

Children's Services Quick Guide

Purchasing Worksteps – Placements

Recording a purchase for Placement in Mosaic is completed over three worksteps, Purchase Request, Purchase Admin and Purchase. A Placement Purchase is used solely to pay for accommodating a child with a carer/adopter, relative or residential home. For a Child in Care, there will always be a SC Placement Purchase Request available in their Current work for a new placement payment to be setup. This guide outlines how to complete these steps starting with the SC Placement Purchase Request.

Service User Groups

Before starting the Placement Purchase Request, there must first be a **Service user group** added to the clients record. If one has already been added, it will show on the Person summary screen on the right hand side.



To add a **Service user group**:

- Click on **Person details**
- Select **Service user groups** from the menu
- Check and amend the **Start Date**
- Select a **Group**
- Select a **Sub-Group**
- Click on **Add** on the middle right of the screen
- The selection will pull through to the Service user groups table
- Click on **Save** to confirm the choice

Once a Service user group is added, it will pull through to the Placement Purchase Request.

Placement Purchase Request

The Placement Purchase Request is a **Send Immediately** next action from:

- SC Decision on Significant Information (Open SC Case)
- SC Social Care Request

- SC Age Assessment Request
- SC Panel
- SC Section 47 Enquiry
- SC Child in Care Visit
- SC Adoption Visit

Send Immediately can be used to access the next action when the step has been saved rather than finished. This step should be completed by the worker who is requesting the purchase and authorised by the manager whose budget the money will come from.

After the Placement Purchase Request has been added to the workflow initially, it will be assigned to the **SC Fostering Duty – Inbox** and can be started from Incoming work . Once a Placement Purchase Request has been completed, a next action from the step is to add another Placement Purchase Request so one will always be available to use.

Within the SC Placement Purchase Request, the form **CS Children’s Purchase Request C1300** will display.

Section 1. Purchase Request Details

The Child / Young Person’s Details section should be checked to ensure the child’s details are correct and a Service user group has been added.

▲ CS Children's Purchase Request C1300

Sections	1. Purchase Request Details																									
<ul style="list-style-type: none"> <li style="border: 1px solid #0056b3; padding: 2px;">▲ 1. Purchase Request Details 2. Fostering / Staying Put Placements 3. Legal Order / Adoption Support Costs 4. Leaving Care 5. Child with Disabilities - Non Fostering / Non Direct Payment 6. Supported Childcare Costs 7. Direct Payment 8. Generic Purchase <li style="border: 1px solid #0056b3; padding: 2px;">▲ 9. Authorisation 10. Next actions <p style="font-size: small; margin: 0;">● indicates completed section</p>	<p style="font-size: small; margin: 0;">Please ensure that the Key Worker / Lead Professional is aware of any funding requests and that the need for funding support is identified in the Child's Plan.</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p style="text-align: center; font-size: small; margin: 0;">Child / Young Person's Details</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th>ID</th> <th>Name</th> <th>Address</th> <th>Contact Number(s)</th> <th>Date of Birth</th> <th>Age</th> <th>Service User Group</th> <th>Service User Sub Group</th> </tr> </thead> <tbody> <tr> <td>3599768</td> <td>Tilly Jones</td> <td>56 North Parade Sleaford NG34 8AN</td> <td></td> <td>03/08/2022</td> <td>2</td> <td>CS Family Dysfunction</td> <td>Child Relationships with Parents or Carers</td> </tr> </tbody> </table> </div> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p style="font-size: small; margin: 0;">Required Purchase Type</p> <table style="width: 100%; font-size: x-small;"> <tr> <td><input type="checkbox"/> Fostering / Staying Put</td> <td><input type="checkbox"/> Legal Order / Adoption Support Costs</td> <td><input type="checkbox"/> Leaving Care</td> </tr> <tr> <td><input type="checkbox"/> Child with Disabilities - Non Fostering / Non Direct Payment</td> <td><input type="checkbox"/> Direct Payment</td> <td><input type="checkbox"/> Generic Payment</td> </tr> <tr> <td><input type="checkbox"/> Transport Request</td> <td><input type="checkbox"/> Supported Childcare Costs</td> <td><input type="checkbox"/> Services No Longer Required</td> </tr> </table> </div> <p style="font-size: x-small; margin: 0; text-align: center;">▲ Please select at least one option</p>	ID	Name	Address	Contact Number(s)	Date of Birth	Age	Service User Group	Service User Sub Group	3599768	Tilly Jones	56 North Parade Sleaford NG34 8AN		03/08/2022	2	CS Family Dysfunction	Child Relationships with Parents or Carers	<input type="checkbox"/> Fostering / Staying Put	<input type="checkbox"/> Legal Order / Adoption Support Costs	<input type="checkbox"/> Leaving Care	<input type="checkbox"/> Child with Disabilities - Non Fostering / Non Direct Payment	<input type="checkbox"/> Direct Payment	<input type="checkbox"/> Generic Payment	<input type="checkbox"/> Transport Request	<input type="checkbox"/> Supported Childcare Costs	<input type="checkbox"/> Services No Longer Required
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Please note: This form is the same completed for a Social Care Purchase Request so many **Required Purchase Types** display.

The only types that should be used for the Placement Purchase Request are **Fostering / Staying Put** and **Services No Longer Required**.

All other types should be recorded in the Social Care Purchase Request step.

Both the Fostering / Staying Put option and Services No Longer Required can be completed within the same workstep when a child/young person is moving placements.

All mandatory fields will need to be completed within the form.

Below is a table outlining the next steps depending on the Required Purchase Type and the Next action that should be added.

Required Purchase Type	When is it used	What to complete within the Purchase Request step	What Next action to add	Who the Next action should be assigned to
Fostering / Staying Put	To setup a new payment for Carers	Section 2. Fostering / Staying Put Placements	SC Social Care Purchase Admin	Children's Placements - Inbox
			SC Schedule Future Placement Purchase Request	CS Fostering Duty - Inbox
Services No Longer Required	To end payments to a carer	A table in Section 1 reveals to detail what placement payment is to be ended	SC Social Care Purchase Admin	Children's Placements - Inbox
			SC Schedule Future Placement Purchase Request	CS Fostering Duty - Inbox

Please note: If Fostering / Staying Put and Services No Longer Required are added, you would only add one SC Social Care Purchase Admin step and one SC Schedule Future Placement Purchase Request.

After Section 1, the corresponding Section and correct Next action has been completed, the worker must seek authorisation for the payment via the clipboard request.

- Click on the Requests icon 
- Select **Required CS Please review purchase request and authorise**
- Find the manager for whose budget is going to be used within **Pass to worker**
- Click **OK**

The workstep can be saved and exited so the authorising manager can review and complete Section 9. Authorisation.

The workstep will remain in the worker's Incomplete work, highlighted in yellow, until the manager has authorised and finished the step. When finished, the step will be removed from Incomplete work and replaced with the step added as the Next action in a virtual worker's Incoming work.

Social Care Purchase Admin

The Social Care Purchase Admin will always be completed by the Accounts Payable Team for setting up or ending placement purchases.

Information will prepopulate from the Placement Purchase Request. If the payment is still required to be set up or ended, the Next action of Social Care Purchase will be assigned to a worker from the Accounts Payable Team. The step can also be ended with a no further action if the payment is no longer needed.