Adults Quick Guide

Date of Death

Wherever possible, a person's **Date of death** should be recorded in Mosaic by whoever has received the information.

> A **case note** must be recorded with details of how the death notification was received and who reported this information to you

Recording a **Date of death** creates a **Deceased** subsection within **Demographic information** and also displays the information on the **Person Identify bar** at the top of the **Person summary** screen.

This information displays in red and highlights the date the person died and how old they were at the time of death.

Recording a **Date of death** will not close/end anything on a person's record so it is important that a case closure is proposed using the **Adult Proposed Case Closure** step, where necessary.

Recording or Amending a Date of Death

To record or amend a **Date of death**:

- Click **Person details > Date of death** in the extended sidebar menu

The **Amend date of death** screen displays.

- Record or overtype/amend the **Date of death**

Please note: The **Date of death** can also be removed (deleted) entirely if recorded incorrectly e.g. recorded in the wrong person's record.

- Click the **Save** button to return to the **Person summary** screen

Recording a Case Note

Remember you must record a case note to detail how the death notification was received and who reported this information to you

- Click **Case Notes** in the sidebar menu

- Click the **Add** button

- Title = **Death Notification**

- Type of note = **AC Case Note**

- Significant Event (will be included in Chronologies) = **Tick checkbox**

- Note = **Enter details of how the death notification was received and who reported this information to you**

If necessary you can send an alert to any involved workers.

- Click the **Finish** button

- Click **Yes**

- Click the **OK** button to return to the **Person summary** screen

Refer to the **Recording a Case Note and Sending an Alert** user guide for further details

Proposing a Case Closure

Adult Proposed Case Closure is available as a next action from most workflow steps but is also available from the **Start > New…** sidebar menu.

A next action of **Adult Case Closure in Progress** should be assigned to the relevant Adult Admin (LCC Business Support) team for completion.

Refer to the **Case Closures – Full, Team and Involvement** and/or **Case Closures – Business Support Tasks** user guides for full details of when and how to propose a closure where needed.