AnyComms - Step by Step Guide to using the Secure File Transfer

If you have forgotten your password, you can use the 'Forgotten password' button on the site to re-set the password.

If you are unable to do this or require further support, please contact in the first instance:

ben.brennan@hackney.gov.uk

AnyComms is Hackney Education's secure file transfer site. It is web-based and enables all settings within Hackney to securely transfer data to their local health team.

It enables all settings to let the local health visiting team know which Hackney resident children currently attending their setting are due their 27 month Integrated Review.

How to use

Step 1.

In your IR Data Sheet (below) please enter the child's details.

**This is document number 14. in the Happy, Healthy and ready to learn webpages (Integrated 27 Month Review Toolkit) section

https://www.hackneyservicesforschools.co.uk/extranet/happy-healthy-toolkit

You need to **enter the Child's last name, Child's First Name and DOB**. The date the child is due their **27month Integrated Review will be automatically updated**.

Please also complete the '**Early Year's Setting Name' column** with your setting name.

You can then save the file with a date and name before you upload it to ANYCOMMS.

Integrated Review Summary Demographic Data Sheet

Consent to share Information Form Signed? (Yes) N.B. Do not share childrens details until this has been completed by the parent	Child's Last Name	Child's First Name	Child's DOB e.g. 1/12/2013	Gender (M/F)	Home Postcode	Date the child will be (or was) age 27 mths	EY Setting Cluster: A B C D E F N.B. This will be the same as the cluster you will send the form to	Name of Early Years Setting

CONFIDENTIAL To be shared via Anycomms (Secure File Transfer) on the link below:
https://sft.learningtrust.co.uk/Login.aspx
The Healthy Child Lead (EY setting) inputs information about Hackney Resident Children between the age of 24-36 months and saves a copy of the form.
Details of any Hackney resident children (24-36 months) who you have prepared a My Portrait for and want to discuss at the next virtual meeting will be shared with your cluster's health team via ANYCOMMS on the dates specified as below N.B. IN THE DESCRIPTION BOX ADD YOUR SETTING's NAME
This information may also be shared with the child health statistics team and Hackney Education

Step 2.
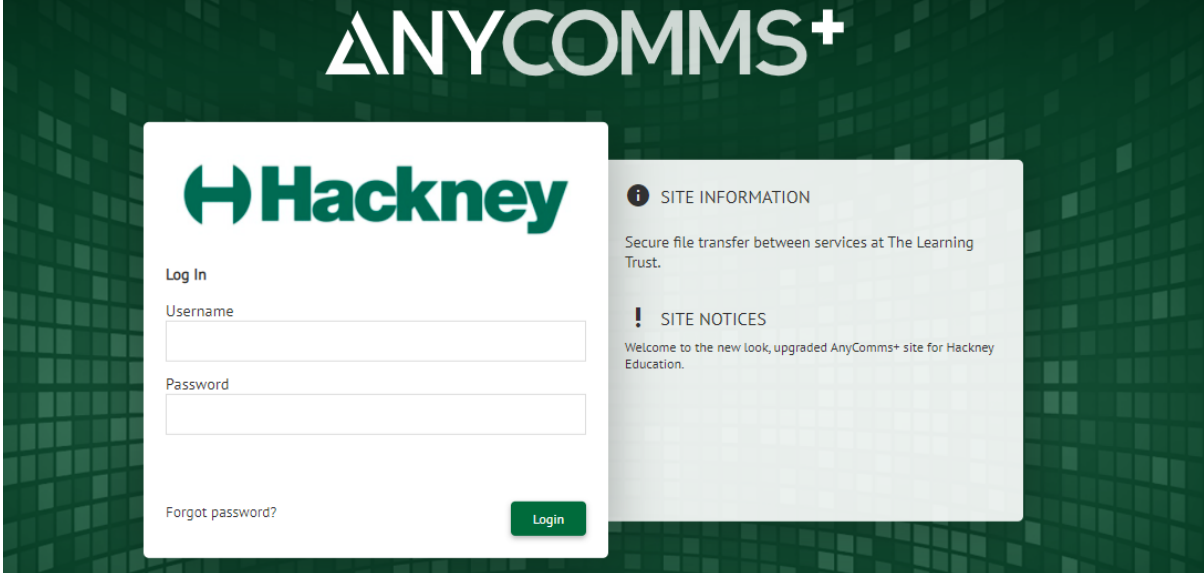
Click on the **link at the bottom of the above Data sheet** (doc 14 in toolkit) or go to link below to **connect to the AnyComms** system

https://sft.learningtrust.co.uk/Login.aspx

Step 3.

