Adult OT Specialist Assessment

The **OT Specialist Assessment** is designed to explore and detail the interaction between a person's health condition or impairment and the multitude of influencing factors in their environment. [1]

This phase of the OT process enables you to consider people in the context of their physical and social environment and enables you and the person to jointly identify solutions that reduce or remove the barriers to participation that may exist.[2]

This involves considering the person's presenting needs, diagnosis, medication and health conditions, functional ability, environmental details and identifying any significant risks.

As the majority of initial OT assessments are undertaken over the phone it is understood that the information gathered will be 'reported' rather than 'observed'. The assessment must be proportionate.

"Proportionality means that the assessment is only as intrusive as it needs to be to establish an accurate picture of the needs of the individual or their carer, regardless of whatever method of assessment is used – i.e. supported self-assessment, face-to-face assessment or other."[3]

This guide must be read in conjunction with the guidance for telephone assessments: **OT Service\Service\Shared Resources\OT process - Documentation, guidance and Mosaic process**

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[1] World Health Organisation - https://www.who.int/health-topics/disability#tab=tab_1
[2] RCOT https://www.rcot.co.uk/practice-resources/occupational-therapy-topics/rehabilitation
[3] https://www.scie.org.uk/care-act-2014/assessment-and-eligibility/process-map/

When an **OT Specialist Assessment** has been assigned to you it will display in your **Current work > Incoming work** folder along with the **OT Casework Record**

The person's details will also display in your **Allocations** folder if your **Worker relationship** has been recorded.

Within the person's record you <u>must</u> check **Professional and organisational relationships** on the **Person summary** screen:

- Check correct **Relationship type** is recorded for your **Worker relationship**.

    o **Key Worker (Adult Care)** if no involvement from **LCC Adult Care or LPFT**

Or

    o **Occupational Therapist / Occupational Therapist CCO** if there is already a Key Worker involvement

- Check OT Team is recorded as **Organisational relationship**

    o **Involved Team** if there is already a Key Team on the record

Or

    o **Key Team (Adult Care)** if there is no involvement from LCC Adult Care or LPFT

Recording the Adult OT Specialist Assessment

To start the **OT Specialist Assessment**, 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

The **OT Specialist Assessment** will open in a separate window

Tips for completing the form

Clicking on the **Show guidance** icon will give you prompts to assist in answering the associated question.

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 assessment.

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.

Certain fields will be hidden in the form unless a particular answer is given to another question.

The **Edit Pencil** icon 🖊 can be used to edit information.

The **Delete Bin** icon 🗑 can be used to remove information from within the form – this will not remove the information from Mosaic itself.

> The **OT Specialist Assessment** is split into 11 different sections.
>
> Each section should be completed with relevant information.
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> This guide will only cover some significant fields.
>
> All fields should be completed as comprehensively as possible based on the information gathered during assessment.

Section 1. Personal Details

Information will prepopulate into the fields marked with the **blue cog** ⚙. If some information is missing or incorrect, it can be added or edited by:

- clicking the **Show subject summary** icon 👤 to minimise the workflow step window

- editing the information on the **Person summary** screen (user guides on updating the person's details can be found on the **Mosaic Hub**)

- maximising the workflow step window and clicking the **Refresh current form** icon 🔃 to update the information in these fields

The **Primary Support Reason** and **Primary Support Reason Sub-Category** are mandatory fields. You will see a red warning message if these fields are blank.

The **Primary Support Reason** must be added or updated in the **Person summary** screen by clicking on **Person details > Service user groups** in the extended sidebar menu or clicking the **Change** button on the **Service user groups** section.

For further guidance, refer to the **Service User Groups** user guide.

GP details - a red warning message will display if -

- there is no named GP or GP Surgery recorded on the person's record
- the named GP and GP Surgery already recorded do not match
- the GP Surgery has previously been recorded as not known, or the person has been recorded as not registered with a GP Practice.

Please refer to the **GP Details** user guide for guidance on how to record / update the GP or surgery if needed.

