Mosaic

Lincolnshire COUNTY COUNCIL Working for a better future

Children's Services Guide

Change in Placement for a Child in Care

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Please note

This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the Mosaic Training Team. Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

Introduction

This guide follows the steps completed by the Social Worker, Fostering Duty Desk and Team Manager/Practice Supervisor for changing the placement of a Child in Care.

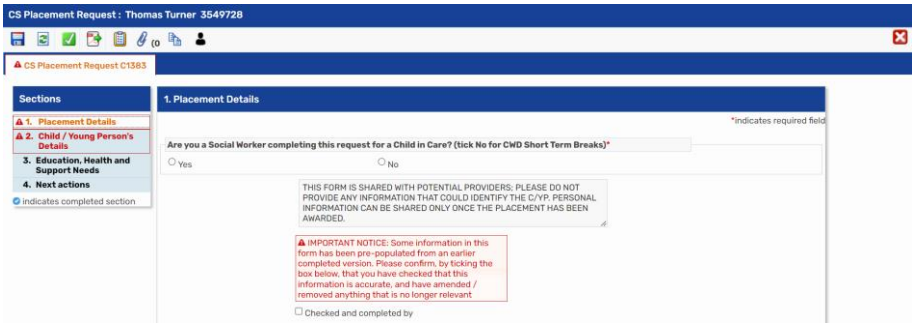
To change a child's placement, you need to complete the **SC CiC Placement Planning** and **CS Placement Request** workstep. These are reoccurring worksteps which are added from the **SC Decision to Seek Accommodation** step and should always be available while the child or young person is in care. If the CS Placement Request step is missing for whatever reason, it can be added from the **Child in Care Visit** also.

Completing CS Placement Request – Social Worker

Commented [KC1]: CS here too?

The Social Worker should have already completed a Placement Request step when the child was first accommodated. This workstep will prepopulate with what was added to the last completed version and would be updated each time the child needs a new placement to be identified.

The Social Worker should **Start** the **CS Placement Request** from their **Current work**.



There are several mandatory questions within this workstep and should be completed to ensure all fields reveal that are required for the placement type.

This form should be kept anonymous with only initials and ID numbers used.

Section 1. Placement Details
Are you a Social Worker completing this request for a Child in Care? – Answer **Yes** if this is correct or **No** if the placement if for a Short Term Break or not completed by a Social Worker.

Checked and completed by – this should be ticked to confirm you understand any previously completed information will prepopulate and needs reviewing and updating.

What type of placement request is this? – please select either **Internal** or **External** and then the corresponding type of:

- Internal:
    - LCC approved Foster Carer
    - LCC Residential
    - LCC CWD Short Breaks
    - Supported Accommodation (Supported Living)
    - CWD Short Break with LCC approved Foster Carer
    - Supported Lodgings – Barnardo's
- External:
    - Independent Foster Care (IFA)
    - Independent Residential Home
    - Intense Needs Supported Accommodation (INSA)
    - Youth Housing (NEST)
    - Alternative Provision
    - Independent Non-Maintained (Special) School (INMS)
    - CWD Short Breaks
    - Domiciliary Care
    - CWD Short Breaks at Maples

Once the required placement type is selected further fields will reveal. The Social Worker will need to complete the fields in as much detail as possible. Many of the fields are mandatory. Any authorisation received through email should be attached to the workstep using the view documents icon.

Section 2. Child / Young Person's Details
This section is a focus on the child / young person's identity, if completed fully it will give an overall picture of the child / young person's personality and needs linked to their behaviour.

The subjects table needs editing using the edit icon to enter the person's initials and the gender they identify as.

