



South Glos Mosaic Guide

LAC PLACEMENTS QUICK PROCESS GUIDE

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Requesting a Placement

Newly Accommodated CYP

1. The 'Decision to Seek Accommodation' Step should be completed by Child Care Social Worker. This step records the decision to accommodate the child and the management approval for it. Without this step the LAC process cannot be started. The 'Decision to Seek Accommodation' 'Next Action' is available from the following workflow Steps:
 - Contact (MASH) and Referral
 - Child and Family Assessment and Plan
 - Child or Young Person in Need Review
 - Section 47 Enquiry
 - Significant Information on an Open Case (should only be used if you are not working on one of the above workflow steps)

The following 'Request' should be sent to get Senior Manager approval to accommodate:

Request	Send To
REQUIRED Senior Manager to Confirm Decision	Senior Manager e.g. Service Manager Access & Response (Paul Brewster) or Service Manager Social Care Long Term (Caryn Desmond)

2. Child Care Social worker to complete the relevant 'Request for Placement' form. If the placement request is for a sibling group a form should be added for each child. This is an 'Optional' form which is added by clicking on  which can be found on the toolbar.

Once completed the following 'Request' should be sent to FPT Duty:

Request	Send To
Request a Placement or vacancy	FPTDutyWorker Virtual

- If necessary the child Care Social worker can add the following 'Next Actions' to the 'Decision to Seek Accommodation' Step and select 'Send Immediately' so they can be started prior to the Step being 'Finished':

	Next Action	Assign To
1.	LAC Planning – Placement Information	Assign to self
2.	LAC Visit	Assign to self

If placing with family members please refer to Connected Carer Process Guide


Change of Placement for a Currently Looked after CYP

- Child Care Social Worker - Click 'Start' on the 'Sub Menu' from the 'Person Summary' page and select 'Significant Information on and Open Case'. Complete this workflow step and add the following 'Next Action':

	Next Action	Assign To
1.	LAC Planning – Change of Placement	Assign to self

The following 'Request' should be sent to get a Manager to approve the change in placement:

Request	Send To
REQUIRED Please review information and confirm next action	Team Manager

- Child Care Social Worker to Start 'Placement Information' step and complete the relevant 'Request for Placement' form. If the placement request is for a sibling group a form should be added for each child. This is an 'Optional' form which is added by clicking on  which can be found on the toolbar.

Once completed the following 'Request' should be sent to FPT Duty:

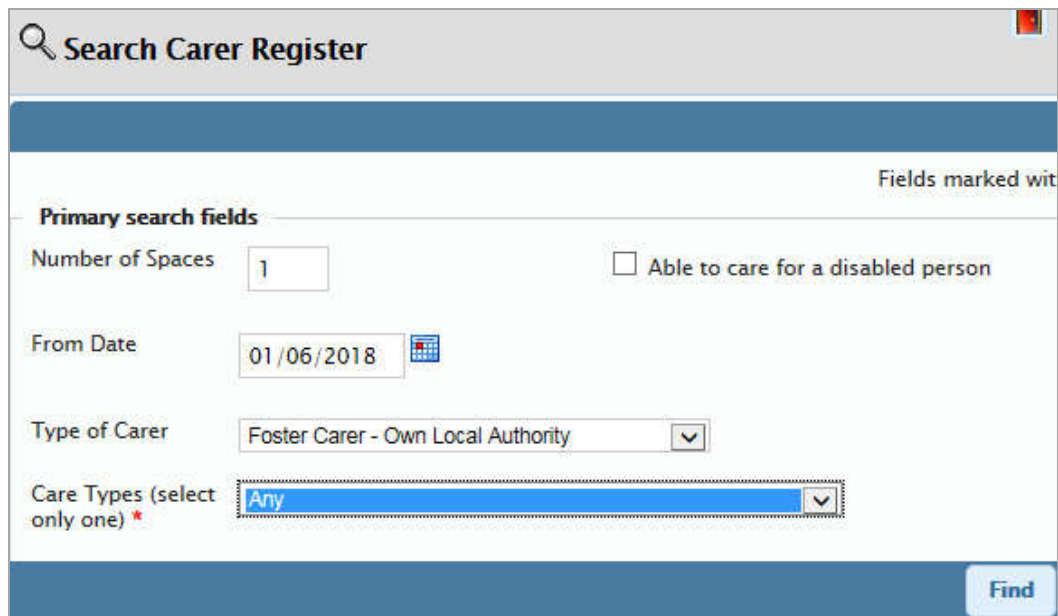
Request	Send To
Request a Placement or vacancy	FPTDutyWorker Virtual

Placement Matching

1. FPT Duty Social Worker to search for an in-house foster carer.
A list of Carers with vacancies can be viewed by selecting 'Search Carer Vacancies' from the 'People' menu on the Ribbon Toolbar.



