Mosaic Accommodating a Child Process Map

Child or Young Person needs accommodating

Case is open at point that accommodation is required

SIOC Form
Next Action: Decision to accommodate
Finish workstep

New Case at point that accommodation is required

Contact and Referral Form
Next Action: Decision to accommodate
(plus Single Assessment)
Finish workstep

Decision to Accommodate Form
Child's Social Worker: Section 2 then Request to Group Manager
Group Manager: Returns or completes request then sends request to Senior Manager
Senior Manager: Section 3 and Next Actions
(Optional Request for Placement and Matching Form avialable)
Finish workstep

CYPIC Planning workstep

Request for Placement and Matching Form
(if not already completed)

Child's Social Worker: Sections 2 - 5
Send Request: Request Placement or Vacancy
Save and Close workstep

If Request for Placement and Matching already completed,
Child's Social Worker
Next Actions (Send Immediately):
Placement Planning to Placement Finding Duty Worker
Proceed to Purchasing to Business Support
Health Assesment
First CYPIC Review

Accommodation request rejected

End of accommodation process - other services to be considered

Search for Vacancies: Placement Social Worker

Permanence Business Support: add Carer / Care Provider to Mosaic if not already on system

Request for Placement and Matching Form
Placement Social Worker: Section 6
Complete Request: Request Placement or Vacancy
Next Actions (Send Immediately):
Placement Planning to Placement Finding Duty Worker
Proceed to Purchasing to Business Support
Health Assesment to Child's Social Worker
First CYPIC Review to CYPIC Business Support
Save and Close workstep

Purchase Services
Permanence Business Support
Complete form and request Finance Checker Authorisation
Add Next Action: Update services
Finance Checker
Authorises purchase and requests Service Manager Authorisation
Service Manager
Authorises purchase and **Finishes workstep**

CYPIC Planning Continued...
Child's Social Worker
Consent to Placement, Medical Treatment and Health Assessment
Delegated Authority Schedule
Care Plan send request: Manager to endorse care plan
Plus if applicable:
Out of Area Approval send request: Senior Manager authorisation for OOA placement

Next Actions:
CYPIC Visit, Social Worker's Report for CYPIC Review
Plus if applicable:
Referral to Contact and Assessment Team, SDQ Assessment, Complete first PEP, Life Story Work, Pathway Needs Assessment, Permanence Planning Process

Senior Manager (if applicable)
Complete request: Senior Manager authorisation for OOA placement
If approved send request: Please send out OOA notification letter

Permanence Business Support (if applicable)
Complete request: Please send out OOA notification letter

Service Manager
Complete request: Manager to endorse Care Plan
Finish workstep within 10 working days

Placement Planning
Placement Planning Duty Worker
Placement Plan
Send request: Notify LAC Health of placement
If applicable:
Bedroom Sharing Assessment send request:
Senior Manager to approve bedroom sharing

Senior Manager (if aplicable)
Complete request:
Senior Manager to approve bedroom sharing

Service Manager
Complete request:
Manager to sign off Placement Plan

Next Action: Plan updated
Finish workstep within 5 days

On Person Summary Screen:
Update Child's address to placement address
Add LAC episode

End of Accommodation Process Map

SIOC
(Significant Information on and Open Case)
Only to be used if no Review step available

CYPIC Review
First, Second or Subsequent

End of Accommodation

Child's Social Worker:
Accommodation Details completes end date in Section 2 then Section 4
Send requests: Notify LAC Health end of placement
and if applicable: Please send out OOA notification letter

End of Accommodation Checklist
Complete actions for Social Worker and ticks off
Send request: Please complete end of accommodation actions to Business Support
If applicable (child aged 16 or 17) send request:
Senior Manager to sign off child leaving care to Dot Evans then to Jon Stonehouse
(email Jon Stonehouse to alert request being sent)
Save and Close workstep

Permanence Business Support:
End of Accommodation Checklist complete Business Support actions and tick off
Purchase Service screen in work step to end payments
Add Next Action: Update Services
Finish workstep