Adoption Manual

August 2020

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Introduction

Now that the assessing of adoptive carers/family finding/adoption support has been moved over to the RAA we need to change the way that this information is recorded on mosaic. We need to create 2 separate files for the child on mosaic:

1. **The Child's LAC file**
   This remains the same as before and is the child's main LAC file.

2. **The Adoption file**
   This file needs to be created by allocated Social Worker once the 'in best interest' decision of adoption is made by the Agency Decision Maker (ADM) for the child. ***Allocated SW should contact Mosaic super users to restrict the file.***

Adoption file name
The Adoption file (AF) is to be created using the child's name with the acronym AF appended to the last name. For example, ***Kiran Smith AF.***

The Adoption file is ***renamed*** using the child's adoptive name once **Adoption Order is granted**. Previous name will be retained as an **alias.**

RAA will also have access to this file so it's important that the following information is recorded here:

Documents

The following documents need to be uploaded to this file:

- Updated assessments and chairs reports from the second LAC review and any subsequent review of the care and adoption plan;
- The child's permanence report;
- Information relating to the ADM adoption decision;
- Minutes of family finding criteria meetings and family finding reviews meetings;
- Minutes of selection meetings
- Prospective adopters report
- Matching reports and documents relating to the RAA Panel and ADM decisions on matching
- Adoption placement report
- Adoption placement plan
- Minutes of transition planning meetings and reviews.

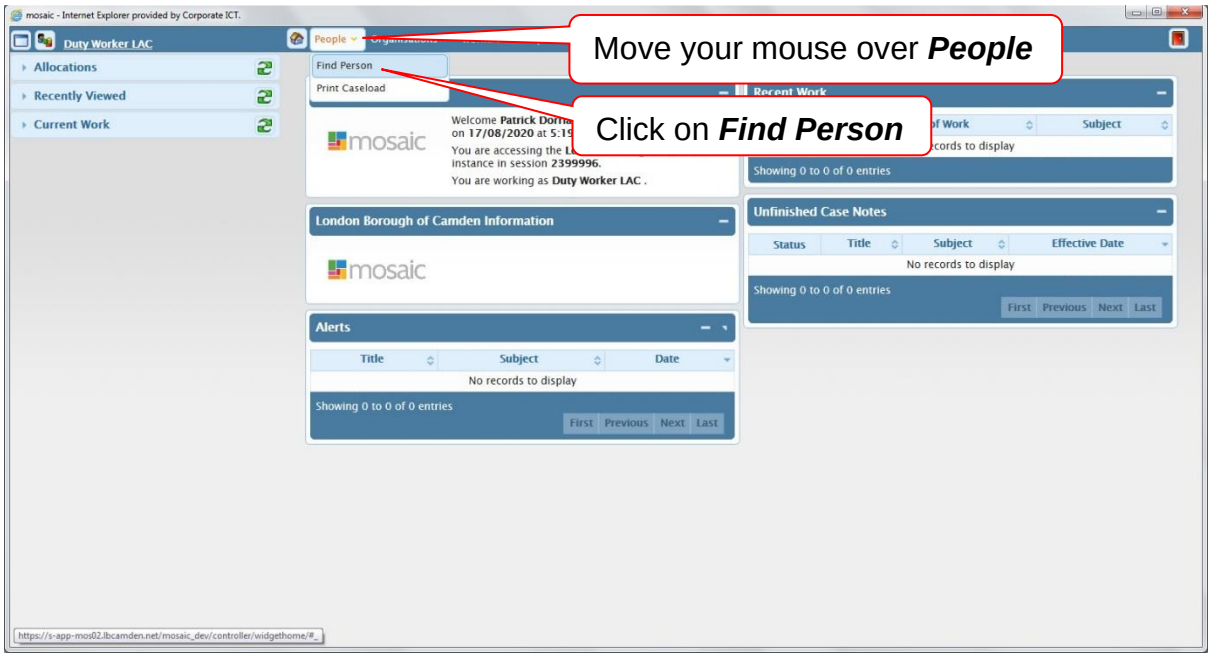
It's important that when you upload a document you use the following category **Family Finding**

