# Launch Pad reports

The following Mosaic Adult Care reports are currently available for distribution:

| Report Name | Description | Export As: |
|---|---|---|
| **Activity reports** | | |
| Adult Care Contacts | This report lists details of all Adult Care Contacts in a specified period. | Excel |
| Assessments (DATA) | This report lists all of the following assessments in a specified period<br><br>Needs Assessments:<br>• Adult Needs Assessment<br>• Adult Combined Needs Assessment and Support Plan<br>• Adult Unscheduled Combined Needs Assessment and Support Plan<br>• Adult Transition Needs Assessment<br><br>Other Assessments:<br>• Adult Specialist OT Assessment<br>• Adult Mental Health Act Assessment<br>• Adult Third Party Assessment / Plan for Equipment<br><br>Includes completed assessments and assessments awaiting completion. | Excel |
| Assessments (SUMMARY) | PDF summary with tables/charts summarising activity. | PDF |
| Reviews (DATA) | This report lists all of the following reviews recorded in a specified period:<br><br>• Adult Annual Review of Care and Support Plan<br>• Adult Non Area Team Unscheduled Review<br>• Adult Review of Care and Support Plan<br>• Adult Transition Needs Assessment<br><br>Includes completed reviews and reviews awaiting completion. | Excel |

| Reviews (SUMMARY) | PDF summary with tables/charts summarising activity. | PDF |
|---|---|---|
| **Caseload reports** | | |
| By Team | This report lists all cases with a social care team involvement recorded in Mosaic > Organisation Relationships and includes all involvement types (Key Team, Involved Team etc.). A further tab includes all closed (ended) involvements; this can be used to check cases are closed or transferred appropriately and as per process.<br><br>This report lists current open social care involvements for all people. | Excel |
| By Worker | This report lists all involvements recorded in Mosaic > Professional Relationships for the selected worker and includes all involvement types (Key Worker, OT etc.).<br><br>Includes details of current (open) involvements and involvements closed (ended) since the selected start date; this can be used to check cases are closed or transferred appropriately and as per process.<br><br>The report is run using an individual worker's Mosaic ID, and an Involvement start date. The report can be run for more than one worker by separating worker ID's with a semi-colon: **for example, 12345;678910;111212;131415** | Excel |
| Review Workload | This lists people with current, open long term services and displays their review status over the last 12 months. Please note that not all people will have required a review in the last 12 months, however this report will list those people and give details of future scheduled reviews (where found) to help with allocations.<br><br>The report identifies the date of the most recent completed Adult Care and Support Plan and the most recent completed Adult Needs Review.<br><br>Where a person has an uncompleted review on Mosaic, the details of the review are shown, including the Scheduled Date, Started Date and Status.<br><br>A message is displayed for each person to show what action is required:<br><br>a) Assessment / Review - Ongoing<br>An assessment or review is currently underway. Once completed, please schedule a review if appropriate.<br><br>b) Person Seen – Review / Assessment Scheduled<br>An assessment or review is scheduled; use the Scheduled For date to establish if reviews are overdue/due/future. | Excel |

c) Person Seen - Review / Assessment to be Scheduled
No assessment or review is scheduled; please schedule. Use the Next Review Due date for an approximation of when the next review should be scheduled for.

d) Person Not Seen - Please Check
No previous or current assessment or review was found for this case. Please check the case and update Mosaic as appropriate.

