BUSINESS SUPPORT CASE FILE CHECK – CHECK AGAINST mosaic

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| **CHILD’S NAME** |  |  |
|  | **Y/N** | **Comments/Notes** |
| **PERSONAL DETAILS** |  |  |
| Ethnicity/first language/religion/nationality recorded |  |  |
| Country of birth |  |  |
| Gender/context (Adult/Child)/DOB recorded |  |  |
| Service user group recorded & up to date (ended for a case closure) |  |  |
| Telephone numbers – email SW asking them to check that the numbers are current (is it clear who the number belongs to - carer/parent etc.) |  |  |
| **Allocated worker** - check SW/IRO/CP Chair recorded, and displaying on personal details screen |  |  |
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| **Supervision-** Does the case have a Supervision recorded within a supervision episode (not case note) within the last 3 months?  |  |  |
| Date of last supervision |  |  |
| Is there a duplicate supervision workflow? E.g. two incoming supervisions due to a duplicate workflow where one may need cancelling by a TM? |  |  |
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| **EDUCATION** |  |  |
| School up to date - Address |  |  |
| SEN – if child is subject to SEN, is this recorded on mosaic? (check with SW) |  |  |
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| **Transfer/closure summary** – if case is due to transfer/close, is there a transfer/closure summary recorded? |  |  |
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| **Chronology** recorded open/closed |  |  |
| Date of last entry |  |  |
| Has chronology been finalised and ended by worker for case closure? |  |  |
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| **Case notes** – date of last case note recorded |  |  |
| Case closure: Are all case notes finished? |  |  |
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| **HEALTH** |  |  |
| Are any illnesses or hospital stays recorded on the Health tab under the relevant sections? |  |  |
| Are any conditions/disabilities recorded on the Health Tab under the relevant sections?  |  |  |
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| **ADDRESSES** |  |  |
| Current address correct? (check with SW) |  |  |
| Historic addresses (start/end dates & address type/s correct e.g. home or placement) |  |  |
| If child is LAC – does the home address cease the day the child became Looked After? |  |  |
| If ceased to be LAC – home address should start the same date as primary placement address ceases |  |  |
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| **FILE LOCATION (continued below)** |  |  |
| Is a file location recorded? |  |  |
| Request file from archives if necessary |  |  |
| Add file location if necessary ( select ‘electronic file only’ if no paper file) |  |  |
| **FILE RETENTION** recorded **for closure?** |  |  |
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| **RELATIONSHIPS** |  |  |
| Family relationships recorded (mum/dad/siblings etc.) |  |  |
| If child lives with parent – does address match on Mosaic? |  |  |
| Professional relationships recorded (GP surgery/School) |  |  |
| Genogram |  |  |
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| **LAC CASES** |  |  |
| Workflow checked for missing/duplicate outcomes (LAC Stat visits etc.) |  |  |
| Date of last LAC visit- are all visits recorded and within timescales?  |  |  |
| LAC Reviews recorded – date of last review |  |  |
| PEP date- Is PEP up to date and is it completed? |  |  |
| HNA date- Are HNA’s recorded on Health Tab and uploaded to HNA workflow item? Is it up to date/due/overdue? |  |  |
| SDQ requested/recorded (in documents) From Carer. |  |  |
| Dental check date (Must be recorded at least once a year) |  |  |
| Carer recorded on Care Package (check addresses match) |  |  |
| LAC Workflow items (up-to-date legal status/placement–check with SW) |  |  |
| S20 has signed consent to placement and medical treatment been uploaded?  |  |  |
| New-borns who become LA in hospital – check recorded correctly (start date of placement/address should be birth date unless carer wasn’t identified at birth) |  |  |
| LAC ceased–recorded as ‘placement movement’–change of plan decision (for under 18’s only) |  |  |
| Life Story Work |  |  |
| Age 16+, are Pathway Plans up to date? Reviewed every 6 months |  |  |
| If independent living is this recorded as placement code in Lac workflow items? |  |  |
| If NEET is this recorded on mosaic? (Amend> Employment status) |  |  |
| Birth Certificate on file for LAC child. |  |  |
| Relevant Court Order or signed S20 uploaded to mosaic & on file |  |  |
