



# Early Years Application

## Health Visitor/Community Nursery Nurses

**Note:** Before you complete any assessments in the child profile, please ensure that you're in the correct child profile by checking the child's demographic information. It's advisable to only have one Early Years or Early Education session open at a time.

### Help Guide Quick links:

[Dashboard Menu](#)

[Children Menu](#)

[Guidance Menu](#)

[Carers Menu](#)

[Create Carer Menu](#)

### Dashboard Menu

The Dashboard helps you to manage your caseload by displaying key summary information about your cases, along with assessment forms recently submitted by carers.

Dashboard

Your Cases in Numbers

5

Children assigned to you

[Open List](#)

8

Forms in Overdue status

[Open List](#)

Recently submitted forms

☐ Show only new forms

New	Child Name	Form	Submission Date
	Bruce B	ASQ:SE-2 18 Month Questionnaire	26/02/2025
NEW	Kara Danvers	ASQ-3 22 Month Questionnaire	06/12/2024

View the details of the children assigned to you. ‘Click’ ‘Open List’ on the ‘Children assigned to you’ box.

9

Children assigned to you

Open List

5

Forms in Overdue status

Open List

Recently submitted forms

☐ Show only new forms

2 Responses found

New	Child Name	Form	Submission Date
	BRITTAIN TAMMARA	ASQ-3 6 Month Questionnaire	03/08/2023
	AINDOW COMFORT	ASQ-SE-2 2 Month Questionnaire	02/08/2023

**Note:** The number of children assigned to you as stated on the Dashboard may be higher than the number which appear when you open the list. This is because there is a filter on the full list which only displays children under 2 ½ years old. To show older children in the full list you can amend the date of birth search the field.

The ‘List of children’ page displays the children assigned to you. You can ‘click’ a child’s name to open their profile.

List of children

Create child profile

Search

Search for child, HV or NHS number...

Team

Training

Date of birth

dd/mm/yyyy

–

dd/mm/yyyy

☐ Children without a matched carer

☐ My cases

☐ Show inactive cases

☐ Show only new

Clear all filters

49 children found

1

2

3

4

5

Name	NHS number	Date of birth	Preterm	Team	Carer	Health Visitor
baby 2 TOPOLA	3095324928	01/07/2023	-	Training	Assign	HV3 TEST

View assessment forms in overdue status. **‘Click’ ‘Open List’** to view a list of forms which Carers haven’t completed within the stipulated time period.



### Your Cases in Numbers

8  
Children assigned to you  
[Open List](#)

4  
Forms in Overdue status  
[Open List](#)


### Recently submitted forms

☐ Show only new forms

1 Response found

New	Child Name	Form	Submission Date
	AINDOW COMFORT	ASQ:SE-2 2 Month Questionnaire	02/08/2023

A list of **‘Overdue forms’** will display. **‘Click’** on the form you want to view.



Dashboard / Overdue forms

### Overdue forms

4 Responses found

Child Name	Form	Deadline Date
FIELDING MONTE	ASQ:SE-2 2 Month Questionnaire	17/08/2022
FIELDING MONTE	ASQ-3 2 Month Questionnaire	17/09/2022
AINDOW COMFORT	ASQ-3 2 Month Questionnaire	20/05/2023
BRITTAIN TAMMARA	ASQ-3 4 Month Questionnaire	25/06/2023

**Note:** Once a form reaches Overdue status, the Carer will no longer be able to complete the form (it will appear read-only) but you will be able to complete the form if required.

Recently submitted forms display the last 100 submitted assessment forms for children who you are an assigned Health Visitor for. **‘Click’** the form to open it.

Dashboard

Your Cases in Numbers

5

Children assigned to you

Open List

8

Forms in Overdue status

Open List

Recently submitted forms

☐ Show only new forms

New	Child Name	Form	Submission Date
	Bruce B	ASQ:SE-2 18 Month Questionnaire	26/02/2025
NEW	Kara Danvers	ASQ-3 22 Month Questionnaire	06/12/2024

If you haven't yet viewed a form, then **‘New’** will appear in the New column.

Dashboard

Your Cases in Numbers

5

Children assigned to you

Open List

8

Forms in Overdue status

Open List

Recently submitted forms

☐ Show only new forms

New	Child Name	Form	Submission Date
	Bruce B	ASQ:SE-2 18 Month Questionnaire	26/02/2025
NEW	Kara Danvers	ASQ-3 22 Month Questionnaire	06/12/2024

**Note:** After you've opened a form, it will no longer display the status as **‘New’**.

‘Tick’ ‘Show only new forms’ to filter and view only new forms.

