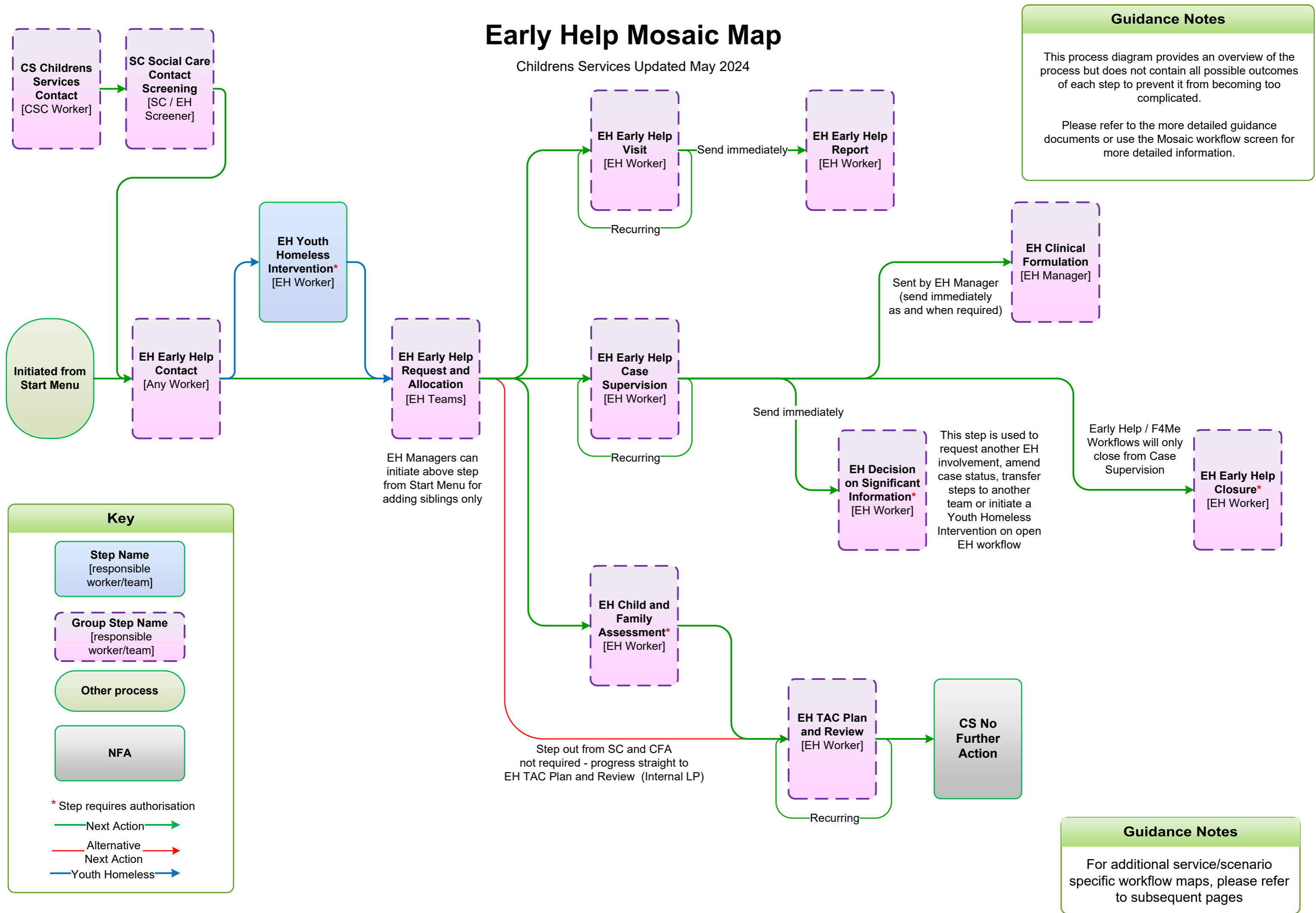


Early Help Mosaic Map

Childrens Services Updated May 2024



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.

Key

- Step Name** [responsible worker/team]
- Group Step Name** [responsible worker/team]
- Other process**
- NFA**

* Step requires authorisation

- Next Action →
- Alternative Next Action →
- Youth Homeless →

This step is used to request another EH involvement, amend case status, transfer steps to another team or initiate a Youth Homeless Intervention on open EH workflow

Step out from SC and CFA not required - progress straight to EH TAC Plan and Review (Internal LP)

Guidance Notes

For additional service/scenario specific workflow maps, please refer to subsequent pages

