**STEP DOWN to EHA made easy**

S- Social worker convenes a CIN review meeting to discuss to step down to EHA and identify a Lead Professional

T- Team around the Family meeting date to be organised at this meeting

E- EHA to be completed by SW within 4 weeks this can be completed on ICS (see link below “stepping down to EHM from ICS”) <https://docs.google.com/document/d/1WFpDRYVQhNkAfbCP70gnp1UQz_cGF3Ku90BU02XmCLE/edit>

alternatively you can attach to your transfer a C&F if within 3 months but you still need to complete step down

P- Paperwork ( EHA) is then sent to the Lead professional ( if not on the EHM) and Parents. ( at the moment only our early help workers and inclusion support team are able to access the module to work with an EHA)

D- During this time the case will remain open to SW until step down is completed

O- Once the EHA has been completed and step down has been transferred to EHM

W- Worker within Early Help Admin team will register the EHA and email the SW that it has been done

N- Now the case can be closed to social worker