

## Early Help Assessment and Review Process

This document outlines the Early Help Assessment and review process, including additional support that may be required when plans are not progressing. This includes an addition to the distribution of reviewed Early Help plans, which supports collaborative working, information sharing, and timely a response to the needs and children and families across Family Help.

### The assessment process

1. Unmet need identified that cannot be met by a single agency.
2. Check to see if there is an Early Help Assessment (EHA) already in place - if there is one, an Early Help Officer will give you the name of the current co-ordinator, who will inform them of the TAF process.
3. If there is no Early Help Assessment in place, discuss an Early Help Assessment with the child, young person, and parents or carers to request consent.
4. Consent given - start the Early Help Assessment process using a whole family approach to assessment and planning.
5. The initiating agency to complete as much as possible or appropriate for that agency and register the Early Help Assessment with the Early Help Team [Early Help Assessment](#)
6. Set up the TAF process, including all appropriate agencies with the family. Complete parts of the Early Help Assessment relevant to agencies in attendance at the TAF.
7. TAF reviews continue, update and review the plan evidencing progression to the well being and success goal for the child. If progress is slow or stuck, consider referral to the [Early Help and Family Support Panel](#)
8. When the plan has been reviewed and updated, a copy of the plan distributed to the family, including a copy sent to the Family Help service [family.help.waf@cumbria.gov.uk](mailto:family.help.waf@cumbria.gov.uk)
9. Close the Early Help Assessment when all needs are met, or other reasons for closure are identified or follow the 'Step Up' procedure. All closures need to be closed using the Online Early Help Closure Form.

If at any time from initiating the agency, or during TAF review the coordinator changes, the current coordinator completes the Online [Early Help Change of Coordinator Form](#).

If an EHA closes but at a later date, additional unmet needs are identified, either update the original assessment or begin a new assessment and register the assessment.