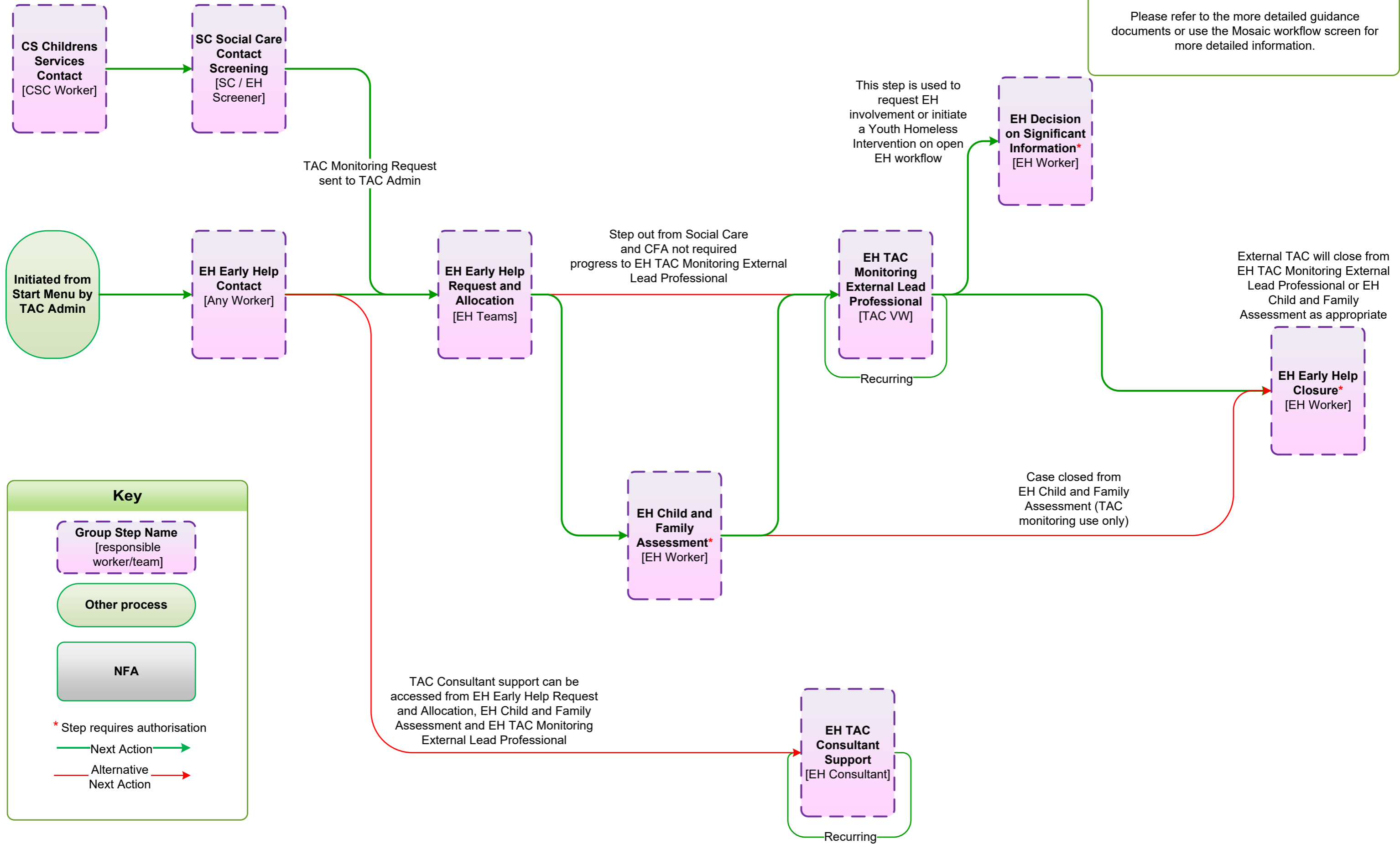
TAC Monitoring Mosaic Map

Childrens Services Updated May 2024

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.



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.

EH Support Package Mosaic Map

Childrens Services Updated May 2024

Key

Group Step Name
[responsible worker/team]