| **Data Quality reports** | | |
| --- | --- | --- |
| Customer Record Errors | Lists all people with open short or long term services on Mosaic, who are missing key information on their record. Required information is highlighted in red in the report and should be added to the person's Mosaic record (e.g. no Display Address, no Ethnicity). | Excel |
| Deceased with Open Services | Lists all people with an open service on Mosaic, with a Date of Death recorded.<br><br>Cases should be reviewed and appropriate action taken to ensure the record is fully closed, or re-opened if the Date of Death has been recorded in error. | Excel |
| Key Teams | This report has two sections; the first section lists all people with an open Long Term or Short Term service on Mosaic with no Key Team recorded. The second section lists those people who have invalid key teams recorded (i.e. not social care teams). | Excel |
| **Management Info** | | |
| Assessments for NEW Customers (DATA) | Timescales from Contact to Assessment completion for new customers. | Excel |
| Workflow tasks sent to teams | This report lists all workflow tasks sent to Adult Care, LD, OT, Hospital and Review teams between specified dates. The data tab lists all tasks to all teams, and other summary tabs contain tables summarising the information for each area (AC East, AC South, AC West, LD). | Excel |
| **Person Details reports** | | |
| Demographics, Accommodation, Employment, Legal and Health | Details of people aged 18 and over with an open Key Team involvement for the team selected when running the report. | Excel |
| **Services reports** | | |
| All Services exc. Carers | All people with a service provided in the specified period. Cancelled services and carer services are not included. | Excel |

| Community Supported Living (DATA) | Details of customers in receipt of a Community Supported Living service in the specified period.<br><br>Includes details of:<br>• All people with open Community Supported Living services on the selected period start date.<br>• All people whose Community Supported Living services ended before the selected period end date, i.e. people who no longer receive a Direct Payment and who may have closed to Adult Care or may have gone on to receive a different service.<br>• All people whose Community Supported Living services started after the selected Period Start Date, i.e. people who may be new to Adult Care or may have previously received a different service.<br>• All people with open Community Supported Living services on the selected period end date. | Excel |
|---|---|---|
| Community Supported Living (SUMMARY) | The report uses the same information as the above DATA report but is an overall summary with tables/charts summarising activity across all team. | PDF |
| Direct Payments (DATA) | Details of customers in receipt of a Direct Payment service in the specified period.<br><br>Includes details of:<br>• All people with open Direct Payment services on the selected period start date.<br>• All people whose Direct Payment services ended before the selected period end date, i.e. people who no longer receive a Direct Payment and who may have closed to Adult Care or may have gone on to receive a different service.<br>• All people whose Direct Payment services started after the selected Period Start Date, i.e. people who may be new to Adult Care or may have previously received a different service.<br>• All people with open Direct Payment services on the selected period end date. | Excel |
| Direct Payments (SUMMARY) | The report uses the same information as the above DATA report but is an overall summary with tables/charts summarising activity across all team. | PDF |
| Homecare (DATA) | Details of customers in receipt of a Homecare service in the specified period.<br><br>Includes details of:<br>• All people with open homecare services on the selected period start date.<br>• All people whose homecare services ended before the selected period end date, i.e. people who no longer receive homecare and who may have closed to Adult Care or may have gone on to receive a different service.<br>• All people whose homecare services started after the selected period start date, i.e. people who may be new to | Excel |

| | | |
|---|---|---|
| | Adult Care or may have previously received a different service.<br>• All people with open homecare services on the selected period end date. | |
| Homecare (SUMMARY) | The report uses the same information as the above DATA report but is an overall summary with tables/charts summarising activity across all team. | PDF |
| Long Term Care (DATA) | Details of customers in receipt of a LTC Nursing / Residential services in the specified period.<br><br>Includes details of:<br>• All people with open LTC Nursing / Residential services on the selected period start date.<br>• All people whose LTC Nursing / Residential services ended before the selected period end date, i.e. people who no longer receive LTC Nursing / Residential and who may have closed to Adult Care or may have gone on to receive a different service.<br>• All people whose LTC Nursing / Residential services started after the selected period start date, i.e. people who may be new to Adult Care or may have previously received a different service (new admissions).<br>• All people with open LTC Nursing / Residential services on selected period end date. | Excel |
| Long Term Care (SUMMARY) | The report uses the same information as the above DATA report but is an overall summary with tables/charts summarising activity across all team. | PDF |

Last updated: 19<sup>th</sup> July 2019