F4M Consultation
 Progress to TAC External LP
 Request Rejected - NFA

Please select outcome

Section 4. Next actions - Add the appropriate **Next action** to either progress using **EH Early Help Request and Allocation** or select **CS No Further Action** if the request is declined.