NOT A STEP
Other process

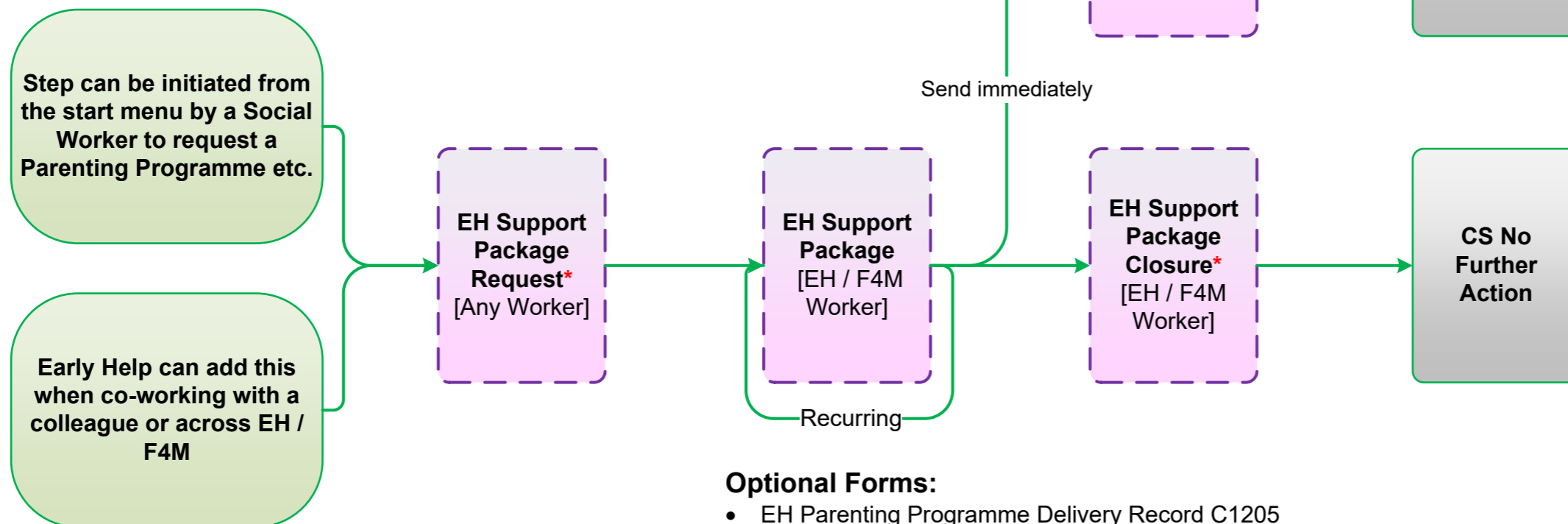
* Step requires authorisation

Next Action →

NFA

The Support Package step is used for the following:

- Parenting Programme
- IAPT
- Young Carers Support
- Additional support from an additional Future 4 Me / Early Help Worker
- Education Mentor
- F4M Community and Interventions



Optional Forms:

- EH Parenting Programme Delivery Record C1205
- EH Young Carers Support C1360
- EH Early Help Case Supervision C1331
- EH Record of Early Help Visit C1355 (used by IAPT and additional EHW)
- EH F4M Community & Interventions Sessions C1404

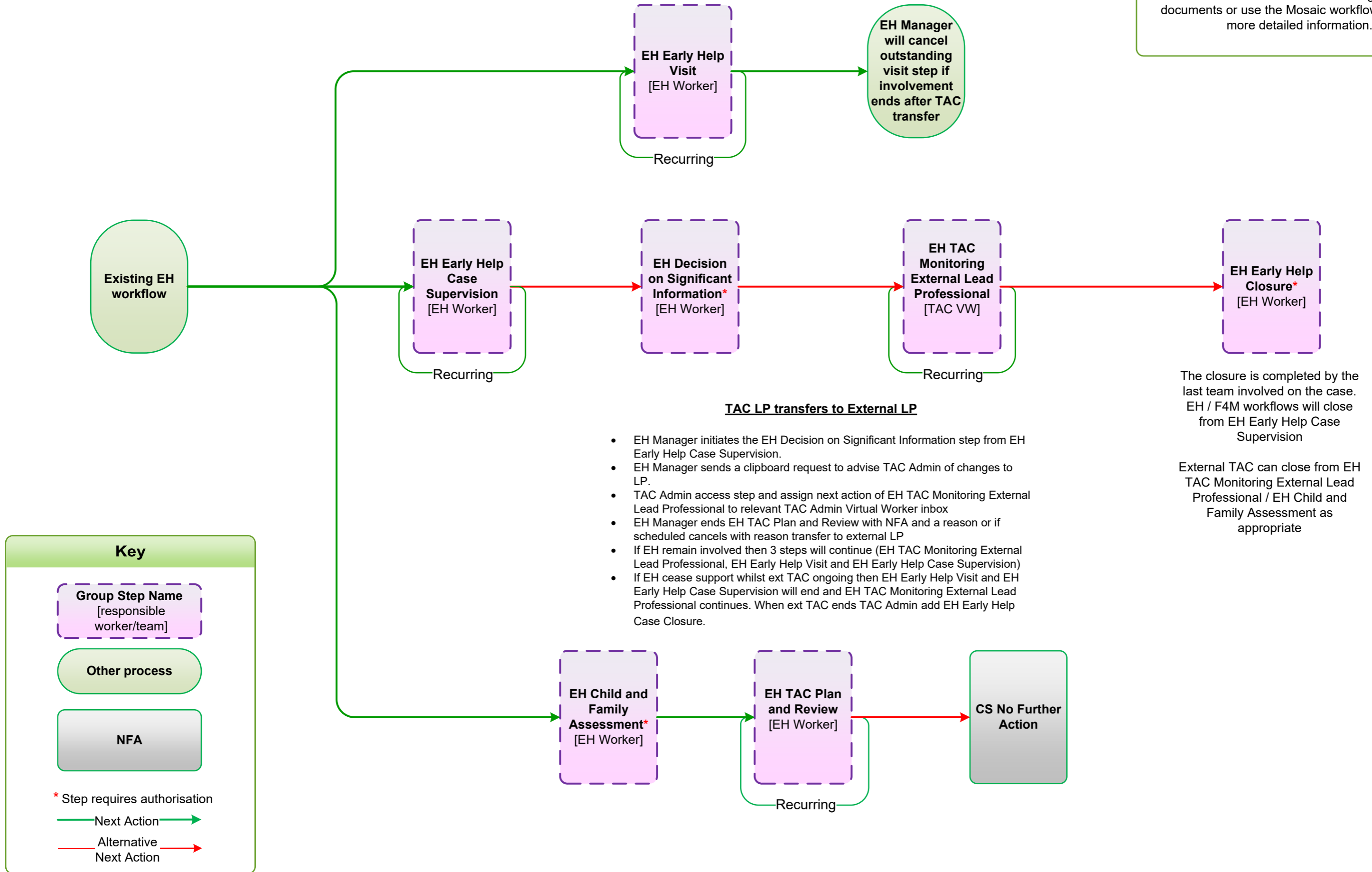
EH / F4M Lead Professional Transfer to TAC Monitoring

Childrens Services Updated May 2024

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.



