oneyouth

One Youth

last updated for the Spring 2018 release

Product Notes

CAPITA

These notes list all the strategic changes in the IYSS module and are intended to brief all users about the system.

Capita Software Services take the security of the software supplied and access to data extremely seriously. The accompanying release has been through a thorough penetration testing process undertaken by an independent third party security consultancy and no major issues have been reported. If for any reason any security vulnerability is found in our software by a customer via their own penetration testing process against a production environment this should be reported to One Application Support in the first instance. This will then be escalated immediately to the appropriate Product Manager as a high priority case for review and, if appropriate, resolution.

To contact One Application Support:

Please log a case via Web Support--------------------------------------Telephone: 0870 2411 323

Please ensure that all the relevant sections are distributed to the appropriate section heads.

For those using the One Online Web Server(s): *Please allow advance notice of at least three (3) working days for One Technical Services to apply the new One Online software release to the Web-Server(s). Please raise an upgrade request through the One Service Desk stating when you are planning your One upgrade, the version you are upgrading to and whether this is for Test or Live. One Technical Services will schedule this work for you and get in touch leading up to the change to ensure that all is in place to go ahead.*

Contents

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IYSS

NCCIS 2018/19 rule changes

The 2018-19 NCCIS Statutory Returns were published in December 2017. We have compared these to the 2017-18 NCCIS and the required software changes have been developed to support the returns from April onwards.

Customers should <u>not</u> install this fix to the environment from where they complete their returns (usually LIVE) until they have submitted their March return (approximately mid-April).

This version changes the support for the April-onwards return (created in early May).

Customers should also follow the [Guidance for managing the removal of NCCIS Activity code 720 (Asylum Seeker / Refugee).]

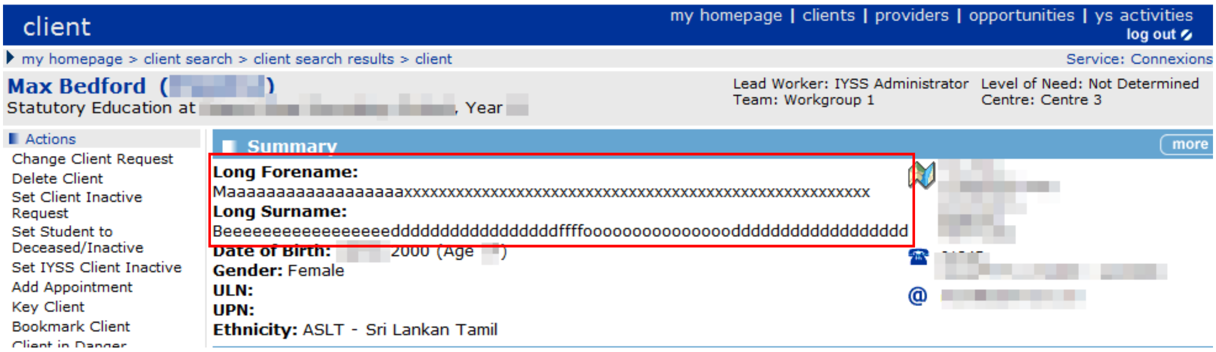
NCCIS in Aug/Sept Return calculation @ 31/8

This fixes an issue with the NCCIS return discovered in Aug/Sept 2017 – when year 13's were removed too early and year 10's included too early. It was caused by the cohort status being calculated in the early hours of 01/09 – as opposed to calculating it on the 31/08.

Reveal of a new user defined field from One that addresses very long forenames/surnames

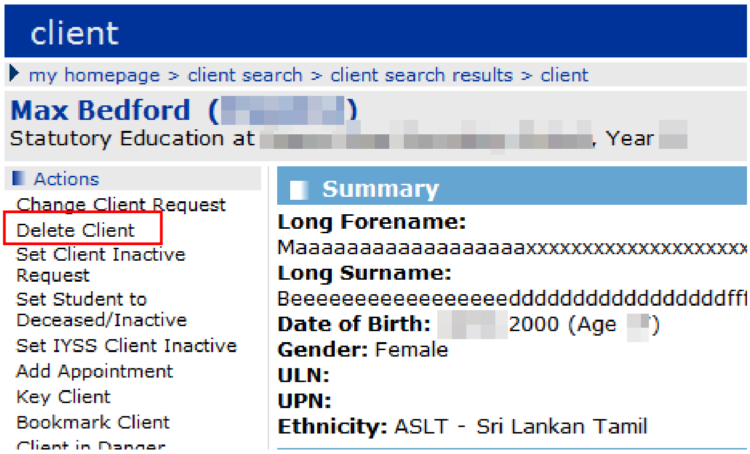
Youth can pull through into UDF's a long forename/surname that has been entered in One.

The following graphic shows where the info is displayed in Youth client summary.



Ability to delete a client - new permission in SYSADMIN Tool

Users with the 'Client – Delete' permission assigned in the system administration tool can delete a client from within IYSS,

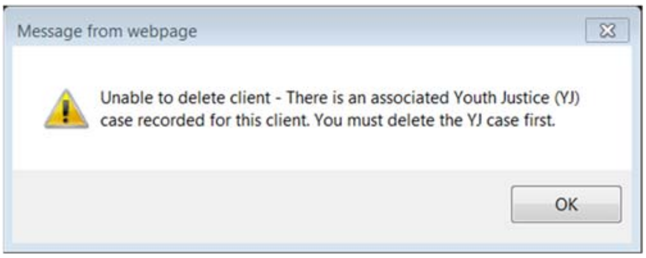


This will delete the client but will perform the following checks for YJ Case / TYS data / IYSS data

Appropriate dialog box appears, the following example is YJ case.

