

**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.

# PRT Medical Route Mosaic Map

Childrens Services Updated May 2023

**Key**

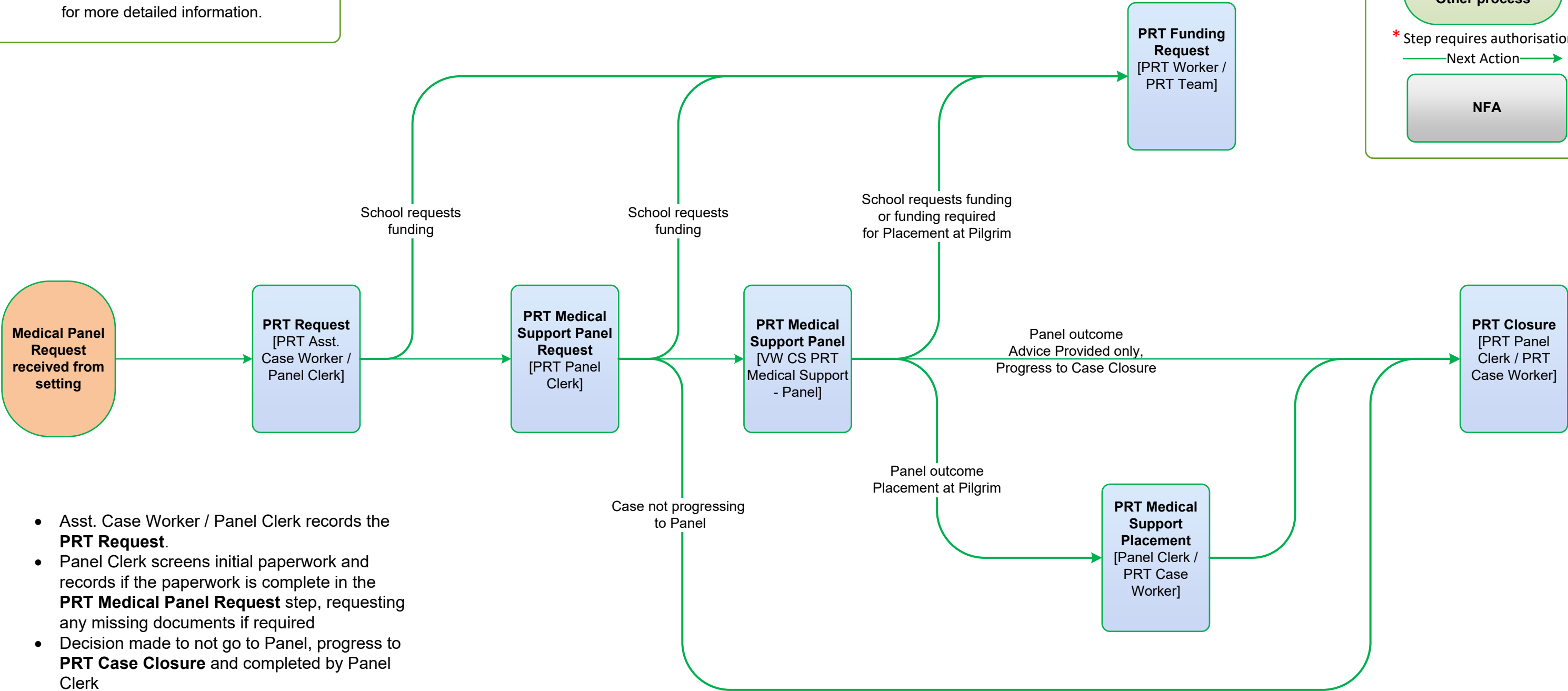
**Step Name**  
[responsible worker/team]

**NOT A STEP**  
Other process

\* Step requires authorisation

Next Action →

**NFA**



- Asst. Case Worker / Panel Clerk records the **PRT Request**.
- Panel Clerk screens initial paperwork and records if the paperwork is complete in the **PRT Medical Panel Request** step, requesting any missing documents if required
- Decision made to not go to Panel, progress to **PRT Case Closure** and completed by Panel Clerk
- Paperwork received add next action of **PRT Medical Support Panel** assigned to the **VW CS PRT Medical Support - Panel**

