Glossary of terms

This document defines terms and cohorts used in the Power Bi dashboards.

Contents

Adoption

A child is recognised as having been adopted when they have a period of being looked after which ends for a reason that has been mapped as representing adoption. The reason for a period of care ending is selected by the user when they end the final looked after placement.

Reasons must be mapped to the 'Child Reason Episode Ceased Adopted' filter to be recognised as signifying adoption.

Allocated Cases

'Allocated Cases' have been recorded in two ways over the lifetime of Mosaic. This dashboard recognises both kinds, although only the professional relationship method is in use now.

Professional Relationships

A case is allocated if it has a professional relationship of the type 'CSSW Allocated Worker' active.

Care Package Services

A case is allocated if it has a care package service of the types:

- CSF - Professional Services -> CSF - Social Work Case Work – MOSAIC
- CSF - Professional Services -> CSF - Social Work Case Work

Allocated to CYPDS

A child or young person is recognised as allocated to CYPDS if they are an 'Allocated Case' (see above) to one of the following teams:

- CSSW Children with Disability Team 0-13 (CDT)
- CSSW Young People with Disability Transitions Team 14-25'
- CSSW Children & Young People with Disability Service (0-25)
- CSSW CDT Cases Held for Review

Reviews of people allocated to CYPDS

The next review date for people allocated to CYPDS is calculated by looking for what happened most recently on a case: the end of a short breaks plan **or** a review of any kind.

- If the latest event on the case is the end of a short break plan, the review is/was due on the end date of that short breaks plan
- If the latest event on the case is a review if any kind, the review is/was due 1 calendar year after the date of the last review.

The type of review that are looked for are:

- Initial Child Protection Conference
- Review Child Protection Conference
- Child in Need Review
- Pathway Plan Review

Care Leavers

A care leaver is someone who, on the snapshot date:

- Was looked after at some point after their 16th birthday.

- Is aged between 16 and 25
- Is aged 22 or under **OR** is over 22 and is an 'Allocated Case' is Mosaic.

OR

- the person is aged 18 or over
- they have never been looked after
- are currently allocated to one of the following teams:
    - CSSW Belsize Care Leavers Team
    - CSSW Mornington CLA Team
    - CSSW Chalk CLA Team
    - CSSW Somers Town CLA Team
    - CSSW Regents Park CLA Team
    - CSSW Covent Garden CLA Team
    - CSSW Russell Square CLA Team
    - CSSW Belsize Care Experienced Team

This latter group are known as 'Care Leavers with no CLA history'

Eligible Care Leavers

Eligible Care Leavers are those who:

- meet the definition of a 'Care Leaver' above
- were looked after for at least 91 days between their 16th birthday and the snapshot date
- are aged 16 or 17
- are a 'Child Looked After' on the snapshot date.

Relevant Care Leavers

Relevant Care Leavers are those who:

- meet the definition of a 'Care Leaver' above
- were looked after for at least 91 days between their 16th birthday and the snapshot date
- are aged 16 or 17
- are **NOT** a 'Child Looked After' on the snapshot date.

Former Relevant Care Leavers

Former Relevant Care Leavers are those who:

- meet the definition of a 'Care Leaver' above
- were looked after for at least 91 days between their 16th birthday and the snapshot date
- are aged between 18 and 21 **OR** are aged between 22 and 25 and are an 'Allocated Case' (see above).

Qualifying Care Leavers

Qualifying Care Leavers are those who:

- meet the definition of a 'Care Leaver' above
- are aged between 16 and 21 on the snapshot date **OR** are aged between 22 and 25 and are an 'Allocated Case' (see above'.

Care Leavers In Touch, Accommodation, Suitability of Accommodation and Activity

A Care Leavers 'In Touch' status, Accommodation, Suitability of Accommodation and Activity are captured in Care Leavers 'situations' i.e. snapshots of a Care Leavers situation at a point in time. Care Leaver situations can be recorded in Mosaic in two places.

