

Adults Quick Guide

Migrated Information

This guide is intended to assist you to find and use information which has been migrated from AIS (the previous Adult Care data base system) and other sources to Mosaic. For information regarding the migration of ICS data please see the relevant Children's Services Mosaic user guide.

During migration, Mosaic was populated with information from AIS based on the LCC Record Management Policy and its Retention and Disposal Schedules at the time. For example, all Adult Safeguarding data migrated and at least the last six years of data migrated from AIS Adult Care records. Further data also migrated to Mosaic from various spreadsheets and systems (e.g. Agresso) therefore some data is available in Mosaic that was not in AIS.

Data from fields in legacy systems migrated directly into the equivalent fields in Mosaic wherever possible. However some information could not directly fit into Mosaic forms and fields. This information has instead been captured in Migration Forms stored in the Documents section in Mosaic.

Some data was no longer relevant or older than stated in the Retention Schedules so did not migrate.

Person Details

Basic personal information recorded in AIS such as Person Identifier, Name, Date of Birth, Address and Telephone Number migrated to **Person details** in Mosaic and can be viewed on the **Person summary** screen.

This information can be viewed in further detail and amended by accessing the Person details extended sidebar menu and choosing the relevant option, or by clicking the **Change** hyperlink/button (where relevant) on the **Person summary** screen.

Involvements and Relationships

Involvements in AIS migrated to **Organisational** and **Worker relationships** in Mosaic. Current Involvements display on the **Person summary** screen. Further information, including the historic involvements can be accessed through **Person details** and then either **Organisational relationships** or **Worker relationships** in the extended sidebar menu.

Relationships in AIS migrated to **Personal relationships** in Mosaic. The relationship migrated if the relation had a valid role or attribute recorded.

References

Other References in AIS, such as NHS number, migrated to **References** in Mosaic.

Primary Support Reason (PSR)

Current Primary Support Reasons in AIS migrated to the most appropriate PSR value in **Service user groups** which displays on the **Person summary**. A PSR can be ended, amended or recorded via the **Person details > Service user groups** in the extended sidebar menu.

Hazards

Hazards in AIS migrated to **Notes** in Mosaic. Depending on the nature of the Hazard it will either be displayed as a warning in red text at the top of the **Person summary** or as a general note at the bottom of the right hand column. For example the AIS Hazard "B - (Level 1) Risk of Physical Aggression" displays as a warning and an AIS Hazard "B: Carer's Emergency Action Plan" displays as a general note.

Other Personal Information

Further personal information migrated to the relevant section within the sidebar menu in Mosaic. For example the AIS data for Health Histories migrated into the **Health > Conditions/Disabilities** extended sidebar menu.

Case Notes

AIS Case Notes migrated directly to **Case notes** within Mosaic. If there was an attached questionnaire within the AIS Case Note (for example a DCM1 or SOF) then the attached AIS form migrated into the **Documents** section of Mosaic as a document.

Documents

Documents indexed using ESCR Indexer or Information@Work or those Indexed internally using AIS migrated to the **Documents** section in Mosaic.

Completed AIS Assessments, Plans, Safeguarding Incidents and other recorded case activity migrated to Mosaic as migration forms stored in the **Documents** section in Mosaic.

Forms embedded in Case Notes (e.g. SOF) have also been stored in **Documents** as migrated forms.

Any document which has been created during the migration process will have a suffix (Migxx) (where xx is the migration form number). Further details of these forms can be seen in [Appendix A](#).

Services

Historic services and equipment in AIS have migrated to a Service and Provision Snapshot/History (Mig 44) form in the **Documents** section in Mosaic.

Current services (open/ongoing services at the time of migration) migrated to the **Care packages provided** widget on the **Person summary** screen.

File Information

AIS Paper File information migrated to **File Management > File location** in the extended sidebar menu in Mosaic. In order to display file information for closed or archived files click the **Show History** button.

Appendix A – Migrated Form Types

The forms listed below are created during migration where information from AIS cannot be directly migrated to a Mosaic form because of incompatibility between the two form types. The titles of the Migrated forms directly relate to the information migrated to them. Once migrated, the forms will be listed in the Documents section of Mosaic along with the date that the information was captured.

Mig No	Form Name	Notes
Mig 01	Safeguarding Risk Ass & Plan (Pre Dec 13)	Migrated information from the questionnaire within a Safeguarding Risk Assessment and Management Plan completed before December 2013
Mig 02	Safeguarding Risk Ass & Plan (Post Dec 13)	Migrated information from the questionnaire within a Safeguarding Risk Assessment and Management Plan completed after December 2013
Mig 03	FACE LD Assessment (Historic V1)	Migrated information from historic AIS FACE LD Assessment
Mig 04	FACE LD Assessment (Historic V2)	Migrated information from historic AIS FACE LD Assessment
Mig 05	Moving & Handling Ass & Plan (Historic)	Migrated information from the questionnaire within Historic Moving & Handling Ass & Plans
Mig 06	Moving & Handling Ass & Plan (Current)	Migrated information from the questionnaire within the current Moving & Handling Ass & Plan
Mig 09	RAS Assessment (V2)	Migrated information from historic AIS RAS Assessment
Mig 10	Safeguarding Risk Ass- MARAC (Post May 13)	Migrated information from the questionnaire within a Safeguarding Risk Assessment and Management Plan completed after June 2013
Mig 11	Safeguarding Risk Ass- MARAC (Pre Jun 13)	Migrated information from the questionnaire within a Safeguarding Risk Assessment and Management Plan completed before June 2013

