
Completing a CiC Review Workstep

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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 Children's 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 Safeguarding & Review team and Independent Reviewing Officer's for completing the Child in Care Review workstep.

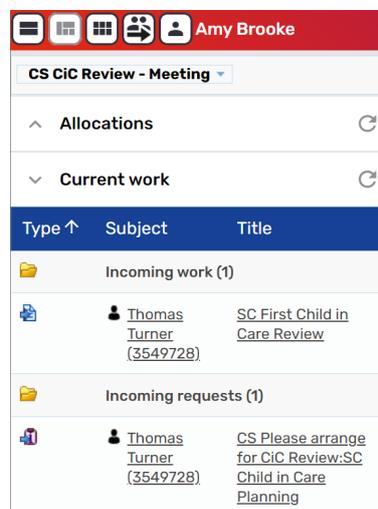
When it has been decided that a child or young person needs to be accommodated the Social Worker will complete the **Child in Care Planning** workstep within Mosaic. This workstep contains the first version of the SC Child in Care Plan C0305.

This workstep has three mandatory **Next Actions** that are required when a child becomes a Child in Care, one of which is assigned to the Safeguarding & Review Team, the **SC First Child in Care Review**, which can only be assigned to the **CS CiC Review – Meeting** virtual worker. The **SC Independent Reviewing Officer Activity** workstep is assigned directly to the Independent Reviewing Officer or to the virtual worker **CS CiC Review – Meeting** if at this point it is not known who the Independent Reviewing Officer will be. The remaining workstep is the Child in Care Visit which is assigned to the Social worker.

Reallocating the First Child in Care Review - Safeguarding & Review Team

The **SC First Child in Care Review** workstep will appear either in the **Incoming work** or **Future work** folder within the **Current work** of the virtual worker, **CS CiC Review - Meeting**. The scheduled date of the Review will determine which folder it defaults into.

All First Child in Care Review steps go to the **CS CiC Review – Meeting** inbox so the Safeguarding & Review Team can ensure the step is available for the IRO prior to the Review. It may also be the case that the IRO is not known at the time.



Type	Subject	Title
Incoming work (1)		
	Thomas Turner (3549728)	SC First Child in Care Review
Incoming requests (1)		
	Thomas Turner (3549728)	CS Please arrange for CiC Review:SC Child in Care Planning

The Safeguarding & Review team must **Start** the **First Child in Care Review** by clicking on the symbol to the left of the step and select **Start work**. You will get an **Assign step** pop up, click **Yes**.

They must then load the **SC Child in Care Plan C0305** from the Optional Forms and Letters icon  so it is available for the IRO to use. They will then **Save** and **Exit** the workstep.

The **Review invitation checklist** will be completed outside of Mosaic.

Once an IRO has been allocated to the case, the Safeguarding & Review team can assign the step to them by clicking on the icon to the left of the step in the **CS CiC Review – Meeting's Current work** and select **Update assignment**.



The **Update assignment** window will appear and the **Find** next to **Pass to worker** can be used to search and select the IRO the step is to be allocated to. Click **OK** to reassign the step into the IRO's Current work and the step will no longer appear in the Virtual Worker's Current work.

Once the review has been booked, the notification **CS Please arrange for CiC Review: SC Child in Care Planning** needs to be acknowledged.

