oneeducation

One YJ Standard Reports Document

last updated for the v4 release

Handbook

CAPITA

Revision History

Version	Published on
To support v2 release of the standard reports.	22/01/2018
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01 / Report Administration

Uploading the Reports to the System

Introduction

Reports are uploaded to One IYSS through the One IYSS System Administration tool. Permission to run the reports, once uploaded, must be granted to all users requiring access to them. Permission is granted by assigning the reports to the appropriate security groups in the One IYSS System Administration tool (**Security | Security Group | [Security Group] | Report Permissions**).
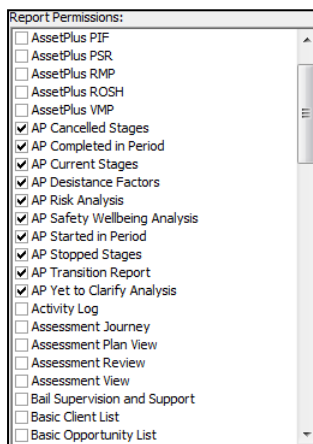
Context Reports

Client context reports (Client Context: AP 'Yet to Clarify' and Client Context: Sentencing History) provide information on individual clients. These reports are run from the **Print/Export Template** section of the clients' Youth Justice case records (**Youth Justice Case | Actions | Context Reports**).

To upload a context report:

1. In the One IYSS System Administration tool, select **Security | Function**.
2. Click the **Add Value** icon to display the **Function** dialog.
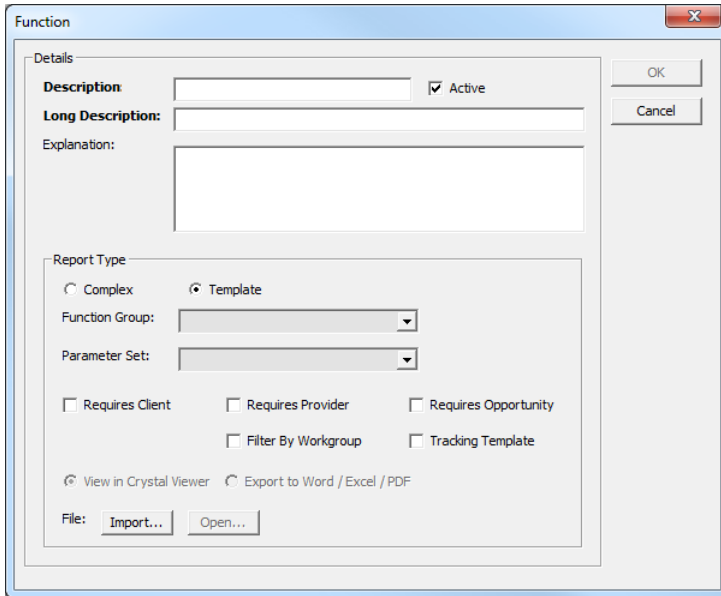
Report Administration

3. Enter the **Description** and **Long Description**.

4. In the **Report Type** panel, select the **Complex** radio button to update the active fields in the panel.

5. From the **Function Group** drop-down, select **YJ Case Client**.

6. From the **Parameter Set** drop-down, select **No Parameters**.

7. Ensure the **View in Crystal Viewer** radio button is selected.

8. Click the **Import** button to browse to and select the report.

9. Click the **Open** button.

10. Click the **OK** button to upload the report and close the dialog.

Data Reports

These reports are run by users in the **View Reports** section of the One IYSS web application (**my homepage | IYSS Links | View Reports**).

To upload a data report:

1. In the One IYSS System Administration tool, navigate to **Security | Function**.
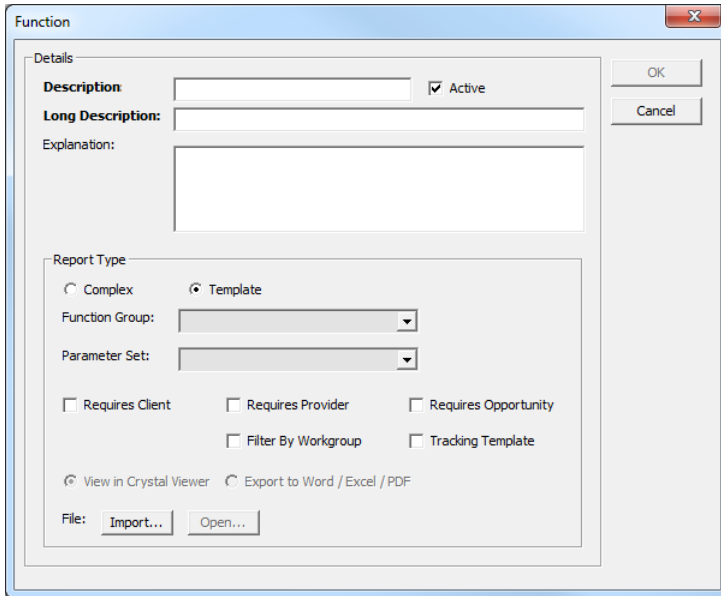
2. Click the **Add Value** icon to display the **Function** dialog.

3. Enter the **Description** and **Long Description**.

4. In the **Report Type** panel, select the **Complex** radio button to update the active fields in the panel.
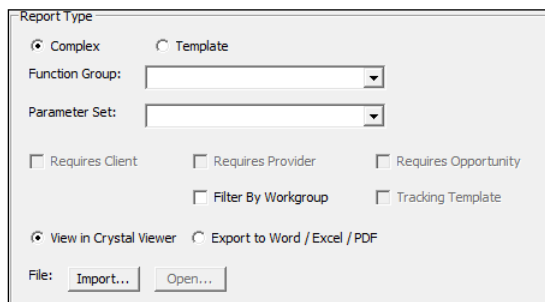
5. From the **Function Group** drop-down, select the appropriate group for the report, e.g. M.I., or a dedicated function group for YOS reports. This group determines the **Report Category** into which the report is organised in the One IYSS web application.
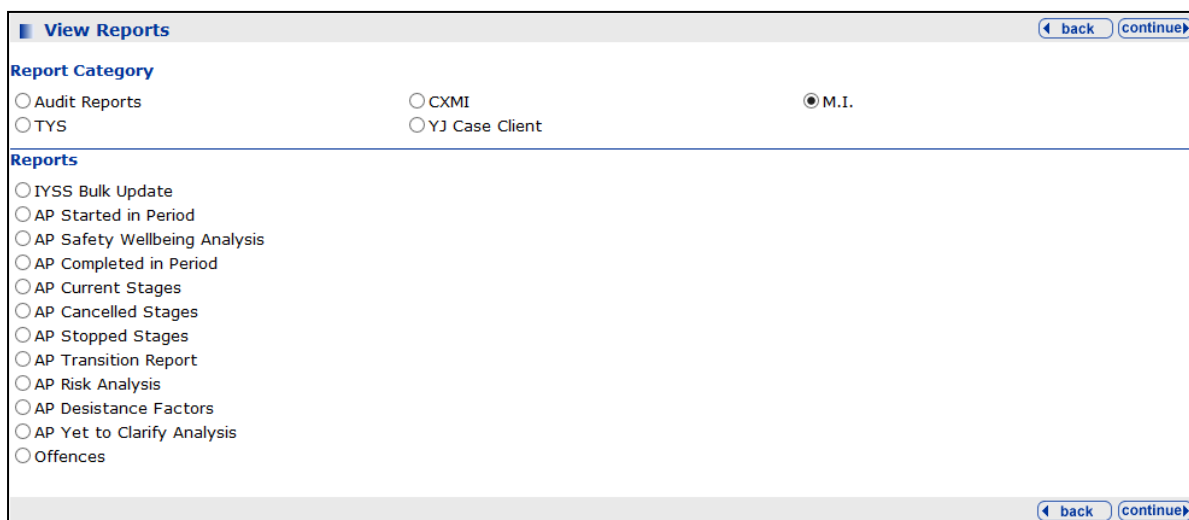
6. From the **Parameter Set** drop-down, select **No Parameters**.

7. Ensure the **View in Crystal Viewer** radio button is selected.

8. Click the **Import** button to browse to and select the report.

9. Click the **Open** button.

10. Click the **OK** button to upload the report and close the dialog.
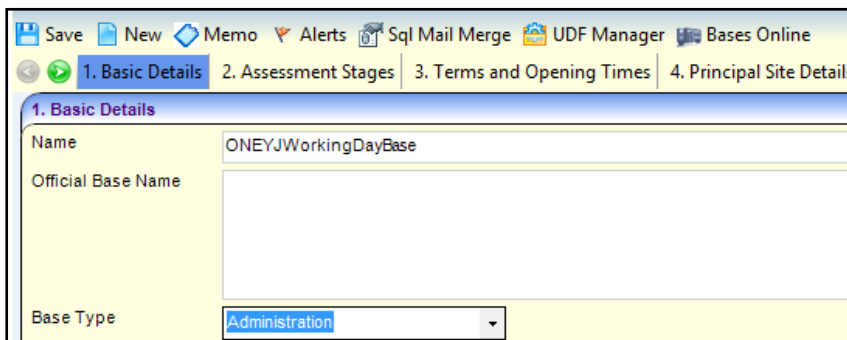
Using the Working Days for Bank Holidays

Some YJ reports can calculate national standards and other date calculation based on working days instead of calendar days. By default, reports automatically calculate working days based on Monday to Friday and make no adjustments for bank holidays.

The following steps are optional, but completing them enables you to define bank holidays and other closure days for your local authority. The process is to add a base in the One V4 Client that enables you to tell the system when the bank holidays and any other closure days are. However, you cannot make a Saturday or a Sunday a working day; the report will always see these as non-working days (this is to ensure the reports function even if you choose not to add the base).
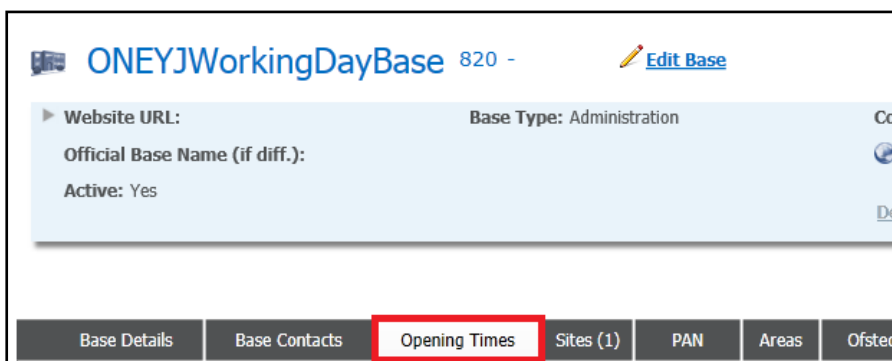
1. In the One v4 Client, select **Focus | Bases | Bases**.

2. In the **Base Enquiry** panel, click the **New** button to display the **National Base** dialog.

3. Click the **No** button to display the **Base Definition** page.

4. In the **Basic Details** panel, enter 'ONEYJWorkingDayBase' into the **Name** field and select **Administration** from the **Base Type** drop-down list. All other fields are optional for your LA.

> **IMPORTANT NOTE:** The **Name** field is case sensitive and 'ONEYJWorkingDayBase' must be entered exactly as shown here.