Section 3. Reason for Assessment

The information in the **Reason for assessment** textbox is pulled through from the **OT Conversation Record**. It confirms the clinical rationale for progressing to an Occupational Therapy assessment and provides clarity for the person.

If the situation has changed and the clinical reasoning for progression has changed or there is important information to include then you can add / amend as necessary – this will not change the original text within the OT Conversation Record

Section 6. OT Functional Ability

This section provides critical information about occupational performance. It is essential that each element in this section is considered.

If you have not been able to assess any particular area you must choose **not assessed**, likewise if the assessment is being undertaken over the phone then you must record that the information is **reported** and not **observed.**

Under some of the subheadings in this section you will see the question **Are imaged to be included?**. If you select **Yes** the screen will expand to allow you to embed an image into the assessment.

Use the **Insert Section** button if you have multiple images to load for that subheading.

Refer to the **Embedding Photos and Images in a Form** user guide for further guidance

Section 8. Assessment Summary

The narrative written in the *'Summary of needs'* and '*My Goals'* textboxes will pull through to the **OT Goals and Action Plan**

Section 10. Completion Details

You should **only** select **Yes** to the question **Assessment to be abandoned / cancelled** if the person has been admitted to hospital, declined or refused to engage, or if the person dies before the assessment can be finished.

You must record the mandatory **Date Completed** unless you have selected **Yes** to the **Assessment to be abandoned / cancelled?** question.

You will be prompted to tick a checkbox **Please tick to confirm correct Key Team has been recorded.** Once ticked a box will display under the checkbox to show the time, date and your details as the worker confirming the correct Key Team has been recorded.

You should provide the person/their representative with a copy of the completed assessment. You can send this yourself or request Business Support do this for you.

To print the assessment:

- Click the **Output current document** icon – an 'Output Options' window will open

- You should amend the 'Output Options' - The **Next actions** section of your assessment will automatically appear on the output unless the 'Output Options' are amended before printing. This section should not be included on any outputs for the person or their representative.

- Click **Output to PDF** – you can refer to the **Printing Documents** user guide if needed

To request Business Support send a copy of the assessment for you:

- Click the **Requests** icon

- Select **Adult Admin output request**

- Add a **Note** with specific instructions e.g. if a covering letter is needed, where to post to, if any sections should be excluded etc

- Select **Adult Admin OT** from the Pass to team dropdown menu

- Click the **OK** button

Section 11. Next actions

Next actions are mandatory in all forms. At least one action must be added before the **OT Specialist Assessment** can be finished.

Depending on your answers to certain questions, you will be prompted to add certain actions. A red message will display stating which actions are still needed.

To record a next action:

- Click the **Add** button

- Select the relevant action from the **Select action** dropdown menu

- Tick the **Send Immediately?** checkbox where necessary (only available for certain actions)

- Assign to = Select/Find as appropriate - Not required for NFA actions

- Reason = Select as appropriate from dropdown menu (only available for certain actions)

- Note = Record any necessary information – recommended when assigning a next action to another team/worker

- Priority = Select radio button as appropriate – use the **Note** field to explain why you have changed the Priority from Normal if you change it

- Click the **Add** button if more than one next action is required or click the **Add and close** button if only adding one next action or once all actions are added

> Remember to tick the **Send Immediately?** checkbox to send relevant next actions before finishing the **OT Specialist Assessment**

Action	When to use	Who to assign to
Adult OT Goals and Action Plan	If it is identified the person needs OT intervention	Self using the **Assign to Me** button
Adult OT Casework Record	To be used instead of case notes to record details of visits, telephone calls etc. Only to be selected here if **not** already showing within **Current work** on the Person summary.	Self using the **Assign to Me** button
Adult Risk Assessment and Management Plan	If the assessment has indicated there are high or severe risks which need a further risk assessment	Self using the **Assign to Me** button
Adult Moving and Handling Assessment and Plan	If the person requires a Moving and Handling Assessment and Plan	Self using the **Assign to Me** button
Adult CHC Monitoring	If a CHC Checklist has already been completed or is to be completed	Self using the **Assign to Me** button
Adult Carer Contact to be Recorded on Carer's Record (NFA)	If the person's carer requires a carers assessment and this was identified during the assessment **Important:** When selecting this action, you must go to the carer's record and record an **Adult Contact (Carers)** to refer to the Carers Team.	This is a terminating (no further action) action, so does not need to be assigned
Adult Information and Advice Provided (NFA)	If the outcome of the assessment includes providing information and advice	This is a terminating (no further action) action, so does not need to be assigned

