

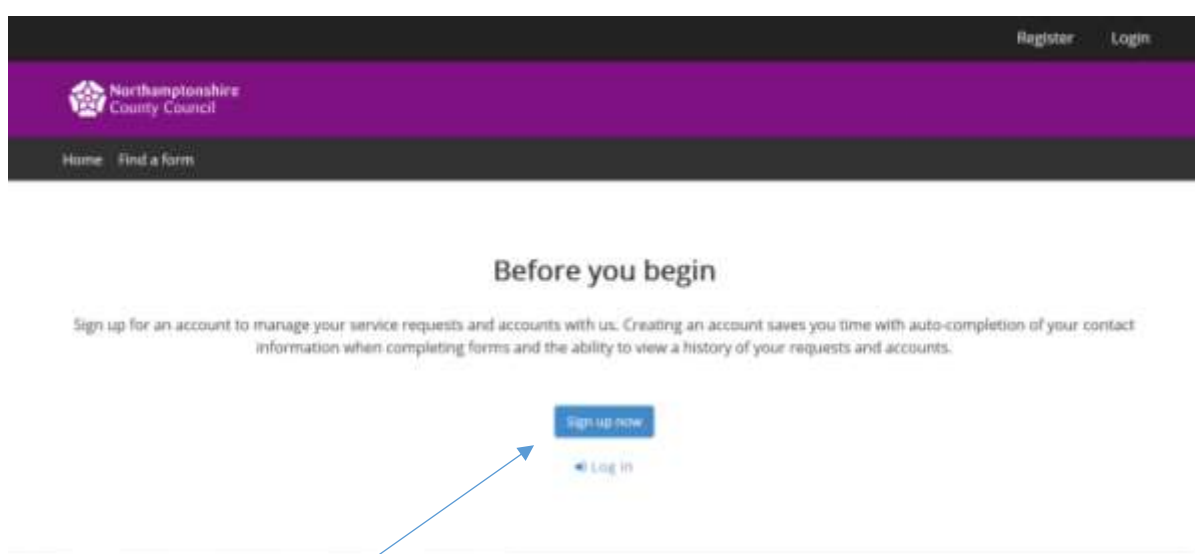
Guidance for completing the Early Help Assessment referral form

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[How to register to complete the Early Help Assessment \(EHA\) form online](#)

Following the link from the [EHA webpage](#) , you will be asked to sign up for an account in order to proceed.



Click the 'sign up now' button.

Step 1 - Register

A registration form titled 'Register for council services'. It contains three input fields: 'Email *', 'Password *', and 'Confirm Password *'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Submit' button.

Enter an email address for you or your organisation (this will be copied later in step 4 of the registration process)

This is the email address where email confirmation for your referrals will be sent. If you have several members of staff at one organisation, we would

recommend using a generic email address that be accessed by all those who require it. This would reduce the risk of Saved and completed applications getting lost.

Choose a password that meets the criteria. It should

- Be at least 9 characters long
- contain at least one lower case letter
- contain at least one number

Click the submit button

Step 2 – Provide Referrer’s details

Update User Profile

Basic details | Address details | Contact details | Overview

Title

First name *

Last name *

Date of birth

Gender Male Female

Enter the first name and last name of the referrer. The fields for title, date of birth and gender are not mandatory.

Click Next.

Step 3 – Provide Referrer’s address details

Update User Profile

[Basic details](#) [Address details](#) [Contact details](#) [Overview](#)

Please enter your postal address in **full** below, supplying as much information as possible.

Flat number	<input type="text"/>
House number	<input type="text"/>
Street *	<input type="text"/>
Locality	<input type="text"/>
Town	<input type="text"/>
Post town	<input type="text"/>
County	<input type="text"/>
Postcode *	<input type="text"/>

Enter the address for your company or agency. Only fields with an asterisks* are mandatory.

Step 4 – Provide Referrer’s contact telephone number

Update User Profile

Basic details Address details **Contact details** Overview

Home Phone

Mobile Phone

Email address ✓

Preferred Contact method Phone Phone 2 Email Post

Enter your main contact telephone number where it asks for Home Phone, and select email as preferred method of contact. There is no need to provide a mobile phone contact. Click next

Update User Profile

[Basic details](#)[Address details](#)[Contact details](#)[Overview](#)

Before saving your profile, please take a moment to check that everything is correct

Title

Full Name

Joe Bloggs

Gender

Date of Birth

Preferred Contact Method

Phone number

01604 123123

Mobile number

Email Address

carehome@outlook.com

Postal address:

The Care Home

1

High Street

New Town

Northamptonshire

NN8 1BN

[← Previous](#)

[✕ Cancel](#)

[✓ Submit](#)

[How to Login once you have set up an account](#)

When you click on the [EHA form link](#), you will get the screen below.

Click on Log in

Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests within the past year.

[Sign up now](#)

[Log In](#)

Enter your email address and password and click Sign In

Log In

[Forgotten Your Password?](#)

OR

[How to download a completed copy of your application](#)

- Once you completed all the section of the form and clicked the Submit button, you will be presented with the screen below.
Click on the Download PDF button

Thank you for submitting Complete an Early Help Assessment (EHA). Your reference number is EH104033793.

Please use this reference number when making any correspondence with regard to the early help assessment process.

What happens next?

We recommend that you complete an action plan if you did not upload one with this assessment.

You can find an EHA action plan template on the [County Council website](#) .



- A pop up window will appear at the bottom of the screen.
Click Save



- Click Open



- You will then get a copy of your completed form as a PDF.
Please ensure you save this document this point as it will not be available once you close the screen down.

Complete an Early Help Assessment (EHA)

Reference	EH104033793
Date submitted	2019-01-29 15:56:00
Introduction	
Before starting this form Please refer to Thresholds and Pathways . Please confirm you have:	
Spoken to the child and family about this process	Yes
Checked an active EHA is not already in place for the child	Yes
Consent	

How to view your completed or saved applications

You can view digital versions of all the Early Help or MASH referrals you have completed and saved behind your login.

- Go to <https://northamptonshire-self.achieveservice.com/>
- Click Login
- Enter your username (email) and password.
- Click on Saved and Completed forms

Welcome to your account for online forms

This account saves you time by:

- auto-completing your contact information when filling in forms
- allowing you to view your completed forms
- allowing you to save and continue longer forms

- You will be able to view your completed forms and return to and complete your saved forms.

Saved and complete forms

Reference	Form title	Started	Status	Actions	Case Status
MA103858671	Make a children's safeguarding referral to MASH	28/01/2019 12:51:45	Stage 1	Q View	
MS103165104	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 14:18:03	Stage 1	Q View	
MS103162368	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 14:12:25	Stage 1	Q View	
MS103159473	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 13:48:32	Stage 1	Q View	
MS103101209	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 08:55:10	Stage 1	Q View	