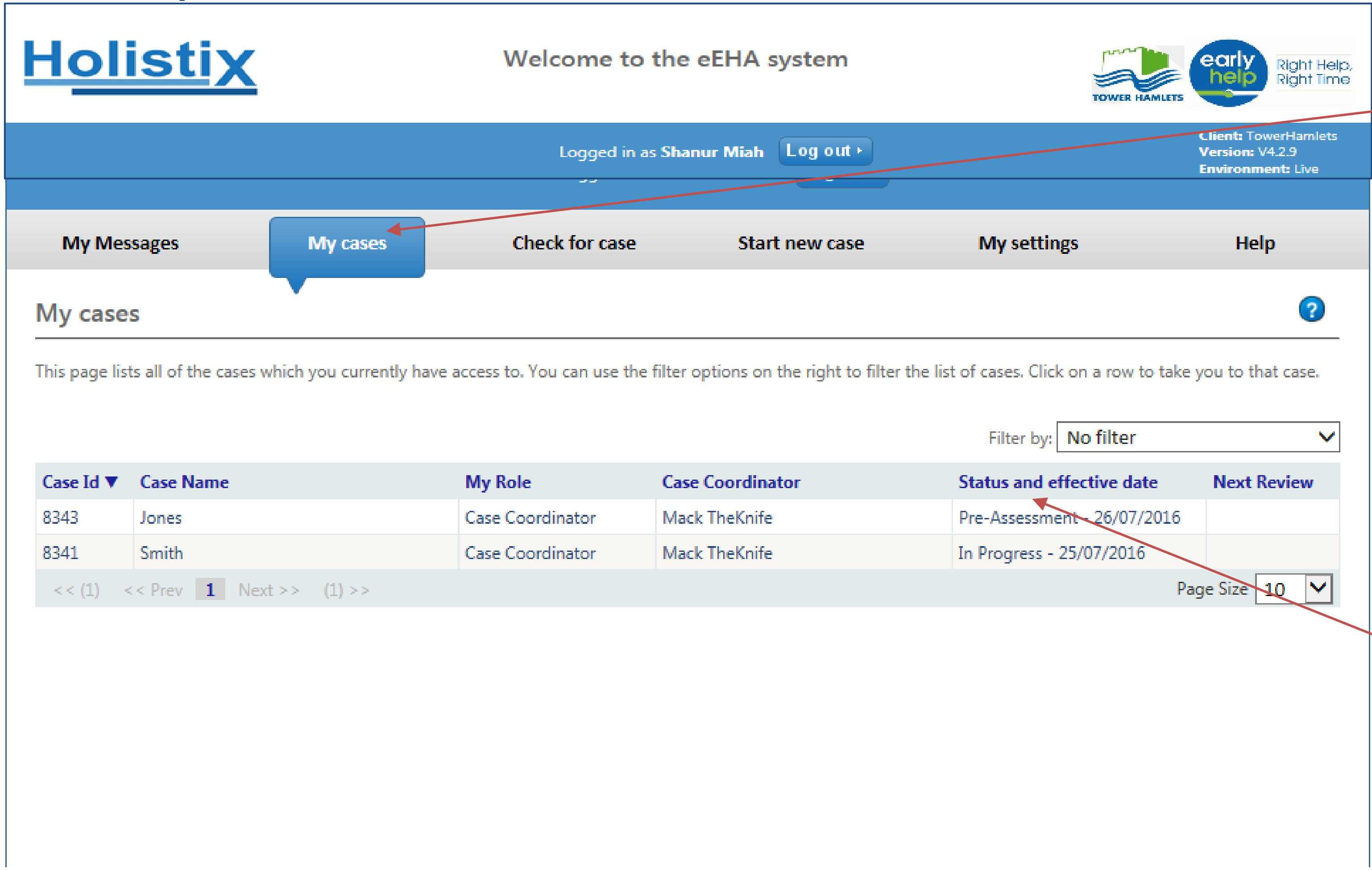
8 Creating the EHA Assessment Form

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:

