Guidance for completing the Early Help Assessment referral form

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How to register to complete the Early Help Assessment (EHA) form online

Following the link from the EHA webpage, you will be asked to sign up for an account in order to proceed.

Click the ‘sign up now’ button.

**Step 1 - Register**

Enter an email address for you or your organisation (this will be copied later in step 4 of the registration process)

This is the email address where email confirmation for your referrals will be sent. If you have several members of staff at one organisation, we would
recommend using a generic email address that be accessed by all those who require it. This would reduce the risk of Saved and completed applications getting lost.

Choose a password that meets the criteria. It should

- Be at least 9 characters long
- contain at least one lower case letter
- contain at least one number

Click the submit button

**Step 2 – Provide Referrer’s details**

Enter the first name and last name of the referrer. The fields for title, date of birth and gender are not mandatory.

Click Next.
Step 3 – Provide Referrer’s address details

Enter the address for your company or agency. Only fields with an asterisks* are mandatory.
Step 4 – Provide Referrer’s contact telephone number

Enter your main contact telephone number where it asks for Home Phone, and select email as preferred method of contact. There is no need to provide a mobile phone contact. Click next.
# Update User Profile

Before saving your profile, please take a moment to check that everything is correct.

**Title**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Joe Bloggs</th>
</tr>
</thead>
</table>

**Gender**

**Date of Birth**

**Preferred Contact Method**

<table>
<thead>
<tr>
<th>Phone number</th>
<th>01604 123123</th>
</tr>
</thead>
</table>

**Mobile number**

**Email Address**

<table>
<thead>
<tr>
<th><a href="mailto:carehome@outlook.com">carehome@outlook.com</a></th>
</tr>
</thead>
</table>

**Postal address:**

<table>
<thead>
<tr>
<th>The Care Home 1 High Street New Town Northamptonshire NN5 1BN</th>
</tr>
</thead>
</table>

[Previous] [Cancel] [Submit]
How to Login once you have set up an account

When you click on the EHA form link, you will get the screen below.

Click on Log in

Enter your email address and password and click Sign In

Forgotten Your Password?
How to download a completed copy of your application

- Once you completed all the section of the form and clicked the Submit button, you will be presented with the screen below.
  Click on the Download PDF button

Thank you for submitting Complete an Early Help Assessment (EHA). Your reference number is EH104033793.
Please use this reference number when making any correspondence with regard to the early help assessment process.

What happens next?
We recommend that you complete an action plan if you did not upload one with this assessment.
You can find an EHA action plan template on the County Council website.

- A pop up window will appear at the bottom of the screen.
  Click Save

- Click Open

- You will then get a copy of your completed form as a PDF.
  Please ensure you save this document this point as it will not be available once you close the screen down.
How to view your completed or saved applications

You can view digital versions of all the Early Help or MASH referrals you have completed and saved behind your login.

- Go to https://northamptonshire-self.achieveservice.com/
- Click Login
- Enter your username (email) and password.
- Click on Saved and Completed forms
Welcome to your account for online forms

This account saves you time by:

- auto-completing your contact information when filling in forms
- allowing you to view your completed forms
- allowing you to save and continue longer forms

- You will be able to view your completed forms and return to and complete your saved forms.

Saved and complete forms