

Guidance for professionals to add a 'Key Agency Recording Note'.

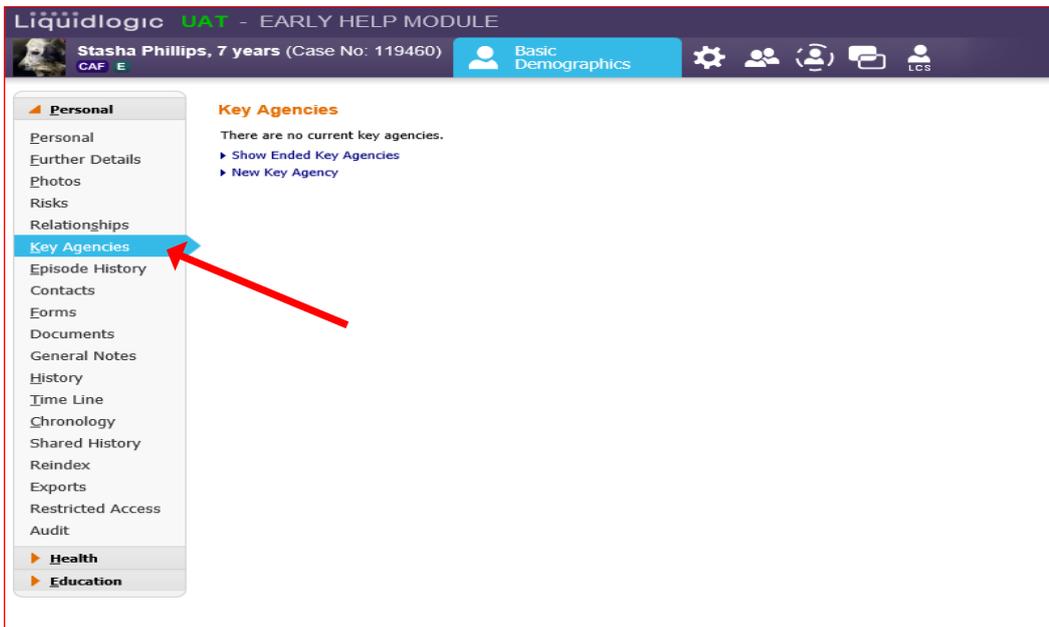
This guidance is for professionals to be able to add information to record that they are working with a child. The information will be logged on the EHM system which is where the Early Help Assessment is recorded, and professionals from Early Help service will be able to view this information.

- Please ensure that information is brief and does not contain detailed content as this can be accessed by any user of the system.
- Confidential information should not be recorded here, this is to log that a professional is supporting a family and not a place to record the detail of the support.
- Please use this to record that you are supporting a child and in which area. For example: 'Health visitor is working with the family – name and contact number', 'School are working with child – please contact name, number for further information'.
- Please ensure you add the date that you started this support, and please remember to add the end date when you finish this work.

Step by step instructions on how to add a key agency note.

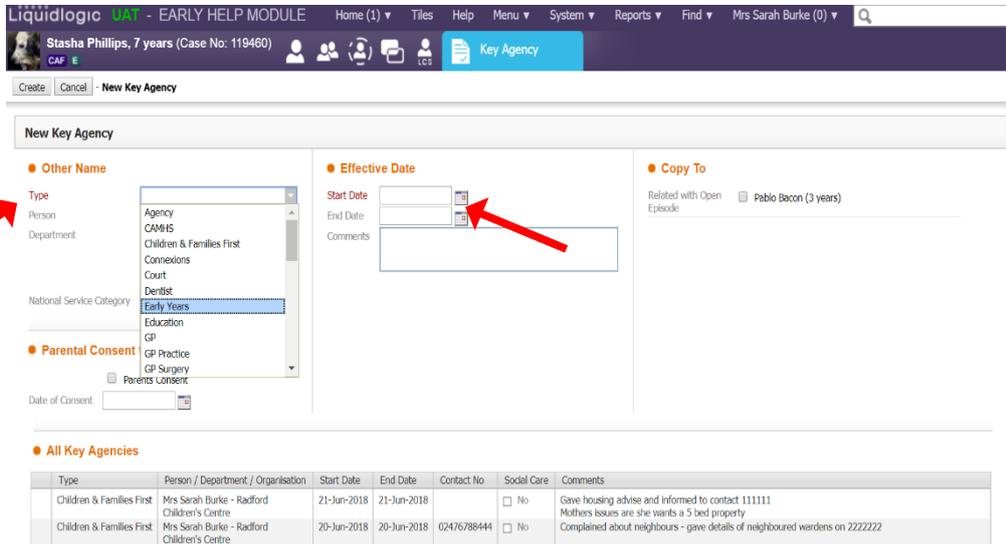
Step One.

