



MOSAIC Guidance

Drug Testing

June 2019

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

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Contents

Request Drug Test..... **Error! Bookmark not defined.**
Record Drug Test Outcome6
Drug Test Contested7

Request Drug Test

To be completed by Social Worker before Visit.

Find the parent/carer's record, 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 – details will pull through.

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

Click on Find to add subject children, enter details and click on Find. Click on details to add to table.

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 initial screening test.

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

Step will remain highlighted in yellow in the Social Worker's incomplete work folder until the Team Manager has completed the request. The step name will then have a green tick in the incomplete work folder.

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

The screenshot shows a 'Start' button with a right-pointing arrow and a 'MASH Enquiry' dropdown menu. The dropdown menu is open, showing a 'New...' option.

The screenshot shows the header of the 'Request Drug Test' form for 'Bertha Beehive'. Below the header is a toolbar with various icons. A red circle highlights the 'Request Drug Test' button in the 'Next actions for' section.

The screenshot shows a blue button with a magnifying glass icon and the text 'Find'.


The screenshot shows a list of checkboxes for 'Child's Case Status':

- Care Proceedings
- Child and Family Assessment
- CIN
- CP
- LAC
- PLO




Social Worker's rationale for initial drug test*

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

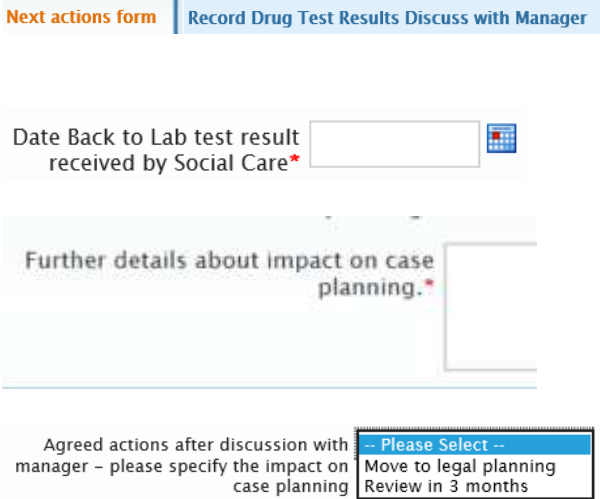

Name of worker requesting the initial screening test

 [Request Drug Test](#) [Chloe Test \(101501699\)](#)

 [Request Drug Test](#) [Chloe Test \(101501699\)](#)

Actions	Screen View
<p>Team Manager</p> <p>Complete request, in Section 3, complete Mandatory fields giving Team Manager rationale for initial and back to lab drug tests.</p> <p>Complete field box to record substances likely to require a back to lab test if initial results are positive.</p> <p>Tick verification box to agree initial tests and back to lab tests.</p> <p>Click on Save and click large red cross to close the step.</p>	<p>Team Manager's rationale for initial drug tests*</p> <p>Team Manager's rationale for back to lab tests*</p> <p>Which substances are likely to require a back to lab test should the initial screening test be positive?</p> <p><input type="checkbox"/> Manager agrees for 2 x initial tests and 2 x Back to Lab tests to be taken from the cupboard</p>
<p>Social Work Support Officer or Business Support</p> <p>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.</p> <p>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.</p> <p>The second test details can be removed at a later date if the test is returned unused.</p> <p>Click on Save and click on the large red cross to close the step.</p> <p>Step to remain incomplete and kept within the Social Worker's incomplete work folder.</p> <p>Note – Complete back to lab test details when Social Worker returns from visit due to packet containing back to labs test needing to remain sealed.</p>	<p>Date tests taken out by SWSO/Business Support <input type="text"/> </p> <p>First lot number for initial test <input type="text"/></p> <p>First initial drug test kit expiry date <input type="text"/> </p> <p>Second lot number for initial test <input type="text"/></p> <p>Second initial drug test kit expiry date <input type="text"/> </p>

Actions	Screen View
<p>To be completed by Social Worker - After Visit</p> <p>Open the step, in Section 3 complete mandatory fields if consent was obtained for drug testing.</p> <p>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.</p> <p>Note: If service user didn't give consent, still upload consent forms.</p> <p>Section 3 – Rationale for drug testing – complete mandatory radio buttons to note outcome of initial test</p> <p>Tick the boxes for drugs to be tested for the Back to Lab tests.</p> <p>Note - Initial drug test can be disposed of and Back to Lab test to be given to Business Support/Social Work Support Officer to send off if required. All unused tests are returned to Business Support.</p>	
<p>Business Support/Social Work Support Officer</p> <p>Social Worker to return Back to Lab tests. If completed tests to be sent off by Business Support. Any tests not required are signed back in with Business Support.</p> <p>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. Details of second initial test are removed from section 3 if test was unused.</p> <p>Click Save and click on large red cross to close step.</p>	
<p>Social Worker</p> <p>Resume step and select from the following Next Actions:</p> <ul style="list-style-type: none"> - NFA – no further testing needed - Record Drug Test Outcome (select Assign to Me if selecting this action) <p>Click on Add and Close Click on green tick to finish the step</p>	

Actions	Screen View
<p>Record Drug Test Outcome</p> <p>To be completed by Social Worker once Back to Lab test results are received, via e-mail to Business Support.</p> <p>Within the step is one mandatory form: Record Drug Test Results Discuss with Manager</p> <p>Sections 1 – 4 – Information will pull through from previous step.</p> <p>Section 5 – Results of Back to Lab drug testing There are two mandatory fields, Date Back to Lab test result received by Social Care and further details about impact on case planning.</p> <p>Select agreed action from drop down field box after discussion with manager.</p> <p>Click on radio buttons/s to note test results. Upload test results into step.</p> <p>Send mandatory request to Manager.</p> <p>Click Save and click on the large red cross to close the step.</p> <p>ENSURE YOU ADD A CASE NOTE ON THE PARENT/CARER AND CHILD</p> <p>Add test results to Adult record.</p> <p>On child's record add that drug test has been completed on named parent/carer.</p>	
<p>Team Manager</p> <p>Complete request. Click Save</p> <p>In Section 5 – Results of Back to Lab drug testing – check agreed actions.</p> <p>Next actions</p> <p>Select the following action: - NFA – testing complete</p> <p>Select Add and Close. Finish the step.</p>	

Actions

Drug Test Contested

If the service user contests/disagrees with the result of the Back to Lab drug test, they can request for the “B” test to be sent to an independent laboratory.

- The service user is liable to pay for the test
- The service user will need to sign a consent form for their name and address to be sent to Randox.
- Social worker will send the request and consent form to Randox
- Randox will send the invoice to the service user.
- The “B” test won’t be run until the invoice is paid by the service user.

Find the service users record, then click on Start, New

Click on the Drug Test Contested step.

Section 1 – 2 – details will pull through

Section 3 – Results of Back to Lab drug testing – results of back to lab ‘A’ tests will pull through, other test results and date back to Lab test result received by Social Care.

Section 4 – Service user requests independent B drug test – complete date service user contacted Social Worker to request an independent test of their ‘B’ sample.

Select radio button for consent gained from service user to give their details to Randox and to also note that a signed consent form has been uploaded on the parent’s record.

Select date Randox was notified.

Once the consent form is received and uploaded this date this step can be closed.

Next actions

Select the following action:

- NFA

Finish the step.

Screen View