You will then be presented with this page where you can **input your Username and Password**.
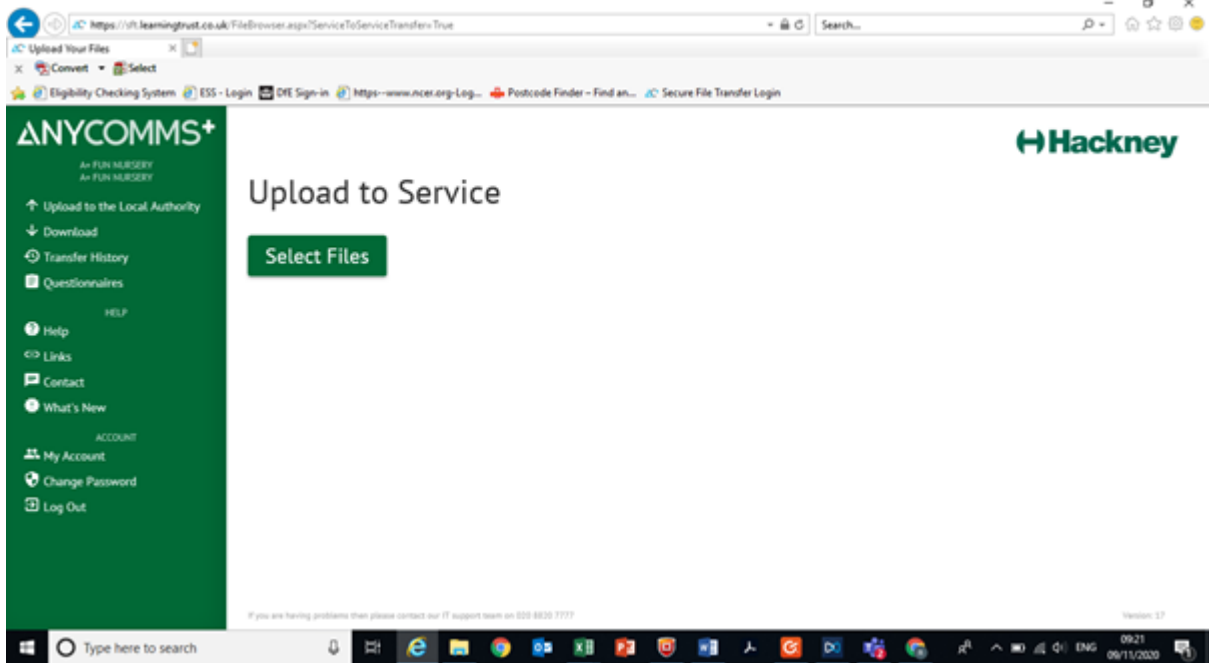

****All EY settings in Hackney should have a log on to the system.

If you have misplaced your logon details or encounter **any technical problems** please contact the Rakhi Bose (details at beginning of this document)

Step 4.

Once logged into the system you will see this page. Please click on **'Select Files'**

Step 5.

Please search for your 'IR Data Sheet' document where you inputted all the child's details – (this is the document you need to upload). Then click on **'Open'**
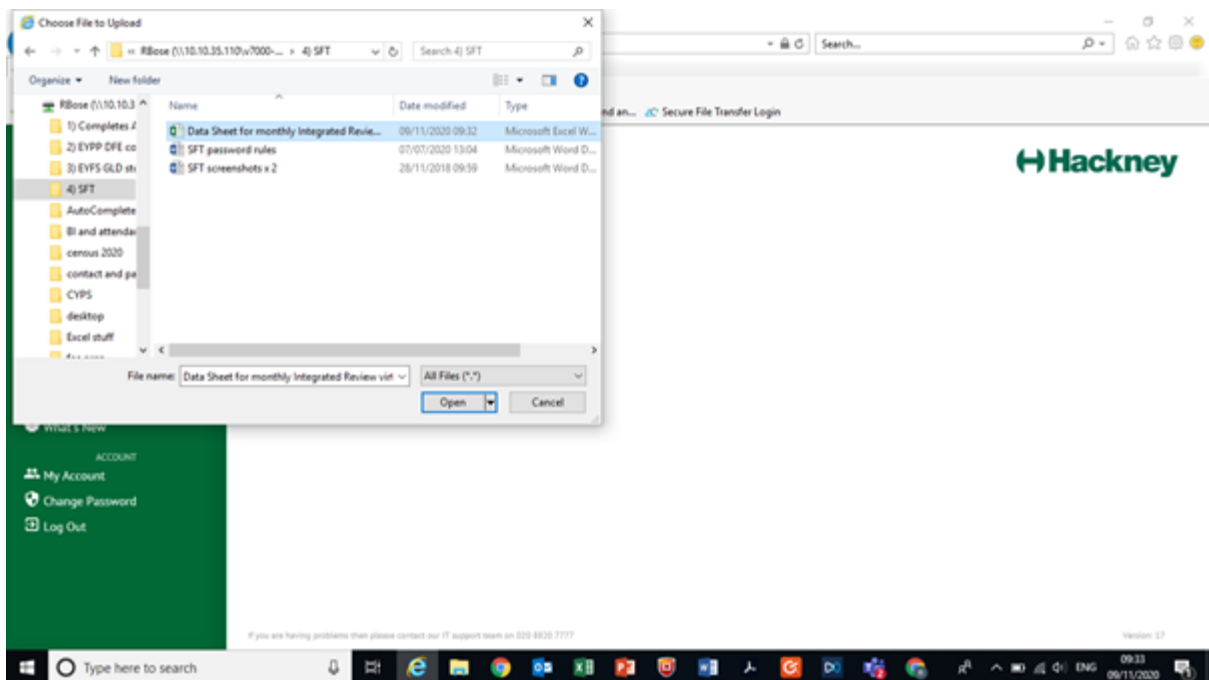
Step 6.

