



Referring to the TIME Team

Any worker can refer a mother to the TIME Team if they meet the criteria needed for support. The aim of the programme is to work with mothers who have experienced or are at risk of repeat removals of children from their care. It aims to break this cycle and give women the opportunity to develop new skills and responses that can help them create a more positive future. TIME will only work with mothers once proceedings have concluded. The worker would need to initiate the workflow on the mother's record as detailed below.

Completing the TIME Contact

In order to refer to TIME, the mother's record on Mosaic needs to be in the **context** of **Adult**. Any people created on Mosaic that are over 18 automatically are recorded as an Adult Context unless it is amended. If the mother you wish to refer is under 18, you will need to amend the Context before you can initiate the workflow.

Person summary - Mrs Mother Test (3549788) born 12 Dec 1982 (40 years old)			
Person details > Demographic information			
Start			
Case notes			
Chronologies		Drag and drop image here or	
Documents		Browse file	
Events			
Visits	Address	Change	
Education >			
Health >	Main address	14 Anastasia Close Gainsborough DN21 2UR (View map)	
Legal status		Authority: West Lindsey	
Offences		Cluster team(s): No teams serve this address	
Registrations	Basic details	Change	
Carer data >	Context	Adult	
Alerts history	Date of birth	Born 12 Dec 1982 (40 years old)	

To change the context, click on **Person details > Basic details** on the left-hand side bar.

Person details 🔸	Basic details
Start	Addresses

Ensure **Adult** is selected and click on **Save**.

Context*	
Adult	⊖ Child

Once the context is correct, you can complete the referral.

Click on the **Start** on the left hand side bar.

		Start
Person summary - Mrs Mother Test (3		<u>SC Carer Emergency Purchase Request</u> <u>SC Carer Finance Admin</u>
Person details > Start	Demographic info	<u>SC Carer Medical Checks</u> <u>SC Contact (Overpayment)</u> <u>SC Leaving Care Qualifying / Over 21 Support</u>
Case notes Chronologies Documents Events Visits	Dr	<u>SC Leaving Care Request</u> <u>SC Legal Order Financial Review</u> <u>SC Letterbox Agreement and Guidance</u> <u>SC Placement Disruption Meeting Request</u> <u>SC Regulated Carer Checks</u> <u>SC Social Care Emergency Purchase Request</u>
Education >	Address Main address 14 Ga	SC Statutory Checks and Peterances
Health >		SEND EHC Request
Legal status	Au	SEND Emergency Purchase Request SEND Finance Admin
Offences	Basic details	<u>SEND Special School Transitions</u> <u>TIME Contact</u>

Select **TIME Contact** and the workstep will open in a new window displaying the form **TIME Contact C1394**.

Section 1. Mothers Details

The questions under the header **Referral criteria** are mandatory. They are used to ensure the mother meets the criteria required to have TIME support.

If any of the questions are answered in a way which means they do not meet the criteria a warning will display.

Is mother currently pregnant?*		
Yes	ONO	
	A This referral cannot progress. We cannot work with the mother if she is pregnant	

If the referral cannot be made as the criteria has not been met, please close the workstep using the close icon without saving. You will not be able to make the referral as the mother is not eligible at this time. If the workstep has already been saved, you will need to complete the **Request Change to a Record/Workflow** request on **FreshService** to get the step deleted.

If all criteria are met, progress to Section 2.

Section 2. Overview

The worker must complete the date/time of request and add their details as the referrer.

Children's Details and **Other professional involvement** should be completed with any relevant information using the **Find** button.

All needs within the **Presenting Needs Checklist (please select all that apply)** should be selected. Once selected, a field displays relating to that option asking for further information.

Presenting Needs Checklist (please select all that a	pply)
Drugs & Alcohol	Domestic Abuse
Learning Difficulties	Child in Care
Mental Health	Physical Health
Homelessness	Criminal Justice
Details of Learning Difficulties	
Diagnosed Physical Health issues	

Section 3. Risk Information

The worker should complete the mandatory questions detailing any risks. If **Yes** is answered to any questions, a further field displays requiring the details regarding the risk.

Please note: The worker can use the requests icon to select the optional clipboard request of **CS Manager: Please review and authorise** to send to their manager. This will allow the manager to review the document prior to it being sent to the TIME Team. This does not have to be sent if it isn't required. However, if the request is used, the worker will not be able to send the referral to the team until the manager has completed the request.

Section 4. Next Actions

Click on Add and from Select action, select TIME Request if the referral is progressing.

Once selected, **Pass to team** opens with a drop down, select **CS TIME Team** and click **Add and Close**.

Please note: CS No Further Action can also be selected from the **Next actions** window if criteria were met but the referral is no longer required. The **Note** field can be used to detail while the referral hasn't been progressed.

Once all the mandatory fields within the form have been completed, the worker can click on the \checkmark finish icon to close the contact and send the referral through to the TIME Team to progress.