

Version	Updated by	Date	Changes made
v1.0	Lorna Foxall	8/18/2015	Created following process sign off
v1.1	Lorna Foxall	9/11/2015	Updated following UAT Cycle 1
v1.2	Lorna Foxall	9/25/2015	Updated following UAT Cycle 2
v1.3	Lorna Foxall	10/9/2015	Updated following UAT Cycle 3
v2.0	Lorna Foxall	10/18/2015	Updated following UAT Sign Off

Mosaic Version	Admin Tool Version
5.8.0.0	5.7.1
5.8.0.0	5.7.1
5.8.0.0	5.7.1
5.8.0.0	5.7.1
5.8.0.0	5.7.1

RED = remove, GREEN = add BLUE = amend	
<b>Business Area</b>	<b>Step Description and tasks</b>
Early Help - CAF	Early Help Pre-Assessment - RENAME to Initiate CAF
	Please review BHLP/MHiSC Funding Request (Optional)
Early Help - CAF	Early Help Assessment - RENAME to CAF
	Please review BHLP/MHiSC Funding Request (Optional)
Early Help - CAF	Team Around the Child Plan - RENAME to Family Support Meeting
	Please review BHLP/MHiSC Funding Request (Optional)
	Please contribute to this Plan (Optional)
Early Help - CAF	Team Around the Child Review - RENAME to Family Support Meeting Review
	Please review BHLP/MHiSC Funding Request (Optional)

	Please contribute to this Review (Optional)
Early Help - CAF	Early Help Case Closure - RENAME to CAF Case Closure
	Please review information and confirm next action (M)
	Please contribute to Early Help Outcomes
Early Help	Early Help Presenting Issues
Early Help	Early Help Risk Assessment
	Please review information and confirm next action (M)
Early Help - FGC	FGC Referral
	Request for FGC (M)
Early Help - FGC	FGC Preparation

Early Help - FGC	Family Group Conference
	Please review information and confirm next action (M)
Early Help - FGC	FGC Case Closure
	Please review and confirm closure (M)
Early Help - CAF FSW	CAF FSW Referral
	Request for CAF FSW (M)
Early Help - CAF FSW	CAF FSW Work Plan
	Please review information and confirm next action (M)
Early Help - CAF FSW	Review CAF FSW Work Plan
	Please review information and confirm next action (M)

Early Help - CAF FSW	CAF FSW Case Closure
	Please review and confirm closure (M)
Early Help - TS4YP	Targeted Support for Young People Referral
	Request for Youth Worker (M)
Early Help - TS4YP	Outcome Assessment Tool
	Please advise referrer/YP of allocation to Youth Worker
	Please advise referrer/YP added to waiting list
Early Help - TS4YP	TS4YP Case Closure
	Please review and confirm closure (M)
Early Help - PF FSW	PF FSW Notification

Early Help - PF FSW	PF FSW Assessment
	Please review and confirm next action (M)
Early Help - PF FSW	PF FSW Support Plan
	Please review information and confirm next action (M)
Early Help - PF FSW	PF FSW Review
	Please review information and confirm next action (M)
Early Help - PF FSW	PF FSW Case Closure
	Please review information and confirm closure (M)

Early Help - PSA	PSA Referral
Early Help - PSA	PSA Closure
	Please review information and confirm closure (M)
Early Help - CAF	CAF ShareCare Closed
Additional Config Items	
Event Types	
Triple P	Primary Care 0-12
	Primary Care Teen
	Primary Care Stepping Stones
	Group 0-12
	Group Teen
	Group Stepping Stones
	Standard 0-12
	Standard Teen
	Standard Stepping Stones
	Family Transitions
	Enhanced 3-10
	Seminar 0-12
	Teen Seminar
TS4YP	TS4YP - Detached
	TS4YP - Club
	TS4YP - Area Forum
	TS4YP - Structured Group Work
	TS4YP - Light Touch Session
	TS4YP - Participation Event



[illegible]

[illegible]