- Enter the EHM system with your user log in details,
- Search the child that you wish to add the information for and go to their demographics page.
- To add a key agency go to the Key Agencies Tab and then click on New Key Agency.



Step 2.

- Select your agency from the drop down list,
- Select person, and search for your name. (If you cannot find the name you are looking for please send an email to emhhelp@coventry.gov.uk, or for CCC employees if you have a Technical person on site they can add for you),
- Click on start date, and enter the date that you are recording for.



Other Name

Type: (dropdown menu open with options: Agency, CAMHS, Children & Families First, Connexions, Court, Dentist, Early Years, Education, GP, GP Practice, GP Surgery, Parents Consent)

Person: (dropdown menu open)

Department: (dropdown menu open)

National Service Category: (dropdown menu open)

Parental Consent: Parents Consent

Date of Consent: (calendar icon)

Effective Date

Start Date: (calendar icon)

End Date: (calendar icon)

Comments:

Copy To

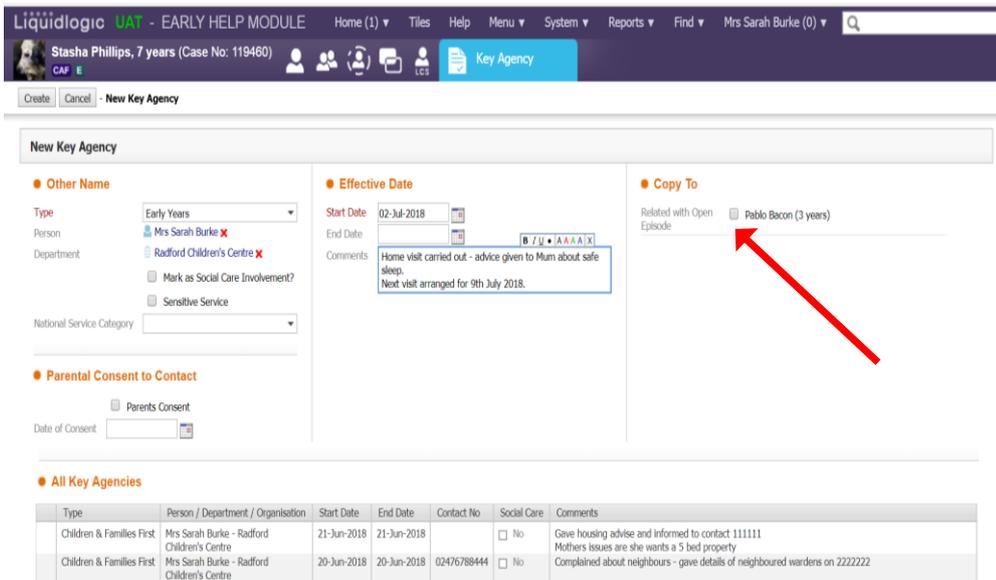
Related with Open Episode: Pablo Bacon (3 years)

All Key Agencies

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Comments
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	21-Jun-2018	21-Jun-2018		<input type="checkbox"/> No	Gave housing advise and informed to contact 111111 Mum's issues are she wants a 5 bed property
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	20-Jun-2018	20-Jun-2018	02476788444	<input type="checkbox"/> No	Complained about neighbours - gave details of neighboured wardens on 2222222

Step 3.

- In the comments section – add the information that you wish to record.
- Please note – if you are working with the siblings and the information is relevant to them, please tick their boxes on the right of the page.



Other Name

Type: (dropdown menu open)

Person: (dropdown menu open)

Department: (dropdown menu open)

National Service Category: (dropdown menu open)

Parental Consent to Contact: Parents Consent

Date of Consent: (calendar icon)

Effective Date

Start Date: (calendar icon)

End Date: (calendar icon)

Comments: (calendar icon)

Copy To

Related with Open Episode: Pablo Bacon (3 years)

All Key Agencies

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Comments
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	21-Jun-2018	21-Jun-2018		<input type="checkbox"/> No	Gave housing advise and informed to contact 111111 Mum's issues are she wants a 5 bed property
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	20-Jun-2018	20-Jun-2018	02476788444	<input type="checkbox"/> No	Complained about neighbours - gave details of neighboured wardens on 2222222

Step Four.

