Early Help Process Flowchart

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                          Additional needs identified

              Practitioner checks with Early Help Team (EHT)
              Whether and Early Help Assessment (EHA) is open
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EHA is open → **Child not known/closed**

EHA is open branch:
- EHT direct practitioner to Lead Professional managing the case.
- **End of process**

Child not known/closed branch:
- EHT provides advice, guidance & support to practitioner who then completes EHA form
- Dependent upon identified needs LP or EHT call TAF meeting

From "Dependent upon identified needs LP or EHT call TAF meeting" (right branch):
- If identified needs do not require support from external agencies practitioner records actions that will be taken in EHA form
- Action plan delivered & reviewed every 6-8wks from date of plan
- Final review of action plan confirms outcomes met
- EHA Closed & EHT notified
- **End of process**

From "Dependent upon identified needs LP or EHT call TAF meeting" (down branch):
- Multi-agency TAF meeting called within 4 weeks of assessment starting
- Action plan with clear child focused outcomes is agreed and signed by family and Lead Professional
- Action plan delivered & reviewed every 6-8wks from date of plan
- Final review of action plan confirms outcomes met
- EHA Closed & EHT notified
- **End of process**

Left branch (from Action plan delivered & reviewed):
- Additional support needs identified during review of action plan
- EHT notified to who will support Lead Professional in determining whether should Step Up case
- **Step Up YES**
- **Step Up NO** → Review EHA & Action Plan with support from EHT