



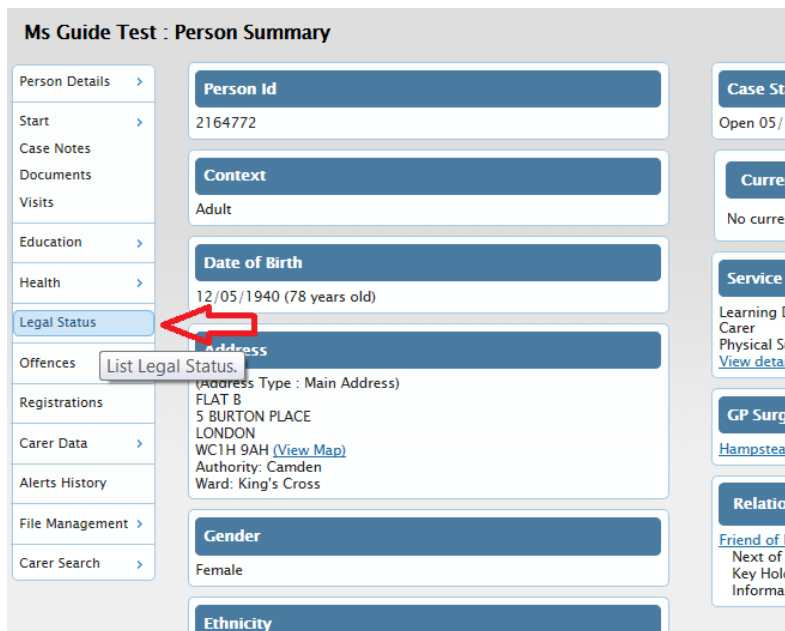
Section 117 Mosaic Guidance

Summary:

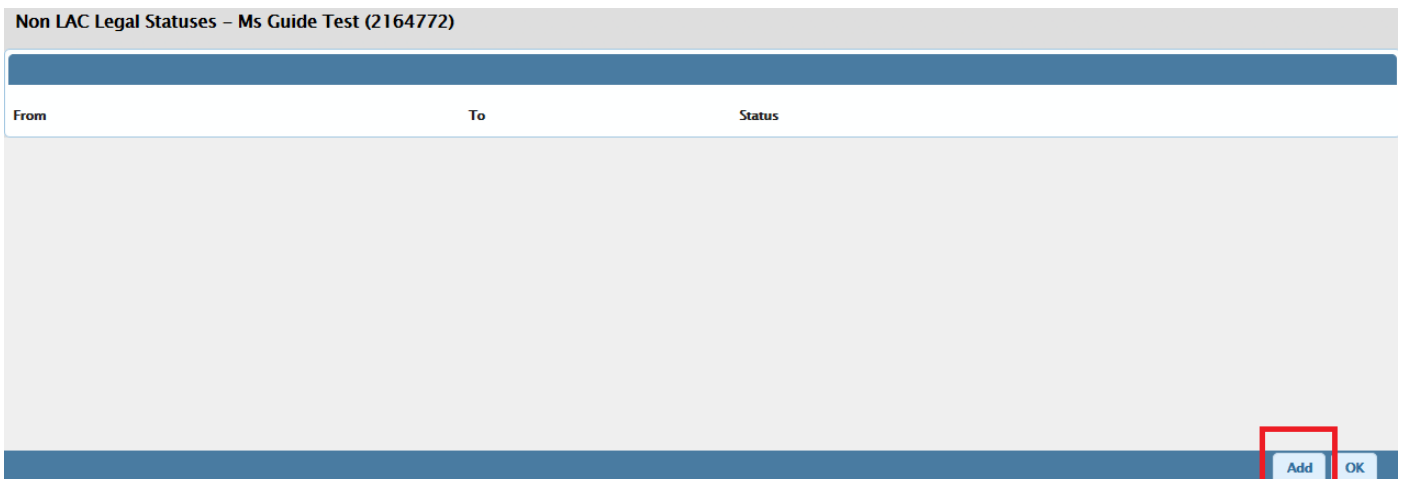
- 1. Adding Section 117 under Legal Status
- 2. Adding a Section 117 element in purchasing

