

7 Setting/Changing the Case Lead Professional

In order to set or change the Lead Professional, they must have already been added to the **Team Around the Family**.

The screenshot shows the eEHA system interface. At the top, it says 'Welcome to the eEHA system' and 'Logged in as Shanur Miah'. The main navigation bar includes 'My Messages', 'My cases', 'Check for case', 'My settings', and 'Help'. The 'My cases' section is active, showing 'Case Summary' for 'Case: 9328 - DH Test 0910' with 'Case Coordinator: David QES Test 0910' and 'Status: Delivery'. A dropdown menu is open under 'Case Coordination', with 'Set Lead Professionals' selected. Below this, a table lists various case items with columns for 'Item', 'Last Updated', 'Updated By', 'Version', and 'Status'. A 'Select All' button is at the bottom of the table.

Item	Last Updated	Updated By	Version	Status
<input type="checkbox"/> Actions	09/10/2017	David QES Test 0910	N/A	N/A
<input type="checkbox"/> Assessment	09/10/2017	David QES Test 0910	1	Final
<input type="checkbox"/> CAF Score	09/10/2017	David QES Test 0910	1	Final
<input type="checkbox"/> Case Member Details	09/10/2017	David QES Test 0910	N/A	N/A
<input type="checkbox"/> Consent Statement	09/10/2017	David QES Test 0910	2	Final
<input type="checkbox"/> Delivery Plan & Review	10/10/2017	David QES Test 0910	1	Draft
<input type="checkbox"/> Team around the family	09/10/2017	David QES Test 0910	N/A	N/A
<input type="checkbox"/> Verbal Consent	09/10/2017	David QES Test 0910	N/A	N/A

1. Click on 'Case Coordination'

2. Click on 'Set Lead professionals'

The screenshot shows the eEHA system interface. At the top left is the **Holistix** logo. To its right, it says "Welcome to the eEHA system". Further right is the **early help** logo with the tagline "Right Help, Right Time" and "TOWER HAMLETS". Below the logo, it says "Client: TowerHamlets", "Version: V4.2.9", and "Environment: Live".

The main navigation bar includes "My Messages", "My cases" (highlighted), "Check for case", "My settings", and "Help". Below "My cases", there is a sub-menu with "Case Summary", "Create Message", "Case Items", "Case Alert Settings", "Case Coordination", "View case snapshot", and "Audit case events".

The main content area shows a breadcrumb trail: "My Cases > Case Summary > Lead Professional List". The title is "Lead Professional List" with a help icon. Below the title, it says "This page shows all lead professionals currently attached to this case." There is a button labeled "Add Lead Professional". Below the button, a message box says "There are currently no Lead Professionals for this case."

Click on 'Add Lead Professional.'

You will be taken to the **Lead Professional Details** page:



Welcome to the eEHA system



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

Client: TowerHamlets
Version: V4.2.3
Environment: Training

[My Messages](#) [My cases](#) [Check for case](#) [My settings](#) [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](#) > [Lead Professional](#)

Lead Professional Details

This page allows you to add a lead professional to the TAF

Lead Professional

Associated with

Case Member(s) No Case Members Selected

Episode TAF involvements

Start Date

End Date

Reason for Involving

1. Choose the Lead Professional from the Team around the Family

2. Choose which Case Members they are associated with.

3. Click 'Save'



EHA User Guide – Practitioner Manual

Once you have allocated the role to a member, they will appear on the **Team around the Family** page associated with their new role. This process can be followed to add a case coordinator if this has not already been allocated. Please do so at this stage before continuing.

Holistix Welcome to the eEHA system

Client: TowerHamlets
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

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](#)

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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