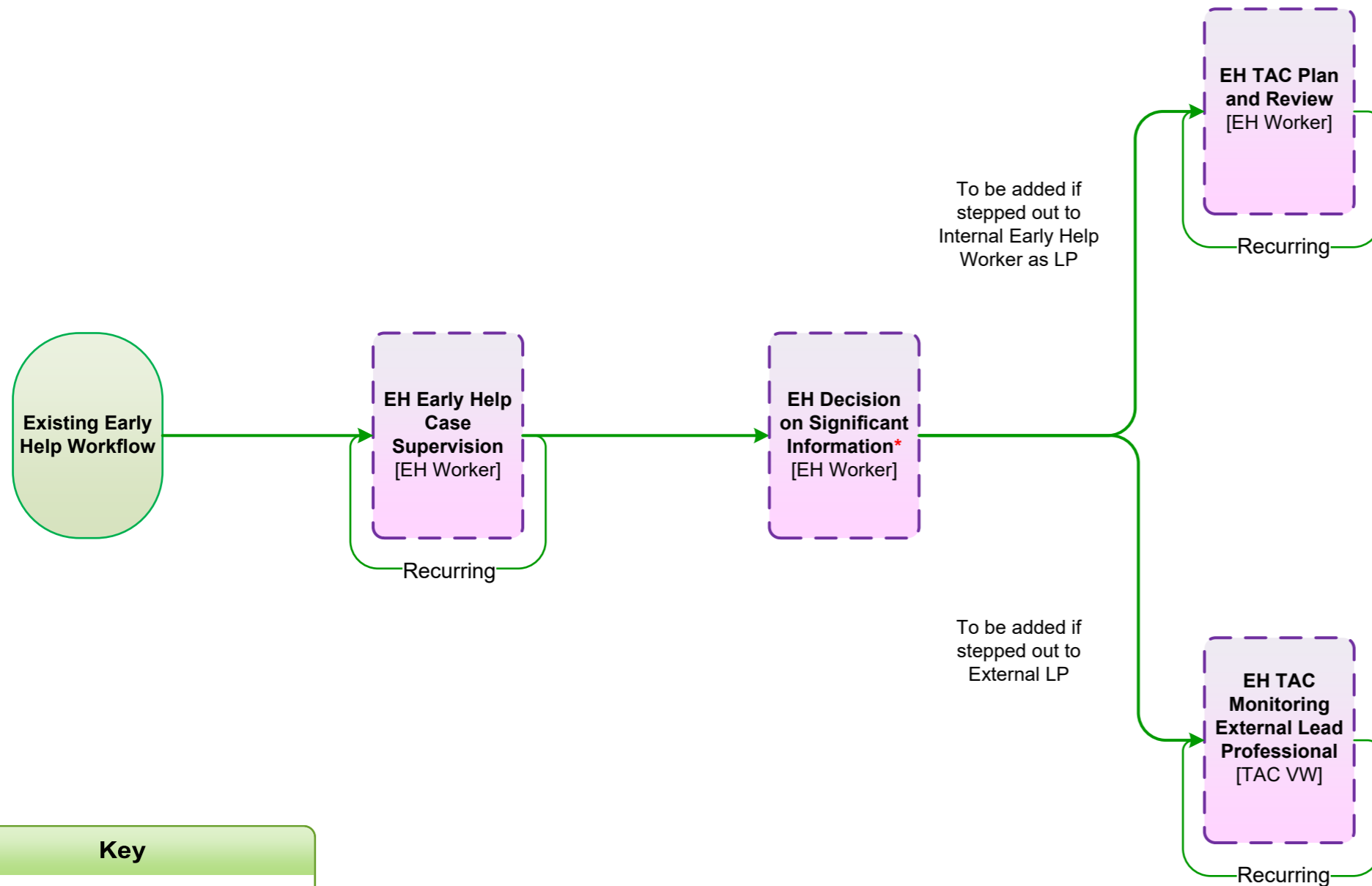
Social Care step out to TAC, case open to EH / F4M

Childrens Services Updated May 2024

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.



- EH / F4M supporting Social Care then stepped out to TAC (Int or Ext LP)**
- Clipboard request sent to EH Virtual Worker locality awaiting allocation inbox or Future 4 Me inbox by Social Care to notify that the case is stepping out.
 - EH Manager initiates the 'EH Decision on Significant Information' step from EH Early Help Case Supervision. (Send immediately if required)
 - EH Manager records reason for change and assigns EH TAC Plan and Review to own worker or EH TAC Monitoring External Lead Professional to appropriate TAC Admin Virtual Worker
 - Social Worker closes CIN workflow with reason stepped out to TAC

Key

- Group Step Name [responsible worker/team]
- Other process
- NFA

* Step requires authorisation

Next Action →

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.