1. Legal status of Section 117

- To update an individual's legal status on Mosaic, so this is visible on their front screen, you select 'Legal Status':






- Select 'Add':

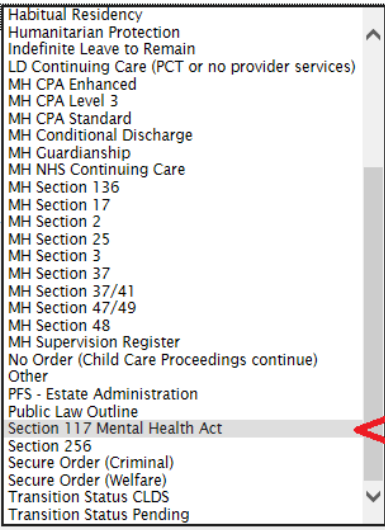



- Enter the date that the legal status was confirmed (and do not put an end date, unless you wish for the status to end/ be removed from the individual’s file on that date).
- Select from the drop down list, ‘Section 117 Mental Health Act’

Add Person Non LAC Legal Status – Ms Guide Test (2164772)

From Date *  

To Date 

Legal Status *  


Notes


Habitual Residency
 Humanitarian Protection
 Indefinite Leave to Remain
 LD Continuing Care (PCT or no provider services)
 MH CPA Enhanced
 MH CPA Level 3
 MH CPA Standard
 MH Conditional Discharge
 MH Guardianship
 MH NHS Continuing Care
 MH Section 136
 MH Section 17
 MH Section 2
 MH Section 25
 MH Section 3
 MH Section 37
 MH Section 37/41
 MH Section 47/49
 MH Section 48
 MH Supervision Register
 No Order (Child Care Proceedings continue)
 Other
 PFS - Estate Administration
 Public Law Outline
 Section 117 Mental Health Act
 Section 256
 Secure Order (Criminal)
 Secure Order (Welfare)
 Transition Status CLDS
 Transition Status Pending


- Select ‘Save’, and then ‘Ok’ to return to the front page.

Add Person Non LAC Legal Status – Ms Guide Test (2164772)



Fields marked with a * are required

From Date * 

To Date 

Legal Status * 

Notes



- You will now see that the Legal Status is listed on the front page:

Ms Guide Test : Person Summary

Person Details > Start > Case Notes > Documents > Visits > Education > Health > Legal Status > Offences > Registrations > Carer Data > Alerts History > File Management > Carer Search >

Person Id
2164772

Context
Adult

Date of Birth
12/05/1940 (78 years old)

Address
(Address Type : Main Address)
FLAT B
5 BURTON PLACE
LONDON
WC1H 9AH ([View Map](#))
Authority: Camden
Ward: King's Cross

Gender
Female

Ethnicity
Mixed / Any Other Mixed Background

Case Status
Open 05/10/2018

Current Work
No current work

Service User Groups
Learning Disability : Learning disabilities (over 65)
Carer
Physical Support : Personal Care (65 plus)
[View details \(including history\)](#)

GP Surgery / Practice
[Hampstead Group Practice](#)

Relationships
[Friend of Nicola Test](#)
Next of Kin for Nicola Test
Key Holder for Nicola Test
Informal Carer for Nicola Test

Legal Status
Section 117 Mental Health Act

2. Adding Section 117 element in purchasing

- You will need to start a **Purchase Service (personal budget)** workflow step. Either this can be generated from the current workflow step you are working in, as a next action, or from 'Start':

Ms Guide Test : Person Summary

Person Details > **Start** > Case Notes > Documents > Visits > Education > Health > Legal Status > Offences > Registrations > Carer Data > Alerts History > File Management > Carer Search >

Person Id
2164772

Context
New... Start one of the following for Ms Guide Test:

