

# 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':

	Person Id	Case Sta
tart >	2164772	Open 05/1
Case Notes		
Documents	Context	Curren
Visits	Adult	No curren
Education >		
Health >	Date of Birth	Service L
Legal Status	12/05/1940 (78 years old)	Learning D Carer
Offences List Leo	al Status.	Physical Su View detail
Registrations	(Aααress Type : Main Address) FLAT B 5 RURTON PLACE	GP Surge
Carer Data >	LONDON WC1H 9AH (View Map)	Hampstead
Alerts History	Authority: Camden Ward: King's Cross	
File Management >	Gender	Relation
Carer Search		Next of K

• Select 'Add':

Non LAC Legal Statuses – Ms Guide Test (2164772)						
From	То	Status				
			Add	ОК		



- 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 *	26/10/2018				
To Date					
Legal Status *	Habitual Residency Humanitarian Protection				
Notes	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 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 Section 256				
	Secure Order (Criminal) Secure Order (Welfare) Transition Status CLDS				

• Select 'Save', and then 'Ok' to return to the front page.

Add Person Non LAC Legal Status – Ms Guide Test (2164772)							
From Date *	26/10/2018	ed with a *	are require				
To Date							
Legal Status *	Section 117 Mental Health Act						
Notes							
		Save	Cancel				



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

Ms Guide Test :	Person Summary	
Person Details >	Person Id	Case Status
Start > Case Notes	2164772	Open 05/10/2018
Documents	Context	Current Work
Education >	Adult	No current work
Health >	Date of Birth	Service User Groups
Legal Status		Learning Disability : Learning disabilities (over 65) Carer Revised Connects : Research Conn (65 alun)
Offences	Address	View details (including history)
Registrations	FLAT B 5 BURTON PLACE	GP Surgery / Practice
Carer Data >	LONDON WC1H 9AH ( <u>View Map</u> ) Authority: Camden	Hampstead Group Practice
Alerts History	Ward: King's Cross	Relationships
File Management >	Gender	Friend of Nicola Test
Carer Search >	Female	Next of Kin for Nicola Test Key Holder for Nicola Test Informal Carer for Nicola Test
	Ethnicity	Logal Status
	Mixed / Any Other Mixed Background	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':