Any worker								
	C	N	N	Y	Y		Y	N
CAF Team								
CAF FSW x 3 Teams, FGC,								
TS4VP x 5 Teams								
	C	N	N	Y	Y		N	Y
	C	N	N	Y	Y		N	Y
Team - PF FSW, CAF FSW x 3, FGC								
Available as start new by F&P Admin until Social Care Go Live	C	Y	N	Y	N		N	Y
FGC Team								
	C	N	N	Y	Y		N	N

	C	N	N	Y	Y		N	Y
FGC Team								
	C	N	N	Y	Y		Y	N
FGC Team								
<b>Initiate workflow only available as Add for GP FSW CAF FSW SPPs to have Act For privileges for GP FSW</b>	C	Y	N	Y	N		N	Y
5 X CAF FSW Teams - North, South & Rugby								
	C	N	N	Y	Y		N	Y
CAF FSW Teams x 3								
	C	N	N	Y	Y		N	N
CAF FSW Teams x 3								

	C	N	N	Y	Y		Y	N
CAF FSW Teams x 3								
Available as start new for TS4YP Central Admin Team and Youth Workers	B	Y	N	N	N		N	Y
TS4YP Central Admin + 5 x TS4YP area teams								
	B	N	N	N	Y		N	Y
5 x TS4YP admin teams								
5 x TS4YP admin teams								
	B	N	N	N	Y		Y	N
TS4YP 5 x Area Teams								
Available as start new for F&P Admin	C	Y	N	Y	N		N	Y

	C	N	N	Y	Y		N	Y
PF FSW Team								
	C	N	N	Y	Y		N	Y
PF FSW Team								
	C	N	N	Y	Y		N	Y
PF FSW Team								
	C	N	N	Y	Y		Y	N
PF FSW Team								

[illegible]

[illegible]



Reopens a case	<b>Activities</b>	<b>Status of Activity</b>
Y	Initiate CAF	M
	BHLP: Application of Finance	
	MHISC Funding Form	
	Early Help SDQ Score	
	Pre-Assessment Checklist	
Y	Family CAF Form - RENAMED to CAF Form	M
	MHiSC Funding Form	
	BHLP Application of Finance	
	Early Help SDQ Score	
Y	Team Around the Child Plan - RENAME to Family Support Plan	M
	BHLP: Application of Finance	
	Early Help SDQ Score	
	MHISC Funding Form	
	CAF Home Visit	
Y	Team Around the Child Review - RENAME to Family Support Plan Review	M
	BHLP: Application of Finance	

	Early Help SDQ Score	
	MHISC Funding Form	
	CAF Home Visit	
N	Early Help Closure Form - RENAME to CAF Summary Closure Form	M
	Early Help Outcomes Form	M
	Early Help SDQ Score	
	Family Star	
Y	Early Help Presenting Issues Form	M
Y	Early Help Risk Assessment	M
Y	FGC Referral	M
	Child's Story for FGC	M
N	Preparation for an FGC	M
	FGC Invitation letter	
	Enabling Fund Request Form	

Y	Family Group Conference (FGC)	M
	Meeting Invitation	
	FGC Evaluation	M
	Enabling Fund Request Form	
N	FGC Closure Summary	M
	FGC Closure Letter	M
	Early Help Outcomes Form	
Y	CAF FSW Referral	M
Y	CAF FSW Work Plan	M
	CAF FSW Intro letter	
	CAF FSW Intro - unable to contact by phone	
	Enabling Fund Request Form	
	Early Help Presenting Issues	
N	CAF FSW Work Plan	M
	Enabling Fund Request Form	
	Early Help Presenting Issues	

N	CAF FSW Case Closure	M
	CAF FSW Closure Letter - Worked Case	
	CAF FSW Closure Letter - disengaged/case not worked	
Y	TS4YP Referral	M
Y	Outcome Assessment Tool	M
N	TS4YP Exit Form	M
	Early Help Outcomes Form	
Y	Priority Families PF : FSW Notification	M
	Early Help Presenting Issues Form	M