On use of the delete function, a validation checks:

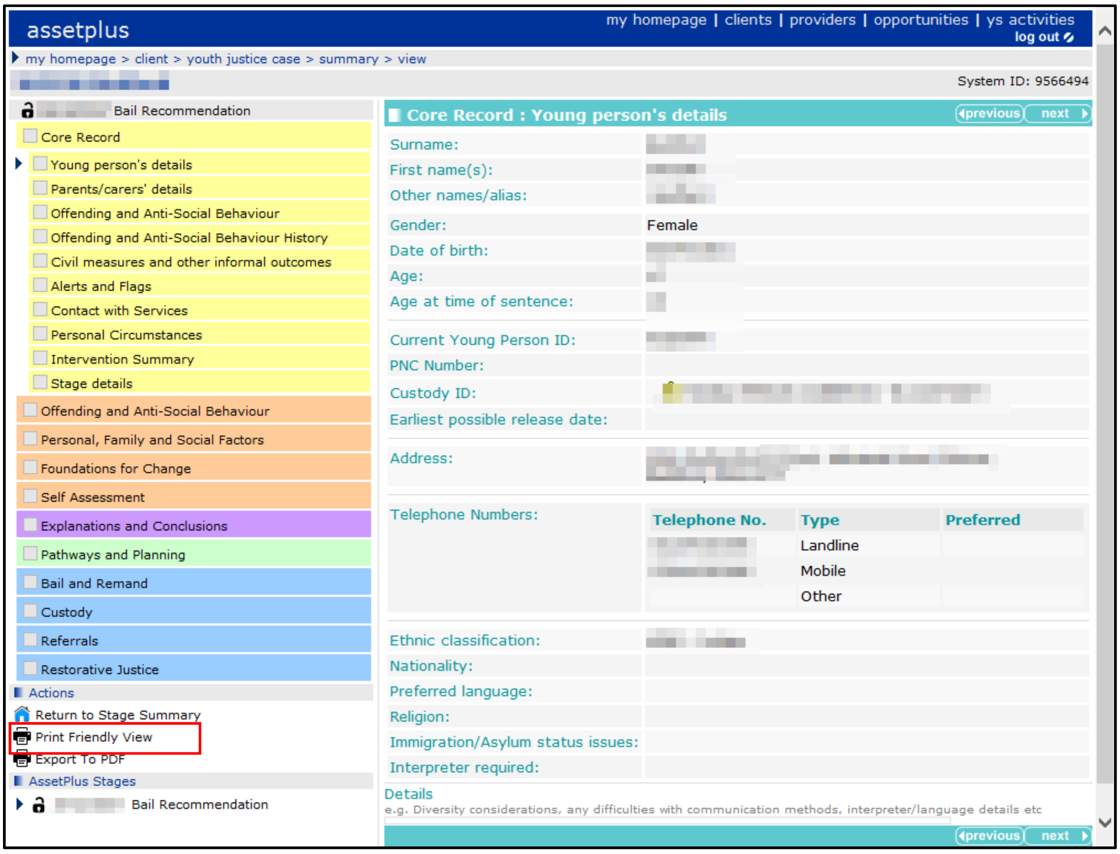
- Is there a YJ case, if so, 'you cannot delete this IYSS record because there is Youth Justice (YJ) data recorded for this client'
- Is there any TYS data, if so, 'you cannot delete this IYSS record because there is Targeted Youth Services (TYS) data recorded for this client'
- Is there any IYSS data, if so, 'there is IYSS data recorded for this client, are you sure you want to delete?'