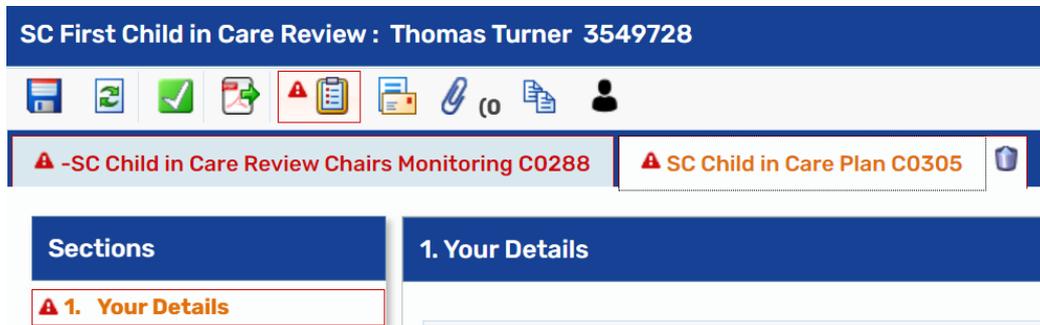
If the First Child in Care Review hasn't been received into the **CS CiC Review – Meeting** inbox in a timely manner prior to the review taking place, the Social Worker will need to be prompted to complete their Child in Care Planning step.

Recording the Review – Independent Reviewing Officer

The Child in Care Review workstep can be accessed from within the **Current work** section on the child or young person's **Person summary** page by clicking on **Resume** or **Start**.

Please note: The information in this section is the same for a First, Second or Subsequent Child in Care Review steps. First Reviews will usually have been started by the Safeguarding and Review team so will say **Resume** rather than **Start**.

If the Care Plan was loaded into the step and saved, the Child in Care Review opens with two forms. Both the **SC Review Chairs Monitoring C0288** and **SC Child in Care Plan C0305** are to be completed by the IRO after the Review.



The **SC Child in Care Review Chairs Monitoring C0288** contains 3 sections.

Section 1. Review Summary contains the details of the review such as type and actual date of review, who attended and the next review date.

Section 2. Chairs Monitoring Information contains a list of mandatory questions for the IRO to complete. This is also where the type of plan can be amended to Pathway Plan if relevant.

Section 3. Next actions is used to access the next actions required depending on the outcome of the review.

The information within the **SC Child in Care Plan C0305** will prepopulate from the last completed Child in Care Planning or SC Social Worker Update CiC Care Plan workstep.

In **Section 1. Your Details**, the IRO should first answer the question, **Please select who is updating this plan and why before progressing with this document with IRO: Updated at Review**. This will ensure all relevant fields are displayed.

In this section, some information will prepopulate and will need checking and updating.

Update the checkboxes under **Overall Aim of your Plan** to indicate the status of the plan or whether permanency has been achieved.

Check the **IRO** and **Social Worker** information to ensure it is correct. If it is incorrect or has not been added use the **Find** buttons to complete a search and add the information.

The **Date of this Plan** field will need updating to record the date of this Review.

The **Members of your support network** section will need checking and updating as appropriate.

Members of your support network				
ID	Name	Relationship to child	Contact Details	How have they contributed to this plan
3501785	Felicity Foster			Carer attended the Review, Felicity will continue to support Tim  

 Find

Clicking on the  edit icon will allow the information to be updated. Clicking on the  delete icon will delete the row. Clicking on **Find** will allow details of new members to be added.

The **Details of any other professionals involved with you** section is updated in the same way.

How have you been involved in your plan? is a mandatory section that should prepopulate from the social worker's workstep.

Section 2. Social Worker's Update. Information in this section will prepopulate from the last completed SC Social Worker Update CiC Care Plan or Child in Care Planning workstep. It will pull through the dates of the last Health Assessment, Dental, EPEP, Carers SDQ and the scores for the SDQ(s) if added by the Social Worker. The Valuing Care diagram will also prepopulate if added previously.

Please note: If this is the Second or Subsequent Child in Care Review and this section is blank or contains historic information, the workstep has been Started before the Social Worker has completed their Update for the CiC Review. Close the workstep **without** saving it and contact the Social Worker to ascertain when the Update will be available.

Section 3. Your Plan. This section contains guidance as to whether the Social Worker or IRO completes which fields.