Y	Priority Families: FSW Assessment	M
	Priority Families: FSW Activities Risk Assessment	
Y	Priority Families: FSW Support Plan	M
	Priority Families: FSW Activities Risk Assessment	
Y	Priority Families: FSW Review Support Plan	M
	Priority Families: FSW Activities Risk Assessment	
N	Priority Families: Case Closure Form	M
	Early Help Outcomes Form	M

[illegible]

[illegible]

Next Actions
Early Help Assessment - RENAME to CAF
Early Help Presenting Issues
No Further Action
CAF Case Closure
Team Around the Child Plan - RENAME to Family Support Meeting
Contact and Referral
No Further Action
CAF FSW Referral
FGC Referral
Team Around the Child Review - RENAME to Family Support Meeting Review
CAF Case Closure
Targeted Support for Young People Referral
Contact and Referral
No Further Action
CAF FSW Referral
FGC Referral



Team Around the Child Review - RENAME to Family Support Meeting Review
Targeted Support for Young People Referral
Early Help Case Closure RENAME to CAF Case Closure
Early Help Assessment
Contact and Referral
No Further Action
Case Closed
Early Help Presenting Issues
No Further Action
Early Help Risk Assessment
No Further Action
No Further Action
FGC Preparation
Early Help Risk Assessment
Early Help Presenting Issues
Family Group Conference
Early Help Risk Assessment
FGC Case Closure
No Further Action

Conference Completed
Family Group Conference
FGC Preparation
Early Help Risk Assessment
FGC Case Closure
No Further Action

CAF FSW Work Plan
Early Help Risk Assessment
No Further Action
Review CAF FSW Work Plan
Early Help Risk Assessment
CAF FSW Case Closure
Targeted Support for Young People Referral
No Further Action
Review CAF FSW Work Plan
Early Help Risk Assessment
CAF FSW Case Closure
Targeted Support for Young People Referral

No Further Action

Outcome Assessment Tool

No Further Action

TS4YP Case Closure

No Further Action

PF FSW Assessment

Early Help Risk Assessment

PF FSW Support Plan

PF FSW Case Closure

Targeted Support for Young People Referral

FGC Referral

PF FSW Review

PF FSW Case Closure

Targeted Support for Young People Referral

FGC Referral

PF FSW Review

PF FSW Case Closure

Targeted Support for Young People Referral

FGC Referral

No Further Action

PSA Closure

No Further Action

No Further Action

[illegible]

Alias	Avail able	Term inatin g
Complete Early Help Assessment - RENAME to CAF	Y	N
Early Help Presenting Issues	Y	N
No Further Action	Y	Y
CAF Case Closure	Y	N
Team Around the Child Plan - RENAME to Family Support Meeting	Y	N
Referral to Children's Social Care		
No Further Action		
CAF FSW Referral	Y	N
FGC Referral	Y	N
Team Around the Child Review - RENAME to Family Support Meeting Review	Y	N
CAF Case Closure	Y	N
Targeted Support for Young People Referral	Y	N
Referral to Children's Social Care		
No Further Action		
CAF FSW Referral	Y	N
FGC Referral	Y	N

Team Around the Child Review - RENAME to Family Support Meeting Review	Y	N
Targeted Support for Young People Referral	Y	N
Early Help Case Closure RENAME to CAF Case Closure	Y	N
Update Early Help Assessment		
Referral to Children's Social Care		
No Further Action		
Case Closed	Y	Y
Review Early Help Presenting Issues	Y	N
No Further Action	Y	Y
Review Early Help Risk Assessment	Y	N
No Further Action	Y	Y
No Further Action	Y	Y
FGC Preparation	Y	N
Early Help Risk Assessment	Y	N
Early Help Presenting Issues	Y	N
Family Group Conference	Y	N
Early Help Risk Assessment	Y	N
FGC Case Closure	Y	N
No Further Action	Y	Y



