



Early Years Application

Using the App: A Guide for Parents and Carers

Note: Using the Early Years app will enable you to complete your child development assessment questionnaires online and submit them to your Health Visitor for review. As well as being more efficient and saving you time, it will help to track your child's development and allow health professionals to better support and care for your whole family.

Help Guide Quick links:

[Viewing your child's profile and contact details](#)

[Completing online assessment questionnaires](#)

[Complete Edinburgh Postnatal Depression Form \(EPDS\)](#)

[Accessing additional video content to support your child's development](#)

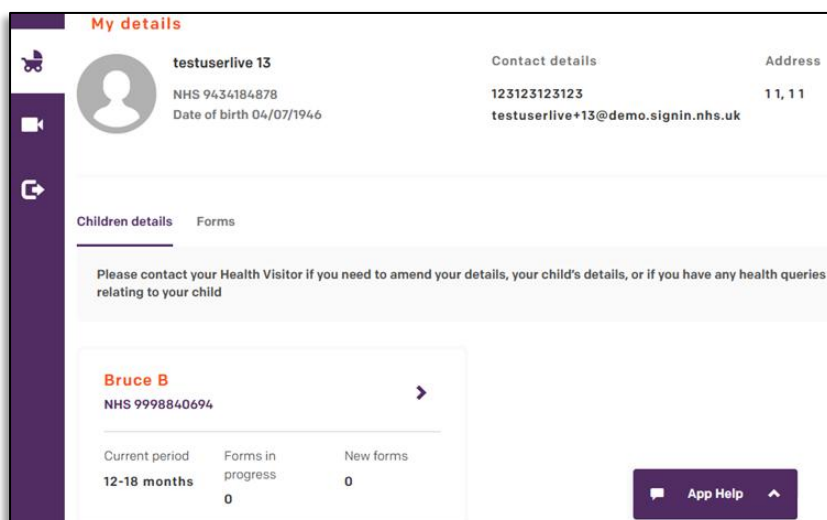
[Adding a profile photo](#)

[Changing your personal and contact details](#)

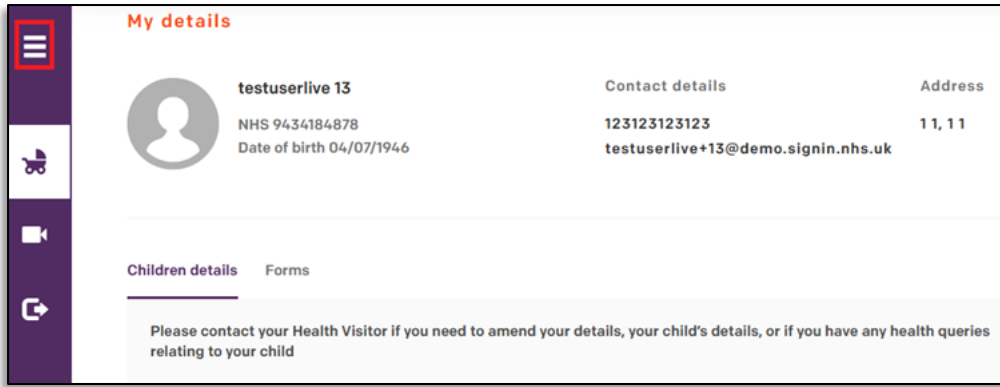
[How will my data be used](#)