- Panel Clerk records the outcome of the Panel within the workstep. Outcome of **Advice Provided** only, advice recorded in Panel step and add **PRT Case Closure**, closure completed by Panel Clerk
- Outcome of **Advice Provided** and / or **Placement at Pilgrim** , agreed placement type and setting recorded. Next action of **PRT Medical Support Placement** to the Panel Clerk
- Panel Clerk holds the step until the placement has been identified. The case will be discussed at each subsequent Medical Panel, the Panel Clerk will record the Placement and Start Date then send the notification **CS Notification of allocation** to the Case Worker
- Case Worker holds the step to record details of Home Tuition and Reviews until the child / young person either returns to a mainstream setting or leaves education

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# PRT Behaviour Route Mosaic Map

Childrens Services Updated May 2023

Key

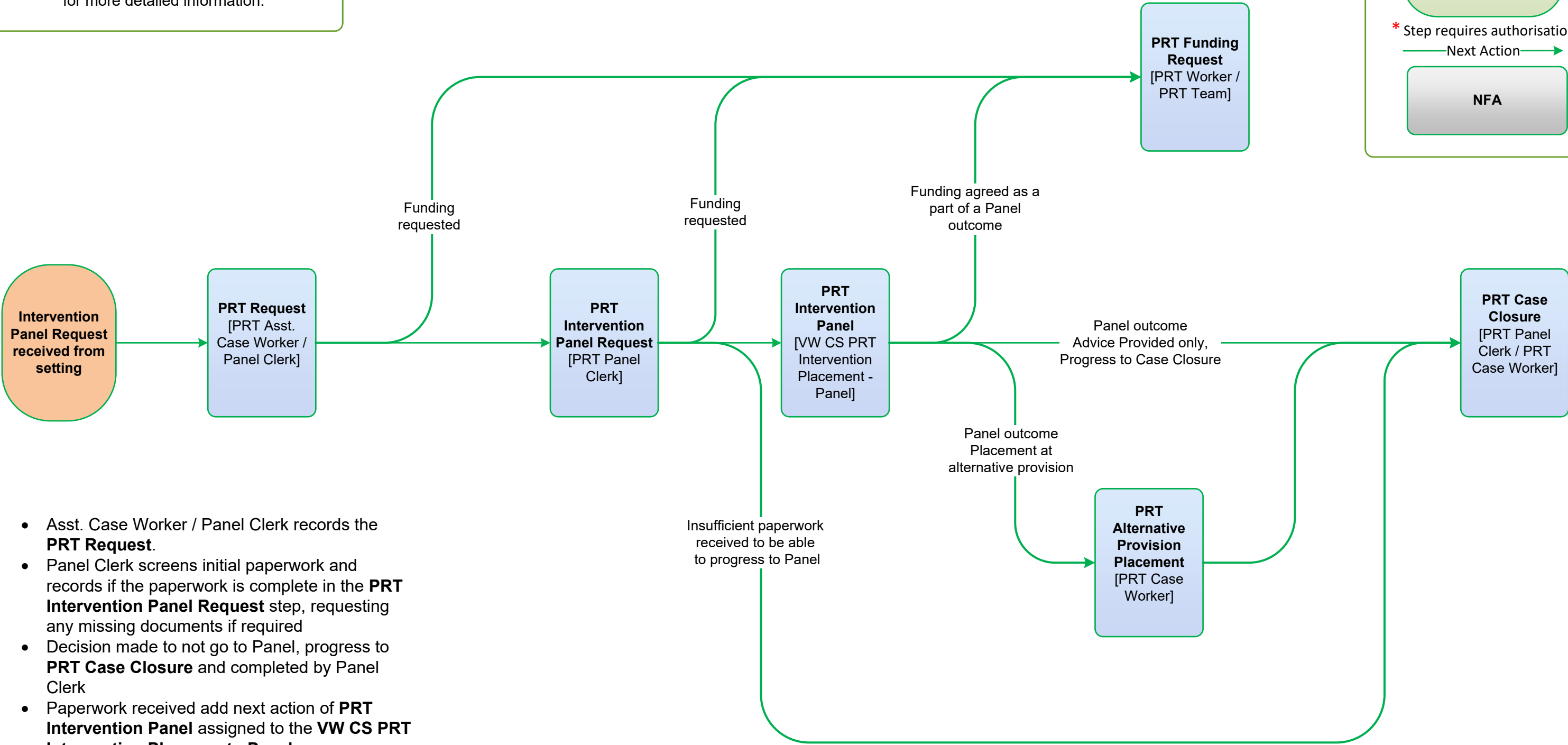
Step Name  
[responsible worker/team]