Care Leavers Screen

Situations can be added to the Care Leavers screen and the user enters the date and can specify whether the child is in touch or not, the accommodation type, the suitability of that accommodation and activity.

Pathway Plan

Situations can also be added in the form attached to a Pathway Plan. The date of the Pathway Plan entered into the form is used as the date of the situation. In the absence of this date the date the Pathway Plan step was finished on the system is used.

Whether the child is in touch or not, the accommodation type, the suitability of that accommodation and activity is entered into form questions attached to the Pathway Plan.

EET (Education, Employment or Training)

The following activity types are recognised as being EET (Educartion, Employment or Training):

- Full time in higher education
- Young person engaged full time in higher education (i.e. studies beyond A level)
- Part time in higher education
- Young person engaged part time in higher education (i.e. studies beyond A level)
- Full time in education other than higher
- Young person engaged full time in education other than higher education
- Part time in education other than higher
- Young person engaged part time in education other than higher education
- Young person engaged full-time in an apprenticeship
- Young person engaged part-time in an apprenticeship
- Young person full-time in training or employment (not incl. an apprenticeship)
- Full time in training or employment
- Young person part-time in training or employment (not incl. an apprenticeship)'
- Part time in training or employment'

Care Leaver Reviews Up to Date

A Care Leaver's reviews are up to date if less than 6 months have passed since the person's last review. To find the 'last review' the reports look for the latest of any of the following events in the current referral period:

- Initial Child Protection Conference
- Review Child Protection Conference
- Child in Need Review
- Pathway Plan Review

Child and Family Assessment

C + F Assessments are all step types which have been mapped to the 'Child Continuous Assessments' filter.

At time of writing this is the following step types:

- UASC Assessment
- Child and family assessment (CSSW)
- CYPDS Child and Family Assessment
- CYPDS Preparing for Adulthood Assessment
- Child and Family Assessment (pre-birth only)
- Child and Family Assessment

Assessment Trigger Date

The clock starts ticking for a Child and Family Assessment from the date the decision is made to conduct a Child and Family Assessment. For assessments that are triggered by a new Referral, this is the date of the Referral plus 1 working day. For all other assessments (re-assessments) this is:

- If the step has started, the 'Started On' date of the assessment step is used. This is either the answer to a form question which has been mapped to the 'Workflow Step Start Date (Document)' filter or, where there is no such question, the system started on date of the step.
- If the step is incoming, the 'Incoming On' date of the assessment step used. This is the date that the step became incoming on the system i.e. the date that is was confirmed on the system that the assessment is planned.

Assessment End Date

This is the date that the assessment step was completed on the system i.e. the date the 'Finish' button was pressed in the system.

Child and Family Assessment On Time

A Child and Family Assessment should be completed within 45 working days of the 'Assessment Trigger Date'.

Child Looked After

Children looked after are identified by having a looked after legal status, recorded in the 'Looked After' screen of Mosaic. To be properly recorded a looked after child should also have a placement and a care package service representing the placement, but the absence or duplication of these will not prevent the child from being recognised as looked after.

Period of Care

A looked after child's period of care is the period of time they are looked after. It starts at the start date of the first in an uninterrupted chain of looked after legal status and ends when the final legal status in that chain ends.

Child Looked After Plan

Child Looked After Plans are recorded using one of the following workflow step types:

- CLA Chairs Update child or young person's care plan (CSSW)
- Pathway Plan

In order to be recognised as a Looked After Plan, the workflow step must have a form question attached which represents the date that the look after plan was made.

Initial Child Look After Plan on time

An initial Child Looked After Plan should be completed within 10 working days of a child becoming looked after.

Review Child Look After Plan on time

A review Child Looked After Plan should be completed within 6 months of the last Child Looked After plan.