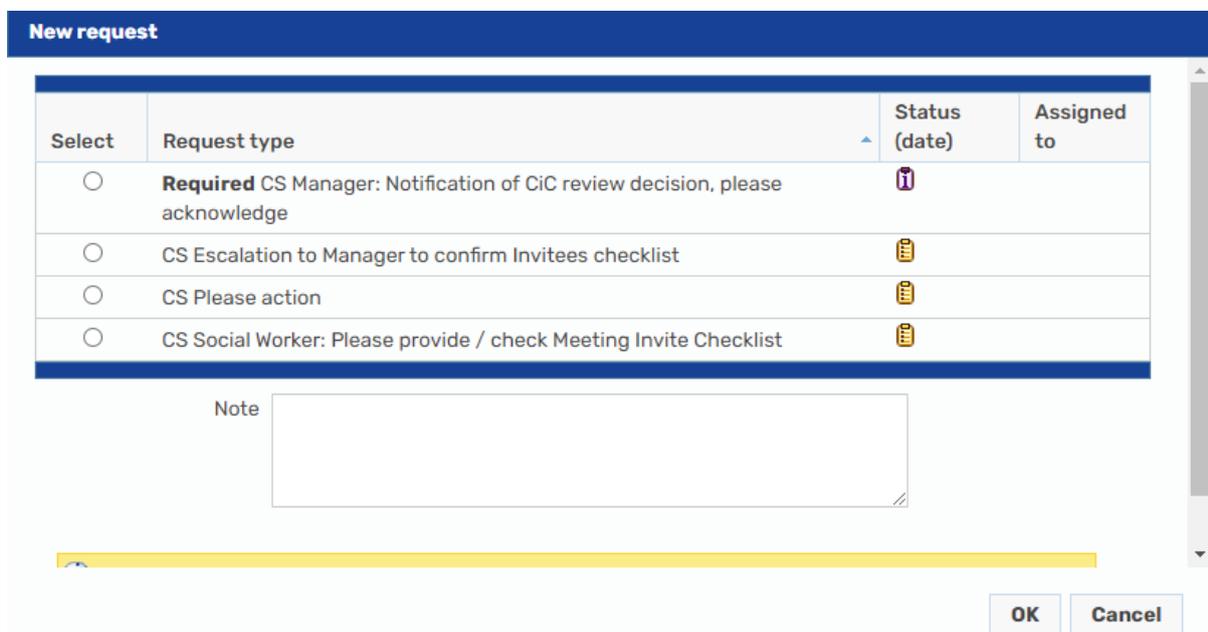
The IRO should update the actions and recommendations in the **What was agreed at your Review** table within 24 hours of the review taking place.

As with previous sections, information here can be updated by using the  edit icon, deleted by using the  delete icon or added by using the **Add** button.

The final field of this section is **Your IRO summary from your review today** which the IRO should complete with a brief narrative on the care plan trajectory.

Once **Section 3. Your Plan** has been completed the IRO must use the mandatory clipboard notification to send through to the Social Worker's Manager. This should take place 24 hours after the review has happened.

Click on the  Requests icon and the **New request** screen will display. If a clipboard request has been sent previously, select **Send request** from the menu and the New Request window will display.



Select	Request type	Status (date)	Assigned to
<input checked="" type="radio"/>	Required CS Manager: Notification of CiC review decision, please acknowledge		
<input type="radio"/>	CS Escalation to Manager to confirm Invitees checklist		
<input type="radio"/>	CS Please action		
<input type="radio"/>	CS Social Worker: Please provide / check Meeting Invite Checklist		

Note

Select the **Required CS Manager: Notification of CiC review decision, please acknowledge** request, use the optional **Note** field to record further information if required and click on **Find** to complete a search for the Team Manager. Then click **OK** to return to the Child in Care Review.

Click on  save to send the request.

The IRO can then carry on recording the rest of the plan and have 15 days to complete it fully.

Section 4. Your Plan Update from the Chair. This section is owned and completed by the IRO and replaces the IRO Chairs report. All the questions have an unlimited free text fields for completion.

