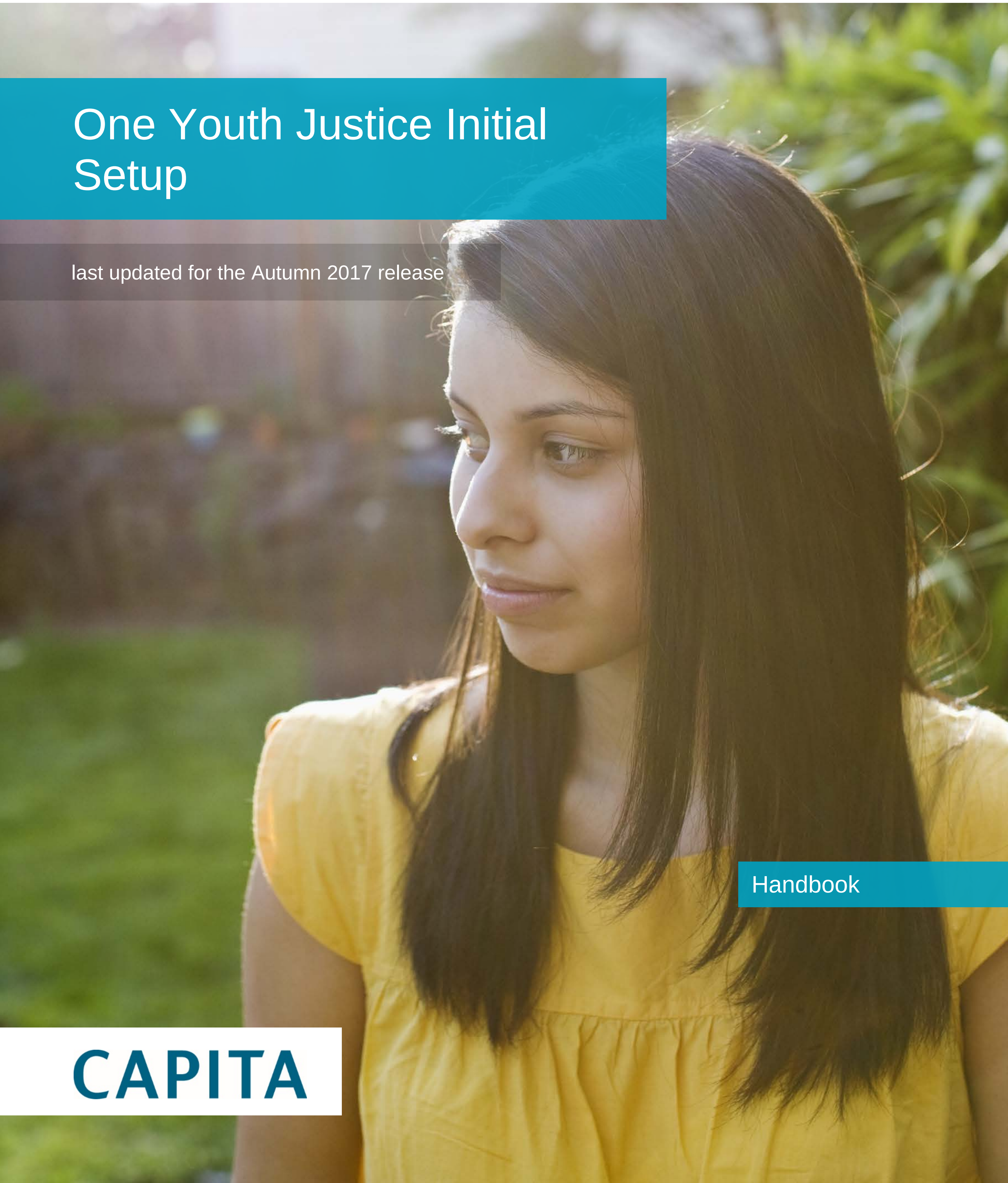
One Youth Justice Initial Setup

last updated for the Autumn 2017 release



Handbook

CAPITA

Revision History

Version	Published on
Autumn 2017 (3.64) - 1.0	06/12/2017

Doc Ref

One Youth Justice Initial Setup Handbook/Autumn 2017/2017-12-06

www.capita-one.co.uk

Contacting One Application Support

You can log a call with One Application Support via the Customer Service tool available on My Account.

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

onepublications@capita.co.uk

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.

Contents

01 | Initial Setup

Introduction

Youth Justice is a One Youth module providing a single assessment for young people involved with youth offending teams.

This document provides instructions to help the system administrators in charge of the One Youth system configure the Youth Justice environments following purchase and installation.

More Information:
Using Youth Justice: *One Youth Justice End User Guide*
General System Administration: *One IYSS System Administration Handbook*

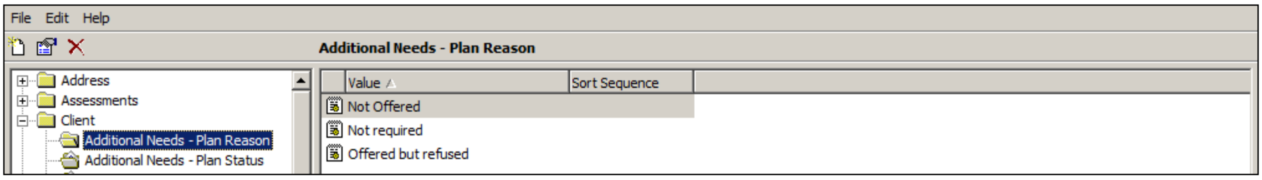
Basic System Configuration

The System Administration tool is a Windows application that is used to configure System-wide Youth Justice options.

Mandatory fields in System Administration dialogs are displayed in bold until a value has been entered. These must be completed.

System Administration updates should be done methodically. It is recommended that all changes be documented to facilitate fault identification in the event errors are made.

Interactions with values are performed through the three icons above the System Administration tree.



These icons allow values to be added, changed, or deleted. Where an action is unavailable, the icon is greyed out to prevent the value being altered.

 *Add Value icon*

 *Change Value icon*

 *Delete Value icon*

The following areas require configuration prior to use:

System Values

The Youth Justice system values should be reviewed and updated as required. For a list of Youth Justice-specific system values, see Appendix 1: Youth Justice System Values on page *35*.

Licence Code

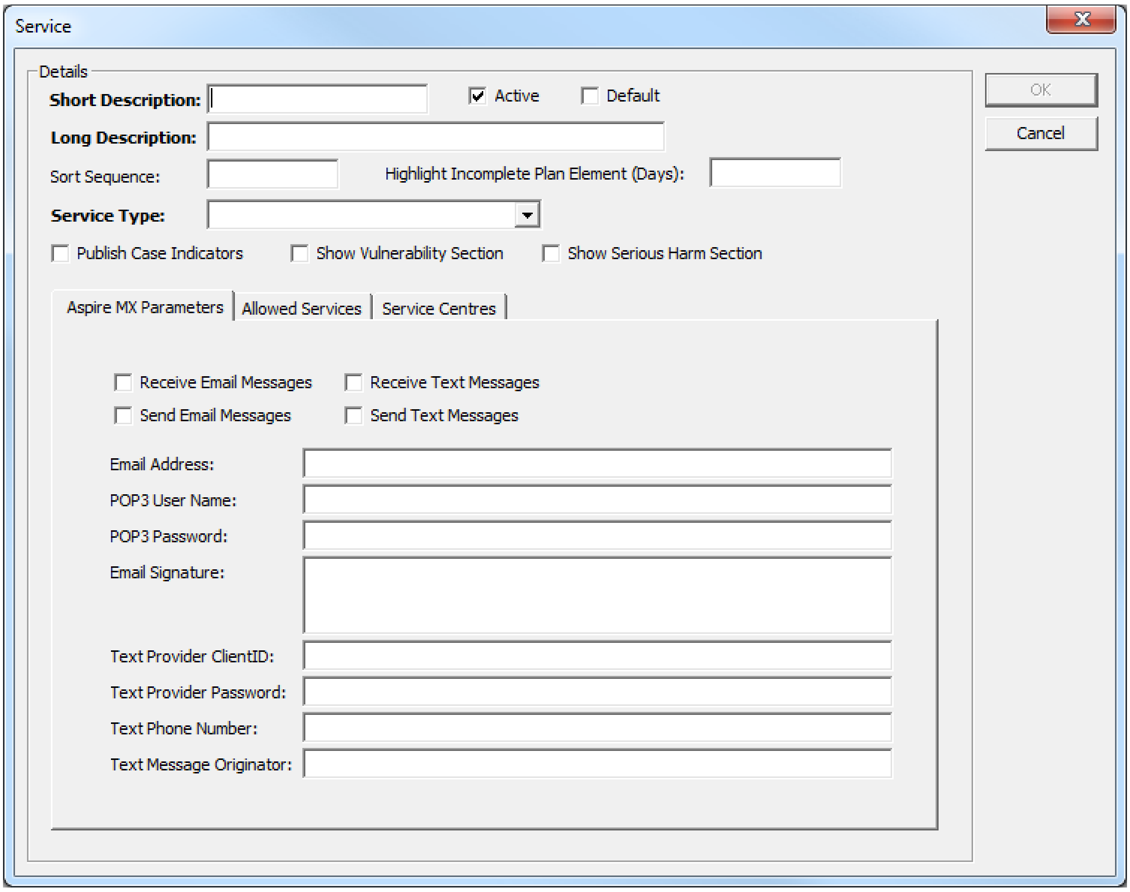
You must have a new licence code generated that includes the Youth Justice module. You cannot access the Youth Justice specific areas of System Administration until you have the required licence code.

Services

You need to add a new service for Youth Justice, and link it to any allowed services to enable data sharing. You should also configure the messaging service and add any service centres.

To configure the Youth Justice service:

1. Select **System Administration | Security | Service**.
2. Click the **Add Value** icon to display the **Service** dialog.



3. Enter a name for the service in the **Short** and **Long Description** fields, e.g. YJ or Youth Justice.
4. Ensure the **Active** check box is selected.
5. Ensure the **Default** check box is deselected.
6. Select **Youth Justice** from the **Service Type** drop-down.
7. If required, complete the **Highlight Incomplete Plan Element (Days)** field.

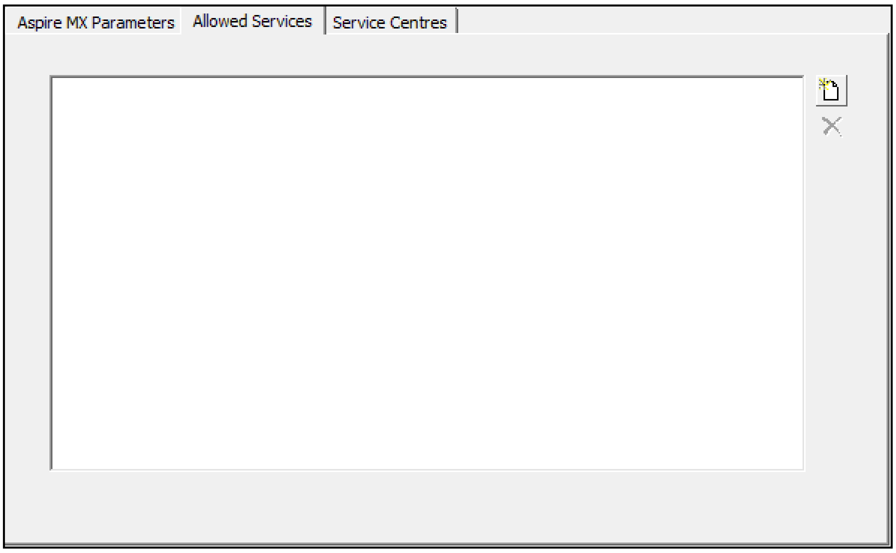
NOTE: *This is only used for enhanced assessments. The number entered in here (n) determines when incomplete plan warnings are displayed. Plans that are incomplete n days before the deadline are highlighted to warn users that the end date is approaching.*

8. As required, configure the following **Aspire MX Parameters** to set up the email and text messaging functions:

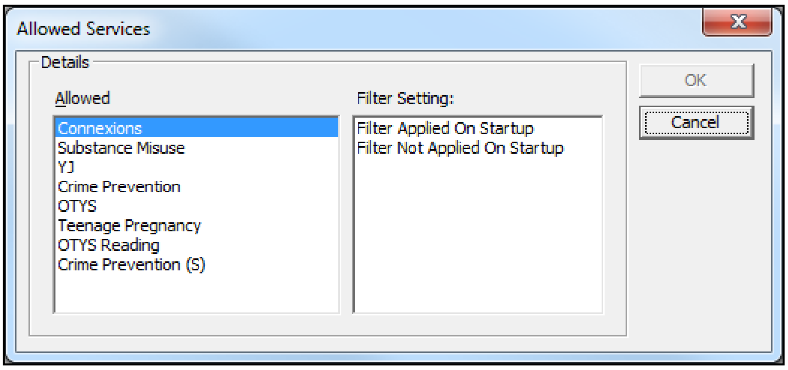
> ***NOTE:*** *To use the text messaging function, you must have a TextAnywhere account. Please contact the Service Desk if you require assistance with your TextAnywhere account.*

   a. Select the **Receive Email Messages**, **Send Email Messages**, **Receive Text Messages** and **Send Text Messages** check boxes.
   b. Enter the **Email Address** that is to be used to send and receive emails.
   c. Enter the **POP3 User Name** and **POP3 Password** for the email account.
   d. If you want to add an automatic signature to the email, enter it in the email **Signature** field.
   e. Enter the ID issued by TextAnywhere for the Youth Justice account in the **Text Provider ClientID** field.
   f. Enter the password for the Youth Justice TextAnywhere account in the **Text Provider Password** field.
   g. Enter the phone number provided by TextAnywhere that is to be used to receive text messages in the **Text Phone Number** field.
   h. Enter a signature in the **Text Message Originator** to be attached to automated reminder messages informing the client from whom the text message originated. This signature must be at least three characters long, and should identify the service.

9. To set up data sharing between services through the **Allowed Services** tab:
   a. Select the **Allowed Services** tab.



   b. Click the **Add Value** icon to display the **Allowed Services** dialog.



c. Select the required service from the **Allowed** list.

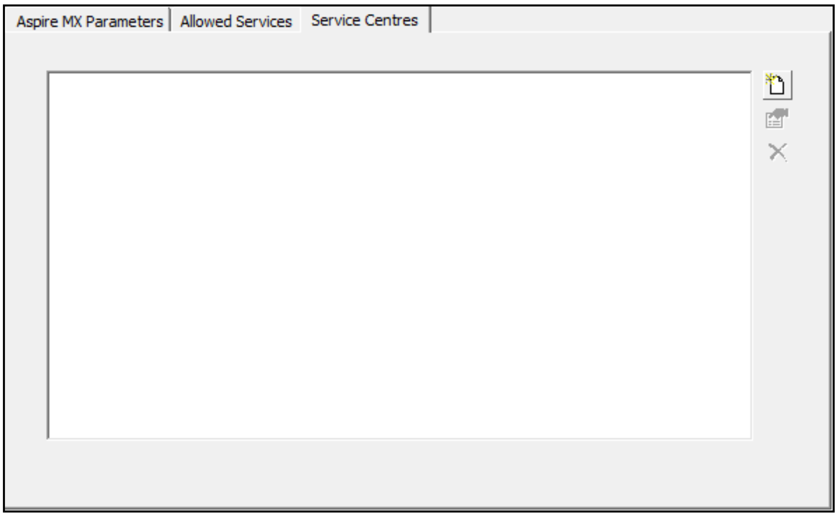
d. Indicate whether information displayed in the **Interactions and Communications** and **Documents, Notes and Assessments** is to be automatically displayed or whether it is to be filtered by selecting the relevant option from the **Filter Setting** menu.

e. Click the **OK** button to add the service to the **Allowed Services** list

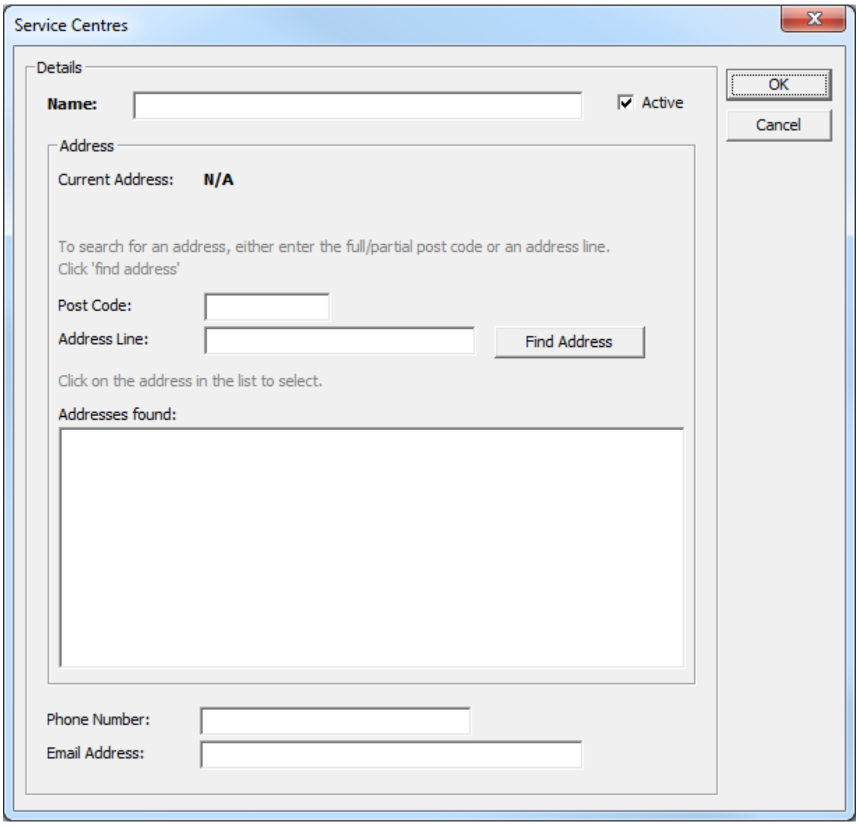
f. If necessary, repeat steps b-d until all the allowed services you require have been added.