NOT A STEP  
Other process

\* Step requires authorisation

Next Action

NFA



- Asst. Case Worker / Panel Clerk records the **PRT Request**.
- Panel Clerk screens initial paperwork and records if the paperwork is complete in the **PRT Intervention Panel Request** step, requesting any missing documents if required
- Decision made to not go to Panel, progress to **PRT Case Closure** and completed by Panel Clerk
- Paperwork received add next action of **PRT Intervention Panel** assigned to the **VW CS PRT Intervention Placement - Panel**

- Panel Clerk records the outcome of the Panel within the workstep. Outcome of **Advice Provided** only, advice recorded in Panel step and add **PRT Case Closure** closure completed by Panel Clerk
- Outcome of **Advice Provided** and / or **Placement Agreed** recorded by Panel Admin. Next action of **PRT Alternative Provision Placement** assigned to the relevant Case Worker
- Case Worker identifies a new setting for the child / young person, and holds the step to record details of reviews until the child / young person returns to a mainstream setting

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- PEX Notification received for child / young person who is on a Lincolnshire CiN / CP / CiC plan
- Add next action of **CS Child in Care PEX Tracking** or **CS CiN / CP PEX Tracking** added and assigned to the Virtual Worker for Virtual Schools
- Send the clipboard notification '**CS Social Worker: Notification of Permanent Exclusion**' to the allocated Social worker
- Optional additional clipboard notification '**CS SEND: Notification of Permanent Exclusion**' available to notify SEND if on an EHC Plan