Date of Birth
12/05/1940 (78 years old)

Address
(Address Type : Main Address)
FLAT B
5 BURTON PLACE
LONDON
WC1H 9AH ([View Map](#))
Authority: Camden
Ward: King's Cross

Gender
Female

Ethnicity
Mixed / Any Other Mixed Background

Case Status
Open 05/10/2018

Current Work
No current work

Start

- [Mental Capacity Act Assessment](#)
- [MOSAIC in Touch](#)
- [OLD Three Conversations Carers \(Innovation Team Only\)](#)
- [OT - Request OT intervention](#)
- [Prospective Adopter Drop-in Sessions](#)
- [Prospective Adopter Preliminary Enquiry](#)
- [Prospective Carer Record Closure](#)
- [Prospective Foster Carer Enquiry](#)
- [Prospective Foster Carer Screening](#)
- [Purchase Service \(Carer\)](#)
- [Purchase Service \(Generic\)](#)
- [Purchase Service \(Personal Budget\)](#)
- [RAP - AMH/SAMH - Referral and Assessment](#)
- [RAP - Carers Assessment/Re-Assessment](#)
- [Referral](#)

- Go to the 'Personal budget' tab:

Purchase Service (Personal Budget) : Guide Test (2164772)

Next actions form **Personal budget**

Sections

- 1. Actions Taken
- indicates completed section

1. Actions Taken

*indicates required field

Subject Details

Find Subject Find

First Names* ⚙️

Last Names ⚙️

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Add					

Section completed

- Then select the 'Provisions and Contributions' tab:

Purchase Service (Personal Budget) : Guide Test (2164772)

Next actions form **Personal budget**

[Budget Breakdown](#)

Total Budget for period: £16,685.71
 Current Period Start Date: 26/10/2018
 Cost calculations will assume budgets/provision start on 26/10/2018 until start dates are entered

Total Allocated: £10,253.89
 Period Duration: 12 months

Budget **Provision & Contributions**

Budget Element	Start Date	End Date	Status	Change Type	Actions
Personal budget			Current		
Indicative budget allocation	26/10/2018		Current		
Weekly increase	26/10/2018		Current		

[Amend Budget Period](#) [Update 903 Codes](#) [Draft Purchase Orders](#) [Authorisation Tasks](#) [Add Budget Element](#)

- Find the current service in place, and click the pencil icon for amend (the square icon ends the service, the 'x' icon will cancel the service as if it had never occurred):

Purchase Service (Personal Budget) : Guide Test (2164772)

Next actions form **Personal budget**

[Budget Breakdown](#)

Total Budget for period: £16,685.71
 Current Period Start Date: 26/10/2018
 Cost calculations will assume budgets/provision start on 26/10/2018 until start dates are entered

Total Allocated: £10,253.89
 Period Duration: 12 months

Budget **Provision & Contributions**

Sort By Service Filters All

Service/Element	Element Type	Start Date	End Date	Status	Change Type	Actions
Direct payment		26/10/2018		Current		
Homecare - DP card scheme	P	26/10/2018				

Current service in place ←

[Amend Budget Period](#) [Update 903 Codes](#) [Draft Purchase Orders](#) [Authorisation Tasks](#) [Add Provision](#)



- This is the element, within the Direct Payment provision. This reflects the cost of the service. You need to add another element; a **Section 117** one, via the 'Add Element' button:

Elements in this Service	Start Date	End Date	Status	Change Type	Actions
Homecare - DP card scheme	26/10/2018	Direct Payment element in place/ the cost			

Change Standard Settings **Add Element**

- Select '**Section 117**' from the drop down list (you may need to select 'show all element types' if you cannot find this option):

Amend Direct payment > New Element

Filter the element types list by category

Show element types in this category BCC payments
 Show all element types

Element Type

- Respite homecare (one-off)
- Respite homecare (one-off) - DP card scheme
- Respite homecare - DP card scheme
- Section 117**
- Substance Misuse - Carers Payment (one-off)
- Transport

