



# **MOSAIC Guidance**

## **Drug Testing**

**April 2021**

**Important Notice: Records should only be accessed where there is a lawful and business need to do so. All activity on Mosaic can be audited and is subject to compliance spot checks. Any irregular activity could result in disciplinary action up to and including dismissal. Unlawful activity on Mosaic may also result in prosecution under the provisions of the Data Protection Act 2018.**

*See Associated Visio on **CFCS Processes:**  
'Drug Testing'*

**For further assistance in using Mosaic – please contact the System Support Officers.**

[CFCS.Systems@nottscc.gov.uk](mailto:CFCS.Systems@nottscc.gov.uk)

# Contents

Request Drug Test  
Drug Test Outcome

3  
6

## Action

### Request Drug Test

To be completed by Social Worker before Visit.

Find the record of the parent/carer that is to be tested, click on Start, New, then on Request Drug Test.

Within the step is one mandatory form: **Request Drug Test**

**Section 1 – Details of adult being tested** – Tick confirmation, then details will pull through.

**Section 2 – Child(ren) of adult (s) being tested**

To add the details of the child into the table, click on Find.

Enter name or id number, then click on Find.

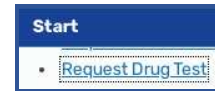
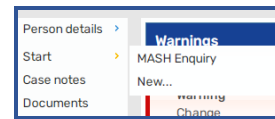
Select the correct record.

Select tick box/es for Child's Case Status.

**Section 3 – Rationale for drug testing** – Complete Social Worker rationale for initial drug test and Back to lab drug test. Both these fields are mandatory so will need to be completed

Complete name of worker requesting the instant screening test.

## Screen View



**1. Details of adult being tested**

Please confirm this workflow step has been opened on the person that is to be tested

**2. Child(ren) of adult(s) being tested**

To be filled in by the child(ren)'s social worker.

Drug testing is used to monitor parents/carers and inform conferences and decisions made on behalf of children in Nottinghamshire. Please give details of subject child(ren) of the parent being tested.

Subject children

Name	DOB	Gender	Relationship to subject
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Find

**Find person**

At least one field marked with a \* is required  
The presence of the space character in Post Code will affect search results

Use 'sounds like' for last name

Last name\*   
First name(s)   
Flat no.   
House no.   
Post code\*   
Date of birth\*   
Person reference\*   
Other reference\*   
Reference type

Building name\*   
Street name\*   
Age from   
Age to

Contact:  Adult  Child  Both  
Gender:  Male  Female  Any

Find Last Used Clear form Cancel

Show 15 entries

ID	Name	Address	Date of birth
101589313	Lija Boy	Nottinghamshire County Council Meadow House, Bath Street, Mansfield, NG18 2TB	21/09/2016

**Child's Case Status**

Care Proceedings  
 Child and Family Assessment  
 CIN  
 CP  
 Looked after Children  
 PLO  
 S47

Social Worker's rationale for instant drug test\*

Social Worker's rationale for Back to lab drug test\*

Mandatory Field

Mandatory Field

Name of worker requesting the instant screening test

## Actions

Send Team Manager the mandatory request to obtain consent to complete drug tests. Click Save and large red cross to close the step.

**Note** - Once the Team Manager has agreed to the drug tests, for the visit collect two Initial and two Back to Lab Drug tests from Business Support or Social Work Support Officer. Obtain a Chain of Custody consent form and Nottinghamshire County Council consent form from Business Support. If consent isn't given by the Service User, the forms still need completing

### Team Manager

Complete request, in Section 3, complete Mandatory fields giving Team Manager rationale for initial and back to lab drug tests.

Complete field box to record substances likely to require a back to lab test if initial results are positive. Then tick verification box to agree initial tests and back to lab tests.

Click on Save and click large red cross to close the step.

## Screen View



Required Request Drug Test(s)



To be completed by the Team Manager

Team Manager confirms that the workflow step has been opened on the ADULT ONLY

Team Manager's rationale for instant drug tests\*

Team Manager's rationale for back to lab tests\*

Which substances are likely to require a back to lab test should the instant screening test be positive?

Manager agrees for 2 x instant tests and 2 x Back to Lab tests to be taken from the cupboard



### Social Work Support Officer or Business Support

Find the adult on Mosaic, in the Person Summary page under current work click on resume on the Request Drug Test step to open the step.

In Section 3, enter the date the drug tests were given and the Lot numbers for the initial tests given (two in total). Enter the expiry dates for the Initial Drug Tests.

Enter the Back to Lab details (the serial numbers are on the outside of the packaging. The package should not be opened prior to use)

Click on Save and click on the large red cross to close the step.

Step to remain incomplete and kept within the Social Worker's incomplete work folder.