5. Click the **Save** button.

6. Click the **Bases Online** button to display the Bases Online module.

7. Select the **Opening Times** tab.

Next you will add any required academic years to input bank holidays. You only need to go back as far as you want historically (the reports will still function without a year to match whatever you are reporting on, it will just return working days based on a Monday to Friday working week). Also, if you forget to add a new year when required, it won't cause an issue. However, it is

important not to leave gaps – so if you add 2015-2016 you must not skip to 2017-2018 for example.
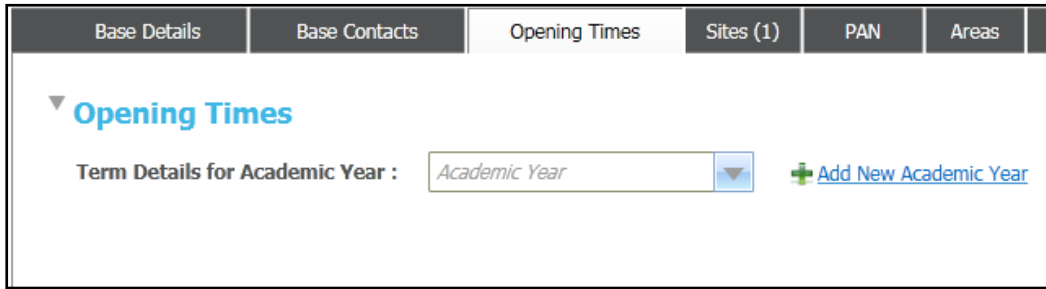
8. Click the **Add New Academic Year** link to add a new academic year for this base.
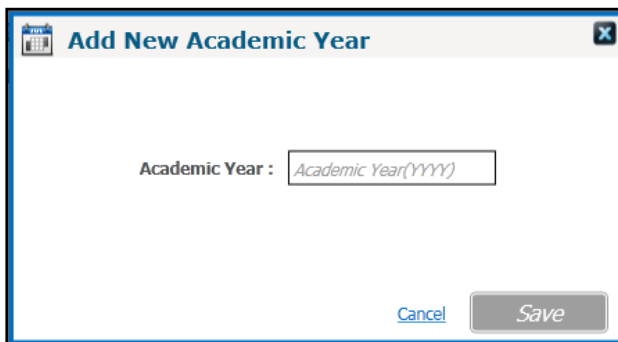
9. In the **Add New Academic Year** dialog, input the start year of the academic year (enter '2015' to add 2015-2016). One then creates terms for that year:
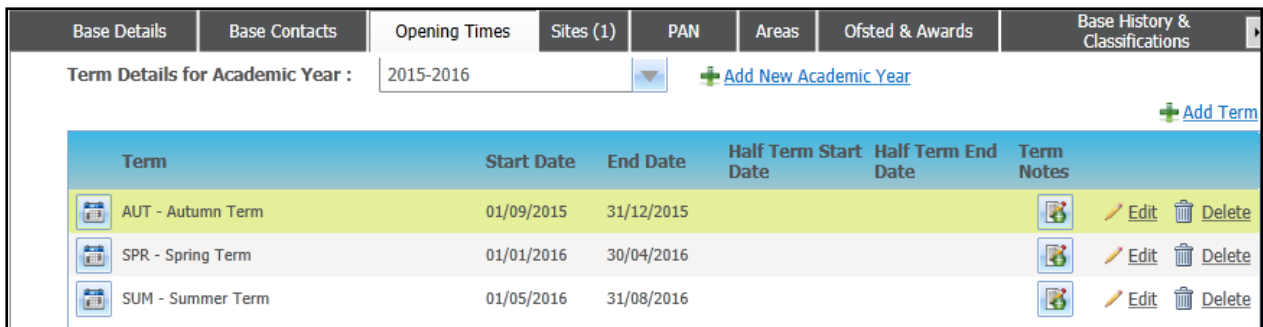
It is important to ensure that there are no gaps in dates. The Autumn term of each year should begin on 01/09/20xx and the Summer term should end 31/08/20xx. In the example above, you can also see that there are no gaps between terms and this is also important. If you leave gaps when creating the terms, you can click the **Edit** button to adjust the dates.

When you are happy with the dates, you then need to specify the dates the YOS is closed. The system will automatically record Monday to Friday as normal working days, and Saturday and Sunday as holidays. The reports for YJ that use this functionality will largely disregard anything that is done with weekends and is looking here specifically for those days that fall on a Monday to Friday and you say are holiday days.

10. To edit the days that will be treated as bank holidays or other closures, click the calendar icon next to the appropriate term.
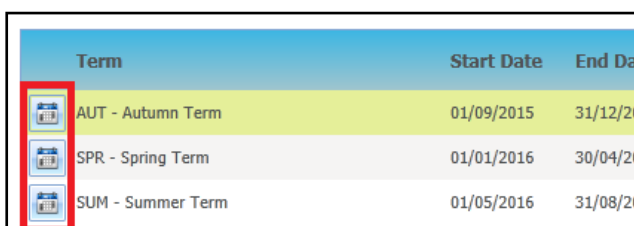
The term dates dialog is displayed.

The weekdays in the calendar section (red box) are highlighted blue. When you click on them, a dot appears in the radio button next to **Normal** in the blue box. For a date to be disregarded from the YJ Reports on working days, you must assign the day the **Holiday/Not Open** option.

11. Select the day you want to mark as a holiday in the calendar at the top.

12. Select the **Holiday/Not Open** radio button in the **Individual Days** list.

13. Repeat steps 11 and 12 for any other days that need to be marked as holiday/not open.

14. When you are finished adding the closure days, click the **Save** button. The bank holidays will feed into Working Day calculations in reports.

Report Export

The reports have been amended with a View parameter. In most cases this provides a **Formatted** view (to see all the detail on the report output), or a **Print Data Only** view (to see data in single rows for export to Excel.

The **Print Data On**ly option is not readable in Crystal as the data is overlapped to keep within the limits of a printed page. However, if you export the report using the **Excel Data Only** option, then the data can be managed and manipulated in Excel.

02 / Client Context Reports

Client Context: AP Yet to Clarify

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
2.0	December 2017	Updated Capita Branding
4.0	April 2018	Re-Release with full suite of standard reports

Parameters

The report is a client context report, and therefore there are no parameters. It shows details of either the stage currently in progress, if applicable, or the one most recently completed. It disregards stopped and cancelled stages.

Aggregation

The report header displays a brief synopsis of the stage details. The report lists all questions with 'Yet to Clarify' as a potential response, and a numerical value:

- 0: The question was not answered with 'Yet to Clarify'.

- 1: The question was answered with 'Yet to Clarify'.

- 2: The question occurs multiple times in the assessment and has been answered 'Yet to Clarify' on more than one occasion.

If there is no value next to the question, i.e. if it is blank, there was no response recorded against the question in the AssetPlus stage.

Client Context: Sentencing History

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
2.0	December 2017	Updated the report for the new offence outcome database structure, also resulting in some minor layout changes.
4.0	April 2018	Re-Release with full suite of standard reports

Parameters

The report is as a client context report, and therefore there are no parameters. It replaces the older YJ Convictions report, with the following improvements:

- Results are in chronological order, starting with the earliest (similar to PNC printout).

- Pre-court decisions resulting in a substantive outcome are included.

- Results only include hearings where the Court Action value is Sentenced. Adjournments and other non-sentence actions are disregarded, as are sentencing hearings marked as Other due to appeals quashing a conviction or sentence.

- Results show full details of outcomes, requirements, Compensation/Victim Surcharge/Costs and Plea per offence

■ Results also show hearing notes for each entry.

Aggregation

The report header will show simple details of the client. There will be a group header with simple details of each hearing/pre court decision. Each outcome will be listed underneath, with the requirements and then the offences they are linked to (with pleas and compensation values). Under each hearing you will see Costs, Victim Surcharge and Notes for the hearing.

Client Context: Client Events

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
4.0	April 2018	Re-Release with full suite of standard reports

Parameters

The report is as a client context report, and therefore there are no parameters. It provides a basic printout of all events on a client record.

■ Results are in chronological order, starting with the earliest

Aggregation

The young person's basic details are shown at the top of the report. Each event is then listed with the following fields:

Field	Details	Source
Event Date	Start date and time of the event	CMS Field
End Time	End time of the event	CMS Field
Hours	Difference between start and end time	System calculated field in the database
Worker	Worker linked to the event	CMS Field
Event Type	Event type	CMS Field
Event Category	Category from the event type	A (Appointment), C (Correspondence) or P (Process) – configured in System Admin
Attended	Attendance at the appointment	Cancelled, Yes or No (CMS Field) or N/A if it isn't asked for
Acceptable	If Attendance is No, was the reason acceptable	Acceptable, Not Acceptable (CMS Field) or N/A if it is not applicable
FTC	Compliance	Complied or Failed to Comply
Event Description	Description Text field	CMS Field
Event Notes	Full notes from the Event	CMS Field

Field	Details	Source
Linked Inteventions	Summarised field of date and Type of Linked Interventions / Pre Court Decisions	CMS Field

03 / National Indicators

1.1 First Time Entrants (FTE)

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Knife and Violence flags added to outcomes.
		Court outcomes only included where the Action is 'Sentenced'
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy

Description:

All young people who have a substantive outcome, where their first substantive outcome falls within the date period specified.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status on the date of the clients first substantive outcome (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose first substantive outcome pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**).
		Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All offence outcomes and pre-court decisions are stored in the same table in the background. This reports looks for the earliest substantive outcome for each young person, whether it is a pre-court decision or offence outcome from a court appearance.

- Substantive outcomes are determined by the sys admin configured ranking for each outcome type OR the flag for 'is substantive outcome'.
- If the young person's earliest substantive outcome date falls within the relevant period, they are included in this report.

Changes incorporated into v3.1 (since the previous version):

The report has been re-written to incorporate changes to the offence outcome structure. The report shows the main outcome and any secondary outcomes from the hearing/decision that resulted in them being an FTE. It will also display the main offence, any other offences, and flags whether the outcomes were given for one or more knife related offences, or one or more offences with a category of Violence against the Person.

The report pulls outcomes from hearings where the court action is Sentenced (so that outcomes with an action of Other, usually indicating an appeal or some other court action not involving sentencing, are excluded), and will include outcomes from pre-court decisions based on the closed date (i.e. where we have local authorities with a longer decision making process, at the end of which the caution or similar outcome is given). The decision is then closed and, if required, a programme is opened for any intervention. This ensures they are counted when the outcome is given. Where the opened and closed date is the same this will have no effect.

Outcomes of Triage, Community Resolution and YRD are actively excluded as they do not count towards FTE's (regardless of the configuration of Rank and 'Is substantive' in the system).

The parameters now work with the updated client Residence functionality and will pull in the effective residence status at the time of the hearing/decision. If the hearing/decision pre-dates the first effective residence status, it will show as 'No Residence'.

A workgroup parameter is included to filter the young people by the responsible team (Client : Administration : Managing Team). Locally this can be reconfigured to work with the client's Service Centre from the YJ Case area.

Version 3.1 includes enhanced residence selection to ensure accuracy.

1.2 Education, Training & Employment (ETE)

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of report to provide enhanced education information, including ETE situation at the start of the programme for comparison.
		Removed the restriction on statutory programmes (enabling Triage etc to be monitored where there is an intervention programme)
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy

Description:

Young people who have a community based Intervention Programme ending within the period, giving the primary confirmed situation at the start and end of the intervention. This returns the hours as well as an indication of movement in both hours and situation type.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Statutory	Drop-down	Filter the results by client age (School age or Post School age)
Residence Status	Drop-down	Residence status on the end date of the clients intervention (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean)'
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

■ Any interventions ending in the period that are not marked as Custody in system administration.

■ Where a young person has multiple qualifying intervention programmes ending in the relevant period, a line for each will display on the report output. This means that there could be multiple entries for the same young person displayed on the report output if they had more than one intervention ending in the period.

■ Situations are categorised in order to assess whether a young person's primary situation has improved. For example, being NEET or Unknown is considered to be the lowest, followed by 'Other' situations or Work Experience/re-engagement, with stable situations like statutory education, further education or employment being the highest.

Changes incorporated into V3.1 (since the previous version):

■ This report no longer excludes non-substantive intervention programmes, e.g. triage and community resolution. This is because the function and prominence of these kinds of programmes is changing and the information is useful for YOTs to have. As exporting results is easier, and some additional aggregation is included at the header of the report, it is now easier to locally discount those types, if required.

■ The aggregation shows a split of suitable/unsuitable situations, categorised by intervention type.

■ The aggregation shows a split of changes in ETE; i.e. a reduction or increase in hours, and/or an improvement/deterioration in the situation type.

■ Both the situation at the start and the situation at the end are now shown.

■ Version 3.1 includes enhanced residence selection to ensure accuracy.

1.3 Accommodation Suitability

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of report to provide additional accommodation information.
		Removed the restriction on statutory programmes (enabling Triage etc to be monitored where there is an intervention programme)
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy

Description:

Young people who have an intervention programme ending within the period, and splits them by intervention programme type, the type of accommodation and by whether the accommodation type is suitable or not.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status on the end date of the clients intervention (**YJ Case | Summary | YJ Residence Status**).
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**).
		Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- Any interventions ending in the period that are not marked as custody in system administration.

- The accommodation type for the young person is taken from the client record.

- The suitability is taken from the system admin value, i.e. **suitable** or **not suitable**, configured against the **Accommodation Type**. This is not identified on a case by case basis.

- Where a young person has multiple qualifying intervention programmes ending in the relevant period, each one is displayed on a separate line in the report output. This means that there could be duplicate entries for the same young person in the report output if their address or **Accommodation Type** information was the same for any intervention programmes ending.

Points to note:

- Suitability is determined in the system admin configuration against the **Accommodation Type**, e.g. Home or Bed and Breakfast, and not on a case by case basis.

- There is currently an **Accommodation Impact** field to record whether the accommodation has a positive or negative impact on the young person. This is <u>not</u> used to identify accommodation suitability.

- There are no dates against the suitability itself.

Changes incorporated into V3.1 (since the previous version):

- This report no longer excludes non substantive intervention programmes, e.g. triage and community resolution. This is because the function and prominence of these kinds of programmes is changing and the information is useful for YOTs to have. As the exporting of results has been made easier, and some additional aggregation has been included at the header of the report, it is now easier to locally discount those types if required.

