



# Early Years Child Development App

## Health Visitors/Community Nursery Nurses

Please read the separate help guides on '**Managing Child Profiles**' and '**Working With Forms**'. They cover the content found in the **Children** menu which is also applicable to Health Visitor Managers and Administrators.

This particular help guide covers additional functionality available in the Health Visitor view:

- Dashboard – view details of your cases (pg 1-2)
- Guidance menu – access video content (3-4)
- Carers menu – view and edit Carer profiles (pg 5)
- Create Carers menu – create new Carer profiles (pg 5)

## Viewing the Dashboard

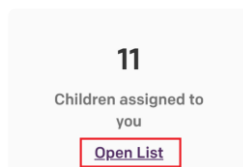
- The Dashboard helps you to manage your caseload by displaying key summary information about your cases, along with assessment forms recently submitted by carers.

### Your Cases in Numbers

#### View details of the children assigned to you

- ➔ Select **Open List** on the 'Children assigned to you' tile

Your Cases in Numbers

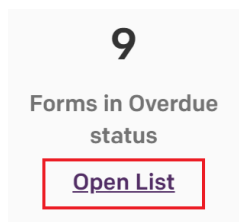


The List of Children page displays the children assigned to you. You can select a child's name to open their profile.

N.B. 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 field.

## View assessment forms in overdue status

- ➔ Select **Open list** under **Forms in Overdue status** to view a list of forms which Carers haven't completed within the stipulated time period.



It displays the child's name and form details so you can decide if any action is required. You can select a form from the list to open it.

N.B. 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

- This section displays the last 100 submitted assessment forms for children who you are an assigned Health Visitor for. You can select a form to open it.

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

New	Child Name	Form	Submission Date
<b>NEW</b>	Child1	Newborn Behavioural Observations (NBO) System	10/01/2020

- ➔ To filter the forms to only display those you haven't yet viewed select the **Show only new forms** checkbox

Recently submitted forms  Show only new forms

After you've opened a form it will no longer display the status as New.

## Children menu



- See the separate help guides on **'Managing Child Profiles'** and **'Working With Forms'**, which cover content in the **Children** menu and show you how to:
  - Search for children; view and edit child profiles
  - Add new child profiles
  - Assign carers and Health Visitors to a child
  - Close and re-open a case
  - View and complete assessment forms
  - Add case notes to a child's profile
  - Export child and form data

## Guidance menu

Guidances

- This section contains the video guidance available to parents and carers on their portal.
  - The video content links to the BBC site Tiny Happy People and will help improve a child's language and development.
  - Heath practitioners have access to the content too so you can direct them to appropriate videos if you wish.
- ➔ Browse the content (the videos display in order of age range – youngest first)
- ➔ Or use the search box to search for a specific video title, child age range or video category:

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 select 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](#)

- ➔ Within the pop up window select **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)

A fun activity for babies aged 0-6 months to help with their development and language learning. All sorts of everyday activities can make for songs to sing to your baby.

Show videos

Close


## Carers 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.

### List of carers

Search

Search for user by name, surname 

Name	Surname	NHS Number
NEDIVAH	AVIGDOR	9449305919

## Create carer menu



- This section enables you to add new Carers to Early Years
- If the Carer already exists in the system (the NHS number is the unique identifier) you will be prevented from duplicating the profile.

- ➔ Select the **Create Carer** menu



- ➔ Complete the required fields and select **Save** at the bottom of the record.

N.B. 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 on (as explained in the section below).