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

* 1. Complete the Whole Family Webstar, consent form and start the family action plan
     1. The family assessment needs to **clearly identify a need for the EH intervention** which is agreed with the family
     2. The family assessment needs to be completed as fully as possible
     3. All relevant actions (SMART) need to be added to the family action plan
  2. Start a family action plan and add the request for intervention to the plan as an action, clearly identifying the intervention required and which service may deliver it.
  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/>

* 1. Send the Request for a targeted early help service intervention form, whole family Webstar and assessment, family action plan and completed consent form to Compass.

Early Help, Compass  
Mount McKinley  
Anchorage Avenue  
Shrewsbury Business Park  
Shrewsbury  
SY2 6FG

* 1. Compass will input the request onto E-CINS and notify the targeted early help service of the request for intervention.
  2. Ensure your agency is in contact with the Strengthening Families team to progress direct access to E-CINS.

When requesting an early help intervention this should be supported by the timely sharing of good quality information that has been obtained through the family assessment.