**Early Help Assessment and Plan (EHAP) 🗸 Checklist 🗸**

*In order for Compass to record a copy of your EHAP on our system, there is* ***essential information*** *that must be completed first (if this information is missing, we will need to return the EHAP to you for this to be added, which could**delay support for the family.*

*The following* ***checklist*** *is to ensure that all essential criteria has been included:*

|  |  |  |
| --- | --- | --- |
|  | **Essential Information** | **Done ( 🗸 )** |
| 1. | Page 1 - **both dates** at the top of the page are completed.  \*EHAP Reviews – include **review number**. |  |
| 2. | Child(ren’s) details – each column is **completed** **in full**. |  |
| 3. | Parent/Carer’s details - each column is **completed** **in full**. |  |
| 4. | The ‘Lead Professional’ has been **indicated** in ‘*people who are supporting the family’.* |  |
| 5. | Consent and Signatures – **all 3** of the ‘drop-down’ boxes have been completed. |  |
| 6. | Consent and Signatures – signatures from the **Parent/Carer** and the **Assessor.**  \*Signatures can be digital, i.e. H. Simpson, as long as consent has clearly been given to share this document with Compass (see point number 5). |  |
| 7. | The ‘Assessor’ details have been **completed in full**. |  |

***Remember…***

This is ***essential information*** so that your EHAP can be recorded on our system, but Compass strongly encourage you to complete ***all sections*** of the EHAP in full – please refer to the ***EHAP Toolkit*** for hints and ideas on how to make your EHAP as effective and robust as possible!