

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 out to TAC – Internal Lead Professional with existing Early Help Involvement

Childrens Services updated June 2024

Key

NOT A STEP
Other process

* Step requires authorisation

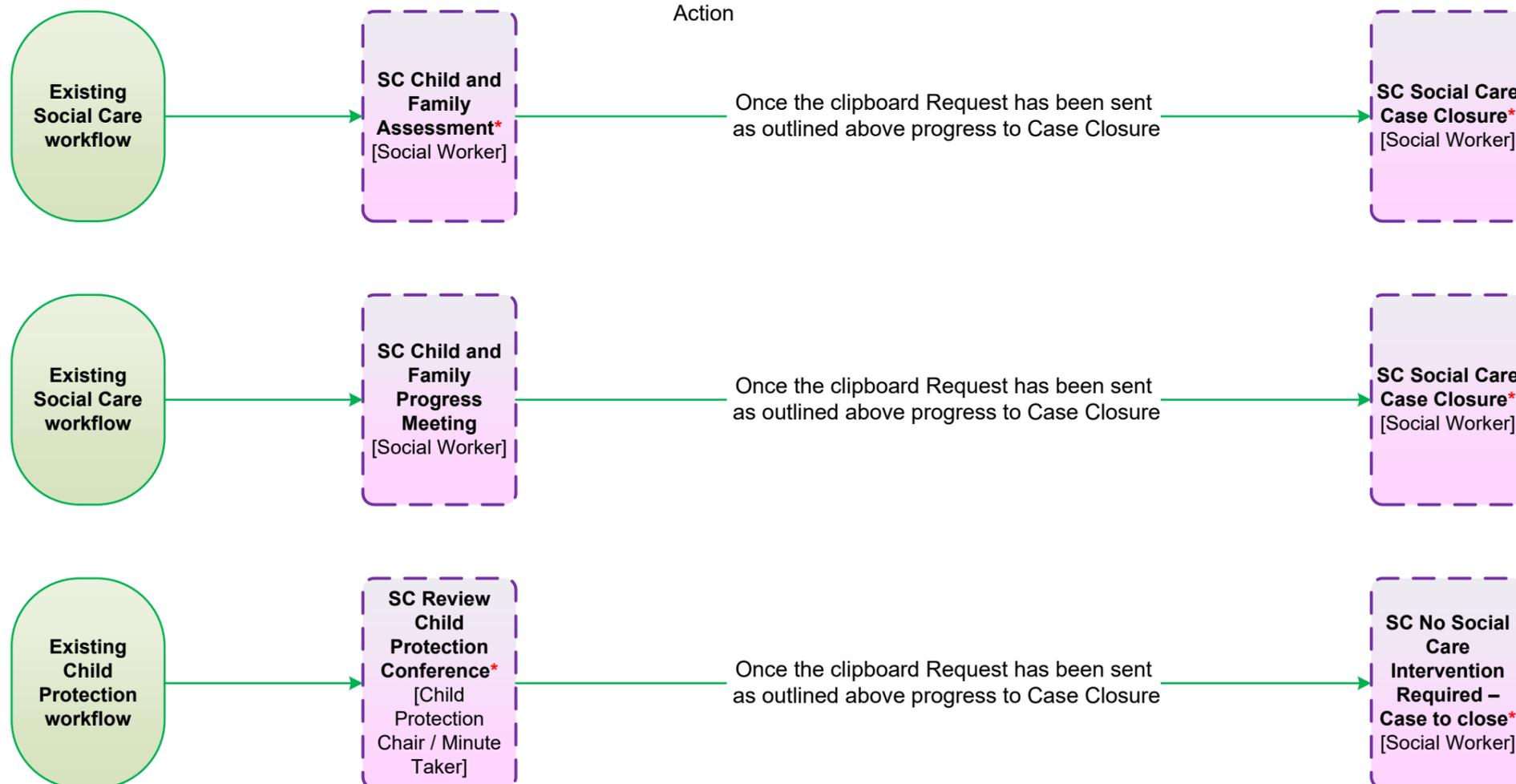
Next Action →

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 out to TAC (Internal LP)** to the locality Virtual Worker EH Awaiting Allocation or the CS Future 4 Me – inbox as appropriate
- Update the workstep, and Finish it adding the appropriate Next Action



