

What to do when you want to start an Early Help Assessment (EHA)

You will need to:

1. Complete a Request for EHA Unique Identifying Number form which can be accessed from Forms, templates letters <https://www.barnsley.gov.uk/services/children-families-and-education/early-help-for-families/early-help-toolkit-for-practitioners/forms-letters-and-leaflets/> or in person at your local Family Centre. All EHAs must include signed family consent form (this is contained within the Early Help Assessment Form)
2. Email the form to the Early Help Inbox – EarlyHelp@barnsley.gov.uk or take to your local Family Centre.
3. Early Help service identify if an EHA is already underway or if there is an open social care case and contact you as required
4. An EHA Unique Identifying Number will be issued to you via email. You should continue with the assessment while waiting for the number.

Once you have completed the EHA you will need to:

1. Scan and email completed EHA and Action Plan (including signed family consent) to the Early Help Inbox (EarlyHelp@barnsley.gov.uk) within 3 weeks of the UIN being issued
2. Scan and email closure documents and outcome to the Early Help Inbox.
3. If the action plan has not been completed at 18 weeks you need to scan and email the current EHA and Action Plan to the Early Help Inbox for review to assess progress, timescales and next step

If you do not have access to scanning facilities the local Family Centre will be happy to support.