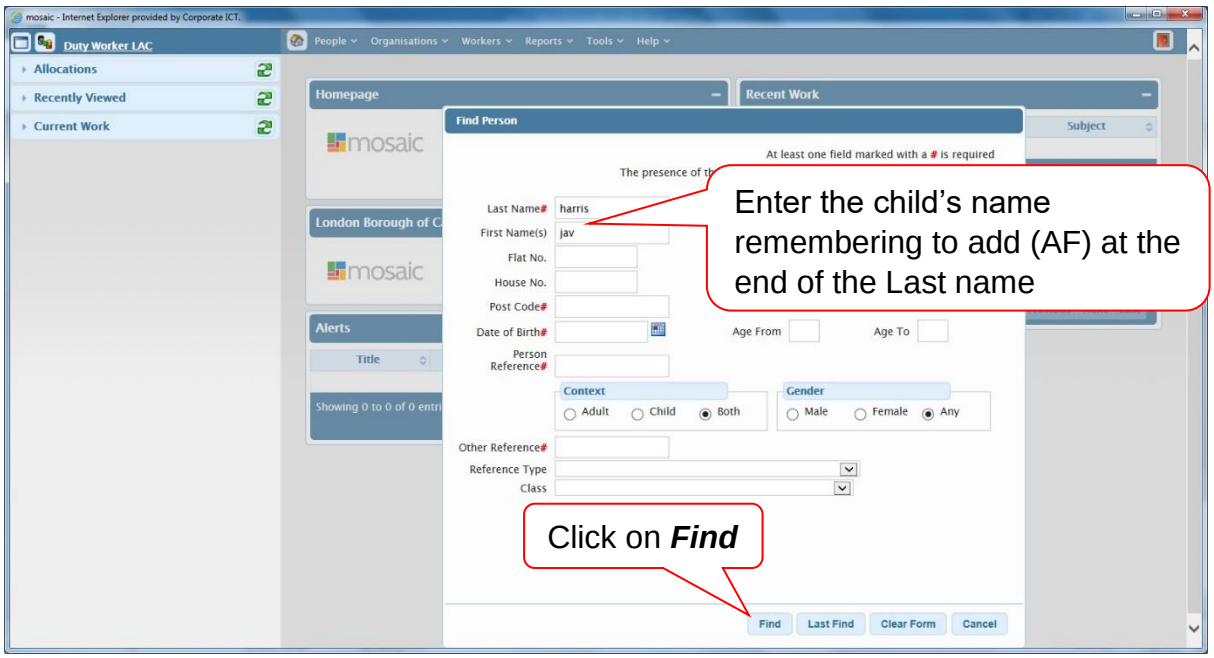
Case Notes

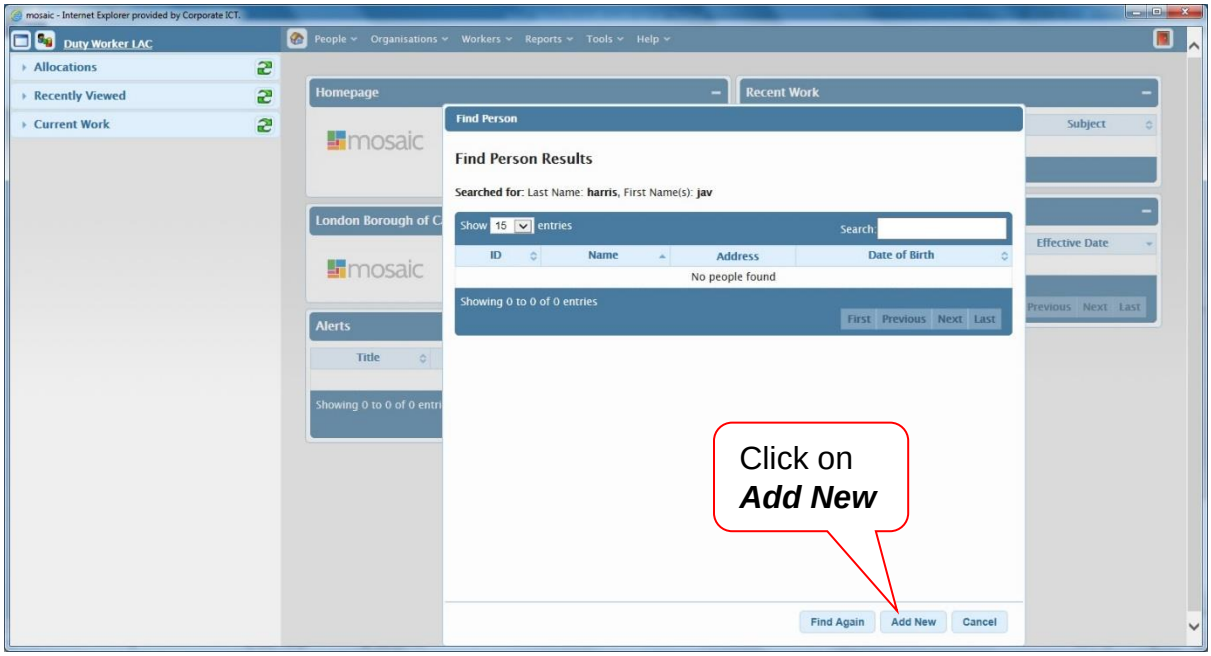
You can still record case notes on the child's main LAC file but any case notes that are relevant for the family finding/matching/adoption/RAA need to be copied over to the child's Adoption File.

It's important that when you create a case note that you use the case note type **Family Finding**