Current work

Workflow map History

Request Drug Test

Assigned to:

To be completed by Business Support

Date tests taken out by SWSO/Business Support

**Instant tests:**

First lot number for instant test

First instant drug test kit expiry date

Second lot number for instant test

Second instant drug test kit expiry date



## Actions

### To be completed by Social Worker - After Visit

Open the step, in Section 3 complete mandatory fields concerning consent being obtained for drug testing.

Upload both consent forms within the step by selecting the paperclip, click on attach a document and click on Browse. Find the document saved and click open. Select main category from drop down list and click on Add.

**Note:** If service user didn't give consent, still complete relevant details, and upload consent forms.

**Section 3 – Rationale for drug testing** – complete mandatory radio buttons to note outcome of initial test

Tick the boxes for drugs to be tested for the Back to Lab tests, if relevant.

**Note** - Initial drug test can be disposed of and Back to Lab test sent if required as soon as possible. These can be posted by the Social Worker but should not be posted near to the home of the service user that has been tested. All unused tests are returned to Business Support.

## Screen View

Consent has been gained from the service user for drug testing\*

Yes  No  Refused to give consent

N/A - Test not undertaken

Mandatory Field

I have uploaded the signed consent form to this step and added a case note to the child's file to record that the test has taken place.\*

Yes  No  N/A - refused to consent

N/A - Test not undertaken

Mandatory Field



Outcome of Instant tests

To be completed by the Social Work staff administering the tests

Amp - Amphetamines\*

Tested presumptive positive  Tested presumptive negative  Not Applicable

Mandatory Field

Is a Back to Lab test Required?\*

Yes  No

Back to lab test

Tick which drugs are you testing for in the back to lab test

Amphetamines  
 Buprenorphine  
 Benzodiazepine

### Business Support/Social Work Support Officer

Any tests not required are signed back in with Business Support.

Resume step as above. **Section 3 – Rationale for Drug testing** – enter Back to Lab test barcode/s and expiry date/s for the tests that were used if not already done.

Click Save and click on large red cross to close step.

Back to Lab tests:

First Back to Lab test barcode:

First back to lab drug test kit expiry date:

Second Back to Lab test barcode:

Second back to lab drug test kit expiry date:

### Social Worker

Resume step and select from the following Next Actions Form:

- Drug Test Outcome

Click on Add and Close

Click on green tick to finish the step

Next actions

Select action: -- Please select --

Note:



## Actions

## Screen View

### Drug Test Outcome

To be completed by Social Worker once Back to Lab test results are received, via secure e-mail to Business Support. This step must still be completed even if Back to Lab test is not required.

Find the adult on Mosaic, in the Person Summary page under current work click on start work on the Drug Test Outcome step to open it.

Within the step is one mandatory form:

### Drug Test Outcome

**Sections 1 – 4** – Information will pull through from previous step.

### Section 5 – Results of Back to Lab drug testing

Complete the Date Back to Lab test result received by Social Care and the outcomes of the relevant tests. Upload test results into step. *This section will not need filling in if no back to lab tests were required.*

### Section 6 – Agreed Actions (This section is mandatory and must be completed)

Enter Agreed Actions using drop down menu.

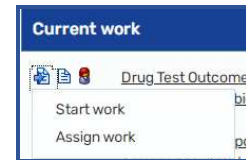
Enter Further details about impact on case planning.

Send mandatory request to Manager.

Click Save and click on the large red cross to close the step.

### ENSURE YOU ADD A CASE NOTE ON THE PARENT/CARER AND CHILD:

- Add test results to Adult record.
- On child's record add that drug test has been completed on named parent/carer.

A screenshot of a form titled 'Drug Test Outcome'. It contains a text field for 'Date Back to Lab test result received by Social Care'. Below this are two sections: 'Outcome of cocaine metabolite test' and 'Outcome of cannabinoids test'. Each section has two radio buttons: 'Tested positive' and 'Tested negative'.A screenshot of a dropdown menu for 'Agreed actions after discussion with manager please specify the impact on case planning\*'. The menu is open, showing three options: 'Continue with current plan', 'Consider change of plan', and 'Mandatory Field'. The 'Mandatory Field' option is highlighted in red.A screenshot of a text area for 'Further details about impact on case planning\*'. The text area is empty and has a red border. Below the text area is a red box with a white triangle and the text 'Mandatory Field'.

## Team Manager

Complete request. Click Save

In **Section 6 – Agreed Actions** – check agreed actions, and tick to verify

## Next actions Form

Select the following action:

- NFA – testing complete

Select Add and Close.

Click on green tick to finish the step.

 Team Managers Verification

Next actions	
Select action	-- Please select --
	-- Please select --
	NFA - Testing Complete
Note	