Open Social Care case that steps out to External TAC LP

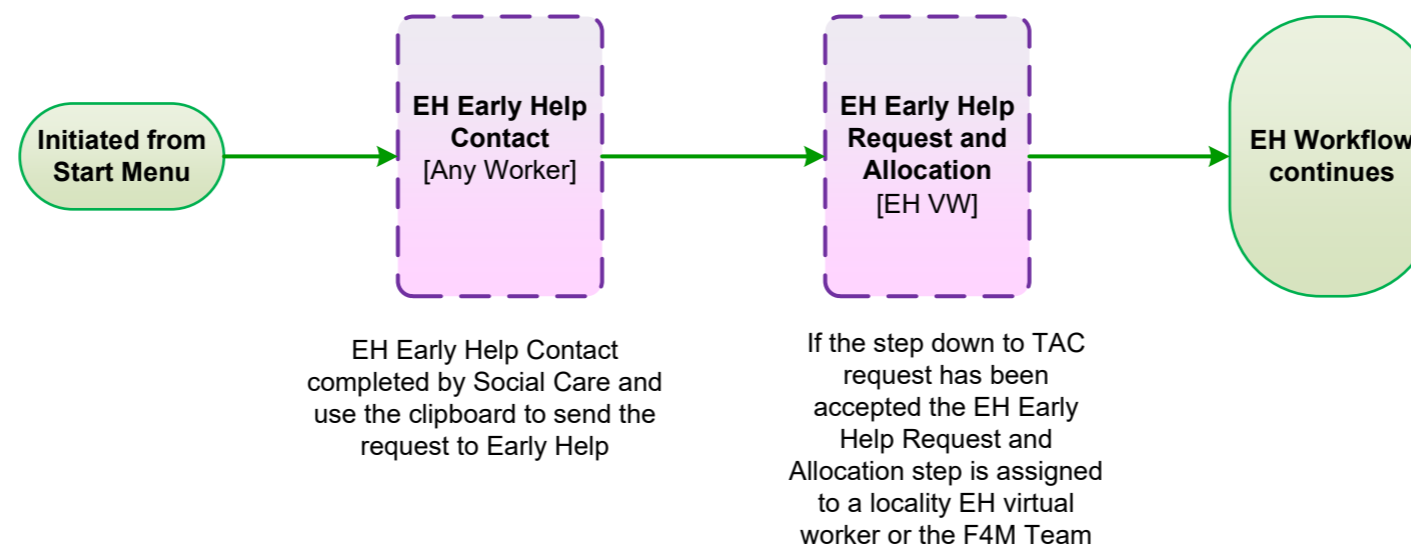
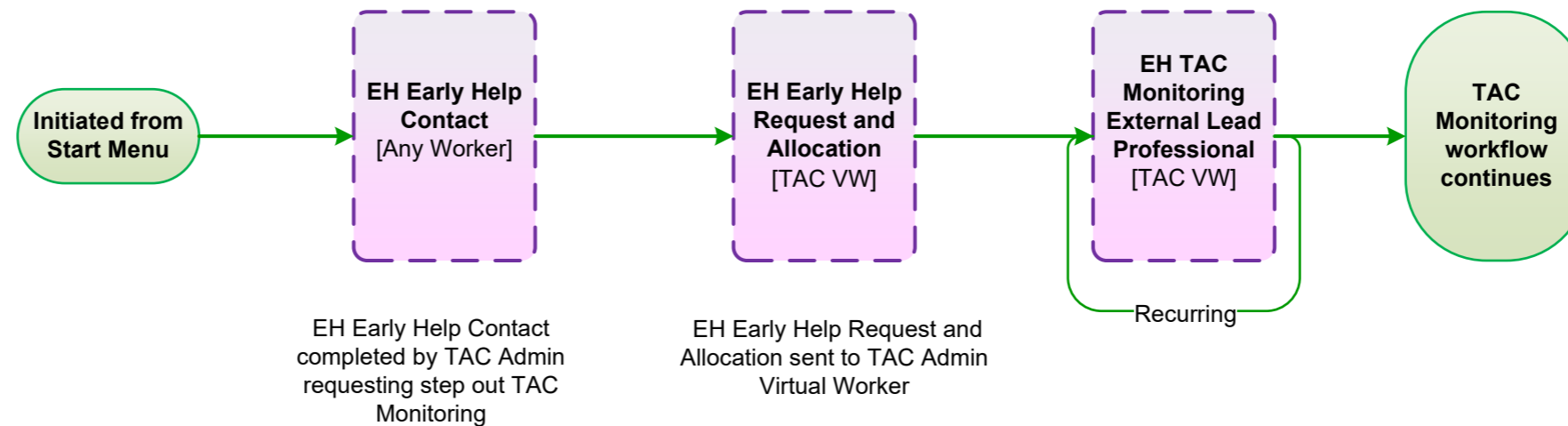
- Clipboard request sent by Social Worker to TAC Admin Virtual worker to notify that the case is stepping out.
- TAC Admin initiate EH Early Help Contact and send EH Early Help Request and Allocation to TAC Admin Virtual Worker.
- TAC Admin complete EH Early Help Request and Allocation and assign EH TAC Monitoring External Lead professional to TAC Admin Virtual Worker