From the 'Search Carer Register' page, enter a 'From Date' and check that 'Foster Carer – Own Local Authority' is selected in the 'Type of Carer' field and click 'Find'.

A screenshot of the 'Search Carer Register' form. The form has a search icon and title at the top. Below the title, there are several search fields: 'Number of Spaces' with a text input containing '1'; 'From Date' with a date input containing '01/06/2018' and a calendar icon; 'Type of Carer' with a dropdown menu showing 'Foster Carer - Own Local Authority'; and 'Care Types (select only one) *' with a dropdown menu showing 'Any'. There is also a checkbox labeled 'Able to care for a disabled person' which is unchecked. A 'Find' button is located at the bottom right of the form.

2. If a suitable in-house carer is not found FPT Duty worker to export the 'Request for Placement Form' to PDF and send a copy to the Brokerage Team
3. Once a suitable placement has been found FPT Duty Social Worker to attach Matching Form and Risk Assessment and 'Complete' the 'Request a Placement or Vacancy' Request

Placement Planning

Newly Accommodated CYP

- From the 'Decision to Seek Accommodation' Step Child Care Social Worker to add the following 'Next Actions':

	Next Action	Assign To
1.	Social Work Report for Next LAC Review	Assign to self
2.	Start First LAC Review	LAC Business Support Virtual
3.	If applicable - Seek Legal Advice	Assign to Self This action is assigned to yourself for information only as the Legal Team are not yet using Mosaic.

The following 'Request' will also need to be sent:

Request	Send To
Please arrange First LAC or Adoption Review	LAC Business Support Virtual

The 'Decision to Seek Accommodation' step should now be 'Finished'. The 'Decision to Seek Accommodation' step should not be left open. If a placement is not found or is not needed immediately select the next action of: 'Accommodation No Longer Required' and 'Finish' the workflow step. This is because to any manager or outside observer it looks like the child has been forgotten or placed but the recording is incomplete.

- Child Care Social Worker to complete 'Placement Information' Step and add the following 'Next Actions':

	Next Action	Assign To
1.	Initial Health Assessment	LAC Health Team (specify type of medical in Notes)
2.	PEP Required	Assign to Self
3.	Life Story Work	Assign to Self
4.	If relevant - Referral to Reconstruct	Assign to Self This generates a workflow step for you to complete/export to PDF/send
4.	If adoption planning agreed by a manager- Start Adoption Planning	Assign to Self

A signed copy of the 'Placement Information' form and 'Consent to Placement and Medical Treatment' form should be provided to the Foster Carer.

The following 'Request' will also need to be sent:

Request	Send To
Secure email notification to the Police	Business Support for your Team

The 'Placement Information' step should now be 'Finished'.

Change of Placement for a Currently Looked after CYP

1. Child Care Social Worker to complete 'Placement Information' Step and add the following 'Next Actions':

	Next Action	Assign To
1.	Existing LAC – Change of Placement Only	N/A – terminating step
2.	If relevant - Referral to Reconstruct	Assign to Self This generates a workflow step for you to complete/export to PDF/send

The following 'Request' will also need to be sent:

Request	Send To
Secure email notification to the Police	Business Support for your Team

A signed copy of the 'Placement Information' form and 'Consent to Placement and Medical Treatment' form should be provided to the Foster Carer.

The 'Placement Information' step should now be 'Finished'.

Tasks to be Completed Following a CYP being Placed

1. Child Care Social Worker to update 'LAC Episodes' and record the 'Placement Address' as both the 'Display' and 'Primary Address' in the 'Person Summary' page. The Foster Carer (if applicable) should also be added to 'Personal Relationships' in the 'Person Summary' page. Refer to 'Mosaic – LAC Episodes' Help Guide for further instructions.
2. FPT Duty Worker to 'Start' 'Purchase Services' workflow step and send to Finance to generate payments. Refer to 'Mosaic Purchase Services – Fostering Placements' Process Guide for further instructions.
3. Child Care Social Worker to 'Finish' 'Placement Information Step' after Placement Planning meeting has been completed.