Creating the child's adoption file and linking back to the child's LAC file






Duty Worker LAC
People
Organisations
Workers
Reports
Tools
Help
Allocations
Recently Viewed
Current Work
Homepage
Recent Work
Find Person
Find Person Results
Searched for: Last Name: harris, First Name(s): jav
Show 15 entries
Search:
ID
Name
Address
Date of Birth
No people found
Showing 0 to 0 of 0 entries
First
Previous
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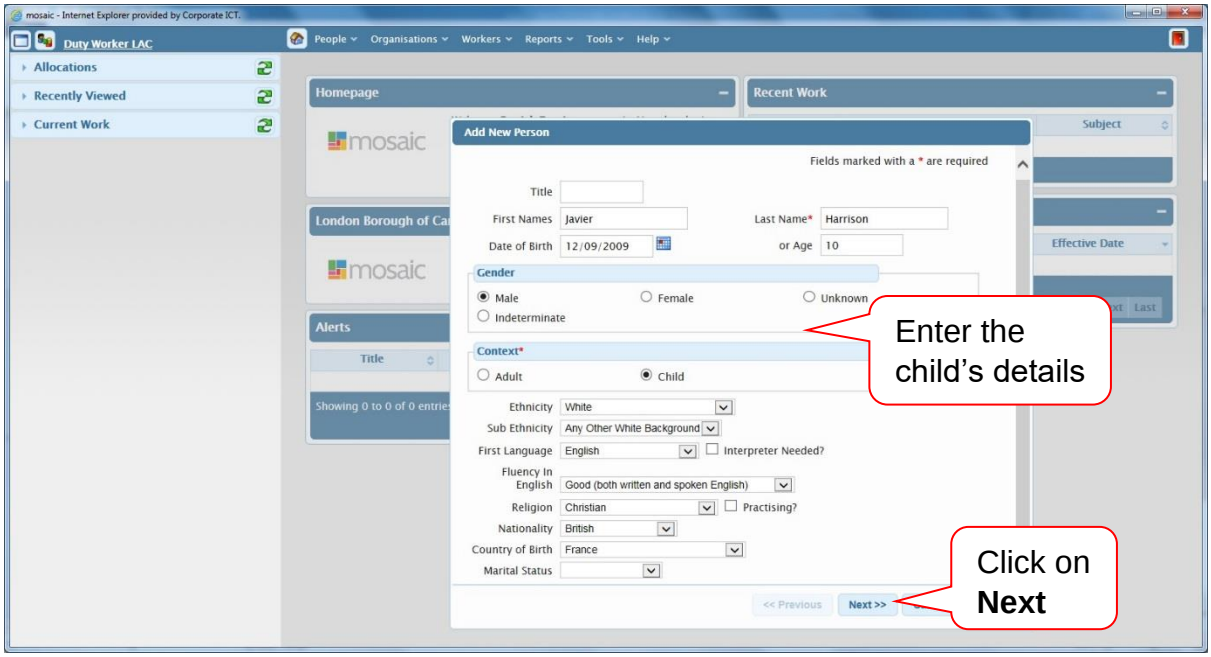
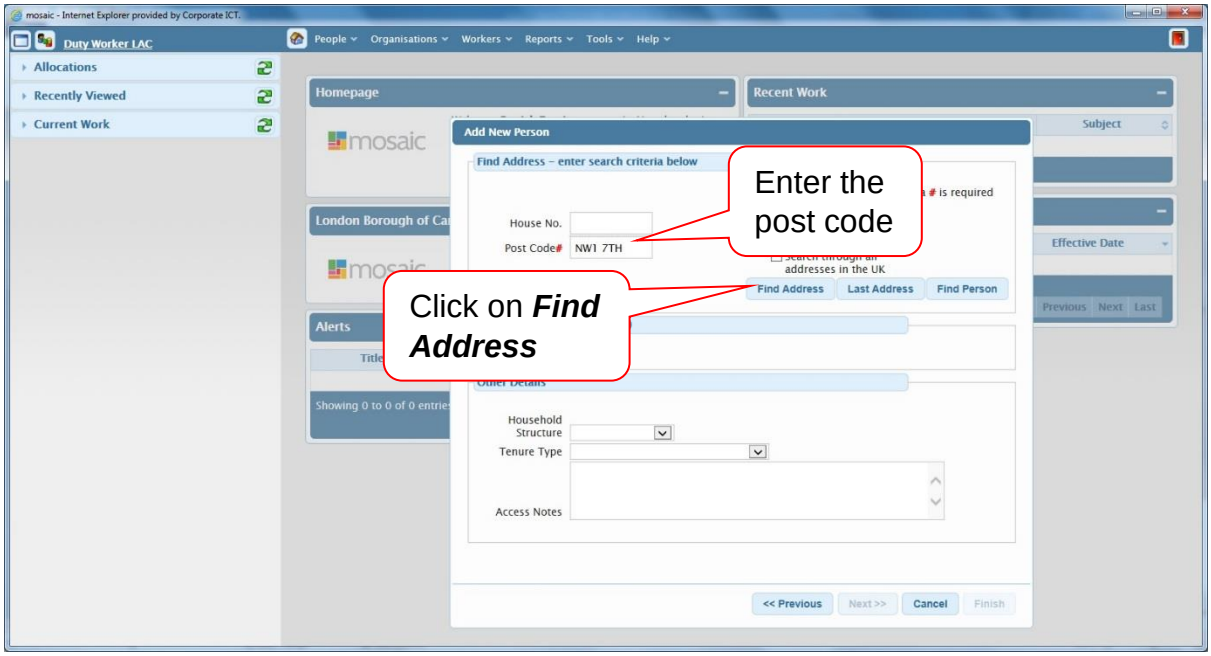
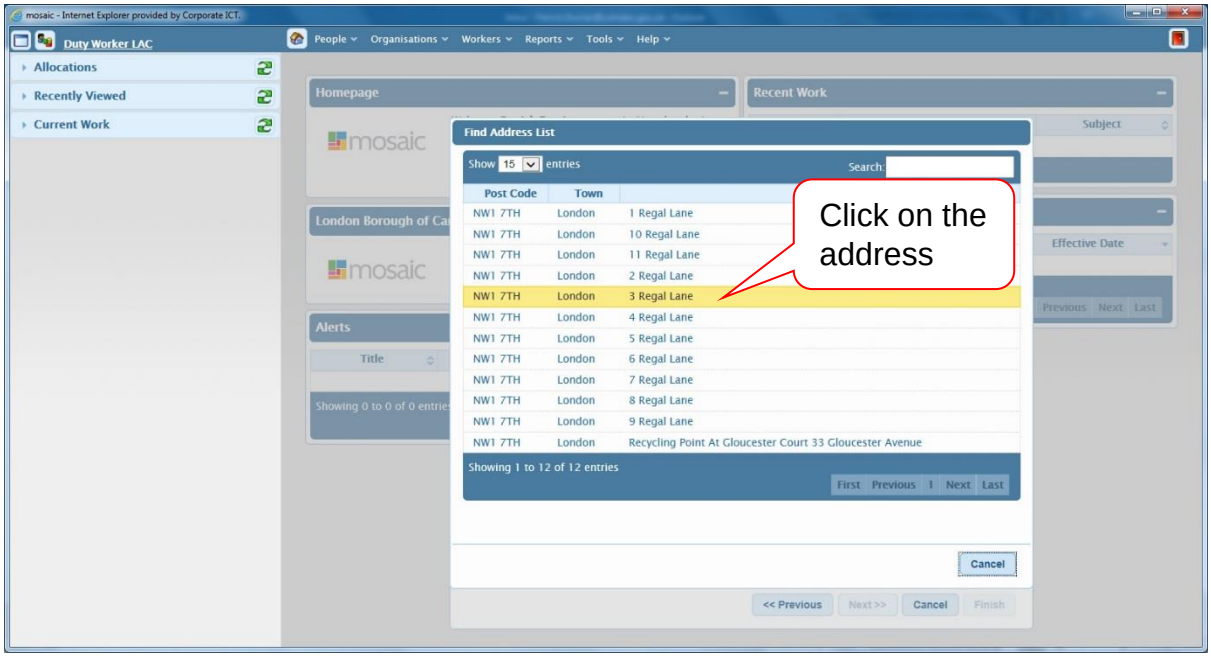
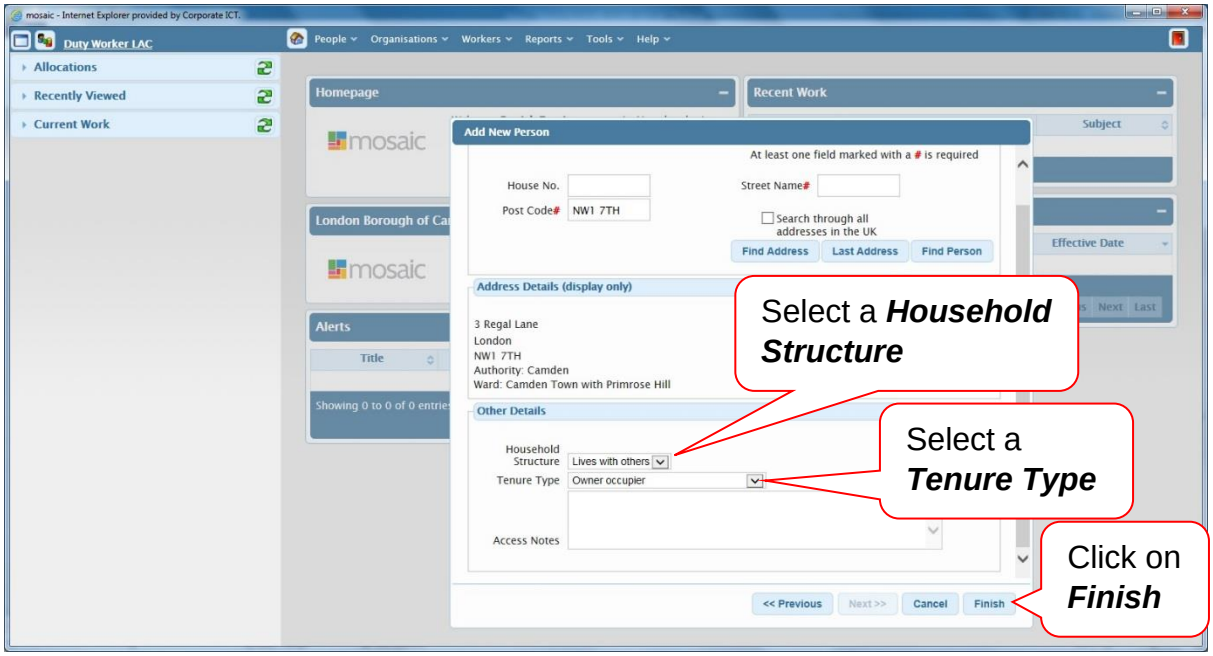
Last
Alerts
Title
Subject
Effective Date
Click on
Add New
Find Again
Add New
Cancel

