










# Early Years Child Development App

## Working With Forms

### For: Health Visitors, Health Visitor Managers and Administrators

This help guide covers content in the **Children menu**  and shows you how to:

-  Review submitted assessment forms (pg 2-6)
-  Complete forms from scratch (pg 7)
-  Export form data to PDF (pg 8)
-  Create an Outcome Record (pg 9-11)
-  Complete a WellComm Score Sheet (pg 12-14)
-  Activate and deactivate assessment forms (pg 15-16)
-  Interim reporting functionality (pg 17-19) in the **Report menu** 
-  Completing EPDS forms (pg 20-21)

You can also view the separate '**Managing Child Profiles**' help guide which covers

#### Useful Info:

- The digitised forms are ASQ3, ASQ-SE, NBO, NBAS and the WellComm Scoring Sheets, for children up to 30 months.
- The below universal ASQ3 and ASQSE forms are automatically generated when the child enters that assessment period. They will be available in Selected Forms for Carers or Health Visitors to complete.

ASQ-3	ASQSE
2 month ASQ-3	2 month ASQ-SE
10 month ASQ-3	12 month ASQ-SE (this will be generated at the same time as the 10 month ASQ-3)
27 month ASQ-3	30 month ASQ-SE (this will be generated at the same time as the 27 month ASQ-3)

The NBO form will also be automatically generated but won't be visible in the Carer portal.

These universal forms can be deactivated by health practitioners if required.

- Other targeted ASQ3 and ASQSE forms can be activated in Assessments Configuration for Carers or Health Visitors to complete. NBO, NBAS and WellComm Score Sheets are also targeted forms but they will only appear in the Health Visitors view and will not be visible to Carers (unless the Health Visitor shares the scores with them afterwards).
- For any generated universal or targeted forms, Carers will receive an email asking them to complete the form within two weeks (and a reminder will be sent to them 10

days later if they haven't yet completed the form). The form will change to 'Overdue' status at the end of the child's assessment period. From that point, the parent/carer will no longer be able to edit/complete the form but the health practitioner can if they wish.

- The forms auto-save every 15 seconds. If you remain on the same page for 30 minutes the form will time out (saving your changes) and you can re-open it to continue its completion. To avoid it timing out you can select the refresh icon at the top right of the screen before the 30 minutes elapses.

Locked for: 27:44



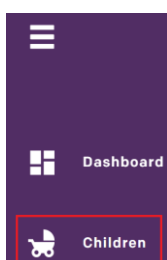
- Forms can only be edited by one user at a time so if another user attempts to open a form whilst it's being completed they will be notified they can only view it read-only.

## Review a form submitted by a carer

- Once an assessment form has been completed and submitted by a Carer, it will be ready for the Health Visitor to review it. The Health Visitor can edit the responses on the form if required.
- When you open a Submitted form it will display the results page (the system scores the form automatically). Within the results page it gives you the option to view the original form submitted by the Carer.
- When you've reviewed the form you can specify what follow up action has been taken and decide whether to share the scores with the Carer.

## Open assessment forms

- ➔ To view all forms for a child select the **Children** menu



N.B Health Visitors will also be able to view the most recent forms submitted by carers from their **Dashboard**.

- ➔ Search for a child and open their profile
- ➔ Scroll down to the **Selected Forms** section which displays historical and current forms for the child
- ➔ Forms are organised in groups based on the age of the child. By default all forms are displayed but if you wish to filter forms by a specific age range, make the selection from the **Child's age** drop down list.

Selected forms Outcome Assessment configuration

Child's age

0-60 months

0-60 months

0-2 months

2-9 months

9-12 months

12-18 months

18-24 months

24-30 months

over 30 months

N.B If you change a child's date of birth on the application and the child is older than previously thought then new forms will appear in their profile and some previous forms would now appear as overdue.

➔ Select the submitted form in the list to open it

Selected forms

Child's age

0-60 months

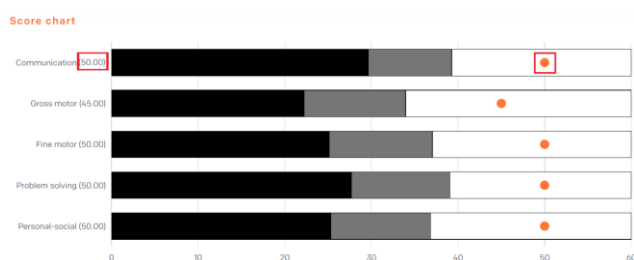
Form	Due date	Created	Category	Filled in by	Completion	Status
WellComm Score Sheet (2)	29/06/2020	30/01/2020, 11:26	Child		0%	IN PROGRESS
ASQ:SE-2 12 Month Questionnaire	29/03/2020	30/01/2020, 11:26	Child	Penny Pound	100%	SUBMITTED

## Review the form

### 1. View form scores

The **Form Summary** information is displayed at the top of the results page, followed by the total score.

