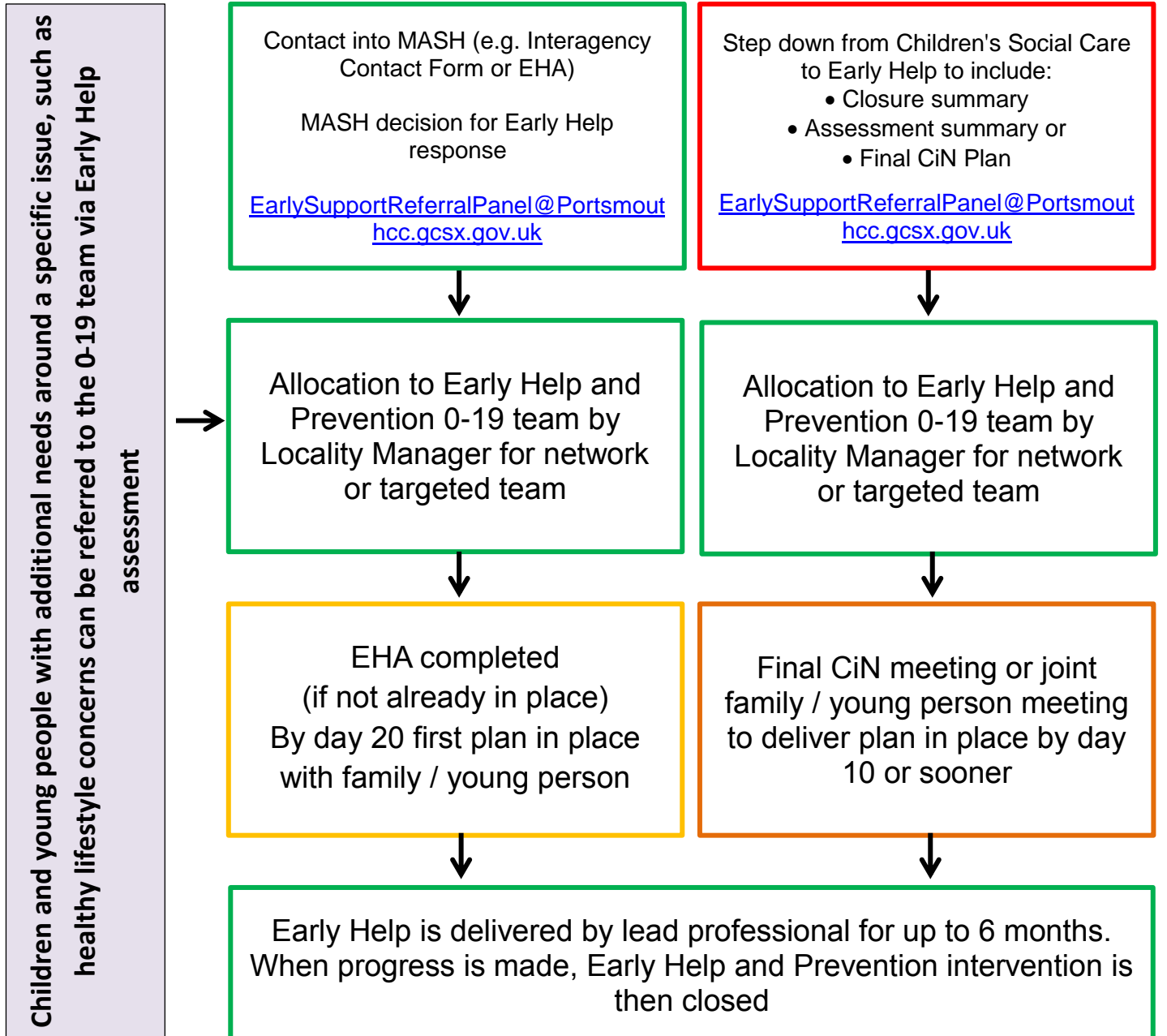


**Referral Pathway into  
Early Help and Prevention Service**



**Targeted Offer**

**Additional Offer**



Early Help profile is used to identify young people who may need targeted Early Help, which would be assessed by **MASH**