| Recent Photograph on file for LAC child. |  |  |
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| **UASC** |  |  |
| Is Service User Group of Absent Parenting - UASC recorded?  |  |  |
| Is home address recorded day of legal status/placement starts?  |  |  |
| \*Note: If an UASC is granted refugee status or independent leave to remain the Service user group needs ending\* Check with SW what the new SUG should b. |  |  |
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| **CARE LEAVERS** |  |  |
| Is Care Leaver Status recorded at birthday on Care Leaver tab? |  |  |
| Is legal status and placement ended on Lac workflow items?  |  |  |
| Care Leaver Contact recorded and up to date?  |  |  |
| Age 16+, are Pathway Plans up to date? Reviewed every 6 months |  |  |
| If NEET is this recorded on mosaic? (Amend> Employment status) |  |  |
| Has the National Insurance number been recorded? |  |  |
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| **NON LA Legal Status** |  |  |
| Supervision Order/Residence Order/SGO recorded |  |  |
| SO/SGO/RO Recorded on to service user group |  |  |
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| **CIN CASES** |  |  |
| Is child’s Plan recorded/completed? |  |  |
| Date of last Review  |  |  |
| Are all Reviews recorded/within timescale (3 months)?  |  |  |
| Are all Review workflow items completed/mandatory requests sent?  |  |  |
| Date of Last Visit |  |  |
| Are all visits recorded in correct order on Mosaic and within timescale (every 20 working days)  |  |  |
| If case has de-escalated from CP or LAC has previous CP/LAC workflow ended? Is there any outstanding work to be recorded? Are all workflow items complete and any future/incoming workflow items cancelled by a manager? |  |  |
| CIN Case closure: Has the case closure episode come from the LAST CIN Review- do the minutes state that the case is closing or do the minutes mention a date for a future review?  |  |  |
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| **CHILD PROTECTION** |  |  |
| Is child showing as registered to CP Plan on main screen (in red)? Contact ISU if any issues. |  |  |
| If case has escalated/de-escalated to CP from CIN/LAC has the previous workflow ended? Is there any outstanding work to be recorded? Are all workflow items complete and any future/incoming workflow items cancelled by a manager? |  |  |
| Date of last core group meeting |  |  |
| Are Core Group meetings recorded in correct order on Mosaic and within timescale (every 6 weeks) |  |  |
| Are any Core Group workflow items uncompleted- have mandatory requests been sent? |  |  |
| Date of last CP visit |  |  |
| Are all visits recorded in correct order on Mosaic and within timescale (every 15 working days) |  |  |
| Has SW completed all CP Reports?  |  |  |
| Case closure: Change of Plan decision and then case closure should come from the last RCPC. Are all workflow items completed? Is there any outstanding/incoming work to complete/cancel off such as visits or core group meetings?  |  |  |
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| **PRIVATE FOSTERING ONLY** (Please note some cases can also be open as Private Fostering alongside another plan e.g. Child In Need. If this is the case also check the CIN section). |  |  |
| None-lac legal status recorded on Mosaic under ‘legal status’?  |  |  |
| Is there a written agreement uploaded?  |  |  |
| Has Referral been outcomed as “No further social work involvement” and “Private fostering assessment”?  |  |  |
| Initial visit within 7 working days recorded as Private Fostering Visit?  |  |  |
| Subsequent visits recorded every 6 weeks for first year of placement then 12 weeks thereafter?  |  |  |
| Private Fostering Review- Should be one recorded within Mosaic episode annually.  |  |  |
| Service user group of “Cases other than Child In Need”  |  |  |
| Relationships added as “Private foster carer/Private Foster child”  |  |  |
| Child turning 16? Unless child has disability the arrangement will end- none lac legal status and relationships ended with end date, service user group to be ended. Visits and future reviews can be cancelled off by TM.  |  |  |
| Nationality, Religion and First language recorded.  |  |  |
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| **PRE-PROCEEDINGS**  |  |  |
| Are minutes of PLO meetings uploaded/recorded into the ‘initiate pre-proceedings’ episode and subsequent review workflow items?  |  |  |

Date case file check completed: Admin initials

Date email sent to SW (& TM)

Date case file check recorded as a case note on Mosaic (Also upload to documents)