- The aggregation shows the split of accommodation types vs impact for information purposes.

- The aggregation also shows the split of suitability & impact against the intervention programme types.

- Version 3.1 includes enhanced residence selection to ensure accuracy.

1.4 Custody Rates

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy

Description:

All sentence occasion Court Appearances, their related offences and outcomes within the period.

Provides totals for **Number of Clients**, **Number of Court Appearances** and **Number** (and %) of those hearings that have one or more custodial sentences. There is also a total number of outcomes, and the number and % of those that are custodial. Custodial sentences are those that are part of the custodial sentence group in system administration.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis

Parameter	Type	Details
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status on the date of the hearing (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose hearing pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All court appearances with a hearing date within the relevant period and at least one substantive outcome recorded against them. This gives the number of hearings within a period where a young person was sentenced to at least one substantive outcome, counting the occasions rather than the number of outcomes themselves.

- The report does look for a court action of 'Sentenced'. Substantive outcomes are therefore disregarded within the court appearances where the court action is something other than 'Sentenced' – this is to ensure outcomes are excluded where they have been appealed etc.

- All outcomes are shown in the output data output, with one field for the main outcome, and another field for the secondary outcomes where applicable.

Points to note:

The YJB measure asks for the custodial sentences as a percentage of the area's population of young people aged 10-17, which would need to be a local manual calculation using the numbers, not percentages, from the report.

Changes incorporated into V3.1 (since the previous version):

- The report now has two sets of aggregation – one showing the number of hearings with a custodial outcome, as a percentage of all hearings. The other is the number of custodial outcomes, as a percentage of the total number of outcomes.

- The data output has been amended to suit new recording in 3.64 onwards.

- Version 3.1 includes enhanced residence selection to ensure accuracy.

1.5 Reoffending

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates

Version	Date Released	Notes / Changes
3.0	Jan 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Further development to enable compatibility with the YJB Live Tracker Tool
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy and the speed of the report

Description:

The report is a complex solution to monitoring reoffending within the local authority. The report will behave differently depending on the parameters that are chosen. Due to the amount of data required in the outputs, this report will not print on standard paper sizes and is designed for export to Excel using the various view options.

Parameters:

Parameter	Type	Details
Stat	Drop-down	• The stat parameter enables monitoring of reoffending for non-statutory groups • If Statutory is selected, YJB selection of the cohort will apply (young people receiving a substantive outcome in the period, or starting a licence intervention) • If Pre Statutory is selected, the tool is populated with young people who received Triage, Community Resolution or Youth Restorative Disposal outcomes. • These are two separate options to prevent conflict between the cohorts.
View	Drop-down	The view options are more complex in this report. • Output for YJB Toolkit will display columns and values as per the YJB Toolkit. Some of the values change for this output to suit the more restrictive YJB options for things like outcome type. When exported, the output can be copied and pasted straight into the YJB tool. • All Outcome Details is very similar to the first output but without the translations for YJB restricted values. From this view you can double click on a client and drill into the offences for that client (both Original and Reoffences) • Original Offence Detail is a detailed output of all the original offences that led to the outcomes that put the clients in the cohort. • Reoffences Detail is a detailed output of all the offences committed since the original outcomes. It shows Proven, Cleared and Pending reoffending (only Proven reoffending counts towards reoffending stats).
Period Start	Date	Start of the time period for a client entering the cohort

Parameter	Type	Details
Period End	Date	End of the time period for a client entering the cohort – this does not affect how long the report looks for reoffending
Reoffending within…	Number (months)	This is the number of months from the first outcome date that reoffences will be looked for. Defaults to 12 as per YJB counting rules, but can be changed.
Outcome Time Limit	Number (months)	This is the number of months from the first outcome date that reoffences can receive an outcome. Defaults to 18 as per YJB counting rules, but can be increased. For example, if a young person's reoffence date is within 12 months of their first outcome, but they don't go to court and get a new outcome until 20 months after the first outcome, the reoffence doesn't count. The time limit must be at least as long as the 'Reoffending within…' parameter
Residence Status	Drop-down	Residence status at the point of entering the cohort (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose qualifying outcome pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.

Looks for:

- The report will select data according to the parameters above.

- There are a large number of calculated fields based on other CMS data, which populate the tool as per the YJB Toolkit.

- This includes a field for Looked After Status based on Characteristics. If the report cannot find a characteristics for looked after status then it will return Not Known.

- The report will populate many of these calculated fields as best as possible taking into account different recording practices across all LA's. The output is meant to assist in populating the toolkit and reviewing the cohort as much as possible, but as is the case now, there may be some manual amendments required.

- For reoffending, a list of breach offences is built into the report that will be disregarded. However, initial outcomes that result from breach offences will still put clients into the cohort at the start.

- If a young person receives a substantive outcome dated within the tracking period, but the offences leading to it have offence dates prior to the qualifying substantive outcome, then the offences are not counted or included in reoffending.

- If a young person has offences with offence dates that fall within the tracking period, but are not linked to a substantive outcome, then these are <u>not</u> counted within reoffending however they are shown as Pending or Cleared. They will be pending if an outcome has not been received yet, and will be cleared if they received a diversionary outcome like Triage or Community Resolution, or if they were fully cleared e.g. through being withdrawn or dismissed. Other secondary outcome types like restraining orders or Civil ASB outcomes are disregarded, to prevent double counting of offences.

Changes incorporated into V3.0 (since the previous version):

- The report has been completely re-written for version 3.0, in line with the above.

National Indicators

- Version 3.1 includes enhanced residence selection to ensure accuracy.

04 | Throughput

2.1 Offences by Outcome Date

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Addition of 'Knife Related' flag Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel
4.0	April 2018	Layout changes

Description:

All offences that have received an outcome within the time period, with the details of the associated outcomes.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Stat	Drop-down	• The stat parameter enables the offences to be filtered by the type of outcome received for the offence in the period given. • If a client receives a diversionary outcome like Triage AND a substantive outcome in the same period (e.g. they don't comply with the Triage conditions and are referred back for a Caution) then the offence will show in both views (but the offence is NOT duplicated in the full 'All Outcomes' view.
Offence Category	Drop-down	Enables filtering of the results by the offence category.
Residence Status	Drop-down	Residence status when the outcome was received (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose hearing pre-dates their first 'Effective Date' for residence status. If an offence has multiple outcomes, the maximum residence is used (the order being Local > Other > No Residence)
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.

Parameter	Type	Details
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All offences that received an outcome in the time period given (according to the rules above)
- Offence details, and details of the outcome(s) received are included.

Changes incorporated into V3.0 (since the previous version):

- The report has been re-written for new offence outcome recording in 3.64 onwards
- Outcomes from all hearing types and court actions are shown. The outcomes field shows the court action, enabling external filtering of results if required locally.

2.2 Offences by Offence Date

N.B Previously there was a report 2.2 Offences by YP Attributes. That report has been decommissioned.

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release under name '7.11 Offences'
1.1	September 2017	Code changes to '7.11 Offences' to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
3.0	Jan 2018	Improved the output when exporting the 'export only' view to Excel. Updated Capita branding.
4.0	April 2018	Layout changes

Description:

All offences that have received an outcome AND the offence date is within the time period.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Stat	Drop-down	• The stat parameter enables the offences to be filtered by the type of outcome received for the offence. Outcome date is disregarded, only the offence date is used for filtering. • If a client receives a diversionary outcome like Triage AND a substantive outcome in the same period (e.g. they don't comply with the Triage conditions and are referred back for a Caution) then the offence will show in both views (but the offence is NOT duplicated in the full 'All Outcomes' view.
Offence Category	Drop-down	Enables filtering of the results by the offence category.

Parameter	Type	Details
Residence Status	Drop-down	Residence status when the outcome was received (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose hearing pre-dates their first 'Effective Date' for residence status. If an offence has multiple outcomes, the maximum residence is used (the order being Local > Other > No Residence)
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All offences that were committed in the time period given (according to the rules above)
- Offence details, and details of the outcome(s) received are included.

Changes incorporated into V3.0 (since the previous version):

- The report has been re-written for new offence outcome recording in 3.64 onwards
- Outcomes from all hearing types and court actions are shown. The outcomes field shows the court action, enabling external filtering of results if required locally.

2.3 Hearing Outcomes

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy

Description:

All Court Appearances, within the period, with the details of the associated outcomes, where the court action is not Adjourned (Adjournment data is covered in other reports).

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis

Parameter	Type	Details
Period End	Date	End of the time period for the analysis
Action	Drop-down	Enables filtering of the results by the court action (Sentenced, Other, or None, or combinations of those.
Residence Status	Drop-down	Residence status on the hearing date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose hearing pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All court appearances with a hearing date within the relevant period
- Main Outcome and any Secondary Outcomes are shown

Changes incorporated into V3.0 (since the previous version):

- The report has been extended to cover a wider range of data for hearings, giving the user greater control of filtering.
- Aggregation of Main Outcome Types is shown and the formatted output is grouping by the main outcome type.
- The report also shows whether the individual hearing has any substantive outcomes linked to enable further external filtering.
- Version 3.1 includes enhanced residence selection to ensure accuracy.

2.4 Asset Scores

This report has been decommissioned and replaced with the following:

2.4 Pre Court Outcomes

Version	Date Released	Notes / Changes
1.0	Jan 2018	Original development
4.0	April 2018	Updated to improve residence accuracy

Description:

All Pre Court Decisions, within the period, with details of associated outcomes.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status on the decision date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose decision pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All Pre Court Decisions with an opened date within the relevant period
- Main Outcome and any Secondary Outcomes are shown.

Changes incorporated into v1.0 (since the previous version):

- This report is new.
- Version 3.1 includes enhanced residence selection to ensure accuracy.

2.5 Parenting Interventions

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
3.0	Jan 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Enhanced the output with additional details on the parent, their intervention and the parent/child relationship Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel
4.0	April 2018	Updated to improve residence accuracy

Description:

Parenting interventions starting within the selected period OR active within the selected period.

Parameters:

Parameter	Type	Details
Active	Drop-down	To show current open interventions, or interventions that started in the period given
Period Start	Date	Start of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Period End	Date	End of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Residence Status	Drop-down	Residence status of the client at the start of the intervention (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

■ All Parenting Interventions with a start date within the selected period OR currently open.

■ The report displays the name of the worker recorded against the Parenting Intervention and if there isn't one, the column will display as None Recorded on the report (but the Parenting Intervention will still be included in the report).

■ The report also displays the name of the case worker who was recorded as the lead case worker at the start date of the Parenting Intervention OR the current lead case worker, depending on whether you are looking at current interventions or those starting in the period given.

Changes incorporated into v3.0 (since the previous version):

■ The report has been updated to include some extra details about the parents and the parenting intervention.

■ Version 3.1 includes enhanced residence selection to ensure accuracy.

05 / **Remand Management**

3.1 Remands and Reasons

N.B. the old reports 3.1 and 3.2 have been combined into a single Remand and Reasons report as of April 2018

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Brought in improved summary of remands and reasons
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

All court appearances dated in the selected period with court action as Adjourned, with the corresponding bail and remand status and reasons for the remand.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status of the client at the hearing date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose hearing pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All court appearances with a hearing date within the relevant period, and that have the court action of 'adjourned'.

- The bail and remand status recorded in the qualifying court appearances is displayed within the report.

Changes incorporated into V3.0 (since the previous version):

- The report output contains a summary displaying the number of adjournments with each applicable bail/remand status, grouped by category.

- The report summary also displays a cross tab of the instance of each bail/remand additional information that has been selected against the hearing(s).

3.2 Bednights

N.B This was previously report 3.3 but has been re-numbered to replace 3.2 which was incorporated into 3.1

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Brought in improved summary of bednights across intervention types Updated to show interventions active in the period instead of starting in the period Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel

Description:

Remand to YDA intervention programmes active during a specified date range. The number of bednights within the specified period, and the number of total bednights for the intervention, are calculated.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status of the client at the start of the intervention (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All intervention programmes active within the relevant period, and where the intervention type contains the word 'remand' AND one of the following (not case sensitive): 'yda', 'custody', or 'youth detention'.

- The report looks at the start and end dates of the period specified and the start and end dates of the intervention programme. It will calculate and display a number of bednights in that period, as well as the total bednights for the intervention. For example, if you run the report for a particular financial year, the report will include interventions that start before the financial year began, but the 'bednights in period' will only be calculated from the start of the financial year.

- The report includes aggregation by Intervention type, with one table totalling the bednights for each intervention type in the period, and the other table totalling the bednights for each intervention type in total.

- Therefore, by using different intervention types for each type of remand (YOI, STC, SCH) it should be straight forward to work out the total cost.

Changes incorporated into V3.0 (since the previous version):

- The report has been updated to enable better bednight calculations as above.

- The report selection criteria for intervention type has been made more flexible to take into account local practices.

