

Mosaic Self Neglect via Hazard Workflow

Interim Guidance



This guidance explains how the new process for recording self-neglect via the “Hazard Recording and Hazard Review” workflow in Mosaic will be used in the interim period prior to the Locality Operating Model commencing.

Please refer to the [“Hazard Recording & Reviewing”](#) guidance on KNet to assist you with recording the procedures on MOSAIC.

For New Referrals received via ARMs

If self-neglect is indicated via a new referral, as this has not yet been confirmed/assessed, this information will be passed to the receiving operation team.

This information is to be shared using the following method:

- On the **KCC Contact Assessment Referral** Form:
 - Within the “Recommendations and Completion Details” section, use the “Agreed recommendations and outcomes” text box to indicate there is a self-neglect concern to be assessed.
 - Within the “Actions Taken” section, select the next action and assign to the relevant operational team. Please use the notes field to indicate there is a self-neglect concern to be assessed and considered for recording via Hazard Recording workflow.

For Receiving Team and Ongoing Allocations

If self-neglect is confirmed, then the “Hazard Recording” must be commenced.

Please refer to the process guide for recording and reviewing a hazard and selecting the optional form to record and monitor self-neglect (KCC Self-Neglect Recording and Monitoring form).

The hazard will remain open until the risks of self-neglect are mitigated and this has been signed off by a manager.

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Process Map for Recording and Monitoring Self-Neglect

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