Child Looked After Reviews

Children Looked After Reviews are recorded using workflow steps. The following workflow steps are used at time of writing:

- First CLA review (CSSW)
- Second CLA review (CSSW)
- Subsequent CLA review (CSSW)
- Initial Pathway Plan Review
- Pathway Plan Review
- First LAC Review
- Second LAC Review
- Subsequent LAC Review
- Initial Under 18 pathway plan (CSSW)
- Review under 18 pathway plan (CSSW)

Reviews have forms attached which include the date of the review, the method of participation and the permanence plan for the child.

Child Looked After Reviews on time

A child's reviews are up to date on a snapshot date if:

- There has been no review yet during the period of care and the child became looked after less than 20 working days ago.
- There has been 1 previous review during the period of care, prior to the snapshot date, and that review took place less than 91 calendar days (three months) ago.
- There has been more than 1 previous review during the period of care, prior to the snapshot date, and that review took place less than 6 calendar months ago.

Child Protection Plans

Child Protection Plans are recorded as registrations. They are visible in the 'Child Protection History' screen on Mosaic. They are created using 'Initial Child Protection Conference' steps and ended using 'Review Child Protection Conference' steps.

The start date of a Child Protection plan is the date of the ICPC and the end date of the Child Protection plan is the date of the RCPC where the child is deemed no longer to require a Child Protection Plan.

Child in Need Reviews

Child in Need Reviews are recognised as any of the following workflow step types:

- CIN Review Meeting
- Initial CIN Review Meeting
- Child or young person in need plan (CSSW)
- Child or young person in need review (CSSW)

The date of the review **must** be recorded in a form attached to the review in order to be counted.

Child in Need Reviews on time

A Child in Need's reviews are up to date on a snapshot date if:

- There has been no review (of any type i.e. CLA Review, RCPC or CiN Review) in during this period of social care involvement and less than 91 calendar days have passed since the latest referral
- Less than 6 calendar months have passed since the last review of any type (i.e. CLA Review, RCPC or CiN Review)

Children in Need

Whether someone is a 'Child in Need' is not visible in one place in Mosaic. Instead, the Child in Need cohort is calculated. A 'Child in Need' on a snapshot date is:-

- an 'Allocated Case' (see 'Allocated Cases' above)
- not the subject of a Child Protection plan (see 'Child Protection Plans' above)
- not a Child Looked After (see 'Child Looked After' above)
- aged under 18 on the snapshot date
- the allocated worker (see 'Allocated Cases' above) is NOT named 'Short Breaks Coordinator' or 'Transition Manager'.
- the team to which the allocated worker (see 'Allocated Cases' above) belongs is NOT 'CSSW Belsize Care Leavers Team' or 'CSSW Belsize Care Experienced Team'.

Chronologies

Chronologies are recorded using a workflow step. This can be any type of workflow step which is not cancelled and which has the 'Chronology' form attached.

Chronologies on time

A chronology is up to date if the case has not yet been open for three calendar months or if there has been a chronology recorded which is dated within the last 3 months.

Contacts

Contacts are recorded using a workflow step. The following step types are recognised as Contacts:

- CSF Contact
- CYPDS Contact
- MASH contact and referral (CSSW)
- Contacts and Referral Record – but only where that step was not immediately preceded by a 'CSF Contact' in the workflow.

Cancelled steps are excluded.

Contact Date

The date of the contact is taken from a form question which has been mapped to the 'Workflow Step Start Date (Document)' filter. Where there is no form question like this, the system start date is used.

Days to complete

The number of days that a contact takes to complete is calculated by counting the number of working days between the contact date and the step **system end date** i.e. the date the 'Finish' button is pressed in Mosaic.

Consultations

Consultations are recorded for an organisation using a workflow step. The following step types are recognised as Consultations:

- Front Door Consultation

Cancelled steps are excluded.

Consultation Date

The date of the consultation is taken from the 'Date and time of consultation' form question.

Core Groups

Core Groups are recorded using the following workflow step types:

- Core Group Meeting
- Develop protection plan and initial core group (CSSW)
- Core group meeting (CSSW)

The date of Core Group is recorded in a form question attached to the workflow step. In the event that there is no such question, the date that the Core Group step was completed on Mosaic is used.

