

**Guidance Notes**

This process diagram provides an overview of the process but does not contain all possible outcomes of each step to prevent it from becoming too complicated.

Please refer to the more detailed guidance documents or use the Mosaic workflow screen for more detailed information.

# Social Care Step down to TAC – Internal Lead Professional with existing Early Help Involvement

Childrens Services Updated [May 2021]

**Key**

NOT A STEP  
Other process

\* Step requires authorisation

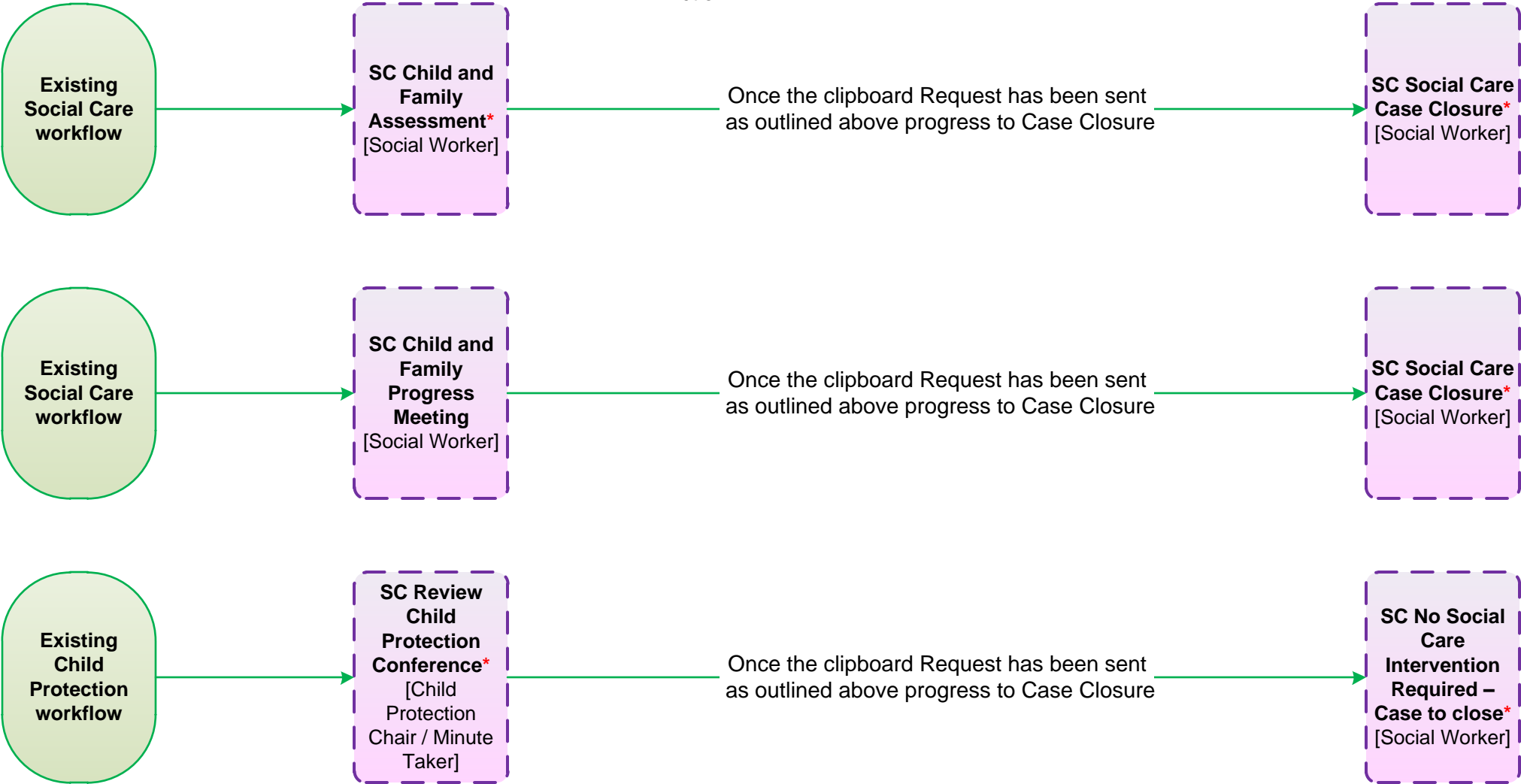
Next Action →

Group Step Name  
[responsible worker/team]

An Internal Lead Professional is defined as someone who works for Early Help or Future 4 Me

### Social Care actions – Step 1

- Once it has been agreed by the Early Help Manager that the case can step down to TAC – access the clipboard in any of the worksteps listed below
- Send the Request – **CS Early Help Manager: Social Care involvement ended, step down to TAC (Internal LP)** to the Early Help Manager
- Update the workstep, and Finish it adding the appropriate Next Action



### Early Help actions – Step 2

- The Early Help Manager will receive the Request
- Add the **EH Decision on Significant Information** workstep as a Next Action from the **EH Early Help Case Supervision**
- Add the next action of **EH TAC Plan and Review** assigned to the new Lead Professional

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# Social Care Step down to TAC – Internal Lead Professional No existing Early Help Involvement