- The offences linked to the intervention programme are now also shown.

06 / Restorative Justice

4.1 Victims & Restorative Justice (RJ)

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Combined 3 reports into one more simple output
		Included population of the 'top half' of the YJB table – adjournments for RJ
		Improved delivery of data to the user and enhanced the aggregation into the YJB table
		Opened up the collection of data to cover non statutory pre court interventions (as per the enhanced flexibility in the YJB counting rules for this report).
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

The report has been spec'd to look for the data required for the YJB RJ Table, in so far as that remains the standard output for RJ information although the YJB are no mandate the submission of that data to them.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis
Period End	Date	End of the time period for the analysis
Residence Status	Drop-down	Residence status of the client on the relevant date (where the report specifies an outcome it will be on the hearing/decision date, where it specifies a closing intervention it will be as at the end date of the programme) (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention/hearing pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.

Parameter	Type	Details
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- Top Half:

  - The top section of the summary is populated with details of clients who appeared in court for offence(s) and the case was adjourned for Restorative Justice intervention.

  - The report will look for young people with a hearing where:

    - The Court Action is Adjourned

    - The Adjourned additional information has a value containing the words **'restorative justice'** (not case sensitive)

    - The client has subsequently been sentenced for one or more of the offences AND received a qualifying outcome (first tier, community or custody)

    - The client completed RJ interventions during the adjournment period

- Bottom Half

  - **Pre Court** – The report looks for pre court decisions with an outcome in the period. YJB rules on this are very flexible with YOTs being allowed to count RJ that was completed for non substantive outcomes like Triage or Community Resolution. Therefore these are all included.

  - **First Tier** – The report looks for interventions of type Referral Order or Reparation Order that ended in the period

  - **Community** – The report looks for interventions of type Youth Rehabilitation Order or YRO, as well as being 'backwards compatible' with old interventions like Supervision Orders or Action Plans, that ended in the period

  - **Custody** – The report looks for interventions of a type that includes the word 'licence' that ended in the period.

- Universal rules

  - For all sections, the report looks to the linked outcomes/offences and looks for victim interventions linked to those offences.

  - The report uses the fields in the victim case to identify the number of identified victims, the number of victims offered RJ, and the number of RJ interventions completed with those victims.

  - YJB counting rules allow the same victim (and same victim interventions) to be counted more than once in scenarios where the same person was the victim of multiple offences by either the same or different clients, or where the same person was the victim of one offence but with multiple perpetrators.

Changes incorporated into V3.0 (since the previous version):

- This report has been amended to create one complete report for the YJB RJ table instead of multiple reports

- The output is now that of a single summary instead of the summary building page by page as in the old versions.

- Pre Sentence RJ is now included as per the above.

- The report lists the relevant disposal with client details, then a heading for each of the offences for which the disposal was received, and then the victims for each offence are listed, with details of the RJ interventions completed.

- Full victim details are included to enable counting a breakdown of victim type, ethnicity etc.

- When using the 'Print Data Only' view, GUID fields for offences and victims are including. This is to enable the data to be manipulated in Excel to remove the permitted duplication mentioned above, when YOTs want to aggregated victim or offence details.

07 / **National Standards - Overview**

5.1 Custody Planning Meetings

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to monitor more national standards with enhanced working days calculation.
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

Current custodial intervention programmes, or those active during the specified period with details of any associated events that are statutory and of the type containing "plan" (not case sensitive).

The report aggregation specifies national standards relevant to custodial interventions (both sentence and remand) and displays the compliance with those national standards.

Parameters:

Parameter	Type	Details
Active	Drop-down	To show current open interventions, or interventions that started in the period given
Period Start	Date	Start of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Period End	Date	End of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Residence Status	Drop-down	Residence status of the client at the intervention start date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

■ All current intervention programmes, or those active in the specified period, where the Custody box is ticked in system administration

- All events that are statutory and linked to the qualifying intervention programme, and of the type containing the word "Plan" in the description.

- Time from the intervention programme Start Date to the first "plan" event recorded after the intervention programme Start Date (according to event date) is calculated – this is a working days calculation using the ONEYJWorkingDayBase if created.

- Additionally, time between plan events is also calculated and shown, including whether the longest 'wait' for a plan event meets national standards.

- Lastly, the time since the last plan event to either today (if the intervention is current) or the end date of the intervention (if the intervention has ended) is calculated, and specifies whether national standards have been met.

- Lead case worker at the start of the intervention is displayed.

Points to note:

- Compliance with national standards regarding release preparation and final release is not a calculation on the report, as it is recognised that, particularly on short term interventions, these are likely to be combined with initial planning meetings and first reviews.

Changes incorporated into V3.0 (since the previous version):

- The report output has been changed significantly in accordance with the above, and contains an enhanced summary to set out overall compliance with national standards across all interventions.

5.2 Referral Order Panel Meetings

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Updated to monitor more national standards with enhanced working days calculation. Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel

Description:

Current Referral Order intervention programmes, or those active during the specified period with details of any associated events that are statutory and of the type containing "panel" (not case sensitive).

The report aggregation specifies national standards relevant to referral order interventions and displays the compliance with those national standards.

Parameters:

Parameter	Type	Details
Active	Drop-down	To show current open interventions, or interventions that started in the period given

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Period End	Date	End of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Residence Status	Drop-down	Residence status of the client at the intervention start date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All current Intervention programmes of the type "Referral Order", or those active within the selected period.

- Any statutory events containing the word "panel" in their event type that are also linked to the qualifying Intervention programme.

- The time from the intervention programme start date to the date of the first scheduled "panel" event after the Intervention programme start date, is calculated. If there are no such events, but there is a panel date in the intervention programme, that date is used instead. This is a working days calculation using the ONEYJWorkingDayBase if created.

- Additionally, time between panel events is also calculated and shown, including whether the longest 'wait' for a panel event meets national standards.

- Lastly, the time since the last panel event to either today (if the intervention is current) or the end date of the intervention (if the intervention has ended) is calculated, and specifies whether national standards have been met.

- The report also displays against each "Panel" event whether or not the client attended.

- Lead case worker at the start of the intervention is displayed.

Changes incorporated into V3.0 (since the previous version):

- The report output has been changed significantly in accordance with the above, and contains an enhanced summary to set out overall compliance with national standards across all interventions.

5.3 Home Visits

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates

Version	Date Released	Notes / Changes
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to monitor more national standards with enhanced working days calculation.
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

Current Non-custodial intervention programmes, or those active during the specified period with details of any associated events that are of the type containing "home visit" (not case sensitive).

The report aggregation specifies national standards relevant to community interventions and displays the compliance with those national standards.

Parameters:

Parameter	Type	Details
Active	Drop-down	To show current open interventions, or interventions that started in the period given
Period Start	Date	Start of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Period End	Date	End of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Residence Status	Drop-down	Residence status of the client at the intervention start date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All current Intervention programmes, or those active within the relevant period, and looks for events of the type 'home visit' in the description.
- The report indicates the time between the start of the intervention and the first scheduled home visit, the time between home visits, and the time since the last home visit.
- In the case of Licence interventions, where national standards are specified to a greater degree, the report considers whether these standards have been met.
- In the case of other community interventions, where national standards simply state that home visits should be completed, the report will consider NS met where there are any home visits.

- The report also displays against each "Panel" event whether or not the client attended.
- Lead case worker at the start of the intervention is displayed.

Changes incorporated into V3.0 (since the previous version):

- The report output has been changed significantly in accordance with the above, and contains an enhanced summary to set out overall compliance with national standards across all interventions.

5.4 Expected Frequency of Contact

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to provide greater detail of the expected frequency of contact throughout the intervention.
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

Current Non-Prevention intervention programmes, or those active in the selected period, with details of the number of statutory appointments or processes scheduled with that young person.

The report displays each 'relevant' frequency of contact change. I.e. it will set out each assessment completed during the currency of the programme, as well as any events of the type 'resume national standards' or 'suspend national standards'

Parameters:

Parameter	Type	Details
Active	Drop-down	To show current open interventions, or interventions that started in the period given
Period Start	Date	Start of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Period End	Date	End of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Residence Status	Drop-down	Residence status of the client at the intervention start date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**).
		Defaults to N/A to return all clients.

Parameter	Type	Details
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

■ Intervention programmes that are current, or active in the specified period. The programme type should not have 'Prevention' ticked in system administration.

■ The report will look at statutory appointment or process events linked to the programme, where 'Record Attendance' is ticked in System Admin, which have not been cancelled. It will tally up:

- No. Scheduled in the first 3 months of the intervention

- No. Attended in the first 3 months of the intervention

- No. Scheduled after the first 3 months of the intervention

- No. Attended after the first 3 months of the intervention

■ The report will also look at Assetplus assessments for the young person, and display each non cancelled assessment, with the status, scaled approach level, and specified frequency of contact.

■ The report will display those assessments as a 'timeline' of what intervention level has been specified over the course of the intervention programme.

■ The report will also look at events for 'suspend national standards' and 'resume national standards' and display those events within the timeline.

Points to note:

There are also some anomalies that would need to be manually addressed by users after viewing the output of the report:

■ Youth Cautions/Youth Conditional Cautions often have a set number of appointments rather than the normal scaled approach frequency of contact. The report output would allow users to identify these cases by the Intervention programme type, and the expected frequency would show in the report output as that according to the AssetPlus assessment if there is one.

■ In relation to Detention and Training Orders, young people are seen once a month while they are in custody, and the scaled approach intervention level would not apply to YOT contact levels while they are in custody. It would apply for the community element of their order only (their DTO licence intervention programme). As such the 12 week timeframe count would begin at the start of the DTO licence intervention programme. If users at the site record a single DTO intervention programme rather than separate DTO Custody and DTO Licence intervention programmes, this will need to be taken into account, as the report will look for 'DTO Custody' intervention programmes.

■ Referral Order Intervention programmes national standards for contacts begin from the panel date, which is displayed on the report. The 3 month period for counting events will begin from the panel date on referral order interventions if this has been filled in.

■ Future development will consider the ability to count up expected number of events and automatically state whether national standards have been met or not.

Changes incorporated into V3.0 (since the previous version):

The report has been widely changed to provide a greater level of analysis of the expected frequency of contact for a young person, at the expense of displaying all the individual events linked to the programme.

5.5 Intervention Programmes with Failure to Comply (FTC)

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to provide greater detail of compliance, including breach information.
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

All current intervention programmes, or those active within the specified period, and shows any events with FTC recorded against them that are linked to an intervention programme, and shows the next follow up event after the FTC.

The report then counts how many FTCs there were and how many of those were not followed up within 24 hours.

Parameters:

Parameter	Type	Details
Active	Drop-down	To show current open interventions, or interventions that started in the period given
Period Start	Date	Start of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Period End	Date	End of the time period for the analysis. Has a default value that is disregarded if the 'Current' option is used for the Active filter.
Residence Status	Drop-down	Residence status of the client at the intervention start date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose intervention pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**).
		Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- Current Intervention programmes, or those active within the specified period.

- All events linked to the qualifying intervention programme that have 'Failure to Comply' recorded within them that are an appointment or process.

- The report will look at subsequent events and display the next one (by date) that is a correspondence or scheduled appointment. It will show whether that was within 24hrs or not and will display the event type.

- The intervention summary section shows the current FTC count from the intervention programme, the total number of FTCs, as well as summary information of current breach action and previous breach actions.

Points to note:

- Local decisions on what counts as a followup can be incorporated into the report locally by adjusting the SQL command that populates the results. This can include specifying certain event descriptions or categories if required.

Changes incorporated into V3.0 (since the previous version):

The report output has been enhanced to provide greater summary information on intervention programmes and breach actions.

5.6 Report Requests

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to provide greater detail for each request, and incorporate working days calculation.
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

All Report requests dated within the specified period, and the time taken to complete the report in working days (using the requested and completed dates).

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis.
Period End	Date	End of the time period for the analysis.

Parameter	Type	Details
Residence Status	Drop-down	Residence status of the client at the request date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose request pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- All report requests dated within the specified period (these are recorded within the relevant court appearances and using the 'Date requested' date).

- The completion date of each qualifying report.

- Calculates the working days between the request date and the report completion date.

- Displays the name of the worker selected as the assigned worker within the qualifying report request as well as the assigned manager.

- Provides the status of the request (Ongoing, Completed or Overdue).

Changes incorporated into V3.0 (since the previous version):

This report was amended to incorporate greater detail from the report request and enhanced working days calculation.

08 | Others (Case Management)

6.1 Characteristics

N.B 6.1 and 6.2 were previously the same report but with different characteristics specified. These have been consolidated into one report.

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to provide greater detail for each characteristic
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

Young people that had Characteristics 'active' during the selected time period. The report will indicate whether the client is a current case or not.

