**Early Help Performance Calendar**

|  |  |  |
| --- | --- | --- |
| **Report**  | **Scheduled**  | **Who to**  |
| Data Quality Report | Monday – Weekly | Service Manager, Team Manager & Assistant Team Manager |
| Managers’ Report | 1st Monday of the month | Service Manager, Team Manager & Assistant Team Manager |
| Request for Early Help (outcome) | Monthly | Service Manager, Team Manager & Assistant Team Manager |
| Request for Early Help document missing | Monthly | Service Manager, Team Manager & Assistant Team Manager |
| Family declined services | Monthly | Service Manager, Team Manager & Assistant Team Manager |
| Closure summary incomplete | Monthly | Service Manager, Team Manager & Assistant Team Manager |
| FamiliesGateshead Criteria | Quarterly | Service Manager, Team Manager & Assistant Team Manager |
| Open 12 mnths + then LAC | Quarterly | Service Manager, Team Manager & Assistant Team Manager |
| Open to Early Help then LAC |
| Re-Referrals, referred to and taken by Tier 2 & 3 | Quarterly | Service Manager, Team Manager & Assistant Team Manager |
| Declined service, re-referred into Tier 2 & 3 |
| Exit Questionnaire |  | Service Manager, Team Manager & Assistant Team Manager |
| Family needs by Ward  | Quarterly | Service Manager, Team Manager & Assistant Team Manager |
| Early Help Closure Summary | Quarterly | Service Manager, Team Manager & Assistant Team Manager |