



Early Help Module User Guide
Basic Demographics

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Searching & Creating for a Person

Always search for a person on EHM **before** creating them to avoid duplication of records.

To do this go into 'Find Adult or Child' from your Home tray and input details then click **search** – Remember to use the % sign instead of typing in the details in full so the system can search the database (see second screen shot below)

The screenshot shows the Liquidlogic Early Help Module interface. The top navigation bar includes 'Home', 'Help', 'Menu', and 'Find'. The 'Find' dropdown menu is open, and 'Find Adult or Child' is highlighted with a red circle. Below the navigation bar, there is a 'Task Trays' button and a user profile for Leanna Manchip. The main content area displays a list of cases, with 'Abbie Ackland, 3 months' and 'Aiden Adams, 7 years' visible. The 'Aiden Adams' case is marked with 'EHA' and 'MASH' tags. The interface also shows a 'Worktray' with 124 items and various filters for 'Group By' and 'Order By'.

The screenshot shows the 'Find Adult or Child' search form. The 'Search' button is circled in red. The form is divided into two main sections: 'Person' and 'Address'. The 'Person' section includes fields for 'NHS Number', 'Surname' (with a '%Bla%' placeholder), and 'Forename' (with a '%1%' placeholder). The 'Address' section includes fields for 'House No. or Name', 'Street', 'Town', and 'Post Code'. There is also a 'Show My Involvements' checkbox. The form is designed to allow users to search for individuals based on their personal and address details.

If the person does not exist then click **Create New** and input as much information as you can and don't forget to input information in the '**Additional**' tab (which is located at the side of the screen).

Then click **Create**.

The screenshot shows the 'ECAF - Find Adult or Child' form in the Liqúidlogic Early Help Module. The 'Create' button is circled in red. Red arrows point to the 'Additional' tab, the 'Name & Gender' section, the 'Age / Date of Birth' section, the 'Main / Home Address' section, the 'Secondary / Occasional Address' section, and the 'Locality' section.

Personal Details

Additional

Name & Gender

NHS Number

Unique Pupil Number

Former Unique Pupil Number

National Insurance Number

Title

Surname

Forename

Gender

Age / Date of Birth

Date of Birth / Expected DOB

OR

Approximate Age

Unborn Child

Deceased

Date of Death

Main / Home Address

Address

Lookup Address

Valid since

Secondary / Occasional Address

Address

Lookup Address

Valid since

Locality

Locality

Locality Notes

This will then take you to the **Personal** tab of the person you have created – please add/update **telephone numbers** from this screen (please see highlighted link in screen shot)

Liquidlogic Early Help Module | Home | Help | Menu | Find | Leanna Manchip (0)

Isla Blackman, 3 weeks 2 days (Case No: 5469) | Basic Demographics

Personal (highlighted with red arrow)

- Name & Gender**
 - Case Number: 5469
 - Title: Miss
 - Surname: Blackman
 - Forename: Isla
 - Gender: Female
- Age / Date of Birth**
 - Actual DOB: 01-Jul-2014
 - Age: 3 weeks
 - Unborn Child
 - Update Personal Details
 - Send a message about this Person
 - Copy to Briefcase
 - Administrative Actions
 - Administrative Rollback
- Other Names**
 - Add Other Name
 - Mark this Record as a Duplicate
- Addresses**
 - Main/Home** (from 01-Jul-2014): Flat At 10 Drove Road, Weston-Super-Mare, BS23 3NX
 - Secondary/Occasional** (from 01-Jul-2014): Flat At Walnut Tree Winterstoke Road, Weston-Super-Mare, BS24 9HD
 - Address History / Update Addresses
- Locality**
 - Locality: Weston South
 - Locality Notes
- E-Mail**
- Telephones** (circled in red)
 - Add Contact Number / View Historic Numbers...
- Disability**

Important Information
None at this time. Current Vulnerability Level

Actions

- Create a new Contact
- Create a new MASH Episode
- Early Help Episode
- Start a High Impact Families Episode
- New Document

