

8 Creating the EHA Assessment Form

Once a case has been created and it has entered the status: 'Pre-Assessment,' an **Assessment form** can be created. Please take note of the following steps clearly and ensure each step is followed as described:

The screenshot shows the eEHA system interface. At the top, there is a header with the 'Holistix' logo, the text 'Welcome to the eEHA system', and the 'early help' logo with the tagline 'Right Help, Right Time'. Below the header, it indicates the user is logged in as 'Shanur Miah' with a 'Log out' button. The main navigation bar includes 'My Messages', 'My cases' (highlighted with a blue callout), 'Check for case', 'Start new case', 'My settings', and 'Help'. Below the navigation bar, the 'My cases' section is displayed, featuring a table of cases. The table has columns for Case Id, Case Name, My Role, Case Coordinator, Status and effective date, and Next Review. Two cases are listed: Case 8343 (Jones, Case Coordinator, Mack TheKnife, Pre-Assessment - 26/07/2016) and Case 8341 (Smith, Case Coordinator, Mack TheKnife, In Progress - 25/07/2016). A 'Filter by:' dropdown menu is set to 'No filter'. At the bottom of the table, there are pagination controls showing page 1 of 1 and a 'Page Size' dropdown set to 10.

Click on the 'My Cases' Tab

Check which cases are in 'Pre-Assessment'
Open a Case by clicking on it

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You will be taken to the **Case Summary** screen, where you can begin creating the assessments. Before this we are going to

The screenshot shows the 'Case Summary' page for Case 9672 - Smith. The 'Case Coordination' menu item is highlighted, and its dropdown menu is open, showing 'Create assessment' as the selected option. A table at the bottom lists case members and their details.

	Last Updated	Updated By	Version	Status
<input type="checkbox"/> Case Member Details	17/04/2020	Shanur Miah (Trainer)	N/A	N/A
<input type="checkbox"/> Team around the family	26/02/2020	Trainer3 Trainer3	N/A	N/A
<input type="checkbox"/> Verbal Consent	26/02/2020	Trainer3 Trainer3	N/A	N/A

1. Click on 'Case Coordination'

2. Click on 'Create Assessment'

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You can then choose which **Case Member(s)** you want to assess:

The screenshot shows the eEHA system interface. At the top left is the 'Holistix' logo. The main header says 'Welcome to the eEHA system'. On the right, there are logos for 'TOWER HAMLETS' and 'early help Right Help. Right Time'. Below the header, a blue bar indicates the user is logged in as 'Shanur Miah (Trainer)' with a 'Log out' button. To the right of this bar, it shows 'Client: TowerHamlets', 'Version: V4.2.3', and 'Environment: Training'. A navigation menu includes 'My Messages', 'My cases' (highlighted), 'Check for case', 'My settings', 'Administration', and 'Help'. Below the navigation menu, a blue bar displays 'Case: 9672 - Smith', 'Case Coordinator: Trainer3 Trainer3', and 'Status: Delivery'. The main content area is titled 'Start new Assessment' and contains the text 'Here you can select the case members you want to add to this assessment.' Below this text is a 'Case Children' section with two checkboxes: 'Bart Smith' and 'David Smith'. At the bottom of this section is a 'Create Assessment' button. A red arrow points from the 'Create Assessment' button to a yellow callout box on the right. Another red arrow points from the checkboxes to a green callout box at the top right.

Tick in the box of the Case Member(s) you want to assess

If you wish to assess more than one child in a family at the same time, ensure that you have added all relevant family members as shown on page 34 of the full guide, you must tick the box next to the name of all children you wish to assess BEFORE you click create assessment. The system does not allow a child to be added into a draft assessment later.

Click on 'Create Assessment'

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



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You are now taken to the completed **draft form** of the Assessment.

The **different colours** of each tab indicate different **levels of completion**:

The screenshot shows the Holistix assessment interface. At the top, the 'Holistix' logo is on the left, and 'LBTH' is on the right. Below the logo, there are navigation tabs: 'My Messages', 'My cases' (highlighted in blue), 'Check for case', 'My settings', and 'Help'. A blue banner indicates 'Child being assessed: T Test'. Below this, a breadcrumb trail reads 'My Cases > Case Summary > Assessment'. A row of assessment tabs is visible: 'Child / Young Person' (blue), 'Parent / Care Details' (green), 'People Present and Reason' (grey), 'Family / Home Situation' (grey), 'Services' (grey), 'Health' (grey), 'Learning' (grey), 'Home Environment' (grey), 'Conclusion' (grey), 'CAF Score' (grey), and 'Consent Statement' (grey). The main content area has a 'Save as draft' button on the left and a 'Next' button on the right. A blue information box states: 'The following details are read only, click here to edit the child / young person information.' Below this is a 'Date assessment was held*' field with a date picker set to '12'. The 'Details' section includes fields for Title, Given name(s) *, Family name *, Family name first, Also known as/previous name, Gender *, and Date of Birth/EDD * (set to 04/07/2017, Age: 0). The 'Case Member Relationships' section shows 'Add Case Member' and a message: 'This case member has no relationships defined'. The 'Contact Details' section has a 'Contact 1' tab and fields for Contact Number, Type, and Preferred.