10. To add new service centres:

a. Select the **Service Centre** tab.



b. Click the **Add Value** button to display the **Service Centres** dialog.



c. Enter the **Name** of the centre.

d. Enter the **Post Code** or **Address Line** and click the **Find Address** button.

e. Select the correct address from the **Addresses found** list.

f. Enter a **Phone Number** and **Email Address**.

g. Click the **OK** button to add the centre to the **Service Centres** list.

h. If necessary, repeat steps b-g until all required service centres have been added.

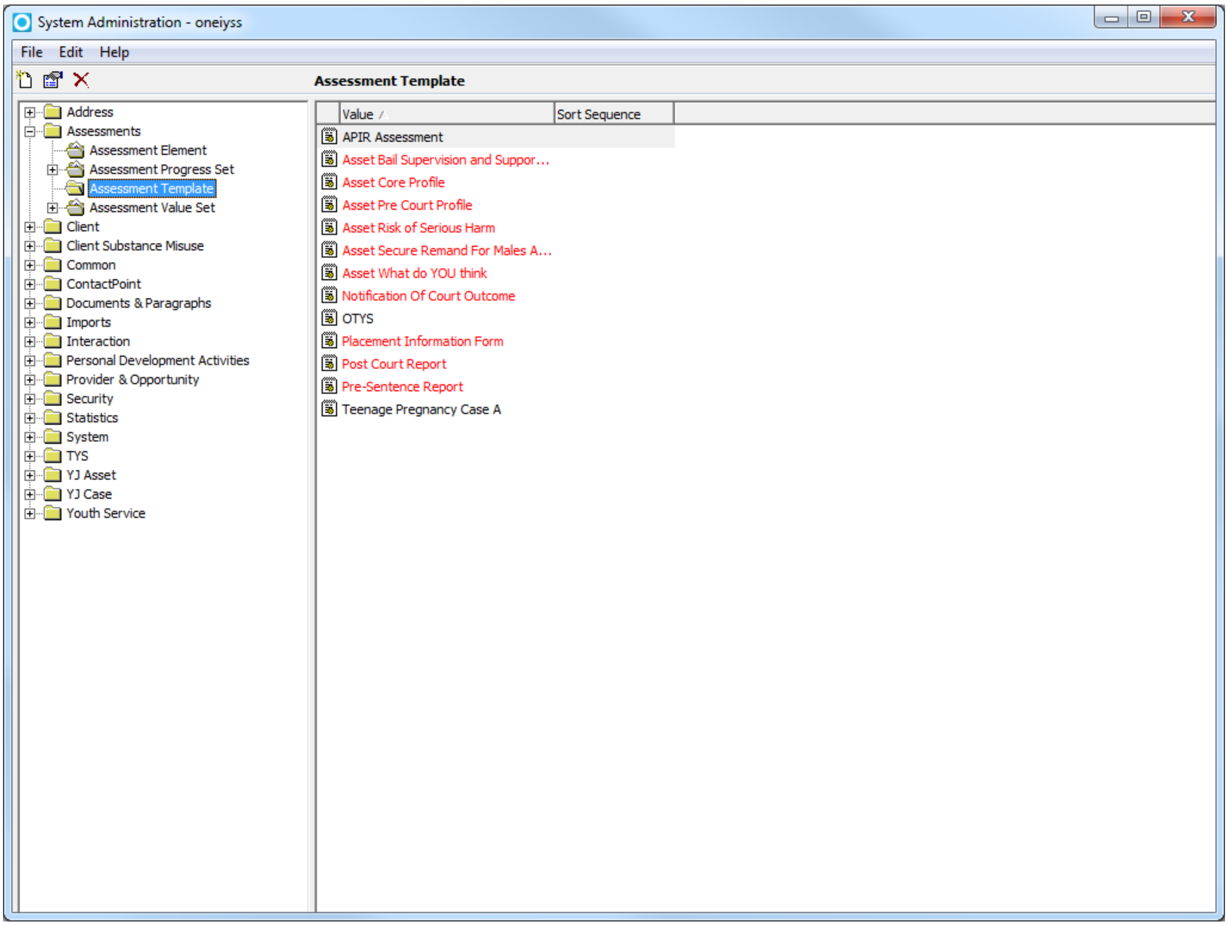
11. After the new Youth Justice service has been configured, click the **OK** button to close the dialog.

Assessments

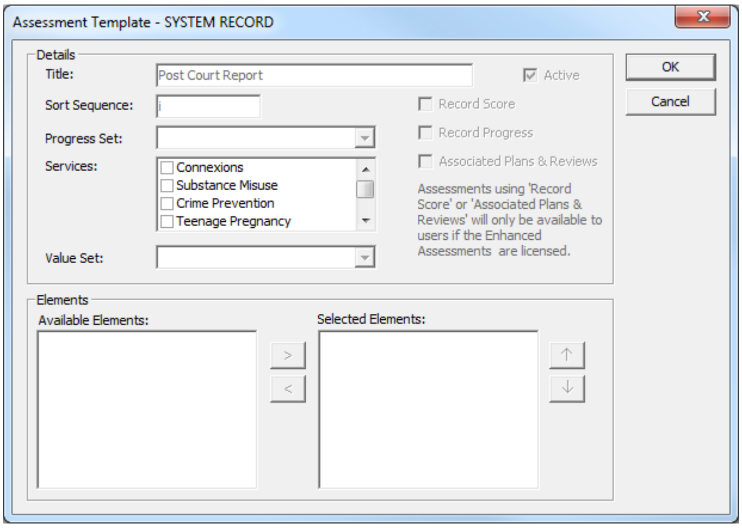
Make any required assessment templates available to the Youth Justice Service.

To configure the templates:

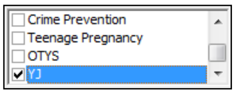
1. Select **System Administration | Assessments | Assessment Template** to display a list of available templates.



2. Double-click the required template to display the **Assessment Template** dialog.



3. In the **Services** field, select the check box for the new Youth Justice service.



4. Click the **OK** button to save the changes and close the dialog.
5. Repeat steps 2-4 until all templates have been made available to the service.

Security Groups

The functionality available to Youth Justice users is controlled by the security groups to which they belong. Security groups can have add, change and delete permissions assigned to specific functionalities within the Youth Justice software. Users can belong to multiple security groups and hold all permissions assigned to each group. It is recommended that you create a security group for standard users with the basic operational permissions, and then additional security groups for administrators, managers or other users who need permissions on top of those required to access the Youth Justice functions.

For more information on the Youth Justice permissions, see Appendix 2: Security Permissions on page *38*. If required, use this table for guidance when setting up your security groups.

Security Permissions

Create new security groups to control user access to Youth Justice functionality and information. To aid organisation, permissions are grouped into function groups. There are two Youth Justice specific function groups, 'YJ AssetPlus' and 'Youth Justice', and additional permissions in other function groups:

- Admin / Manager
  - Assign YJ Users to Manager
  - YJ Case Manager Tool
- Client Bulk Updates
  - BU YJ Events
- Client Search Criteria
  - YJ Client Search
  - YJ Data Checking

- My Aspire Sections
  - My YJ Appointments
  - My YJ Case Reviews
  - My YJ Cases
  - My YJ Clients in Breach
  - My YJ Clients in Court

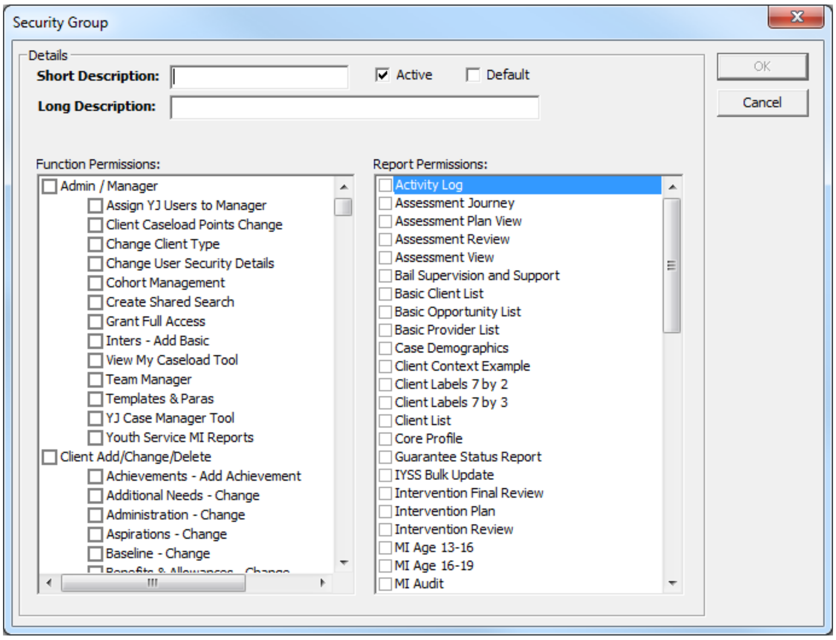
Youth Justice includes the following report permissions:

- YJ AssetPlus Bail and Remand Blank
- YJ AssetPlus Custody Blank
- YJ AssetPlusPSFS Blank
- YJ AssetPlus Self Assessment Parent Blank
- YJ AssetPlus Self Assessment YP First Person
- YJ AssetPlus Self Assessment YP Third Person
- YJ Appointment Timetable
- YJ AssetPlus Section Report
- YJ Case Details
- YJ Case Summary
- YJ Convictions
- YJ x Days Appointment Timetable

Creating Security Groups

To create a new security group:

1. Select **System Administration | Security | Security Group**.
2. Click the **Add Value** icon to display the **Security Group** dialog.



3. Enter a name for the security group in the **Short** and **Long Description** fields.

4. Ensure the **Active** check box is selected.
5. In the **Function Permissions** panel, select the required permissions for the group.
6. In the **Report Permissions** panel, select the required permissions for the group.
7. Click the **OK** button to save the group and close the dialog.
8. Repeat steps 2-7 for each additional group required.

Roles and Role Types

User roles indicate job titles or departments. This enables users to be grouped by role for security and reporting. It also determines the user lists in which they appear.

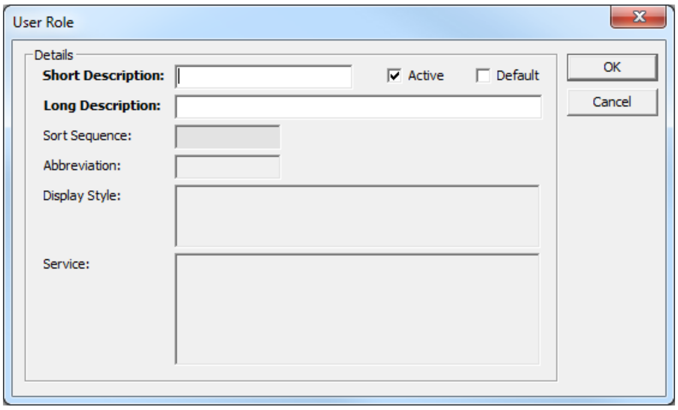
User roles are used in conjunction with **User List Types** and **User Role Types**. If you make any additions to the **User Role** list you should enter the new addition into the appropriate **User List Type(s)** and **User Role Type(s)**.

Add any required user roles, and link them to the Youth Justice user role type.

User Roles

To add new user roles:

1. Select **System Administration | Security | User Role**.
2. Click the **Add Value** icon to display the **User Role** dialog.



3. Enter a role title in the **Short** and **Long Description** fields.
4. Ensure the **Active** check box is selected.
5. Click the **OK** button to save the user role and close the dialog.
6. If you need to add any other user roles, repeat steps 2-5 until all the required roles have been created.

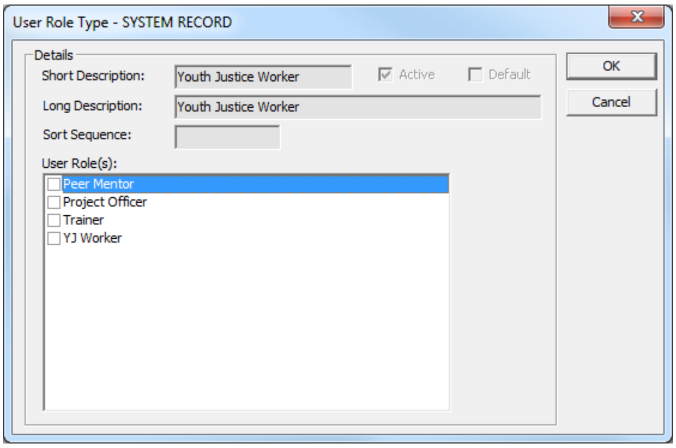
User Role Types

After the user roles have been created, add them to the Youth Justice user role type.

To add the user roles to the user role type:

1. Select **System Administration | Security | User Role Type**.

2. Double-click the **Youth Justice Worker** value to display the **User Role Type** dialog.



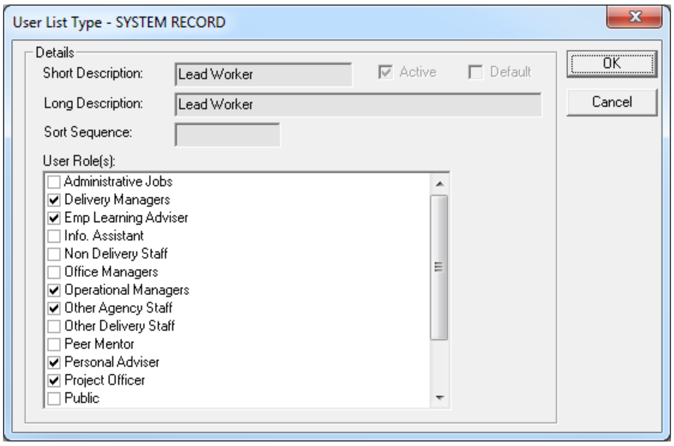
3. Select the check box for each user role you want to associate with the role type.
4. Click the **OK** button to save the changes and close the dialog.

User List Types

User List Types determine which users are displayed in the different user lists within One IYSS. This is done by assigning **User Roles** to the appropriate **User List Types**. **User List Types** cannot be added or deleted.

To configure the **User List Types**:

1. Select **System Administration | Security | User List Type**.
2. Double-click the required **User List Type** to display the **User List Type - SYSTEM RECORD** dialog.



3. Select or deselect the required **User Role(s)**.
4. Click the **OK** button to save the changes and return to **System Administration** screen.