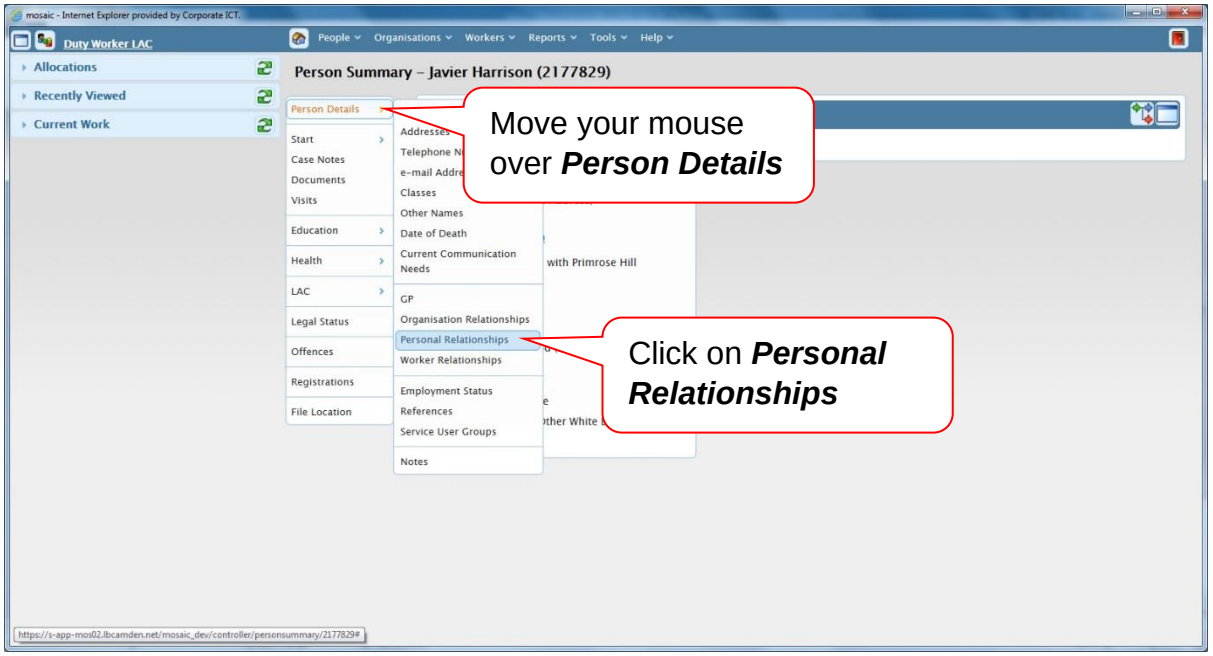

Duty Worker LAC
People
Organisations
Workers
Reports
Tools
Help
Allocations
Recently Viewed
Current Work
Homepage
Recent Work
Add New Person
Fields marked with a * are required
Title
First Names
Javier
Last Name*
Harrison
Date of Birth
12/09/2009
or Age
10
Gender
Male
Female
Unknown
Indeterminate
Context*
Adult
Child
Ethnicity
White
Sub Ethnicity
Any Other White Background
First Language
English
Interpreter Needed?
Fluency In English
Good (both written and spoken English)
Religion
Christian
Practising?
Nationality
British
Country of Birth
France
Marital Status
Enter the child's details
<< Previous
Next >>
Click on
Next