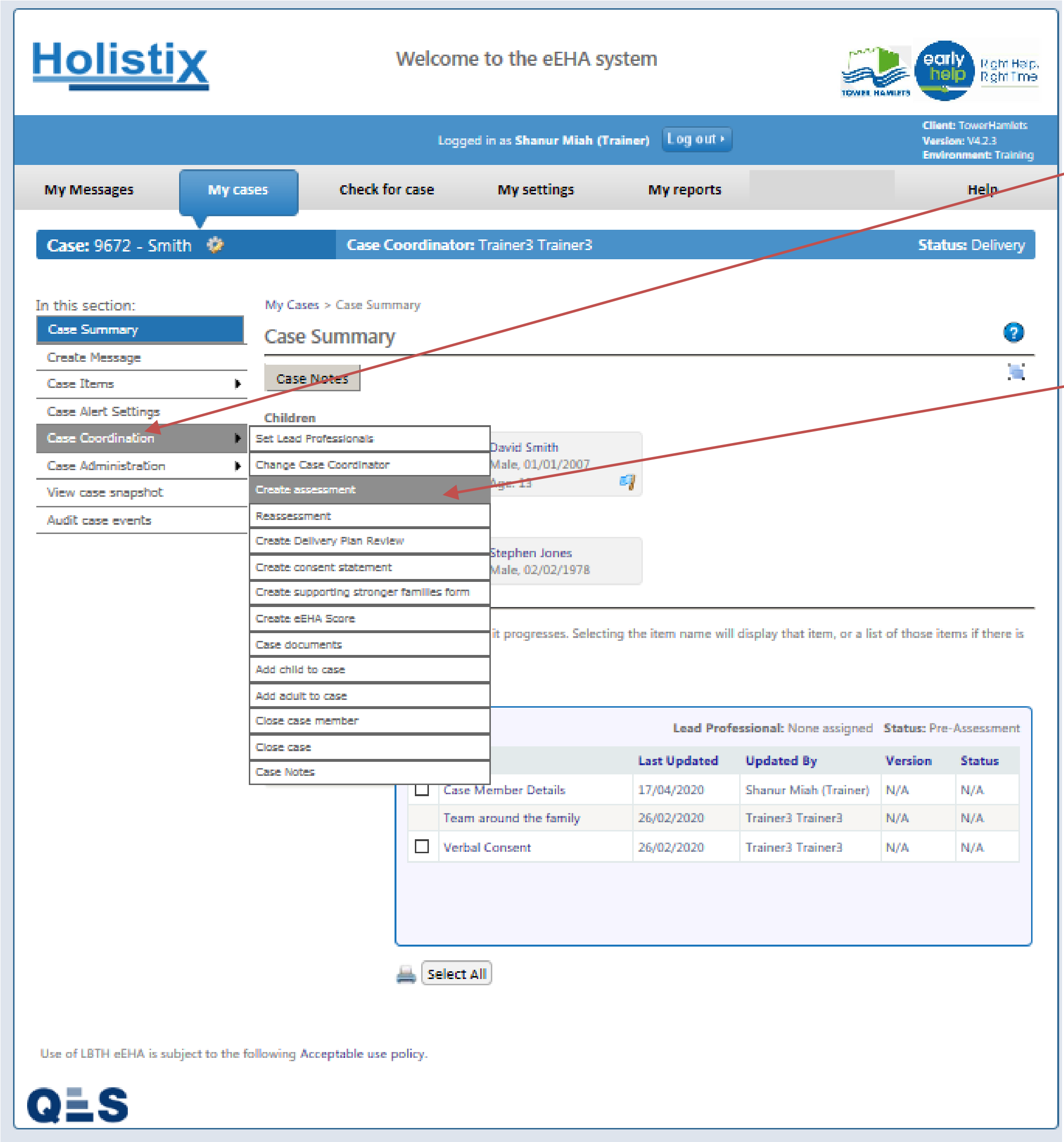


Click on the 'My Cases' Tab

Check which cases are in 'Pre-Assessment'

