Finding teams on Mosaic

The exact names of teams in the service that you are familiar with, may differ from the way it's displayed on Mosaic.

This guide will explain how to search for the team or team folder you need on Mosaic when you are assigning a workflow or purchasing a service. This list is not exhaustive, but it includes the ones most used.

1. Mosaic team folder names

If you need to assign a Review workflow step to a team folder, they are displayed in a slightly different way on Mosaic, due to the way in which work is organised in the teams.

For instance, if you wanted to assign a step to the Central Neighbourhood team, it would depend on the piece of work you're reassigning, as there are multiple folders in which all Central neighbourhood work is organised (if it's a What Matters Support Plan, a Placement Review, a Carer Review etc).

Refer to the list below on how team folders are exactly displayed on Mosaic, to make searching for them easier:

■ Name of team
■ Name of team/ folder on Mosaic

ASC Front Door
ASC Front Door

(Please note work on Duty is sent to a virtual **worker**, called **Virtual Contact ASC Front Door NEW**)

Locality/ neighbourhood community teams
ASC Neighbourhood Team Central
ASC Neighbourhood Team East
ASC Neighbourhood Team North
ASC Neighbourhood Team South
ASC Neighbourhood Team West

Locality Duty – Virtual Workers
Virtual Duty ASC Neighbourhood Central NEW
Virtual Duty ASC Neighbourhood East NEW
Virtual Duty ASC Neighbourhood North NEW
Virtual Duty ASC Neighbourhood South NEW
Virtual Duty ASC Neighbourhood West NEW

Locality Allocation folders
Virtual Urgent Allocations ASC Neighbourhood Central NEW
Virtual Urgent Allocations ASC Neighbourhood East NEW
Virtual Urgent Allocations ASC Neighbourhood North NEW
Virtual Urgent Allocations ASC Neighbourhood South NEW
Virtual Urgent Allocations ASC Neighbourhood West NEW

Placement Reviews Team
Placement Reviews Team

Placement Reviews Allocations Folder
Virtual Urgent Allocations ASC Placement Reviews

MTFS (Medium-Term Financial Strategy) Reviews Team
ASC MTFS Reviews

ASC MDT or Severe And Multiple Disadvantage Development Team
ASC Severe And Multiple Disadvantage Development Team

CLDS/ Camden Learning Disabilities Team
CLDS Integrated Team

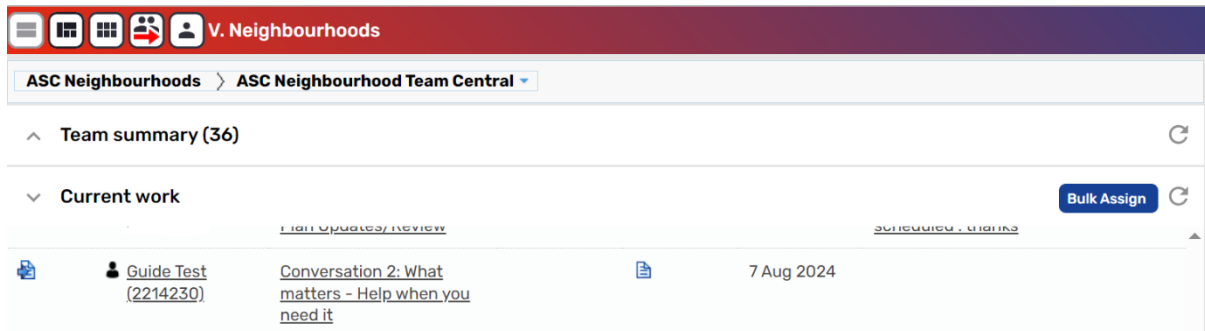| CLDS work folders |
|---|
| CLDS Integrated Team - Health Funded |
| CLDS Integrated Team - In Borough Communities |
| CLDS Integrated Team - In Borough Supported Living |
| CLDS Integrated Team - Out of Borough |

CYPDS/ Transitions Team
CLDS Integrated Team – CYPDS

(Please note, most work in Adults for CYPDS is sent to a virtual **worker**, called **Transition Manager**).