**Your Cases in Numbers**

**5**  
Children assigned to you  
[Open List](#)

**8**  
Forms in Overdue status  
[Open List](#)

**Recently submitted forms**

☐ Show only new forms

New	Child Name	Form	Submission Date
	Bruce B	ASQ-SE-2 18 Month Questionnaire	26/02/2025
<b>NEW</b>	Kara Danvers	ASQ-3 22 Month Questionnaire	06/12/2024

## Children Menu

See the separate help guides on ‘**Managing Child Profiles**’ and ‘**Working with Forms**’, which cover content in the ‘**Children**’ menu.

**List of children**

[Create child profile](#)

NHS Number: Search for child NHS num

Given names: Search for child or HV giv

Surname: Search for child or HV sur

Sex: [Dropdown]

Date of birth: dd/mm/yyyy - dd/mm/yyyy

Postcode: Search for postcode...

Team: All [Dropdown]

☐ Show only new

☐ Show inactive cases

☐ Children without a matched carer

☒ My cases

[Search](#) [Query EMPI](#)

[Clear all filters](#)

Name	NHS number	Date of birth	Preterm	Team	Carer	Health Visitor
Bruce B	9998840694	01/09/2023	-	Training	mother test child	Sofia Coper HV Training
Kara Danvers	9990704503	01/01/2023	3 weeks	Training	Garth WRIGHT Carer Training	Sofia Coper HV Training

You can also ‘refer’ to the ‘**videos**’ as an additional reference:

**Searching For Children:** [https://youtu.be/PHZ\\_YbdgKY4?si=7KnfNFTtTt1dXGSs](https://youtu.be/PHZ_YbdgKY4?si=7KnfNFTtTt1dXGSs)

**Assessment Forms:** [https://youtu.be/yr6S\\_u0UFuU?si=LnPRKOD33Lwqmn\\_c](https://youtu.be/yr6S_u0UFuU?si=LnPRKOD33Lwqmn_c)

**Adding Documents and Case Notes:** <https://youtu.be/Q2vSXPwKKU0?si=uvpJbDPviYHpFg0P>

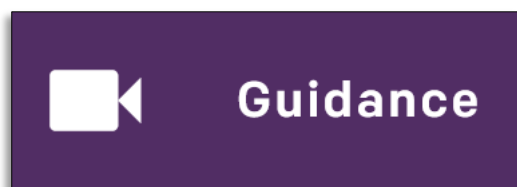
**Editing and Exporting Child Profile Data:** <https://youtu.be/4lMAZbWVVU4?si=nTvY7SNsCfr--qIB>

**Closing A Case:** [https://youtu.be/sQd\\_RWBQevk?si=DavkcKnOjQrvxamr](https://youtu.be/sQd_RWBQevk?si=DavkcKnOjQrvxamr)