Open a Case by clicking on it

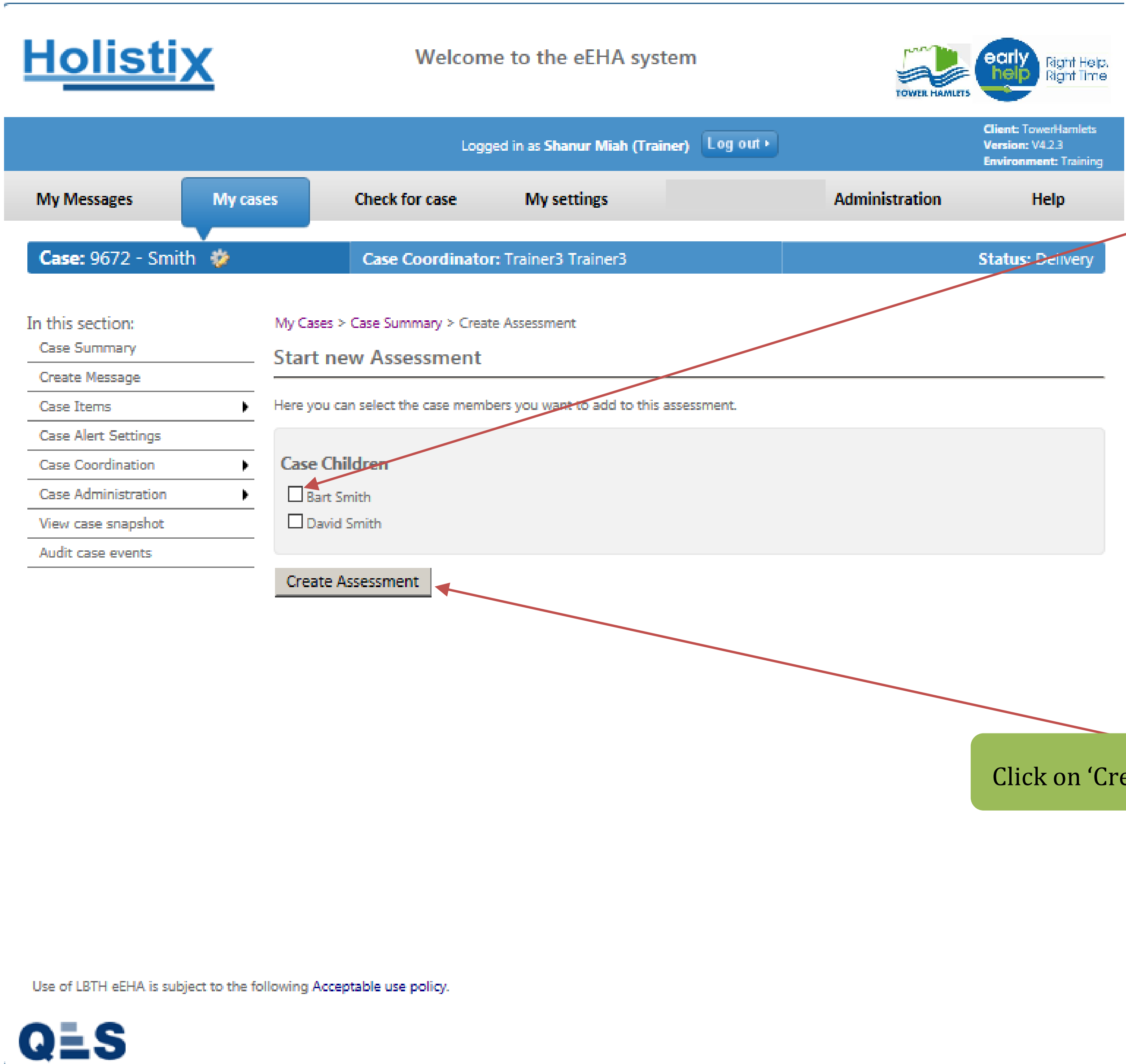
You will be taken to the **Case Summary** screen, where you can begin creating the assessments. Before this we are going to