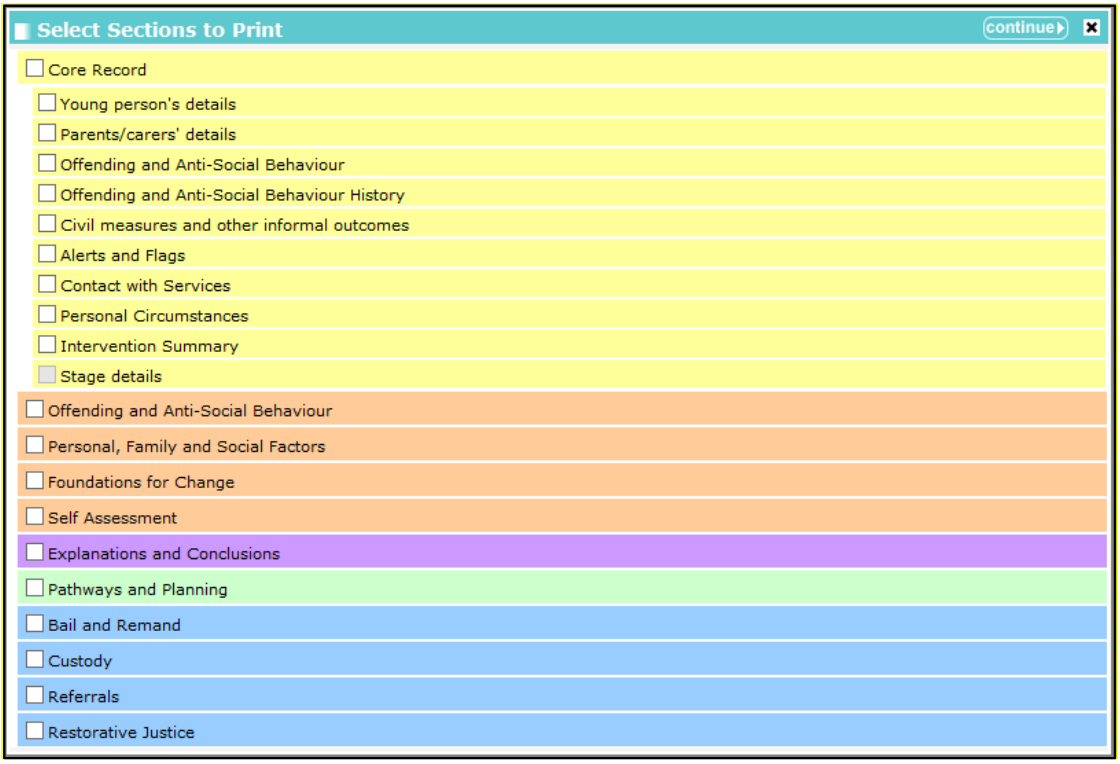
Youth Justice

A print friendly view of an AssetPlus Stage

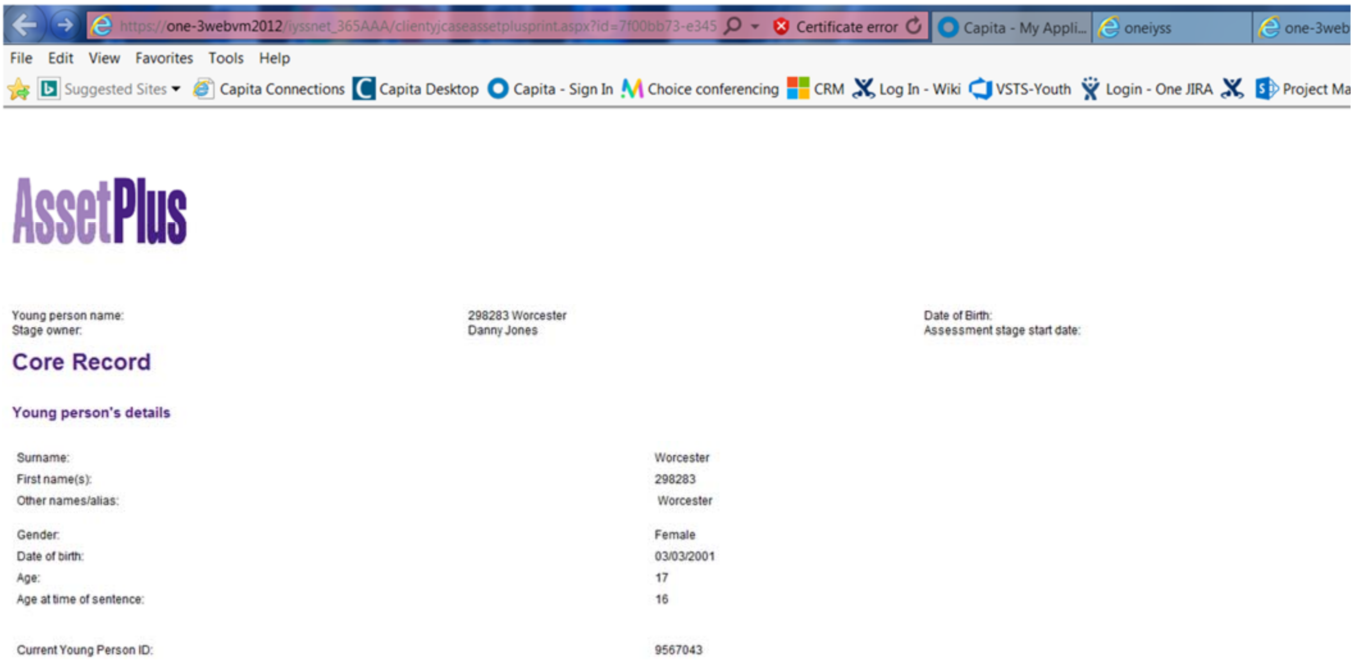
From an AssetPlus stage summary, if you choose to view or change the stage, there is now a **Print Friendly View** hyperlink in the **Actions** menu.



When clicked, a dialog is displayed. Select the sections to print and continue (Click on the wording to expand the section so individual section can be selected).