Who has agreed to your plan - use the **Find** button to record all parties that have agreed to the plan. In the **Find Party** screen the **Manual Input** tab can be used to input the details of anyone that is not currently on Mosaic.

Section 5. Review Details. Use this section to record whether or not any further reviews need to take place, including date, time and location of subsequent reviews.

The screenshot shows a web application interface for '5. Review Details'. On the left is a sidebar with a 'Sections' menu. The menu items are: 1. Your Details (with a red warning icon), 2. Social Worker's Update, 3. Your Plan, 4. Your Plan Update from Chair, and 5. Review Details (with a red warning icon and a blue checkmark). A note below the menu states 'indicates completed section'. The main content area is titled '5. Review Details' and contains several form fields. The first field is 'Further Review required?' with radio buttons for 'Yes' (selected) and 'No'. The second field is 'Plan required after Review' with radio buttons for 'Child in Care Plan' and 'Pathway Plan'. A red error message box below this field says 'Please select the required plan'. The third field is 'Details of Next Review', which includes a 'Date and time of next Review' text input field with a red error message box below it saying 'Please enter the date and time of next review', and a 'Venue' text input field below that.

The **Plan required after review** can be used to influence the steps required in the next actions for either a Child in Care Plan or Pathway Plan.

Tick **Plan completed by** to add your electronic signature.

Once both the **SC Child in Care Plan C0305** and the **SC Review Chairs Monitoring C0288** have been completed, click on the **SC Review Chairs Monitoring C0288** tab so the **Next actions** can be added to Section 3.

The screenshot shows a 'Next actions' interface. At the top is a blue header with the text 'Next actions'. Below it is a 'Select action' dropdown menu with a downward arrow. The dropdown is open, showing a list of actions. The first two items are '-- Please select --'. The third item, 'SC Second Child in Care Review', is highlighted in grey. Below it are several other actions: 'SC Change to CiC Pathway Plan Review', 'SC Case Supervision: IRO only', 'SC Start Permanency Planning Process', 'SC Assign CiC Care Plan to Social Worker to Update for Next Review', 'SC Assign CiC Pathway Plan to Social Worker to Update for Next Review', 'SC Complete Initial Request for Leaving Care Support', 'SC Child Now School Age - Complete Initial PEP', 'CS Internal Contact', 'SC Social Care Case Closure', 'SC Social Care Purchase Request', 'CS Case Transferred to Adoption, Twin Tracking Ends (NFA)', 'SC Decision on Significant Information (Open SC Case)', 'SC Transition to Adult Care', and 'SC Child in Care Secure Review'. To the left of the dropdown is a 'Note' field. Below the dropdown is a 'Priority' section with a radio button and the text 'Urgent'. At the bottom right of the interface are three buttons: 'Add', 'Add and close', and 'Close'.

When adding the Next Actions, take into consideration what is happening with the case and choose the appropriate Next Actions. The **PEP** step can be added here is the child is now of school age as well as **Permanency Planning** and steps to change to a **Pathway Plan**.

Possible Next actions from a First CiC Review are as follows:

- **SC Second/Subsequent Child in Care Review** – adds the Second/Subsequent Child in Care Review and allows subsequent CiC Reviews to be added once completed. This would be assigned to the IRO.
- **SC Change to CiC Pathway Plan Review** – added when the young person will be 16 and 3 months prior to the next Review taking place. This would be assigned to the IRO.
- **CS Case Supervision: IRO only** – added to access Case Supervisions for the IRO when the case will remain a Child in Care. This would be assigned to the IRO.
- **SC Start Permanency Planning Process** – added to allocate a Permanence Report to the Social Worker. Before adding, check that this has not been already added as a Next Action from a previous Review. It will appear in the Current work on the Person Summary page if it has.
- **SC Assign CiC Care Plan to Social Worker to Update for Next Review** – assigned to the Social Worker so they can complete their update to the plan prior to the next Child in Care Review
- **SC Assign CiC Pathway Plan to Social Worker to Update for Next Review** – assigned to the Social Worker so they can complete their update to the plan prior to the next Pathway Plan Review
- **SC Complete Initial Request for Leaving Care Support** – added when the young person will be 17 years prior to the next Review taking place and a referral to Leaving Care is required. Assigned to the Social Worker