Go into the **Further Details** tab to add/update any **Disabilities, Ethnicity, Nationality, Religion and Language** (to Edit click on the pencil)

Liquidlogic Early Help Module | Home | Help | Menu | Find | Leanna Manchip (0)

Isla Blackman, 3 weeks 2 days (Case No: 5469) | Basic Demographics

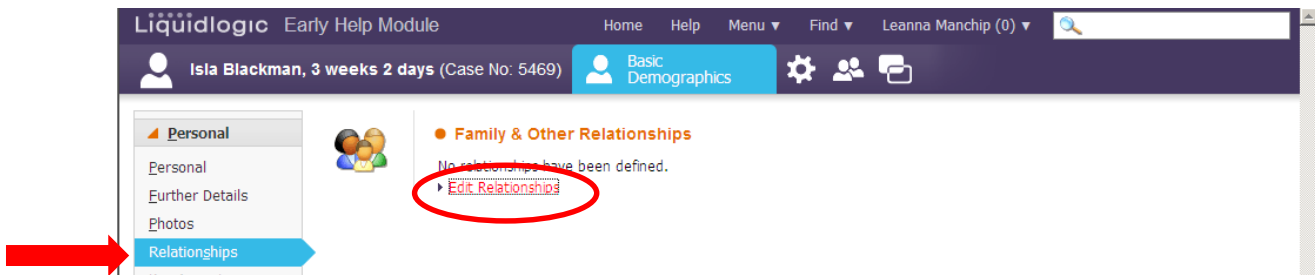
Further Details (highlighted with red arrow)

- Disability**
 - Is Disabled?
 - Is on a Disability Register?
- Disabilities**
 - No Disabilities Recorded
 - New Disability
- Vulnerability History**
 - No vulnerability levels recorded
- Primary Codes**
 - No Primary Reason Codes Recorded
- Secondary Codes**
 - No Secondary Codes Recorded
- Ethnicity**
 - Ethnicity: White British
- Retention**
 - No current retention record.
 - Set / Calculate Retention Date
- Archived / Paper File**
 - Add or View Paper File Records
- Last Modified**
 - Modified By: Leanna Manchip - CFT - Weston East Business Support
 - Modified Date: 24-Jul-2014 12:13
 - Update Personal Details

Adding/Editing Relationships

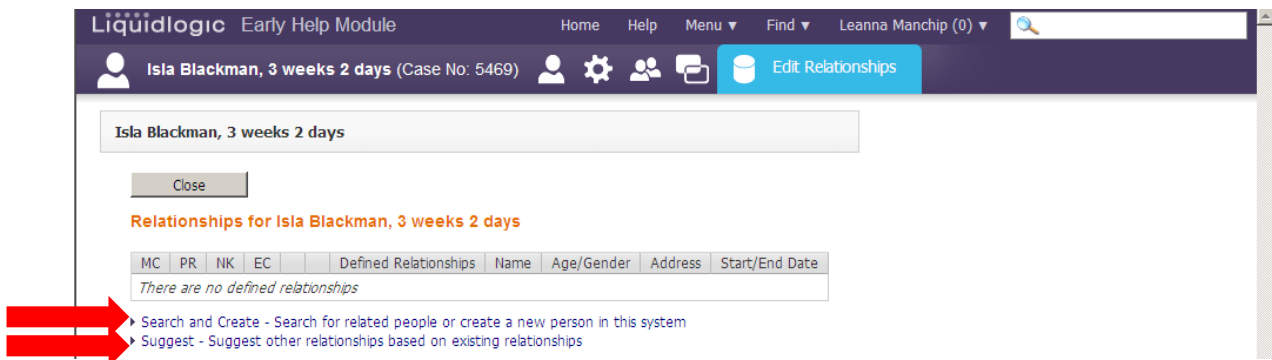
You can **add/delete & edit relationships** via the **Relationships** tab (located at the side of the screen)

Please click the link **Edit Relationship**



Then use the **'Search & Create'** link to find/create relationships (Please refer to the *'Searching & Creating'* instructions earlier in this document)

If you are **linking a family** then you can use the **'Suggest'** link and this will bring up a list of all the relatives ICS think are related – you will need to edit accordingly.