Parameters:

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis.
Period End	Date	End of the time period for the analysis.
Residence Status	Drop-down	Residence status of the client at the characteristic start date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose characteristic pre-dates their first 'Effective Date' for residence status.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- Characteristics that were active at any point during the selected time period.
- Start and end date and any notes associated with the qualifying characteristics are also displayed on the output.
- A summary table is included to show number of clients with each characteristic type.

Points to note:

- Characteristics are locally defined in sys admin configuration at each LA, to determine which characteristics display to users to record within a case.
- The report has a print data only option which can be used to export the results to excel and then filter out characteristic types that are not required.
- Alternatively, report parameter can be added with a static list of characteristic types to enable local filtering of the report output.

Changes incorporated into V2.0 (since the previous version):

- Report branding updated, and incorporated a 'current case' field.

6.2 Deter Characteristics

As above, this report has been replaced.

6.3 Scaled Approach Intervention Levels

This report is superceded by AssetPlus reports and therefore is no longer available.

6.2 Future Hearings

N.B This report was previously numbered 6.4 but has been changed to replace decommissioned reports.

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system.
		Updated to provide greater detail for each characteristic
		Updated to use residence from the client summary instead of the service centre.
		Workgroup parameter added.
		Print Data Only view added to enable easier export to Excel

Description:

All court appearances scheduled to occur between the current date and the specified future date.

Parameters:

Parameter	Type	Details
Period End	Date	End of the time period for the analysis.
Residence Status	Drop-down	Residence status of the client at the hearing date (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients whose hearing pre-dates their first 'Effective Date' for residence status.

Parameter	Type	Details
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Date Range, Location (in/out of area/all).

Looks for:

All court appearances with 'Hearing date' in the future, up to the specified end date.

Changes incorporated into V3.0 (since the previous version):

Updated to include correct residence filtering and updated output.

6.3 Caseloads

N.B This report was previously numbered 6.5 but has been changed to replace decommissioned reports.

Version	Date Released	Notes / Changes
1.0 – 2.0		Original development and updates
4.0	April 2018	Re-write of reports to incorporate version 3.64 offence outcome changes in the system. Updated to provide greater detail for each case. Updated to use residence from the client summary instead of the service centre. Workgroup parameter added. Print Data Only view added to enable easier export to Excel

Description:

■ Shows YJ cases according to the specified parameters, by allocated worker(s), with details of current intervention programmes, breach, last assessment date and future hearings.

Parameters:

Parameter	Type	Details

'Show'	Drop-down	Specify the cases to be returned, as follows:
		
		• Lead Worker Allocations
		
		   Cases with a current allocated Lead Worker (whether the case is open or not)
		
		• Additional Case Worker Allocations
		
		   Cases with a current allocated user who is not the lead worker (whether the case is open or not)
		
		• All Allocations
		
		   Combination of the first and second options
		
		• Cases with No Allocation
		
		   Open YJ Cases with no allocated worker

Residence Status	Drop-down	Current Residence status of the client (**YJ Case | Summary | YJ Residence Status**). 'No Residence (data clean) will show clients with no residence status recorded.
Enter Team	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Looks for:

- Case worker allocations, including Lead and non Lead, where the allocation is to a user of the system (Additional Worker allocations for non-users are not included).
- If required, the report will also output cases without an allocation.
- The report is grouped by the user and shows the number of cases allocated to them, and this is aggregated into the summary section as a table.
- Each case shows:
  - Whether the case is current or not
  - The worker and their role
  - Any current interventions
  - If they are currently in breach
  - When they are next appearing in court
  - Their current assessment stage and their last assessment stage
  - Their AssetPlus review date (this will show in red if the date has passed)

Changes incorporated into V3.0 (since the previous version):

Increased the available information in the report and adjusted the filtering options for residence and worker allocations.

6.6 Active Interventions

This report is no longer available as intervention details are contained within the caseload report.

6.7 Youth Rehabilitation Orders (YROs)

This report is no longer available as outcome details are contained within other reports.

09 | Youth Justice - AssetPlus Standard Reports

Report Overview

The following reports are provided for use with the AssetPlus functionality of One Youth Justice. When running these reports, users specify the time period to be covered by the report.

Report Number	Report Name	Report Contents
7.1	AP Started In Period	Basic details of AssetPlus stages with an Assessment Start Date within the user-defined time period. Includes stage statuses Completed, Stopped, Cancelled or In Progress.
7.2	AP Completed In Period	Basic details of completed AssetPlus stages with an Assessment End Date within the user-defined time period.
7.3	AP Current Stages	Basic details of current AssetPlus stages, including information on countersignature status, i.e. requested or completed.
7.4	AP Cancelled Stages	Basic details of cancelled AssetPlus stages with an Assessment End Date within the user-defined time period.
7.5	AP Stopped Stages	Basic details of stopped AssetPlus stages with an Assessment End Date within the user-defined time period.
7.6	AP Transition Report	Analysis of Youth Justice cases open on the user-specified date. Compares the last Asset risk levels to the first AssetPlus risk levels (completed stages only).
7.7	AP 'Yet to Clarify' Analysis	Analysis of all AssetPlus stages that were completed within the user-defined time period, with basic aggregation of the number of times 'Yet to Clarify' was recorded as a response against each eligible question type.
7.8	AP Risk Analysis	Analysis of all AssetPlus stages that were completed in the user-defined time period, with a comparison of system-generated risk levels against the user defined override, and details of other risk related concerns.
7.9	AP Safety Wellbeing Analysis	Analysis of all AssetPlus stages that were completed in the user-defined time period, with details of safety and wellbeing and related concerns.
7.10	AP Desistance	Analysis of all AssetPlus stages which were completed in the user defined time period, with an aggregation of Categories, and the number of instances both for and against desistance.
7.11	Offences	Details of offences committed in the user-defined time period for which a substantive outcome has been received. This includes information on offences added as part of AssetPlus.
Client Context	AP 'Yet to Clarify'	Analysis of a client's most recently started stage (not including stopped or cancelled stages) displaying the fields currently completed with 'Yet to Clarify'.

Report Number	Report Name	Report Contents
Client Context	Sentencing History	A re-write of the original sentencing history client context report, identifying the number of previous convictions and enabling accurate practitioner override for YOGRS.

Current Report Version

The following table indicates which version of the reports you should be using. If you are not using the stated version, you should download the most up-to-date report Zip file from the YJ section of the One Publications website.

Report	Latest Version	Date Released
7.1	4.0	April 2018
7.2	4.0	April 2018
7.3	4.0	April 2018
7.4	4.0	April 2018
7.5	4.0	April 2018
7.6	4.0	April 2018
7.7	4.0	April 2018
7.8	4.0	April 2018
7.9	4.0	April 2018
7.10	4.0	April 2018
7.11	4.0	April 2018

Report Details

7.1 AP Started in Period

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Adjusted the Scaled approach field to show the indicative level if the practitioner hasn't filled in the answer (shown by 'Standard – I' as the output instead of 'Standard'). Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides the basic details of AssetPlus stages with an Assessment Start Date within a user-defined period. It includes the following stage statuses:

- Completed
- Stopped
- Cancelled
- In Progress.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages started after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages started before this date but after the **Period Start** date).
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to return only clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary cross tab lists the number of stages for each status during the time period.

Fields

Field	Details	Source
ONE ID	Person ID	Capita One for in progress and cancelled stages. Snapshot data for completed and stopped stages.
Fullname	Surname, Forename	Capita One for in progress and cancelled stages. Snapshot data for completed and stopped stages.
DOB	Date of Birth	Capita One for in progress and cancelled stages. Snapshot data for completed and stopped stages.
Age	Age at the start of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Capita One for in progress and cancelled stages. Snapshot data for completed and stopped stages.
Ethnicity	Mapped value for YJMIS	Mapped from Capita One for in progress and cancelled stages. Snapshot data for completed and stopped stages.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.

Field	Details	Source
Residence	Local, Other or No Residence	Residence on the AssetPlus start date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Stage End	Date	Stage end date from AssetPlus.
Stage Status	In Progress, Completed, Stopped, Cancelled	Status of the AssetPlus stage.
L_o_R	Likelihood of reoffending	Response entered by practitioner in AssetPlus.
ROSH	Risk of Serious Harm	Response entered by practitioner in AssetPlus.
Safety & Well	Safety and Wellbeing	Response entered by practitioner in AssetPlus.
Scaled App	Scaled Approach	As per practitioner answer in AssetPlus OR indicative level if practitioner has not answered it.
FOC	Frequency of Contact	Response entered by practitioner in AssetPlus.
Countersignature Details	E_C: User, Date // P_P: User, Date	Where applicable, displays the name of the manager who countersigned each of the sections and the date they were completed.

7.2 AP Completed in Period

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Adjusted the Scaled approach field to show the indicative level if the practitioner hasn't filled in the answer (shown by 'Standard – I' as the output instead of 'Standard'). Adjusted the Days Open calculation to Working Days. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides the basic details of <u>completed</u> AssetPlus stages with an Assessment End Date within a user-defined time period.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages completed after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages completed before this date but after the **Period Start** date).
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to return only clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Fields

Field	Details	Source
ONE ID	Person ID	Snapshot data.
Fullname	Surname, Forename	Snapshot data.
DOB	Date of Birth	Snapshot data.
Age	Age at the end of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Snapshot data.
Ethnicity	Mapped value for YJMIS	Mapped from snapshot data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus end date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Stage End	Date	Stage end date from AssetPlus.

Field	Details	Source
Days Open	Calendar days	Calculated between the Stage CREATION date (not the manually entered Start Date) and the Stage End date. Will take into account bank holidays if the 'ONEYJWorkingDayBase' has been created and bank holidays entered.
Countersignature Details	E_C: User, Date // P_P: User, Date	Where applicable, displays the name of the manager who countersigned each of the sections and the date they were completed.
L_o_R	Likelihood of reoffending	Response entered by practitioner in AssetPlus.
ROSH	Risk of Serious Harm	Response entered by practitioner in AssetPlus.
Safety & Well	Safety and Wellbeing	Response entered by practitioner in AssetPlus.
Scaled App	Scaled Approach	As per practitioner answer in AssetPlus OR indicative level if practitioner has not answered it.
FOC	Frequency of Contact	Response entered by practitioner in AssetPlus.
Stage End Note	Large Text Field	The notes entered by the user who completed the stage.

7.3 AP Current Stages

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required. Improvements made to formulas when dealing with blank values.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Adjusted the Scaled approach field to show the indicative level if the practitioner hasn't filled in the answer (shown by 'Standard – I' as the output instead of 'Standard'). Adjusted the Days Open and Countersigning request days calculations to Working Days. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides basic details of current AssetPlus stages, including information on requests for countersignatures, and completed countersignatures.

Parameters

Parameter	Type	Details
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.

Parameter	Type	Details
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary cross tab lists the number of stages that have been open for the following periods of time:

- 0-7 days
- 8-14 days
- 15-21 days
- 22-28 days
- 28 days or longer.

Fields

Field	Details	Source
ONE ID	Person ID	Live Capita One data.
Fullname	Surname, Forename	Live Capita One data.
DOB	Date of Birth	Live Capita One data.
Age	Age at the start of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Live Capita One data.
Ethnicity	Mapped value for YJMIS	Mapped from live Capita One data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus start date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Days Open	Calendar days	Calculated between the Stage CREATION date (not the manually entered Start Date) and the date the report is run. Will take into account bank holidays if the 'ONEYJWorkingDayBase' has been created and bank holidays entered.
L_o_R	Likelihood of reoffending	Response entered by practitioner in AssetPlus.
ROSH	Risk of Serious Harm	Response entered by practitioner in AssetPlus.

Field	Details	Source
Safety & Well	Safety and Wellbeing	As per practitioner answer in AssetPlus OR indicative level if practitioner has not answered it.
Scaled App	Scaled Approach	As per practitioner answer in AssetPlus OR indicative level if practitioner has not answered it.
E&C Signoff Requested	User, Date	Details of the user who requested signoff for E&C, and the date they did so.
E&C Days since request	Calendar days	Time elapsed between the signoff request and the date the report is run.
E&C Managers who can sign	List of Users	List of all users who are in the system as managing the user who requested signoff.
E&C Countersignature	User, Date	If E&C has been signed off, this details the user and the date of signoff.
P&P Signoff Requested	User, Date	Details of the user who requested signoff for E&C, and the date they did so.
P&P Days since request	Calendar days	Time elapsed between the signoff request and the date the report is run.
P&P Managers who can sign	List of Users	List of all users who are in the system as managing the user who requested signoff.
P&P Countersignature	User, Date	If P&P has been signed off, this details the user and the date of signoff.

7.4 AP Cancelled Stages

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Adjusted the Days Open and Countersigning request days calculations to Working Days. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides basic details of <u>cancelled</u> stages with an Assessment End Date within a user-defined time period.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages cancelled after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages cancelled before this date but after the **Period Start** date).