# PRT Permanent Exclusion Mosaic Map

Childrens Services Updated Nov 2023

Key

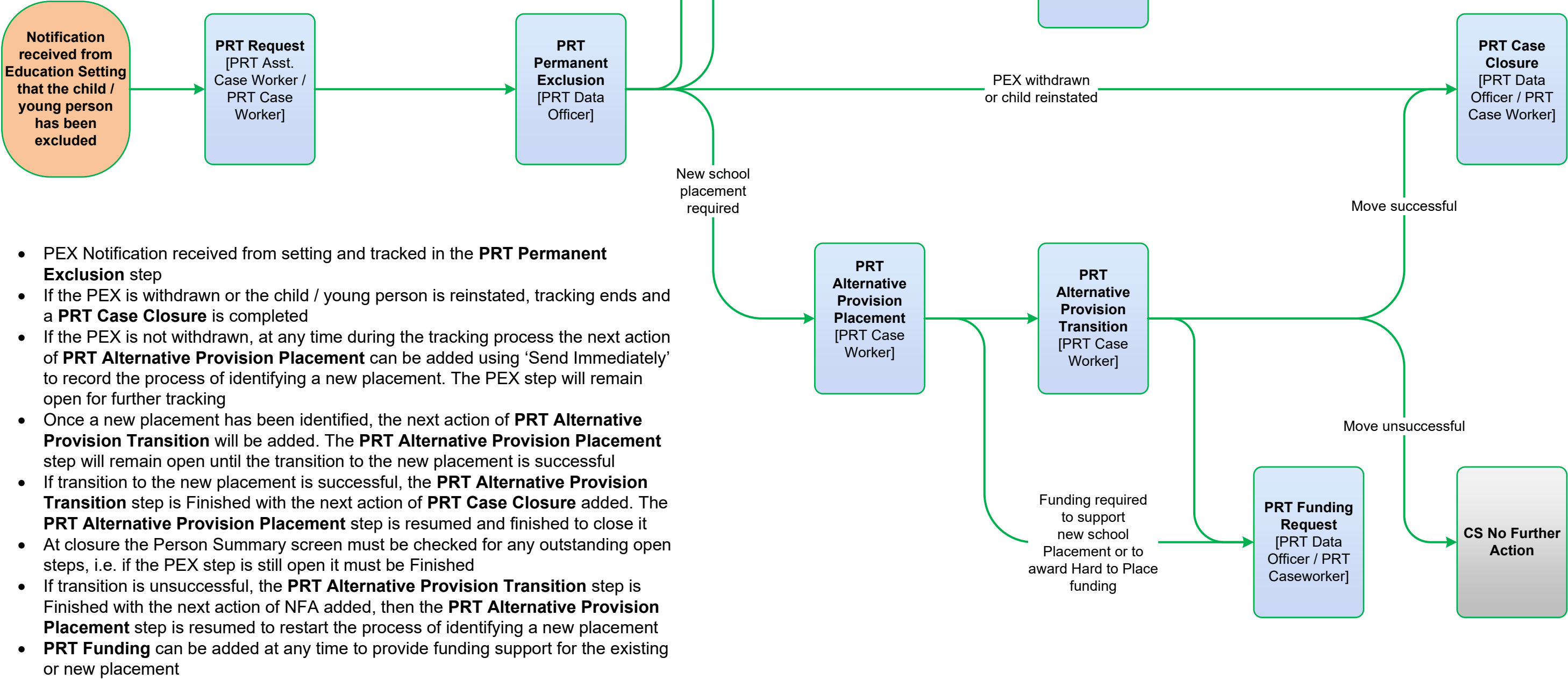
Step Name  
[responsible worker/team]

NOT A STEP  
Other process

\* Step requires authorisation

Next Action

NFA



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# PRT Suspension Mosaic Map

Childrens Services Updated May 2023

Key

Step Name  
[responsible worker/team]

