

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.

Before adding the Next Action of **Decision on Significant Information** to this workstep please consider whether or not you are going to record a final CiC Visit into this workstep. If you are NOT, please do not START it but raise a **Change Person Record / Workflow Portal** request to have the last completed CiC visit reopened to add the action to this instead. This prevents the need to record a 'Dummy' visit step on the record.

Child in Care step down to Child in Need Mosaic Map

Childrens Services Updated [December 2021]

Key

Step Name
[responsible worker/team]

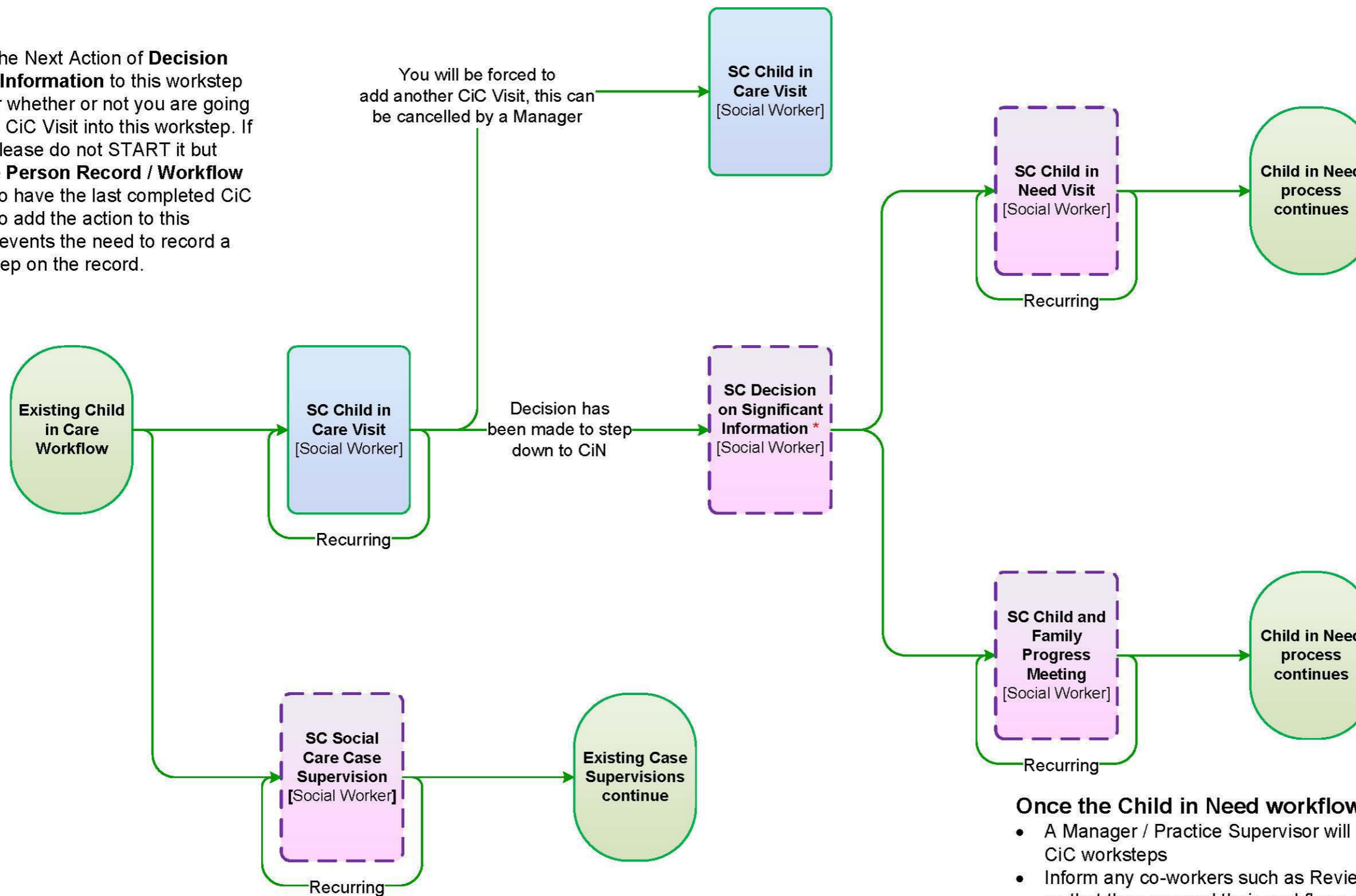
NOT A STEP
Other process

* Step requires authorisation

Next Action →

NFA

Group Step Name
[responsible worker/team]



Once the Child in Need workflow is in place:

- A Manager / Practice Supervisor will need to cancel all outstanding CiC worksteps
- Inform any co-workers such as Reviewing Officers and Virtual Schools so that they can end their workflows appropriately
- If stepping down a sibling group the CiN worksteps can be merged by a Practice Supervisor, if support is required with merging please submit a 'How Do I' portal request BEFORE attempting the merge