

Case closure checklist - Clusters				
Name:				
MOSAIC ID:				
	Y/N	Date completed	Comments	Worker updating
Care Act Assessment fully completed on MOSAIC?				
Best Interest decision determined (if applicable) and fully completed on MOSAIC?				
Is appropriate Finance management in place?				
Authorised workflow approved for commissioned services sent to Brokerage Team?				
Have the appropriate financial assessments been completed / referred to Client Finance?				
Has the sustainability process been followed and conversations documented if there is a top up fee?				
Is there an Ordinary Residency query?				
If the individual is self-funding - has written confirmation been sent to the provider?				
Have any safeguarding enquiries been concluded?				