Once uploaded your file will appear on the screen. In order to send this to the Health Visiting team you must select the File Type.

Please choose from the drop down selection of **'File Types',** selecting your Local Health team for your cluster e.g.

Data to Local Health Team Cluster A
Data to Local Health Team Cluster B
Data to Local Health Team Cluster C
Data to Local Health Team Cluster D
Data to Local Health Team Cluster E
Data to Local Health Team Cluster F

** Please **select the Local Health Team for YOUR CLUSTER** regardless of where the child lives within Hackney

Step 7.

You will then need to **select the 'Service'**. The 'Service' will automatically be populated when the 'File Type' is selected and only one service should appear - this should be your Local Health Team for your cluster

Step 8.

You will then need to **add a 'Description'.** Please enter in this box the name of your setting.

Enter: 'Your setting name'- _____

*If you do not know your names link health professional please email the designated contact for your cluster, which can be found on the happy Healthy & Ready to Learn website (Early Support Professional Contacts)
https://www.hackneyservicesforschools.co.uk/extranet/integrated-review-area-contacts

 who should be able to assist you with this

Alternatively you can contact the Health Visiting team administrator:
jackie.bell10@nhs.net
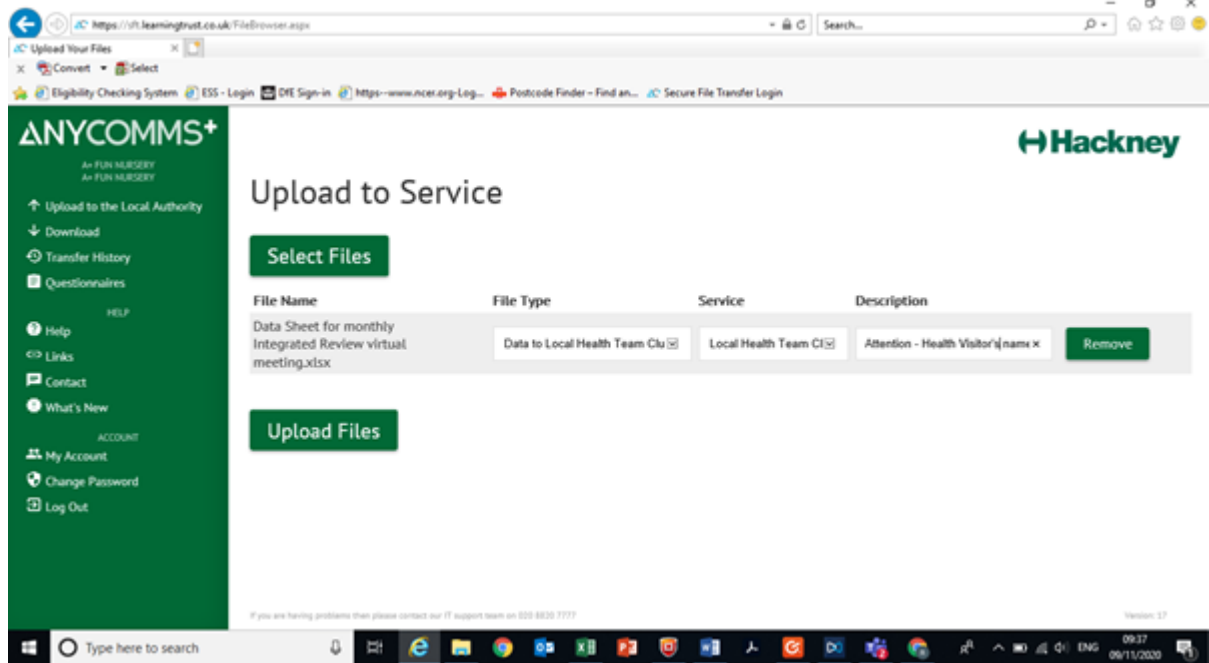
Step 9.

Please then click on '**Upload All Files'** –

A message will appear on the screen letting you know that you are about to upload this file to the 'main user at Health Team A'

Step 10.

Click on 'OK'

your file has now been sent to the HV admin team.

** We now advise that you email your Link Health Professional and/or administrator to let them know a file has been submitted.

Step 11.

Congratulations! You have now safely and securely notified your local HV team of children in your setting who are due an Integrated 27 month Review and you would like to discuss at you next virtual meeting.

All supporting documents relating to the 27 month IR in Hackney can be found on the Hackney on the Happy Healthy Ready to Learn web pages.

https://www.hackneyservicesforschools.co.uk/extranet/happy-healthy-toolkit

If you need any support or further information or training on the 27 month reviews please contact Caroline Hart by emailing hellohealthyearlyyears@hackney.gov.uk or contact you link Hackney Education adviser.