Mosaic ID	Initials	Date of Birth	Age	Gender identified as	Ethnicity	Religion
3549728		28/11/2016	6		White	

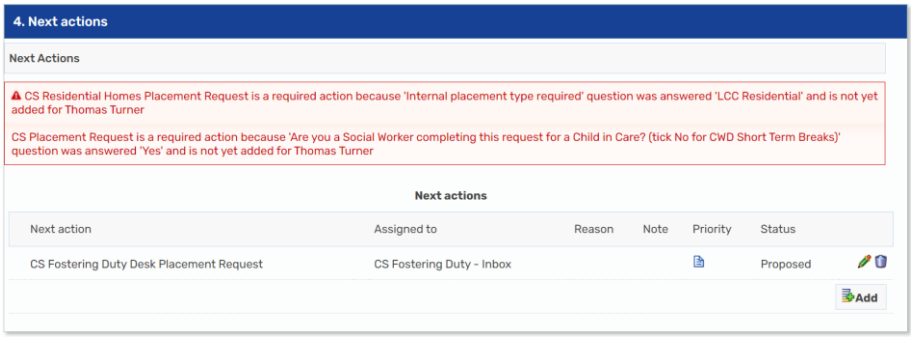
All other fields in Section 2 should be completed or updated in as much detail as possible.

Section 3. Education, Health and Support Needs
This section should be completed as fully as possible. Different fields will display depending on the placement type selected in Section 1.

Section 4. Next actions
The next action selected here should reflect the type of placement requested in Section 1. The list below shows the alias for the next action to ensure it goes to the correct place. All the Requests are the same step, the **CS Placement Request Outcome**.

- **CS Fostering Duty Desk Placement Request** – Pass to worker – **CS Fostering Duty – Inbox**. This is used for Foster placements found through the Duty Desk.
- **CS Short Term Breaks Placement Request** – Pass to team – **CSH Haven Cottage Team** or **CSH Strut House Team**
- **CS Residential Homes Placement Request** – Pass to team – **CSH Albion Street Team, CSH Eastgate Team, CSH Haven Cottage Team, CSH Northolme Team, CSH Riverhead House Team, CSH Robin House Team, CSH Strut House Team** or **CSH The Beacon Team**
- **CS Commissioned Placement Request –** Pass to worker – **CS Commissioned Placement – Inbox**
- **CS Supported Lodgings Placement Request –** Pass to worker – **CS Barnardos – Support Lodging**
- **CS Supported Living Placement Request –** Pass to team – **CSH Denton Avenue Team** or **CSH Rowston Close Team**
- **CS CWD STB with LCC Approved Foster Carer Placement Request –** Pass to worker – This can be used to find any worker required to arrange the placement such as the Supervising Social Worker or Business Support.
- **CS Placement Request sent to Maples (NFA)**
- **CS Supported Accommodation Planning Meeting –** Pass to worker – This should be assigned to the worker requesting the placement with Youth Housing (NEST) or Intense Needs Supported Accommodation (INSA)
- **CS Placement Request –** Assign to the Social Worker, this will be forced to add for any Children in Care so the step is available to request any future placements.

There are rules which link the placement type to the action that should be selected, if you do not select the correct action that is linked to the type, a red warning will display highlighting what should be added.



There are three optional requests and notifications which can be found in the Requests icon .

Once the Placement Request step has been completed, it can be finished using the finish icon . This will send the **CS Placement Request** to the Social Worker and the **CS Placement Request Outcome** to the relevant worker/team to review.

Completing SC Placement Request Outcome – Varies depending on Placement Type Requested

This workstep contains two forms: **CS Placement Request Outcome C1421** and **CS Placement Provision Request C1430**.

The CS Placement Provision Request C1430 prepopulates from what the Social Worker has completed in the Placement Request step. This is editable so if anything needs amending here before distributing to external parties for example it can be.

The CS Placement Request Outcome C1421 can be used to detail the outcome of request.

There is a mandatory request within the Requests icon of **CS Notification of Placement Request Outcome**. This should be sent to the referrer to let them know if the placement has been identified or accepted.