Conference Completed		
Reconvene Family Group Conference		
FGC Review Preparation	Y	N
Early Help Risk Assessment	Y	N
FGC Case Closure	Y	N
No Further Action	Y	Y
CAF FSW Work Plan	Y	N
Early Help Risk Assessment	Y	N
No Further Action	Y	Y
Review CAF FSW Work Plan	Y	N
Early Help Risk Assessment	Y	N
CAF FSW Case Closure	Y	N
Targeted Support for Young People Referral	Y	N
No Further Action	Y	Y
Review CAF FSW Work Plan	Y	N
Early Help Risk Assessment	Y	N
CAF FSW Case Closure	Y	N
Targeted Support for Young People Referral	Y	N

No Further Action	Y	Y
Outcome Assessment Tool	Y	N
No Further Action	Y	Y
TS4YP Case Closure	Y	N
No Further Action	Y	Y
	Y	N
PF FSW Assessment		
Early Help Risk Assessment	Y	N

PF FSW Support Plan	Y	N
PF FSW Case Closure	Y	N
Targeted Support for Young People Referral	Y	N
FGC Referral	Y	N
PF FSW Review	Y	N
PF FSW Case Closure	Y	N
Targeted Support for Young People Referral	Y	N
FGC Referral	Y	N
PF FSW Review	Y	N
PF FSW Case Closure	Y	N
Targeted Support for Young People Referral	Y	N
FGC Referral	Y	N
No Further Action	Y	Y

[illegible]

[illegible]

Reasons	Refer to team	Refer to worker	Next action destination(s)	Can Be Sent Early	Delay start for
	N	Y		N	
	N	Y		N	
	N	N		N	
	N	Y		N	
	N	Y		N	
	N	Y		Y	
	N	Y		Y	
	N	Y		N	42
	N	Y		N	
	N	Y		Y	
	N	Y		Y	
	N	Y		Y	

	N	Y		N	42
	N	Y		Y	
	N	Y		N	
	N	N		N	
	N	Y		N	90
	N	N		N	
	N	Y		N	
	N	N		N	30
Closed by social care Family declined Not appropriate for service Person has moved away	N	N		N	
	N	Y		N	
	N	Y		N	
	N	Y		N	
	N	Y		Y	
	N	Y		Y	
	N	Y		N	
Closed by social care Family declined Not appropriate for service Person has moved away	N	N		N	

	N	Y		N	
	N	Y		Y	
	N	Y		N	
	N	N		N	
	N	Y		N	
	N	Y		N	
CAF Closed Family declined Not appropriate for service Person has moved away Social care involvement	N	N		N	
	N	Y		N	42
	N	Y		Y	
	N	Y		N	
	N	Y		Y	
CAF Closed Family declined Not appropriate for service Person has moved away Social care involvement	N	N		N	
	N	Y		N	42
	N	Y		Y	
	N	Y		N	
	N	Y		Y	



	N	N		N	
	Y	Y		N	
Service criteria not met Signposted to other services Young person did not engage Person has moved away Other - see notes	N	N		N	
	N	Y		N	
	N	N		N	
	N	Y			
	N	Y			

	N	Y			
	N	Y			
	N	Y		Y	
	N	Y		Y	
	N	Y			42
	N	Y			
	N	Y		Y	
	N	Y		Y	
	N	Y			42
	N	Y			
	N	Y		Y	
	N	Y		Y	
	N	N		N	

[illegible]

[illegible]

Next action rules
Exclusive NFA Inclusive Presenting Issues
Exclusive NFA Inclusive CAF
Exclusive
Exclusive
Exclusive
Not sole
Not sole
Exclusive of all other next actions
Not sole
Not sole
Not sole

[illegible]

Not sole
Exclusive of all other next actions
Not sole
Exclusive of all other next actions
Not sole
Exclusive of all other next actions
Not sole
Exclusive of all other next actions
Not sole
Exclusive of all other next actions
Not sole