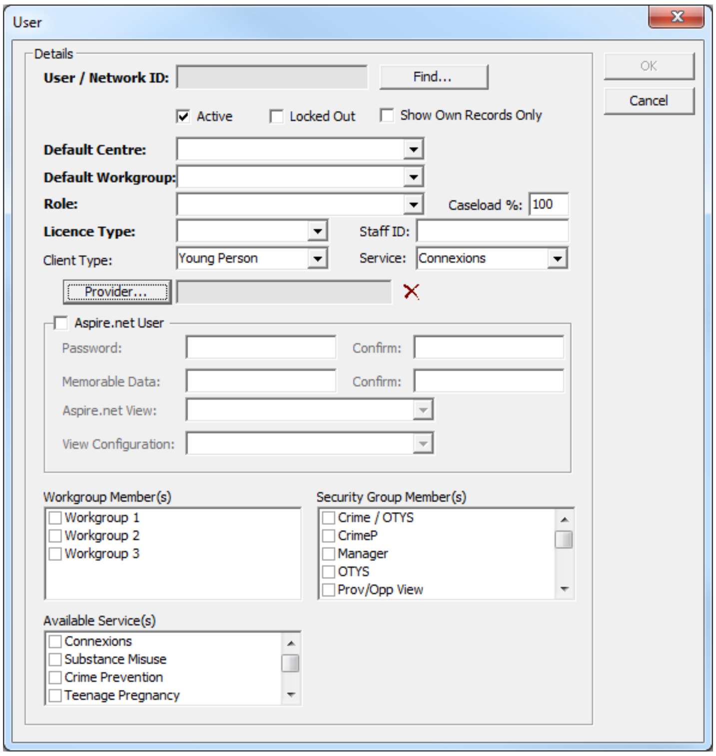
Users

If the Youth Justice workers have existing IYSS accounts, you can reconfigure them as Youth Justice accounts. If the workers do not have IYSS accounts, you must create new user accounts for them. Each worker must have a Capita One account before an IYSS account can be created. In the event that a worker does not have a Capita One account, contact your Capita One system administrator.

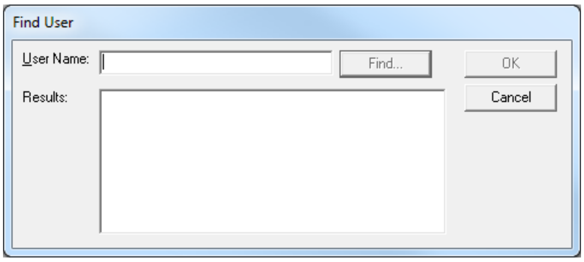
Creating a New User Account

To create a new IYSS account for a Youth Justice user.

1. Select **System Administration | Security | User** to display all users on the system.
2. Click the **Add Value** icon to display a blank **User** dialog.



3. Click the **Find** button to display the **Find User** dialog.



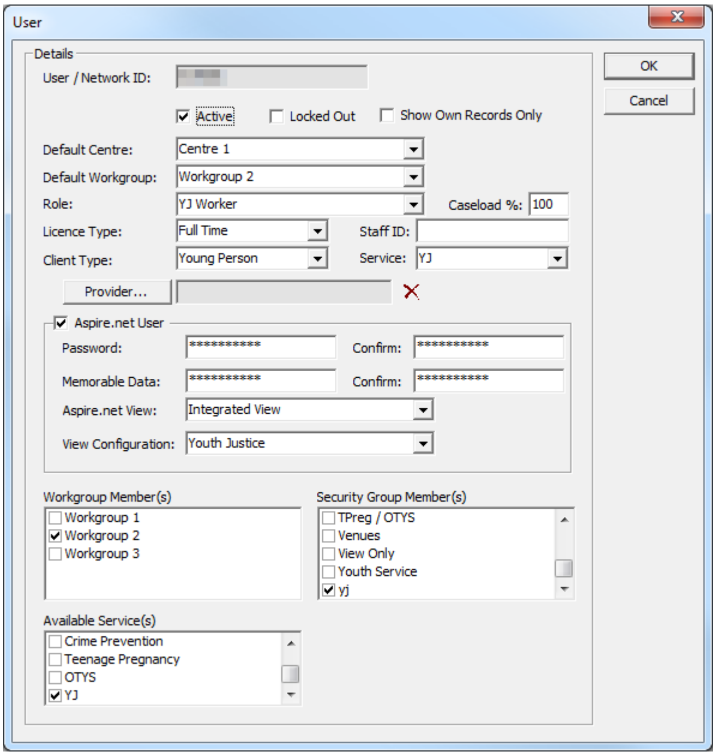
4. Enter the **User Name** and click the **Find** button to display a list of matching One users.
5. From the **Results** field, select the required person.
6. Click the **OK** button to return to the **User** dialog.
7. Ensure the **Active** check box is selected.
8. If you are creating the account in advance, select the **Locked Out** checkbox. You will need to deselect this before the user can access the account.
9. Ensure the **Show Own Records Only** check box is deselected.

10. Select the relevant **Default Centre**, **Default Workgroup** and **Licence Type**.
11. Select the appropriate Youth Justice **Role** and **Service**.
12. If required, enter a **Staff** ID and amend the **Caseload %**.
13. Select the **Aspire.net User** check box to activate the **Aspire.net User** fields.
14. Enter a password for the user in the **Password** and adjacent **Confirm** fields.
15. Enter a word in the **Memorable Data** and adjacent **Confirm** fields. Users are asked to provide letters from this word when logging in to confirm their identity.
16. From the **Aspire.net View** drop-down, select **Integrated View**.
17. From the **View Configuration** drop-down, select **Youth Justice**. This controls the order in which client record panels are displayed. It also makes the Youth Justice case section of client records the default landing page for Youth Justice users when they access a client record.
18. In the **Workgroup Member(s)** list, select the check boxes for all workgroups to which the user belongs. You must select the workgroup previously indicated in the **Default Workgroup** field.
19. In the **Security Group Member(s)** list, select the check boxes for all security groups appropriate for the user.
20. In the **Available Service(s)** list, select the check boxes for all services to which the user needs access.
21. Click the **OK** button to save the record and return to the **System Administration** screen.

Updating an Existing User Account

To update an existing IYSS user accounts:

1. Select **System Administration | Security | User**.
2. Double-click the required user to display the **User** dialog.



3. Select the appropriate Youth Justice **Role** and **Service**.

4. Select the Youth Justice **View Configuration** from the drop-down. This controls the order in which client record panels are displayed. It also makes the Youth Justice case section of client records the default landing page for Youth Justice users when they access a client record.
5. Select the appropriate security groups from the **Security Group Member(s)** list.
6. Select the appropriate services from the **Available Service(s)** list.
7. Amend any other fields as required.
8. Click the **OK** button to save the changes and close the dialog.
9. If you need to configure any other user accounts, repeat steps 2-8 until all Youth Justice users are set up.

Lookups

Lookups Requiring Configuration

Most of the lookups are prepopulated or have a suggested list of values. For a list of all the Youth Justice lookups, see Appendix 3: Lookup Matrices on page *42*. You must manually configure the lookups listed in this section.

Additional Workers

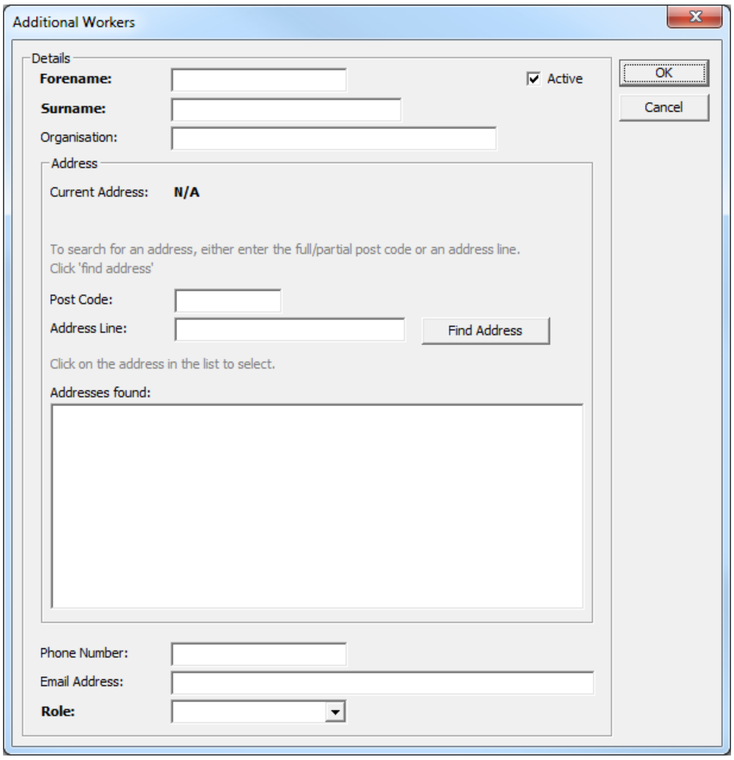
Additional Workers is a complex lookup. Users can add new workers as required within Youth Justice, but it is recommended you add at least the principle additional workers while configuring the system.

When an additional worker is added to a client record in Youth Justice, any changes made to the additional worker's details are updated in the client record. To preserve the accuracy of historical records, you might consider creating a new additional worker record if the worker changes organisation or role.

To add a new additional worker:

1. Select **System Administration | YJ Case | Additional Workers**.

2. Click the **Add Value** icon to display the **Additional Workers** dialog.



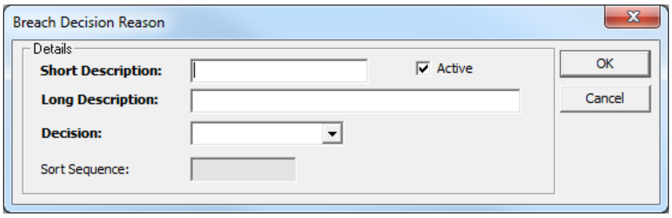
3. Complete the fields as required. The **Forename**, **Surname** and **Role** fields are mandatory.
4. Ensure the **Active** check box is selected.
5. Click the **OK** button to save the changes and close the dialog.

Breach Decision Reason

The Breach Decision Reason is a complex lookup.

To add a new Breach Decision Reason:

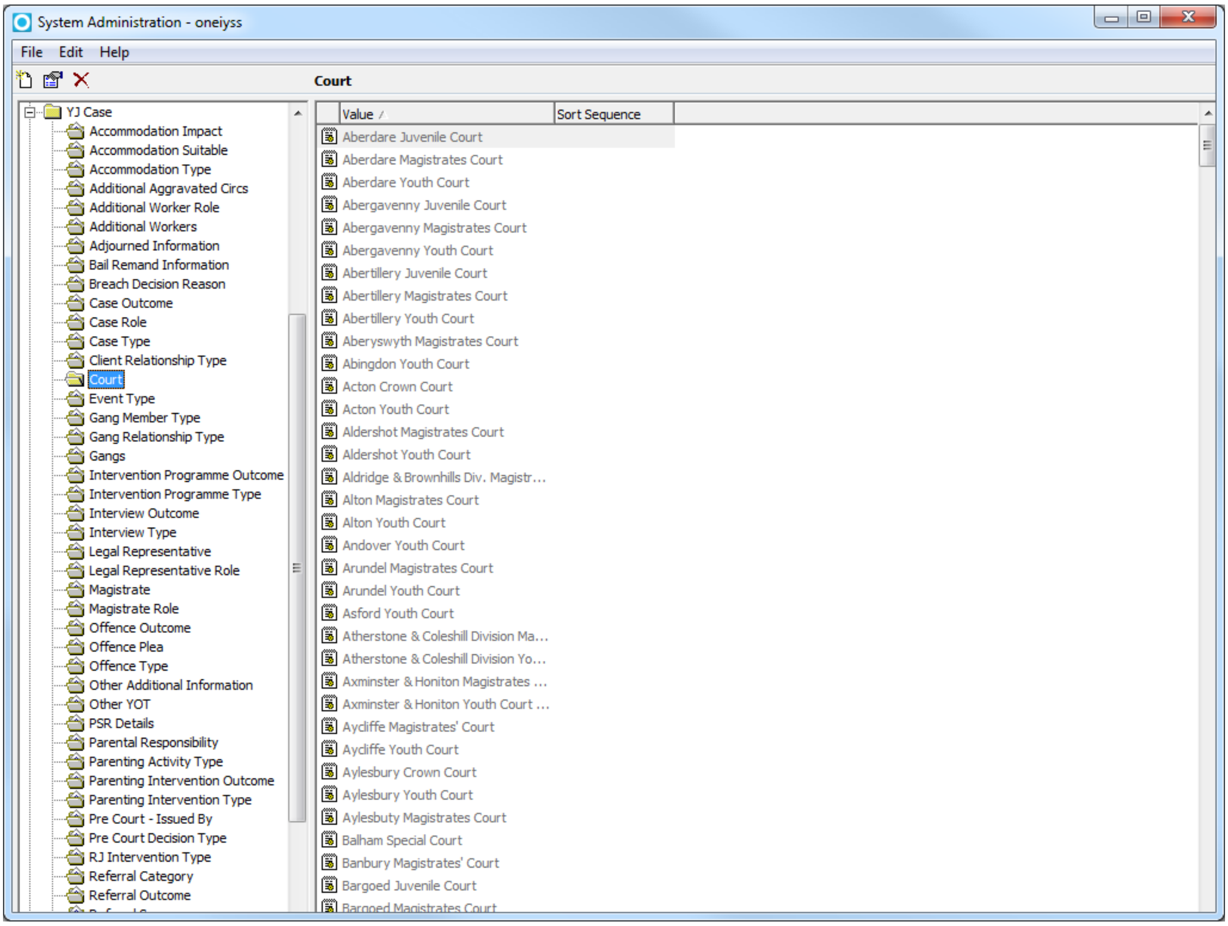
1. Select **System Administration | YJ Case | Breach Decision Reason**.
2. Click the **Add Value** icon to display the **Breach Decision Reason** dialog.



3. Enter the reason for the breach decision in the **Short** and **Long Description** fields.
4. Ensure the **Active** check box is selected.
5. Select whether the reason is for ‘Breach’ or ‘Stay’ decisions from the **Decision** drop-down.
6. Click the **OK** button to add the lookup and close the dialog.

Court

Court is a complex lookup. The lookup is prepopulated with inactive court names. You need to activate the ones relevant to your area. The inactive court values are greyed out.

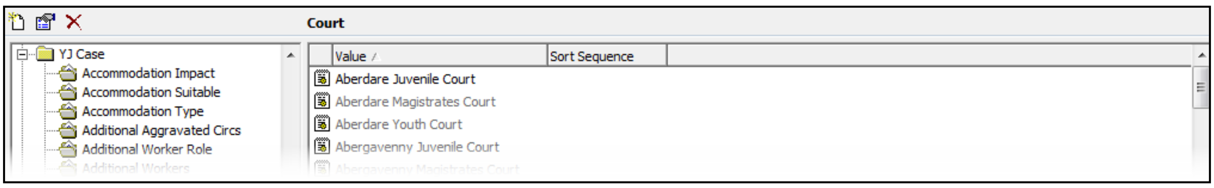


To activate a Court value:

1. Select **System Administration | YJ Case | Court**.
2. In the court panel, double-click the required court to display the **Court** dialog.

3. Select the **Active** check box.
4. Click the **OK** button to save the changes and close the dialog.

The court is no longer greyed out in the **Court** panel.



Gangs

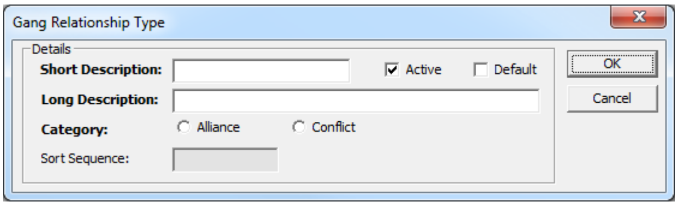
Gangs is a complex lookup. Users can add new gangs within Youth Justice as required, but if there are any established gangs and inter-gang relationships within your area, it is recommended you add at least the principle gangs while configuring Youth Justice.

In order to create intergang relationships, Gang Relationship Type lookup values must be created.

Gang Relationship Types

To create a gang relationship type:

1. Select **System Administration | YJ Case | Gang Relationship Type**.
2. If the required types are not displayed in the **Gang Relationship Type** panel, click the **Add Value** icon to display the **Gang Relationship Type** dialog.