1. Click on 'Case Coordination'

2. Click on 'Create Assessment'

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



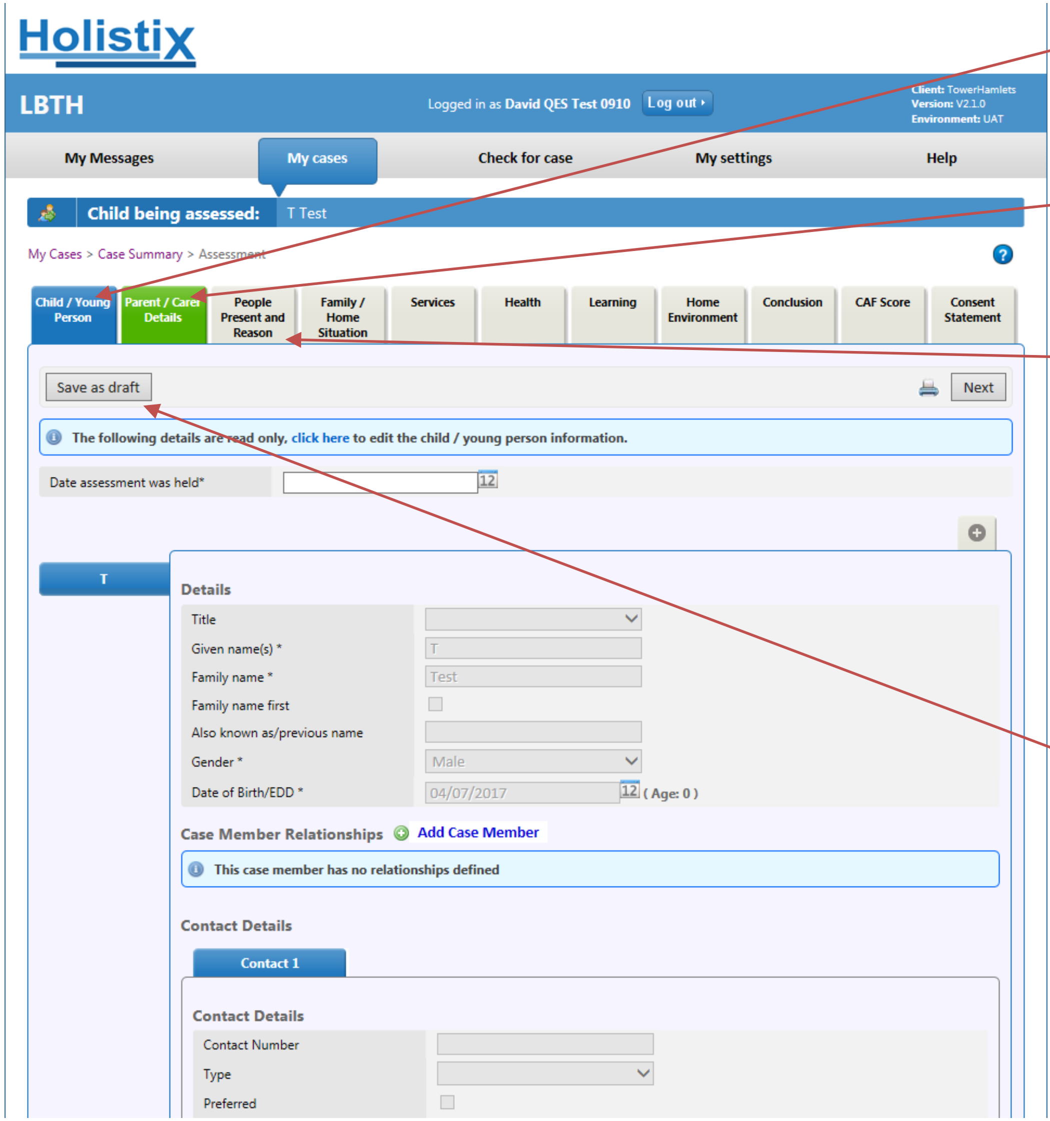
Tick in the box of the Case Member(s) you want to assess

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’

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

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



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.

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