

## Adults Quick Guide

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### Referring to Maximising Independence

All practitioners can refer to the Maximising Independence (MI) Service.

The MI team support people with Learning Disabilities, Physical Disabilities and acquired brain injuries to be as independent as possible.

The **Adult Referral Maximising Independence** is available as a next action from relevant Adult Care workflow steps within Mosaic.

This next action should be assigned to self for completion using the **Assign to Me** button and can be sent early if the '**Send Immediately?**' checkbox is available, to allow you to complete the **Adult Referral Maximising Independence** before finishing your current workflow step.

The **Adult Referral Maximising Independence** is also available from the **Start > New ...** sidebar menu if you need to refer and you are not currently recording another workflow step.

### Starting the Adult Referral Maximising Independence

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If recorded as a next action, from within the person's record:

- Click the **Incoming work** icon  within **Current work** on the **Person summary** screen
- Click **Start work** from the menu

Or if selecting from the **Start > New ...** sidebar menu:

- Click **Start > New ...** in the sidebar menu
- Click **Adult Referral Maximising Independence** hyperlink

The **Adult Referral Maximising Independence** will open in a separate window.

# Recording Adult Referral Maximising Independence

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The **Adult Maximising Independence Referral** form is split into 5 different sections.

**Sections 1 to 3** should be completed with relevant information about the referrer, person being referred and the reason for referral.

The referral form should be completed with as much information as possible to allow the MI manager to screen and decide if the referral is appropriate or not.

The MI manager will complete **Sections 4 and 5** following screening.

## Tips for completing the form

Click the **Section completed** checkbox at the end of each section to put a tick in the sections menu on the left. This will show you which sections you have completed and if you have missed anything, but will not lock the section down nor save the section or form. There is also an option to select 'completed section only' when printing the form.

Click the **Save** icon  throughout your recording in the form. It is recommended that you save your work at least at the end of each section, but the more often the better. Once you click save, any mandatory fields will be highlighted in red.

For detailed guidance on completing the form please refer to the **Working with Workflow Steps or Forms** user guide.

In **Section 1**, only tick the **Referral to be cancelled** checkbox if the referral is no longer required.

Before ticking the **Please tick to confirm correct Key Team has been recorded** checkbox, check in **Professional and organisational relationships** on the **Person summary** screen.

Once **Section 3** is complete you should refer the case by sending the mandatory request to the MI Service for screening.

Remember **Sections 4 and 5** will be completed by the MI manager when they accept or reject the referral.

## To send the request

- Click the **Requests** icon 
- Select the **Required Adult Please review information and authorise** request using the radio button

This is a mandatory request to be used to request authorisation of the referral and acts as a form of screening.

The MI manager will complete the request if they are accepting the referral and will return/reject the request if there is insufficient information or it is an inappropriate referral.

If the referral is returned/rejected the MI manager will add a note to explain why.

- Add a **Note** in the text box if required
- Pass to team = Select **Maximising Independence Service** from the dropdown menu

The request will be sent when you next click the **Save** icon 

- Click the **OK** button to return to the main workflow step
- Exit the step using the **Close** icon 

This will allow the MI manager to screen the referral and the request to be completed or returned.

Workflow steps can only be finished when all requests sent have been completed.

The MI manager will therefore **Finish** the referral step once they have completed **Section 4**, recorded an appropriate next action in **Section 5** and have completed the request.