

Recording a Young Carer on EHM Guidance Notes

Coventry City Council
Business Systems &
Continuous Improvement



Coventry City Council

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Name	Job Title
Nicola Davies	Operational Leader Responsive Services

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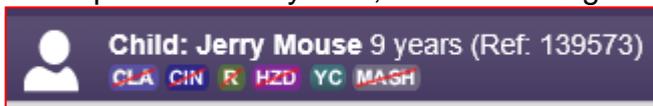
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Background

Young Carers, as described by Carer's Trust Heart of England are "people aged between 5 and 18 years old who have a responsibility for looking after or helping someone else to look after a person who has a disability, a long-term illness, mental health illness, Autism/ADHD or someone addicted to drugs or alcohol. That person could be your mum, dad, brother, sister, grandparent or even a close friend or neighbour." During work with families in need, you may come across a family where there is a Young Carer in the household. You have the responsibility to ensure help is offered to those Young Carers.

There are two ways which you can find out if the child / young person is recorded to be a young carer. The first being the Young Carer flag at the top of the child's record. This is when a Young Carers Assessment has been added to the Young Carers Workspace on the system, and the Young Carers episode has been started.



The second would be to check the "Relationships" tab on the Basic Demographics of the child, to check and see if the "YC" tick has been placed on the relationship who the child is caring for.

Mouse, Jerry (9 years) - 32 Sutton Avenue, COVENTRY, CV5 7EE

Save Reset Close

Relationships for Child: Jerry Mouse, age 9 years

MC	YC	PR	NK	EC	Defined Relationships	Name	Age/Gender	Address	Start/End Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brother	Tom Cat	17 years Male	Primary Address 32 Sutton Avenue, COVENTRY, CV5 7EE	04-Apr-2019 <input type="button" value="Update"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandmother	Grannie Cat	52 years Female	Primary Address 32 Sutton Avenue, COVENTRY, CV5 7EE	04-Apr-2019 <input type="button" value="Update"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carer	Janet Stone	69 years Female	Primary Address The Grange, Brownhill Green Road, COVENTRY, CV6 2EG	12-Apr-2019 16-Jul-2019 <input type="button" value="Update"/>

[Search and Create](#) - Search for related people or create a new person in the LCS system
[Suggest](#) - Suggest other relationships based on existing relationships

Family & Other Relationships

Flags	Relationship	Case No	Name	Age	Date of Birth	Gender	Alerts	Start Date	End Date
Primary Address: 32 Sutton Avenue, COVENTRY, CV5 7EE									
	Self	139573	Jerry Mouse	9 years	22-Apr-2010	Male			
	Brother	139572	Tom Cat	17 years	03-Apr-2002	Male		04-Apr-2019	
	Grandmother	139574	Grannie Cat	52 years	23-Aug-1967	Female		04-Apr-2019	
Primary Address: The Grange, Brownhill Green Road, COVENTRY, CV6 2EG									
	Carer	4013619A	Janet Stone	69 years	29-May-1950	Female		12-Apr-2019	16-Jul-2019

[Edit Relationships](#)

Referring the family to CTHoE and Submitting the Assessment to Social Services

If a Child/Young Person wishes to have a Young Carer's Assessment completed, it is the duty of the Episode Coordinator to refer them to CTHoE (Carer's Trust Heart of England) to carry out this assessment. Once referred, CTHoE will contact the family within 28 days of receiving the referral and complete the assessment to the family. Once the Assessment is completed, CTHoE will send the Young Carer's Assessment to Children's Social Services for this to be recorded.

Information: Referrals to CTHoE can be found [here](#)

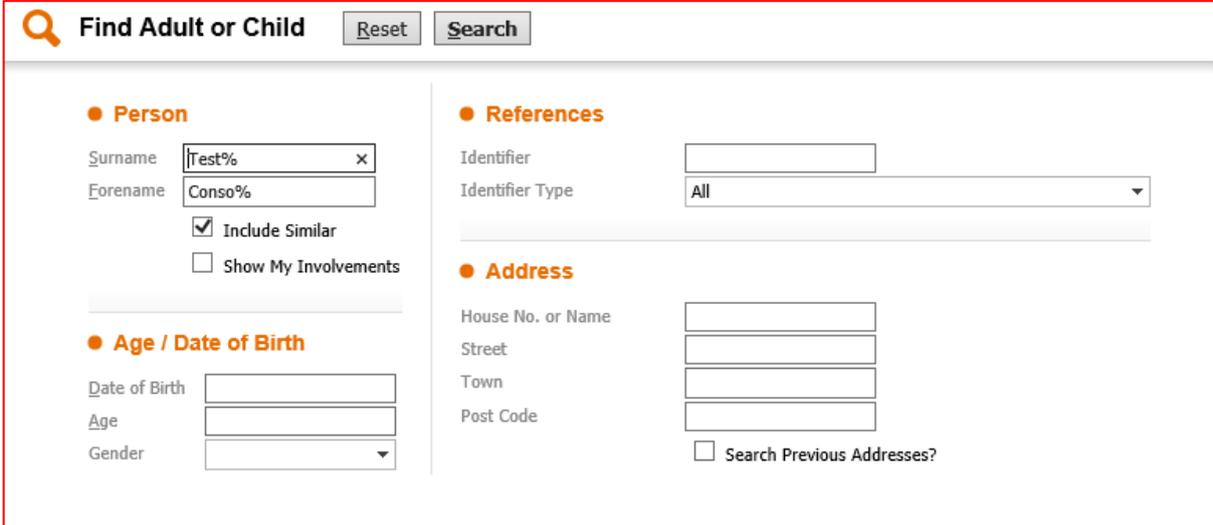
More information around Young Carers can be found [here](#)