Core Groups on time

A Child's Core Groups are up to date if:

- There has not yet been a Core Group during the current Child Protection Plan and less than 10 calendar days have passed since the start of the registration
- A Core Group OR an RCPC has happened in the last 42 calendar days

Dental Check

Dental checks are recorded in the 'Dental Visits' section of the 'Health' screen.

Dental Checks on time

A child's dental checks are up to date if:

- They are aged under 2 and
  - They have no dental checks **or health assessments** recorded, but it is less than 6 months since the child became looked after
  - It is less than 12 months since the child's last dental check **or health assessment**
- They are aged over 2 and
  - They have no dental checks recorded, but it is less than 6 months since the child became looked after
  - It is less than 12 months since the child's last dental check

Health Assessments

Health assessments can be recorded in one of two places:

- The 'Health Assessments' section of the 'Health' menu
- In the following workflow step types:
  - LAC Health Assessment
  - Health assessment (CSSW)

Health Assessments on time

A child's Health Assessments are up to date if:

- There the child has not had a Heath Assessment during the current period of care, but less than 20 working days have passed since the child became looked after.
- The child is aged under 4 and they have had a health assessment in the last 6 months
- The child is aged over 4 and they have had a health assessment in the last 12 months

Initial Child Protection Conferences

Initial Child Protection Conferences (ICPC) are recorded using the workflow steps. The workflow step types which are included is determined by the mapping of the 'Child CP Conference Episodes' group in the Mosaic Admin tool, excluding 'CP Transfer In' steps. In addition, the following workflow step types are included:

- Initial child protection conference (CSSW)
- Rescheduled Initial Child Protection – Conference

Initial Child Protection Conferences on time

An Initial Child Protection Conference is completed on time if the conference date is within 15 working days of the Strategy Discussion which triggered the ICPC. See the 'Strategy Discussions' section of this document for more details on that event.

The correct Strategy Discussion is established by looking backwards through workflow to find the most recent Strategy Discussion prior to the ICPC.

Pathway Plan Reviews

A Pathway Plan Review is recorded using any of the following workflow step types:

- Pathway Plan

- Pathway Plan Review
- Initial Pathway Plan Review

In order to be included in any report, the Pathway Plan review must have a form question attached which captures the date of the Pathway Plan Review.

Permanence Plan

A child's permanence plan is recorded in a form attached to the Child Looked After reviews. See the 'Child Looked After Reviews' section.

Placement

A Child Looked After Placement is recorded in the Looked After -> Looked After Episodes screen. The start date and end date of the placement in this screen is used for calculating the duration of the placement.

Placement Change Meeting

Recorded using one of the following workflow step types:

- Placement Arrangement Meeting
- Placement Arrangement Meeting (CSSW)

The date the placement arrangement meeting can be recorded using a form question. That form question must be mapped to the 'Workflow Step End Date (Document)' filter.

If no such question exists attached to the step, the system defaults to the system step completed on date.

Referral

A Referral is a workflow step of a type which has been mapped to the 'Child Referrals' filter OR is one of the following types:

- CYPDS Referral
- Contact and Referral Record
- MASH contact and referral (CSSW)

Referral date

The Referral date is recorded in a form question attached to the workflow step. In the absence of such a form question the system 'Started On' date of the step is used.

Review Child Protection Conferences

Review Child Protection Conferences (RCPC) are recorded using workflow step types. The workflow step types which are included is determined by the mapping of the 'Child CP Conference Episodes' group in the Mosaic Admin tool.

The date of the conference is taken from a form question which has been mapped to the 'Child CP Conference Actual Date (Document)' filter.

Child Protection Reviews up to date

A child who is the subject of a Child Protection plan has their reviews up to date on a snapshot date if:

- There has been no RCPC during the child protection plan, prior to the snapshot date, and the Initial Child Protection Conference which started the Child Protection Plan occurred within the last 91 calendar days (3 months).
- There has been a RCPC during the child protection plan, prior to the snapshot date, and the latest one occurred within the last 183 calendar days (6 months).