The Next Actions selected will differ depending on the type of placement:

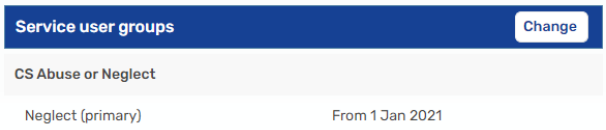
- **CS No Further Action** – this will be added for Commissioning, Duty Desk or STB with LCC approved Foster Carer placements. Also if the request is not accepted.
- **CS Short Term Breaks Planning Meeting** – this is used when the Short Term Breaks Request is accepted and initiates the workflow. This will be sent to an allocated worker.
- **CS Residential Home Casework** – this is used when the Residential Home Request is accepted and initiates the workflow. This will be sent to the Homes Duty Worker virtual worker.
- **CS Supported Lodgings Casework** – this is used when the Supported Lodgings Request is accepted and initiates the workflow. This will be sent to an allocated worker.
- **CS Supported Living Support Work** – this is used when the Supported Living Request is accepted and initiates the workflow. This will be sent to the appropriate Duty Worker.

Once the next action has been selected, it can be finished using the finish icon ✅.

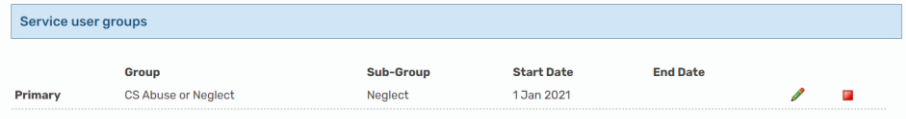
Updating the Service User Group and Looked After Episodes – Social Worker and Practice Supervisor

When the child/young person changes placement, the Looked after episodes must be updated to reflect the move. This should be completed by the Social Worker or Practice Supervisor.

Before the episode is updated, the Service user group should be checked to make sure it is still relevant. This can be viewed on the Person summary page.

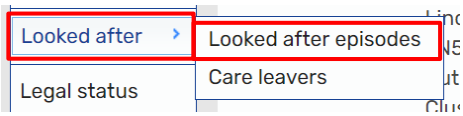


If the Service user group is still appropriate, the Looked after episode can be updated. If the Service user group needs updating, from the Person summary page click on **Person details** and then **Service user groups**. This will open the Service user groups and a list of added groups will appear. Any that are no longer required can be ended using the End Service user group icon ■ to add an end date.



A new Service user group should be added by completing the **Start Date**, **Group** and **Sub-Group** and clicking on **Add**. The order can be changed by using the symbol to update the **Primary** group. Once updated, click on **Save** and the group will update on the Person Summary screen.

To update the Looked after episode, from the Person summary screen, click on **Looked after** on the left hand side bar and then **Looked after episodes**.

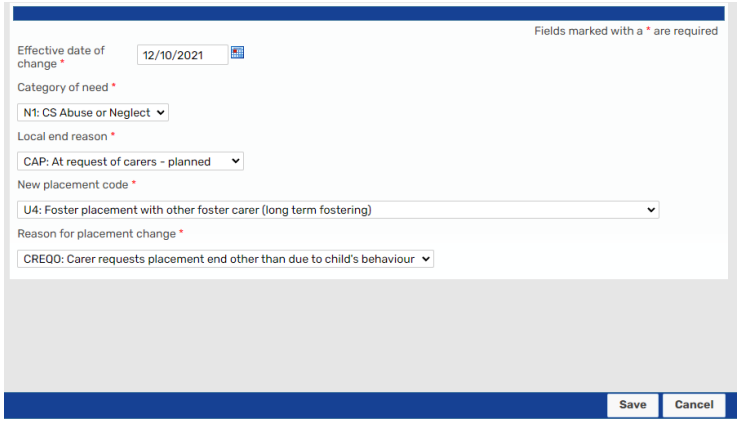


There should already be entries within the **Placements** and **Legal status** boxes.

