

Sefton Council



EHM

Closing an EHM Plan
and Episode

Document History

Date	Version	Produced By	Comments
16/01/17	1.0	Lynn Parsons	Created

Table of Contents

Early Help Plan - Closures	4
Closing a plan in the Early Help Module	5
Completing the Episode Closure form.....	6
Completing the Retention Form.....	7

Early Help Plan - Closures

An Early Help Plan may be closed for a number of reasons, as outlined below.

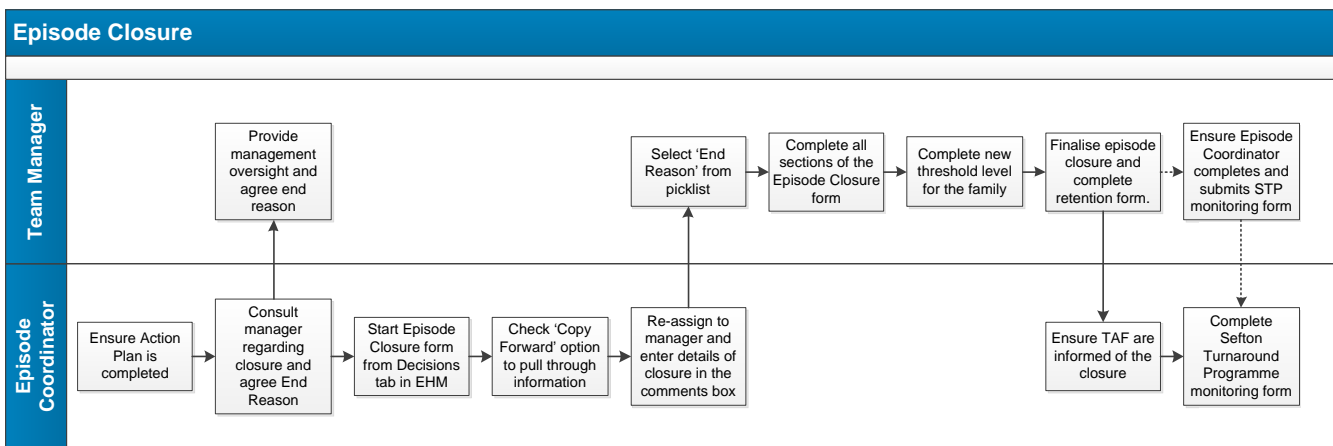
Reasons for closing the plan and ending the EHM Episode are provided in the Episode Closure form as a pick list and include:

- **Aim Achieved**
- **Needs Now Met by Universal Services**
- **Case Transferred to CAS**
- **Child Deceased**
- **Child Transferred to other Authority**
- **Transferred – Adults**
- **Stepped up to Social Care**
- **Unable to Engage Family**
- **Referral Order Granted**

It is important to evidence both the reason and the level of any remaining need.

Managers should authorise all closures.

The process below gives a high level overview of the steps needed to close a family’s plan.



Closing a plan in the Early Help Module

Ensure that the Action Plan has been completed within EHM and that the family have received a copy of the plan and informed that the case is to close.

All actions should be completed within the plan and the meeting stage finalised.

From the Active Episode section select the Decisions tab. Click 'Start' next to Episode Completed.

Active CAF Episode
Active Task: **Mr Allan Glennon** (Reassign) Started: 15-Aug-2016 Due: unspecified

Active CAF Episode **Decisions** Task Details All Children (4) ▼

Combined Stage for: Miss Katie Gold, Mr Iain Gold, Miss Sarah Gold, Master Allan Gold.

Outcomes

<input checked="" type="checkbox"/> Review CAF Assessment	Restart (Assigned to Mr Allan Glennon)	<input type="radio"/> Today's Date
<input checked="" type="checkbox"/> Organise next meeting	Restart (Assigned to Mr Allan Glennon)	<input checked="" type="radio"/> Other Date: <input type="text"/> (reset)
<input checked="" type="checkbox"/> Step up to Social Care	Completed	Reason for Decision: (reset)
<input checked="" type="checkbox"/> Episode Completed	Start (Assigned to Yourself)	<input type="text"/>

Previous Records

Status	Description
Active - Decisions	Episode 15-Aug-2016 for Katie Gold, 5 years
Completed 15-Aug-2016	Episode 15-Aug-2016 for Katie Gold, 5 years
Completed 15-Aug-2016	Episode 15-Aug-2016 for Katie Gold, 5 years
Completed 15-Aug-2016	Episode 15-Aug-2016 for Katie Gold, 5 years

*above child's details are fictitious

In EHM, confirm that you wish to close the episode and start the episode closure.

On the next page copy forward all items. This will pull through information that was added on the Episode Start form to the Episode Closure form.

Completing the Episode Closure form.

Reasons for closing the plan and ending the EHM Episode are provided in the Episode Closure form as a pick list and include:

- **Aim Achieved** – the outcomes in the action plan have been achieved and the family's need is being met by universal services.
- **Needs Now Met by Universal Services** – The needs of the family have reduced and are now being met within universal services.
- **Case Transferred to CAS**
- **Child Deceased**
- **Child Transferred to other Authority** - the family, or significant family members have left the Borough (if moving to another local authority within England, the family should be transferred and offered equivalent support. See section on cross border working for further information.
- **Transferred – Adults** - the children have reached 18 and are accessing support from Adult Services.
- **Stepped up to Social Care** - the family's needs have increased to level 3b or 4 and are now supported through a Children's Social Care team (follow Step Up procedures).
- **Unable to Engage Family – vulnerability still at 2/3a** – despite attempts to speak with their family to offer support, the family have indicated that they do not wish to engage with Early Help Services. NB Managers should ensure case oversight to ensure that best efforts have been made to successfully engage with the family. All of these cases should also be discussed with the Gateway prior to closure.

A final summary must be included in the closure form detailing the work that has been carried out.

● Episode Closure

End Reason

Summary of Work Carried out

What worked well?

How did the family build on their strengths, what changes came about as a result and what was the impact?

What were we worried about?

Include what the risks were identified originally and how have they been overcome, include any areas of work that are still a concern

What has happened and what still needs to happen

What interventions were provided and what was the impact of these, include what outstanding work is still required?

This should include information about the reasons for closing the family plan and any ongoing actions for the family or practitioners in mainstream/universal services.

The threshold level for the family can then be updated.

Completing the Retention Form

Once the Episode Closure form is completed the Episode Coordinator must complete the Retention form.

Select 'Episode Closed for 6 Years' from the picklist and 'Begin Purge Process' from the next pick list. Then click Finalise.

Finalise Save Cancel - Create new Retention Record

Information: The retention calculation has resulted in a **retention record being generated**. Please make any amendments to the record below and either click Save or Finalise to confirm your changes.

Retention Record

- **Retention Details**
Retention Status: Draft
- **Calculated Retention Details**
Calculated Code: Episode closed for 6 years
Calculation: Retention Date is calculated to be the End Date of the last Episode (10-Jan-2017) offset by 6 years
Calculated Date: 10-Jan-2023
- **Actual Retention Details**
Retention Code: Episode closed for 6 years
Calculated Retention Date: 10-Jan-2023
Retention Date: 10-Jan-2023
Action on Expiration: Begin Purge Process

The closure process is now complete.

The Sefton Turnaround Programme monitoring form can now be completed and emailed to turnaround@sefton.gov.uk