The **Score chart** displays the child's score for each area to the right of the section heading and its placement on the graph is illustrated by the orange dot.



N.B When using the app the graph won't display as much information as it does when using the web browser on your phone or laptop. This is to provide you with the optimum user experience when using the application.

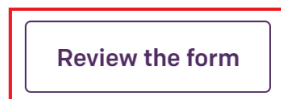
The cut-off scores for referrals (in black) and monitoring (in grey) are illustrated on the graph and in the table below it.

The **Overall responses** section displays the Carer's answers to the yes/no questions and any additional comments they provided.

The **ASQ score interpretation** section gives guidance on how to interpret the graph to consider if any follow up action is required.

## 2. Review original form

- ➔ To view the original form submitted by the carer select **Review the form** at the top right of the page

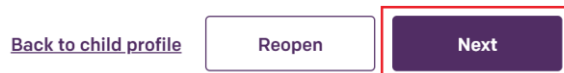


- ➔ To edit carer responses (e.g. to correct any inaccuracies or add additional comments) select a different checkbox under the questions

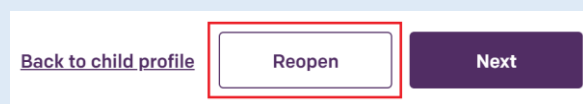
6. If you copy the sounds your baby makes, does your baby repeat the same sounds back to you?

- ☐ YES
- ☒ SOMETIMES
- ☐ NOT YET

- ➔ At the bottom of the page select **Next** to view the subsequent pages



N.B. Once a Carer submits a form they can only view it read-only. If they request edit access you can reopen the form to them by selecting **Reopen** at the bottom of the page.



- ➔ Select **Back to results** to save any form changes and return to the results page



## 3. Specify follow up action

- ➔ After reviewing the scores and original form, select the appropriate checkbox(s) in the **Follow up action taken** section and provide any additional comments. If no further action is required select the **No further action taken at this time** checkbox.

### Follow-up action taken

Tick all that apply.

☐ Provide activities and review in  months.

☐ Share results with primary health care provider.

☐ Refer for: ☐ hearing ☐ eyesight ☐ speech and language ☐ behavioural screening

☐ Refer to primary health care provider or other community provider (specify reason):

☐ Refer to early intervention/early childhood special education.

☒ No further action taken at this time.

☐ Other (specify):

## 4. Decide if you want to share the scores with the Carer

- ➔ If you want the carer to see the scorings select the **Share the result with Carer** checkbox located towards the bottom of the results page

### Share result

**Should Carer have access to assessment results?**

☒ Share the result with Carer

A pop up box will appear asking you to confirm you definitely want to share the results with the carer. When the carer next opens the form they will see the scoring as well as their original responses.

N.B. The 'Send good scores notification to Carer' checkbox which appears at the bottom of the results page is automatically selected and relates to the reporting functionality in the app. Unless you unselect the checkbox within two days of the parent/carer submitting the form, it will send an email to them notifying them their responses indicate their child is performing at the correct level (for more information see the section on reporting at the end of this help guide).

☒ Send 'good scores' notification to Carer

## 5. Finish the review

- ➔ Once you have reviewed the form and scorings and specified the follow up actions, select **Finish review** located at the bottom of the results page

[Back to child profile](#)

Save & close

Reopen for carer

Finish review

A confirmation box will appear asking if you definitely want to finish the review.

The form status will now be changed to Finished and you will no longer be able to edit the original form or results page.

## Reopen a form

- ➡ If you need to make changes to a form in Finished status, open the form and select **Reopen** at the bottom of the results page

[Back to child profile](#)

Save & close

Reopen

The form will return to 'Submitted' status and will enable you to edit the results page and original form. Remember to select Finish Review again once you've made your changes. If you re-open a form, you will need to re-select the 'Share the result with carer' checkbox if you wish the carer to be able to view the results again.

N.B. There is only ever one version of an ASQ3/ASQ-SE form i.e. there is no version history. If you are carrying out a review with the family and that form is still the most appropriate one to complete for the child's age, amend the checkboxes on the original form to ensure it's updated with the most recent responses.

