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	tep Description and tasks
GREEN = add BLUE = amend	tep Description and tasks
	tep Description and tasks
Business Area St	
Early Help - CAF Ea	arly Help Pre-Assessment - RENAME to Initiate CAF
PI	lease review BHLP/MHiSC Funding Request (Optional)
Early Help - CAF Ea	arly Help Assessment - RENAME to CAF
PI	lease review BHLP/MHiSC Funding Request (Optional)
	eam Around the Child Plan - RENAME to Family Support eeting
PI	lease review BHLP/MHiSC Funding Request (Optional)
PI	lease contribute to this Plan (Optional)
	eam Around the Child Review - RENAME to Family Support eeting Review
PI	lease 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
Early Help - FGC	FGC Referral
Early Help - FGC	FGC Referral Request for FGC (M)
Early Help - FGC	
Early Help - FGC	
Early Help - FGC	
Early Help - FGC	
	Request for FGC (M)

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

Register Type							
	Priority Family Programme						

Request desination(s)	Step Context	Can Initiate workflow	Initiated without subject	Available for groups	Can be duplicated is flagged	Warn if Existing Inv	Closes a case	Opens a case
Available as start new for CAF Business Support & CAFO	С	Y	Y	Y	Ν		N	Y
CAF Team								
	С	Ν	Ν	Y	Y		N	Y
CAF Team								
	С	Ν	Ν	Y	Y		N	Y
CAF Team								
Any worker								
	С	Ν	N	Y	Y		N	Y
CAF Team								

Annuality								
Any worker								
	С	Ν	N	Y	Y		Y	Ν
CAF Team								
CAF FSW X 3 Teams, FGC, TS/VP x 5 Teams								
	С	Ν	N	Y	Y		N	Y
	С	N	N	Y	Y		N	Y
	C	IN	IN	I	I			Ĩ
Team - PF FSW, CAF FSW x 3, FGC								
Available as start new by F&P								
Admin until Social Care Go	С	Y	N	Y	Ν		N	Y
Live								
FGC Team								
	С	N	N	Y	Y		N	N
]		

	С	N	N	Y	Y	N	Y
FGC Team							
	С	N	N	Y	Y	Y	Ν
FGC Team							
Initiate workflow only available as Add for GP FSW CAF FSW SPPs to have Act For privaleges for GP FSW	С	Y	N	Y	N	N	Y
North South & Pughy							
	С	N	Ν	Y	Y	N	Y
CAF FSW Teams x 3							
	С	N	Ν	Y	Y	N	Ν
CAF FSW Teams x 3							

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

	С	Ν	Ν	Y	Y	N	Y
PF FSW Team							
	С	Ν	N	Y	Y	N	Y
PF FSW Team							
	С	N	N	Y	Y	N	Y
PF FSW Team							
	С	N	N	Y	Y	Y	N
PF FSW Team							

Available as start new for PSA	С	Y	N	N	N		N	Y
	С	Ν	Ν	Ν	Y		Y	N
PF FSW Team								
	С	Y	Ν	Ν	Ν	Ν	Y	N
					L	ļ		

Reopens a case	Activities	Status of Activity
Y	Initiate CAF	м
	BHLP: Application of Finance	
	MHISC Funding Form	
	Early Help SDQ Score	
	Pre-Assessment Checklist	
Y	Family CAF Form - RENAMED to CAF Form	м
	MHiSC Funding Form	
	BHLP Application of Finance	
	Early Help SDQ Score	
Y	Team Around the Child Plan - RENAME to Family Support Plan	м
	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	м
	BHLP: Application of Finance	
		1

	Early Help SDQ Score	
	MHISC Funding Form	
	CAF Home Visit	
Ν	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	м
Y	Early Help Risk Assessment	М
Y	FGC Referral	м
	Child's Story for FGC	M
N	Preparation for an FGC	м
	FGC Invitation letter	
	Enabling Fund Request Form	

Y		
	Family Group Conference (FGC)	М
	Meeting Invitation	
	FGC Evaluation	М
	Enabling Fund Request Form	
N	FGC Closure Summary	
		М
	FGC Closure Letter	М
	Early Help Outcomes Form	
Y	CAF FSW Referral	
-		
		М
Y	CAF FSW Work Plan	
		М
	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	
		М
	Enabling Fund Request Form	
	Early Help Presenting Issues	

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

<u> </u>			
Y		Priority Families: FSW Assessment	м
			IVI
		Priority Families: FSW Activities Risk Assessment	
	Y	Priority Families: FSW Support Plan	
			М
		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	м
		Early Help Outcomes Form	M

