

# EHM Recording Consent

#### **Document History**

Date	Version	Produced By	Comments	
23/01/2017	1.0	Lynn Parsons	Created	

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## **Recording Consent**

Consent must be granted in order to give users the ability to progress to an Early help Episode and complete an Early Help Assessment or record a contribution to an EHM assessment on the EHM System.

Note: Consent should be recorded at Group level!

#### **New Consent Statement**

Once a new Episode is created the Episode Co-coordinator will automatically be prompted to obtain consent and the following screen will be displayed:

Full Map Contact Contact Contact Contact Consent Co		
Contact   periode Started   periode Started   Consent   Consent   Consent   Consent   CaF   Active Task:   Lynn Parsons (Reassign)   Started:   No Other Children ▼     Consent Record (Copy Forward) [ Print ]   Started:  Casesment   Step up to   Completed       Active Task:  Lynn Parsons (Reassign)  Started:  No Other Children ▼    Consent Record (Copy Forward) [ Print ]   Started:  Consent Record (Copy Forward) [ Print ]   Started:  Started:  Consent Record (Copy Forward) [ Print ]   Started:  Consent Record (Copy Forward) [ Print ]   Started:  Started:  Consent Record (Copy Forward) [ Print ]   Started:  Started:  Consent Record (Copy Forward) [ Print ]   Started:  Consent Record (Copy Forward) [ Print ]   Started:  Started:  Consent Record (Copy Forward) [ Print ]   Started:  Started:	🕈 Full Map 🛛 😌 Local Map 🔻	Obtain Consent
Contact Fpisode Started CAF Assessment Agreeing Contributions Fpisode Completed		Active Task: Lynn Parsons (Reassign) Started: 23-Jan-2017 Due: unspecified
Episode Started       Consent       Task Details       No Other Children V         Obtain Consent       Consent Record (Copy Forward) [ Print ]       Assigned to Assessor         CAF       Assessment       Astrive Episode Started         Step up to Social Care       Scoial Care       Scoial Care	Contact	
Episode Started   Obtain Consent   CAF   Assessment   CAF   Social Care   Social Care		Obtain Consent Task Details No Other Children ▼
<pre>Encode Details: Consent Consent Consent Consent Consent Consent Consent Consent Consent Record (Copy Forward) [ Print ] Assessment Agreeing Contributions Weeting Step up to Social Care Episode Completed</pre>	Enizada Startad	
Obtain Consent       Consent Record (Copy Forward) [ Print ]         Assigned to Assessor       Lynn Parsons (23-Jan-2017)         Back to: CAF       Episode Started         Agreeing       Scial Care         Social Care       Episode         Episode       Episode	Episode Starteu	Record Details:
Obtain Consent     Consent       CAF     Active       CAF     Episode       Step up to     Step up to       Social Care     Episode		The Record Consent Record (Copy Forward) [ Print ]
CAF         Assessment         CAF         Assessment         Contributions         Meeting         Step up to         Social Care         Episode         Completed	Obtain Consent Denied	Assigned to Assessor Parsons (23-Jan-2017)
CAF Assessment CAF Assessment CAF Assessment Contributions Meeting Step up to Social Care Episode Completed		Back to: CAF Episode Started
Assessment Assessment Active Episode CAF Assessment Meeting Social Care Episode Completed	CAE	
Active Episode Sccial Care Episode Completed	Assessment	
Active Episode CAF Assessment Agreeing Contributions Meeting Step up to Social Care Episode Completed		
Asessment Agreeing Contributions Meeting Step up to Social Care Episode Completed	CAE Episode	
Agreeng Contributions Meeting Step up to Social Care Episode Completed	Assessment	
Meeting Step up to Social Care Episode Completed	Contributions	
Meeting Step up to Social Care Episode Completed		
Step up to Social Care Episode Completed	Masting	
Step up to Social Care Episode Completed	Heeting	
Step up to Social Care Episode Completed		
Episode Completed	Step up to	
Episode Completed		
Completed	Tainada	
	Completed	
		/

Click on Consent Record to continue.