When adding Relationships please **DO NOT** forget to indicate whether the person you are adding is:

- MC – Main Carer
- PR – Parental Responsibility
- NK – Next of Kin
- EC – Emergency Contact

by **ticking the relevant box** at the side of the relationship

Save Reset Close Relationships Saved.

Relationships for Isla Blackman, 3 weeks 2 days

MC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mother	Kellie Blackman	≈ 27 years Female	10 Drove Road, Weston-Super-Mare, BS23 3NX	24-Jul-2014	Update
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Father	Dave Blackman	≈ 29 years Male	Walnut Tree, Winterstoke Road, Weston-Super-Mare, BS24 9HD	24-Jul-2014	Update

Search Parental Responsibility? or related people or create a new person in this system
Suggest - Suggest other relationships based on existing relationships

Adding a Key Agency

To add a **Key Agency** – click on the link and ‘**New Key Agency**’

Personal Further Details Photos Relationships Key Agencies Contacts

Key Agencies

There are no current key agencies.

Show Ended Key Agencies

New Key Agency

Complete as much information as possible and then click either the **link to select a User** or **select a Department**

New Key Agency

Other Name

Type: Health Visitor

Person: [Click here to select a user...](#)

Department: [Click here to select a department](#)

Mark as Social Care Involvement?

Sensitive Service

National Service Category: [Dropdown]

Effective Date

Start Date: 24-Jul-2014

End Date: [Dropdown]

Comments: [Text Area]

Other Key Agencies

There are no other key agencies.

Using your address book, **Search** for the **User/Department** you wish to add

Select a User, Department or Group [Previous] [Bookmark] [Cancel] (please note that only users, groups and departments in the Site N. Somers...)

Search Departments [Reset] [Search]

Department Name

Description: %Health%

Department Details

Type: [Dropdown]

Postcode: [Text Box]

Active Status: [Dropdown]

My Contacts

All Professionals

All Departments

- Application Supp...
- ASS&H North So...
- Avon and Wiltshir...
- Bristol City Coun...
- Care Agency - S...
- Children and You...
- COMMUNITY FAM...
- Connexions - NS...

Click on the **User/Department name**

Liquidlogic Early Help Module Home Help Menu Find Leanna Manchip (0)

Select a User, Department or Group Previous Bookmark **Confirm** Cancel (please note that only users, groups and departments in the Site N. Somers

My Contacts
All Professionals
All Departments
Application Supp...
ASS&H North So...
Avon and Wiltshir...
Bristol City Coun...
Care Agency - S...
Children and You...
COMMUNITY FAM...
Connexions - NS...
Floating Support i...
Healthy Living Ce...
Pages: 1 2 (filter)

Search Departments Back Printable View

Query Results (14)

Department Name	Type
1 Avon and Wiltshire Mental Health Partnership NHS Trust	NSC Unknown
2 Central - Health	Locality Team
3 Healthy Living Centre	NSC Unknown
4 HV - (WS) Worle Health Centre	Locality Team
5 HV - Marina Health Centre	Locality Team
6 Locality Health Centre	Doctors Surgery
7 NHS North Somerset & Weston Area Health Trust (WAHT)	NSC Unknown
8 North - Health	Locality Team
9 Pill Health Clinic	Doctors Surgery
10 Portishead Health Centre	Doctors Surgery
11 Weston East - Health	Locality Team
12 Weston South - Health	Locality Team
13 Woodspring Community Mental Health Team	NSC Unknown
14 Worle Health Centre	Doctors Surgery


And **confirm**

Liquidlogic Early Help Module Home Help Menu Find Leanna Manchip (0)

Select a User, Department or Group Previous Bookmark **Confirm** Cancel (please note that only users, groups and departments in the

Healthy Living Centre - NSC Unknown

Department



Actions

- New Professional
- Dept Maintenance
- Move Department
- Tray Publication/Subscriptions