Viewing your child's profile and contact details

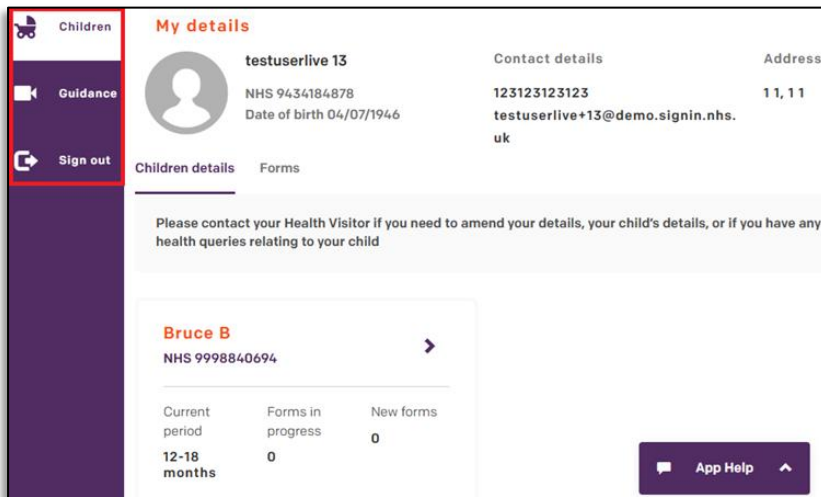
When you have logged onto Early Years (via web browser or app) it will open on the 'My Details' page on the 'Children menu'. Your details are displayed at the top, followed by a 'Children details' section which displays separate information tiles for each child in your care.



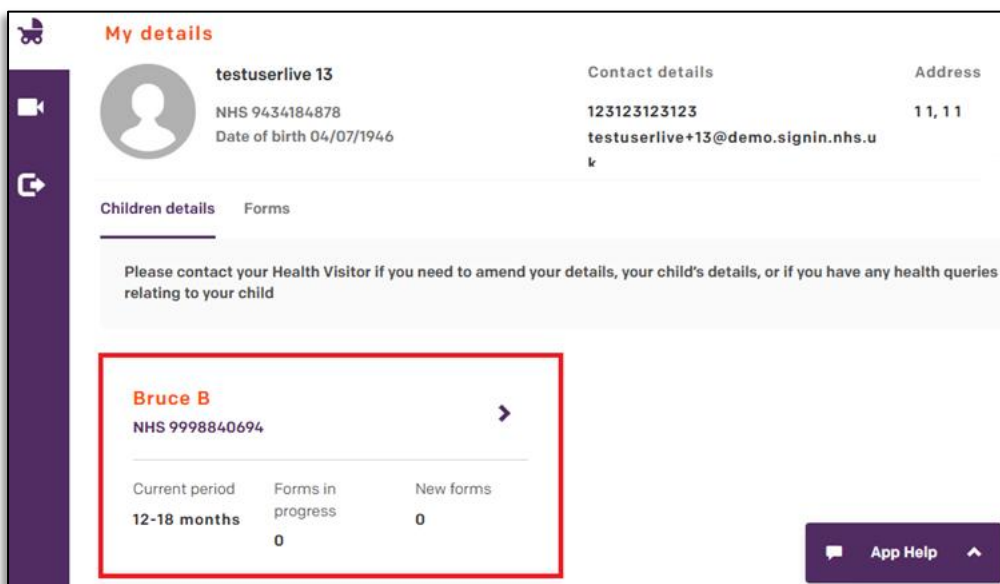
'Click' the '3 horizontal lines' at the top left of the screen to show the menu options.



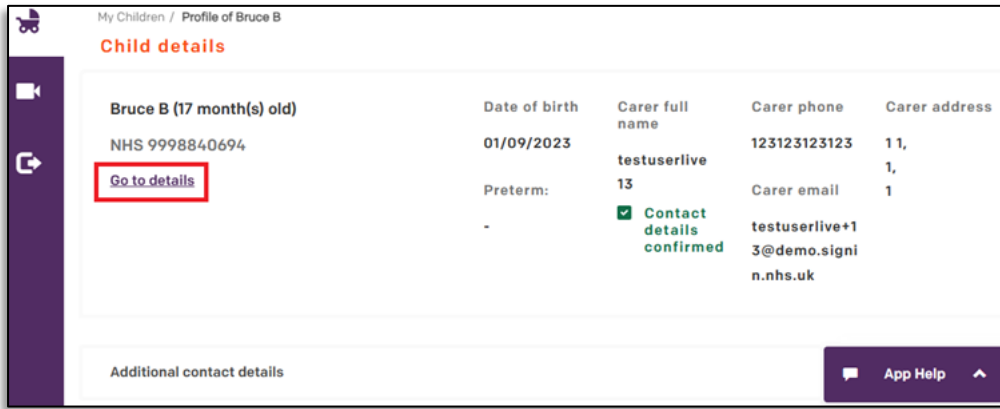
'Click' the 'Children' icon to return to the 'My Details' page or view your 'Children details'. The 'Guidance' icon contains videos to help improve your child's language and development. The 'Sign Out' icon will log you out of the page.