- Then select 'Next'.
If you press 'OK' instead, you will need to click on the pencil icon next to the Section 117 element to return to it- to enter the missing information (it will state incomplete element).
- Enter the date the Section 117 applied from, under the 'Dates' tab:

Amend Direct payment > New Section 117

Summary **Dates** Provision Delivery Note Notifications

Dates Start date: **REQUIRED**

Planned end date:

Provision Supplier: LBC Direct Payments Scheme

Delivery Frequency: Weekly



Notifications Notification to: Local Authority




Amend Direct payment > New Section 117






Summary | **Dates** | Provision | Delivery | Note | Notifications

Fields marked with a * are required before the service can be purchased.

Start Date *  

Planned End Date 

- Then select 'OK'. This brings you back to the element page, where you can see you have added the Section 117 element:




Elements in this Service	Start Date	End Date	Status	Change Type	Actions
Section 117 	26/10/2018			New	 
No Cost, Uncosted Element					
Homecare - DP card scheme	26/10/2018				 

- Select 'OK' again, and you can see it is now under the Provision:

Total Budget for period: £16,685.71
Current Period Start Date: 26/10/2018
Cost calculations will assume budgets/provision start on 26/10/2018 until start dates are entered

Total Allocated: £10,253.89
Period Duration: 12 months








Budget | **Provision & Contributions**

Service/Element	Element Type	Start Date	End Date	Status	Change Type	Actions
Direct payment				Proposed	Changing	 
Section 117 	P	26/10/2018			New	
Homecare - DP card scheme	P	26/10/2018				

Amend Budget Period | Update 903 Codes | Draft Purchase Orders | Authorisation Tasks | Add Provision

- Finally, go to the 'Next Actions' tab

Purchase Service (Personal Budget) : Guide Test (2164772)

      (0) 

Next actions form | Personal budget

Total Budget for period: £16,685.71
Current Period Start Date: 26/10/2018
Cost calculations will assume budgets/provision start on 26/10/2018 until start dates are entered

Total Allocated: £10,253.89
Period Duration: 12 months

Budget | **Provision & Contributions**

Service/Element	Element Type	Start Date	End Date	Status
Direct payment				Proposed
Section 117	P	26/10/2018		
Homecare - DP card scheme	P	26/10/2018		

Amend Budget Period | Update 903 Codes | Draft Purchase Orders | Authorisation Tasks | Add Provision



- Select 'Add'

The screenshot shows the 'Next actions form' interface. At the top, there are tabs for 'Next actions form' and 'Personal budget'. On the left, a 'Sections' sidebar shows '1. Actions Taken' as the active section. The main area is titled '1. Actions Taken' and contains a 'Subject Details' section with input fields for 'First Names' (filled with 'Guide') and 'Last Names' (filled with 'Test'). Below this is a table with columns: 'Next action', 'Assigned to', 'Reason', 'Note', 'Priority', and 'Status'. The 'Add' button in the bottom right corner of the table is highlighted with a red box.

- Select 'Purchasing Outcome', and 'Add and Close':

This screenshot shows the 'Next actions' form. The 'Select action' dropdown menu is open, with 'Purchasing Outcome' selected and highlighted by a red arrow. Below the dropdown is a 'Note' text area. The 'Priority' section has three radio buttons: 'Urgent', 'Normal' (which is selected), and 'Low'. At the bottom of the form, the 'Add and Close' button is highlighted with a red box.

- This outcome has now been added, and you can 'Finish' this workflow step, via the green tick Finish button in the toolbar. This workflow step must be finished if you wish for the changes you have made to take effect:

This screenshot shows the 'Next actions form' after the 'Purchasing Outcome' has been added. The table now contains one row: 'Purchasing Outcome' with a priority of 'Normal' and a status of 'Proposed'. The 'Finish' button (a green checkmark icon) in the top toolbar is highlighted with a red box. The 'Add and Close' button in the bottom right of the table is also visible.