On the assessment form results page you can write notes in the 'Other' text box if you want to highlight any differences/improvements between the original assessment and the review assessment.

☒ Other (specify):

You can also refer to the results page from the original assessment form, which will be in the child's paper records, if you want to compare the two.

## Complete forms from scratch

- Health Visitors are able to complete any assessment form themselves (which may be required if the carer hasn't completed the digital form or if it's not appropriate for the carer to complete a particular form like an NBO etc).

### Complete a form

- ➔ In the **Children** menu search for the child you want to complete the form for and open their profile
- ➔ Under **Selected forms** select the form you wish to complete and the form will open  
Summary information displays at the top of the form and the questions are split over multiple pages.
- ➔ Read each question and select the checkbox against the most appropriate response

#### 1. Habituation to light (flashlight)

- ☒ With ease
- ☐ With some difficulty
- ☐ With great difficulty

On some parts of the form there are comments fields where you are required to type in additional information.

- ➔ At the end of each page you have the option to **Save & close** the form if you wish to complete it later or select **Next** to continue to the next page

[Back to child profile](#)

Save & close

Next

- ➔ On the last page of the form select **Submit**

[Back to child profile](#)

Save & close

Submit

A pop up message appears confirming you've changed the form status to Submitted and the form results page displays. As explained in the section above, when you open the form it will display on the results page; you can review the scores, view the original form again if required, complete the follow up action taken and Finish the form.

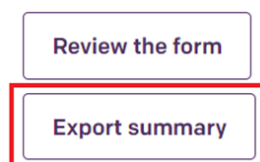
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## Export assessment form scores and original form

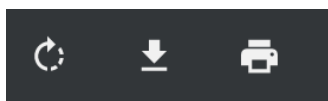
- You can export the original form and the results page (separately) to PDF so they can be saved, emailed or printed.

### Export assessment form results page

- ➔ Open a completed assessment form
- ➔ Within the results page select **Export summary** at the top right of the page

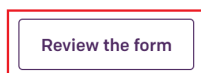


- ➔ The form will open in a new window and at the top of the window you can select the appropriate icon to print or download it



### Export original assessment form

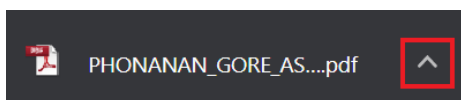
- ➔ Open a completed assessment form
- ➔ Select **Review the form** at the top right of the page



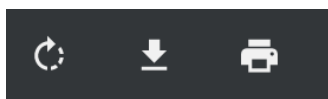
- ➔ Select **Export form** at the top right of the page



- ➔ The downloaded form will display at the bottom of your window - select the arrow to open the form



- ➔ The form will open in a new window and at the top of the window you can select the appropriate icon to print or download it





## Complete an Outcome record

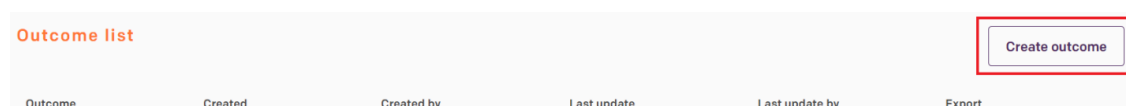
- The Health Visitor can create an Outcome record for each assessment stage for children with additional support needs. In particular, it's beneficial to provide details of any interventions and referrals made.
- The Outcome record becomes a cumulative record of the child's history that moves through all the stages of a child's development.
- The cumulative Outcome record can be shared with other Early Education settings e.g. nurseries or reception teachers to ensure that outcomes and support are visible operationally later in the child's development. This will increase early intervention and avoid duplication of assessments.

### Complete Outcome record

- ➡ In the forms section of a child's profile select the **Outcome** tab



- ➡ Select **Create Outcome** at the right of the screen



The empty Outcome record is generated for the child's current assessment period

- ➡ To add an item within that Outcome record scroll down and select **Add new Outcome Item**



- ➡ Select an appropriate item from the drop down list, add further details of the intervention made in the comments box and select **Save**

**Outcome Item**

Referral(s) to other service

Add additional comments (optional)

The item now appears under the Current Outcome Items section and you can re-open it to add/edit information up until the end of the child's assessment period.