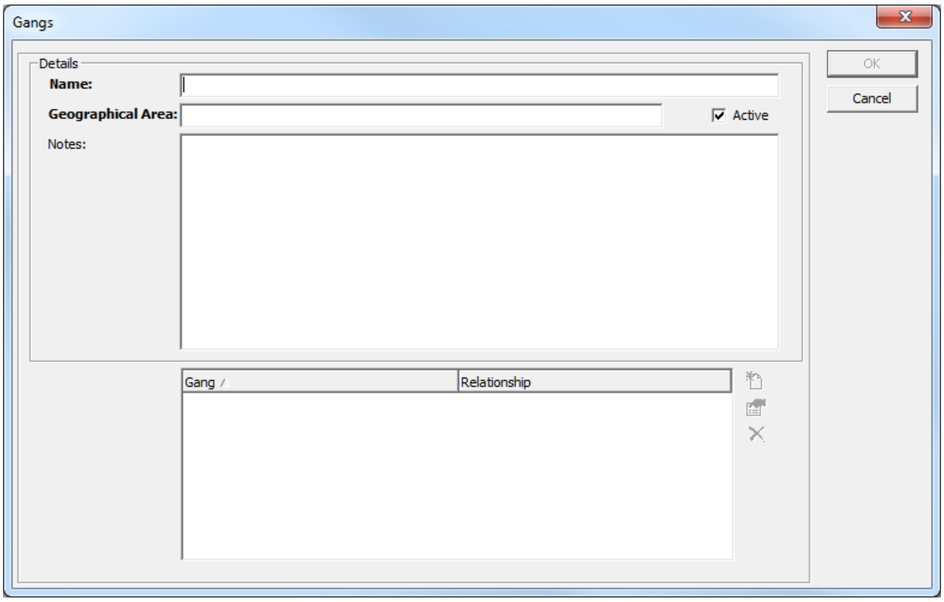
3. Enter a **Short** and **Long Description** for the relationship type.
4. Ensure the **Active** check box is selected.
5. Select the appropriate **Category** radio button to indicate whether the relationship type is an **Alliance** or a **Conflict**. Alliances are displayed in green in the Youth Justice case record, while conflictual relationships are displayed in red.
6. Click the **OK** button to save the changes and close the dialog.

After the relationship types have been created you can configure the gangs.

Gangs

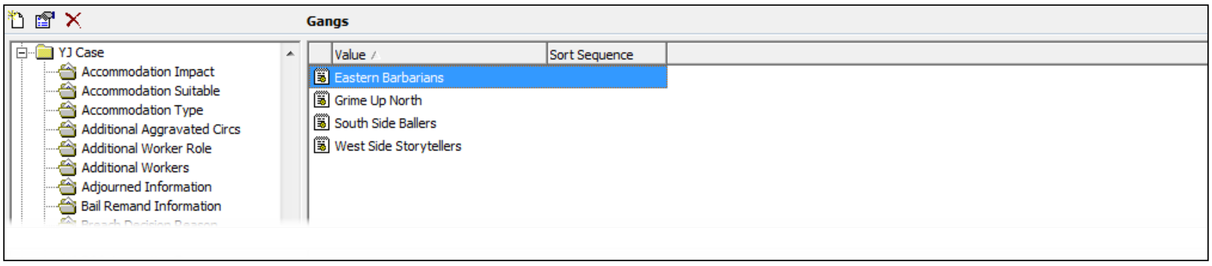
To add a new gang:

1. Select **System Administration | YJ Case | Gangs**.
2. Click the **Add Value** icon to display the **Gangs** dialog.

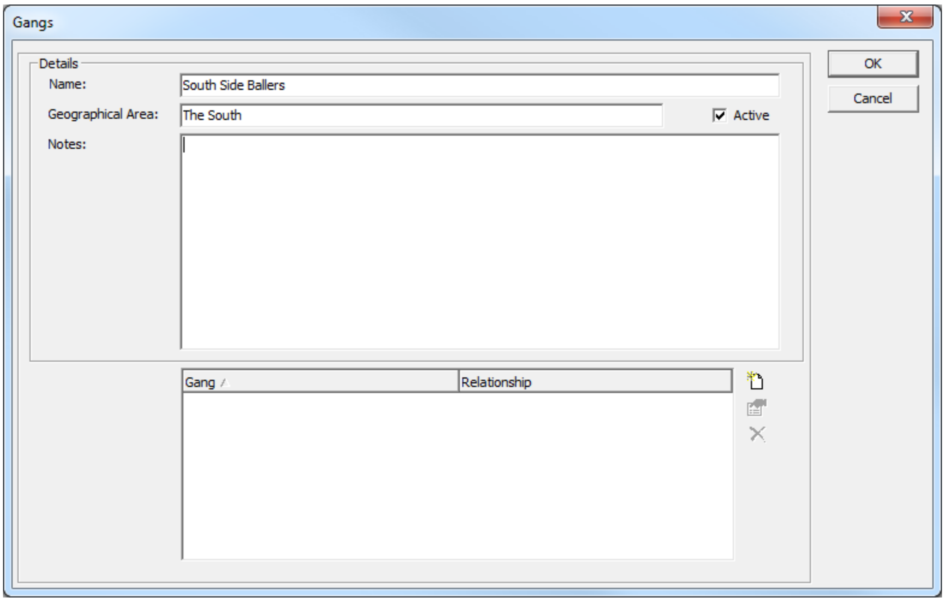


3. Enter the gang **Name** and main **Geographical Area** in which they operate.

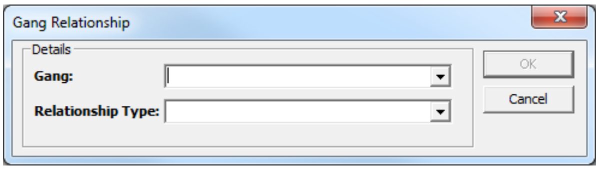
4. If required, add any details about the gang in the **Notes** field.
5. Click the **OK** button to add the lookup and close the dialog.
6. Add any additional gangs until they are all displayed in the **Gangs** panel.



7. If required, create the inter-gang relationships:
   a. In the **Gangs** panel, double-click the required gang to display the **Gangs** dialog.

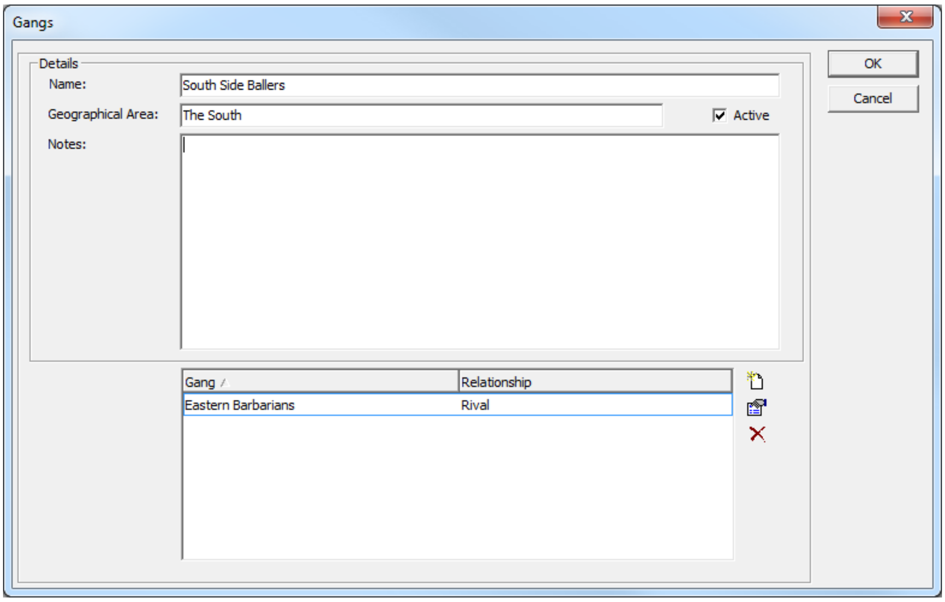


   b. Click the **Add Value** icon next to the **Gang** and **Relationship** column headers to display the **Gang Relationship** dialog.



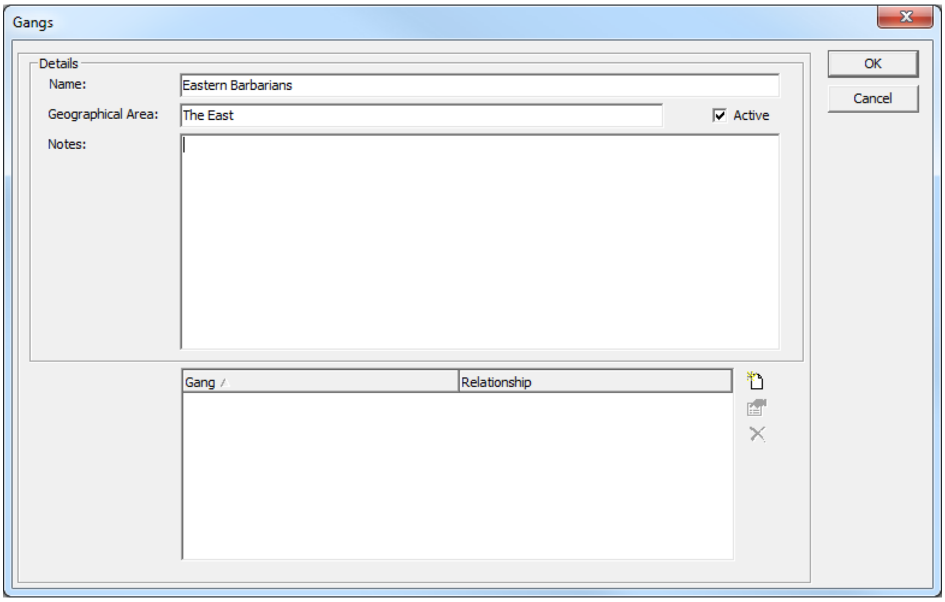
   c. Select the required **Gang** from the drop-down.
   d. Select the appropriate **Relationship Type** from the drop-down.

e. Click the **OK** Button to close the dialog and create the relationship.



The new gang and the relationship is displayed in the panel below the **Notes** field.

f. Repeat steps a-e until all relationships have been created. You must create a Gang Relationship for both gangs in a relationship. It is not automatically created for the second gang.



Intervention Programme Types

Intervention programmes can be configured as custodial or preventative if required:

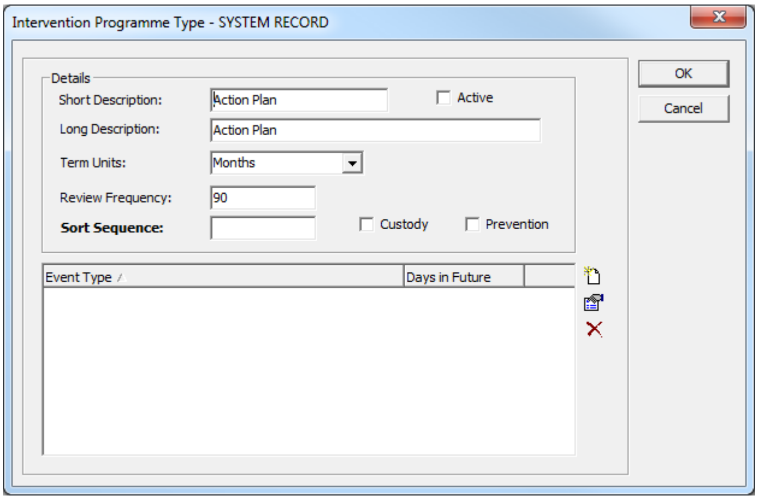
- Custodial: Clients assigned to current custodial intervention programmes are flagged as being currently in custody.
- Preventative: Preventative intervention programmes do not need to be linked to an offence. Any intervention programme not configured as preventative will require linking to an offence when created for a client.

To configure an intervention programme:

1. Select **System Administration | YJ Case | Intervention Programme Type**.

2. Select the required intervention.
3. Click the **Change Value** icon to display the **Intervention Programme Type** dialog.

NOTE: *To add a new intervention programme, click the* ***Add Value*** *icon.*



4. Update the details as required.
5. To designate an intervention programme as custodial, select the **Custody** check box.
6. To designate an intervention programme as preventative, select the **Prevention** check box.
7. Click the **OK** button to save the changes and close the dialog.

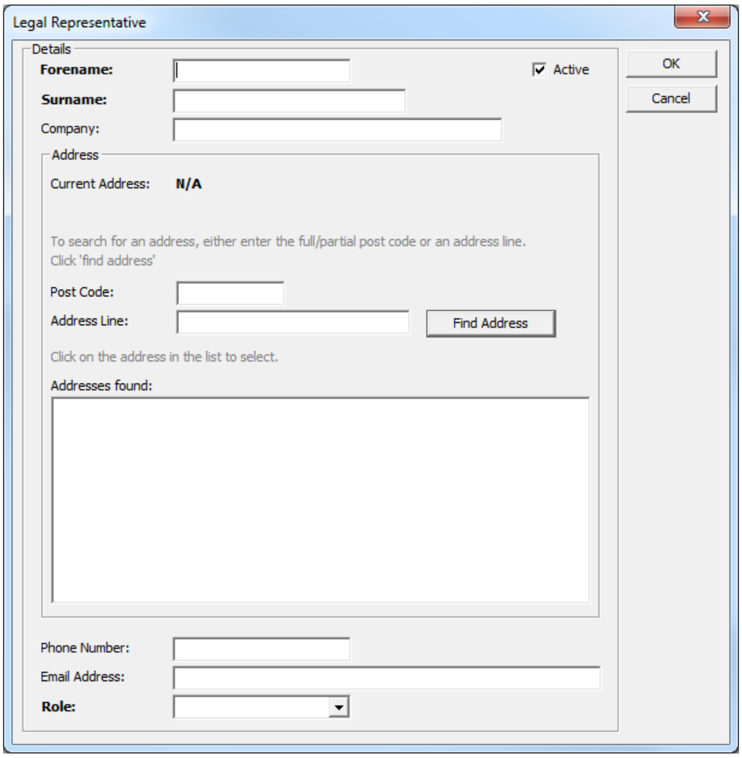
Legal Representative

Legal Representative is a complex lookup. Users can add new legal representatives as required within Youth Justice, but it is recommended you add at least the principle legal representatives while configuring the system.

To add a new legal representative:

1. Select **System Administration | YJ Case | Legal Representative**.

2. Click the **Add Value** icon to display the **Legal Representative** dialog.



3. Complete the fields as required. The **Forename**, **Surname** and **Role** fields are mandatory.
4. Ensure the **Active** check box is selected.
5. Click the **OK** button to save the changes and close the dialog.

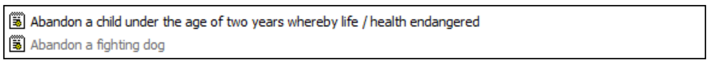
Offence Types

One Youth Justice uses the Police National Legal Database (PNLD) list of offences. This list contains over 10,000 offences. Capita has activated approximately 700 of these. You cannot add, edit or delete these offences, with the exception of the **Asset Review Months** value, but you can activate or deactivate them as required.

To review and activate or deactivate offences:

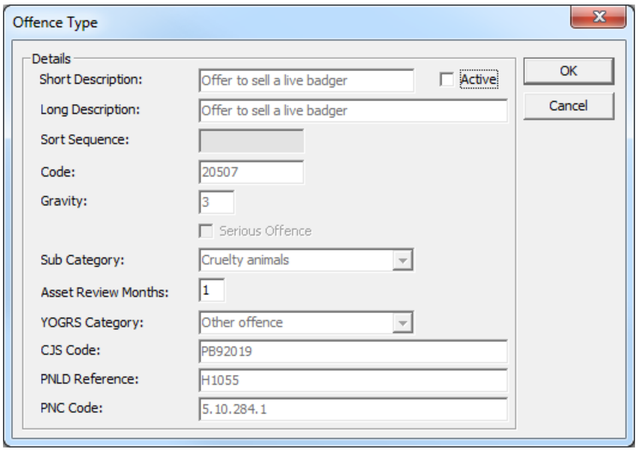
1. Select **System Administration | YJ Case | Offence Type**.

   Inactive offence types are greyed out.