N PSA Closure	M
N PSA Closure	м
	_
N CAF ShareCare Closed	М
	_
	_

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



Alias	Avail able	Term inatin g
Complete Early Help Assessment - RENAME to CAF	Y	N
Early Help Presenting Issues	Y	Ν
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	Ν
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

Toom Around the Child Poview PENAME to Femily Support Meeting		
Team Around the Child Review - RENAME to Family Support Meeting Review	Y	N
Targeted Support for Young People Referral	Y	Ν
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	Υ
Review Early Help Risk Assessment	Y	N
No Further Action	Y	Y
No Further Action	Y	Y
FGC Preparation	Y	Ν
Early Help Risk Assessment	Y	Ν
Early Help Presenting Issues	Y	Ν
Family Group Conference	Y	N
Early Help Risk Assessment	Y	Ν
FGC Case Closure	Y	Ν
No Further Action	Y	Y

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

PSA Closure	Y	N			
No Further Action	Y	Y			
No Further Action	Y	Y			
Reasons	Refer to team	Refer to worker	Next action destination(s)	Can Be Sent Early	Delay start for
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	N	Y		N	
	N	Y		N	
	Ν	N		N	
	N	Y		N	
	N	Y		N	
	N	Y		Y	
	Ν	Y		Y	
	N	Y		Ν	42
	Ν	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	Ν	90
	N	N	N	
	N	Y	Ν	
	N	N	N	30
Closed by social care Family declined Not appropriate for service Person has moved away	N	N	N	
	Ν	Y	N	
	Ν	Y	N	
	N	Y	N	
	N	Y	Y	
	N	Y	Y	1
	N	Y	N	
Closed by social care Family declined Not appropriate for service Person has moved away	N	N	N	

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Person has moved away Social care involvement Image: Constraint of the second	Not appropriate for service	N	N	N	
Social care involvement I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I	Person has moved away				
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N Y Y		N	Y	 Ν	
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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

Not sole
Exclusive of all other next actions
Exclusive of NFA
Exclusive of Review Early Help Presenting Issues
Exclusive of NFA
Exclusive of Review Early Help Assessment
Exclusive of all other next actions
Not sole
Not sole
Exclusive of NFA & FGC Case Closure
Not sole
Exclusive of all other next actions
Exclusive of all other next actions

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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





Mandatory next action rules associated to form elements	Purpose
	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 stenegths and weaknesses, highlighting reason for involvement and provides forum for opinion.
	Review effectiveness of any interventions implkemented as a result of the family support meeting.

Records a summary of the work undertaken
within the CAF Team
Undertaken at the start of the process by CAFO to identify any presenting issues the family have that require addressing
Referral for FGC service
Documentation for use by FGC Coordinater to identify actions and activities undertaken during the preparation for an FGC

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 Outomes 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 Familiies Programme

 PSA Referral details
PSA Closure summary
Used for migration purposes only - step will
be restricted to CAF only
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Notes or Rationale for Change	Change Requested By	Date Request Received

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Request Implemented By	Date Request Implemented			

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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 CAF FSW Closure Itr - disengaged/not worked case	2 1	5 2
TS4YP Referral	4	8
Outcome Assessment Tool	6	13
TS4YP - YP on Waiting List Letter	1	4
TS4YP - YP allocated from Waiting List	1	4
TS4YP - YP allocated	1	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 WayWarKings HouseKing Stre Saltisford Office ParkAnsell WayWarwickCV34 4UL
CAF		Kings HouseKing StreetBedworthCV Oakfield Park32 Bilto
PSA		Saltisford Office ParkAnsell WayWarwickCV34 4UL
PF FSW		Saltisford Office ParkAnsell WayWarwickCV34 4UL
CAF FSW		Saltisford Office ParkAnsell WayWarwickCV34 4UL
	North	Kings HouseKing StreetBedworthCV12 8LL
	South	Saltisford Office ParkAnsell WayWarwickCV34 4UL
	Rugby	Oakfield Park32 Bilton RoadRugbyCV22 7AL
FGC		Saltisford Office ParkAnsell WayWarwickCV34 4UL
		Saltisford Office ParkAnsell WayWarwickCV34 4UL Saltisford Office ParkAnsell WayWarwickCV34 4UL

etBedworthCV12 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 III 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 Saltisford Office ParkAnsell WayWarwickCV34 4UL

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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

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		NAME	TVPE	SECTOR
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