To view your child's full profile, 'click' on their information tile.



Within the profile you can view personal and contact details for your child and health care professionals by selecting **‘Go to details’**.



Note: To return to the main child profile (where you can view and complete assessment forms) select Back to child’s profile at the bottom of the contact details page.

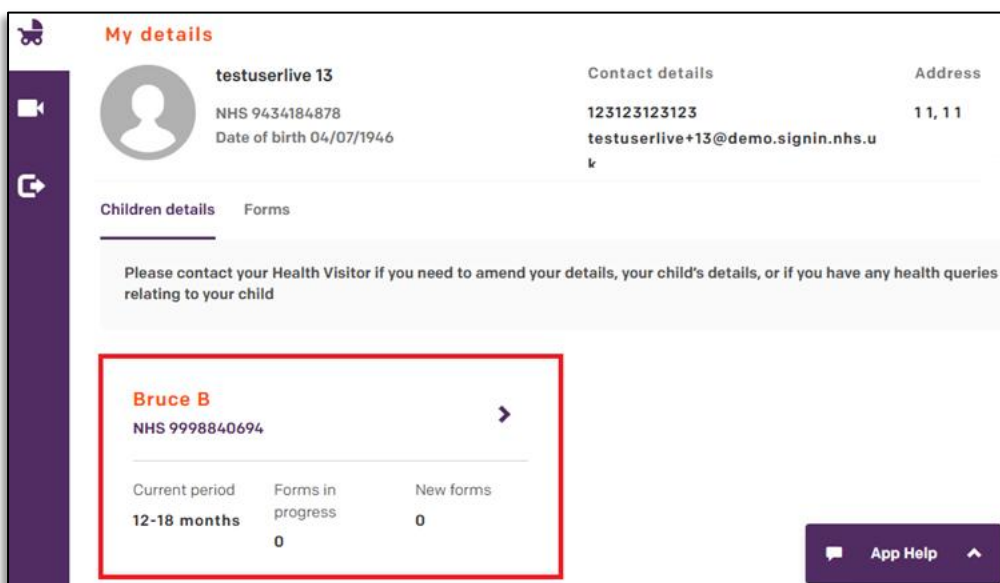
Completing online assessment questionnaires

Note: When your child enters a new assessment period, an assessment form will be generated and will appear in the Selected Forms section of your child’s profile.

You will receive an email asking you to complete the form within two weeks (and a follow up reminder 10 days later if you haven’t yet completed the form). When your child reaches the end of their current assessment period the form will change status to ‘Overdue’ and you will no longer be able to complete the form.

Once you complete and submit an assessment form, it will be automatically sent to your Health Visitor for review.

Log onto Early Years and scroll down to the **‘Children Details’**. **‘Click’** on the tile for the child you want to complete an assessment form for.



On the **'Children details'** page you can open current assessments or continue forms which requires completion directly from your child's summary tile.

testuserlive 13
NHS 9434184878
Date of birth 04/07/1946

Contact details
123123123123
testuserlive+13@

Children details Forms

Bruce B
NHS 9998840694

Current period	Forms in progress	New forms
12-18 months	1	1

Last edited form: ASQ-3 **Continue**

Next form: ASQ:SE-2 **Begin**

On the **'Child Details'** page scroll down to the **'Selected Forms'** tab where your child's assessment forms are located.