Parameter	Type	Details
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary cross tab lists the number of stages that were open for the following periods of time:

- 0-7 days
- 8-14 days
- 15-21 days
- 22-28 days
- Over 28 days.

Fields

Field	Details	Source
ONE ID	Person ID	Live Capita One data.
Fullname	Surname, Forename	Live Capita One data.
DOB	Date of Birth	Live Capita One data.
Age	Age at the end of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Live Capita One data.
Ethnicity	Mapped value for YJMIS	Mapped from live Capita One data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus end date Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Stage End	Date	Stage end date from AssetPlus.

Field	Details	Source
Days Open	Calendar days	Calculated between the Stage CREATION date (not the manually entered Start Date) and the Stage End date. Will take into account bank holidays if the 'ONEYJWorkingDayBase' has been created and bank holidays entered.
Stage End Note	Large Text Field	The notes entered by the user who cancelled the stage.

7.5 AP Stopped Stages

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Adjusted the Days Open and Countersigning request days calculations to Working Days. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides basic details of <u>stopped</u> stages with an Assessment End Date within a user-defined time period.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages stopped after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages stopped before this date but after the **Period Start** date).
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary cross tab lists the number of stages that were open for the following periods of time:

- 0-7 days
- 8-14 days
- 15-21 days

- 22-28 days

- 28 days or longer.

Fields

Field	Details	Source
ONE ID	Person ID	Snapshot data.
Fullname	Surname, Forename	Snapshot data.
DOB	Date of Birth	Snapshot data.
Age	Age at the end of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Snapshot data.
Ethnicity	Mapped value for YJMIS	Mapped from snapshot data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus end date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Stage End	Date	Stage end date from AssetPlus.
Days Open	Calendar days	Calculated between the Stage CREATION date (not the manually entered Start Date) and the Stage End date. Will take into account bank holidays if the 'ONEYJWorkingDayBase' has been created and bank holidays entered.
Stage End Note	Large Text Field	The notes entered by the user who stopped the stage.

7.6 AP Transition Report

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.

Version	Date Released	Notes / Changes
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel.
		Adjusted the Scaled approach field to show the indicative level if the practitioner hasn't filled in the answer (shown by 'Standard – I' as the output instead of 'Standard').
		Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides an analysis of Youth Justice cases that were open on a user-specified date. It compares the last Asset risk levels to the first AssetPlus risk levels. It only includes <u>completed</u> stages.

Parameters

Parameter	Type	Details
Analysis Date	Date	Single date. YJ cases active on this date are included in the report.
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**).
		Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary note lists the number of cases active on the specified date, and how many of these have both an Asset and an AssetPlus. It indicates how many cases have scores that have decreased, increased or stayed the same in the transition from Asset to AssetPlus as follows:

	Decreased	Stayed the Same	Increased
Risk Of Serious Harm	1	1	0
Vulnerability / Safety & Wellbeing	1	1	0
Scaled Approach	1	1	0

Fields

Field	Details	Source
ONE ID	Person ID	Live Capita One data.
Fullname	Surname, Forename	Live Capita One data.
DOB	Date of Birth	Live Capita One data.
Age	Age at the Analysis date	Calculated from **DOB**.
Gender	Gender	Live Capita One data.
Ethnicity	Mapped value for YJMIS	Mapped from live Capita One data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage where applicable.

Field	Details	Source
Residence	Local, Other or No Residence	Residence on the analysis date. Returns 'No Residence' if the analysis date pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client	Administration	Managing Team**.
Asset Date	Date	The assessment date for the last created Asset Core Profile.
Asset Author	User	Author of the Asset.
ROSH (Asset)	Low, Medium, High, Very High, None	ROSH score from the last Asset.
Vulnerability (Asset)	Low, Medium, High, Very High, None	Vulnerability score from the last Asset.
Scaled Approach (Asset)	Standard, Enhanced, Intensive, Blank	As per practitioner answer in AssetPlus OR indicative level if practitioner has not answered it.
APlus Date	Date	The start date for the first created and completed AssetPlus stage.
APlus Author	User	Stage owner.
ROSH (APlus)	Low, Medium, High, Very High, None	Practitioner-recorded ROSH level.
Safety/Wellbeing (APlus)	Low, Medium, High, Very High, None	Practitioner-recorded Safety and Wellbeing level.
Scaled Approach (APlus)	Standard, Enhanced, Intensive, Blank	Practitioner-recorded Scaled Approach level.
Likelihood Reoffending (APlus)	Low, Medium, High, Very High, None	Practitioner-recorded Likelihood of Reoffending.

7.7 AP 'Yet to Clarify' Analysis

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Highlight fields where there are questions that have been answered 'Yet to Clarify'. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides an analysis of all AssetPlus stages that were completed in a user-defined time period, with a basic aggregation of how many times 'Yet to Clarify' was entered for eligible questions.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages completed after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages completed before this date but after the **Period Start** date).
Enter Question	Drop-down	List of all the questions that can be answered 'Yet to Clarify'. This filters the results to that question only and shows the stages where the question was answered 'Yet to Clarify'. The report can run against all questions or a single one.
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to return only clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.
Enter Worker	Text	Free text field. If required, enter a user's name to filter the results to display only stages owned by that user. The name must match the user's name as recorded in Capita One exactly. Defaults to 'N/A' to return all stages.

Summary

The summary section lists each question for which 'Yet to Clarify' is a possible response in AssetPlus. It is organised by framework section, and the questions are listed by order of appearance in the framework. Next to each question is the number of times that a 'Yet to Clarify' response has been recorded for that question across all stages meeting the selection parameters. If the question has never been answered in any of the included stages, there is no number next to it.

Fields

Only basic stage information is shown, as there are too many questions for all the answers to be listed in the result set. The report calculates information for the summary in the background.

Field	Details	Source
ONE ID	Person ID	Snapshot data.
Fullname	Surname, Forename	Snapshot data.
DOB	Date of Birth	Snapshot data.
Age	Age at the Analysis date	Calculated from **DOB**.
Gender	Gender	Snapshot data.
Ethnicity	Mapped value for YJMIS	Mapped from snapshot data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.

Field	Details	Source
Residence	Local, Other or No Residence	Residence on the stage end date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Stage End	Date	Stage end date from AssetPlus.

7.8 AP Risk Analysis

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required. Improvements made to formulas when dealing with blank values.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides an analysis of all AssetPlus stages that were completed in a user-defined time period, comparing system-generated risk levels with user-defined overrides, as well as containing details of other risk-related concerns.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages completed after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages completed before this date but after the **Period Start** date).
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to return only clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary section provides tables and cross tabs for:

- The difference between system-generated Likelihood of Reoffending and Scaled Approach, and Practitioner scores.
- ROSH levels.
- Safety and Wellbeing levels.
- MAPPA Level and Category.
- Dangerousness.

Fields

Field	Details	Source
ONE ID	Person ID	Snapshot data.
Fullname	Surname, Forename	Snapshot data.
DOB	Date of Birth	Snapshot data.
Age	Age at the end of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Snapshot data.
Ethnicity	Mapped value for YJMIS	Mapped from snapshot data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus end date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage Proxy Owner from AssetPlus.
Stage End	Date	Stage End date from AssetPlus.
ROSH	Risk of Serious Harm	Response entered by practitioner in AssetPlus.
Safety & Well	Safety and Wellbeing	Response entered by practitioner in AssetPlus.
YOGRS	Numeric	Value calculated by the system in AssetPlus.
Indicative L_o_R	Likelihood of reoffending based on YOGRS	Value calculated by the system in AssetPlus.
L_o_R	Likelihood of reoffending	Response entered by practitioner in AssetPlus.
Indicative SA	Scaled approach based on L_o_R	Value calculated by the system in AssetPlus.

Field	Details	Source
Scaled Approach	Scaled Approach Intervention Level	Response entered by practitioner in AssetPlus.
MAPPA Level	Level 1,2 or 3	Response entered by practitioner in AssetPlus.
MAPPA Category	Registered Sexual Offender, Violent offender or other sexual offender or Other Dangerous Offenders.	Response entered by practitioner in AssetPlus.
Dangerousness	No, Yes or Yet to clarify [An assessment of dangerousness is required?]	Response entered by practitioner in AssetPlus.

7.9 AP Safety Wellbeing Analysis

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides an analysis of all AssetPlus stages that were completed in a user-defined time period, and includes details of concerns related to safety and wellbeing.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages completed after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages completed before this date but after the **Period Start** date).
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary section provides tables and cross tabs for:

- Safety and Wellbeing levels

- Social Care Involvement
- Physical Health Concerns
- Speech Language Communication and Neuro-disability Concerns
- Emotional and Mental Health concerns.

It also provides a basic summary of the number of young people with substance misuse issues or who are at risk of sexual exploitation.

Fields

Field	Details	Source
ONE ID	Person ID	Snapshot data.
Fullname	Surname, Forename	Snapshot data.
DOB	Date of Birth	Snapshot data.
Age	Age at the end of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Snapshot data.
Ethnicity	Mapped value for YJMIS	Mapped from snapshot data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus end date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
Stage Start	Date	Assessment date from AssetPlus.
Stage Type	Text	Stage type from AssetPlus.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
Stage End	Date	Stage end date from AssetPlus.
Safety & Well	Safety and Wellbeing	Response entered by practitioner in AssetPlus.
LAC	Care history	Calculated from the combination of answers relevant to LAC status (accommodated, care order, remand to LAA and remand to YDA).
CP	Child Protection Plan	Response entered by practitioner in AssetPlus.
CIN	Child In Need Plan	Response entered by practitioner in AssetPlus.
Phys Health	Number	Total number of 'Yes' answers across the six physical health questions in AssetPlus.
SLCN	Number	Total number of 'Yes' answers across the 21 SLCN questions in AssetPlus.
Emotional / MH	Number	Total number of 'Yes' answers across the 15 emotional health questions in AssetPlus.

Field	Details	Source
CSE Risk	Child at risk of sexual exploitation	Response entered by practitioner in AssetPlus.
Substance Use	Substance abuse	Response entered by practitioner in AssetPlus.

7.10 AP Desistance

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
2.0	December 2017	Improved the output when exporting the 'export only' view to Excel. Improved the assessment selection criteria to prevent mismatch in number of assessments returned compared to other reports. Updated Capita branding.
4.0	April 2018	Improved accuracy for days calculations and residency

This report provides an analysis of all AssetPlus stages that were completed in a user-defined time period, including an aggregation of Categories, and the number of instances for and against desistance.

Parameters

Parameter	Type	Details
Period Start	Date	Start of the time period for the analysis (the report includes stages completed after this date and before the **Period End** date).
Period End	Date	End of the time period for the analysis (the report includes stages completed before this date but after the **Period Start** date).
Residence Status	Drop-down	Residence status on the start date of the assessment (**YJ Case | Summary | YJ Residence Status**).
Enter Workgroup	Text	Free text field. If required, enter a workgroup to only return clients for whom the workgroup is responsible (**Client View | Administration | Managing Team**). Defaults to N/A to return all clients.
Enter Report View	Drop-down	Enables the choice between a formatted view for reporting to managers, or a data only view for exporting to a spreadsheet for further manipulation.

Summary

The summary section provides a cross tab listing all AssetPlus desistance factor categories used by the stages completed in the relevant time period. Against these categories is a record of

the number of times each was used, divided into **For** and **Against**, and the ratings attributed to each, for example:

	Total	Against				For			
		Total		Moderate	Potential	Total		Moderate	Potential
Attitudes of Offending/Behaviours	2	0	0	0	0	2	0	0	2
Emotional development and mental health	1	0	0	0	0	1	0	1	0
Family and wider networks	1	1	0	0	1	0	0	0	0
How the young person relates to others	1	1	1	0	0	0	0	0	0
Living arrangements, housing and financial considerations	2	2	0	2	0	0	0	0	0
Self-identity	1	0	0	0	0	1	1	0	0

Fields

This is the only report where grouping is provided in the main formatted view. This is because there are multiple desistance factors for each stage in the report.

Field	Details	Source
Name & Stage Summary	Name, stage start date and stage type as a 'title' for each group entry	Snapshot data.
Stage Owner	User	Stage owner from AssetPlus.
Stage Proxy Owner	User	Stage proxy owner from AssetPlus.
ONE ID	Person ID	Snapshot data.
DOB	Date of Birth	Snapshot data.
Age	Age at the end of the AssetPlus stage	Calculated from **DOB**.
Gender	Gender	Snapshot data.
Ethnicity	Mapped value for YJMIS	Mapped from snapshot data.
LAC Status	Current, Previous, Never or Unknown	Calculated from answers in the AssetPlus stage.
Residence	Local, Other or No Residence	Residence on the AssetPlus end date. Returns 'No Residence' if the stage pre-dates the earliest effective date for residence.
Workgroup	Managing Team	**View Client | Administration | Managing Team**.
For/Against	For or Against	For each desistance factor.
Category		Response entered by practitioner in AssetPlus.
Rating		Response entered by practitioner in AssetPlus.