- ➔ If you wish to add details of a separate intervention made, select **Add new Outcome Item** and make the appropriate selection from the drop down list

### Current Outcome Items

Add new Outcome Item

Outcome Item	Created	Practitioner	Comment
Referral(s) to other service	29/05/2020	Mary Hughes	

- ➔ At any time you can make the Outcome Record for a particular assessment period visible to the carer (all the items in the Outcome Record for that particular assessment period will be shared) - Select the **Share with Carer** checkbox, select **Proceed** when the pop up box displays then select **Save**

### Outcome details

Assigned Health Visitor: CHABAH ABRAVANEL

Locked for: 29:38



Created by: Mary Hughes

Last edited by: Mary Hughes

Last update: 29/05/2020

Outcome title: 0-2 months

Save

Cancel

#### Share result

**i** Should Carer have access to the Outcome record?

☒ Share with Carer

When the child's assessment period ends the Outcome items from that assessment period are displayed under the Past Outcome Items sections and is only available as read-only.

### Past Outcome Items (read only)

Outcome Item	Created	Practitioner	Comment
Activity sheet	29/05/2020	Mary Hughes	Activity Sheets provided to parents to aid lang...
Referral(s) to other service	29/05/2020	Mary Hughes	

- ➔ When the child enters the next assessment period, the **Create Outcome** button will appear again (within the Outcome tab on the child's profile) enabling you to complete a

new Outcome record for the new period.

Outcome list					
Outcome	Created	Created by	Last update	Last update by	Export
					Create outcome

The previous outcome items are also viewable within this new record.

- ➡ Within the **Outcome** tab on the child's profile you'll see that the Outcome Record for that assessment period(s) is displayed and you can **Export** the data if you wish

Outcome list					
Outcome	Created	Created by	Last update	Last update by	Export
24-30 months	29/05/2020	Mary Hughes	29/05/2020	Mary Hughes	Export
0-2 months	29/05/2020	Mary Hughes	29/05/2020	Mary Hughes	Export

The exported information displays in a new window. If you exported the most recent Outcome Record it will display a cumulative record (i.e. all current and all previous outcome items)

## Completing a WellComm Score Sheet

- WellComm is a targeted tool for children who require extra support and intervention, enabling a more detailed assessment of their speech, language and communication. The scoring element of the WellComm Speech and Language Toolkit has been digitised.
  - There is a WellComm Score Sheet for each age range to enable Health Visitors to re-do the assessment based on an earlier age range if required. It is possible to complete multiple WellComm Score Sheets within the same assessment period.
  - As WellComm is a targeted form it needs to be activated manually by the Health Visitor in the Assessments Configuration tab within the child's profile.
- ➔ Within the child's profile on the **Assessments Configuration** tab locate the appropriate WellComm Score Sheet for the child's age and select **Activate**

WellComm Score Sheet (5)	20/09/2021	20/03/2022	Inactive	<a href="#">Activate</a>
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It will now appear in Selected Forms and the carer will receive an email asking them to complete it.

- ➔ On the Selected Forms tab select the WellComm Score Sheet to open it
- The top of the Score Sheet displays summary information about the child and the form status, followed by the Summary section (it's displayed in this position so the summary details can be easily viewed for completed Score Sheets when the form is opened)
- ➔ Scroll down the page to Section 1 and answer all the questions by selecting the most appropriate checkboxes

### What the child understands

1. Does the child turn towards you when his/her name is called?

☒ Yes

☐ No

Type more information in the Additional Comments boxes if appropriate.

The Summary section will display a colour based on the responses.

### If the result is green

If the Total score is green then no further action is required (and it's not necessary to provide additional information in the Additional Comments fields)

Total score (0-10): **8**

Question answered: 10/10

- ➔ In the Summary section you have the option to share the Score Sheet with the carer by selecting the **Share the result with Carer** checkbox

Share result

**Should Carer have access to assessment results?**

☒ Share the result with Carer

[Back to child profile](#) [Save & close](#) [Finish](#) [Reopen](#)

- ➔ Select **Finish** to complete the WellComm Score Sheet

### Summary

Section (1-9) on which the child scored 'Green': Section 1 (6-11 months)

Section summary

Share result

**Should Carer have access to assessment results?**

☐ Share the result with Carer

[Back to child profile](#) [Save & close](#) [Finish](#)

The status of the Score Sheet changes to Finished and the form is no longer editable.

- ➔ If you wish to edit the form select **Reopen**, located at the bottom of the Score Sheet and the bottom of the Summary section

[Back to child profile](#) [Save & close](#) [Reopen](#)

### If the result is amber or red

If the Total score is amber or red and you are completing the first WellComm Score Sheet (Section 1, 6-11 months), enter details in the Additional Comments boxes to outline the issues.