Selected forms Outcome Documents Settings

Selected forms

Child's age
0-60 months

Ignore overdue forms with 0% completion

Form	Due date	Created	Category	Started by	Edited by	Finished by	Completion	Status
ASQ-3 18 Month Questionnaire	01/04/2025	24/02/2025, 15:47	Child	QA Global Admin			0%	NEW
ASQ:SE-2 18 Month Questionnaire	01/06/2025	24/02/2025, 15:47	Child	QA Global Admin			0%	NEW

You can see the **'Due date'** each form needs to be completed by and its **'Status'**.

Selected forms Outcome Documents Settings

Selected forms

Child's age
0-60 months

Form	Due date	Created	Category	Started by	Edited by	Finished by	Completion	Status
ASQ-3 18 Month Questionnaire	01/04/2025	24/02/2025, 15:47	Child	QA Global Admin	testuserlive 13		15%	IN PROGRESS
ASQ:SE-2 18 Month Questionnaire	01/06/2025	24/02/2025, 15:47	Child	QA Global Admin			0%	NEW

‘Click’ on the form you would like to open.

Form	Due date	Created	Category	Started by	Edited by	Finished by	Completion	Status
ASQ-3 18 Month Questionnaire	01/04/2025	24/02/2025, 15:47	Child	QA Global Admin	testuserlive 13		15%	IN PROGRESS
ASQ:SE-2 18 Month Questionnaire	01/06/2025	24/02/2025, 15:47	Child	QA Global Admin			0%	NEW

The top of the assessment form displays status information including the date the form needs to be completed by, followed by instructions on how to complete the questionnaire. You can minimise the instructions after reading them by ‘selecting’ the ‘arrow’ to the right of the screen.

ASQ:SE-2 18 Month Questionnaire IN PROGRESS

Bruce B (17 month(s) old)
NHS 9998840694

Deadline date: 01/06/2025, 23:00
Draft saved: 25/02/2025, 11:21
Finish review date: -
Health visitor: Sofia Coper HV Training

This form started by: QA Global Admin (System Administrator)
This form edited by: testuserlive 13 (Carer P9)
This form finished by: -
Reviewed by: Questionnaire has not been reviewed yet

Introduction to ASQ:SE-2

Questions about the ways in which children may behave are listed on the following pages. Please read each question and tick the circle radio button that best describes your child's behaviour. Also, tick the box checkbox if the behaviour is of concern to you.

Possible answers

Read each question and select the checkbox next to the most appropriate statement.

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Question answered: 3/10 Completion: 9%

1. Does your child look at you when you talk to him?
 OFTEN OR ALWAYS
 SOMETIMES
 RARELY OR NEVER
 TICK IF THIS IS A CONCERN

2. When you leave, does your child stay upset and cry for more than an hour?
 OFTEN OR ALWAYS
 SOMETIMES
 RARELY OR NEVER
 TICK IF THIS IS A CONCERN

3. Does your child laugh or smile when you play with her?
 OFTEN OR ALWAYS
 SOMETIMES
 RARELY OR NEVER
 TICK IF THIS IS A CONCERN

Note: For some questions a text box will appear asking you to type in additional information.

At the bottom of the page you can choose **'Back to child profile'**, **'Save & close'** if you wish to complete the form later, **'Back'**, and **'Next'** to continue to the next page.

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Question answered: 1/11 Completion: 12 %

31. Has anyone shared concerns about your child's behaviour? If "sometimes" or "often or always," please explain:

OFTEN OR ALWAYS

SOMETIMES

RARELY OR NEVER

TICK IF THIS IS A CONCERN

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

Note: 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 completing it. To avoid it timing out you can select the refresh icon at the top right of the screen before the 30 minutes elapses. When you're editing the form it will be locked for you so no one else can edit it at the same time.

When you have completed all the questions **'click'** **'Submit'** at the end of the last page and the form will be sent to your Health Visitor.

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Use the space below for additional comments.

Question answered: 0/3 Completion: 12 %

33. Does anything about your child worry you? If yes, please explain:

YES

NO

34. What do you enjoy about your child?

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

If you haven't answered all the questions a pop-up box will appear asking you to confirm that you definitely wish to submit the form.