Exclusive of NFA
Exclusive of Outcome Assessment Tool
Inclusive of Early Help Risk Assessment
Inclusive of PF FSW Assessment



Exclusive of PF FSW Case Closure
Exclusive of PF FSW Support Plan
Exclusive of PF FSW Case Closure, Not sole
Exclusive of PF FSW Case Closure, Not sole
Exclusive of PF FSW Case Closure
Exclusive of PF FSW Review
Exclusive of PF FSW Case Closure, Not sole
Exclusive of PF FSW Case Closure, Not sole
Exclusive of PF FSW Case Closure
Exclusive of PF FSW Review
Exclusive of PF FSW Case Closure, Not sole
Exclusive of PF FSW Case Closure, Not sole

[illegible]

[illegible]

<b>Mandatory next action rules associated to form elements</b>	<b>Purpose</b>
	Documents reason for CAF being raised and potentially triggers process. Evidences whether or not CAF was commenced and reason of declined.
	The early help assessment recorded by any practitioner working with a child with additional needs
	Identifies family strengths and weaknesses, highlighting reason for involvement and provides forum for opinion.
	Review effectiveness of any interventions implemented as a result of the family support meeting.



	Records the details of a conference held and the plan for a child
	FGC Closure Summary, includes recording details from evaluation form and Early Help Outcomes measurables
	Request for service to CAF FSW team - only available when a CAF is in place
	Record of CAF FSW Work Plan
	Review progress against CAF FSW Work Plan

	CAF FSW Case Closure includes Priority Outcome measurables
	Referral to TS4YP for youth work
	Records scores of TS4YP Starting Out, Midway and Final Assessments
	Closure form for youth work interventions
	Notification from Local Coordinating Group of new case for Priority Families Support Worker. Includes copy of presenting issues form

	Full assessment form for PF FSW
	Support Plan for PF FSW
	Review meeting for PF FSW
	PF FSW Case Closure summary, including Early Help Outcomes form for reporting to Priority Families Programme



[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]



[illegible]

[illegible]

Form Name	Config	TEST
Initiate CAF	4	(16) 19
MHiSC Funding	2	16
BHLP Application of Finance	3	(16) 18
Early Help SDQ	2	13
CAF Form	8	16
Family Support Plan	12	22
Family Support Plan Review	11	28
CAF Home Visit	1	2
CAF Summary Closure Form	5	12
Early Help Presenting Issues	5	(29) 30
Early Help Outcomes Form	4	34 (35)
CAF ShareCare Closed	2	7
PSA Referral	2	3
PSA Closure	2	3
Early Help Risk Assessment	1	5
FGC Referral	3	9
Child's Story for FGC	2	5
Preparation for an FGC	3	7
FGC Invitation Letter	1	3
Enabling Fund Request Form	1	1
Family Group Conference (FGC)	4	7
FGC Evaluation	1	4
FGC Closure Summary	3	9
FGC Closure Letter	1	3
Priority Families FSW Notification	3	12
Priority Families FSW Assessment	2	7
Priority Families FSW Activities Risk Assessment	1	6
Priority Families FSW Support Plan	1	6
Priority Families FSW Review Support Plan	2	8
Priority Families FSW Case Closure Form	3	7
CAF FSW Referral	3	12
CAF FSW Work Plan	3	4
CAF FSW Intro Letter	2	6
CAF FSW Intro - unable to contact by phone	2	7
CAF FSW Case Closure	22	5
CAF FSW Closure Letter - worked case	2	5
CAF FSW Closure ltr - disengaged/not worked case	1	2
TS4YP Referral	4	8
Outcome Assessment Tool	6	13
TS4YP - YP on Waiting List Letter	4	4
TS4YP - YP allocated from Waiting List	4	4
TS4YP - YP allocated	4	3
TS4YP - Exit Form	3	6