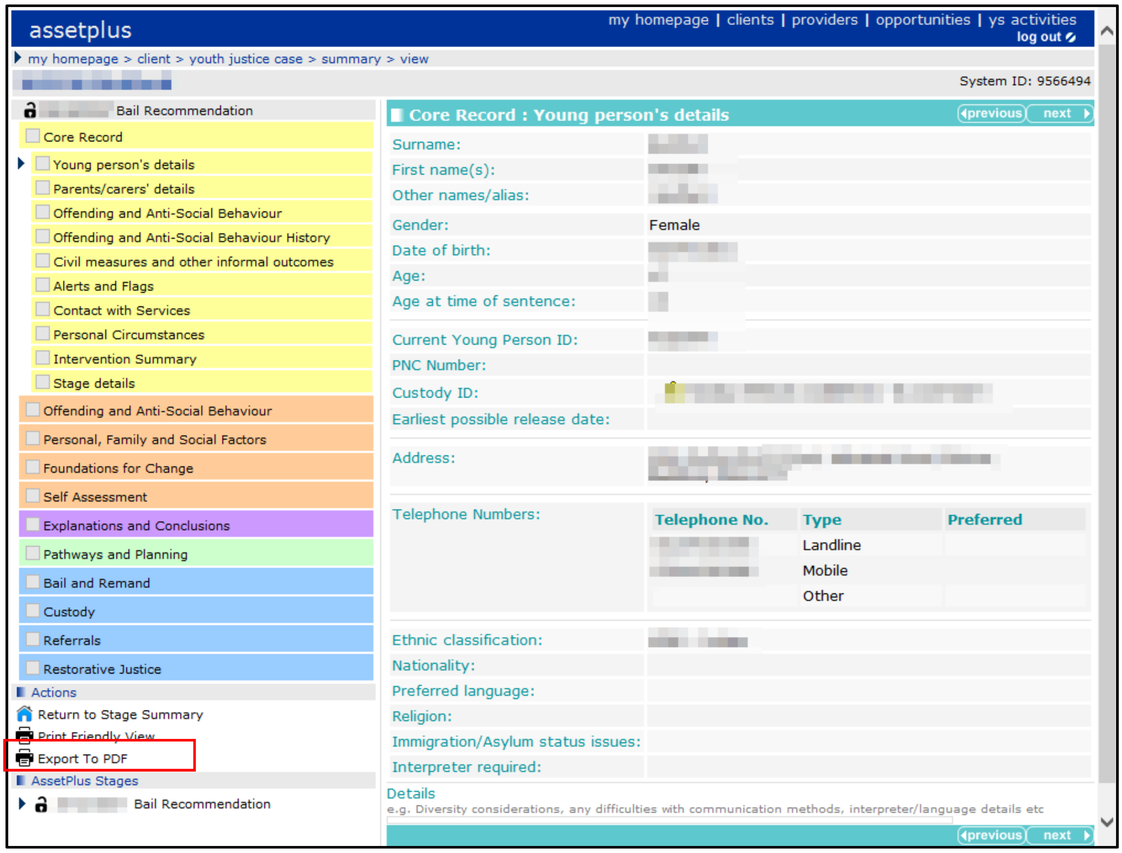


A webpage is then presented in a new browser window.

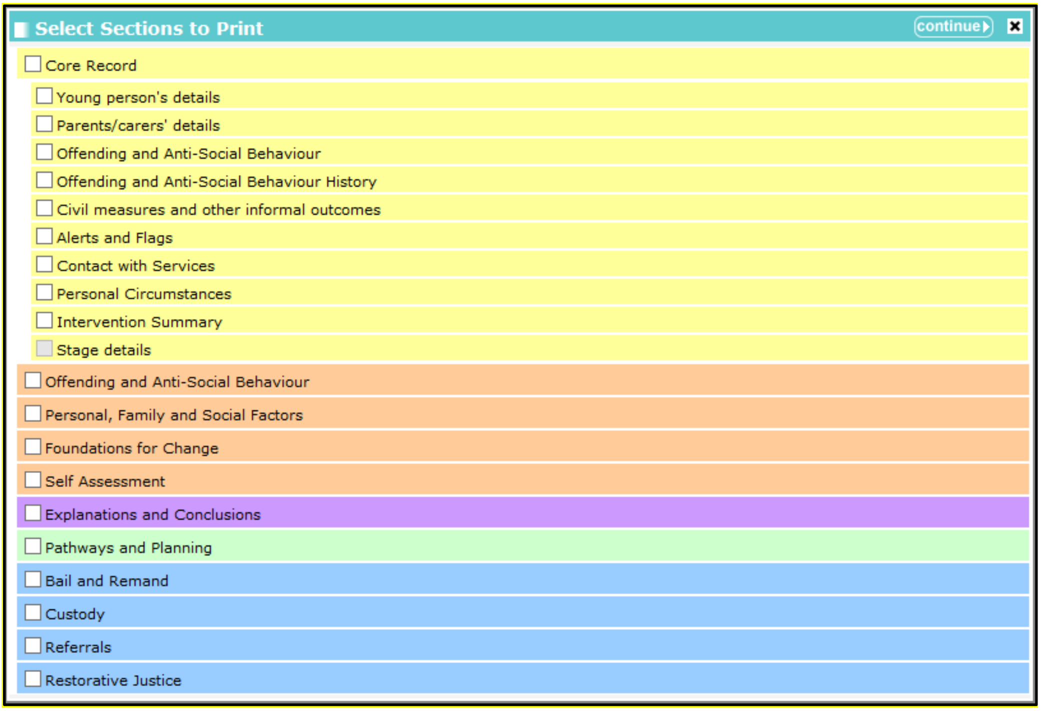


The ability to export a whole AssetPlus Stage to a single PDF

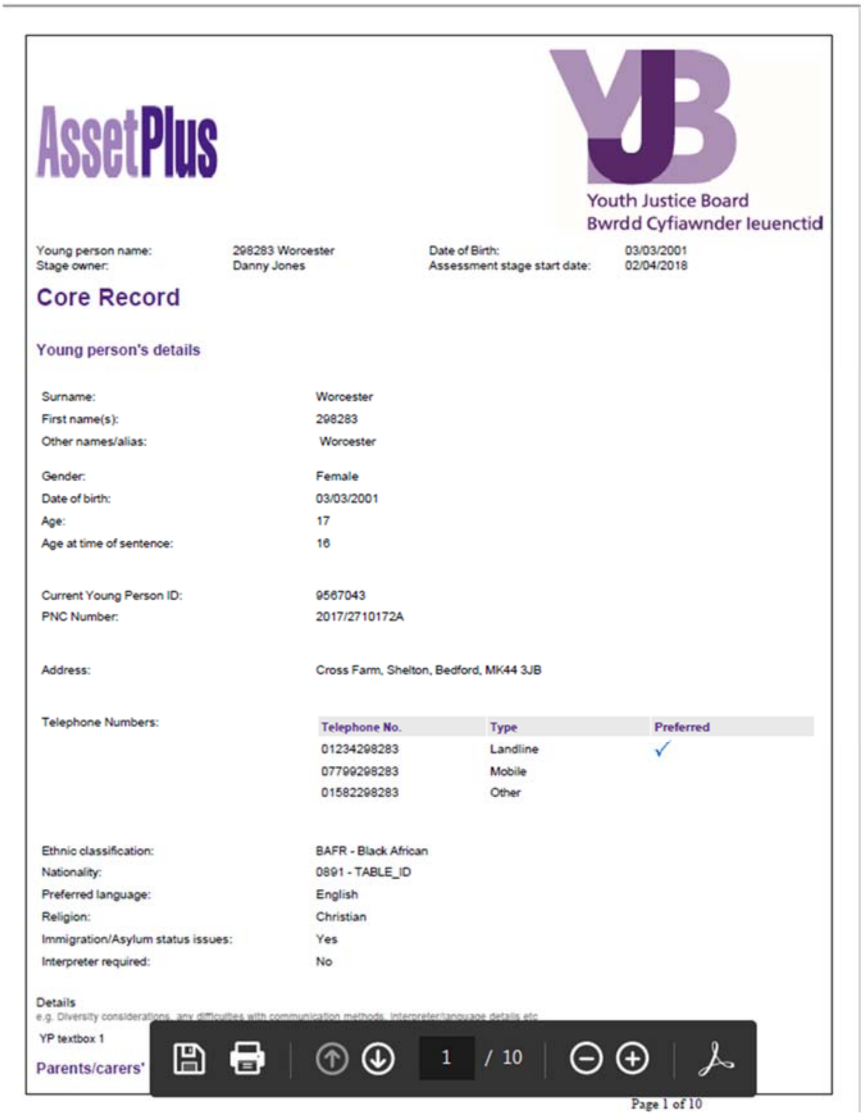
From an AssetPlus stage summary, if you choose to view or change the stage, there is now an **Export to PDF** hyperlink in the **Actions** menu.