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Use the space below for additional comments.

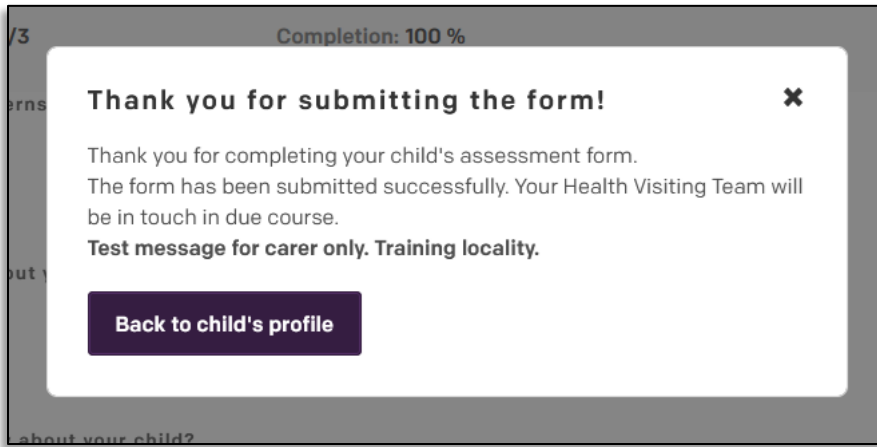
Confirmation ✕

You have unanswered questions.

Do you want to submit the form?

Yes No

A confirmation box will appear, confirming that you've submitted the form. Your Health Visitor will review the form and contact you with details of any follow-up action required.

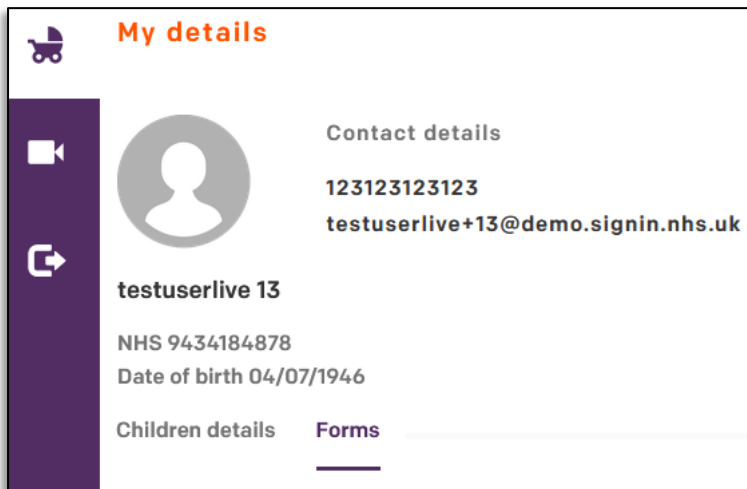


Complete Edinburgh Postnatal Depression Form (EPDS)

Your Health Visitor may ask you to complete an Edinburgh Postnatal Depression form (EPDS). They will generate the form for you and will ask you to complete it during your appointment with them.

This form will sit on your record rather than your child's record.

Click on the 'Forms' tab (within the Children menu) to view the form.