Total score (0-10): **2**

Question answered: 10/10

- ➔ You have the option to share the Score Sheet with the carer if you wish by selecting the **Share the result with Carer** checkbox in the Summary section.
- ➔ In the Summary section select **Finish**
- ➔ In the **Finish review** pop up window make a selection from **the Reasoning** drop down and enter details in the Description field to outline why you are finishing the review, then select Finish.

The status has changed to Finished and the Score Sheet is now read-only

- ➡ If you wish to edit the Score Sheet again, select **Reopen**

If the Total score is amber or red and you are completing a later WellComm Score Sheet for older children, you will need to complete the previous Score Sheet based on an earlier child assessment age.

- ➡ In the Summary section select **Go to previous section**

Section 3 (18-23 months)

Total score (0-10): 5

**!** The child's score indicates a need to continue assessment using a previous WellComm score section.

Question answered: 10/10      Completion: 67 %

**Go to previous section**

The previous Score Sheet will open and you can repeat the process of answering the questions.

- ➡ If the score for that section is green, write any further details in the Additional comments fields, share the result with the carer if you wish and select **Finish** to complete the process
- ➡ If the score is amber or red again, you can select **Go to previous section** again in order to complete an earlier Score Sheet. Or you can decide to finish the assessment at that point, complete the Additional comments fields and select the **Finish** button.

In the Finish Review pop up window state why you are choosing to end the review at this point and select Finish.

## Activating and deactivating forms – Assessments Configuration

- The Assessments Configuration tab within the child profile contains a list of universal and targeted forms available for completion.
- ➔ In the forms section of the child profile select the **Assessment configuration** tab

Selected forms   Outcome   **Assessment configuration**

### Deactivating universal forms

- If Health Visitors don't want a universal form to be completed for a particular child, they can deactivate the form to prevent it from appearing in Selected Forms, as long as the child has not yet entered that assessment period.
- ➔ To de-activate a universal form, find the form in the Assessments Configuration tab and select **Deactivate** in the Action column

ASQ-3 20 Month Questionnaire	24/02/2021	24/04/2021	Active	<b>Deactivate</b>
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The form will no longer be generated when the child enters that assessment period.

### Activating targeted forms

- Other targeted ASQ3 and ASQSE forms can be activated in Assessments Configuration.
- NBO, NBAS and WellComm forms are also targeted and can be activated in the same way, however they will only appear in the Health Visitors view and will not be made available for carers to complete.

- ➔ To activate a targeted assessment form select **Activate** in the Action column

WellComm Score Sheet (3)	01/07/2021	01/01/2022	Inactive	<b>Activate</b>
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It will made available to carers/Health Visitors once the child reaches that assessment age (or immediately if the child is already in that assessment period)

### Forms which can't be activated/deactivated

Forms which have already been completed or which already appear in Selected Forms (because the child has already entered that assessment period) will not give the option to be activated or de-activated - it's not possible to remove a form once it appears in Selected Forms.

Assessment name	Start date	End date	Status	Active
Edinburgh Postnatal Depression Scale (EPDS) 0-2 months	20/03/2019	20/05/2019	Active	-
Newborn Behavioural Observations (NBO) System	20/03/2019	21/05/2019	Active	-

### Activating the targeted 4b assessments (18-24 months)

- ➔ To activate all the targeted 4b assessment forms at once select the **Activate 4b assessment** checkbox

**Assessments configuration**

Activate 4b (18-24 months) assessment
 ☒

The forms will be made available to carers and Health Visitors when the child enters that assessment period.

N.B This stage is only used by some localities



## Interim Reporting Functionality - Report menu Report

- As there are reduced resources in health visiting teams during the COVID-19 pandemic, interim reporting functionality has been added to Early Years. To help you focus your resources on the children who require the most support, the Report menu enables you to filter data from assessment forms which have been completed and submitted by the parent/carer.
- It displays children who are at the correct developmental level for their age (according to the assessment form scores), children who aren't and parents/carers who haven't submitted the form at all. You can then concentrate on scheduling appointments/follow up action with those children in the latter two categories.

- For children whose scores indicate that they are at the required level, parents/carers will receive an automatic email two days after they submitted the form, stating:

Thank you for completing the recent ASQ assessment form for your child. Your responses indicate that your child is at the required level for their age. The Health Visiting team may schedule an appointment or you may already have a scheduled follow up appointment. If no follow up action is taken at this time though, please do not hesitate to get in touch with your health visiting team if you have any concerns about your child's health or development in the future.

