Recording Service User Groups

Service user groups are used to identify the reason a service is being provided. This information is used for reporting purposes and to enable a purchase to be made on behalf of a person. Mosaic will not allow services to be purchased against a person where a Service user group has not been recorded. It is also needed for updating Looked after information.

Adding a Person's Service user group

- Click **Person details** > **Service user groups**
- Enter the **Start Date**
- Select the **Group** and **Sub-Group** from the drop down menus
- Click the **Add** button

Service user groups - **Miss Joy Smith (3549735)** born 03 Oct 2022 (6 months old)

Select group and then sub-group

Fields marked with a * are required to add a user group

Start Date *   06/04/2023

Group *

Sub-Group

Add

Service user groups

	Group	Sub-Group	Start Date	End Date
Primary	CS Family Dysfunction	Other Parenting Capacity to Care for Child	6 Apr 2023	

Save   Cancel

The chosen Service user group will now appear in the **Service user groups** table at the bottom of the screen.

Click **Save** to return to the **Person summary** screen.

Please note: There may be multiple **Service user groups** on one record. If this is the case, repeat the instructions above and the **Service user groups** table will populate with all the groups added. If more than one Service user group is recorded the ⬆ Set Primary icon can be used to define the **Primary Service user group**. If Social Care is involved, their Service user group should always be recorded as the Primary Service user group.

Service user groups - **Miss Joy Smith (3549735)** born 03 Oct 2022 (6 months old)

Select group and then sub-group

Fields marked with a * are required to add a user group

Start Date * 06/04/2023

Group *

Sub-Group

Add

Service user groups

	Group	Sub-Group	Start Date	End Date		
Primary	CS Family Dysfunction	Other Parenting Capacity to Care for Child	6 Apr 2023		✏	🟥
	CS Abuse or Neglect	Neglect	6 Apr 2023		⬆ ✏	

Save Cancel

Ending or Editing a Person's Service user group

You can amend the Service user group by clicking on **Change** on the **Person summary** screen in the **Service user group** section or through **Person details > Service user group**.

Service user groups					Change
CS Family Dysfunction					
Other Parenting Capacity to Care for Child (primary)			From 6 Apr 2023		

Service user groups

	Group	Sub-Group	Start Date	End Date		
Primary	CS Family Dysfunction	Other Parenting Capacity to Care for Child	6 Apr 2023		✏️	🟥

- To **edit** or **end** a Person's Service user group, click its ✏️ edit icon.
- The Start Date can be edited if required.
- Enter an **End Date** to end the Service user group
- Click **Save** to make the changes or **Cancel** to close the page without making any changes.
- To **end** a Service user group, click on the 🟥 end icon and add a date and click **Save**.