Mig No	Form Name	Notes
Mig 12	AC Risk Assessment & Management Plan	Migrated information from the questionnaire within Adult Care Risk Assessment and Management Plans
Mig 13	Adult Social Care Assessment (Post Dec 13)	Migrated information from ASC Assessments completed after December 2013
Mig 14	Adult Social Care Assessment (Pre Dec 13)	Migrated information from ASC Assessments completed before December 2013
Mig 15	Care Programme Approach	Migrated information from AIS Care Programme Approach
Mig 16	Care Programme Approach (Sect 117) Review	Migrated information from AIS Care Programme Approach Review
Mig 17	DCM-1 Case Note	Migrated information from the Questionnaire within the DCM 1 Case Note
Mig 18	EDT Alert Case Note	Migrated information from the Questionnaire within the EDT Alert Case Note
Mig 19	Equipment Delivery Follow-Up Case Note	Migrated information from the Questionnaire within the Equipment Delivery Follow Up Case Note
Mig 20	Safeguarding Investigation Completion List	Migrated information from the Questionnaire within the Safeguarding Investigation Completion Checklist Case Note
Mig 21	Safeguarding Screening Tool	Migrated information from the Questionnaire within Safeguarding Screening Tool Case Note
Mig 22	SOF Care Home	Migrated information from the Questionnaire within the AIS SOF Care Home Case Note

Mig No	Form Name	Notes
Mig 23	SOF Community	Migrated information from the Questionnaire within the AIS SOF Community Case Note
Mig 24	Telecare Referral	Migrated information from AIS Telecare Referral
Mig 25	Carers Supported Self Ass (Post Dec 12)	Migrated information from AIS Carer's Supported Self Ass completed after December 2012
Mig 26	Desktop Reassessment (Current)	Migrated information from current Desktop Reassessment
Mig 27	Desktop Reassessment (Historic)	Migrated information from Historic Desktop Reassessments
Mig 28	Adult Historic Assessment	Migrated information from Historic AIS Assessments
Mig 29	Adult Historic Contact	Migrated information from Historic AIS Contacts
Mig 30	Initial Contact Assessment	Migrated information from historic AIS Initial Contact Assessment
Mig 31	Personal Plan	Migrated information from AIS Personal Outcomes and Personal Plans
Mig 33	Safeguarding Adult Concern Contact	Migrated information from AIS Safeguarding Incident
Mig 34	Safeguarding Investigation	Migrated information from AIS Safeguarding Investigation
Mig 35	Subsequent Contact	Migrated information from AIS Subsequent Contacts
Mig 36	Safeguarding Notifications	Migrated information from AIS and a spreadsheet
Mig 37	Carers Supported Self Ass (Pre Dec 12)	Migrated information from AIS Carer's Supported Self Ass completed before December 2012
Mig 38	Adult Historic Referral	Migrated information from Historic Referrals

Mig No	Form Name	Notes
Mig 39	Historic Adult Plan	Migrated information from AIS Historic Care Plans
Mig 40	Safeguarding Adult Incident and Strat Disc	Migrated information from AIS Safeguarding Events and also a spreadsheet
Mig 41	Carers Support Assessment	Migrated information from AIS Client Needs (client needs relating to carers only)
Mig 42	Safeguarding Adults Risk Assessment	Migrated information from AIS Safeguarding Adults Risk Assessment
Mig 44	Service and Provision Snapshot/History	Migrated information from AIS Services
Mig 45	Involvements & Case Status History	Migrated information from AIS Involvements and Case status
Mig 46	Information for FAB	Migrated information from AIS Case Notes from the FAB Case Note type.
Mig 47	Adults Reassessment Visit	Migrated information from AIS Case Notes from the Adults Reassessment Visit Case Note type.
Mig 48	Assessment Visit	Migrated information from AIS Case Notes from the Adults Assessment Visit Case Note type.
Mig 49	EDT Visit	Migrated information from AIS Case Notes from the Adults EDT Visit Case Note type.
Mig 50	Home Visit	Migrated information from AIS Case Notes from the Adults Home Visit Case Note type.
Mig 51	OT Visit	Migrated information from AIS Case Notes from the Adults OT Visit Case Note type.
Mig 52	Other Visit	Migrated information from AIS Case Notes from the Adults Other Visit Case Note type.

Mig No	Form Name	Notes
Mig 53	Safeguarding Visit	Migrated information from AIS Case Notes from the Adults Safeguarding Visit Case Note type.
Mig 54	Support Plan Visit	Migrated information from AIS Case Notes from the Adults Support Plan Visit Case Note type.
Mig 55	Other Reference History	Migrated information from AIS Other References