Early Help actions – Step 2

- The Early Help / Future 4 Me 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 out to TAC – Internal Lead Professional No existing Early Help Involvement

Childrens Services updated June 2024

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

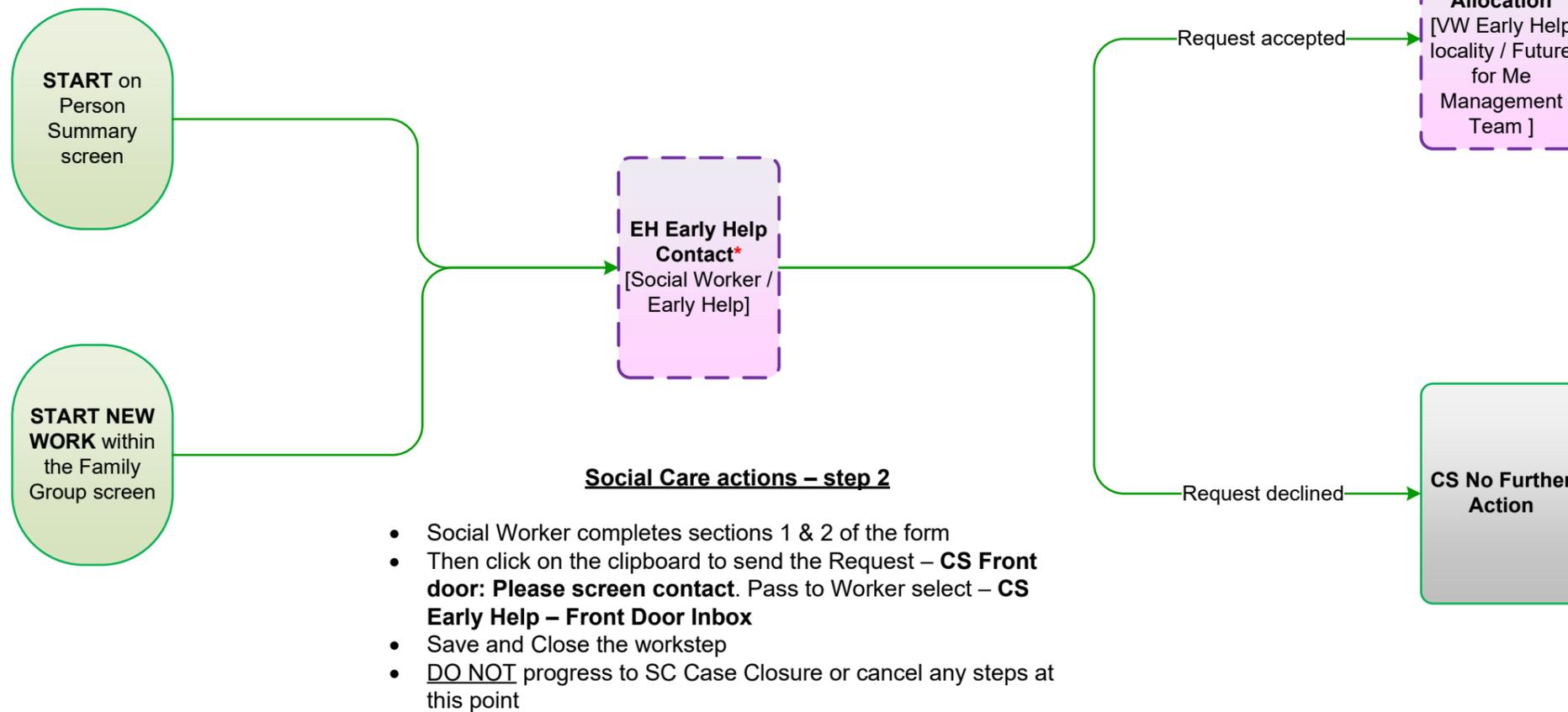
- A request can be made by a Social Worker to step a case out to TAC when there is no existing Early Help involvement by completing and **EH Early Help Contact**
- For a single subject click on **Start** within the person Summary screen
- For a Family Group click on the 📄 icon within the Family Group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