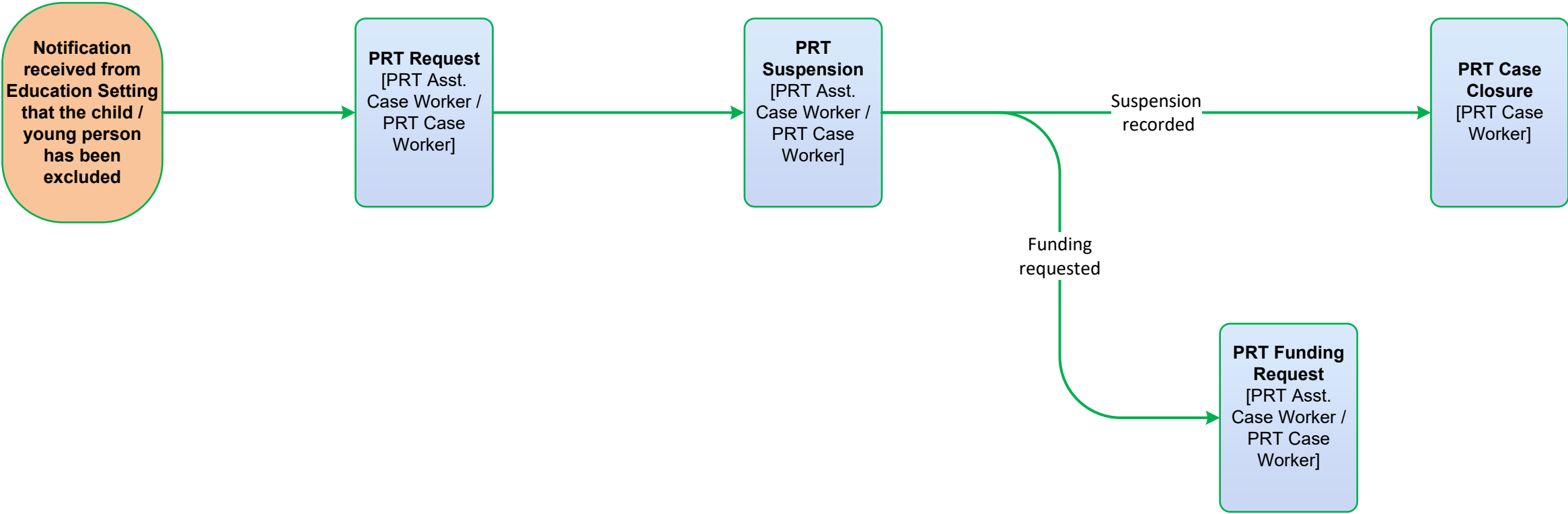
NOT A STEP  
Other process

\* Step requires authorisation

Next Action

NFA

- Notification of Fixed Term Exclusion received from setting and recorded in the **PRT Suspension** step
- If the child / young person has been suspended pending a Permanent Exclusion the clipboard request '**CS Case Worker:Notification of Suspension, Permanent Exclusion being considered**' must be sent to the relevant Case Worker
- Recording completed, a next action of **PRT Case Closure** is completed
- If the child / young person is subsequently permanently excluded or a BOSS referral is required then a new PRT Request is added to record this



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# PRT Post 16 Permanent Exclusion Mosaic Map

Childrens Services Updated May 2023

Key

Step Name  
[responsible worker/team]

NOT A STEP  
Other process

\* Step requires authorisation

Next Action

NFA



- Post 16 Permanent Exclusions are monitored in the **PRT Post 16 Permanent Exclusion** step
- Once all monitoring activity has been completed a **PRT Case Closure** will be completed

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# PRT BOSS Referrals Mosaic Map

Childrens Services Updated May 2023

- Asst. Case Worker adds the **PRT Request** assigning the **PRT BOSS Referral Screening** to themselves
- Asst. Case Worker screens initial paperwork and records in the screening step if the paperwork is complete, requesting any missing documents if required
- Once screening has been completed, Asst. Case Worker sends the clipboard request **‘CS Caseworker: Please screen BOSS Referral’** to the relevant Case Worker
- Case Worker screens the referral and can return the step to the Asst. Case Worker if the paperwork is still incomplete
- When the paperwork is complete the Case Worker records the referral and outcomes
- Once the referral process is complete, the step is Finished and a Closure is completed