Childrens Services Updated [May 2021]

## Key

NOT A STEP  
Other process

\* Step requires authorisation


Next Action →

NFA

Group Step Name  
[responsible  
worker/team]

An Internal Lead Professional is defined as someone who works for Early Help or Future 4 Me

### Social Care actions – step 1

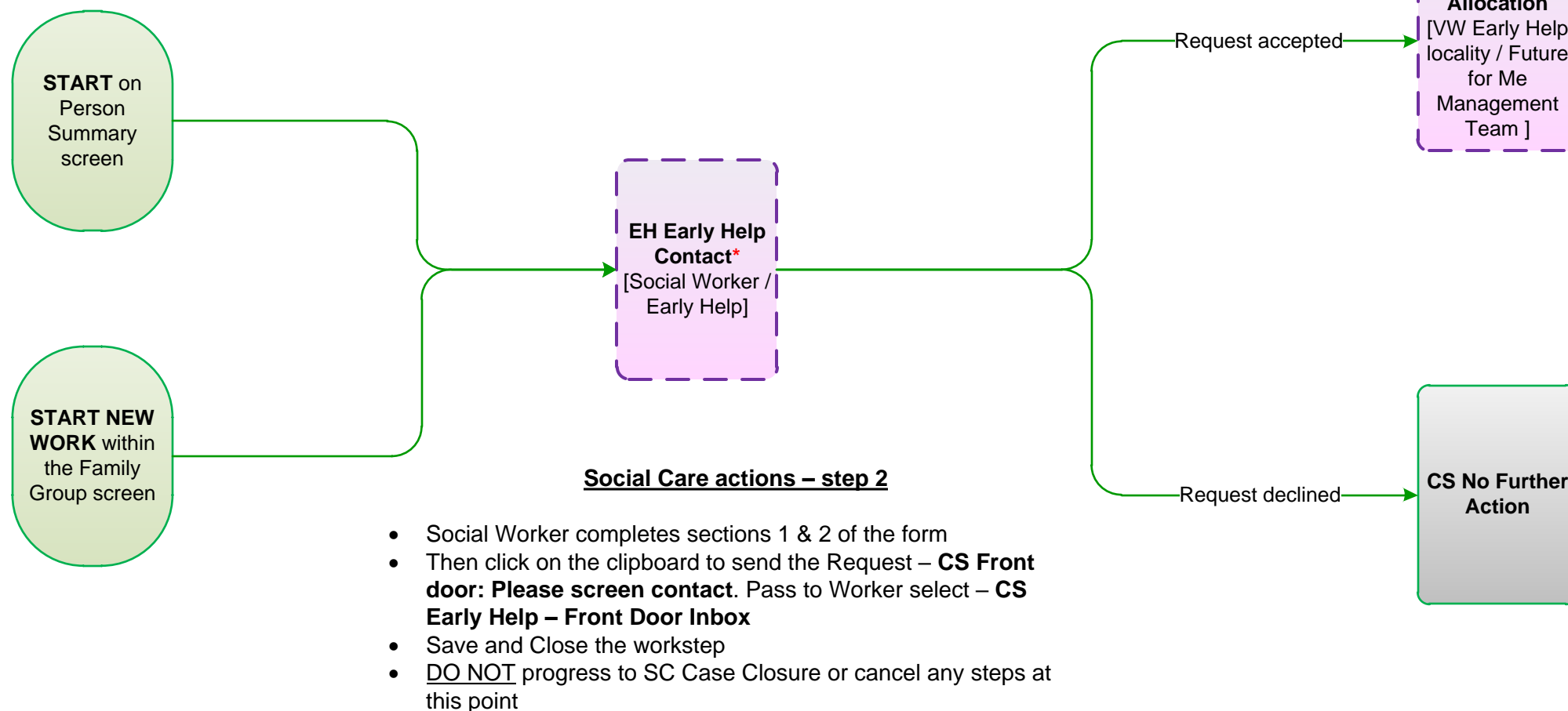
- A request can be made by a Social Worker to step a case down to TAC when there is no existing Early Help involvement by completing and **EH Early Help Contact**
- For a single subject click on **Start** within the person Summary screen
- For a Family Group click on the  icon within the Family Group screen.
- Select the **EH Early Help Contact**, if completing within a Family Group please ensure all subjects are ticked that you wish to step down to TAC

### Early Help actions – step 3

- The Request will be received by the Front Door screeners
- They will review the information and decide whether to accept or decline the request adding the appropriate Next Actions

### Social Care actions – step 4

- If Early Help have accepted the request – progress to Social Care Case Closure
- If Early Help have declined the request – Social Care workflow continues



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# Social Care Step down to TAC – External Lead Professional

Childrens Services Updated [May 2021]

An External Lead Professional is defined as a Health Visitor or someone that does not work for Lincolnshire County Council i.e. a professional working in an educational setting.