- ➔ Within this two day window you have the option to prevent this email going out if you wish by unselecting the 'Send good scores notification to carer' checkbox located at the bottom of the assessment form results page:







☒ Send 'good scores' notification to Carer

### Running the report

- ➔ In the Report menu select the checkbox of the category you want to filter the assessment form data by

- ☒ Show children meeting or exceeding expected level of development
- ☐ Show children not meeting expected level of development
- ☐ Show only unsubmitted forms

- ➔ You can filter the results further by selecting from the drop down lists at the top of the page, including by child locality, team and date of birth

Search	Locality	Team	Status
<input type="text" value="Search for child"/> 	<input type="text" value="All"/> 	<input type="text" value="All"/> 	<input type="text"/> 
Date of birth			
<input type="text" value="12/01/2018"/> 	-	<input type="text" value="dd/mm/yy"/> 	

The list of children who fall into this category will automatically display in the results below.

- ➡ To view a more detailed breakdown of a child's assessment form scores select **Show details**

Name	NHS number	Date of birth	Team	Carer	Health Visitor	Form type	Form completion	Status	Show details
LUCETTA KEGG	9449303 487	09/05/20 20	Epsom	Mark Wright	CHABAH ABRAVAN EL	ASQ-3 2 Month Question naire	83%	Submitted	<a href="#">Show details</a>

- ➡ Within the pop up window you can view the child scores for each area and the overall responses taken from the form. Select **Back to list** to return to the search results, or select **Go to form summary** to view the full form results page (and easy access to the original form completed by the parent/carers)

#### Form details

##### Child's score for each area

	Referral cutoff point	Monitoring cutoff point	Child score
Communication	22.77	35.20	60.00
Gross motor	41.84	48.58	50.00
Fine motor	30.16	39.98	60.00

[Back to list](#)[Go to form summary](#)

N.B. If you select 'Go to form summary', you won't be able to return to the filtered report data afterwards, so you may wish to export the data (instructions in the section below) before you leave the results page.

## Exporting the report results to Excel

- ➡ Select **Export** at the top right of the Report menu

### Report summary

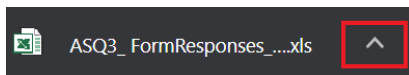
[Export](#)

- ➡ Select **Export basic data** (which contains the same data that appears on the initial search results page) or select **Export extended data** (which also includes the detailed score breakdown and other info which appears in the 'Show details' pop up box)

#### Export to excel

[Export basic data](#)[Export extended data](#)

- ➡ The file will appear at the bottom left of the screen – select the arrow to open the Excel file



You can then save/print/email the exported data.


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## Activating and completing an Edinburgh Postnatal Depression form (EPDS)


- You can activate an EPDS form (e.g. for completion by the mother or yourself during an appointment)
- The EPDS form sits on the mother/carer's record rather than the child's record
- You can generate multiple instances of the EPDS form at any time

### Activate a form

- ➔ Search for the child in the **Children** menu, open the child's record and select the Carer's name (n.b. the EPDS form will only be accessible for the Carer if they are also listed as the mother of the child)

**Child details**

[Back to children](#)[Export All](#)[Close case](#)



TARAH BORIANIFISHER (3 week(s) old)  
NHS 9449305250  
[Go to details](#)

Date of birth  
01/12/2020  
Preterm:

Carer  
**MIRIAM PIASKO**  
☒ **Contact details confirmed**

- ➔ Scroll down to the **Assessments configuration** tab and next to the EPDS line select **Add new** in order to generate the form

Children details   Forms   **Assessment configuration**

### Assessments configuration

Assessment name	Action
Edinburgh Postnatal Depression Scale (EPDS)	<a href="#">Add new</a>

N.B For newly created Carer accounts, you will only be able to generate the form in the Assessments Configuration tab the day after the Carer account has been created because the configuration is updated at night

- ➔ The form will now display immediately in the **Forms** tab and you can click on it to open it and complete it in the same way as other forms

Form	Due date	Created	Category	Filled in by	Completion	Status
<a href="#">Edinburgh Postnatal Depression Scale (EPDS)</a>	22/02/2021	22/12/2020, 16:06	Mother		0%	NEW

The form will also appear in the mother's portal (on the Forms section of their Children menu) and they can complete and submit it in the same way as other forms.