

## Adults Quick Guide

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### Temporary Admissions Authorisation Process

The **Adult Request to Approve Temporary Admission** is an optional form in Mosaic.

It should be completed to gain authorisation for all immediate temporary admission (short term residential or nursing care) placements.

It is not to be used for rolling respite and this process is not needed for any LD or LPFT cases.

The **Adult Request to Approve Temporary Admission** form is available within the **Adult My Assessment** and **Adult My Review** steps.

It is opened by clicking the **Forms and letters** icon  within those workflow steps and then selecting it from the 'Forms' list.

When completing the **Adult Request to Approve Temporary Admission** form some information in the form will pull through from these steps and from the **(Adult) My Assessment, (Adult) My Care and Support Plan, (Adult) My Review** and **(Adult) My Care Package – Planned Services** forms.

To ensure all appropriate information pulls through you must **complete** and **save** the assessment/review, plan and my care package forms **before** opening and completing this form.

Refer to the relevant user guides to assist you in completing these forms.



## Recording the Request to Approve Temporary Admission

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You must complete the form in full.

Where relevant, some information will pull through from the latest assessment / review, plan and my care package forms but most of this information can be edited to add additional detail where needed.

The **Authorisation** subsection must be left blank as it is to be completed by the Lead Practitioner (LP).

Once you have completed the form you need to send the **Adult Please review information and authorise** request to your LP from the **Requests** icon  and then exit the step using the **Close** icon 

Upon receiving the **Incoming request** your LP will review the forms for you and then either return the request to you if more information is needed or authorise the step.

If authorising they will complete the **Authorisation** subsection of the form and then send an **Adult Notification of approved Temporary Residency request** notification to inform Business Support.

Once they have sent the notifications and completed the request, they will then finish the step.

For guidance on extending temporary admission placements please refer to the **Extending Temporary Admissions** user guide