



# **EHM**

## **Recording Consent**

**Document History**

<b>Date</b>	<b>Version</b>	<b>Produced By</b>	<b>Comments</b>
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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:

**Obtain Consent**  
Active Task: [Lynn Parsons](#) (Reassign)    Started: 23-Jan-2017    Due: unspecified

[Obtain Consent](#)    Task Details    No Other Children ▾

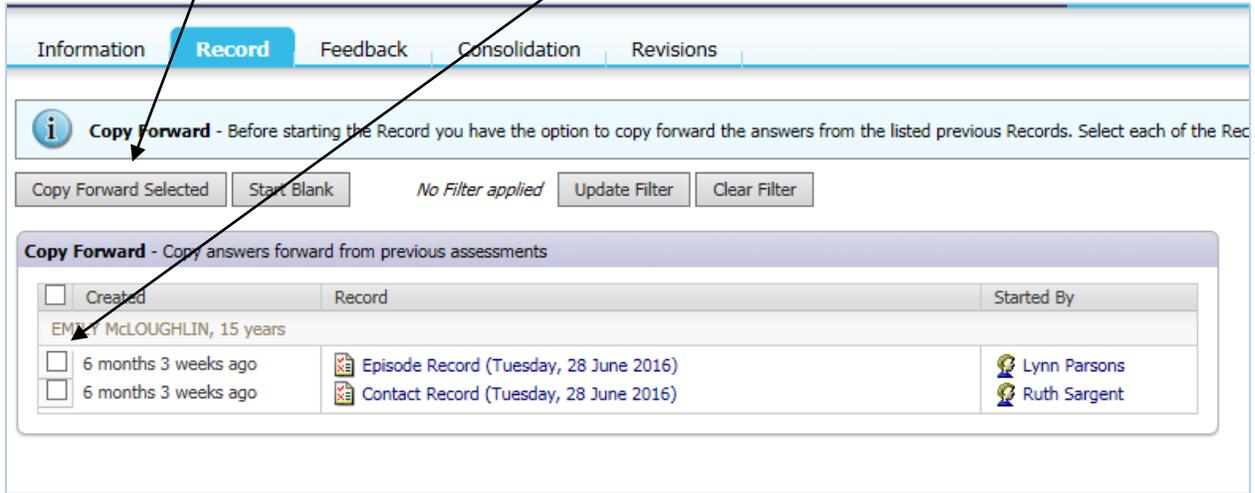
**Record Details:**

The Record Assigned to Assessor  [Consent Record](#) (Copy Forward) [ Print ]  
[Lynn Parsons](#) (23-Jan-2017)

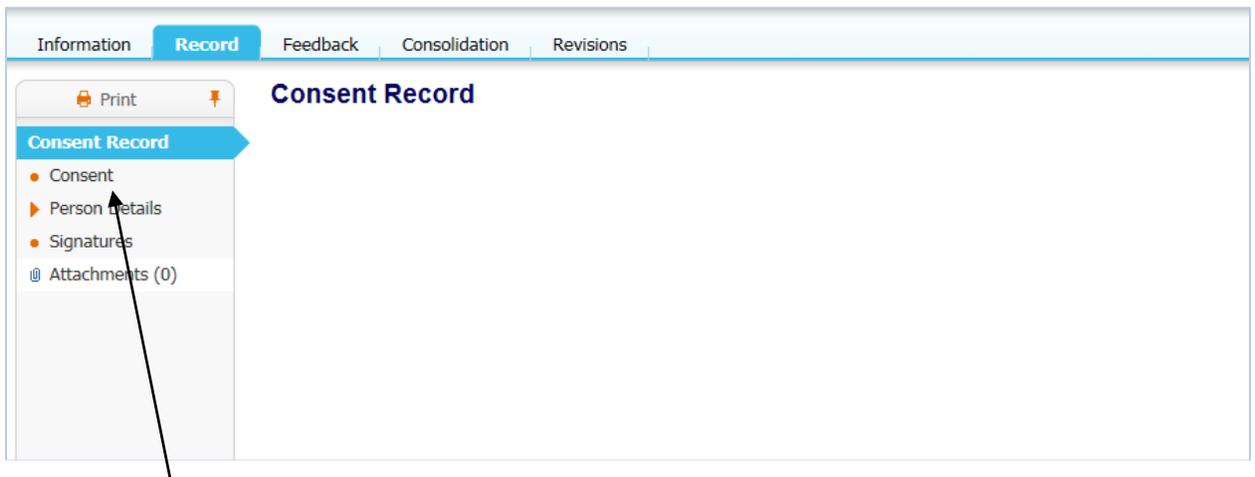
[Back to: CAF Episode Started](#)

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;



The Consent Record screen will be displayed:-



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:-



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.

**Tip:** If you require guidance on the Consent Process click on the following link

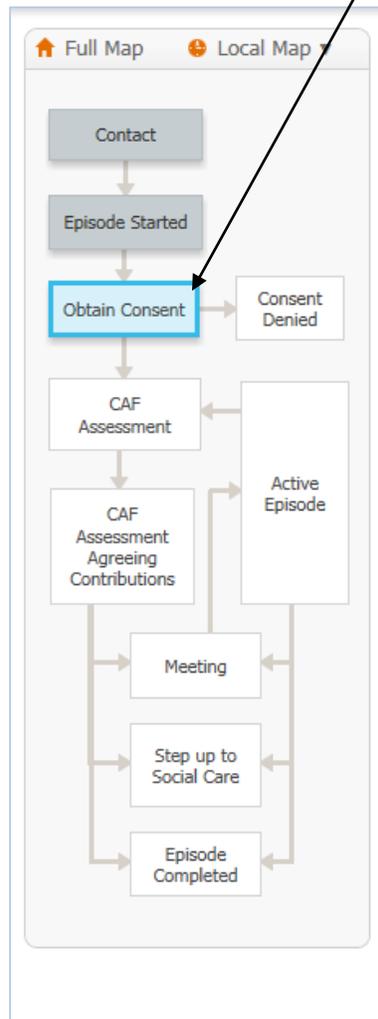
 [Click here for guidance on the Consent process](#)

Click on the **Back button** on the Internet Explorer toolbar to return to the Obtain Consent Screen.

## 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:-



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

The screenshot shows the header of the 'Obtain Consent' form. It includes the title 'Obtain Consent', the initiator 'Lynn Parsons', the start date '28-Jun-2016', and the completion date '23-Jan-2017 (by Lynn Parsons)'. Below this information are four buttons: 'Obtain Consent' (highlighted in blue), 'Restart', 'History', and 'No Other Children' with a dropdown arrow.

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

## 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.