Before starting the Consent Record select all relevant previous records to copy forward and then click on the Copy Forward Selected button;

formation Record	Feedback Consolidation Revisions	
Copy Forward - Before	starting the Record you have the option to copy forward the answers from	the listed previous Records. Select each of
py Forward Selected Star	Blank No Filter applied Update Filter Clear Filter	
py Forward Selected Star by Forward - Copy answers for	Blank No Filter applied Update Filter Clear Filter	
py Forward Selected Star	Blank No Filter applied Update Filter Clear Filter	Started By
py Forward Selected Star by Forward - Copy answers for Created EMX+1 McLOUGHLIN, 15 years	Blank     No Filter applied     Update Filter     Clear Filter       onward from previous assessments     Record     Image: Clear Filter	Started By
py Forward Selected Star by Forward - Copy answers for Created EMEN McLOUGHLIN, 15 years 6 months 3 weeks ago	Blank     No Filter applied     Update Filter     Clear Filter       prward from previous assessments     Record     Image: Clear Filter     Image: Clear Filter       Episode Record (Tuesday, 28 June 2016)     Image: Clear Filter     Image: Clear Filter	Started By

The Consent Record screen will be displayed:-

Information Record	Feedback Consolidation Revisions
🔒 Print 🕴	Consent Record
Consent Record	
Consent	
Person petails	
Signatures	
Attachments (0)	

Click on Consent in the left hand menu to open the Consent Record;

This screen is in two parts; the first part relates to who is giving consent (parents, carers etc.) and the second part relates to who has access to the episode.

The fields that must be completed are:-

#### Date of Consent:

Click in the field and a calendar will be displayed; select the date that consent is given

#### **Consent Decision Maker:**

Select the appropriate response from the pick list

#### Method of Consent:

Select if Consent was given in writing or verbally

#### **Related Persons Deciding on Consent:**

Click on the link in this field to show a list of relationships recorded within the Basic Demographics and select the relevant person/people

#### **Consent Restrictions:**

This enables you to specify who can and cannot access the Early Help Episode. By default, the access to the episode is only available to the Early Help Gateway and the Episode Coordinator. Select the Group you want to have access to the Episode using the blue link – specify consent restrictions; the following screen will be displayed:-

Liquidlogic EHN	/I UAT	
OK Cancel Select Consent Access Restrictions		
Configure Security Res	strictions	
Access will be granted to:	💕 Early Help Gateway 🗙 💄 Lynn Parsons - Triage Team 🗙	
	Click here to add a user, department or group Clear all current selections	
X Access will be denied to:	Click here to add a user or department Clear all current selections	
Verify security restrictions:		
User to verify:	8 <sup>3</sup>	

Use the relevant blue links to allow or deny access to groups; once all relevant Groups have been selected use the **OK** link at the top of the screen and you will be returned to the Consent Form. Once all information has been entered click on the **Finalise** link at the top and you will be prompted to confirm that you wish to finalise the consent form.



# **Updating the Consent Statement**

The Consent Statement **must** be updated whenever there is a new Team around the Family member or they are no longer involved.

To create a new Consent Statement click on the Obtain Consent box in the pathway:-

/	,
🕈 Full Map 🛛 😫 Local Map	
Contact	
Episode Started	
Obtain Consent   Consent Denied	
CAF Assessment	
CAF Assessment Agreeing Contributions	
Meeting	
Step up to Social Care	
Episode Completed	

The existing form will be displayed; to add a new one click on the **Restart** link at the top of the form:-



A new Consent Screen will be displayed that enables you to record new details including updating access and restrictions as required.

Once completed you will be returned to the **Obtain Consent** screen; you will see a table which details all the consent statements.

Previous Records		
Status	Description	
Completed 23-Jan-2017	Current Consent Statement, 23-Jan-2017	
Completed 23-Jan-2017 11:15	Previous Consent Statement, 23-Jan-2017 to 23-Jan-2017	
Completed 23-Jan-2017 11:15	Previous Consent Statement, 23-Jan-2017 to 23-Jan-20	

### **Consent Denied**

If consent is not given this should be recorded within the New Consent Statement and the Episode Coordinator will not be able to continue with the episode or complete an EHM assessment for this child/young person.

The consent denied stage would be activated.

If the person who originally gave consent withdraws the consent then you will need to complete a new consent statement and record in the Consent Decision Maker field that "Neither Child or Parents/Carers have agreed to the CAF".

When the Consent Statement has been finalised click on Consent Denied in the pathway and then complete the Consent Denied form, this will automatically cancel the episode and will prevent the episode coordinator from starting any further CAF Assessments.