Department Details

Type NSC Unknown
Description Healthy Living Centre
Active Status Active

Address

Address 68 Lonsdate Avenue
Weston Super Mare
Postcode BS23 3SJ

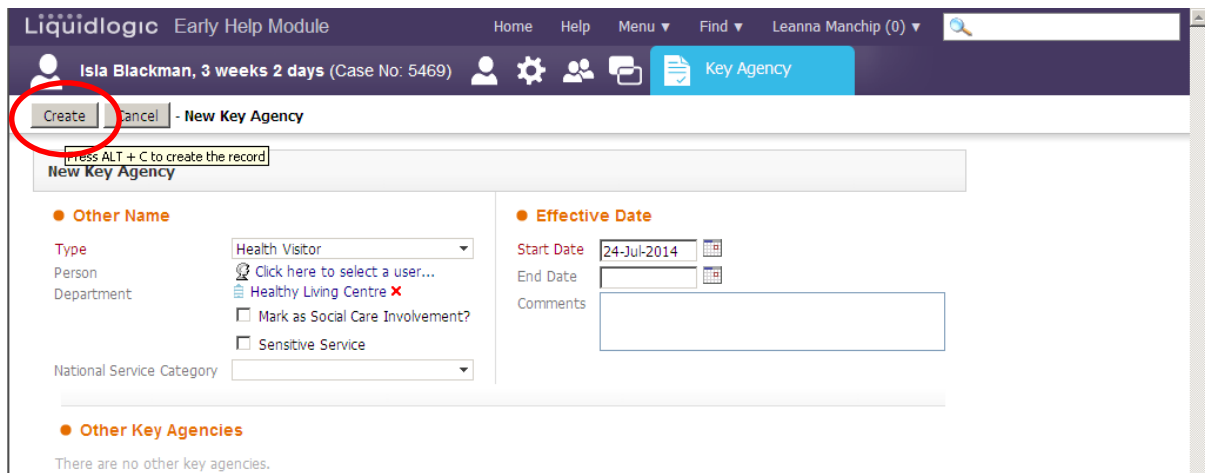
Telephones

Office Phone **01934 427 426**
Update Contact Numbers...

Professionals in Department

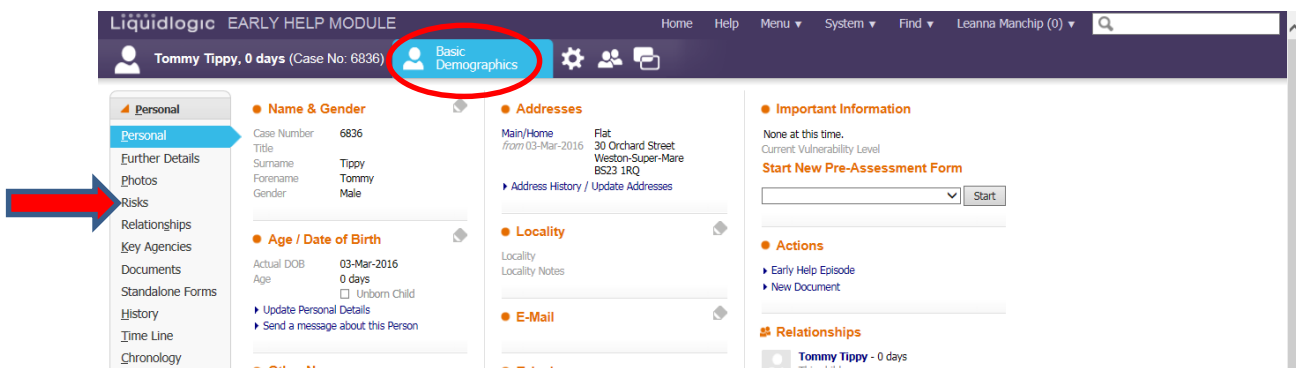
Cheryl Valentine	Student Health Visitor
Claire Croom	Speech and Language Therapy Assistant
Ruth Kimmins	Adult Mental Health Specialist