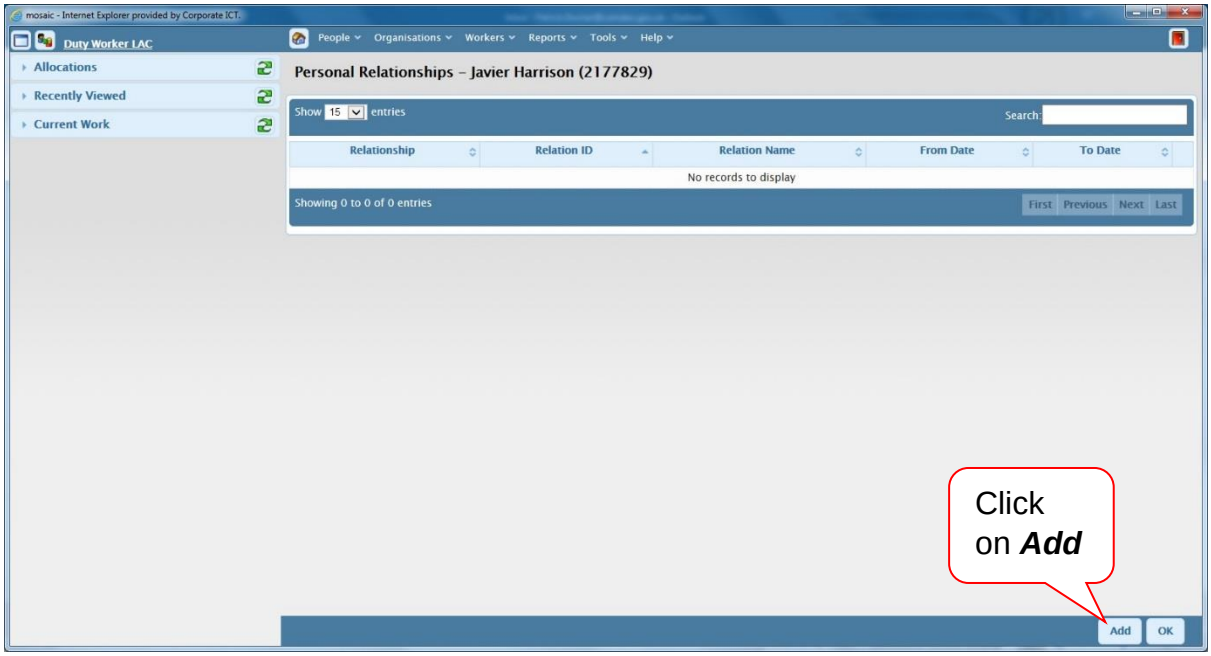

Enter the post code
Click on ***Find Address***
Add New Person
Find Address – enter search criteria below
House No.
Post Code
NW1 7TH
Find Address
Last Address
Find Person
Household Structure
Tenure Type
Access Notes
<< Previous
Next >>
Cancel
Finish

