

Referral Form to Care Leavers and Case Closure Checklist for CIC

March 2022

From the 14th of December 2022 this form should only be used for existing children who are open to children's social care who are looked after. After a bridging step into the new mosaic forms – this form will no longer be used. For all children who are referred after the 14/12/22, a referral to care leavers is in-built in mosaic forms.

Mosaic Number:

Date:

| Action | |
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| Referral for a PA at 15.5 years | |
| A brief case summary to be written by the Team Manager making the referral, including priority for allocation (green, amber, red), presenting needs, and support requirements to be written on mosaic under 'Management Oversight' and labelled as a 'Significant Event'. This will support in the allocation to PA's and enable the decision making around priority. | |
| This form to be emailed to CareLeaversReferrals@leics.gov.uk for Service Manager to direct allocation appropriately. | |
| Case Closure to CIC Team at 18 years (See case closure checklist or more details) | |
| Mosaic Front Page to be checked and Current | |
| Transfer summary and additional documents to be completed, including: <ul style="list-style-type: none">• Birth cert-Copy on file• Passport-Copy on file• Bank account-Details within transfer document• Ni Number-Within transfer document• EHCP-On file if applicable• Placement extension paperwork where applicable | |
| Pathway Plan to be within timescale and signed off by management | |
| 3 months summary to be in date, completed and on case notes | |
| Chronology to be updated and on mosaic | |
| Later Life Letter to be completed and on file | |
| Lifestory book to be completed (where appropriate) | |
| All outstanding workflow actions to be completed and signed off | |

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| Case closure document to be added to mosaic case notes by social worker and PA alerted (case note only, not step). | |
| Team Manager's to end the legal status of the child at 18 years. | |
| 18 Birthday contact data including suitable accommodation check box | |