Section 47 Enquiries

Section 47 Enquiries are recorded using workflow steps in Mosaic. In order to be recognised as a Section 47 Enquiry, the step type must be mapped to the 'Child Section 47 Enquiries' filter in the Mosaic Admin tool.

Section 47 Enquiry date

The date of the Section 47 Enquiry is taken from a form question, but will default to the date the workflow step was started if there is no such question. The report will first look for a form question of a type which has been mapped to the 'Child Section 47 Date (Document)'. It will then look for form questions mapped to the 'Workflow Step Start Date (Document)' filter. Finally, in the absence of questions mapped to either of these filters, the report will default to the date the workflow step was started on the system.

Time to complete Section 47 Enquiry

The length of time a Section 47 Enquiry is open is measured from the date of the latest Strategy Discussion prior to the Section 47 Enquiry date. The latest Strategy Discussion is identified by looking backwards through the workflow to find all preceding Strategy Discussions. The date of the latest such Strategy Discussion is used.

Short Breaks Plans

The existence and details of a CYPDS Short Breaks Plan are recorded in a form attached to a workflow step. To be recognised as short breaks a workflow step **must** have an attached form question answered which represents the start date (see below).

Start Date

Start dates of Short Breaks Plans are recorded in a form question attached to the workflow step. The following form questions are used:

- **'Start Date'** with the question user code 'A21214EE-4454-1A0E-1C06-05ACEA90A9FA'

End Date

The **End Date** of the Short Breaks Plan is recorded in a form question of the following type:

- **'End date'** with the question user code '64B29FBD-D5C9-90A0-AF65-4A83B9DAF968'

Plan type

The type of Short Breaks Plan is recorded in a form question of the following type:

- **Type of Short Breaks** with the question user code '7536887d-2eb6-4834-babb-96aa7b153079'
- **Type of Short Breaks** with the question user code 'CYPDSSBType'
- **Type of Short Breaks** with the question user code '9dd8bc45-5a16-4a36-ac85-7733fefaa2a0'
- **Type of Short Breaks** with the question user code 'c8efd629-4af8-4eee-bae6-27766b1b3fc5'

Form types used

At time of writing these questions is attached to the following form types:

- Review Core Offer Short Breaks Plan
- Core Offer Short Breaks Plan
- CYPDS Finance Plan
- MOSAIC Care Package Details
- CYPDS Short Breaks/PFA Assessment and Plan
- Short Breaks Panel Report/Update Short Breaks Plan
- Short Breaks Report/Update Prep for Adulthood Plan
- Update of Assessment/Preparing for Adulthood Plan

Strategy Discussions

Strategy Discussions are recorded using workflow steps. These workflow steps are those mapped to the 'Child Strategy Discussions' filter in the admin tool.

The date of the Strategy Discussion is taken from a form question attached to these workflow steps. The form questions need to be mapped to the 'Child Strategy Discussion Date (Document)' filter in the admin tool. If there is no such form question then any date attached to the Strategy Discussion step which has been mapped to the 'Workflow Step Start Date (Document)'. If there is still no form question like this, the date the step was finished in Mosaic is used.

Supervision

Supervision is recorded as a workflow step. The following workflow steps are user:

- Case Supervision Record
- Individual Case/Reflective Group Supervision
- Individual Case/Reflective Group Supervision.
- Individual Case/Reflective Group Supervision (GROUP)
- Reflective Group Supervision Record

In order to be counted in the figures, the step must have a form question with the date the supervision took place attached.

Children Looked After supervision on time

A Child Looked After's supervisions are up to date if:

- o The child has a supervision recorded within the last 2 calendar months
- o There is no supervision recorded on the child's record and less than 2 months have passed since the child was allocated to their current worker.