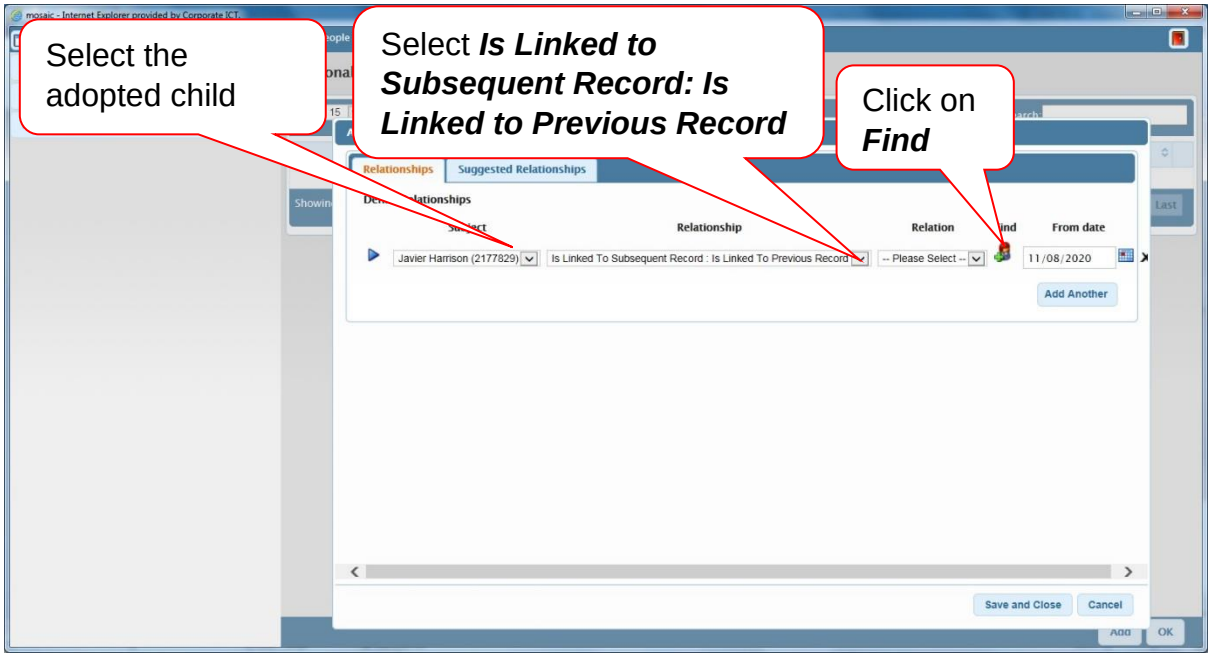

Click on the address
Find Address List
Post Code
Town
NW1 7TH London 1 Regal Lane
NW1 7TH London 10 Regal Lane
NW1 7TH London 11 Regal Lane
NW1 7TH London 2 Regal Lane
NW1 7TH London 3 Regal Lane
NW1 7TH London 4 Regal Lane
NW1 7TH London 5 Regal Lane
NW1 7TH London 6 Regal Lane
NW1 7TH London 7 Regal Lane
NW1 7TH London 8 Regal Lane
NW1 7TH London 9 Regal Lane
NW1 7TH London Recycling Point At Gloucester Court 33 Gloucester Avenue
Showing 1 to 12 of 12 entries
Cancel

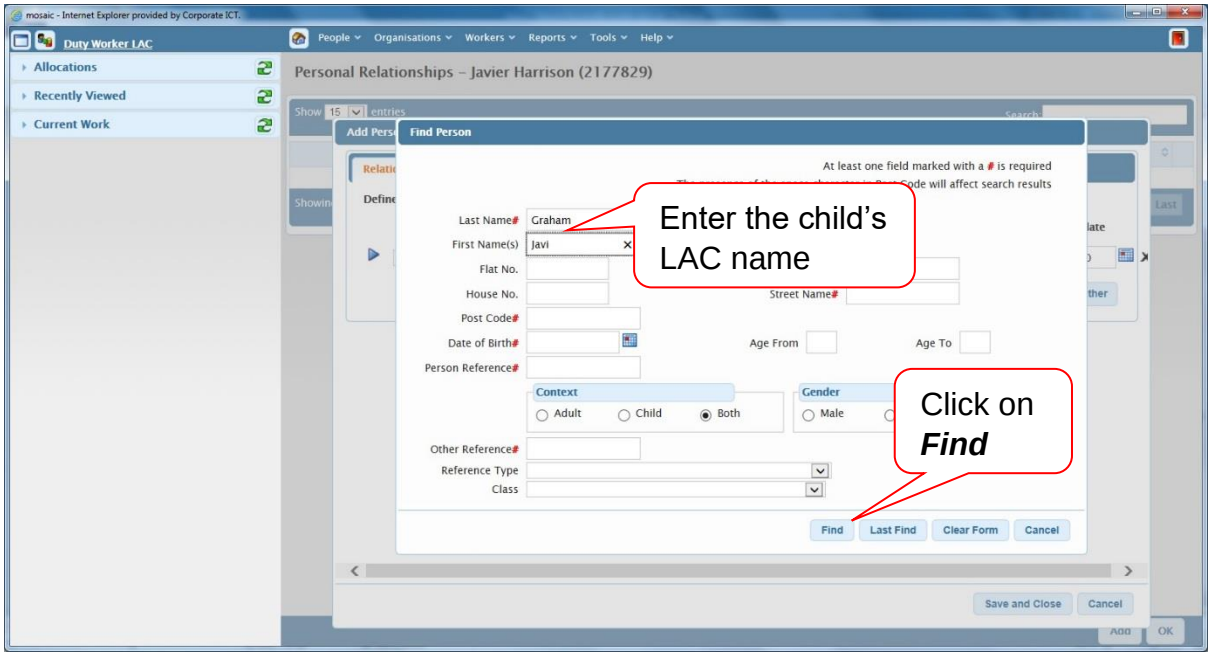


To link the file back to the child's LAC file:




Duty Worker LAC
People
Organisations
Workers
Reports
Tools
Help
Allocations
Recently Viewed
Current Work
Personal Relationships – Javier Harrison (2177829)
Show 15 entries
Search:
Relationship
Relation ID
Relation Name
From Date
To Date
No records to display
Showing 0 to 0 of 0 entries
First
Previous
Next
Last
Click on ***Add***
Add
OK