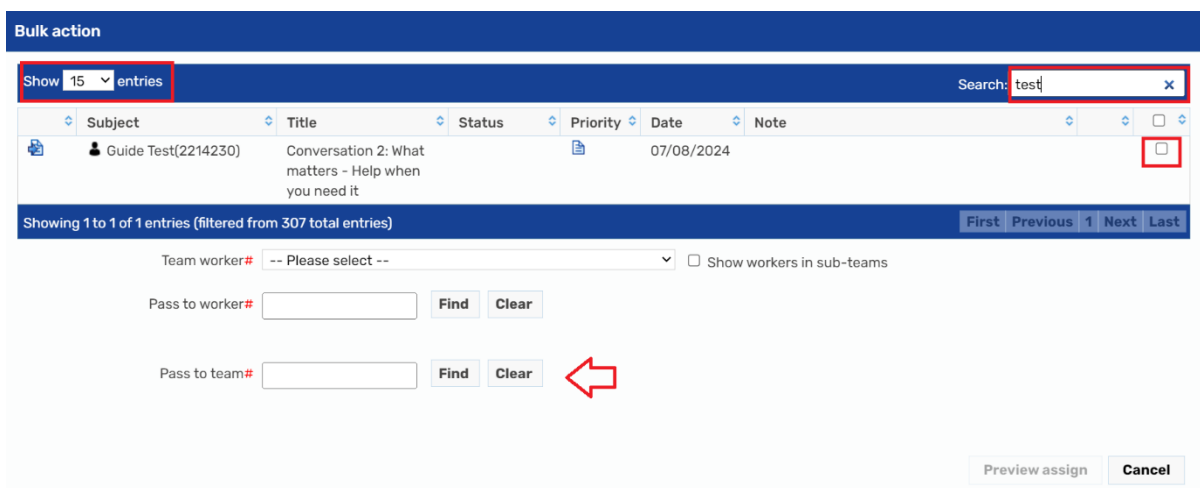## 2. Assigning workflow steps to team folders

To assign workflows, it is recommended to assign it through **full workview** so that it maintains the scheduled review date.

- Click on show full workview icon at the top left of Mosaic to display the screen below.
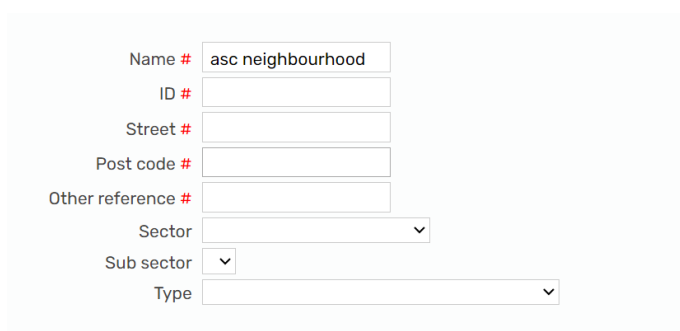

- In Current work folder select **Bulk Assign**.
- The Bulk action box will be displayed.

- To reassign the workflow to a team folder, click on the tick box on the right next to the correct person/ workflow step.
- In **Pass to team**, click Find to search.
- In the Name section, type the first couple of words in the box. For example searching for a neighbourhood team folder, type 'asc neighbourhood'.

Teams on Mosaic, Efioawan Glover v2

Note, if you typed 'asc' it would come up also, but the list would be a lot longer; making it more difficult to find.

- Mosaic displays the results below for 'asc neighbourhood':

Find organisation results

Searched for: Name: **asc neighbourhood**

Show 15 ⌄ entries		Search:
ID ⇕	**Name** ▲	**Address**
7505655	ASC Neighbourhood Team Central	
7505659	ASC Neighbourhood Team East	
7505656	ASC Neighbourhood Team North	
7505658	ASC Neighbourhood Team South	
7505657	ASC Neighbourhood Team West	
Showing 1 to 5 of 5 entries		First Previous 1 Next Last

- Select the relevant team you require, and select ok.

To return back to your main view, select show **narrow workview** icon

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💡 **Tip – Bulk action**

- To display more client entries, click on the left arrow Show 15 ⌄ entries and select from the options 25, 50, 100 or All.

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3. Choosing the correct team when purchasing

- If you (rather than the Resource Coordination Team) are purchasing a provision such as a Direct Payment or a Deep Clean, Mosaic requires a purchasing team to generate the budget code.

- This can be found, whether amending the budget or the provision, where your name as the purchaser is displayed under the **Purchaser tab**:

Summary	Dates	Purchaser	Provision	Allocated party	Budget codes	Outcomes

Worker responsible for purchase	Efioawan Glover	Find
Purchasing team	ASC Neighbourhoods	Find

4

In the *purchase service (personal budget)* or *purchase service (generic)* step, choose from one of the purchasing teams that applies to you as the purchaser (the team/ service the person is allocated to).

Purchasing Team
ASC Neighbourhoods
ASC Hospital Team RFH
ASC Hospital Team SPRU
ASC Hospital Team UCLH
CLDS Integrated Team
CLDS Integrated Team – CYPDS

Please note, for CYPDS, as a default it will display your Childrens team (CSSW Children with Disability Team 0-13), so for Adult purchasing, you need to manually change it to the one above.

Tip- Search

Using the **%** symbol is a helpful tool to search for a team when you are unsure of the exact wording. You add key words in the Name section with the **%** symbol:

And results will display as follows (for the asc neighbourhood in this example):