

This guidance explains the new process for recording self-neglect via the “Hazard Recording and Hazard Review” workflow in Mosaic.

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

For New Referrals received via Area Referral Service

If self-neglect is indicated via a new contact or referral, this information will be passed to the receiving community team, following appropriate triage.

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 Community Team and Ongoing Allocations

If self-neglect is identified following completion of Care Needs Assessment or a review, then please refer to “Risk Assessment” in [Kent and Medway multi-agency self-neglect and hoarding policy and procedures \(kmsab.org.uk\)](http://kmsab.org.uk), to determine if level of risk requires the “Self-Neglect Hazard Workflow” to be commenced.

In addition, please refer to the process guide (below) for recording and reviewing a hazard and selecting the optional form to record and monitor self-neglect. The hazard will remain open until the risks of self-neglect are mitigated and this has been signed off by a manager.

Recording Self Neglect in Mosaic

Process Map for Recording and Monitoring Self-Neglect

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