The completed Assessment can be sent to Children's Social Service via directly to the Allocated Case Worker, or through the Social Services front door, MASH. By doing so, the Social Services / Worker will review the Assessment and update the child / young person's care plan to reflect the needs of the Assessment.

What to record if an Assessment is refused

If a Young Carer's Assessment is refused, CTHoE will need to record this on EHM, under the General Note section.

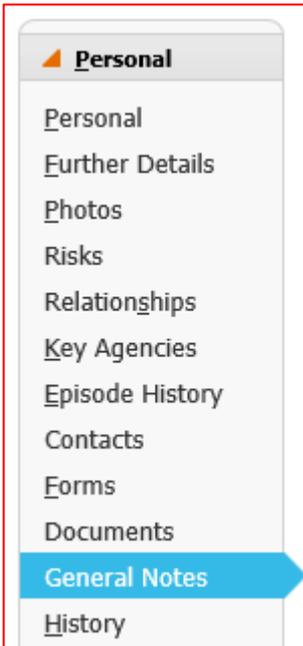
By first searching the prospective Young Carer on EHM (Using wildcards(% / *) where applicable)



The screenshot shows the 'Find Adult or Child' search interface. It features a search bar with a magnifying glass icon, a 'Reset' button, and a 'Search' button. The interface is divided into several sections:

- Person:** Includes fields for Surname (containing 'Test%'), Forename (containing 'Conso%'), a checkbox for 'Include Similar' (checked), and a checkbox for 'Show My Involvements' (unchecked).
- Age / Date of Birth:** Includes fields for Date of Birth, Age, and Gender (a dropdown menu).
- References:** Includes fields for Identifier and Identifier Type (a dropdown menu set to 'All').
- Address:** Includes fields for House No. or Name, Street, Town, and Post Code, along with a checkbox for 'Search Previous Addresses?'.

Then, going into General Notes located on the left-hand side of the screen



The screenshot shows the 'Personal' menu in EHM. The menu is titled 'Personal' and contains the following options:

- Personal
- Further Details
- Photos
- Risks
- Relationships
- Key Agencies
- Episode History
- Contacts
- Forms
- Documents
- General Notes (highlighted with a blue arrow)
- History

Once there, add a General Note and select the type as “Young Carer”

● General Notes

Note: If this person is involved in a Case Note which was created within the context of an episode of another child, it will appear as a General Note in this area only if:

- This person did not have an open episode at the time.
- You have access to the episodes of all involved children.

Free Text Filter

▶ [General Note Report](#)

▶ [Add General Note](#)

Finalised?	Significant Event	Contact Date	Seen	Contact Type	Contact Regarding	Reason for Contact	Att.	Created By
<input type="checkbox"/> No	<input type="checkbox"/> No	10-Oct-2019	<input checked="" type="checkbox"/> Yes	Home Visit Unannounced	Consolidate Test	Reason for Contact		EHM Administrator 9 (Jacob)

▶ [Add General Note](#)

New Stasha Phillips, 9 years - General Note, contact type: Young Carer

● Part 1 - Contact

From Context Of **Stasha Phillips**

Contact Date

Contact Type

Follow-Up Date

Significant Event

Add to Chronology

Contact Regarding

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?
People involved in this General Note						
▶ Self	Stasha Phillips	9 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults also present / interviewed						
No Adults recorded...						
Other relations you can add to this general note						
▣	Brother	Pablo Bacon	4 years			

Reason for Contact

B I U • A A

Once the mandatory fields have been completed, click “Finalise” at the top of the screen. This will upload and lock the General Note onto the record.

Key Contacts

Carer's Trust Heart of England (CTHoE)

Email : youngcarers@carerstrusthofe.org.uk

Telephone : 024 7610 1040

SMS : 07885 460882

<https://www.youngcarerscoventry.com/contact-us>

Coventry Social Services; MASH (Multi Agency Safeguarding Hub)

Email : mash@coventry.gov.uk

Telephone : 024 7678 8555

Postal Address :

Floor 4

Broadgate House

1-3 Lythalls Lane Industrial Estate

Coventry

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