

**Request for a targeted early help intervention to support the family action plan:
process for non E-CINS users**

1. Complete the consent form and Whole Family Webstar with the family
 - i. The Whole Family Webstar Assessment needs to clearly identify a need for the targeted Early Help intervention, which is agreed with the family
 - ii. The family assessment needs to be completed as fully as possible
2. Start a family action plan and add the request for intervention to the plan as an action, clearly identifying the intervention required. All relevant (SMART) actions need to be added to the family action plan.
3. Complete a Request for targeted early help service intervention form (available from early help website)
<http://new.shropshire.gov.uk/early-help/practitioners/early-help-forms/>
4. Send the Request for a targeted early help service intervention form, and completed consent form to ShropshireStrengtheningFamilies@Shropshire.gov.uk
5. A member of the Strengthening Families Team will contact you upon receipt and create a case on ECINS with you and explain how to upload your assessment and plan.