



A quick guide to the Early Help Assessment (EHA)

From the 28th September, 2015 the Early Help Assessment (EHA) will replace Manchester's Common Assessment Framework (MCAF).

The MCAF form will no longer be available from this date.

If you have any MCAFs from previous months that have not been registered please send them to eha@manchester.gov.uk

The principles underpinning the EHA are the same as the MCAF and outlined in Working Together (2015).

Why are we changing?

Partners told us that whilst they agree with the principles underpinning the MCAF the paperwork is not user friendly and does not always capture the information needed for effective assessment and planning.

Families told us they don't always feel involved in the MCAF process and their views are not heard.

As a result, the number of MCAFs completed in Manchester is low in comparison to our regional partners. This is a challenge to all of us, as we need to get services and interventions to families when they need them and before needs escalate.

We have listened carefully to your feedback, and have worked with a multi-agency group of partners on designing the new EHA approach and paperwork.

Who is this guide for and what does it include?

This guide is for all practitioners working with children, young people and their families.

It is intended to be used as a quick reference guide to support practitioners with the EHA process and includes:

1. Where to go for further information and support
2. A step by step guide to complete and register an Early Help Assessment
3. A checklist for completed EHAs
4. Information about the Early Help Hubs
5. Contact details for the Early Help and the Hubs.
6. Links to Early Help tools, information and Help and Support Manchester

If at any point during the Early Help Assessment process safeguarding concerns/significant risk of harm emerges, you must contact Children's Services immediately on 0161 234 5001

1. How can I get support?

- Practitioners can access information about Early Help and the Early Help Assessment at

Manchester.gov.uk/earlyhelppractitioner

This includes links to

- The new Early Help Assessment
 - The revised Levels of Need and Response Framework
 - The 'what's working well wheel' conversation enabler for the EHA
 - The Early Help Strategy 2015 - 2018
- For general advice, guidance and information ring your Early Help Hub

North 0161 234 1973

Central 0161 2341975

South 0161 2341977

- To make a request for specialist or targeted interventions for families complete an Early Help Assessment and request form and email your Early Help Hub. To make a request for information sharing please complete and email an information request form. These are both available from the Early Help practitioners zone, Help and Support Manchester.

North

earlyhelpnorth@manchester.gov.uk

Central

earlyhelpcentral@manchester.gov.uk

South

earlyhelpsouth@manchester.gov.uk

- A programme of training on the new approach to assessment will be made available to all partners, dates will be published in October 2015

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2. A step by step guide on how to complete and register an Early Help Assessment

A good quality early help assessment starts with a good quality conversation.

The 'What's Working Well?' Wheel support the new approach to EH assessment. It is a tool for practitioners to get the conversation going about all aspects of life, including those aspects outside your specialist area. It will be distributed to your organisation or can be downloaded at Manchester.gov.uk.earlyhelppractitioner

1. Before starting an Early Help Assessment, you should discuss and get consent to share information from the family
2. Check whether there is already an Early Help Assessment (or recent MCAF) by calling your local early help hub contact details on page 5
3. If yes, the information of the practitioner undertaking this will be given so you can make contact and consider if there is a way for you or your organisation to support the current EHA plan.
4. Undertake an Early Help Assessment with a child, young person or family – using the guidance above and the Early Help Assessment tools available on [Help and Support Manchester](#). If other agencies are involved agree most appropriate named practitioner.
5. Register your assessment by sending it securely to eha@manchester.gov.uk or cf.referrals@gcsx.manchester.gov.uk
6. Continue to work with/contribute to supporting outcomes of the plan and reviews
7. If you and the family feel stuck and further support is needed, contact your local Early Help Hub see page 5
8. If all agencies and the child, young person and family feel the Early Help Assessment and plan have improved things and they are going well again, you can close the assessment by sending an email to eha@manchester.gov.uk

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3. Early Help Assessment Checklist

A good Early Help Assessment should

- Cover all 5 aspects of life
- Clearly articulate the child/young person and/or the family's voice
- Capture the practitioner's views through 'important for'
- Build on and recognises the strengths within the person/family
- Is holistic
- Take a whole family approach
- Inform a clear and outcome focussed action plan
- Have consent from child/young person/family

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4. Early Help Hubs

The Early Help hubs are based in North, Central and South localities. The hubs bring together a number of partners to develop a more integrated Early Help offer.

The Early Help Hubs Offer:

- Advice, guidance and triage
- Support with the EHA process
- Access to more targeted interventions as appropriate
- Problem solving for 'stuck' cases

5. Contacting the Early Help Hubs

The early help hub in your area can give general advice, information and support on Early Help and Early Help Assessments.

Via professionals telephone help line.

North	0161 234 1973
Central	0161 2341975
South	0161 2341977

EHA forms, request for support and request for information should be sent by email to your early help hub:

North
earlyhelpnorth@manchester.gov.uk

Central
earlyhelpcentral@manchester.gov.uk

South
earlyhelpsouth@manchester.gov.uk

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6. Useful links to Early Help tools and information

www.manchester.gov.uk/helpandsupportmanchester

Help and Support Manchester – Online Directory

Practitioners can access useful information about services, activities, websites and online resources for children and young people and families. This should make it easier for practitioners to find information, services or activities that could support the Early Help Assessment plan.

www.manchester.gov.uk/earlyhelppractitioner

Early Help Practitioner Zone within Help and Support Manchester

The Early Help Practitioner Zone is being developed to support practitioners to undertake Early Help Assessments to understand what's working well and what could be better in child, young person's or family's life.

It has a set of tools for practitioners to use to undertake Early Help and to find services the child, young person or family can access to get things going well again at the earliest opportunity.

The tools include the Early Help Assessment, the 'what's working well wheel' a conversation enabler for the EHA, the Multi Agency Levels of Needs and Response Framework and the Early Help Strategy 2015 – 2018. Further tools are being developed and will be available in the near future.

www.manchester.gov.uk/sendlocaloffer

Manchester's SEND Local Offer

For information and advice in one place for families of children and young people aged 0 to 25 years with special educational needs and disabilities, and the people who work with them.

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