When clicked, a dialog is displayed. Select the sections to export to PDF and continue (Click on the wording to expand the section so individual section can be selected).



Click continue to create the PDF.



AssetPlus

Youth Justice Board
Bwrdd Cyfiawnder Ieuenctid

Young person name: 298283 Worcester Date of Birth: 03/03/2001
Stage owner: Danny Jones Assessment stage start date: 02/04/2018

Core Record

Young person's details

Surname:	Worcester
First name(s):	298283
Other names/alias:	Worcester
Gender:	Female
Date of birth:	03/03/2001
Age:	17
Age at time of sentence:	16
Current Young Person ID:	9567043
PNC Number:	2017/2710172A
Address:	Cross Farm, Shelton, Bedford, MK44 3JB

Telephone Numbers:

Telephone No.	Type	Preferred
01234298283	Landline	✓
07799298283	Mobile	
01582298283	Other	

Ethnic classification:	BAFR - Black African
Nationality:	0891 - TABLE_ID
Preferred language:	English
Religion:	Christian
Immigration/Asylum status issues:	Yes
Interpreter required:	No

Details
e.g. Diversity considerations, any difficulties with communication methods, interpreter/language details etc.
YP textbox 1

Parents/carers'

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The ability to send an AssetPlus Stage to Placements via Connectivity

This functionality was originally included in the One Autumn 2017 Release Service Pack 1 (3.64.100). For more, refer to *Submitting an AssetPlus Stage to the YJB* chapter of the One Youth Justice handbook, available from the One Publications website (http://www.onepublications.com).

Reveal of a new user defined field from One that addresses very long forenames/surnames

For more information, see *Reveal of a new user defined field from One that addresses very long forenames/surnames* on page *1*.

Ability to delete a client - new permission in SYSADMIN Tool

For more information, see *Ability to delete a client - new permission in SYSADMIN Tool* on page *1*.

Deletion of victim records and being able to anonymise a victim

Users with the ‘YJ Case -Victim – Anonymise’ permission can anonymise a victim record. Users with the ‘YJ Case – Victim – Delete’ permission can delete a victim record. You can delete or anonymise a victim record via **My homepage | IYSS links | Victim** search.

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Outcomes

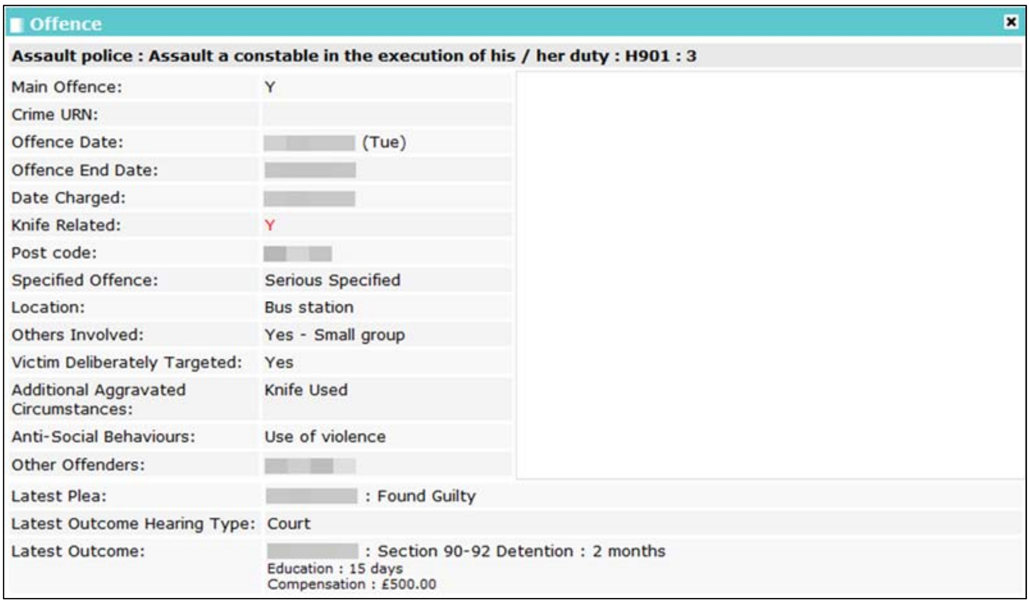
Overview

Outcomes are now displayed in a new **Youth Justice Case** screen panel, Outcomes, below the **Offences** panel. The **Latest Outcome** is still displayed for offences in the **Offences** panel, however all outcomes are displayed in the **Outcomes** panel, along with the linked offences, compensation and other requirements.