## **RECORDING PROCESSES FOR EARLY HELP AND PREVENTION TEAM**

### **MASH decision for Early Help**

1. An Inter-Agency Contact Form (IACF) and/or an associated Early Help Assessment (EHA) if available will assist the MASH in deciding if the criteria for an Early Help Assessment /intervention are met.
2. MASH business support will create an involvement on CAPITA which must include the reason for allocation to Early Help and Prevention (EHP). For 0-5 referrals this will be marked HEALTH by Early Help and Prevention Managers; the involvement remains open but details are recorded in System 1 (health record).
3. If there is no consent recorded - a member of the EHP team (who has been allocated the family) should contact the parent to offer support. If consent is not gained this will be discussed with MASH before Early Help and Prevention can accept the allocation.
4. If subsequent referrals for the same family are sent to MASH and there is already an active involvement in place, MASH business support will update the memo on CAPITA and add the documents. EHP Managers will review the additional concerns and update the Lead Professional involved to address them.
5. MASH business support will send a letter to the referrer saying the family have been allocated to the Early Help and Prevention team and contact details provided for the locality EHP Managers.
6. Where EHA are received from the wider network such as schools, they will be sent to the Early Help and Prevention inbox - [EarlySupportReferralPanel@Portsmouthcc.gcsx.gov.uk](mailto:EarlySupportReferralPanel@Portsmouthcc.gcsx.gov.uk) and put onto CAPITA by EHP locality business support.
7. The Children and Families Data Team will send daily report of contacts with Early Help and Prevention team to the EHP inbox which is reviewed by the EHP Managers. Consent needs to be confirmed if not yet in writing as per point 2 above.
8. The family or young person is allocated to the EHP practitioner for an assessment process and the practitioner will complete the detail of the involvement on CAPITA (e.g. Troubled Families criteria - attachment status to remain blank; this will be decided by the TF data team).
9. The daily reports created by the Children and Families Data Team will identify new involvements then necessary TF checks will be completed and attachment status updated by TF data team.
10. Where Troubled Families Employment Advisors (TFEA) involvement is indicated by the TF data team, EHP Managers will allocate directly to the locality based TFEA who will record their input on the involvement (link themselves as professional contact and updates communications etc.).
11. Early Help and Prevention work is recorded on CAPITA to demonstrate progress. Supervision is recorded to support change in family situation. Review forms and other documents recorded in CAPITA.
12. TF Data Team will use CAPITA reporting to generate progress evidence for further data analysis. Families where progress is supported by hard data (where appropriate) are submitted for TF claim. The detail of this is provided in the Troubled Families Outcome document for Portsmouth.

## **Step-down from Social Care**

1. The decision is made to step-down to EHP team. Details of the family, decision to step-down and the most recent plan are emailed to EHP inbox - [EarlySupportReferralPanel@Portsmouthcc.gcsx.gov.uk](mailto:EarlySupportReferralPanel@Portsmouthcc.gcsx.gov.uk). A Lead Professional is allocated who then creates involvement in CAPITA. The family are closed on CCM and documents provided (closure summary, assessment summary or final CiN plan) to the practitioner who uploads to CAPITA for involvement).
2. The report generated by Children and Families Data Team will identify new involvements and complete necessary TF checks.
3. Where Troubled Families Employment Advisors (TFEA) involvement is indicated by the TF data team, EHP managers will allocate directly to the locality based TFEA who will record their input on the involvement (link themselves as professional contact and updates communications etc.).
4. EHP activity is recorded on CAPITA to demonstrate progress. Supervision is recorded to demonstrate change in family. Review forms and other documents are all recorded in CAPITA.
5. TF Data Team will use CAPITA reporting to generate progress evidence for further data analysis. Families where progress is supported by hard data (where appropriate) are submitted for TF claim. The detail of this is provided in the Troubled Families Outcome document for Portsmouth.

## **Recording of EHA from wider-workforce**

1. EHA's and Reviews that are completed by Lead Professionals outside of the EHP teams will be sent to the EHP inbox - [EarlySupportReferralPanel@Portsmouthcc.gcsx.gov.uk](mailto:EarlySupportReferralPanel@Portsmouthcc.gcsx.gov.uk) and put onto CAPITA by EHP locality business support.
2. The report generated by Children and Families Data Team will identify new involvements and complete necessary TR checks.
3. Where Troubled Families Employment Advisors (TFEA) involvement is indicated by the TF data team, EHP Managers will allocate directly to the locality based TFEA who will record their input on the involvement (link themselves as professional contact and updates communications etc.).
4. MASH contacts which do not meeting tier 4 threshold and are not allocated to EHP teams, MASH will allocate to Think Family Mentors (TFM) through CCM to support the Lead Professional in the wider network. If there is subsequent evidence that a higher tier response is needed then the EHA must be resubmitted through MASH as the TFM will not be able to directly allocate to the EHP team.
5. Wider-workforce contacts made directly to TF mentors are recorded on CAPITA by the TFM, support is then provided and involvements subsequently updated by the receipt of an EHA/Review by EHP Locality Business Support