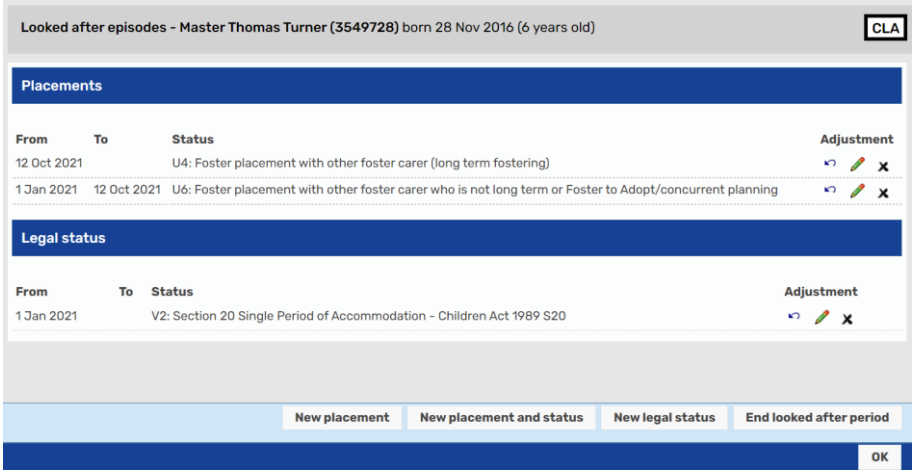
To update the placement only, click on **New placement**.
To update both the placement and status, click on **New placement and status**.
To update the legal status, click on **New legal status**.
To end the child/young person being in care, click on **End looked after period**.

Clicking on any of the options above will open a series of mandatory questions that should be answered to reflect the end of one placement/status and the start of another.

The example below is for adding a new placement status only.



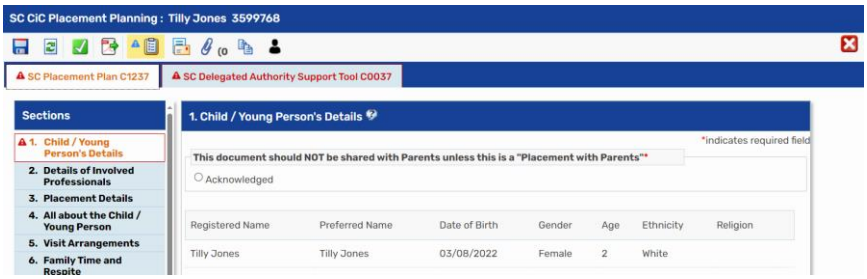
Once the mandatory fields have been added, click on **Save** and this will update the Looked after episodes. Click on **OK** to return to the Person summary screen.



Completing SC CiC Placement Planning – Social Worker

The Social Worker should have already completed the SC CiC Placement Planning step when the child was first accommodated. This workstep would be updated each time the child needs to change placements.

The Social Worker should **Start** the **SC CiC Placement Planning** from their **Current work**.



The Social Worker should be able to fully complete the **SC Placement Plan C1237** and **SC Delegated Authority Support Tool C0037**. If these forms have been completed previously, they should just need updating to reflect the new placement.

Once updated, there is a mandatory clipboard notification that must be sent when completing the **SC CiC Placement Planning** step. The Social Worker should click on the Requests icon and then **Send Request** as a clipboard request should have already been sent to the duty desk. The mandatory request is **REQUIRED CS Manager: Please review and authorise** which must be sent to the Practice Supervisor for them to authorise the placement and updated forms.

In **Section 15. Next actions** of the **SC Placement Plan C1237,** an action of **SC CiC Placement Planning** must be selected and assigned to the social worker. This will create a new SC CiC Placement Plan step for the Social Worker to record any future changes in placement.

The Social Worker should then save and close out of the workstep so the manager can access the step to review and authorise.

The step will sit in the Social Worker's **Incomplete work**, highlighted in yellow until the manager has authorised the step.

The Practice Supervisor will receive the clipboard request from the CiC Placement Planning step in their **Incoming Requests**. They will **Resume** the step and review the contents of all three forms. They can the click on the clipboard and mark their request as **Completed**.