- **SC Child Now School Age – Complete Initial PEP** – added to start the EPEP process for a child. Before adding, check that this has not been already added as a Next Action from a previous Review. It will appear in the Current work on the Person Summary page if it has. Assigned to the Social Worker
- **CS Internal Contact** – allows the Social Worker to make a referral to another service within LCC for additional support
- **SC Social Care Case Closure** – added when the case will close. Do not add if the case is transferring to Leaving Care.
- **SC Social Care Purchase Request** – added to allow the Social Worker to request funding or to pay for a specific item or service
- **CS Case Transferred to Adoption, Twin Tracking Ends (NFA)** – added when the Adoption Reviews are in place and CiC Reviews are no longer required
- **SC Decision on Significant Information (Open SC Case)** – allows the direction of the recording to change i.e. step down to CIN or Private Fostering
- **SC Transition to Adult Care** – added when the young person will be 18 before the next CiC Review and the case needs to transfer to Adult Care to continue support
- **CS Child in Care Secure Review** – completed for children/young person in secure accommodation. This will run parallel with the existing Child in Care Review

Once all the required Actions have been added, click on the  save icon to save the workstep.

The workstep can be saved and exited as frequently as required and will appear in the IRO's Incomplete work within their Current work to access again. Once the forms have been completed and the manager's comments have been reviewed (see below for guidance), the IRO can finish the workstep using the finish icon .

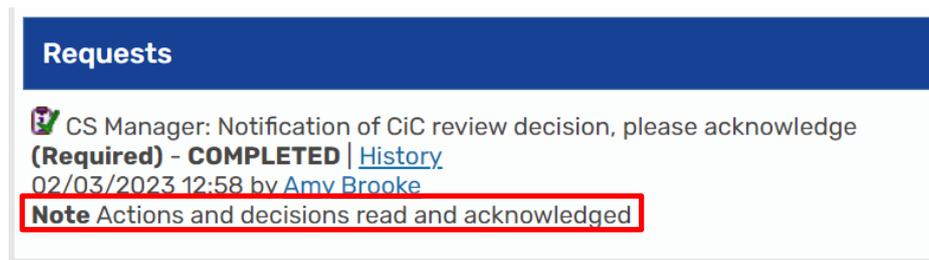
Reviewing the Manager's comments – Independent Reviewing Officer

During the completion of the workstep, the IRO should check to see if the manager has made any comments regarding their actions and recommendations. This should be done at any point after they have sent the clipboard request usually within 24 hours of the review taking place.

The Review workstep will still display within your **Incomplete work** folder.

To view any comments that the Team Manager may have recorded, open the workstep summary screen. This can be accessed by clicking on the title of the workstep.

The workstep summary screen will display. If the Notification has been responded to, any comments will display at the bottom right of the screen under the heading **Requests**. The clipboard will display with a green tick only when the Team Manager has **Completed** the Notification.



Once this information has been reviewed, click on **Resume** within the sidebar menu to continue recording.

A PDF will need to be created of the Care Plan for circulation. Click on the **Child in Care Plan C0305** tab. Click on the  output icon and select **Output to PDF**. Save a copy to attach to an email to the Safeguarding and Review team for circulation. Include a list within the email of details of who the Care Plan needs to be distributed to. The Safeguarding and Review team should distribute the plan up to 20 days after the review took place.

Finally, click on the finish icon  to Finish the workstep once both forms are complete.

Please note: Alongside the Review workstep, the IRO will also complete the **Independent Reviewing Officers Activity** workstep to record any visits to the young person and contacts with other involved professionals.