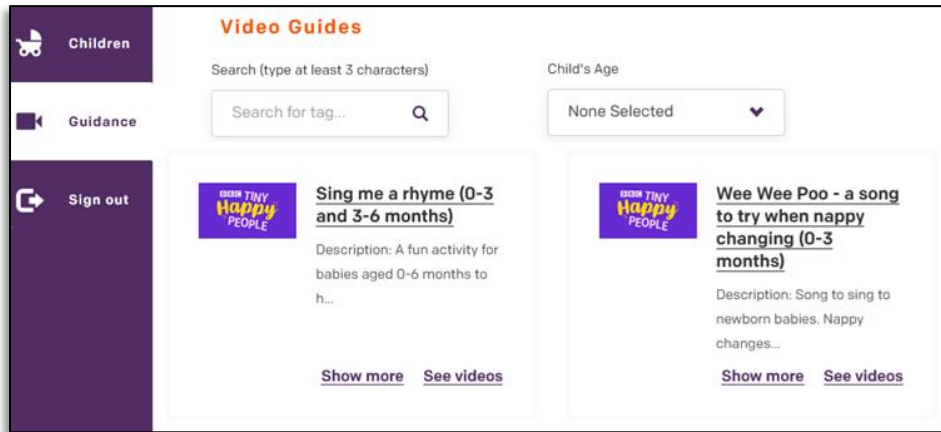


'Click' on the form to open it, then complete and submit it in the same way as other forms. Once you complete and submit the assessment form, it will be automatically sent to your Health Visitor for review.

Form	Due date	Created	Category	Filled in by	Completion	Status
Edinburgh Postnatal Depression Scale (EPDS)	22/02/2021	22/12/2020, 17:36	Mother		0%	NEW

Accessing additional video content to support your child’s development

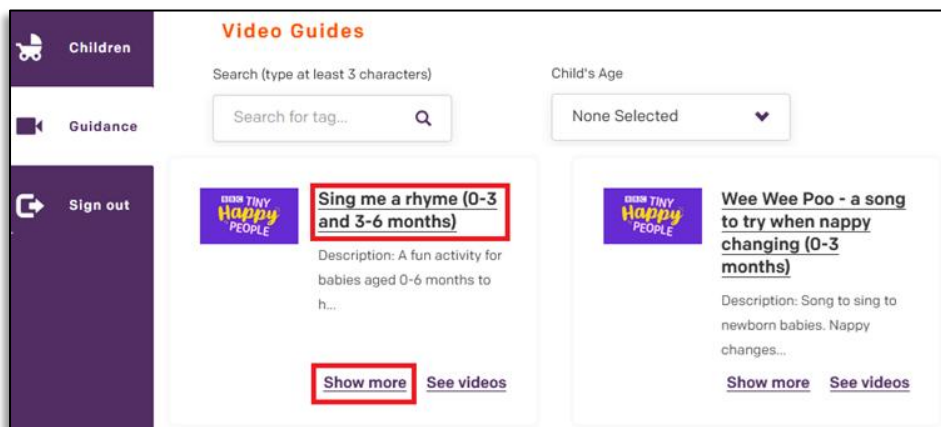
The ‘**Guidance**’ menu contains videos you can watch to help improve your child’s language and development. The video content links to the BBC site Tiny Happy People.



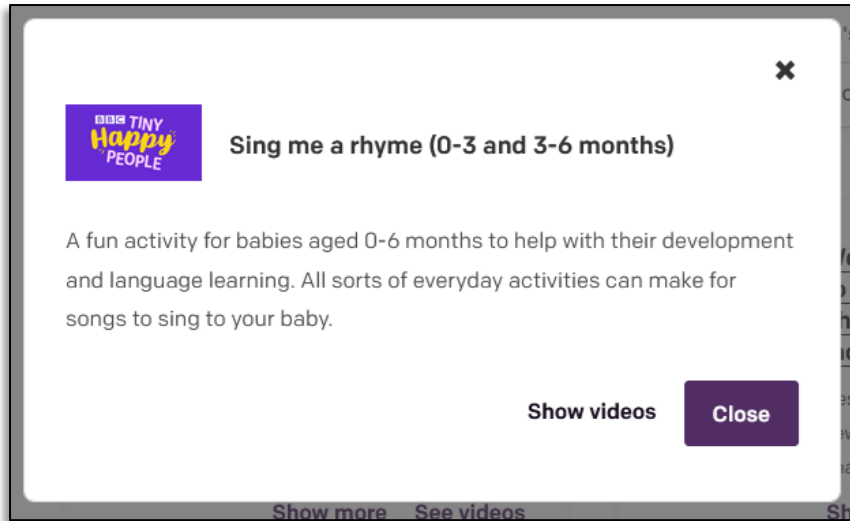
You can browse the content (the videos display in order of age range – youngest first) or you can use the search box to search for a specific video title, age range or video category:

In the search box enter your child’s age range (from the list below) to view age appropriate content for your child	In the search box enter a video category (from the list below)
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

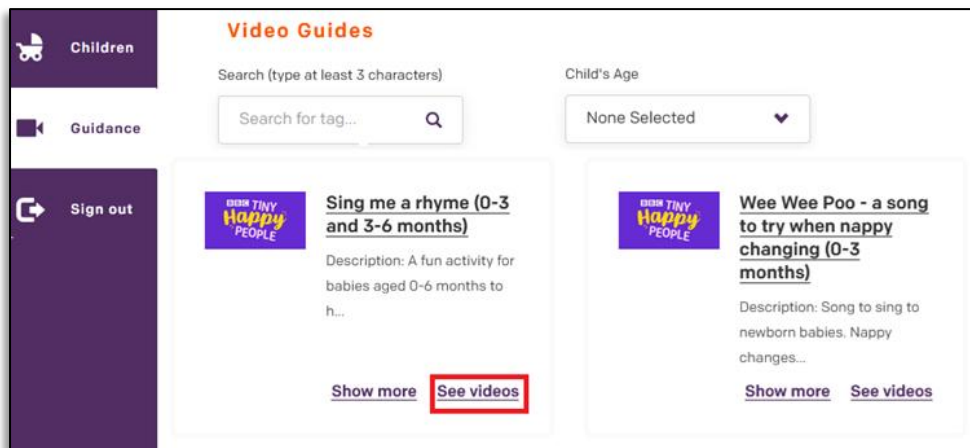
From the search results ‘**click**’ the video title or select ‘**Show more**’ to view a longer description of the video.



Within the pop-up window 'click' 'Show videos' to open a new window where you can play the video.



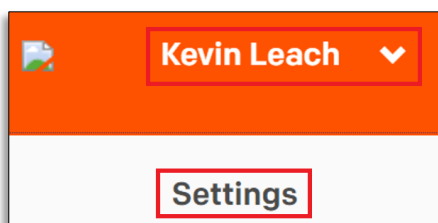
'Click' 'See video' to open a new window where you can play the video.



Note: After you've watched the video you can browse related content on the Tiny Happy People website or close that window down to return to the Guidance menu in Early Years.

Adding a profile photo

If you wish to add a photo to your profile, which will be visible to others, within the Early Years application select the icon with your name at the top right of the screen and select **Settings**.



Note: This takes you to the Launchpad (which you will have accessed already if you logged into the application using the web browser).

Select **Upload picture**, select the photo you wish to use and select **Save**.



Return to the Early Years browser and refresh the page in order to display the photo.

Changing your personal and contact details

It's not possible for you to edit any contact or personal details on the Early Years app -please contact your health visiting team if you have changed your details or if you notice they're incorrect.

If you encounter any difficulties or technical issues using the application then please let your Health Visitor know, so they can seek assistance from the service desk.

If you change your mobile phone number or email address:

- 1) Notify your health visiting team – they will update your contact details in Early Years.
- 2) You will also need to update the details on your NHS Login. This is important as it will ensure you can continue to log in to the Early Years application.

Select this link to view details of how to manage your NHS account, including a browser link to change your mobile phone number and email address associated with your NHS Login. It also has a link to change your NHS Login password if you wish to.

<https://www.nhs.uk/using-the-nhs/nhs-services/the-nhs-app/help/account/>

For security reasons you will need to log in with your usual NHS App login details before you can amend your account.

How will my data be used?

We take the protection of your child's health data very seriously and always make sure that we are processing it fairly, proportionately and lawfully.

You have several rights under the data protection laws that govern how we process your data, including the right to be informed about how we will use it. You can find out more in our privacy notice <https://earlyyearshelp.greatermanchester.org.uk/privacy-notice.html>

If you have any queries about how your child's data will be processed, please contact your local health practitioner. You can also visit the Information Commissioner's '**Your Data Matters**' page at <https://ico.org.uk/your-data-matters/> to find out more about personal data and your information rights