Once reviewed and authorised, the Practice Supervisor can finish the step using the finish icon .

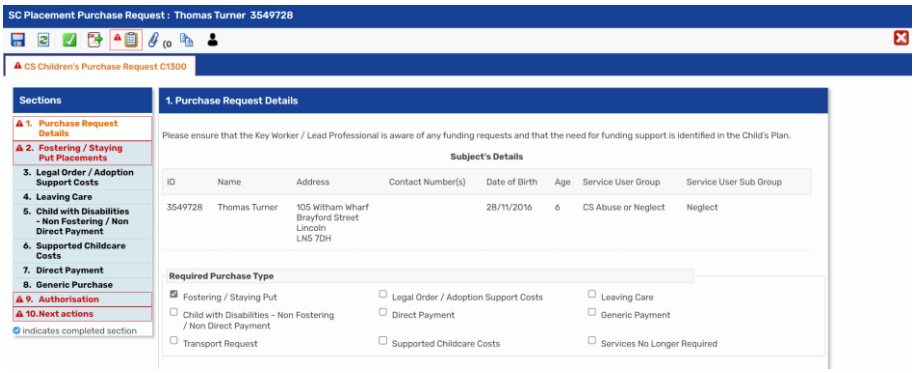
Starting the SC Placement Purchase Request – Fostering Duty Desk and Fostering Manager

When the Decision to Seek Accommodation step was first added to accommodate a child, there was a **Placement Purchase Request** step that was mandatory to add alongside it. This Placement Purchase Request is used to start the payments for the carers and is completed by the Fostering Duty Desk. From the first Placement Purchase Request, a next action of a further Placement Purchase Request is mandatory, meaning this step is always available for the duty desk to set up or end payments for carers.

Once the Duty Desk has received the **Placement Outcome Request** from the Social Worker, they know a change of placement is required. They will find a placement and then initiate the setup for the payments.

The Fostering Duty Desk should **Start** the **SC Placement Purchase Request**. They should complete **Section 1. Purchase Request Details** and **Section 2. Fostering / Staying Put Placements**.

It will be the Social Worker and Manager's responsibility to make sure the **Service user group** and **Looked after episodes** are added to the **Person Summary** page.



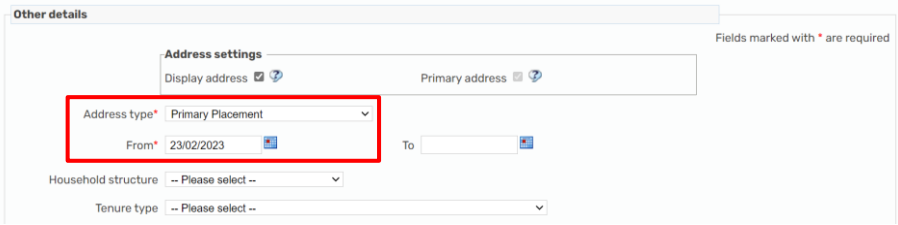
The next action from this step is the **SC Social Care Purchase Admin** which is sent to the **Children's Placements – Inbox** and they process the payment. A **SC Schedule Future Placement Purchase Request** step should also be added for record any changes in payments.

The Duty Desk should then gain authorisation from a Fostering manager to set up the payments by using the clipboard request **Required CS Please review purchase request and authorise**. The Fostering manager will authorise the payment request and Finish the workstep.

Please note: Once a new placement has been identified, the Move person from address icon should be used next to the previous placement address. This will end that address and allow a new address to be recorded to reflect the location of the child. This can be added from **Person details>Addresses** or click on **Change** next to the address on the Person summary screen.

If multiple people are recorded as living at the address, select those you wish to move and click **Confirm selection**.

Once the Placement address is found, the **Address type** should be selected as **Primary Placement** and the **From** date changed to reflect when the placement started. Display Address and/or Primary Address can also be selected if required.



Please see the guidance entitled **Recording Confidential, Unknown or No Fixed Abode addresses** for information on how to record a confidential address.