2. Select the required offence.

3. Click the **Change Value** icon to display the **Offence Type** dialog.



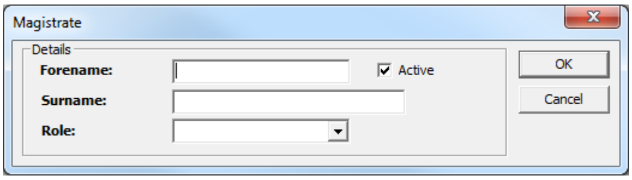
4. Select or deselect the **Active** check box as required.
5. Click the **OK** button to save the changes and close the dialog.

Magistrate

Magistrate is a complex lookup. Users can add new magistrates as required within Youth Justice, but it is recommended you add at least the principle magistrates while configuring the system. The magistrate lookup can also be used for other court personnel such as justices clerk.

To add a new magistrate:

1. Select **System Administration | YJ Case | Magistrate**.
2. Click the **Add Value** icon to display the **Magistrate** dialog.



3. Enter the magistrate's **Forename** and **Surname** in the appropriate fields.
4. Select a **Role** from the drop-down.
5. Ensure the **Active** check box is selected.
6. Click the **OK** button to save the changes and close the dialog.

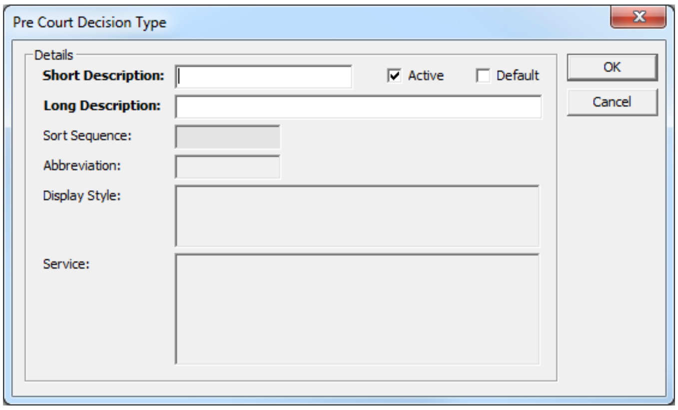
Pre Court Decision Type

Pre court decision type is a simple lookup.

To add a new Pre Court Decision Type:

1. Select **System Administration | YJ Case | Pre court Decision Type**.

2. Click the **Add Value** icon to display the **Pre Court Decision Type** dialog.



3. Enter a name for the decision type in the **Short** and **Long Description** fields.
4. Ensure the **Active** check box is selected.
5. Ensure the **Default** check box is deselected.
6. Click the **OK** button to add the lookup and close the dialog.

Other Complex Lookups

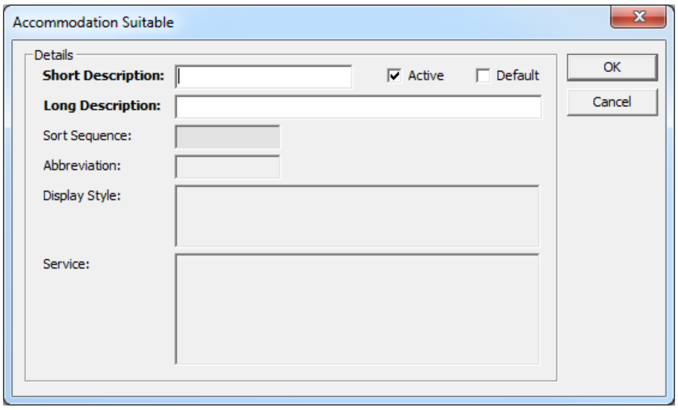
Accommodation Type

Before you configure the accommodation types, ensure that the suitability values have been created, e.g. ‘yes’, ‘no’. These are used in the client record to indicate whether clients’ accommodation is suitable or not.

Suitability Values

To create a suitability value:

1. Select **System Administration | YJ Case | Accommodation Suitable**.
2. If the required values are not displayed in the **Accommodation Suitable** panel, click the **Add Value** icon to display the **Accommodation Suitable** dialog.



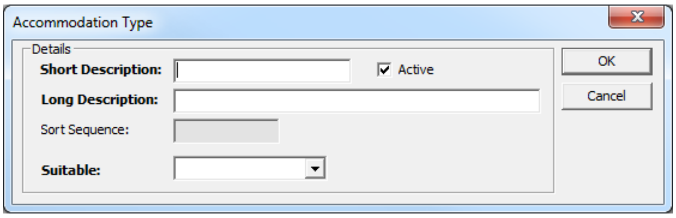
3. Enter the suitability value in the **Short** and **Long Description** fields.
4. Click the **OK** button to save the changes and close the dialog.

After the necessary suitability values have been created, you can create any required accommodation types

Accommodation Types

To create a new accommodation type:

1. Select **System Administration | YJ Case | Accommodation Type**.
2. Click the **Add Value** icon to display the **Accommodation Type** dialog.



3. Enter a **Short** and **Long Description**.
4. Ensure the **Active** check box is selected.
5. Select the appropriate suitability value for the accommodation type from the **Suitable** drop-down.
6. Click the **OK** button to save the changes and close the dialog.

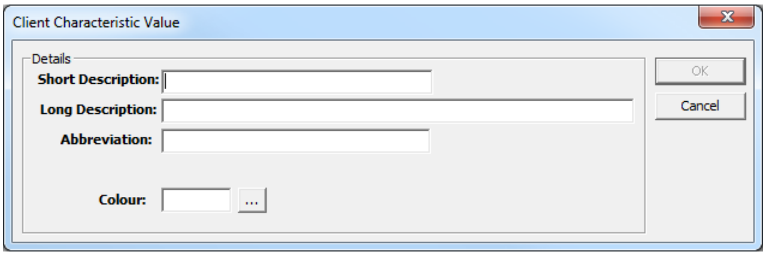
Client Characteristic Type

Before you configure the characteristic types, ensure that the characteristic values have been created, e.g. ‘yes’, ‘no’. These are used in the client record to indicate how or if the characteristic applies to the client.

Characteristic Values

To create a characteristic value:

1. Select **System Administration | Client | Client Characteristic Value**.
2. If the required values are not displayed in the **Client Characteristic Value** panel, click the **Add Value** icon to display the **Client Characteristic Value** dialog.



3. Enter the characteristic value in the **Short** and **Long Description** fields.
4. Enter an **Abbreviation**.
5. If required, click the **…** button to display the **Color** dialog. Select the desired colour and click the **OK** button to assign the colour to the value. The abbreviation is displayed in this colour in the Youth Justice case.
6. Click the **OK** button to save the changes and close the dialog.

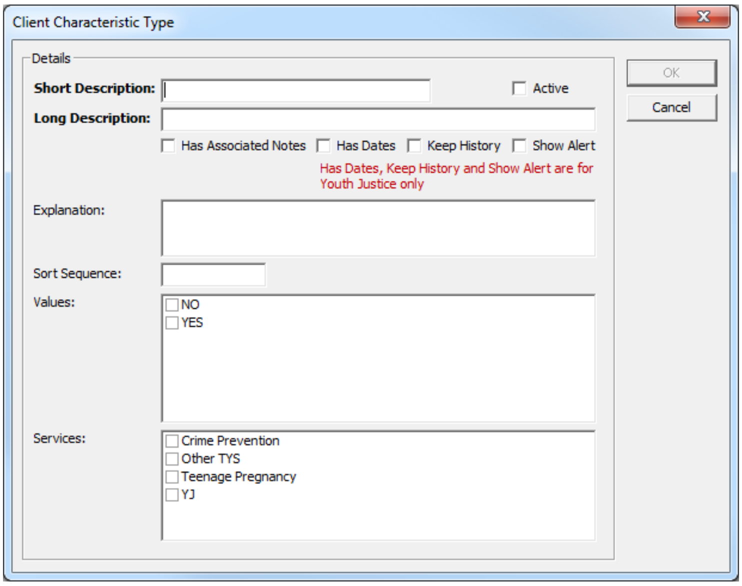
After the necessary characteristic values have been created, you can create any required characteristic types.

Characteristic Type

To create a new characteristic type:

1. Select **System Administration | Client | Client Characteristic Type**.

2. Click the **Add Value** icon to display the **Client Characteristic Type** dialog.



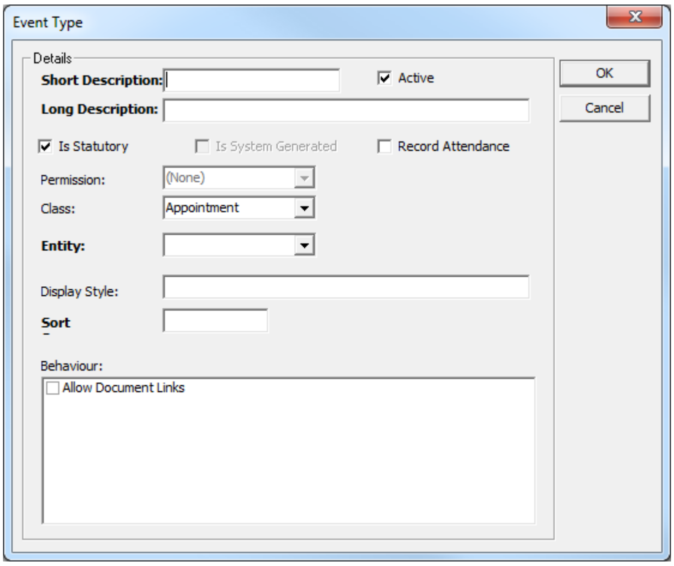
3. Enter a name in the **Short Description** field.
4. Enter a more detailed name in the **Long Description** field. This is displayed in the **New YP Characteristic** screen in Youth Justice, and also in the header of any client record against which it is recorded if the **Show Alert** check box is selected.
5. Select the **Active** check box.
6. To include a **Notes** field as part of the **New YP Characteristic** screen in Youth Justice, select the **Has Associated Notes** check box.
7. To enable the recording of start and end dates, select the **Has Dates** check box.
8. To keep a record of past occurrences of the characteristic in the client record, select the **Keep History** check box.
9. To display a warning in the header of affected client records, select the **Show Alert** check box.
10. If required, enter an **Explanation** to be displayed to users clarifying the nature of the characteristic and providing guidance in assigning it.
11. Select the appropriate client characteristic values from the **Values** panel.
12. Select the appropriate Youth Justice **Services** to which the characteristic is to be displayed.
13. Click the **OK** button to save the changes and close the dialog.

Event Type

To create a new event type:

1. Select **System Administration | YJ Case | Event Types**.

2. Click the **Add Value** icon to display the **Event Type** dialog.



3. Enter a name in the **Short** and **Long Description** fields.
4. Ensure the **Active** check box is selected.
5. To make the event statutory, select the **Is Statutory** check box.

   Marking an event as statutory affects how failure to comply is recorded.

   - For client event types, if the client is recorded as Failed to Comply with the event, a red X is displayed in the **FTC** column of the **Events** panel on the client's Youth Justice case record. Clients' FTC counts contribute to their breach status.
   - For parent event types, if the parent or carer is recorded as Failed to Comply with the event, a red X is displayed in the **FTC** column of the **Events** panel on the **Parent / Carer Summary** screen. Youth Justice does not maintain a total FTC count for parents or carers.
6. To enable the recording of attendance for the event, select the **Record Attendance** check box. If selected, attendance recording is mandatory.
7. Select the event **Class** from the drop-down.

> ***NOTE:** An appointment **Class** is colour coded within Youth Justice to indicate whether the event is statutory (green) or non-statutory (orange). A process **Class** is for events normally generated by other events.*

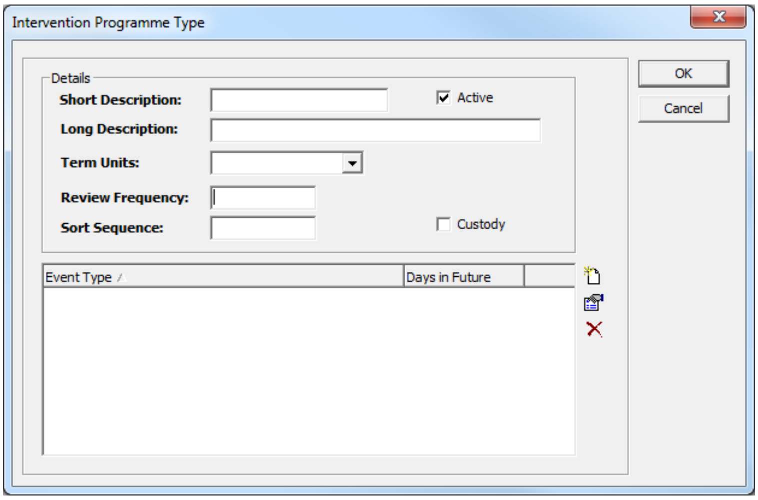
8. Select whether the event type is for parent, client or victim records from the **Entity** drop-down.
9. If you want to enable documents to be linked to the event in Youth Justice, in the **Behaviour** panel, select the **Allow Document Links** check box.
10. Click the **OK** button to save the changes and close the dialog.

Intervention Programme Type

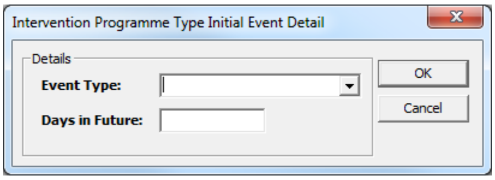
To configure an intervention programme type:

1. Select **System Administration | YJ Case | Intervention Programme Type**.

2. Click the **Add Value** icon to display the **Intervention Programme Type** dialog.



3. Enter a name for the programme type in the **Short** and **Long Description** fields.
4. Ensure the **Active** check box is selected.
5. Select the appropriate measure of time for the intervention programme from the **Term Units** drop-down.
6. In the **Review Frequency**, enter how often the programme needs to be reviewed. This uses measure selected in the **Term Units** field.
7. If the intervention programme is a custodial sentence, select the **Custody** check box. Clients with a current custodial intervention programme on their record, i.e. the current date is between the start and end dates of the intervention, are classed as ‘Currently in Custody’ in their core record.
8. To automatically create an event when a new intervention programme of this type is created:
   a. Click the **Add Value** icon to display the **Intervention Programme Type Initial Event Detail** dialog.

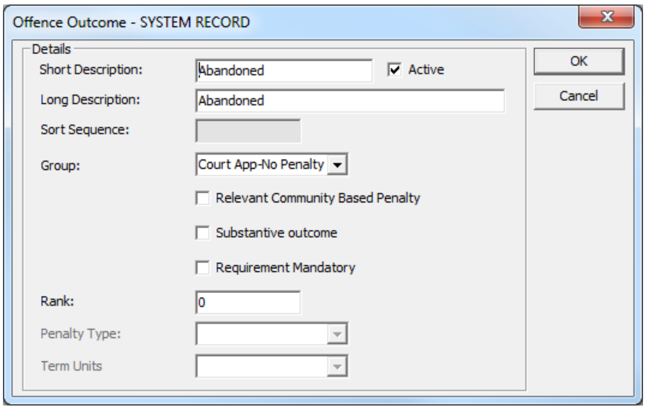
   b. Select an **Event Type** from the drop-down.
   c. Specify how soon after the commencement of the intervention programme the event is to occur in the **Days in Future** field
   d. Click the **OK** button to add the event to the **Intervention Programme Type** dialog.
   e. If required, repeat steps a-d to add any further events.
9. Click the **OK** button to save the changes and close the dialog.

Offence Outcome

You cannot add new offence outcomes, but you can edit and activate or deactivate the existing outcomes.

To edit an offence outcome:

1. Select **System Administration | YJ Case | Offence Outcome**.
2. Double-click the required outcome to display the **Offence Outcome - SYSTEM RECORD** dialog.



3. Update the fields as required:
   - **Group**: This assigns the outcome to a YJB-defined substantive outcome group.
   - **Relevant Community Based Penalty**: This check box is used for YJMIS reporting.
   - **Substantive outcome**: If selected, this defines the outcome as a substantive outcome, as prescribed by the YJB. This check box also activates the **Penalty Type** and **Term Units** fields.
     - **Penalty Type**: Defines whether the penalty is a term or a value.
     - **Term Units**: If the **Penalty Type** is a term, this drop-down defines the time period measurement used, e.g. years, months.
   - **Requirement Mandatory**. If selected, a requirement must be recorded when a user creates an outcome of this type.
4. Click the **OK** button to save the changes and close the dialog.