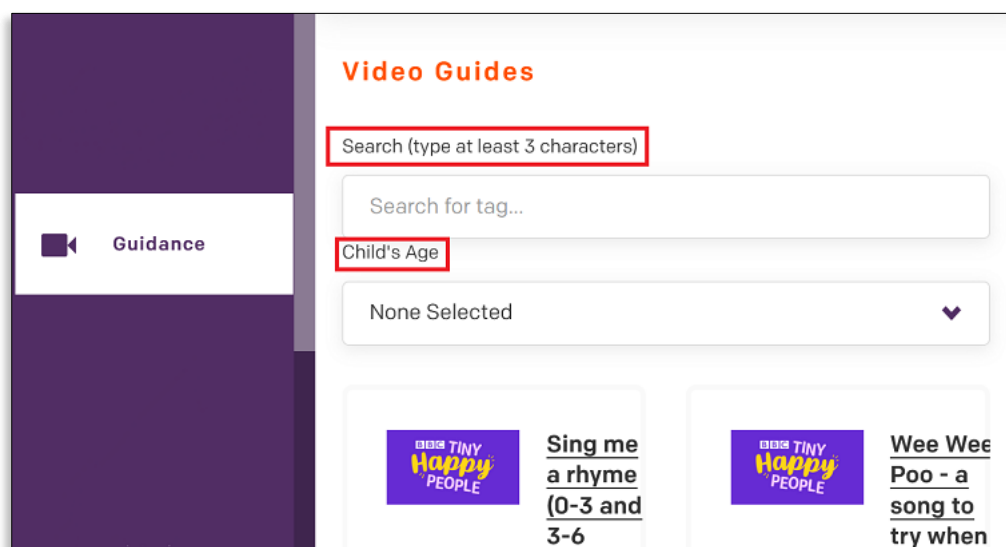
## Guidance Menu

This menu contains video guidance available to parents and carers. The video content links to the BBC site **'Tiny Happy People'** and will help improve a child's language and development. Heath Practitioners also have access to this content.

Guidance Menu: [https://youtu.be/D7216-ESI6U?si=nZGInIOWSsYR\\_ppL](https://youtu.be/D7216-ESI6U?si=nZGInIOWSsYR_ppL)




Use the **'Search'** box or the **'Child's Age'** dropdown tab to search for a specific video title, child age range and or video category. Browse the video content in order of age range.



Below you will find the search categories.

Search for a child's age to view age appropriate content for that child	Search for a video category
Pre-birth-3 months	Activities
0-3 months	Transformational
3-6 months	Dads content
6-9 months	Awareness raising
9-12 months	Fun
12-18 months	Tips and advice
18-24 months	Hook
2-3 years	N/A

From the search results ‘**Click**’ the video title or select ‘**Show more**’ to view a longer description of the video.




**Sing me a rhyme (0-3 and 3-6 months)**

Description: A fun activity for babies aged 0-6 months to h...

[Show more](#) [See videos](#)

‘**Click**’ ‘**Show Videos**’ to open the video on the Tiny Happy People web page. You can also open the video page by selecting ‘**See Videos**’ from the results page.




**Sing me a rhyme (0-3 and 3-6 months)**

Description: A fun activity for babies aged 0-6 months to h...

[Show more](#) [See videos](#)


## Carers Menu

You can ‘**view**’ or ‘**edit**’ Carer details by searching for the Carer and ‘**clicking**’ on their profile from the search results.

 Carers

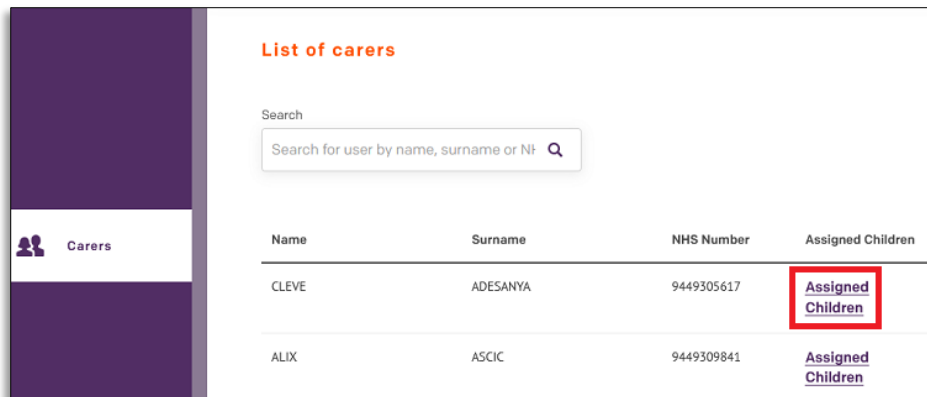
**List of carers**

Search

Search for user by name, surname or NI 

Name	Surname	NHS Number	Assigned Children
CLEVE	ADESANYA	9449305617	<a href="#">Assigned Children</a>
ALIX	ASCIC	9449309841	<a href="#">Assigned Children</a>