Open Social Care case that steps out to Internal TAC LP

- Conversation takes place between Social Care and EH / F4M manager and it has been agreed that the case can step out to TAC
- Social Care initiate the EH Early Help Contact from the Start menu and complete
- Social Care will then use the clipboard to send the request CS Front door: Please screen contact to the CS Early Help -Front Door Inbox
- Early Help will screen the contact, and if accepted will add the EH Early Help Request and Allocation workstep assigned to the relevant locality or F4M team
- Social Care manager will cancel any outstanding Child in Need or Child Protection worksteps allocated to the Social Worker

Social Care step out to TAC, case not open to EH / F4M

Childrens Services Updated May 2024



Key

Group Step Name
[responsible worker/team]

Other process

NFA

* Step requires authorisation

Next Action →

Alternative Next Action →

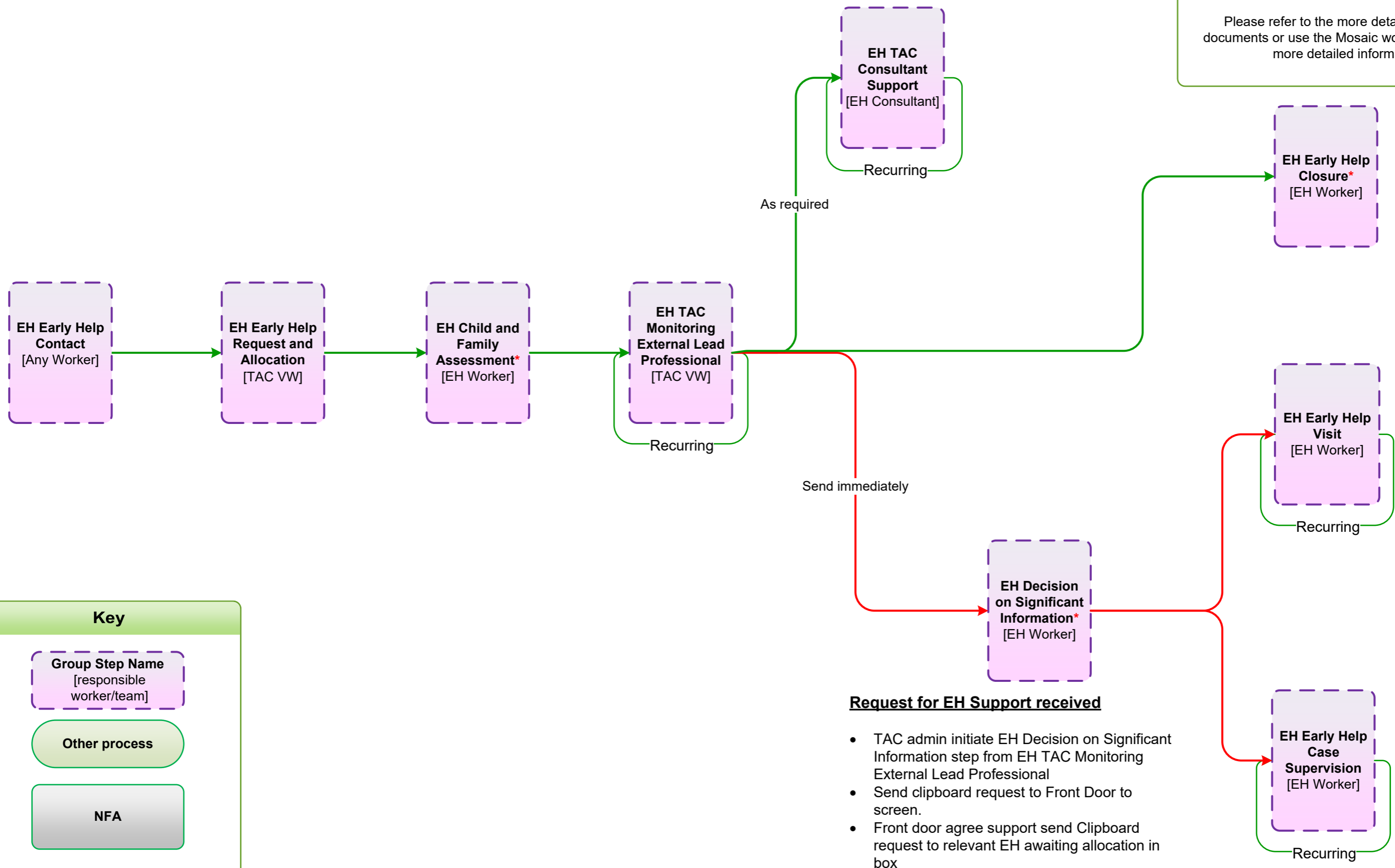
TAC Monitoring request EH Support

Childrens Services Updated May 2024

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.