Select the adopted child
Select ***Is Linked to Subsequent Record: Is Linked to Previous Record***
Click on ***Find***
Relationships
Suggested Relationships
Relationship
Relation
From date
Javier Harrison (2177829)
Is Linked To Subsequent Record : Is Linked To Previous Record
-- Please Select --
11/08/2020
Add Another
Save and Close
Cancel
OK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Recently Viewed
Current Work
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Organisations
Workers
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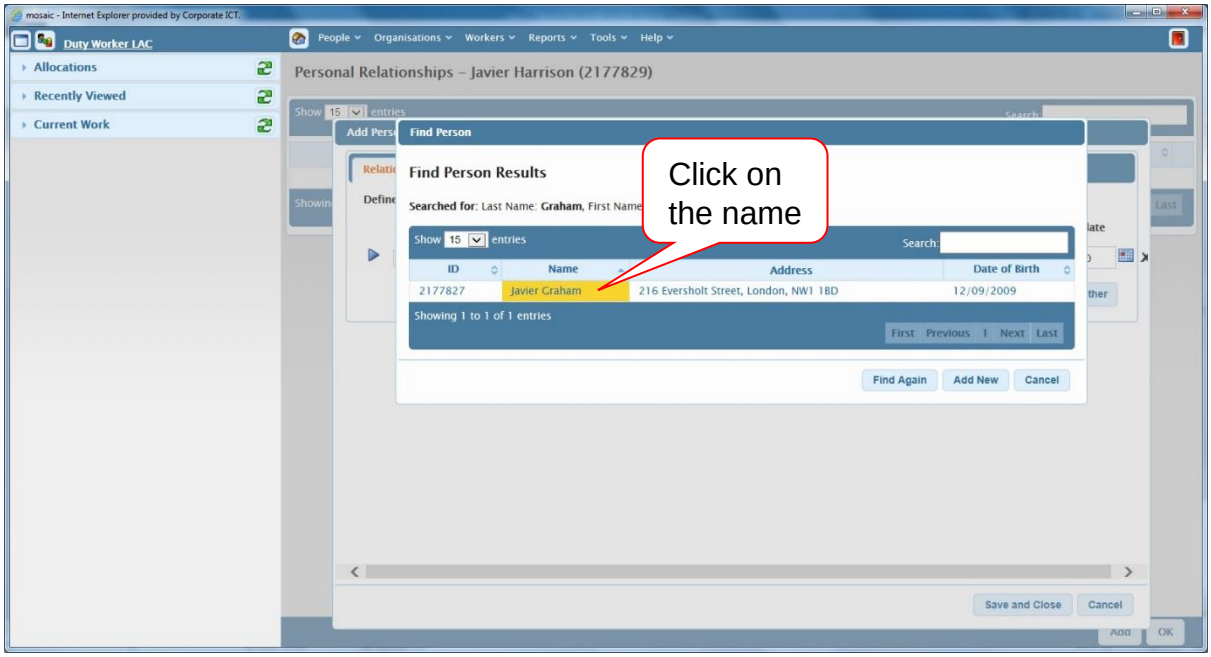
Tools
Help
Personal Relationships – Javier Harrison (2177829)
Find Person
At least one field marked with a # is required
Last Name#
Graham
First Name(s)
Javi
Flat No.
House No.
Post Code#
Date of Birth#
Person Reference#
Street Name#
Age From
Age To
Context
Adult
Child
Both
Gender
Male
Other Reference#
Reference Type
Class
Find
Last Find
Clear Form
Cancel
Enter the child's LAC name
Click on Find
Save and Close
Cancel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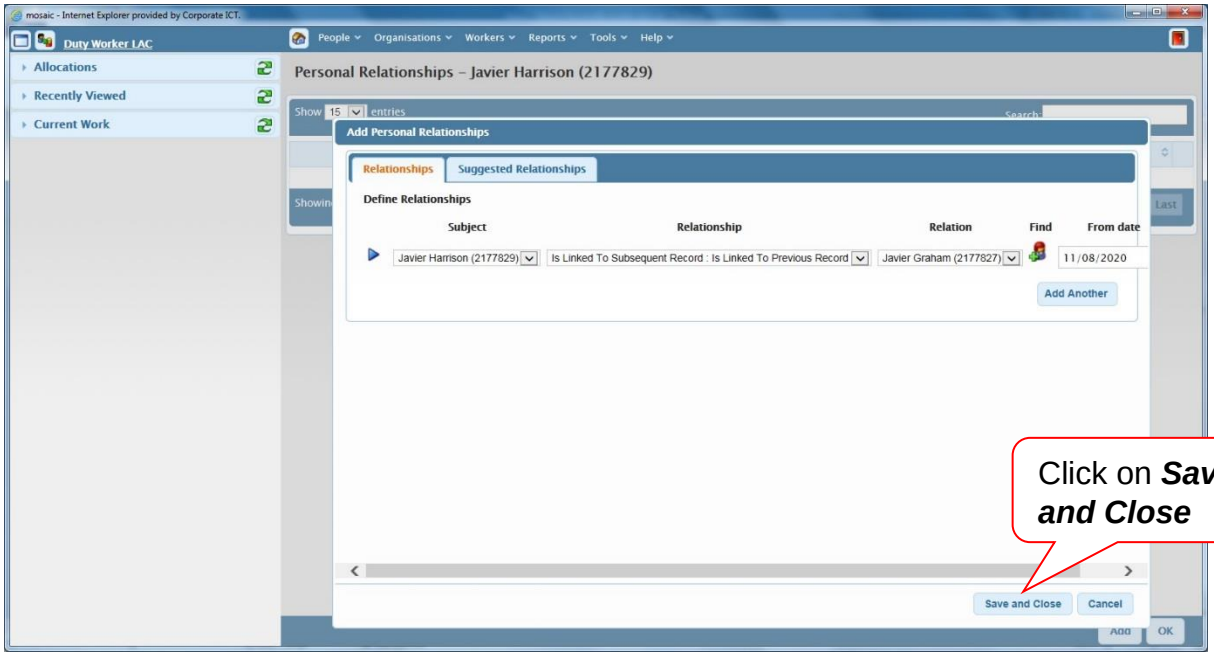
Recently Viewed
Current Work
People
Organisations
Workers
Reports
Tools
Help
Personal Relationships – Javier Harrison (2177829)
Find Person
Find Person Results
Searched for: Last Name: Graham, First Name
Show 15 entries
Search:
ID
Name
Address
Date of Birth
2177827
Javier Graham
216 Eversholt Street, London, NW1 1BD
12/09/2009
Showing 1 to 1 of 1 entries
First
Previous
1
Next
Last
Find Again
Add New
Cancel
Click on the name
Save and Close
Cancel