**Key**

**Step Name**  
[responsible worker/team]

**NOT A STEP**  
Other process

\* Step requires authorisation

Next Action →

**NFA**





Guidance Notes

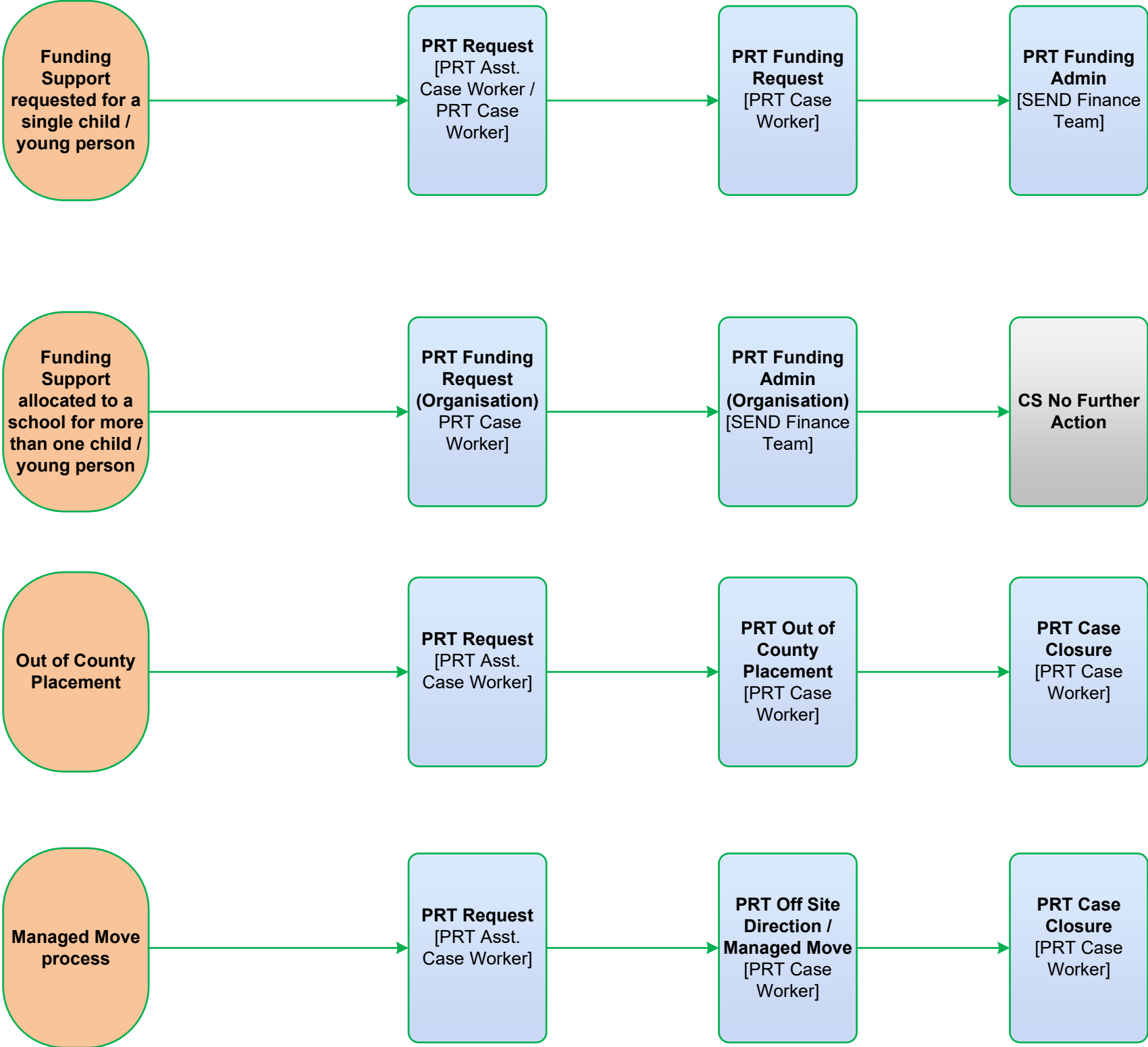
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- Funding Support** – can be part of ongoing support or a standalone process with funding being awarded for equipment, specific resources, therapy, counselling, staff training etc. The **PRT Funding Request** is available as a Next Action within the workflow and from the **PRT Request** for standalone funding requests.
- Organisation Funding Support** – can be awarded to the setting for the benefit of a group of children / young people for equipment, specific resources or staff training. This workflow is started from within the **Organisation Summary** screen.

# PRT Requests Mosaic Map

Childrens Services Updated Nov 2023



Key

Step Name  
[responsible worker/team]

NOT A STEP  
Other process

\* Step requires authorisation

Next Action →

NFA

- Out of County Placement** – used for Out of County **Permanent Exclusions** and **Exceptional Placement** Requests
- These will always be screened prior to starting the **PRT Request** to decide if the request is appropriate. A Portal Request may need to be submitted if the OOC Setting is not already on Mosaic
- All Exceptional Placement requests have to be recorded in **Section 2 – Alternative Provision** to gain HoS / TM authorisation
- Clipboard request **‘CS Manager: Please review and authorise’** sent to HoS or TM to authorise Exceptional Placement requests

- Off Site Direction / Managed Move** – used to record the current setting, the new setting identified and all associated meetings and reviews relating to the Managed Move