YJMIS and EYE Ethnicity Mappings

Map all One ethnicity values on to their counterpart YJMIS and EYE values. Ensure that you are using current and valid YJMIS and EYE values.

When mapping ethnicity values, you can select a default value to be used in the YJMIS or EYE exports for clients with no recorded ethnicity or an ethnicity with no valid mapping.

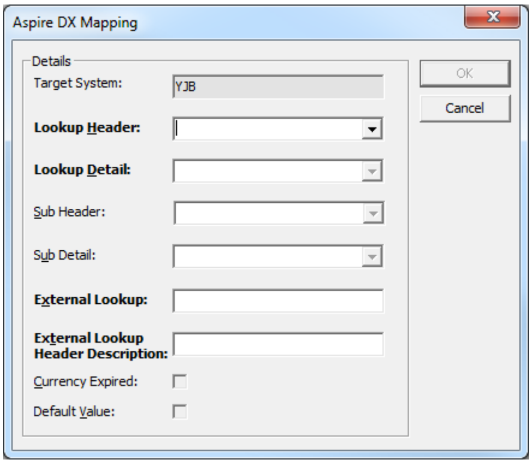
YJMIS Mappings

Map all the ethnicity values you use onto the YJMIS values.

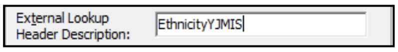
To create a YJMIS mapping:

1. Select **System Administration | Imports | DX Target System | YJB.**

2. Click the **Add Value** icon to display the **Aspire DX Mapping** dialog.



3. Select **Client Ethnicity** from the **Lookup Header** drop-down.
4. Select the ethnicity value you want to map from the **Lookup Detail** drop-down.
5. In the **External Lookup** field, enter the YJMIS value that you want to map to. This is output in the YJMIS XML file.
6. In the **External Lookup Header Description** field, delete any text already present and enter: EthnicityYJMIS



IMPORTANT NOTE: *This value is case sensitive and must be entered exactly as shown for the mapping to be successfully completed.*

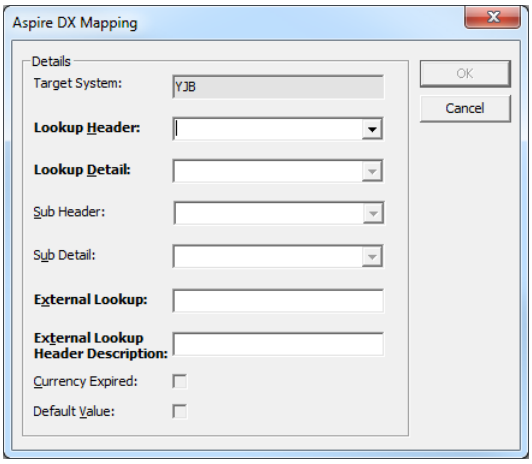
7. If this value is to be used as the default value for the YJMIS export for clients with a missing or unmapped ethnicity, select the **Default** check box.
8. Click the **OK** button to save the changes and close the dialog.

EYE Mappings

Map all the ethnicity values you use onto the EYE values.

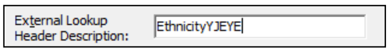
To create an EYE mapping:

1. Select **System Administration | Imports | DX Target System | YJB.**
2. Click the **Add Value** icon to display the **Aspire DX Mapping** dialog.



3. Select **Client Ethnicity** from the **Lookup Header** drop-down.

4. Select the ethnicity value you want to map from the **Lookup Detail** drop-down.
5. In the **External Lookup** field, enter the EYE value that you want to map to. This is output in the EYE XML file.
6. In the **External Lookup Header Description** field, delete any text already present and enter: EthnicityYJEYE



IMPORTANT NOTE: *This value is case sensitive and must be entered exactly as shown for the mapping to be successfully completed.*

7. If this value is to be used as the default value for the EYE export for clients with a missing or unmapped ethnicity, select the **Default** check box.
8. Click the **OK** button to save the changes and close the dialog.

AssetPlus

For more detail on configuring the AssetPlus functionality, refer to the *AssetPlus Product Notes*, available on the One Publications website.

02 | Configuring Connectivity

Prerequisites

Before you can use the Connectivity options you must have:

- Registered with the YJB.
- Received and installed the Connectivity box from the YJB.
- Received the following details from the YJB:
  - Connectivity Hub System ID
  - Connectivity Organisation Unit Code
  - Connectivity System ID
  - Connectivity Systems Web Service URL

To configure Connectivity, complete the following sections in order.

System Values

In the System Administration tool, set up the following system values used by Connectivity (**System Administration | System | System Values**):

System Value	Explanation
YJB Connectivity Admin Email Address	Enter the email address to be used in the Connectivity messages for the YOT's administration contact.
YJB Connectivity Archive History Days	Enter the number of days the XML sent/received archive is to be kept. Anything older than this is removed. ***NOTE:*** *The communication record is retained.*
YJB Connectivity Hub System ID	Enter the credentials issued by the YJB.
YJB Connectivity Maximum Submission Attempts	Enter the number of unsuccessful attempts to send an XML message Connectivity is to make before reporting a failure.
YJB Connectivity Message Expiry Minutes	Enter the number of minutes Connectivity is to attempt to send or wait to receive a response for XML messages before reporting a failure.
YJB Connectivity Organisation Unit Code	Enter the credentials issued by the YJB.
YJB Connectivity Process EYE Submissions	To activate Connectivity, set this value to 1. To deactivate Connectivity, set it to 0. When set to 0, Youth Justice does not send EYE documents via Connectivity, so the **Destination** field in the EYE Submission screen is not displayed.
YJB Connectivity System ID	Enter the credentials issued by the YJB.
YJB Connectivity Systems Web Service URL	Enter the credentials issued by the YJB.

System Value	Explanation
YJB MIS Configuration	Do not change this value without consulting with second line support. This value enables you to configure the parameters controlling the optional elements of the YJB submission. By default all optional elements are switched off.

YJB Background Task

After the system values have been configured, set up and run the YJB Background Task. Refer to the *One IYSS Installation and Configuration* handbook for detailed instructions on setting up the YJB Connectivity Background Task.

> ***NOTE:*** *This handbook is available to those involved in the technical installation of One IYSS.*

This task sends and receives messages to and from the YJB through Connectivity. It is run from the executable iyssYJbdx.exe. The corresponding configuration file is iyssYJbdx.exe.config. The task needs to be configured on the web server and set to run at hourly intervals.

The executable must be run before the Connectivity options are used in the front end of One to ensure any values provided by the Connectivity Hub are populated prior to use.

EYE Submission

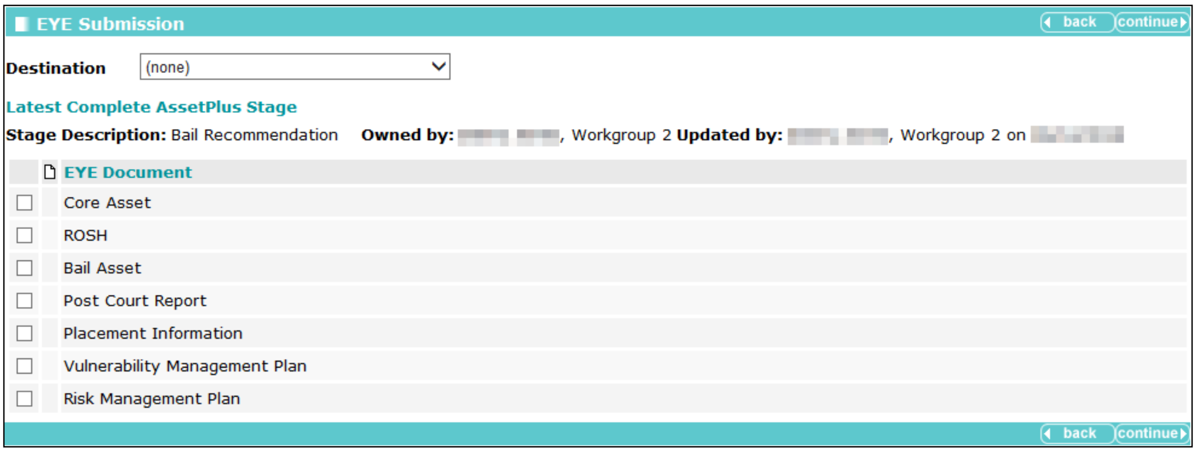
> ***IMPORTANT NOTE:*** *Ensure you have run the YJB Background Task at least once before attempting to submit EYE documents.*

EYE reports are submitted through the **EYE Submissions** hyperlink:

If the client has a completed AssetPlus stage:

1. In the **Actions** panel, click the **EYE Submissions** hyperlink to display the **EYE Submissions** screen.

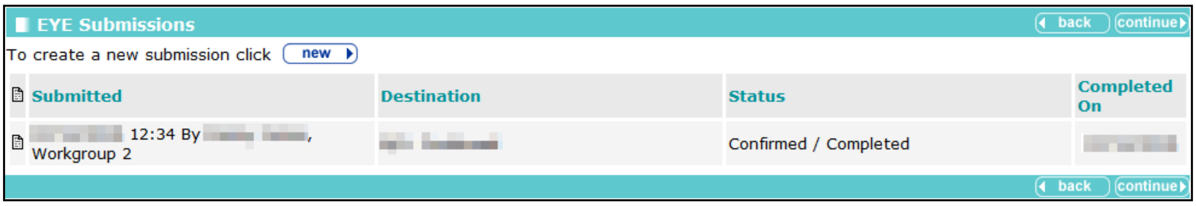
2. Click the **new** button to display the **EYE Submission** screen.



3. Select the **Destination**.
4. Select the required **EYE Documents**.

5. Click the **continue** button to generate the XML.

   If the XML is successfully generated for the selected document types, you are returned to the **EYE Submissions** screen and the report is added to the table.



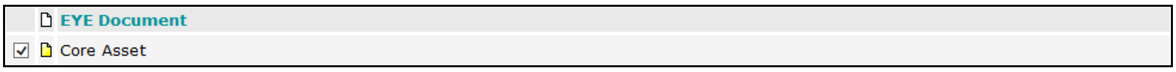
EYE Submissions back continue

To create a new submission click new

	Submitted	Destination	Status	Completed On
	[illegible] 12:34 By [illegible], Workgroup 2	[illegible]	Confirmed / Completed	[illegible]

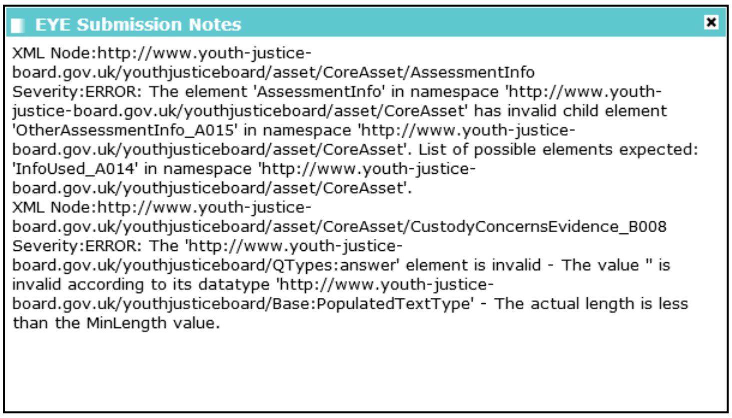
back continue

If the XML generation encounters data mapping or validation issues, the affected documents are indicated by a yellow note icon.



	EYE Document
☑	Core Asset

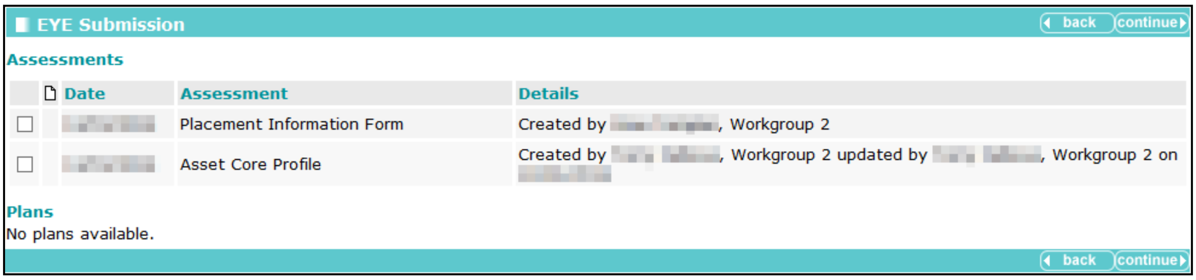
Click the note icon to display the **EYE Submission Notes** dialog containing the Asset error information. These errors must be resolved before the document can be resubmitted. To identify the AssetPlus field to which the errors relate, refer to the *One YJ Asset to AssetPlus Mapping Guide*, available on the One Publications website.



EYE Submission Notes

XML Node:http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset/AssessmentInfo
Severity:ERROR: The element 'AssessmentInfo' in namespace 'http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset' has invalid child element 'OtherAssessmentInfo_A015' in namespace 'http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset'. List of possible elements expected: 'InfoUsed_A014' in namespace 'http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset'.
XML Node:http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset/CustodyConcernsEvidence_B008
Severity:ERROR: The 'http://www.youth-justice-board.gov.uk/youthjusticeboard/QTypes:answer' element is invalid - The value '' is invalid according to its datatype 'http://www.youth-justice-board.gov.uk/youthjusticeboard/Base:PopulatedTextType' - The actual length is less than the MinLength value.

If a client does not have a complete AssetPlus stage, the process is the same but the submissions are created using Asset documents where available.



EYE Submission back continue

Assessments

	Date	Assessment	Details
☐	[illegible]	Placement Information Form	Created by [illegible], Workgroup 2
☐	[illegible]	Asset Core Profile	Created by [illegible], Workgroup 2 updated by [illegible], Workgroup 2 on [illegible]

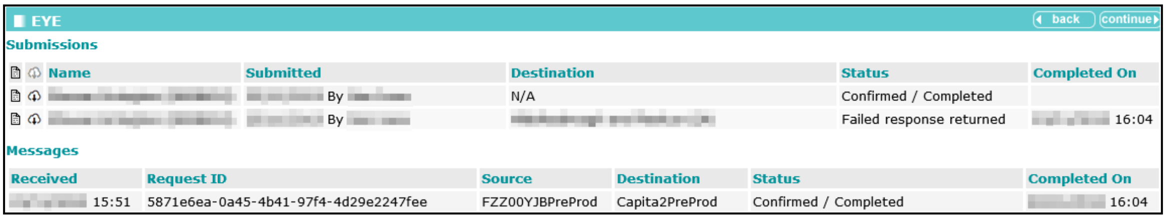
Plans

No plans available.

back continue

EYE Administration

Users can be granted access to the EYE submissions administration facility (**my homepage | IYSS Links | EYE Submissions**). From here, they can view the details of the submission and export the EYE document from the database.



To grant a user access to the EYE submissions administration facility, the user must be in a security group with the YJ EYE Submission - Admin permissions assigned. Permissions are assigned in the System Administration tool via **System Administration | Security | Security Group**

.

The **EYE Submission** dialog can be displayed by clicking the **Notes** icon in the left-hand column of the **Submissions** table.

The EYE document can be exported from the database by clicking the download icon next to the **Name** column. This enables the documents to be submitted through channels other than Connectivity.

YJMIS

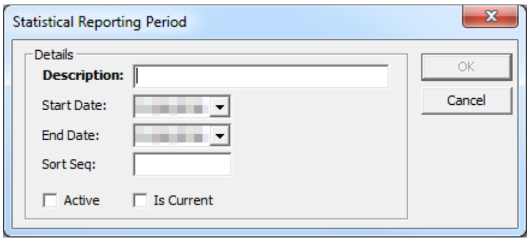
Prerequisites:

- If you are using Connectivity, ensure setup and configuration are complete.
- If you do not want to use Connectivity to send YJMIS files to the YJB, ensure the 'YJB Connectivity Process YJMIS Submissions' system value is set to 0 (**System Administration | System | System Value**)
- Ensure the DX scheduled job has been configured. Refer to the *One IYSS System Administration* handbook for more information on configuring scheduled jobs.

Create a Reporting Period

Create the required reporting period:

1. Select **System Administration | Statistics | Statistical Reporting Period**.
2. Click the **Add Value** icon to display the **Statistical Reporting Period** dialog.