Person Details       Person Id         Start       Personal Documentation         Case Notes       Documentation         Documents       Context         Start one of the following for Ms Guide Test:       Current Work         Not current work       Start         Education       Meath Capacity Act Assessment         Netation       MoSAIC in Touch         Offences       Modifiers         Registrations       Canter Struct         Carer Data       Authority: Camden         Alerts History       Fiel Management +         Fiel Management +       Cender         Fiel Management +       Cender         Fiel Management +       Referral         Carer Search       Purchase Service (Carer)         Ethnicity       Referral	Ms Guide Test	: Person Summary			
Start       Personal Documentation       Open 05/10/2018         Case Notes       New       Context         Documents       Start one of the following for Ms Guide Test:       Current Work         Visits       Start one of the following for Ms Guide Test:       No current work         Education       Image: Context Start       Module Test:       No current work         Education       Image: Context Start       Module Test:       No current work         Image: Context Start       Image: Context Start       Module Test:       No current work         Image: Context Start       Image: Context Start       Module Test:       No current work         Image: Context Start       Image: Context Start       Module Test:       No current work         Image: Context Start       Image: Context Start       Module Test:       No current work         Image: Context Start       Image: Context Start       Module Test:       No current work         Correct       Image: Context Start       Image: Context Start       Image: Context Start       No current Start         Carer Data       Image: Context Start       Prospective Corrent Start Corrent Start       Prospective Corrent Start Corrent Start       Prospective Corrent Start Corrent Start         Carer Starch       Image: Context Start       Prospective Corrent Start Corr	Person Details >	Person Id		Case Status	
Case Notes       New         Documents       Start one of the following for Ms Guide Test:       Current Work         Visits       Start one of the following for Ms Guide Test:       No current work         Education >       Datrth       No current work         Health >       Image: Context Conte	Start >	Personal Documentation		Open 05/10/2018	
Education       >         Health       >         Legal Status       12       940 (78 years old)         Offences       (Advress Type : Maie Address)         Registrations       FLAT       Prospective Adopter Drop-in Sessions         Carer Data       WCIH 9AH (View Map)         Alerts History       Frospective Carer Record Closure         File Management >       Cender         Female       Purchase Service (Carer)         Purchase Service (Personal Budget)       Purchase Service (Personal Budget)         Referral       RAP - Carers Assessment         Referral       RAP - Carers Assessment	Case Notes Documents Visits	New Context Start one of the following for N	As Guide Test:	Current Work	
Health       >       12	Education >	Date .th	Start		
Legal Status       . dress         Offences       . dress         Registrations       . (Adverss Type : Main Address)         Carer Data       . (DD Three Conversations Carers (Innovation Team Only)         Alerts History       . Prospective Adopter Preliminary Enquiry         File Management       . (Gender         Carer Search       . (Gender         Female       . Purchase Service (Carer)         . RAP - AMH/SAMH - Referral and Assessment         . RAP - Carers Assessment/Re-Assessment         . Referral	Health >	12 (940 (78 years old)	Mental Capacity Act Assessment     MOSAIC in Touch		~
Offences       . dress         Registrations       (Address Type : Main Address) FLAT         Carer Data       >         Alerts History       WC1H 9AH (View Map) Authority: Camden Ward: King's Cross         File Management >       Cender         Carer Search >       Gender         Female       -         Ethnicity       -         Alerts Fistory       -         File Management >       Carer Search         Carer Search >       -         Gender       -         Female       -         Alerts History       -         File Management >       -         Gender       -         Female       -         BAP - AMH/SAMH - Referral and Assessment         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -       -         -	Legal Status		OLD Three Conversations Carers	(Innovation Team Only)	
Registrations       - Prospective Adopter Preliminary Enquiry         Carer Data       - Prospective Carer Record Closure         Alerts History       - Prospective Foster Carer Enquiry         Alerts History       - Prospective Foster Carer Screening         File Management       - Purchase Service (Generic)         Carer Search       - Purchase Service (Personal Budget)         - RAP - AMH/SAMH - Referral and Assessment         - RAP - Carers Assessment/Re-Assessment         - Referral	Offences	A dress	OT - Request OT intervention     Prospective Adopter Drop-in Sess	sions	
Carer Data       Image: Control of the system	Registrations	FLAT 5 BURTS	Prospective Adopter Preliminary E     Prospective Carer Record Closure	inquiry	
Alerts History       Muthority: Carinden       - Prospective Poster Carer Screening         Ward: King's Cross       - Purchase Service (Carer)         File Management >       - Gender         Carer Search >       - Female         Ethnicity       - RAP - AMH/SAMH - Referral and Assessment         - RAP - Carers Assessment / Referral         - Referral	Carer Data >	UONDON WC1H 9AH (View Map)	Prospective Foster Carer Enquiry	_	
File Management >       Gender       - Purchase Service (Generic)         Carer Search >       Female       - RAP - AMH/SAMH - Referral and Assessment         Ethnicity       - Referral	Alerts History	Ward: King's Cross	Purchase Service (Carer)	9	
Carer Search > Female - RAP - AMH/SAMH - Referral and Assessment RAP - Carers Assessment/Re-Assessment Referral	File Management >	Gender	Purchase Service (Generic)     Purchase Service (Personal Budge		
Ethnicity	Carer Search >	Female	RAP - AMH/SAMH - Referral and     RAP - Carers Assessment/Re-Ass	Assessment essment	
Legal status		Ethnicity	• <u>Referral</u>	Legal Status	



• Go to the 'Personal budget' tab:

Purchase Service (Personal B	Sudget) : Guide Tes	t (2164772)						
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Next actions form Personal budget								
Sections	1. Actions Taken							
1. Actions Taken						*indicates required field		
<ul> <li>indicates completed section</li> </ul>	Subject Details							
		Find Subject Find First Names* Guide # Last Names Test #	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/	Tota Perio 10/2018 until start dates are entered	I Allocated: £10,253.89 od Duration: 12 months							
Budget         Provision & Contributions									
<b>3</b>					Filters All				
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 Eleme	ent							