The **Latest Outcome** column in the **Offences** panel displays the date and compensation awarded (compensation being now stored against the offence outcome). Victim surcharge and cost information is now recorded against the court appearance, not the outcome.

The ability to filter offences by intervention programmes has been removed.

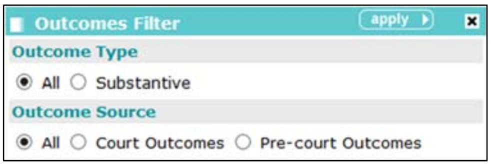
The **Offence** dialog (accessed by clicking the notes icon next to the required offence) shows the outcome date and compensation in the **Latest Outcome** field, but not the victim surcharge and costs information.



New Panel: Outcomes

All outcomes for the latest date are displayed by default. The panel can be expanded to display older outcomes using the **more** button. Where there are multiple outcomes recorded with the same date, the main outcomes are displayed first, followed by any others.

The panel can be filtered by type and source using the **filter** button.



The changes to the way outcomes are recorded affects the following elements of Youth Justice:

- Court appearances
- Pre-court decisions
- Intervention programmes.

Court Appearances

Updated Fields: New/Change Court Appearance Screens

Selecting **Sentenced** as the **Court Action** no longer requires a **Sentence Type** to be entered. Two new fields, **Victim Surcharge** and **Costs**, have been added. These accept a decimal value between 0.00 and 99999.99.

Changes to Outcomes/Offences

Outcomes are no longer recorded in the **Offences** table in the **New/Change Court Appearance** screen. They are now recorded in the **Outcomes** table.

To record an outcome against a court appearance:

1. In the **New** or **Change Court Appearance** screen, click the **new outcome** button to display the **Outcome** dialog.

2. Select the **Outcome** from the drop-down, and complete any additional fields this triggers.
3. If this is the main outcome for the court appearance, select the **Main** check box.

***NOTE:** Every outcome should have <u>one</u> main outcome.*

4. Select the appropriate **Sentence Type** radio button.
5. Select the **Offence** with which the outcome is associated.
6. If required, complete the **Compensation (£)** field.
7. Click the **continue** button to save the outcome and close the dialog.

Main outcomes are denoted with an “M”, secondary with an “S”.

Outcomes are displayed in both **Offences** and **Outcomes** panels in the **YJ Case View** screen.

Court appearances with a Court Action of Sentenced or Other:

If a linked offence does not have an associated outcome, a warning message is displayed when the user clicks the continue button to complete the **New Court Appearance** screen.

Substantive outcomes:

If the court appearance has a substantive outcome, set the Number of Convictions to 1, otherwise set to 0.

Pre-court Decisions

Changes to Offences/Outcomes

Outcomes are no longer recorded in the **Offences** table in the **New**/**Change Pre-court Decision** screen, they are now recorded in the **Outcomes** table.

To record an outcome:

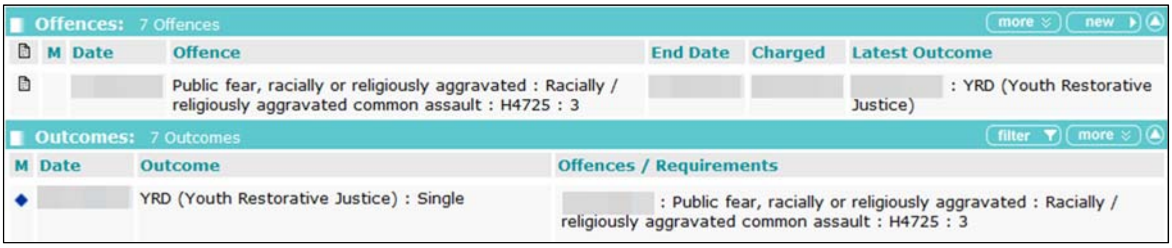
1. In the **New** or **Change Pre-court Decision** screen, click the **new outcome** button to display the **Outcome** dialog.

2. Select the **Outcome** from the drop-down.
3. If this is the main outcome for the pre-court decision, select the **Main** check box.

4. Select the **Offence** with which the outcome is associated.
5. Click the **continue** button to save the outcome and close the dialog.

Main outcomes are denoted with an "M", secondary with an "S".

The outcomes are displayed in both **Offences** and **Outcomes** panels in the **YJ Case View** screen.



Substantive outcomes:

If the pre-court decision has a substantive outcome, set the Number of Convictions to 1, otherwise set to 0.

Intervention Programmes

Intervention programmes no longer link to offences. They now link to outcomes, or hearings if no suitable outcome is available.

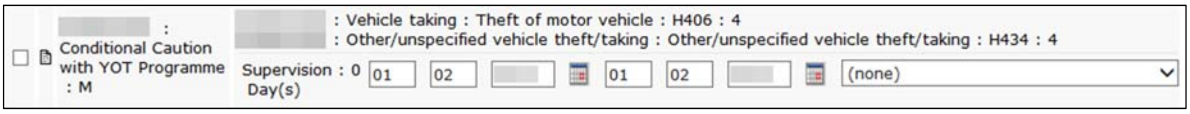
To link an outcome or hearing:

1. In the **New** or **Change Intervention Programme** screen, click the **link outcome/hearing** button to display the **Add Programme Requirements** dialog.

2. Where there are multiple outcomes with the same date, main outcomes are displayed first. You can select multiple outcomes.
3. If there is no suitable outcome, select the **Link Hearing only** radio button to display hearings with no recorded outcome.
4. Select the appropriate outcomes or hearings.

5. Click the **continue** button to save the outcomes or hearings and return to the **New Intervention Programme** screen.