Then click 'Create'

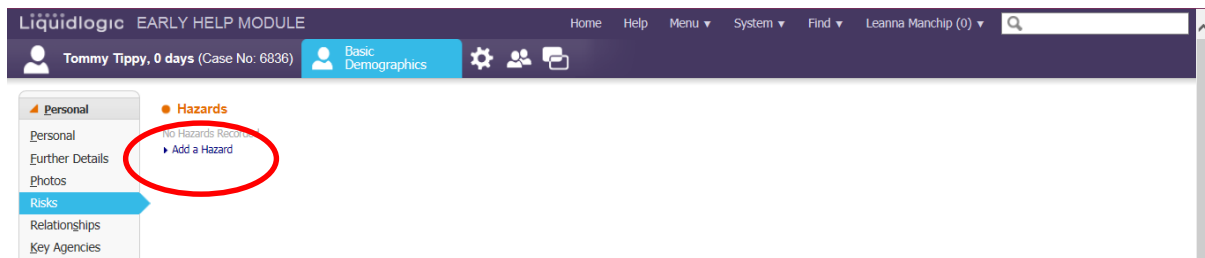


Adding a Hazard

Go to the 'Risks' Tab in the Basic Demographics



Click the link 'Add a Hazard'



Complete the 'Hazard' Details and click the 'Create' button

Liquidlogic EARLY HELP MODULE Home Help Menu System Find Leanna Manchip (0)

Create Cancel - Create New Hazard

New EHM Hazard

Relating To: Tommy Tippy, 0 days

Hazard Dates

Date Hazard Started: 03-Mar-2016
Review Date: 03-Mar-2017
Date Hazard Ended:

Hazard Details

Hazard Type: A household with a dangerous dog
Hazard Details: This dog has been known to chase the postman.....

A 'Hazard' flag will then appear on the record to alert other professionals

Liquidlogic EARLY HELP MODULE Home Help Menu System Find Leanna Manchip (0)

Tommy Tippy, 0 days (Case No: 6836) **H2D** Basic Demographics

Personal

Personal Further Details Photos Risks Relationships Key Agencies Documents Standalone Forms History Time Line Chronology Audit

Name & Gender

Case Number: 6836
Title: Tippy
Surname: Tippy
Forename: Tommy
Gender: Male

Age / Date of Birth

Actual DOB: 03-Mar-2016
Age: 0 days
 Unborn Child
Update Personal Details
Send a message about this Person

Other Names

Add Other Name

Addresses

Main/Home Flat
from 03-Mar-2016 30 Orchard Street
Weston-Super-Mare
BS23 1RQ
Address History / Update Addresses

Locality

Locality
Locality Notes

E-Mail

Telephones

Add Contact Number / View Historic Numbers...

Disability

Is Disabled?
 Is on a Disability Register?
See Further Details for disability details

SEN

Has special education needs: No

Important Information

None at this time.
There are Hazards recorded for this child
Current Vulnerability Level
Start New Pre-Assessment Form
Start

Actions

Early Help Episode
New Document

Relationships

Tommy Tippy - 0 days
This child **H2D**

To view the 'Hazard'

Click either on the flag or back in the Risks tab

Liquidlogic EARLY HELP MODULE Home Help Menu System Find Leanna Manchip (0)

Tommy Tippy, 0 days (Case No: 6836) **H2D** Basic Demographics

Personal

Personal Further Details Photos Risks Relationships Key Agencies Documents Standalone Forms History Time Line Chronology Audit

Name & Gender

Case Number: 6836
Title: Tippy
Surname: Tippy
Forename: Tommy
Gender: Male

Age / Date of Birth

Actual DOB: 03-Mar-2016
Age: 0 days
 Unborn Child
Update Personal Details
Send a message about this Person

Other Names

Add Other Name

Addresses

Main/Home Flat
from 03-Mar-2016 30 Orchard Street
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Address History / Update Addresses

Locality

Locality
Locality Notes

E-Mail

Telephones

Add Contact Number / View Historic Numbers...

