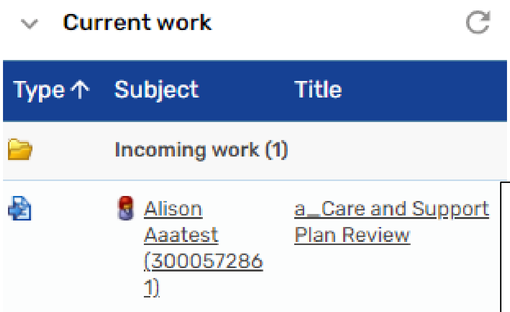
Quick Guide, Mosaic Adults

Completing Reviews Overview

If a client has existing services you should complete a Review workstep rather that a Comprehensive Assessment workstep. You can still select a Comprehensive Assessment form in the Review workstep.

If you are due to complete a Review for a client, there should be one assigned to you in your incoming work, **if there is not you will need to speak to your manager to assign this to you**.



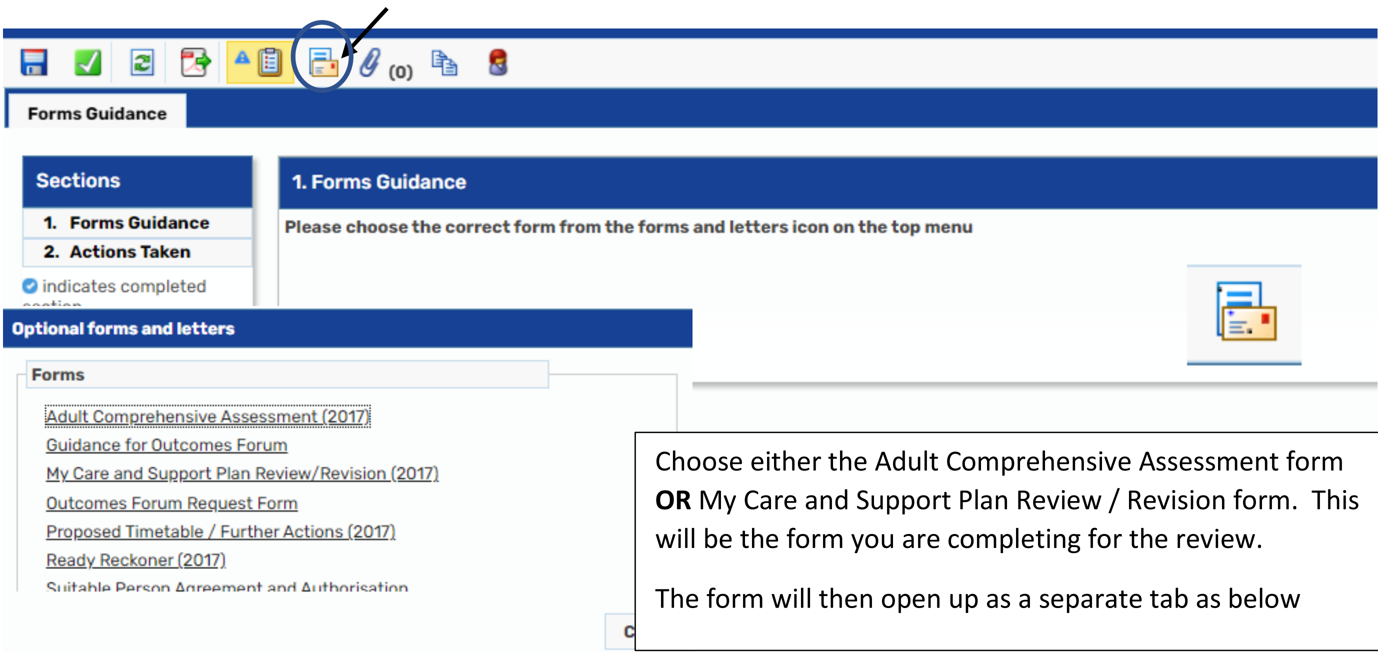
Once a review is assigned to you, you can start this from 2 places

The client's front screen under **current work**

Under your current work folder in Incoming work

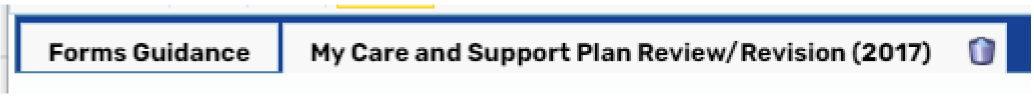
From both places click on the icon and choose **start work**

Once you have opened your Review you will need to choose which Review Form to complete, click on the forms and letters icon to display a list of forms available



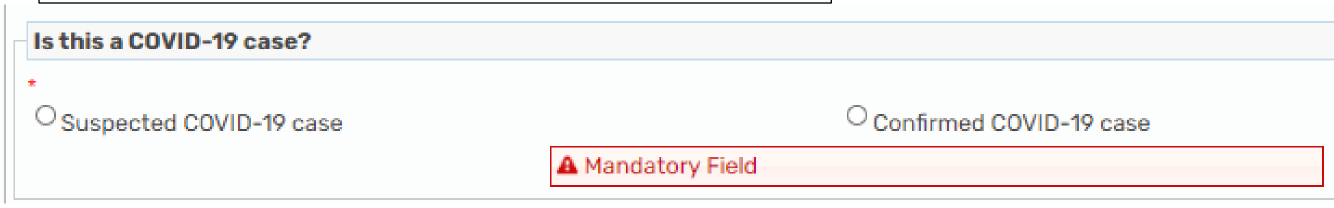
Choose either the Adult Comprehensive Assessment form **OR** My Care and Support Plan Review / Revision form. This will be the form you are completing for the review.