Action	When to use	Who to assign to
Adult No Further Action Required	If no further action is required following the assessment, but a full case closure cannot be completed or is not needed e.g. because the case is open to LCC Adult Care or LPFT.	This is a terminating (no further action) action, so does not need to be assigned
Adult Proposed Case Closure	If a full case closure is required, i.e. the assessment has not identified the need for ongoing OT intervention and the case is not open to LCC Adult Care or LPFT. Refer to the **Case Closures – Full, Team and Involvement** user guide for further information	Self using the **Assign to Me** button
Adult Case Closure Already Started (NFA)	If a full case closure is required and is already underway To add this action, you must be able to see **Adult Proposed Case Closure** or **Adult Case Closure in Progress** within **Current work** on the **Person summary** screen	This is a terminating (no further action) action, so does not need to be assigned

Toolbar Icons

Before finishing your assessment you should always consider whether you need to use any of the toolbar icons at the top of the screen.

You may need to complete any of the optional forms or letter templates available via the **Forms and letters** icon .

You should use the **View documents** icon to attach relevant supporting documents created outside of Mosaic.

There are requests and notifications available from the **Requests** icon that you may need to send.

Request (R) / Notification (N)	When to use	Who to assign to
(R) Adult Additional assessor input required	To be used for existing joint worked cases to invite other involved workers into the assessment to record information	Another worker using the Find button
(N) Adult Admin output request	To be used to request Business Support generate a finished version of the assessment and post it out to the person/their representative You should use the 'note' field to give specific details.	**Adult Admin OT** using the Pass to team dropdown menu
(R) Adult Please convene Best Interest meeting / send invitations	To be used to request the Safeguarding and Review team arrange a Best Interest Decision Making meeting and/or send out the meeting invitations The optional form **Adult Best Interest Meeting Invitation List** should be completed to provide sufficient information for admin to complete this request	**Adult Safeguarding – Meeting** using the Pass to worker dropdown menu
(R) Adult Best Interest meeting cancellation	To be used to request the Safeguarding and Review team cancel a Best Interest Decision Making meeting	**Adult Safeguarding – Meeting** using the Pass to worker dropdown menu
(R) Adult Best Interest meeting re-arrangement	To be used to request the Safeguarding and Review team re-arrange a Best Interest Decision Making meeting	**Adult Safeguarding – Meeting** using the Pass to worker dropdown menu
(R) Adult Please action	This request appears in most workflow steps and can be used as and where required	Another worker or team using the Find button

Request (R) / Notification (N)	When to use	Who to assign to
(R) Adult Please review information and authorise	Optional authorisation.	Your manager / Level 2 OT using the Find button

Clicking the **Finish** icon ✅ will finish and complete your assessment. The assessment cannot be finished if there are any incomplete mandatory fields or if there are any requests which need completing.

If the icon is clicked while anything mandatory is outstanding, a system message will display explaining the form cannot be finished as "mandatory items" are outstanding. Once the **Finish** icon can be clicked, it will lock down your assessment and no further input can be made.

If you have sent **Adult Please review information and authorise** request to your manager / level 2 OT, they will finish the assessment following completion of the authorisation request.

Due to a known system 'glitch', it is recommended that If you have had an assessment open for more than an hour:

- exit the workflow step using the **Close** icon ❌

- click into another section within the person's record, as this will refresh the screen

- return to the Person summary screen

- click the **Incomplete work** icon 📝 for the assessment within **Current work** and then click **Resume work** in the mini menu to continue recording the assessment

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