The requirements are displayed below the offences, along with the start and end dates, and the outcome, if recorded.



Ethnicity Code Changes: Wales

The Welsh Government has made the following changes to ethnicity codes:

These codes have been added:

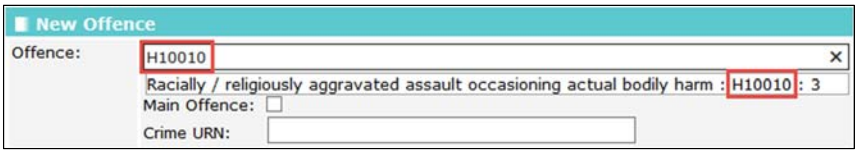
INT_CODE	CODE_DES	EXT_CODE	MAIN_MAP
BER	BERI - Eritrean	BERI	BAFR
OSA	OSAU - Saudi Arabian	OSAU	OOTH
OSY	OSYR - Syrian	OSYR	OOTH
WSH	WSHP - Show Person	WSHP	WIRT
WRG	WRGG - Gypsy	WRGG	WRGG
WOB	WOBG - British Gypsy	WOBG	WRGG
WOO	WOOG - Gypsy from Other Countries	WOOG	WRGG
OGY	WOTG - Other Gypsy	WOTG	WRGG
WRR	WRRR - Roma	WRRR	WRRR
WOE	WOER - EU Roma	WOER	WRRR
OOR	WOOR - Roma from Other Countries	WOOR	WRRR
WOR	WOTR - Other Roma	WOTR	WRRR

These codes have been removed:

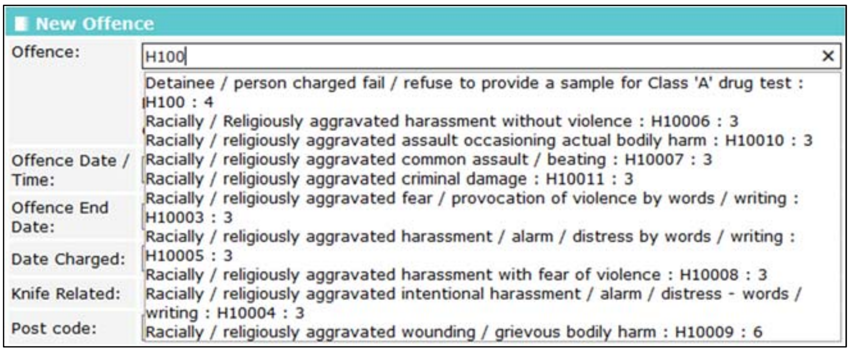
INT_CODE	CODE_DES	EXT_CODE	MAIN_MAP
WRO	WROM - Gypsy/Gypsy Roma	WROM	WROM
WBG	WBGR - British Gypsy/ Gypsy Roma	WBGR	WROM
WGO	WGRO - Gypsy/Gypsy Roma from Other Countries	WGRO	WROM
WOG	WOGR - Other Gypsy/ Gypsy Roma	WOGR	WROM

Recording Offences

You can now search for offences by entering the PNLD code into **Offence** fields:



Partially entering the code automatically displays all offences containing that character string in the code:

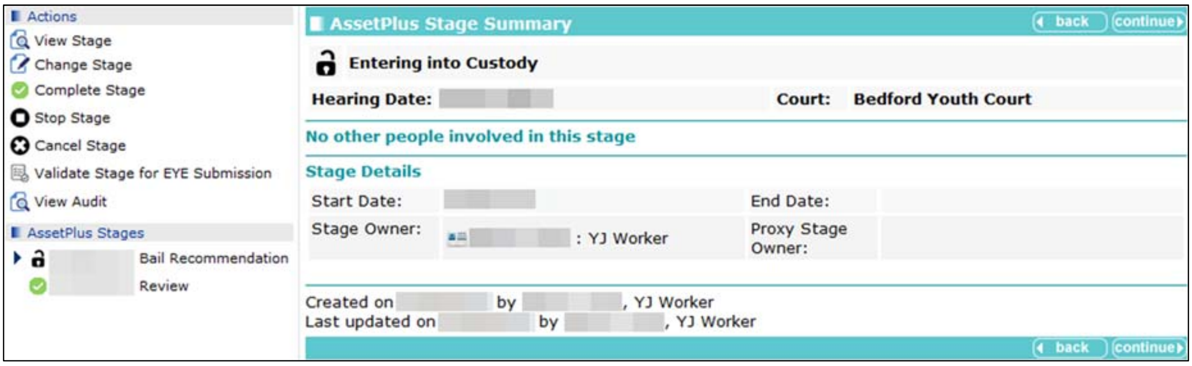


Validating AssetPlus Stages

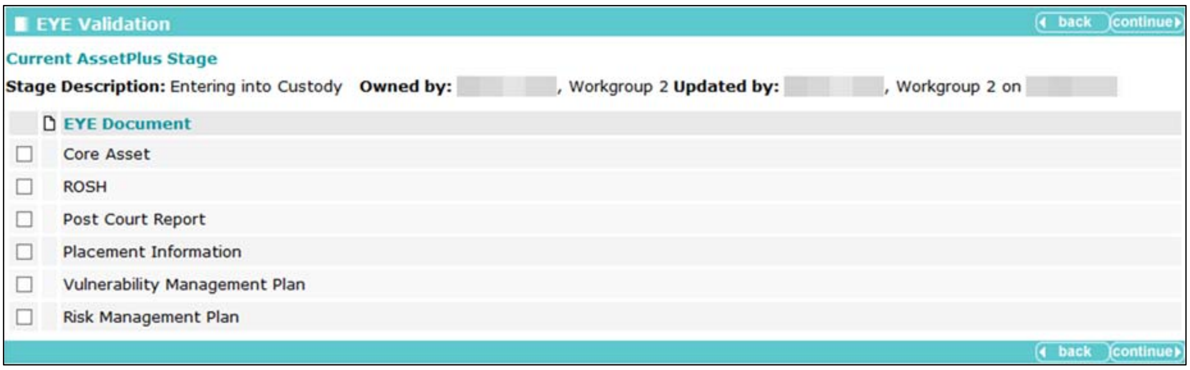
You can now check whether AssetPlus stages in progress meet the criteria for EYE submission prior to completing the stage and submitting the EYE report.