DEV

Upload V3 to LIVE post migration

Upload V4 to LIVE post migration

Role/Worker	Can Act For
CAF FSW SPPs	GP FSW
Lucy Davidson	Sue Aspinall
Lorraine Jaeger	Sue Aspinall
TS4YP Admin	TS4YP Detached Youth Workers
Kerry Dulley	Dawn DonovanSam Metcalfe
Wendy Chetwynd	Louise Hargreaves
Dawn Horishny	Fiona GreenAlan StevensMunjit Railan Smitl
Shelley Statham	Sam EalingJackie EarleCherrie HeathEmma



**Name**

Early Help & Targeted Support

Family & Parenting Support

Family & Parenting Admin

Targeted Support for Young People

- TS4YP Central Admin
- TS4YP North Warwickshire
- TS4YP Nuneaton & Bedworth
- TS4YP Rugby
- TS4YP Stratford
- TS4YP Warwick

**Address**

Saltisford Office ParkAnsell WayWarwickCV34 4UL

Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Kings HouseKing StreetBedworthCV12 8LL

CAF  
PSA  
PF FSW  
CAF FSW

Oakfield Park32 Bilton RoadRugbyCV22 7AL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL

North  
South  
Rugby

Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Oakfield Park32 Bilton RoadRugbyCV22 7AL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL

FGC

Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL

æetBedworthCV12 8LL

Saltisford Office ParkAnsell WayWarwickCV34 4UL

**Name**

Access to Education & In Year Fair Access  
Attendance, Compliance & Enforcement Service  
Early Intervention Service  
Educational Psychologist Service  
Ethnic Minority & Traveller Achievement Service  
Home Education Support  
Ill Health Team  
Integrated Disability Service (Teaching and Learning)  
Virtual School

Lead Professional for Vulnerable Learners  
Learning Mentors  
Flexible Learning

Ruth Laband Counselling Services  
CW Mind  
Lifespace  
Barnados  
Rosa  
Sycamore  
Safeline  
WAYC  
Core Assetts  
Guys Gift  
Cruse Bereavement Care

LA District Housing: North Warwickshire  
LA District Housing: Nuneaton and Bedworth  
LA District Housing: Rugby  
LA District Housing: Warwick  
LA District Housing: Straford  
Bromford  
Orbit  
Midland Heart  
Whitefriars

Adult Learning Disability Service

CAMHS  
Mind  
Primary Mental Health Team  
Reach  
IAPT  
Adult Mental Health Teams

Relate

CAB  
Young carers project  
SENDIAS (prev. parent partnership)  
Taking the Reins  
Stonham  
Mothers Union  
Holiday Association  
Family Fund  
Friendship Project  
Entrust Care Partnership  
Dogs Trust/Taking the Reigns  
Youth clubs/organisations  
Positive about Young People  
Parent Support Advisor  
The Bridge  
DACs/ROSA/Safeline

Police  
Youth justice service

Recovery partnership  
Compass

Family Information Service

Childrens Social Care  
Adults Social Care  
Warwickshire Welfare rights advisory service  
Out of County CAF team  
Other OOC agency  
Autism West Midlands  
ILEAP  
Right Step (Employment Services)



**Address**

Saltisford Office ParkAnsell WayWarwickCV34 4UL  
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Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL

would need full list



CAF/TSYP

Saltisford Office ParkAnsell WayWarwickCV34 4UL



Saltisford Office ParkAnsell WayWarwickCV34 4UL

Saltisford Office ParkAnsell WayWarwickCV34 4UL  
Saltisford Office ParkAnsell WayWarwickCV34 4UL

## Notes

CAF

CAF

????

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

MHiSC Provider

DC Main address

Housing provider

Housing provider

Housing provider

Housing provider

1x central address

???

county team

mental health project

Mental health intervemtopm

???

4 x warks?

3 or 4 in warks  
1 x commissioned project  
1x

Where/how many

Ref No

ID

NAME

TYPE

SECTOR

SUBSECTOR	SERVICE_AREA	REFERRABLE	SUPPLIER_INDICATEMAIL_ADDRESS
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WEB\_SITE\_ADDRESS