STEP UP from EHA made easy

S-Social Worker receives a referral which has an existing EHA

T-The social worker contacts the Lead Professional of the EHA to inform them a referral has been received and a C& F will be completed.

E-EHA remains open during this time the C&F is being completed

P-Professionals involved with the TAF are made aware of this situation by the Lead Professional. The social worker may want the next TAF to run whilst they are completing their C&F as the may wish to attend this should be discussed between the social worker and lead professional

U-Under the guidance of the Team manager once a decision is made the social worker must inform the lead professional of the outcome of the C&F

P-Process if the case is to remain open to the social worker then the EHA needs to be closed by the lead professional

If it's to be stepped back down then the social worker completes an updated EHA (using the new C&F) via the step down process (on ics) or must ensure a copy of the C&F if agency is not on EHM is sent out to the Lead Professional. Then the case can be closed to social care once this step is completed.