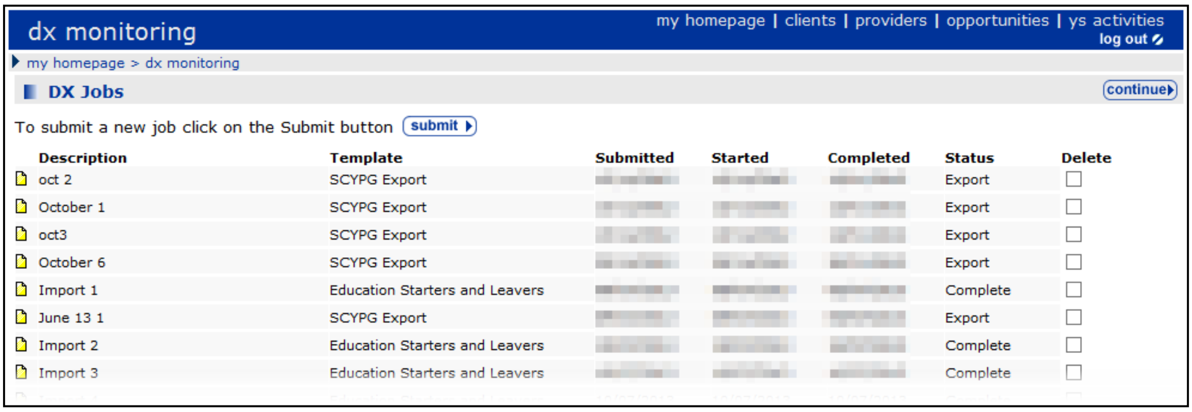
3. Enter a name for the reporting period in the **Description** field.
4. Select the **Start Date** and **End Date** from the drop-downs.
5. Ensure the **Active** check box is selected.
6. Click the **OK** button to save the changes and close the dialog.

Submitting a YJMIS Export Job

YJMIS export jobs are submitted through the One IYSS web application.

To submit a new YJMIS export job:

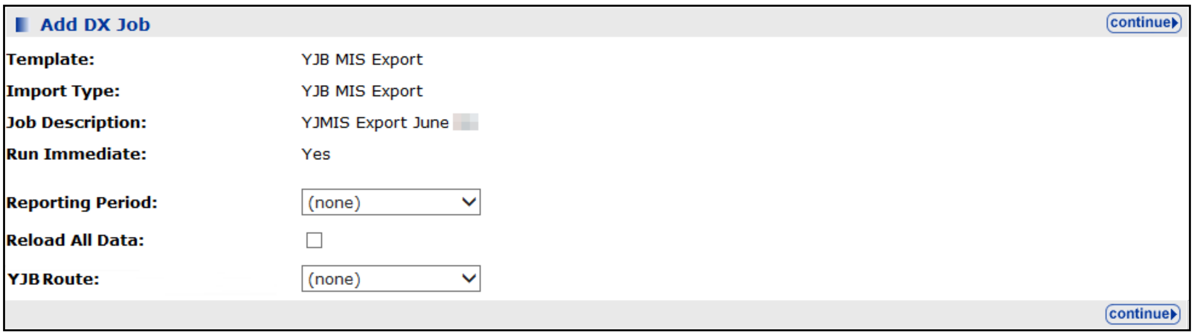
1. In the **IYSS Links** panel in **my homepage**, click the **DX Monitoring** hyperlink to display the **DX Jobs** screen.



2. Click the **submit** button to display the **Add DX Job** screen.

3. Select the **YJB MIS Export** radio button.
4. Enter a name for the export in the **Description** field.

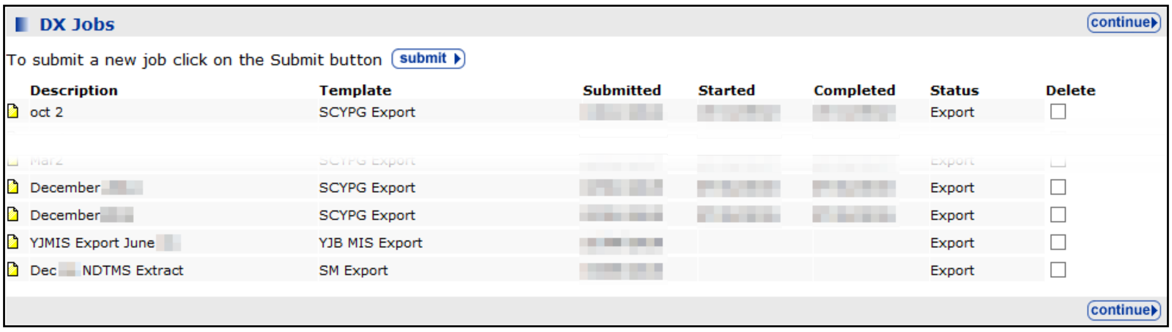
5. In the **Run Immediate** field:
   - To run the export when the next DX Scheduled Job runs, select the **Yes** radio button.
   - To run the export at the time specified in the 'DX Start Time' system value (**System Administration | System | System Value**), select the **No** radio button.
6. Click the **continue** button to display the next screen.



7. Select the **Reporting Period** from the drop-down.
8. If required, select the **Reload All Data** check box. If data is not reloaded, the export file includes cases that were closed within the selected time period as well as the active cases.
9. If you are using Connectivity, select the **YJB Route** from the drop-down.

***NOTE:** The **YJB Route** field is not displayed if you are not using Connectivity.*

10. Click the **continue** button to submit the job and return to the **DX Jobs** screen. The job is added to the **DX Jobs** table. Progress is displayed in the **Started** and **Completed** columns.

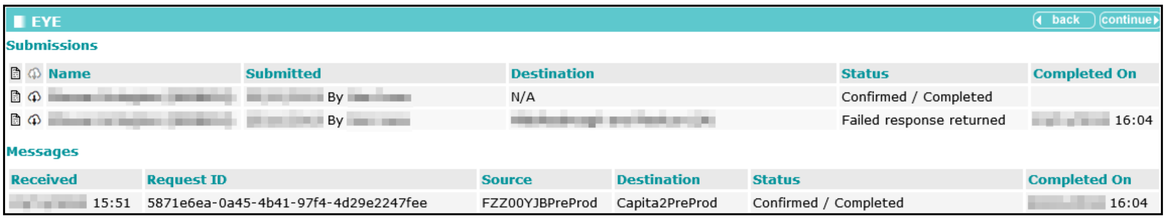


Downloading the YJMIS Return

YJMIS returns can be downloaded from the One IYSS web application after they have been validated and produced.

To download a YJMIS export file:

1. In the **IYSS Links** panel of **my homepage**, click the **EYE Submissions** hyperlink to display the **EYE** screen.



2. Click the download icon next to the required export to save or open the YJMIS XML file.

03 | Appendix 1: Youth Justice System Values

Field	Explanation
YJ - Case Review - Default Due Days	Enter the default number of days between Youth Justice case reviews. When a completed case review is recorded, the date for the subsequent review is automatically calculated. Users can override this date for individual case reviews.
YJ - Case View - Court Appearances Per Page	Enter the number of court appearances to be displayed in the **more** view of the **Court Appearances** panel. Older court appearances that are not displayed in the **more** view of the **Court Appearances** panel can be displayed by clicking the **next** (to display a new page of appearances) or **all** (to list all appearances in the panel) buttons.
YJ - Case View - Documents / Notes in Less View	Enter the number of documents and notes to be displayed in the **less** view.
YJ - Case View - Events Per Page	Enter the number of events to be displayed per page in the **Court Appearances** section of Youth Justice.
YJ - Case View Future Events	Enter the number of future events or event occurrences to be displayed in the **Events** panel in clients' Youth Justice case records.
YJ - Case View - X AssetPlus Stages Shown in Less	Enter the number of AssetPlus stages to be displayed in the **less** view of the **AssetPlus Stages** panel in clients' Youth Justice case records.
YJ - Client Assets requiring review in future	Enter the number of days before a review is due that clients are to be included in the **Assets for Review** column of the **Caseload Alerts** panel. (**my homepage | IYSS Links | YJ Case Manager Tool | Alert View**)
YJ - Clients Appearing in Court in Future	Enter the number of days before a court date that clients are to be included in the **Appearing in Court** column of the **Caseload Alerts** panel. (**my homepage | IYSS Links | YJ Case Manager Tool | Alert View**)
YJ - Clients Nearing Intervention Completion Days	Enter the number of days before intervention completion that clients are to be included in the **Intervention Nearing Completion** column of the **Caseload Alerts** panel. (**my homepage | IYSS Links | YJ Case Manager Tool | Alert View**)
YJ - Clients with Report due in court in future	Enter the number of days before reports are due in court that clients are included in the **Reports Due in Court** column of the **Caseload Alerts** panel. (**my homepage | IYSS Links | YJ Case Manager Tool | Alert View**)
YJ - Countersign Asset Assessments, Plans and Reviews	Set to 1 to require asset assessments, plans and reviews to be countersigned in order to be locked, otherwise set to 0.
YJ - Countersign RMP/ROSH/VMP	Set to 1 to require RMP, ROSH and VMPs to be countersigned in order to be locked, otherwise set to 0.

Field	Explanation
YJ - Disable YJ Assets	Set to 1 to turn off the pre-3.60 method of recording client information through the Assets functionalities.
YJ - Enable Assetplus	Set to 1 to enable the AssetPlus functionalities.
YJ - Highlight YP Approaching 18	Enter the number of days before clients turn 18 that a notification is to be displayed in the header bar of the client record.
YJ - My Assets - Review Approaching Days	Enter the number of days before an asset review is due that affected clients are to be displayed on **my homepage**.
YJ - My Assets- Show ROSH required reminders	Set to 1 to display ROSH required reminders in **my homepage**, otherwise set to 0.
YJ - My Assets- Show ROSH review due reminders	Set to 1 to display ROSH review reminders in **my homepage**, otherwise set to 0.
YJ - My Assets- Show Vulnerab plan due reminders	Set to 1 to display **Vulnerability Plan** reminders in **my homepage**, otherwise set to 0.
YJ - My Clients Nearing Inter Completion Number of weeks	Enter the number of weeks before client interventions end that clients are to be displayed in the **Client Interventions Ending Within n Weeks** panel in **my homepage**.
YJ - Pre-court Interviews/Decisions n days	Enter the number of days before the event that the information is displayed in the alerts view in the **YJ Case Managers** tool. This function is module specific.
Pre-populate Stage Rules	To always pre-populate stage data in any stage following a Case Closure stage, set this field to 1. To never pre-populate these stages, set to 2. To enable users to decide on a case-by-case basis, set to 3.
YJ - Referrals Received in last Number of Days	Enter the number of days in the past for which you want to display the information in the alerts view in the **YJ Case Managers** tool. This function is module specific.
YJ - Signoff Criteria Explanations	To require an AssetPlus stage section to be signed off prior to completion, leave blank, to remove the need for signoff, set to 'none'. To define rules for signoff, contact One Application Support.
YJ - Signoff Criteria Pathways	To require an AssetPlus stage section to be signed off prior to completion, leave blank, to remove the need for signoff, set to 'none'. To define rules for signoff, contact One Application Support.
YJ - Situation Hours Required for <=16	Enter the number of hours required for a situation to be deemed suitable for clients under 16.
YJ - Situation Hours Required for >16	Enter the number of hours required for a situation to be deemed suitable for clients 16 or over.
YJ - Use Automated Message Functionality	Set to 1 to enable the automated message functionality, otherwise set to 0.
YJ - Use Messaging Functionality	Set to 1 to enable the messaging functionality, otherwise set to 0.
YJ - Use new values for FOC	Set to 1 to use the currently recommended frequency of contact values (8/4). To use the old frequency of contact values (12/4) set to 0.

Field	Explanation
YJ - X Number of future events/client	Enter the maximum number of future events to be displayed for each client in the **Future YJ Appointments** panel.
YJ - YJMIS Include Records After Year	Enter the cut-off year (YYYY) for records to be included in the YJMIS reporting.
YJB Connectivity Admin Email Address	Enter the email address to be used in the Connectivity messages for the YOT's administration contact.
YJB Connectivity Archive History Days	Enter the number of days the XML sent/received via Connectivity archive is to be kept. Anything older than this is cleared down. ***NOTE:*** *The communication record is retained.*
YJB Connectivity Hub System ID	Enter the credentials issued by the YJB.
YJB Connectivity Maximum Submission Attempts	Enter the number of attempts Connectivity is to attempt to send an XML message before reporting a failure.
YJB Connectivity Message Expiry Minutes	Enter the number of minutes Connectivity is to attempt to send or wait to receive a response for XML messages before reporting a failure.
YJB Connectivity Organisation Unit Code	Enter the credentials issued by the YJB.
YJB Connectivity Process EYE Submissions	To activate Connectivity, set this value to 1. To deactivate Connectivity, set it to 0. When set to 0, Youth Justice does not send EYE documents via Connectivity, so the **Destination** field in the **EYE Submission** screen is not displayed.
YJB Connectivity Process YJMIS Submissions	To activate Connectivity, set this value to 1. To deactivate Connectivity, set it to 0. When set to 0, Youth Justice does not send YJMIS documents via Connectivity, so the **Destination** field in the **YJMIS Submission** screen is not displayed.
YJB Connectivity System ID	Enter the credentials issued by the YJB.
YJB Connectivity Systems Web Service URL	Enter the credentials issued by the YJB.
YJB MIS Cases Per Part	Enter the number of MIS cases to include per part.
YJB MIS Configuration	Do not change this value without consulting with second line support. This value enables you to configure the parameters controlling the optional elements of the YJB submission. By default all optional elements are switched off.

04 | Appendix 2: Security Permissions

The following tables detail the security permissions specific to the Youth Justice module of One IYSS.

Field	Entry
Admin / Manager	
YJ Case Management Tool	Provides access to the **Caseload Management** tool through the **IYSS Links** panel on **my homepage**.
Assign YJ Users to Manager	Enables Youth Justice users to be linked to a manager through the **Assign Workers** function in the **IYSS Links** panel on my homepage.
Client Bulk Update	
BU – YJ Events	Allows the user to add events to a group of client records using the **Add Events** function in the **Group Actions** panel of a client group.
Client Search Criteria	
YJ - Client Search	Provides access to the **Youth Justice** panel in the client search screen. This enable users to search for a specific **Case Type**, an **Event Type** or **Gangs**.
YJ – Data Checking	Provides access to the **YJ Data Checking** panel in the client search screen. This enable users to search for clients with certain data items missing from their records.
My Aspire Sections	
My Reports Due	Provides access to the **My Reports Due** panel in **my homepage**.
My Reports For Sign off	Provides access to the **My Reports For Sign Off** panel in **my homepage**.
My Unallocated Reports	Provides access to the **Unallocated Reports** panel in **my homepage**.
My YJ Appointments	Provides access to **Todays YJ Appointments** and **Future YJ Appointments** panels in **my homepage**.
My YJ Case Reviews	Provides access to the **Case Review Due** panel in **my homepage**.
My YJ Cases	Provides access to the **My YJ Cases** panel in **my homepage**.
My YJ Clients in Breach	Provides access to the **My Clients in Breach** panel in **my homepage**.
My YJ Clients in Court	Provides access to the **My Clients in Court** panel in **my homepage**.
My Assets	Provides access to the **My Assets** panel in **my homepage**.
YJ AssetPlus	
YJ Asset Plus-Admin	Enables users to mandate non-YJB-controlled fields within AssetPlus.
YJ Case-AssetPlus-View Audit	Grants users access to the AssetPlus audit.
YJ Case-AssetPlus Stage-Sign	Enables users to sign off stages.