Key

- Group Step Name [responsible worker/team]
- Other process
- NFA
- * Step requires authorisation
- Next Action
- Alternative Next Action

Request for EH Support received

- TAC admin initiate EH Decision on Significant Information step from EH TAC Monitoring External Lead Professional
- Send clipboard request to Front Door to screen.
- Front door agree support send Clipboard request to relevant EH awaiting allocation in box
- EH Manager allocates the EH Early Help Visit and EH Early Help Case Supervision to worker when involvement agreed

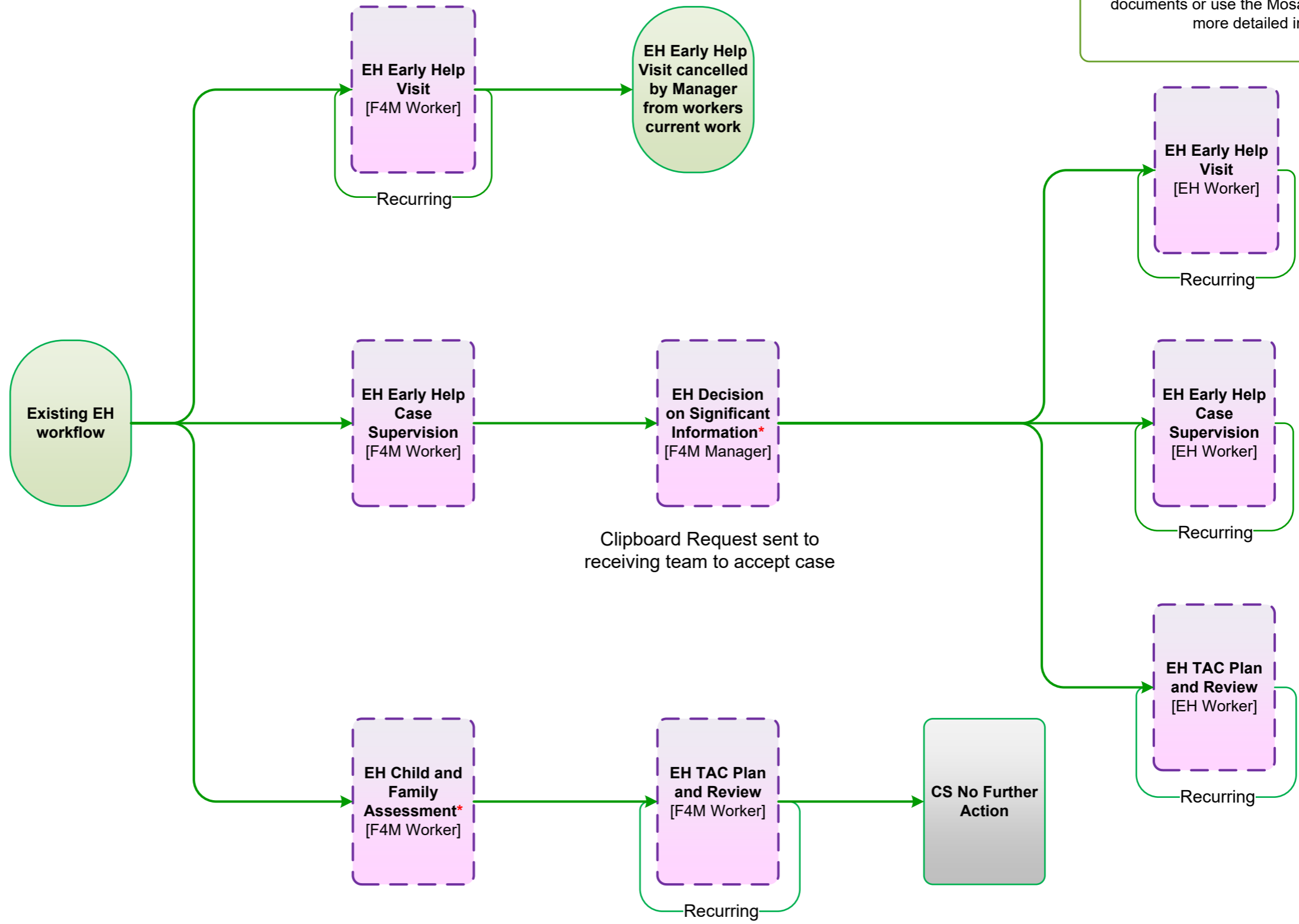
Case Transfer between F4M and EH

Childrens Services Updated May 2024

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.



Key

- Group Step Name [responsible worker/team]
- Other process
- NFA

* Step requires authorisation

Next Action →

Youth Homeless Request (no TAC Monitoring involvement)

Childrens Services Updated May 2024

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.