Child Protection Plans supervision on time

A Child who is the subject of a Child Protection plan's supervisions are up to date if:

- o   The child has a supervision recorded within the last calendar month
- o   There is no supervision recorded on the child's record and less than 1 calendar month have passed since the child was allocated to their current worker.

Care Leavers supervision on time

A Care Leavers supervisions are up to date if:

- o   The child has a supervision recorded within the last 3 calendar months
- o   There is no supervision recorded on the child's record and less than 3 calendar months have passed since the child ceased to be looked after.

Children in Need supervision on time

A Child in Need's supervisions are up to date if:

- o   The child has a supervision recorded within the last 2 calendar months
- o   There is no supervision recorded on the child's record and less than 2 months have passed since the child was allocated to their current worker.

Children with open assessments supervision on time

A child with an open assessment's supervisions are up to date if:

- o   There is no supervision on the child's record or the last supervision took place before the assessment started and less than 6 working days have passed since the start of the assessment
- o   Less than 2 calendar months have passed since the last supervision

CYPDS (not allocated to Transition Manager or Short Breas Coordinator) supervision on time

A Child in Need's supervisions are up to date if:

- o   The child has a supervision recorded within the last 2 calendar months
- o   There is no supervision recorded on the child's record and less than 2 months have passed since the child was allocated to their current worker.

Children allocated to 'Short Breaks Coordinator' or 'Transition Manager' supervision on time

- o   The child has a supervision recorded within the last 2 calendar months
- o   There is no supervision recorded on the child's record and less than 2 months have passed since the child was allocated to their current worker.

Visits

Visits are recorded using workflow steps. Visits were formerly recorded using the visits screen in Mosaic. The data warehouse table that holds visits supports both these methods of recording.

The workflow step types that are used are:

- •   Child protection visit (CSSW)

- Child in need visit (CSSW)
- Short Break Visit (CSSW)
- CLA visit (CSSW)
- Care leaver contact (CSSW)
- Fostering supervision visit (CSSW)

The date of visit is recorded in a form question attached to these steps. This DOES NOT default to the system date if the form question is not recorded i.e. if the date question is not recorded the visit will not be picked up as having happened.

Child Protection Visits up to date

A child who is the subject of a Child Protection plan has their visits up to date on a snapshot date if:

- The Child Protection Plan has been ongoing for less than 10 working days on the snapshot date.
- There has been a visit during the Child Protection plan within the last 10 working days, prior to the snapshot date.

A visit of any type of visit is included in this calculation i.e. the workflow step does not have to be a 'Child Protection' visit.

Children Looked After Visits on time

A child who is looked after is visited on either a 3 monthly or 6 weekly basis. The visiting frequency is indicated in a form question attached to one of the following form types:

- Pathway plan for former relevant child
- Chairs report / Updated Pathway plan
- CLA Chairs report/Updated Care plan (CSSW)

The visiting frequency applied is the most recently recorded on these forms prior to the snapshot date, during the period of care. If no frequency question has been answered then the visiting frequency defaults to 6 weekly.

Details of how visits are recorded can be found in the 'Visits' section of this document.

A child looked after's visit are up to date on a snapshot date if:

- There has been no visit (of any kind) during the period of care and the child has been looked after for less than 7 calendar days.
- There has been a visit dated within the last 91 (3 monthly) or 42 (6 weekly) calendar days of the snapshot date.

Child in Need Visits on time

A Child in Need's visits are up to date if:

- There have been no visits held since the last referral, but less than 10 working days have passed since the latest referral.
- Less than 15 working days have passed since the last Child in Need visit.

CYPDS Visits on time (not allocated to Transition Manager or Short Breas Coordinator)

A Child or Young person allocated to CYPDS has their visits are up to date if:

- There have been no visits held since the last referral, but less than 10 working days have passed since the latest referral.
- Less than 15 working days have passed since the last Child in Need visit.

Care Leaver Visits on time

A Care Leaver's visits are up to date if:

- There have been no visits held since the last referral, but less than 10 working days have passed since the latest referral.
- Less than 15 working days have passed since the last Child in Need visit.