

Early Help Portal

Register for a login:

Use the following link to access the portal – preferably via Chrome.

<https://herefordshireconnect.herefordshire.gov.uk/s4s/>

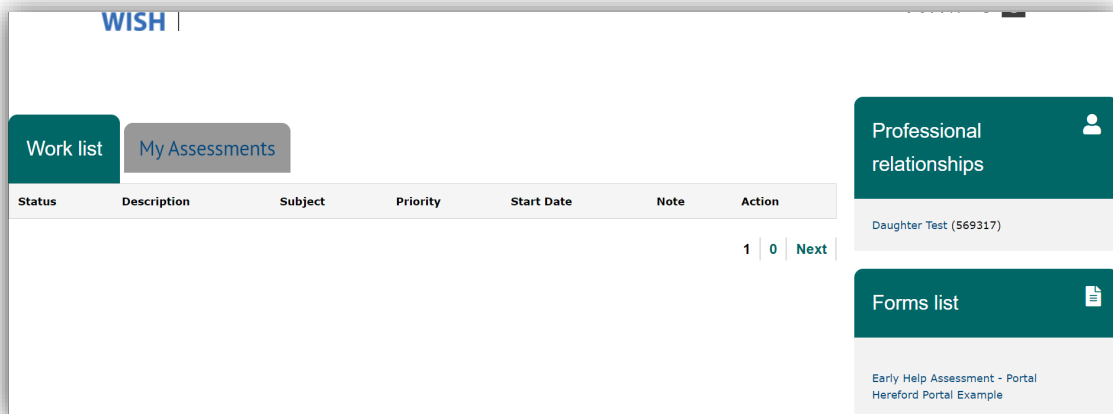
Select the '**login to your account**' link in the top right of the screen then select the option to '**create your account**' on the right. Complete the form then select '**create account**' (bottom right of your screen).

Once your login has been set up, a notification will be sent to the email address added to the form (this is usually received the same day you make the request).

Login to the Portal:

From the above link select the '**Sign in**' link. Your username will be the email address you have registered and the password will be as you specified within the sign up process.

You should see the following screen (it can take a minute to fully load)



On the right of the screen you'll see a Forms List – this allows you to submit information directly into the Mosaic system.


You'll also see Professional Relationships – this will initially be empty. If you wish to be linked to your caseload please make a request via your locality EH Coordinator. We can only link you to cases to which you are the child's key worker.

Linking you to a child will allow you to see basic details such as address, contact details and involved workers.



Please note you should only make this request if you are submitting EHA's regularly, a linked login will expire **if unused for 90 days** (this does not happen with unlinked logins).

Submitting an Assessment:

You do not need to be linked to a child already before submitting an assessment.

1. From the Forms List select – [Early Help Assessment – Portal](#)
2. Within the page that opens add each family member, to add more than one family member use the plus icon . Once all family members have been added select Next

Family Details

Name	DOB/EDD	Gender	Nursery/School/College/Place of Work	Relationship	Ethnicity
 Mary Smith Max 1000 characters, remaining 990	09/05/1990	Female	Not currently working Max 1000 characters, remaining 979	Mother Max 1000 characters, remaining 994	White British
 Unborn Smith Max 1000 characters, remaining 988	31/08/2020	Unborn	N/A Max 1000 characters, remaining 997	Unborn Child Max 1000 characters, remaining 988	White British

[Save](#) [Next](#)

3. Complete section 2.
4. Action Plan - Use the plus icon to add multiple FF Indicators to the table. Click Next
5. Section 3 details the arrangements for obtaining consent – complete the necessary fields
6. Add presenting needs to Section 4 (tick as many as apply)
7. Indicate in Section 5 the outcome.
8. Add your details to Section 6
9. Indicate in Section 7 that the person that completed the form is the same as the key person or add additional details.
10. Click Finish

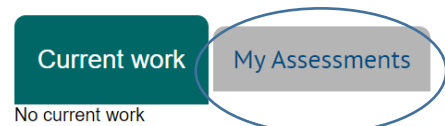
You are now able to print the document for your records (document will download as a PDF) or you can view it via the My Assessments tab.

All information will be submitted direct to the Mosaic System.

Saving an Assessment

Save your assessment regularly – at the bottom of each page you will see a ‘save’ button. **The page can timeout and if you have not saved you risk losing the information you have input.**

If you wish to save and return to your assessment at a later stage it can be accessed via the My Assessments tab on your dashboard screen:



My Assessments

Review your assessments below

Search for an assessment

Early Help Assessment - Portal

Status: Part Completed
Date last changed:
25/11/2020

Delete

Early Help Assessment - Portal

Status: Part Completed
Date last changed:
24/11/2020

Delete

You can then open the assessment and continue to edit by clicking on the form.