Blue tab – the active tab (that you are currently using)

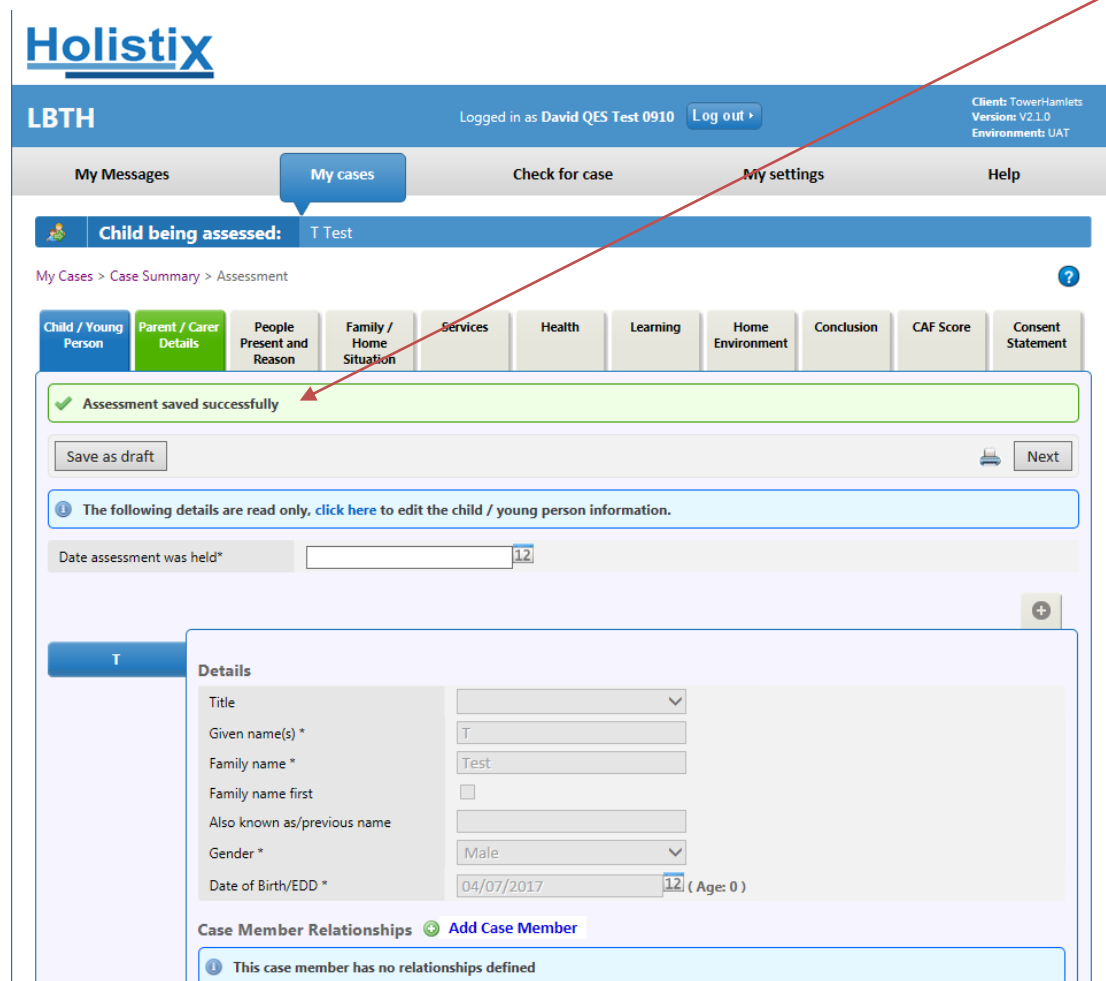
Green tab - mandatory fields have been completed

Grey tab - mandatory fields have not been completed

Click on 'Save as draft' to save any information you have entered.

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Each time you save the Assessment form by clicking on the Save as draft button, you will see this message:



The screenshot shows the Holistix interface for a practitioner. At the top, the logo 'Holistix' is on the left, and 'LBTH' is on the right. The user is logged in as 'David QES Test 0910' with a 'Log out' button. The client is 'TowerHamlets', version 'V2.1.0', in the 'UAT' environment. The main navigation bar includes 'My Messages', 'My cases', 'Check for case', 'My settings', and 'Help'. The 'My cases' tab is active, showing 'Child being assessed: T Test'. Below this, a breadcrumb trail reads 'My Cases > Case Summary > Assessment'. A horizontal menu contains tabs for 'Child / Young Person', 'Parent / Carer Details', 'People Present and Reason', 'Family / Home Situation', 'Services', 'Health', 'Learning', 'Home Environment', 'Conclusion', 'CAF Score', and 'Consent Statement'. A green notification bar at the top of the form area states 'Assessment saved successfully'. Below this is a 'Save as draft' button and a 'Next' button. A blue information box says 'The following details are read only, click here to edit the child / young person information.' The 'Date assessment was held*' field is empty. A modal window titled 'T' is open, showing 'Details' for the child: Title (dropdown), Given name(s) * (T), Family name * (Test), Family name first (checkbox), Also known as/previous name (text), Gender * (Male), and Date of Birth/EDD * (04/07/2017, Age: 0). Below the modal, 'Case Member Relationships' are shown with an 'Add Case Member' button and a message: 'This case member has no relationships defined'.