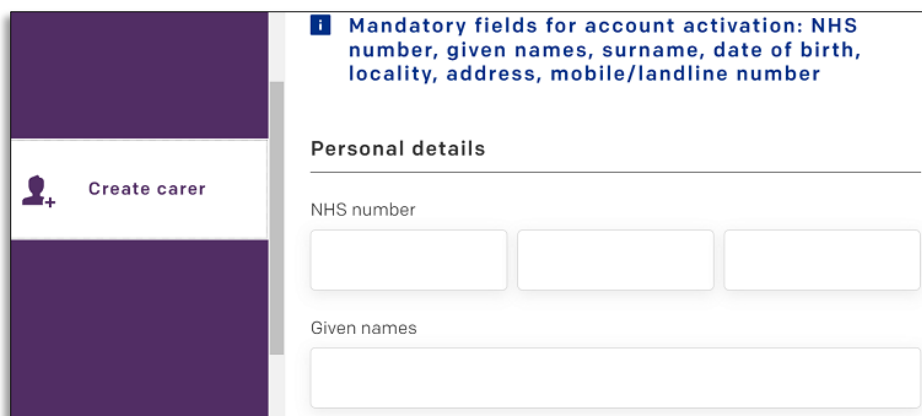
‘Click’ ‘Assigned Children’ to view the child assigned to the carer.



Name	Surname	NHS Number	Assigned Children
CLEVE	ADESANYA	9449305617	<a href="#">Assigned Children</a>
ALIX	ASCIC	9449309841	<a href="#">Assigned Children</a>

## Create Carer Menu

This section displays a list of carer profiles who have been added to Early Years. You can view or edit Carer details by searching for the Carer and opening their profile from the search results.



**i Mandatory fields for account activation: NHS number, given names, surname, date of birth, locality, address, mobile/landline number**

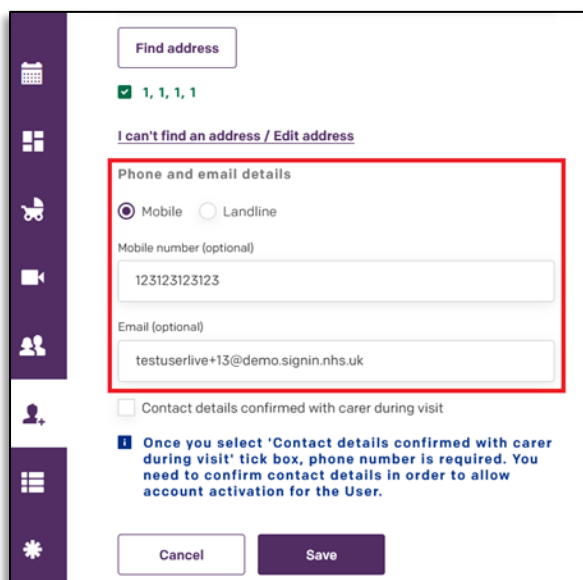
**Personal details**

NHS number

Given names

**Note:** If the Carer already exists in the system (the NHS number is the unique identifier) you will be prevented from duplicating the profile.

Scroll down the page to the phone number and email address section. ‘Ask’ the ‘Carer’ to confirm their ‘mobile number’ and ‘email address’ and ensure they are listed accurately in Early Years.



Find address

1, 1, 1, 1

I can't find an address / Edit address

**Phone and email details**

☒ Mobile ☐ Landline

Mobile number (optional)

123123123123

Email (optional)

testuserlive+13@demo.signin.nhs.uk

☐ Contact details confirmed with carer during visit

**i Once you select 'Contact details confirmed with carer during visit' tick box, phone number is required. You need to confirm contact details in order to allow account activation for the User.**

Cancel Save



‘Click’ the ‘Contact details confirmed with carer during visit’ checkbox.

The screenshot shows a user profile form with a purple sidebar on the left containing icons for calendar, address, phone, email, and user management. The main content area includes a 'Find address' button, a green checkmark with '1, 1, 1, 1', a link 'I can't find an address / Edit address', and a section titled 'Phone and email details'. Under this section, there are radio buttons for 'Mobile' (selected) and 'Landline', a text field for 'Mobile number' containing '123123123123', and a text field for 'Email' containing 'testuserlive+13@demo.signin.nhs.uk'. Below these fields, the checkbox 'Contact details confirmed with carer during visit' is checked and highlighted with a red rectangle. An information message below the checkbox states: 'Once you select 'Contact details confirmed with carer during visit' tick box, phone number is required. You need to confirm contact details in order to allow account activation for the User.' At the bottom are 'Cancel' and 'Save' buttons.

‘Click’ ‘Save’ at the bottom of the page.

This screenshot is identical to the previous one, showing the same user profile form. However, the 'Save' button at the bottom right is now highlighted with a red rectangle, indicating the next step in the process.

**Note:** If you don't yet have the Carer's mobile number and email address, you can create and save their profile without those details at this stage. However, you will need to add and confirm those details later.

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