Key

NOT A STEP  
Other process

\* Step requires authorisation

Next Action

NFA

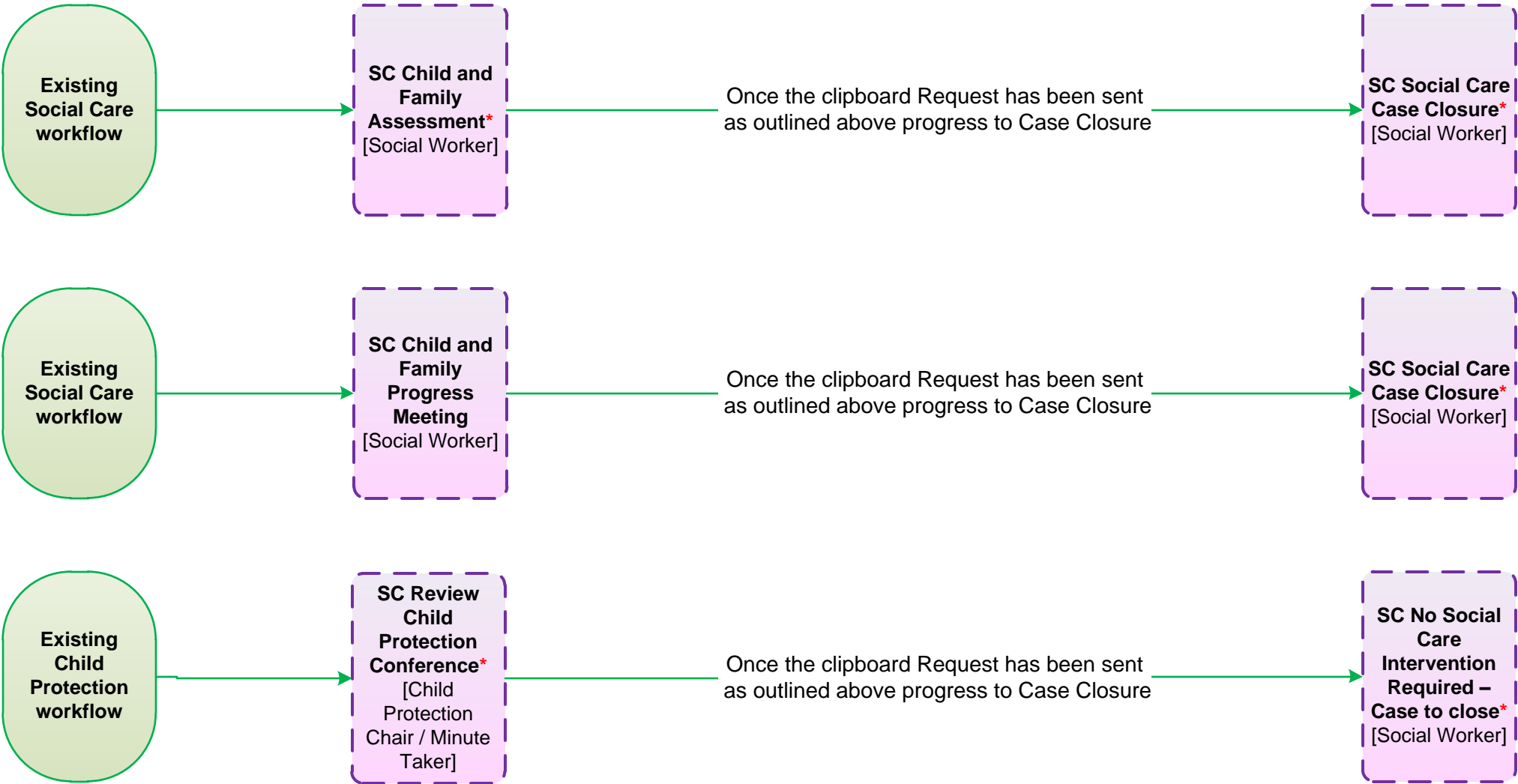
Group Step Name  
[responsible worker/team]

## Early Help involved Social Care actions – Step 1

- If Early Help are involved from within any of the steps below, send the Request – **CS Early Help Manager: Social Care involvement ended, step down to TAC Monitoring (External LP)** to the Early Help Manager
- Use the **Note** field within the Request to inform the EH Manager who the new External Lead Professional will be
- The Early Help Manager will be listed as an involvement within the subjects Person Summary screen
- Update the workstep, and Finish it adding the appropriate Next Action

## No Early Help involvement Social Care actions – Step 1

- If Early Help are NOT involved from within any of the steps below, send the Request – **CS TAC Admin: Social Care involvement ended, initiate TAC Monitoring (not allocated to EH/F4M)** to the locality TAC Admin virtual worker
- Use the **Note** field within the Request to inform the TAC Admin who the new External Lead Professional will be
- Update the workstep, and Finish it adding the appropriate Next Action



## Early Help Involved Early Help actions – Step 2

- The Early Help Manager will receive the Request
- Add the **EH Decision on Significant Information** workstep as a Next Action from the **EH Early Help Case Supervision**
- Add the next action of **EH TAC Monitoring External Lead Professional** assigned to the TAC Admin virtual worker

## No Early Help involvement TAC Admin actions – Step 2

- The TAC Administrator will receive the Request
- Add the **EH Early Help Contact** to initiate the TAC Monitoring workflow