Field	Entry
YJ Case-AssetPlus-View	Grants users access to the **AssetPlus** section of a Youth Justice case record.
YJ Case-AssetPlus Stage-Cancel	Enables users to cancel (delete) stages.
YJ Case-AssetPlus Stage-Change	Enables users to change stages.
YJ Case-AssetPlus Stage-Open	Enables users to open an AssetPlus stage (the **new** button in the **AssetPlus Stages** panel is only displayed to users with this permission).
YJ Case-AssetPlus Stage-Proxy	Enables users to edit or create stages for other users. Stages are owned by the creating user. If this user is a proxy user, an owner must be selected during creation.
YJ Case-AssetPlus Stage-Stop	Enables users to stop a stage.
Youth Justice	
YJ – Add Report Request	Enables users to add report requests.
YJ – Allocate Report Request	Enables users to allocate a report request to other users.
YJ - Countersign Asset Assessments	Enables users to countersign youth justice assessments.
YJ Case – Case Worker – Delete	Enables users to delete case workers.
YJ – Change Report Request	Enables users to change report requests.
YJ Case – Court Appearance – Delete	Enables users to delete court appearances.
YJ– Delete Report Request	Enables users to delete report requests.
YJ Case – Event – Delete	Enables users to delete events.
YJ – IV Plan Target – Delete	Enables users to delete plan targets from interventions.
YJ Case – Intervention Programme – Delete	Enables users to delete intervention programmes.
Messaging Administrator	Grants administrative privileges for the YJ internal messaging function to users.
YJ Case – Offence – Delete	Enables users to delete offences.
YJ – Plan - Countersign	Enables users to countersign youth justice plans.
YJ Case – Pre Court Decision – Delete	Enables user to delete pre court decisions.
YJ Case – Pre Court Interview – Delete	Enables users to delete pre court interviews.
YJ Case – Referral - Delete	Enables users to delete referrals.

Field	Entry
YJ Plan Review – Sign	Enables users to sign Youth Justice plan reviews.
YJ - EYE Submission	Enables request documents to be submitted in the EYE format for export.
YJ Assessment – Add	Enables users to add youth justice assessments.
YJ Assessment – Change	Enables users to amend unlocked youth justice assessments.
YJ Assessment – Delete	Enables users to delete youth justice assessments.
YJ Assessment - Save As	Enables users to save copies of youth justice assessments.
YJ Assessment – Unlock	Enables users to unlock youth justice assessments.
YJ Assessment - Change Author	Enables users to change the author of youth justice assessments. ***NOTE:*** *Assessments can only be edited by the author. Changing the author enables assessments to be updated where the original author is unavailable.*
YJ Assessment – Change Editors	Enables users to add and change an assessment's editors. ***NOTE:*** *Assessment authors are automatically able to add other editors.*
YJ Case - Add / Open	Enables users to open a Youth Justice case for clients.
YJ Case - Add Gang	Enables users to add new gangs to the system.
YJ Case – Change	Enables users to update different elements of Youth Justice case records.
YJ Case – Close	Enables users to close Youth Justice cases.
YJ Case – Delete	Enables users to delete Youth Justice cases.
YJ Case - Override FTC Count	Enables users to override the failed to comply count against intervention programmes.
YJ Case - View Client Context	Displays the **Context Reports** hyperlink in the **Actions** panel of Youth Justice cases to users.
YJ Case – Review	Displays the **New Case Review** hyperlink in Youth Justice cases.
YJ Case – Victims	Enables users to add new victims to Youth Justice cases and displays all victim details in the **Victim Case** dialog.
YJ Case - View victim summary	Enables users to access a restricted view of the **Victim Case** dialog, i.e. without the **Notes** section. Users requiring this permission should not have the 'YJ Case - Victim' permission.
YJ Case - Authorise Breach Process	Enables users to create authorise breach events.
YJ Case - Initiate Breach Process	Enables users to create initiate breach events.
YJ Case – Lock/Unlock	Enables users to lock and unlock Youth Justice cases.
YJ Case – Interventions Ending	Displays the **Interventions Ending** panel in **my homepage**.
YJ Case – Parent / Carer	Enables users to add parents and carers to Youth Justice cases.

Field	Entry
YJ Case – Parenting Interventions	Enables users to add parenting interventions to Youth Justice cases.
YJ Case – Parenting Section	Enables users to view the **Parenting** section of Youth Justice cases.
YJ Case – Referrals Received	Displays the **My Referrals Received** panel in **my homepage**.
YJ Case - Unallocated Victims	Displays the **Unallocated Victim Cases** panel in **my homepage**.
YJ Case – Unallocated Parenting Interventions	Displays the **Unallocated Parenting Interventions** panel in **my homepage**.
YJ Case / Notification – View	Displays the **Notifications** panel in Youth Justice case records.
YJ Client Sections – More	Enables users to extend Youth Justice case record panels to display additional information using the **more** button.
YJ Client Sections – Visible	Displays the **Youth Justice Notifications** and **Youth Justice Case** panels in client records.
YJ Client Change	Enables users to change Youth Justice-specific data in the client summary.
YJ Client Situation Change Hours	Enables users to update clients' situation hours.
YJ EYE Submission - Admin	Enables users to access the **EYE** screen through the **EYE Submissions** hyperlink in the **IYSS Links** panel of **my homepage**.
YJ Notification - Add / Open	Enables users to create new Youth Justice notifications.
YJ Notification – Change	Enables users to amend Youth Justice notifications.
YJ Notification – Delete	Enables users to delete Youth Justice notifications.
YJ Plan – Add	Enables users to add Youth Justice plans.
YJ Plan – Change	Enables users to amend Youth Justice plans.
YJ Plan – Delete	Enables users to delete Youth Justice plans.
YJ Plan - Save As	Enables users to copy Youth Justice plans.
YJ Plan – Unlock	Enables users to unlock signed Youth Justice plans.
YJ Case Referral - Delete	Enables users to delete Youth Justice case referrals.
YJ Plan Review – Add	Enables users to add Youth Justice plan reviews.
YJ Plan Review – Change	Enables users to amend Youth Justice plan reviews.
YJ Plan Review – Delete	Enables users to delete Youth Justice plan reviews.
YJ Plan Review - Save As	Enables users to copy Youth Justice plan reviews.
YJ Plan Review – Unlock	Enables users to unlock signed Youth Justice plan reviews.

05 | Appendix 3: Lookup Matrices

YJ Asset

Lookup	Address	Further Information	System?	Used for Mapping?
Case Stage (Simple)	**Client | YJ Case | Assessments Plans and Reviews | Asset | Case Stage**	Identifies the client case's current stage when an assessment is completed.	N	N
Plan Intervention Method (Simple)	**Client | YJ Case | Assessments Plans and Reviews | Intervention Plan | Target | Method**	Identifies the method of delivery of an intervention plan target.	N	N

YJ Asset Plus

Lookup	Address	Further Information	System?	Used for Mapping?
Assessment Stage (Simple)				
CP Issue (Simple)				
Closed ended Question Respn 1 (Simple)				
Closed ended Question Respn 2 (Simple)				
Closed ended Question Respn 4 (Simple)				
ETE Provision (Simple)				
ETE Status (Simple)				

Lookup	Address	Further Information	System?	Used for Mapping?
Likelihood Of Reoffending (Simple)				
MAPPA Category (Simple)				
MAPPA Level (Simple)				
Marac (Simple)				
Parental Status (Simple)				
Risk Judgment (Simple)				
Safety wellbeing concerns (Simple)				
Scaled Approach Int Level (Simple)				

YJ Case

Lookup	Address	Further Information	System?	Used for Mapping?
Accommodation Impact (Simple)	**Client | Summary | Accommodation Impact**	Evaluates the impact clients' accommodation has on their offending behaviour, e.g. Positive, Negative.	N	N
Accommodation Suitable (Simple)	**Client | Summary | Accommodation Suitability**	Describes if clients' current accommodation is suitable, e.g. Yes, No.	N	N
Accommodation Type (Complex)	**Client | Summary | Accommodation Type**	Describes clients' current accommodation, e.g. Sofa surfing, hostel.	N	N
Additional Aggravated Circs (Simple)	**Client | YJ Case | Offence | Additional Aggravated Circumstances**	Indicates any aggravated circumstances related to the offence, e.g. Knife used on school premises; Gang related.	N	N

Lookup	Address	Further Information	System?	Used for Mapping?
Additional Worker Role (Simple)	**Client | YJ Case | Case Details | Additional Worker**	Identifies the role of additional workers, e.g. Volunteer; SM Worker.	N	N
Additional Workers (Complex)	**Client | YJ Case | Case Details | Additional Worker**	Identifies additional workers.	N	N
Adjourned Information (Simple)	**Client | YJ Case | Court Appearances | Adjourned Additional Information**	Identifies the reason a court hearing was adjourned, e.g. Arrested on Old Charges; Adjourned for Review of Money Payments.	N	N
Bail Remand Information (Complex)	**Client | YJ Case | Court Appearances | Bail/Remand Additional Information**	Provides additional information about clients' actual remand status, e.g. Bail Refused - Offence Committed Very Serious; Grounds for Secure - History of Absconding/Offence.	N	N
Breach Decision Reason (Complex)	**Client | YJ Case | Events | Breach Decision Reason**	Additional information as to why a breach may have been initiated or stayed.	N	N
Case Outcome (Simple)	**Client | YJ Case | Case Details | Case Outcome**	Identifies the reason a case has been closed, e.g. Moved Away; Deceased.	N	N
Case Role (Simple)	**Client | YJ Case | Case Worker | Role**	Identifies the role of a case worker linked to a client.	N	N
Case Type (Simple)	**Client | YJ Case | Case Details | Case Type**	Identifies the type of case, e.g. Active; Inactive.	N	N
Client Relationship Type (Simple)	**Client | YJ Case | Gangs and Relationships | Relationship**	Identifies the links or relationships between YJ clients, e.g. Ally, Rival.	N	N
Court (Complex)	**Client | YJ Case | Court Appearances | Court** **Client | YJ Case | various EYE Documents**	Identifies the court at which a client's hearing is taking place.	N	Y
Event Type (Complex)	**Client | YJ Case | Events | Type**	Identifies the types of events or contacts with which the client is involved, e.g. First Contact; Initiate Breach	Y	Y
Gang Member Type (Simple)	**Client | YJ Case | Gangs and Relationships | Membership Type**	Identifies position in a gang or relationship to a gang, e.g. Member; Leader.	Y	N

Lookup	Address	Further Information	System?	Used for Mapping?
Gang Relationship Type (Complex)	**Unseen in system**	Determines whether the relationship is categorised as putting clients in alliance or in conflict with each other, e.g. Ally (**Alliance**), Rival (**Conflict**). This is indicated by the colour in which they are displayed in YJ, **Conflict** = red, **Alliance** = green.	Y	N
Gangs (Complex)	**Client | YJ Case | Gangs and Relationships | Gang**	Identifies the name, territory, and relationships of gangs.	N	N
Intervention Programme Outcome (Simple)	**Client | YJ Case | Intervention Programme | Outcome**	Identifies the outcome of an intervention programme, e.g. Complete; Consecutive.	N	N
Intervention Programme Type (Complex)	**Client | YJ Case | Intervention Programme | Type**	Identifies the type of intervention programme the client has been handed and can be configured to automatically add prescribed events as part of the programme, e.g. Youth Rehabilitation Order; Reparation Order. Programme types can be identified as custodial sentences. Clients undergoing custodial interventions are denoted as Currently in Custody in their core record. Programme types can be identified as preventative interventions. Prevention intervention programmes do not require linking to offences.	N	Y
Interview Outcome (Simple)	**Client | YJ Case | Pre-Court Decisions and Interviews | Pre-Court Interview | Interview Outcome**	Identifies the outcome of a pre-court interview	N	N
Interview Type (Simple)		Identifies the type of interview the client attended.		
Legal Representative (Complex)	**Client | YJ Case | Court Appearances | Legal Representative** **Client | YJ Case | various EYE Documents**	Displays the legal representative present at court. ***NOTE:*** *These can also be added via the web application.*	N	N

Lookup	Address	Further Information	System?	Used for Mapping?
Legal Representative Role (Simple)	**Client | YJ Case | Court Appearances | Legal Representative** **Client | YJ Case | various EYE Documents**	Displays the role of the Legal Representative present at court. ***NOTE:*** *These can also be added via the web application.*	N	N
Magistrate (Complex)	**Client | YJ Case | Court Appearances | Magistrate** **Client | YJ Case | various EYE Documents**	Displays the name of the court personnel in attendance at a hearing. ***NOTE:*** *These can also be added via the web application.*	N	N
Magistrate Role (Simple)	**Client | YJ Case | Court Appearances | Magistrate** **Client | YJ Case | various EYE Documents**	Displays the role of the attending member of court personnel at a hearing, e.g. Magistrate; Justice's Clerk. ***NOTE:*** *These can also be added via the web application.*	Y	N
Offence Outcome (Complex)	**Client | YJ Case | Court Appearances | Offences | Outcome** **Client | YJ Case | Offences | Latest Outcome** **Client | YJ Case | various EYE Documents**	Identifies the court's outcome for an offence.	Y	Y
Offence Plea (Simple)	**Client | YJ Case | Court Appearances | Offence | Plea** **Client | YJ Case | various EYE Documents**	Identifies the client's plea to the offences heard in court, e.g. Guilty; Not Guilty.	N	N
Offence Type		For more information, refer to the *One IYSS System Administration Handbook*.		
Other Additional Information (Simple)	**Client | YJ Case | Court Appearance | Other Additional Information**	Shows additional information for when a court appearance is concluded with the action of 'Other', e.g. Trial Collapsed.	N	N
Other YOT	**Client | YJ Case | YOT Residence Status**	Enables nonlocal YOTs to be added to a client's YOT residence status.		

Lookup	Address	Further Information	System?	Used for Mapping?
PSR Details	**Client | YJ Case | Court Appearance | Report Requests**	Identifies the pre-sentence report directions for requested pre-sentence reports, e.g. serious, so serious.		
Parental Responsibility (Simple)	**Client | YJ Case | Summary | Address Details | Parental Responsibility** **Client | Summary | Current Address Details | Parental Responsibility**	Identifies parental responsibilities of people at clients' current addresses, e.g. Birth Mother; Adoptive Parents.	N	N
Parenting Activity Type (Simple)	**Client | YJ Case | Parenting Intervention | Activities**	Identifies the activities linked to a parenting intervention.	N	N
Parenting Intervention Outcome (Simple)	**Client | YJ Case | Parenting Intervention | Outcome**	Identifies the outcome of a parenting intervention.	N	N
Parenting Intervention Type (Complex)	**Client | YJ Case | Parenting Intervention | Type**	Identifies the nature of the parenting intervention, e.g. Voluntary Parenting Programme, Parenting Order.	N	N
Pre Court - Issued By (Simple)	**Client | YJ Case | Pre Court Decisions | Issued By**	Identifies the type of person issuing the pre-court decision, e.g. Custody Officer.	N	N
Pre Court Decision Type (Simple)	**Client | YJ Case | Pre Court Decisions | Type**	Identifies the type of pre-court decision, e.g. Charged; Not Charged.	N	N
RJ Intervention Type (Complex)	**Client | YJ Case | Victim | RJ Intervention Types**	Identifies the nature of restorative justice offered to victims, e.g. Letter of Apology, Mediation.	N	Y
Referral Category (Simple)	**Client | YJ Case | Referral | Category**	Identifies the category of a referral, e.g. Positive Activities, Notification.	N	N
Referral Outcome (Simple)	**Client | YJ Case | Notifications | Outcome**	Identifies the outcome of any notifications, e.g. Case Opened, Deceased.	N	N
Referral Source (Simple)	**Client | YJ Case | Notifications | Notification Source**	Identifies the source of the notification, e.g. Police, Court.	N	N

Lookup	Address	Further Information	System?	Used for Mapping?
Referral Stage (Simple)	**Client | YJ Case | Referral | Referral Stage | Stage**	Identifies the current stage of referrals, e.g. Accepted, Being Assessed.	N	N
Report Type (Simple)	**Client | YJ Case | Court Appearances | Report Request | Report Type**	Identifies the type of report a court has requested, e.g. Parenting Order Assessment; Action Plan Order Assessment	N	N
Review Outcome (Simple)	**Client | YJ Case | Case Details | Case Review | Outcome**	Identifies the outcome of a case review, e.g. Completed; Outstanding.	N	N
Sentenced Information (Simple)	**Client | YJ Case | Court Appearances | Sentenced Additional Information**	Provides additional information for concluded court appearances resulting in a sentenced action, e.g. Appeal Against Sentence, Verdict Reached.	N	N
Situation Impact (Simple)	**Client | Summary | Current Situation | Impact** **Client | Situation | Impact**	Describes the impact clients current situations are likely to have on their offending behaviour, e.g. Add To Behaviour, Positive, Negative	N	N
Substantive Outcome Req Type (Complex)	**Client | YJ Case | Court Appearances | Offences | Outcome** **Client | YJ Case | Offences | Latest Outcome** **Client | YJ Case | various EYE Documents**	Identifies the courts' outcomes following sentencing, e.g. Unpaid Work, Drug Testing	Y	Y