The form will then open up as a separate tab as below

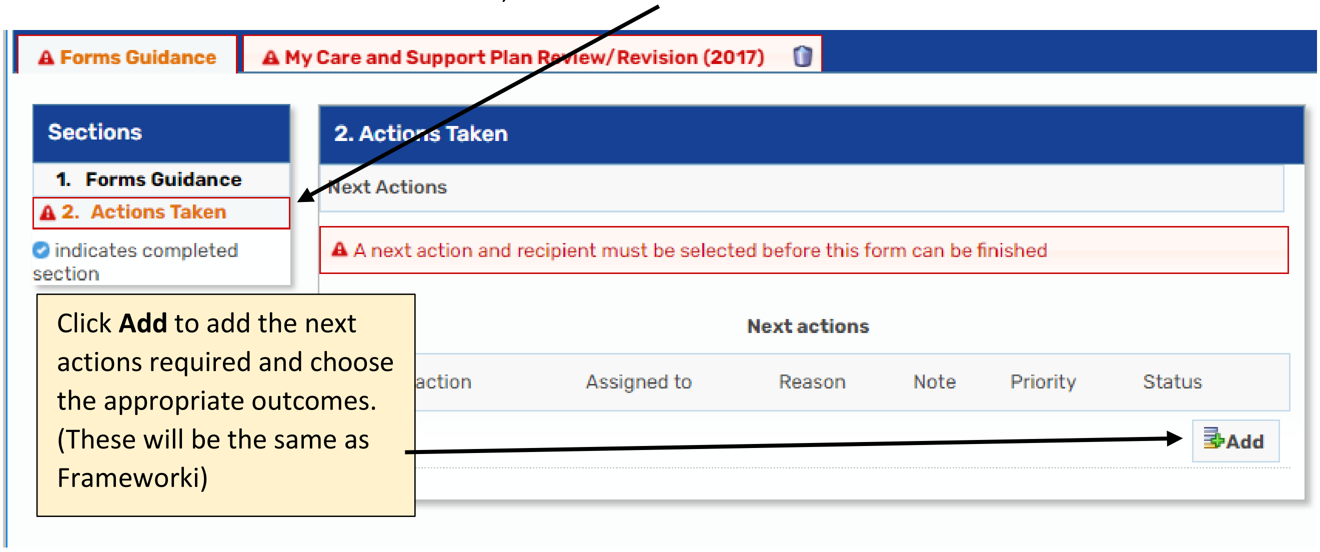


When you are completing your review, click on the save icon to save your work. From the first save, any mandatory fields that haven't been completed will be highlighted in red.

This will show, the section where the mandatory field is, once you click on the section the mandatory fields will be highlighted as below



Once you have completed your review form you will need to add the next actions (outcomes). In the review these are under the Forms Guidance for, click on the **Actions Taken** section



Click **Add** to add the next actions required and choose the appropriate outcomes. (These will be the same as Frameworki)

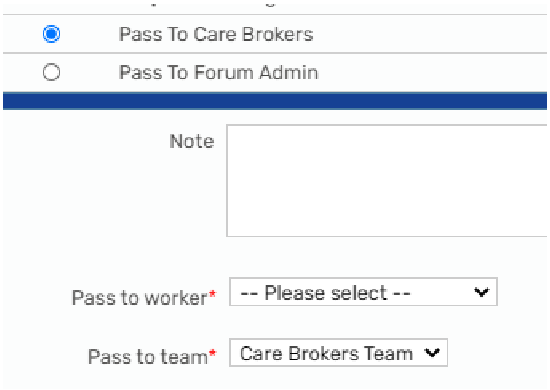
You will now need to send this to your Manager for authorisation, in Mosaic these are known as Requests and are shown by this icon. The request to agree the review Workstep is mandatory so will be highlighted.

Once you have sent the request close the workflow step by clicking on the red cross, remember to save your work.

When the request has been sent this will show in your **current work / Incomplete work** highlighted in yellow.

Once your manager has completed the request this will show in your **current work / incomplete work** with a tick next to the green pencil.

You can now send the workflow step to brokers, to do this you will need to **amend it** and send another request, you can do this either from your current work or from the person summary screen, click on the pencil icon and **resume work (left click ONLY, there is no right click in Mosaic)**



 Once you are in your review workstep click on the Requests icon and choose **Send request**, choose **Pass to Care Brokers** and pass to the Care Brokers **Team.**

Next Save and Close your Review Workstep  **Brokers will Finish this and complete the PO for any changes**