- Once you have finished adding your detail, then click on 'create'.

The screenshot shows the 'New Key Agency' form in the Liqidlogic system. The form is titled 'New Key Agency' and has a 'Create' button at the top left, which is highlighted by a red arrow. The form is divided into several sections:

- Other Name:** Includes fields for Type (Early Years), Person (Mrs Sarah Burke), Department (Radford Children's Centre), and checkboxes for 'End Previous Type', 'Mark as Social Care Involvement?', and 'Sensitive Service'.
- Effective Date:** Includes Start Date (09-Jul-2018), End Date, and a Comments field with the text 'Working with family, offering support regarding finances.'
- Copy To:** Includes a checkbox for 'Pablo Bacon (3 years)' and a note 'Related with Open Episode'.
- Parental Consent to Contact:** Includes a checkbox for 'Parents Consent' and a 'Date of Consent' field.
- All Key Agencies:** A table listing existing key agencies for the child.

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Comments
SCHO	Edgewick Community Primary School (Coventry)	01-Sep-2018		024 7668 6893	<input type="checkbox"/> No	
Early Years	Mrs Sarah Burke - Radford Children's Centre	02-Jul-2018		02476788444	<input type="checkbox"/> No	Home visit carried out - advice given to Mum about safe sleep. Next visit arranged for 9th July 2018.

Ongoing.

- When you go into the Key Agency tab, you will be able to see a list of the agencies that are offering support to the family currently.
- If you select the 'show ended key agencies' tab, it will open up the names of professionals that have ever offered support to this child.

The screenshot shows the 'Key Agencies' tab in the Liqidlogic system. The left-hand menu has 'Key Agencies' selected, and a red arrow points to the 'Show Ended Key Agencies' link. The main area displays a table of key agencies:

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Comments
SCHO	Edgewick Community Primary School (Coventry)	01-Sep-2018		024 7668 6893	<input type="checkbox"/> No	
Children & Families First	Mrs Sarah Burke (Radford Children's Centre) - Family Hubs	09-Jul-2018		02476788444	<input type="checkbox"/> No	Working with family, offering support regarding finances.
Children & Families First	Mrs Sarah Burke (Radford Children's Centre) - Family Hubs	02-Jul-2018		02476788444	<input type="checkbox"/> No	Home visit carried out - advice given to Mum about safe sleep. Next visit arranged for 9th July 2018.

The screenshot shows the 'Key Agencies' tab in the Liqidlogic system. The left-hand menu has 'Key Agencies' selected, and a red arrow points to the 'Hide Ended Key Agencies' link. The main area displays a table of key agencies, including those that have ended:

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Comments
SCHO	Edgewick Community Primary School (Coventry)	01-Sep-2018		024 7668 6893	<input type="checkbox"/> No	
Children & Families First	Mrs Sarah Burke (Radford Children's Centre) - Family Hubs	09-Jul-2018		02476788444	<input type="checkbox"/> No	Working with family, offering support regarding finances.
Children & Families First	Mrs Sarah Burke (Radford Children's Centre) - Family Hubs	02-Jul-2018		02476788444	<input type="checkbox"/> No	Home visit carried out - advice given to Mum about safe sleep. Next visit arranged for 9th July 2018.
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	21-Jun-2018	21-Jun-2018		<input type="checkbox"/> No	Gave housing advise and informed to contact 1111111
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	20-Jun-2018	20-Jun-2018	02476788444	<input type="checkbox"/> No	Mother's issues are she wants a 5 bed property
Children & Families First	Mrs Sarah Burke - Radford Children's Centre	20-Jun-2018	20-Jun-2018	02476788444	<input type="checkbox"/> No	Complained about neighbours - give details of neighbored wardens on 2222222
Children & Families First	Geraldine McKeown - Tile Hill Children's Centre	20-Jun-2018	20-Jun-2018		<input type="checkbox"/> No	Gave mother a food voucher
Health Visitor	Ms Angela Gregg - Health Visitors	01-Jan-2018	20-Jun-2018		<input type="checkbox"/> No	Whatever comments - assessment