Key

Step Name
[responsible worker/team]

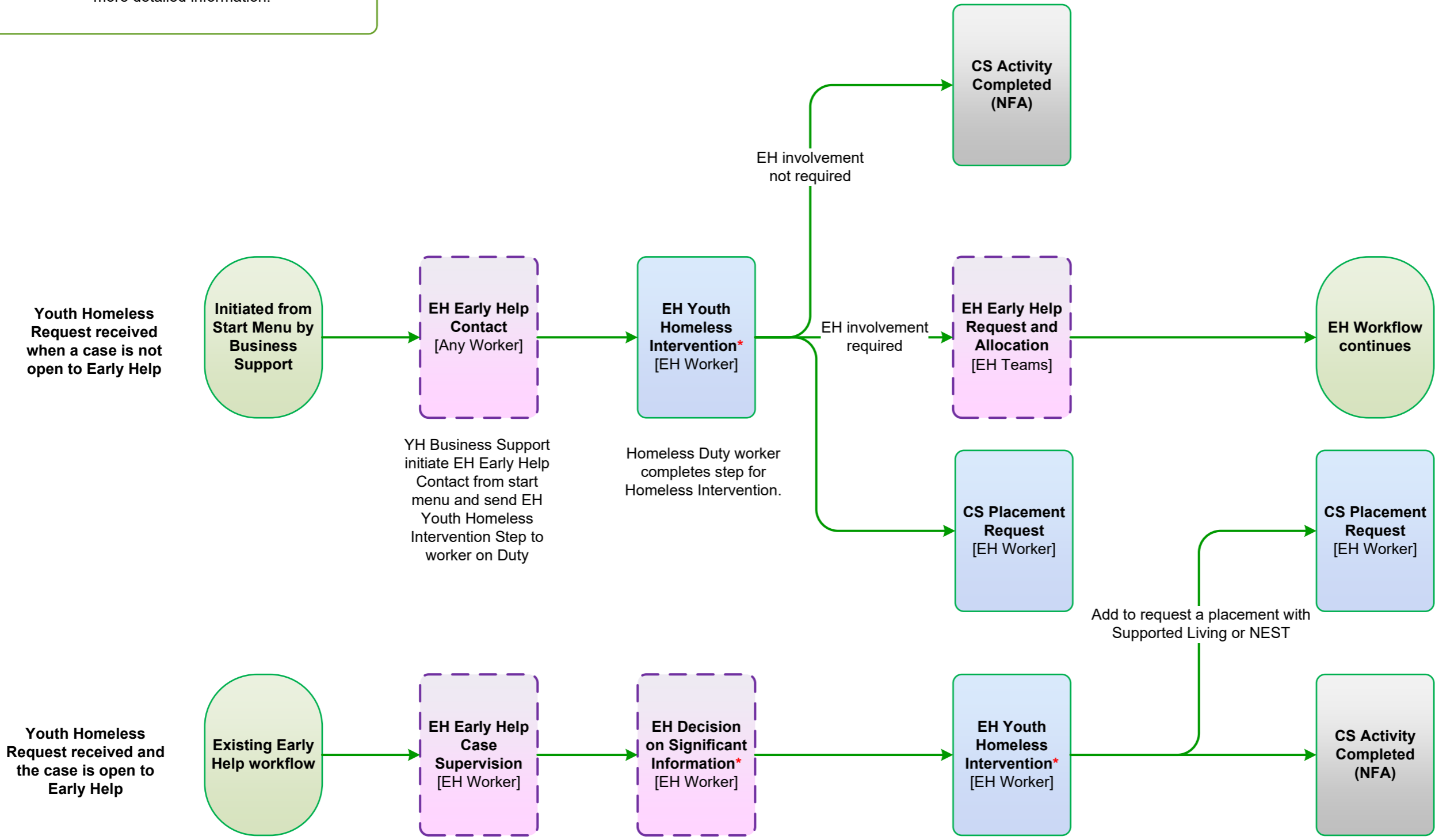
Group Step Name
[responsible worker/team]

Other process

NFA

* Step requires authorisation

Next Action →



Guidance Notes

For cases open to TAC Monitoring, please refer to the next page

Youth Homeless Request (open to TAC Monitoring only)

Childrens Services Updated May 2024

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.

Key

Step Name
[responsible worker/team]

Group Step Name
[responsible worker/team]

Other process

NFA

* Step requires authorisation

Next Action →

Existing TAC Monitoring Workflow

EH TAC Monitoring External Lead Professional
[TAC Admin]

Recurring

YH Business Support accesses the current EH TAC Monitoring External Lead Professional step and sends EH Decision on Significant Information step to themselves (EH TAC Monitoring External Lead Professional step will need assigned back to original owner)

Send immediately

EH Decision on Significant Information*
[EH Worker]

Send EH Decision on Significant information is sent on the individual child who has presented as homeless

EH Youth Homeless Intervention*
[EH Worker]

Add to request a placement with Semi-Independent Living or NEST

CS Activity Completed (NFA)

CS Placement Request
[EH Worker]

If YH Intervention requires further EH Involvement, the manager agreeing this informs YH Business Support and YH Business Support (who have access TAC Admin steps) will then trigger another EH Decision on Significant Information step from TAC Monitoring External Lead Professional
YH Business Support then record reason for involving EH and send authorisation task to EH manager.
Manager then sends Next Actions of EH Early Help Visit and EH Early Help Case Supervision to worker

EH Decision on Significant Information*
[EH Worker]

EH Early Help Visit
[EH Worker]

Recurring

EH Early Help Case Supervision
[EH Worker]

Recurring