• 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 20	5/10/2018 until start dates are entered	Total Allocated Period Duration	: £10,253.89 1: 12 months		
Budget Provision & Contributions					
Ø					Sort By Service V Filters All
Service/Element	Element Type	Start Date	End Date	Status	Change Type tions
Direct payment	Current service in place	26/10/2018		Current	(∕)∎⊙
Homecare - DP card scheme	Р	26/10/2018			
Amend Budget Period Update 903 Codes Dra	ft 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 Payn	nent		1 🔲 🕄	
			element in	place/		<i>v</i> – •	
			the cost				
						a	
						Change Standard Settings	Add Element
							OK Cancel

• 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  Show all element types	payments Y				
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			Star	t date:		REQUIRED	$\leq \Box$
				Plan	ned end date:			
	Provision	ı		Sup	Supplier:		LBC Direct Payments Sche	me
	Delivery			Freq	Frequency:		Weekly	
	Notifications		Noti	Notification to:		Local Authority		



Amend Direct payment > New Section 117									
Summary	Dates	Provision	Delivery	Note	Notifications				
Fields marked Start Date *	Fields marked with a * are required before the service can be purchased. Start Date * 26/10/2018								
Planned End D	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	N 🖉
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     Total Allocated: £10,253.89       Current Period Start Date: 26/10/2018     Period Duration: 12 months       Cost calculations will assume budgets/provision start on 26/10/2018 until start dates are entered     12 months								
Budget Provision & Contributions								
Ŷ					Sort By Service	e 🗸 Filters All		
Service/Element	Element Type	Start Date	End Date	Status	Change Type	Actions		
Direct payment				Proposed	Changing	I 🖉 🐙		
Section 117	P	26/10/2018			New			
Homecare - DP card scheme	Р	26/10/2018						
Amend Budget Period Update 903 Codes Draft Purchase	Orders Authorisation Tasks	Add Provision						

• Finally, go to the 'Next Actions' tab

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Next actions form Personal budget				
Total Budget for period: £16,685.71		Total Allocated: £	10,253.89	
Current Period Start Date: 26/10/2018 Cost calculations will assume budgets/provision start on 26/10/2018 until	start dates are entered	Period Duration:	2 months	
Budget Provision & Contributions				
Ø				
© Service/Element	Element Type	Start Date	End Date	Status
© Service/Element Direct payment	Element Type	Start Date	End Date	Status Proposed
Service/Element     Direct payment     Section 117	Element Type P	Start Date 26/10/2018	End Date	<b>Status</b> Proposed
Service/Element Direct payment Section 117 Homecare - DP card scheme	Element Type P P	Start Date 26/10/2018 26/10/2018	End Date	Status Proposed



#### • Select 'Add'

Next actions form Personal bu	idget								
Sections	1. Actions Taken								
1. Actions Taken								*indicates required	d field
<ul> <li>indicates completed section</li> </ul>	Subject Details								
	-								
		Find Subject Find							
		First Names* Guide		<u>نې</u>					
		Last Names Test		<b>*</b>					
					Next actions				
	Next action		Assigned to	)	Reason	Note	Priority	Status	
									Add
	Section completed								

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

Next actions				
Select action	Please Select Purchasing Outcome			
Note				
Priority				
🔿 🖄 Urgent	🖲 🖹 Normal	🔿 🏪 Low		
		Add	dd and Close	Close

• 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:

🗟 🛃 🖻 😫	) 📑 🖉 <sub>(0)</sub> 💈							
Next actions form Personal b	udget							
Sections	1. Actions Taken							
1. Actions Taken								*indicates required field
Indicates completed section	Subject Details							
		Find Subject Find						
		First Names* Guide	4					
		Last Names Test	<b>\$</b>					
				Next actions				1
	Next action		Assigned to	Reason	Note	Priority	Status	
	Purchasing Outcome					B	Proposed	/ 🛈
	L							add

Section completed