Childrens Services updated June 2024

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

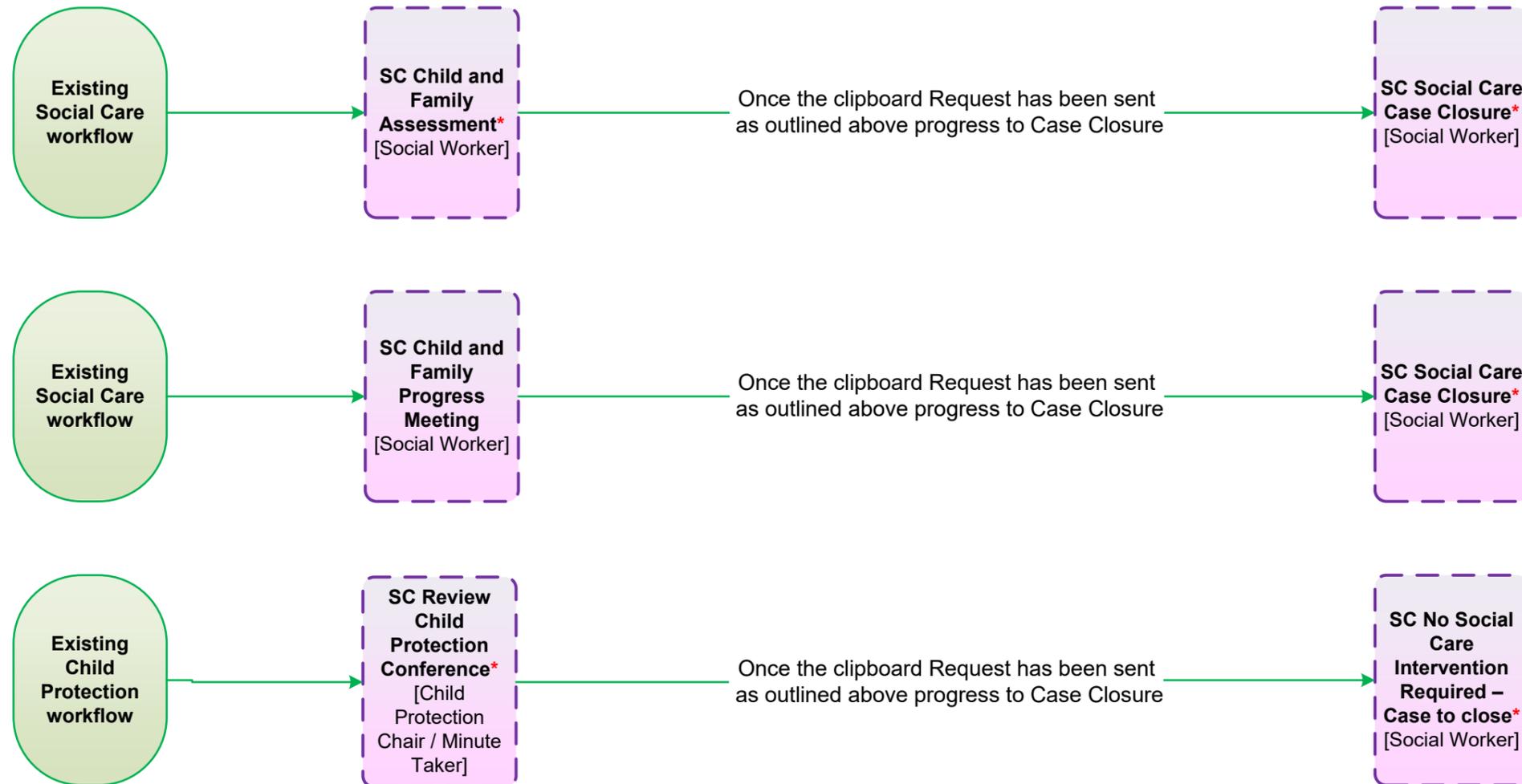
Group Step Name
[responsible worker/team]

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 out to TAC Monitoring (External LP)** to the locality Virtual Worker EH Awaiting Allocation or the CS Future 4 Me – inbox as appropriate. Use the **Note** field within the Request to record who the new External Lead Professional will be
- 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