

Top tip for EHM users

To ensure a smooth workflow from assessment to TAF meeting in EHM it is important that you follow the advice below –

Always ensure you only trigger your TAF review process as an outcome of the finalised assessment



Outcomes of Assessment:

Action Taken

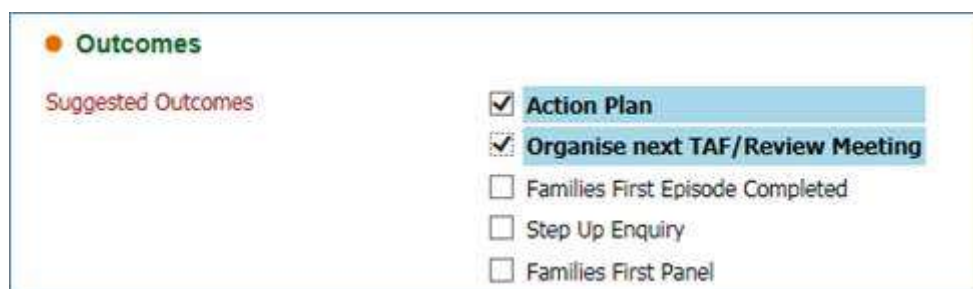
- TAF/Review Meeting
- Families First Episode Completed

Warning - Starting the TAF review process before you have completed and finalised the Families First Assessment will lead to problems and loss of recorded information.

DO NOT in any circumstances manually trigger TAF reviews or Action plans (or anything else for that matter) from the decisions tab. Once your Families First Tab has turned from blue to Grey it is safe to trigger the TAF review process. If you are unsure please contact the Helpdesk or your local Senior Coordinator



All outcomes on the map should be triggered as a result of a task within the workflow – e.g. next TAF review/action plan as an outcome within the first TAF meeting outcomes form



Outcomes

Suggested Outcomes

- Action Plan
- Organise next TAF/Review Meeting
- Families First Episode Completed
- Step Up Enquiry
- Families First Panel

Contact details

EHM Helpdesk – ☎ 01438 7377575

✉ familiesfirstassessment@hertfordshire.gov.uk

Senior Coordinators

Broxbourne and East Herts - ☎ 01438 844749

Dacorum and St Albans - ☎ 01438 844038

Hertsmere/Welwyn and Hatfield - ☎ 01438 844616

North Herts and Stevenage – ☎ 01438 844658

Three Rivers and Watford – ☎ 01438 844749

Please visit the Families First Portal for further guidance and information:

<http://search3.openobjects.com/kb5/hertfordshire/directory/familiesfirst.page?familiesfirstchannel=6-7&sorttype=field&sortfield=title>