

## 5 Add Additional Family Member

We may need to add additional Family member during the life of case, this will show you how to add an additional family member:

The screenshot shows the Holistix eEHA system interface. At the top, it says "Welcome to the eEHA system" and "Logged in as Shanur Miah (Trainer)". The navigation bar includes "My Messages", "My cases", "Check for case", "My settings", "My reports", "Administration", and "Help". The "My cases" tab is selected, showing "Case: 9672 - Smith" and "Case Coordinator: Trainer3 Trainer3".

In the "Case Summary" section, the "Case Items" menu is open, showing options like "Assessment", "Action list", "Consent Statements", "Delivery Plan & Review", "eEHA Score", "Team around the family", and "Panel Meeting". The "Team around the family" option is highlighted, and a sub-menu shows "Debbie Smith" and "Stephen Jones".

Below the menu, there is a section for "Case Items" with a table listing items for "Bart Smith" and "David".

Item	Last Updated	Updated By	Version	Status
<input type="checkbox"/> Assessment	19/04/2020	Shanur Miah (Trainer)	1	Draft
<input type="checkbox"/> Case Member Details	17/04/2020	Shanur Miah (Trainer)	N/A	N/A

Click on the 'Case Items' Tab

Select the 'Team around the Family' Option

In this section:

- Case Summary
- Create Message
- Case Items**
- Case Alert Settings
- Case Coordination
- Case Administration
- View case snapshot
- Audit case events

My Cases > Case Summary > Team Around The Family

### Team around the family

This page lists all of the people who are or have been involved with supporting case members within this case.

- [Add child](#)
[Add adult](#)
[Add practitioner](#)
[Add Local Services](#)

- Bart
- David

Case Member Relationships						
Name ▲	Type	Relationship				
David Smith	Child	Parent				
Debbie Smith	Adult	Parent				

  

Practitioners							Include Past Practitioners? <input type="checkbox"/>
Name ▲	Consent	Role	National Service	Local Service	Start Date	End Date	
Rebecca (other) Thacker	No	Case Lead Professional	Early Help Services i.e. universal and targeted Services	eEHA Team	26/02/2020	N/A	
Trainer3 Trainer3	Yes	Case Coordinator	Additional Services	Additional Services	26/02/2020	N/A	

Click 'Add Adult' will take you to the relevant Create Case Member page.

Use of LBTH eEHA is subject to the following [Acceptable use policy](#).



Logged in as Shanur Miah (Trainer) [Log out](#) Client: Tower-Hamlets Version: V4.2.3 Environment: Training

[My Messages](#) [My cases](#) [Check for case](#) [My settings](#) [My reports](#) [Administration](#) [Help](#)

Case: 9672 - Smith Case Coordinator: Trainer3 Trainer3 Status: Assessment

The mandatory fields are marked with an \*.  
You must provide at least:

- In this section:
- Case Summary
  - Create Message
  - Case Items**
  - Case Alert Settings
  - Case Coordination
  - Case Administration
  - View case snapshot
  - Audit case events

My Cases > Case Summary > Add Case Member to Case

### Add Case Member to Case

This page allows you to add a new case member to a case.

**Case Member Type**

Case Member Type: Adult

**Details**

Title	<input type="text"/>
First Name(s) *	<input type="text"/>
Surname *	<input type="text"/>
Also known as/previous name	<input type="text"/>
Gender *	<input type="text" value="Please Select"/>
Date of Birth	<input type="text" value="12"/>

**Parental Responsibility**

Case Member(s) No Case Members Selected

**Case Member Relationships** [Add Case Member](#)

This case member has no relationships defined

**Contact Details**

Contact 1

Contact Number	<input type="text"/>
Type	<input type="text"/>
Preferred	<input type="checkbox"/>

1. First Name(s)

2. Surname

3. Gender

Preferred

Email Address

Comments

**Address Details**

Address 1

Known Addresses

Please enter a postcode to search for

**Address Details**

UPRN

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

Primary residence

Correspondence address

**Further address information**

Only identify an address as unknown once steps have been taken to find a valid current address. If the adult has no fixed address, or the address is unknown, it is assumed that they are in England.

No fixed address

Unknown address

**Further Information**

Immigration Status

Adult's First Language

Additional Information

Details of any special requirements for the adult e.g. signing, interpretation or access needs

4. An address is mandatory:  
Click on 'Select Known Address' to use the address already associated with the child.

5. Once all of the relevant adult details have been added, click 'Save.'

## EHA User Guide – Practitioner Manual

Once you have recorded the involvement of a new member, they will appear on the **Team around the Family** page.

Client: Tower-Hamlets  
Version: V4.2.3  
Environment: Training

Logged in as Shanur Miah (Trainer) [Log out](#)

My Messages **My cases** Check for case My settings My reports Administration Help

Case: 9672 - Smith Case Coordinator: Trainer3 Trainer3 Status: Assessment

In this section: [Case Summary](#) [Create Message](#) **Case Items** [Case Alert Settings](#) [Case Coordination](#) [Case Administration](#) [View case snapshot](#) [Audit case events](#)

My Cases > Case Summary > Team Around The Family

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Case Member Relationships						
Name	Type	Relationship				
David Smith	Child	Parent				
Debbie Smith	Adult	Parent				

Practitioners  Include Past Practitioners?

Name	Consent	Role	National Service	Local Service	Start Date	End Date
✓ Rebecca (other) Thacker	No	Case Lead Professional	Early Help Services i.e. universal and targeted Services	eEHA Team	26/02/2020	N/A
✓ Trainer3 Trainer3	Yes	Case Coordinator	Additional Services	Additional Services	26/02/2020	N/A

The 'Team around the Family' should now reflect your new addition. The list of every member will appear here in a list with their associated role too.

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