mosaic - Internet Explorer provided by Corporate ICT.
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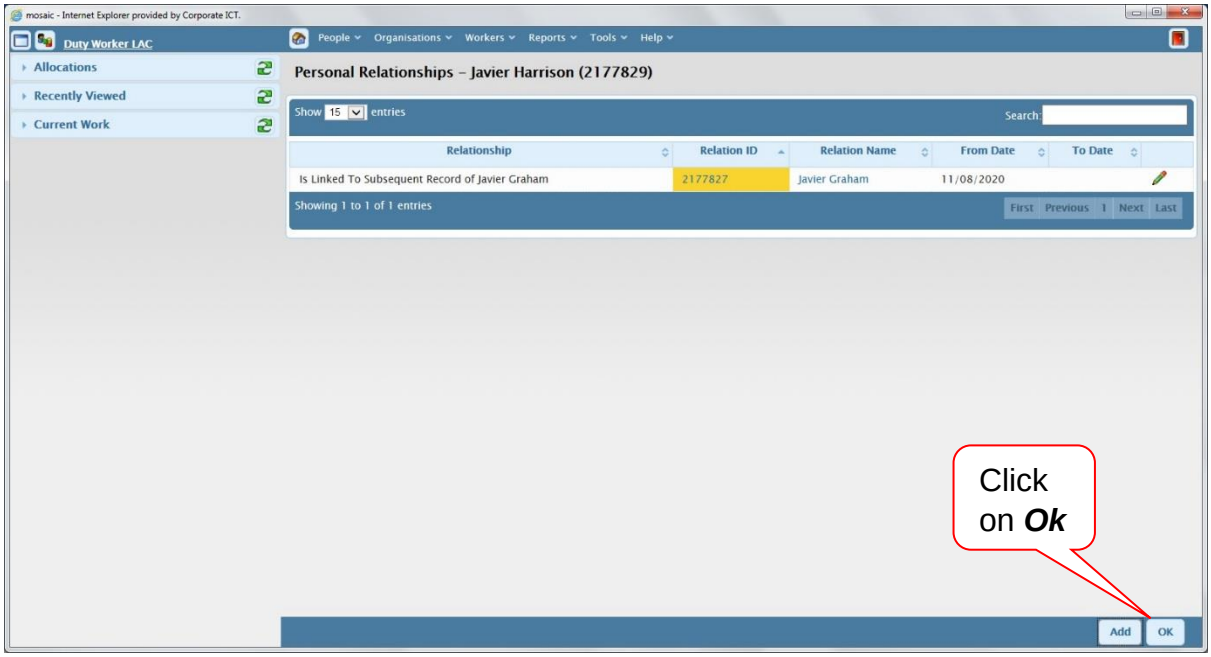
Workers
Reports
Tools
Help
Allocations
Recently Viewed
Current Work
Personal Relationships – Javier Harrison (2177829)
Add Personal Relationships
Relationships
Suggested Relationships
Define Relationships
Subject
Relationship
Relation
Find
From date
Javier Harrison (2177829)
Is Linked To Subsequent Record : Is Linked To Previous Record
Javier Graham (2177827)
11/08/2020
Add Another
Save and Close
Cancel
Add
OK
Click on ***Save and Close***


mosaic - Internet Explorer provided by Corporate ICT.
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Personal Relationships – Javier Harrison (2177829)
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Search:
Relationship
Relation ID
Relation Name
From Date
To Date
Is Linked To Subsequent Record of Javier Graham
2177827
Javier Graham
11/08/2020
Showing 1 to 1 of 1 entries
First
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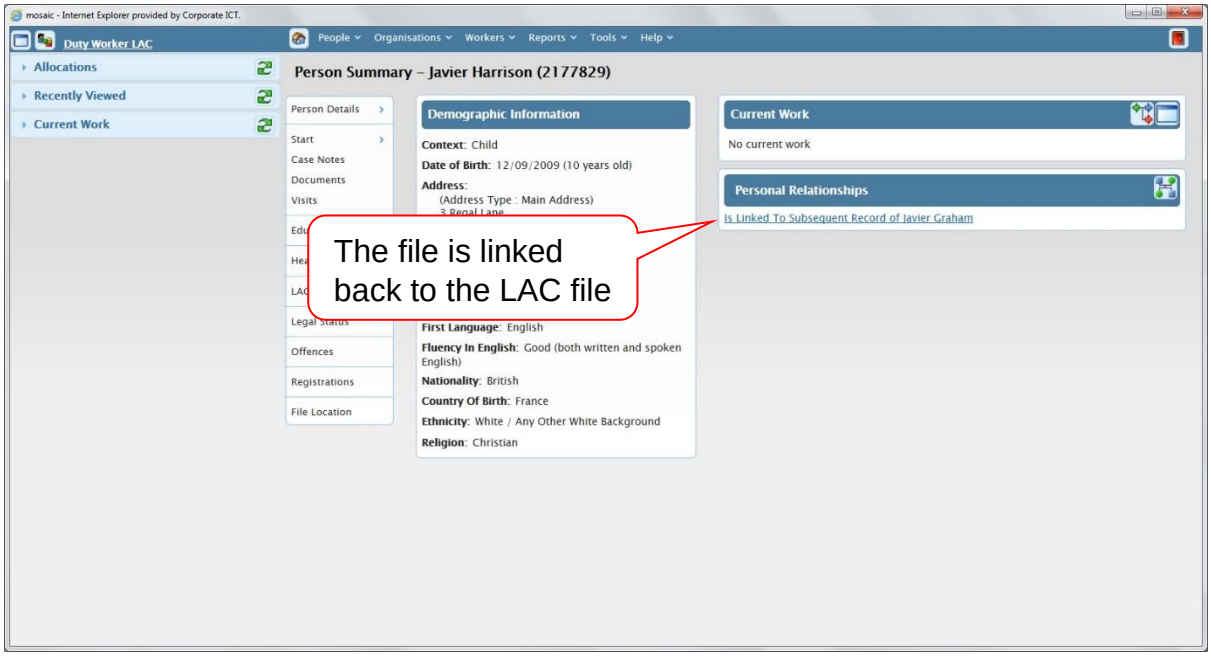
Last
Add
OK
Click on ***Ok***



Remember to change the child's name and address (where relevant) once an adoption order has been granted