7.11 Offences

Version	Date Released	Notes / Changes
1.0	June 2017	Initial release
1.1	September 2017	Code changes to improve robustness of report when managing migrated data. Added Service Centre for local report writers to bring the field in, if required.
N/A	December 2017	This report has been amended and re-numbered to '2.2' to fit with the other standard reports that have been updated.

The details of this report are found under 2.2 Offences by Offence Date

10 | APPENDIX A: Her Majesty's Inspectorate of Probation (HMIP) Report

- Note – Capita are awaiting details of the new data requirements from HMIP before amending this report.

SQS / FJI Inspection – Long List

Instructions based on 'SQS Framework Guidance v3 240114.doc'

- Run wizard 'SQS FJI Inspection Interventions starting bet dates (by AREA_G1) LJB' for the time periods requested.

- The resulting table of information will fill many of the columns in the spreadsheet, though not all of them – the columns are in the order of the list below where it says 'Wiz'.

- All information needs to be checked locally, and any column data not available from the wizard needs to be input manually.

Appendix A – list of case data fields required by HMI Probation

- 1ST Tier – Referral Orders, Reparation Orders

- Community – YROs - +ISS (not AC, Curfew, Unpaid Work or ActivityReq Only - Freq = no sessions)

- Custodies – any

The data fields required for each case are:

Wiz	- YOIS/Careworks/Childview ID
Wiz	- Family name
Wiz	- First names
Wiz	- Gender
Wiz	- Date of birth
Wiz	- Race/ethnicity
Wiz	- Type of order/sentence
Wiz	- Sentence date
Wiz	- Length of sentence
Part Wiz	- Date sentence terminated (if applicable), plus a reason if terminated early
Wiz	- ASSET score from first assessment post sentence
Wiz	- The Scaled Approach level that applied at start of sentence
Manual	- The highest vulnerability that applied during the specific sentence to date
Manual	- The highest RoSH (Risk of Serious Harm to others) that applied during the specific sentence to date

Manual	- Whether the child or young person has been "Looked After" at any time during the specific sentence to date
Manual	- If 'Looked After' were they the responsibility of local authority where the YOT is (i.e. YOT is in 'Home' authority) or were they placed from elsewhere (YOT is 'Host' authority)
Manual	- Whether the child or young person has been subject to a Child Protection Plan at any time during the specific sentence to date
Wiz	- Name of allocated case manager, along with their email address
Manual	- Name of line manager providing oversight of the allocated case manager
Manual	- Any diversity or other needs of the case manager that should be taken into account if they were interviewed (e.g. part time working, learning difficulties, sight or hearing difficulties, religious observance etc)
Wiz	- Office location where the case manager is based

The following additional fields will be required for custodial cases:

Manual	- Date of release (actual or expected)
Manual	- Reason for release (if not on licence)
Manual	- Length of licence (if released)

General/Overall Report rules:

This report is to include:

■ All new sentences/outcomes imposed within a specified timeframe (note, there could be multiple outcomes to one young person qualifying. In these circumstances, there should be multiple lines in the report for a single young person, to display all qualifying and relevant outcomes)

■ Relevant Sentences/outcomes are the following types which are to be included by the following three categories:

   i. First Tier: Referral Order, Reparation Order (Referral Order Extensions are to be ignored/excluded as they are not new sentences).

   ii. Community: All outcomes starting 'Youth Rehabilitation', AND that also have a requirement of the type 'Supervision'. (YRO's that do NOT have a Supervision requirement are to be excluded, as they do not require YOT involvement).

   iii. Custody: Detention and Training Order, Section 90-92, Section 226a, Section 226b, Section 228.

The following parameters will be required to enable users to filter/define the report by the following criteria:

■ Date From and Date To.

■ Location (In Area / Out of Area / All – consistent with other standard reports, where In Area includes all Service Centres starting 'In Area', any Service Centre values not starting 'In Area' are counted as Out of Area, All displays both In and Out of Area, and the recorded Service Centre value is displayed on the report output).

■ Outcome Type.

Report Output to include, in addition to the items specified in this document:

■ Date parameters (from and to) used for the report.

■ Date the report was actually run (displayed prominently) to help identify:

   i. If date terminated end dates from the Intervention programme were actual or in the future at the time the report was run (Item 10a).

   ii. If custodial release dates were actual or planned at the time the report was run (Item C22).

   iii. If the young person was on licence already at the time the report was run (item C24).

Suggested report output labels are included in (brackets) beside each item in the specification below.

Item 1) Wiz - YOIS/Careworks/Childview ID (One YJ ID)

Taken from client case (system generated, not displayed in an editable field).

Item 2) Wiz - Family name (Family Name)

Taken from **Client Summary** panel, **Surname** field.

Item 3) Wiz - First names (First Names)

Taken from **Client Summary** panel, **First Name** and **Middle Name** fields. Contents of both required for this one item.

Item 4) Wiz - Gender (Gender)

Taken from **Client Summary** panel, **Gender** field/radio buttons.

Item 5) Wiz - Date of birth (Date of Birth)

Taken from **Client Summary** panel, **Date of Birth** field.

Item 6) Wiz - Race/ethnicity (Ethnicity)

Taken from **Client Summary** panel, **Ethnicity** field.

> *NOTE: The look up list for this field is taken from/shared with Capita One. The YJB defined list of ethnicities varies from that of the Capita One list. I believe there are mappings in the back end to map the selected Capita One value from the front end, to the most appropriate YJB defined value in the back end.*

Item 7) Wiz - Type of order/sentence (Order/Sentence)

Taken from **Court Appearance** panel, for court appearance records where **Date** falls within the specified timeframe,

AND **Court Action** is Sentenced,

AND offence outcomes of the relevant types (outlined in general/overall report rules) are recorded.

The offence outcome type is the type of order/sentence.

> *NOTE: In the front end, where multiple offences result in a single outcome, the user ticks both offences, records the outcome once, and the system displays the outcome duplicated, against each offence. However, this is still only one outcome. The report should include the outcome as one (and not duplicated/over-reported as it appears in the front end) for this report, e.g. in the below example, the two offences resulted in one 3 month Referral Order. It displays below twice, but is one Referral Order sentence/outcome.*

Item 8) Wiz - Sentence date (Sentence Date)

In relation to the above, taken from **Court Appearance** panel, for court appearance records where **Date** falls within the specified timeframe, AND **Court Action** is Sentenced, AND offence outcomes of the relevant types (outlined in general/overall report rules) are recorded.

The **Date** is the required date for this item.

> *NOTE: In the front end, where multiple offences result in a single outcome, the user ticks both offences, records the outcome once, and the system displays the outcome duplicated, against each offence. However, this is still only one outcome. The report should include the outcome as one (and not duplicated/over-reported as it appears in the front end) for this report, e.g. in the below example, the two offences resulted in one 3 month Referral Order. It displays below twice, but is one Referral Order sentence/outcome.*

Item 9) Wiz - Length of sentence (Sentence Length)

As above, taken from **Court Appearance** panel, for court appearance records where **Date** falls within the specified timeframe,

AND **Court Action** is Sentenced,

AND offence outcomes of the relevant types (outlined in general/overall report rules) are recorded.

The term recorded against the relevant outcome is required for this item (this could be a number of days, months or years, for example).

> *NOTES: Outcomes may/will have 'requirements' recorded against them (in this example, 3 months Supervision). There could be multiple requirements of varying length. However, it is the actual outcome term highlighted in the example below, that is required. Requirements should be ignored.*
>
> *In the front end, where multiple offences result in a single outcome, the user ticks both offences, records the outcome once, and the system displays the outcome duplicated, against each offence. However, this is still only one outcome. The report should include the outcome as one (and not duplicated/over-reported as it appears in the front end) for this report, e.g. in the below example, the two offences resulted in one 3 month Referral Order. It displays below twice, but is one Referral Order sentence/outcome.*

Item 10a) Part Wiz - Date sentence terminated if applicable (Sentence Terminated),
Item 10b) plus a reason if terminated early (Termination Reason)

> *NOTE: An early termination reason is not specifically recorded in our system. Users record an 'outcome' against each Intervention Programme ended, but this is not restricted to those terminating early only. Report to display the outcome recorded, as the value recorded may indicate whether termination was early or not.*

In relation to the above, taken from the End Date of the Intervention Programme that is linked to the qualifying sentenced court appearance and offences that are linked to the qualifying outcome, so:

As above, identify from **Court Appearance** panel, court appearance records where **Date** falls within the specified timeframe, AND **Court Action** is Sentenced, AND offence outcomes of the relevant types,

AND THEN look for Intervention Programme linked to this court appearance and the offences linked to the relevant outcome,

AND THEN use the Intervention Programme **End Date** field, for the 'Date sentence terminated'.

> *NOTE: For DTO's, there will be two Intervention Programmes linked to the offence outcome and relevant offences – the DTO Custody Intervention programme to cover their time in prison and the DTO Licence Intervention Programme to cover their time in the community under YOT supervision post release. The start date of the DTO Custody will match the sentenced court appearance date. However the end date/terminated date for the DTO would need to be taken from the DTO Licence Intervention Programme, not the DTO Custody.*

The Notes from the above items are relevant (to count one outcome/Intervention Programme against multiple offences where relevant, and for dates relating to requirements to be ignored).

Report output to display the 'Outcome' recorded in the qualifying Intervention Programme (for DTOs, to come from the DTO Licence rather than the DTO Custody), with the label/report column header 'Termination Reason' (to encompass all terminations whether early or not).

Item 11) Wiz - ASSET score from first assessment post sentence (First Asset Score)

In relation to the date identified in item 8 (sentenced court appearance date for the qualifying/relevant outcome),

Look for the next Core Asset dated on or after the sentenced date identified in Item 8, which is also linked to the relevant sentenced court appearance and offences for the qualifying/relevant outcome

AND THEN use the total **Dynamic** score (out of 48) for that Asset.

Item 12) Wiz - The Scaled Approach level that applied at start of sentence (Start Intervention Level)

Taken from the **Level** recorded for the Asset identified in Item 11.

Item 13) Manual - The highest vulnerability that applied during the specific sentence to date (Highest Vulnerability)

Look for all Assets linked to the qualifying/relevant outcome's sentenced court appearance and offences

AND THEN look for the highest Vulnerability level recorded within those Assets

Item 14) Manual - The highest RoSH (Risk of Serious Harm to others) that applied during the specific sentence to date (Highest RoSH)

> **NOTE:** *There is no linkage within the ROSH template, to associate it with a particular Intervention Programme, sentence/outcome or offences. Risk level is recorded within the Asset, which does have linkage to these. However practitioners could select a risk level within the Asset, then when completing the ROSH afterwards for a more risk specific assessment, a different level may be selected than that within the Asset. As such, we should use the level recorded in the ROSH specifically (as opposed to the Asset).*

Look for all Risk of Serious Harm Assessments (ROSH) dated on or after the qualifying sentenced court appearance date identified in item 8, and on or before the Sentence Terminated date identified in Item 10a.

AND THEN look for the highest Risk level recorded within those ROSH's

Item 15) Manual - Whether the child or young person has been "Looked After" at any time during the specific sentence to date (Looked After)

Taken from One...this information displays in the 'Individual Circumstances' panel within the IYSS view of the client record, as shown in the screen shot below.

The report is to look for any looked after record(s) that were active (according to start and end dates recorded against the record) at any point during the qualifying Intervention Programme (according to start and end dates for the Intervention Programme).

> **NOTE:** *For DTO's, the report should check against the start and end dates of the DTO Licence Intervention programme rather than the DTO Custody one).*
>
> *For YRO's the report should check the start and end dates of the overall YRO Intervention programme, ignoring requirements and their corresponding start and end dates.*
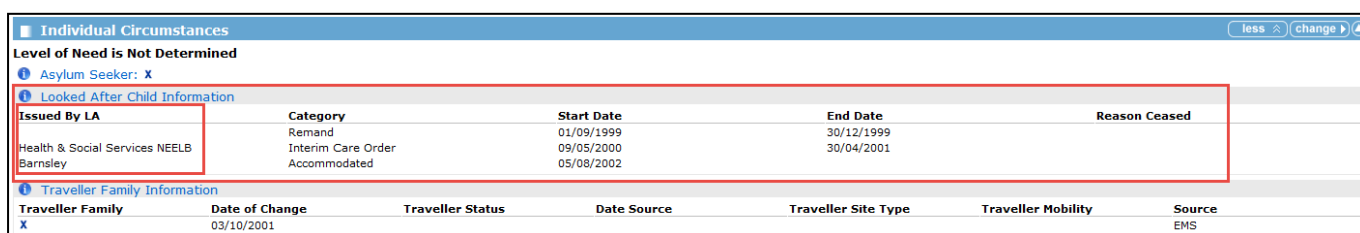
If Looked After records meeting the report criteria are identified, report output to display columns for 'Looked after Category' 'Start Date' and 'End Date' for each relevant record (if possible), and to display blank if none.