Disability

Is Disabled?
 Is on a Disability Register?
See Further Details for disability details

SEN

Has special education needs: No

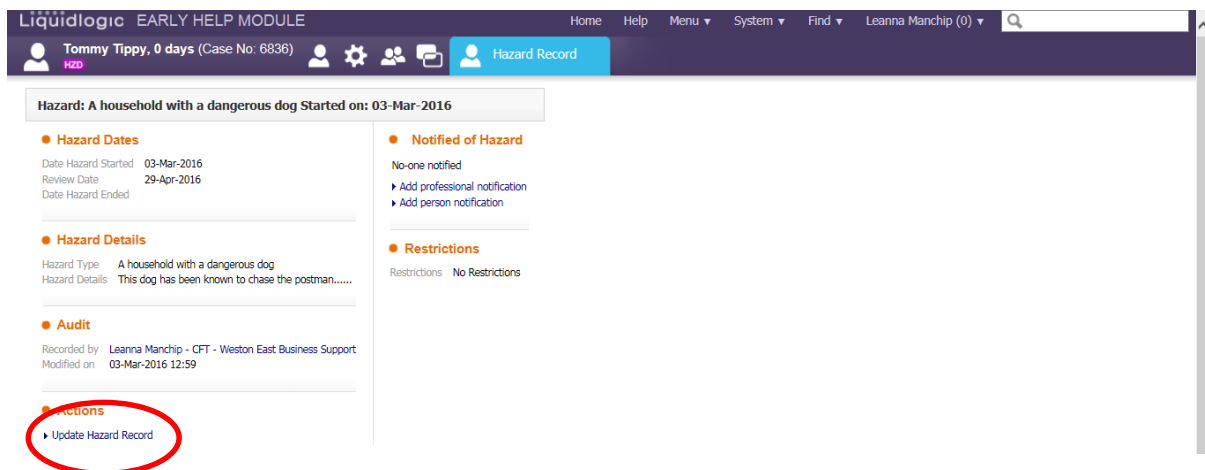
Important Information

None at this time.
There are Hazards recorded for this child
Current Vulnerability Level
Start New Pre-Assessment Form
Start

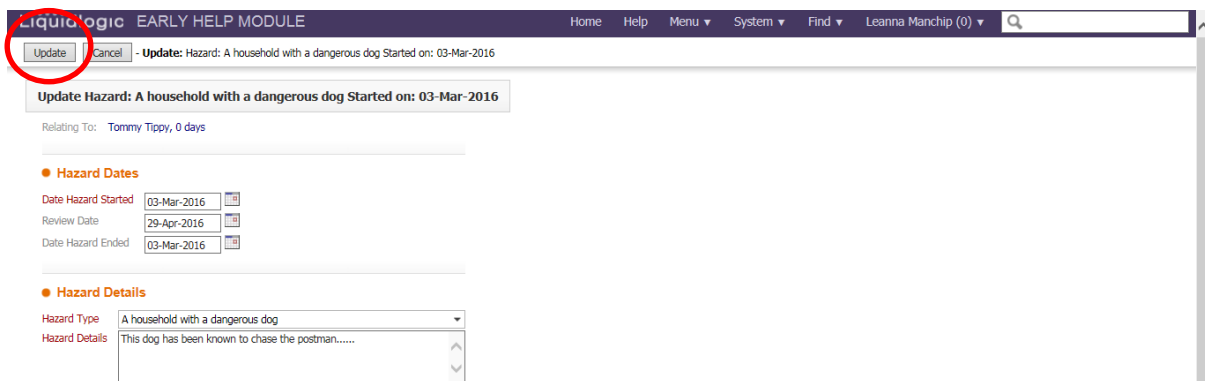
Actions

Early Help Episode

To end the 'Hazard' click on the link 'Update Hazard Record' in the Risks Tab



Put in the end date and click the button 'Update'



The 'Hazard' flag will then disappear but there will always be a record kept in the 'Risks' tab