One tables cannot be accessed by reports. So using Looked After from all of the Assets during the timeframe of the sentence – Looked After?

Item 16) Manual - If 'Looked After' were they the responsibility of local authority where the YOT is (i.e YOT is in 'Home' authority) or were they placed from elsewhere (YOT is 'Host' authority) (LAC LA)

Taken from One...in relation to the above records(s) identified in Item 15, the report output to display the 'Issued By LA' information recorded against the Looked After record(s).

Individual Circumstances					less ⊼ change ▶ ▲
Level of Need is Not Determined					
ⓘ Asylum Seeker: **X**					
ⓘ Looked After Child Information					
Issued By LA	**Category**	**Start Date**	**End Date**	**Reason Ceased**	
	Remand	01/09/1999	30/12/1999		
Health & Social Services NEELB	Interim Care Order	09/05/2000	30/04/2001		
Barnsley	Accommodated	05/08/2002			
ⓘ Traveller Family Information					
Traveller Family	**Date of Change**	**Traveller Status**	**Date Source**	**Traveller Site Type**	**Traveller Mobility**	**Source**
X	03/10/2001					EMS

One tables cannot be accessed by reports. So using Looked After from all of the Assets during the timeframe of the sentence – Looked After by this LA?

Item 17) Manual - Whether the child or young person has been subject to a Child Protection Plan at any time during the specific sentence to date (CP Plan)

One tables cannot be accessed by reports. So using CP Plan info from all of the Assets during the timeframe of the sentence – CP Plan?

Item 18) Wiz - Name of allocated case manager (Lead Worker), along with their email address (Email)

Although the Lead Case Worker would be recorded in the **Case Workers** panel on the case, the lead case worker is usually allocated in practice, sometime after the sentence date (so looking for a Lead Case Worker at the start would not find anyone in most cases). Nor can we look for a lead case worker at the end date, because the end date may be in the future at the time of running the report, which would also find no-one.

Report is to look for the next Core Asset dated on or after the qualifying sentenced court appearance date, AND that is also linked to the qualifying sentenced court appearance and offences,

AND look for the Created By user (named as the author) for that Asset,

AND THEN display the user name associated with this login/user ID, as the allocated case manager
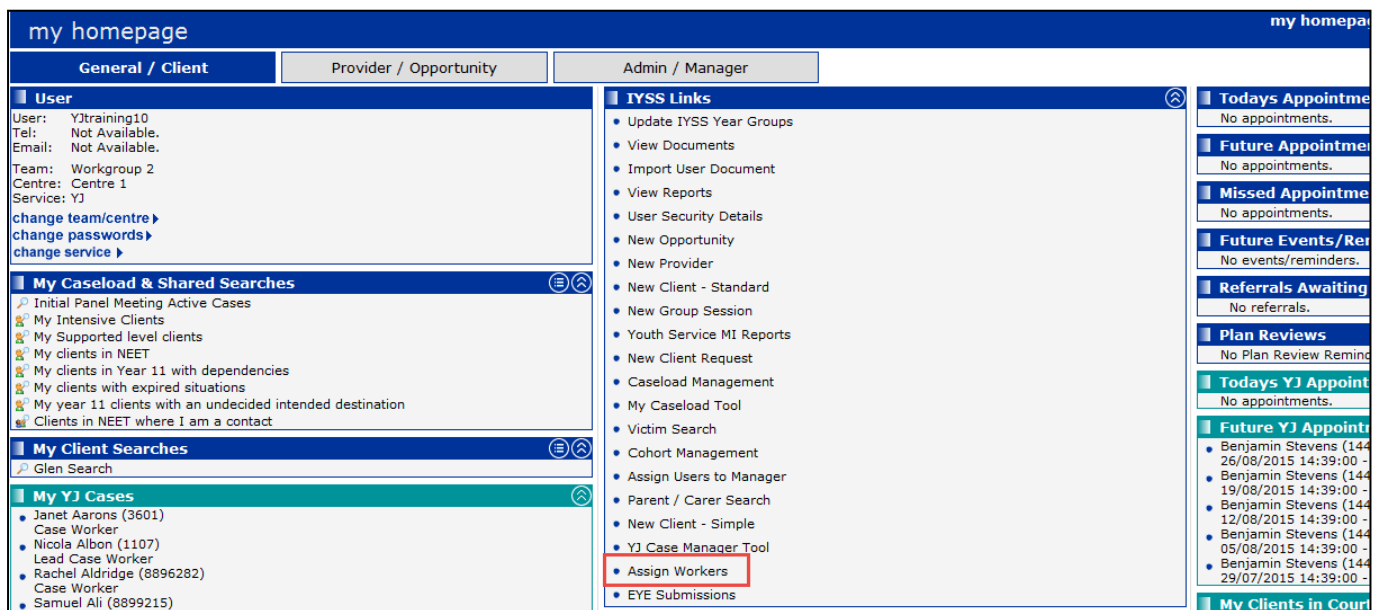
AND the email address associated with the user account (configured within One V3 Systems Administration and re-used within/shared with One YJ).
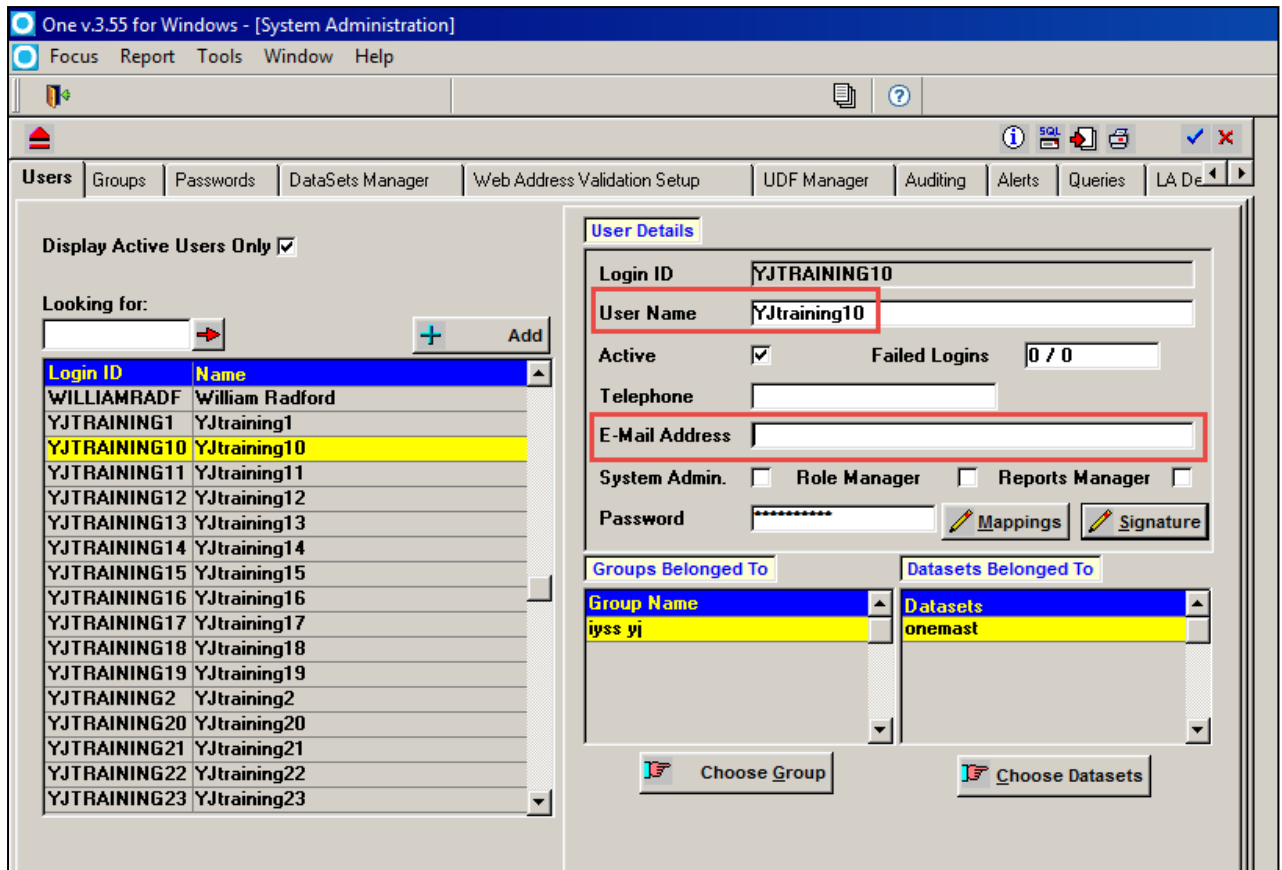
Item 19) Manual - Name of line manager providing oversight of the allocated case manager (Line Manager)

Taken from Assign Workers tool **my homepage | IYSS LINKS | Assign Workers** (potential back end name: **Assign YJ Workers to Managers**) at the time of the report being run (as no historical dates are recorded within this tool).

The report is to look for the user's name from Item 18 within the Assign Worker tool, and display the name of the worker who has them assigned.

Taken from caseload manager as to which manager is assigned to the worker

Item 20) Manual - Any diversity or other needs of the case manager that should be taken into account if they were interviewed (e.g. part time working, learning difficulties, sight or hearing difficulties, religious observance etc) (Lead Worker Needs)

This would not be recorded in our system and would need to be a manual entry following the report being run.

Item 21) Wiz - Office location where the case manager is based (Office Location)

This would not be recorded in our system and would need to be a manual entry following the report being run.

Additional Fields for Custodial Cases

The following additional fields will be required for custodial cases (Pre-fixed C):

Item C22) Manual - Date of release (actual or expected) (Release Date)

Identify from Court Appearance panel, court appearance records where 'Date' falls within the specified timeframe, AND Court action is Sentenced, AND Offence Outcomes are of the relevant custodial types (listed at the start of this spec),

AND THEN look for custodial Intervention Programmes linked to this court appearance and the offences linked to the relevant outcome,

AND THEN use the Intervention Programme 'End Date' field, for the 'Date of Release'.

James Andrew Parker

■ **Change Intervention Programme**

Type:	DTO Custody ▼	: 12 months
Is Main Programme:	☑	
FTC Count:	0	
Start Date:	09 07 2015 📅	
End Date:	08 01 2016 📅	
Outcome:	(none) ▼	

> **NOTE:** *For all custodial outcomes, there will be two Intervention Programmes linked to the offence outcome and relevant offences – the Custody Intervention programme to cover their time in prison and the Licence Intervention Programme to cover their time in the community under YOT supervision post release. The end date of the Custody would need to be taken for the Release Date.*

The notes from the earlier items are relevant (to count one outcome/Intervention Programme against multiple offences where relevant).

Look for IP's with the word 'custody' in the title/description to include all types.

Item C23) Manual - Reason for release (if not on licence) (Release Reason)

**A reason for release is not specifically recorded in our system. Users record an 'outcome' against each Intervention Programme ended, but this is not restricted to those where the young person is released from custody only. Report to display the outcome recorded, as the value recorded may indicate why the young person was released, regardless as to whether they are on licence or not. Users would need to manually identify after the report has run, whether or not the young person is on licence, from the dates and type of sentence.

Report output to display the 'Outcome' recorded in the qualifying custodial Intervention Programme (for rather than the Licence one), with the label/report column header 'Custodial Outcome'.

James Andrew Parker

■ **Change Intervention Programme**

Type:	DTO Custody ▼	: 12 months
Is Main Programme:	☑	
FTC Count:	0	
Start Date:	09 07 2015 📅	
End Date:	08 01 2016 📅	
Outcome:	(none) ▼	

(none)
Complete
Consecutive Order
New Programme
Not Completed - Revoked and resentenced
Not Completed - Transferred Out to other LA
Order Breached - To Continue
Order Revoked

> **NOTE:** *For DTO's, there will be two Intervention Programmes linked to the offence outcome and relevant offences – the DTO Custody Intervention programme to cover their time in prison and the DTO Licence Intervention Programme to cover their time in the community under YOT supervision post release. The release date for DTO's is taken from the End Date of the DTO Custody Intervention Programme.*

Item C24) Manual - Length of licence (if released) (Licence Duration)

Identify from Court Appearance panel, court appearance records where 'Date' falls within the specified timeframe, AND Court action is Sentenced, AND Offence Outcomes are of the relevant custodial types (listed at the start of this spec),

AND THEN look for licence Intervention Programmes linked to this court appearance and the offences linked to the relevant outcome,

AND THEN calculate the duration from start to end date within the Intervention Programme