To perform a validity check on an AssetPlus stage:

1. Open the AssetPlus stage to display the **AssetPlus Stage Summary** screen.



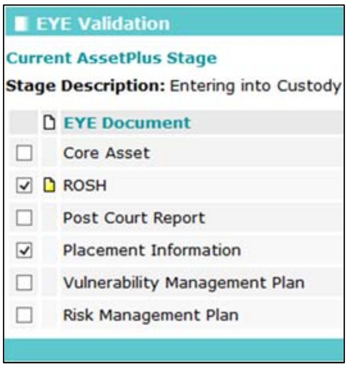
2. In the **Actions** panel, click the **Validate Stage for EYE Submission** hyperlink to display the **EYE Validation** screen.



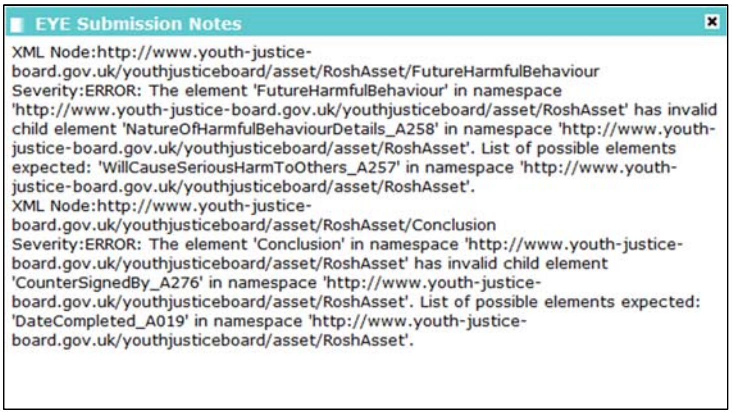
3. Select the required EYE documents from the list. Only documents appropriate to the stage are displayed.
4. Click the **continue** button.

   If the selected documents are ready to be submitted, confirmation is displayed in the **EYE Validation** panel.

If any of the selected documents are not ready to be submitted, a yellow notes icon is displayed beside any document producing exceptions.



To display the exceptions in the **EYE Submission Notes** dialog, click the yellow notes icon. You will need to address the exceptions listed before you can submit the document.



> ***NOTE:*** *"DateCompleted_A019" refers to the stage being marked as complete, which is part of the validation criteria for EYE submission. Validation checks can only be performed on open stages. If this is flagged as an issue, it will be resolved when the stage is completed.*

For guidance on dealing with EYE submission errors and exceptions, refer to the *One YJ Asset to AssetPlus Mapping Guide* on the One Publications website.

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AssetPlus Product Notes Document

The AssetPlus Product Notes document, available on the One Publications website, has been updated to include a more detailed description of the rules governing offending and anti-social behaviours in the core record.

RJ Intervention Types Delivery Dates

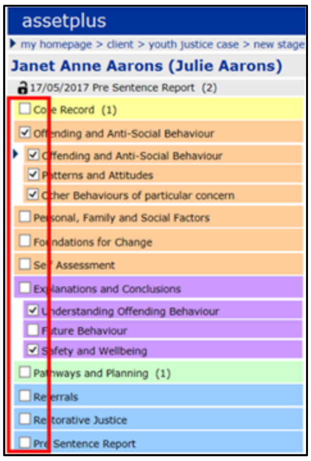
When adding or editing victims to client record, you can now record a date against any **RJ Intervention Types** you add to the record.

To add a date to the intervention type:

6. In the New Case Victim or Change Case Victim screen, select the intervention type from the **RJ Intervention Type** drop-down.
7. Click the **+** icon to add it to the victim record. A **Date** field is displayed populated with the current date.
8. If required, amend the **Date**.

AssetPlus Progress Tracker

This release introduces a method of tracking progress through AssetPlus stages through the use of check boxes next to the sections and subsections.



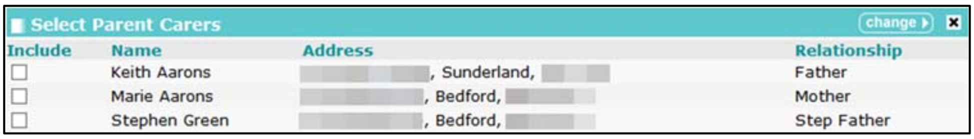
This enables stage owners to record a check mark next to each section when they are happy with its content. This is especially helpful when reviewing or updating information prepopulated from previous stages. It will help stage owners keep track of what is up to date when working with multiple cases. They are in stages that are in progress in both change and view modes, but can only be selected or deselected in the change mode. The check boxes are automatically deselected when the stage is cancelled, stopped or completed, and are all blank in new stages.

> ***NOTE:*** *The checkboxes are for reference only. They are not part of the validation process and have no bearing on the completion of the stage or the data it contains.*

Selecting Parents and Carers in AssetPlus

You can now select the parents and carers that are displayed in an AssetPlus stage using the new select button. All parents and carers recorded in the IYSS **Carer Contacts** section are available for selection.

1. To select the parents and carers in an AssetPlus stage:
2. In the **Core Record : Parents/carers' details** section of the AssetPlus stage, click the select button to display the **Select Parent Carers** dialog.



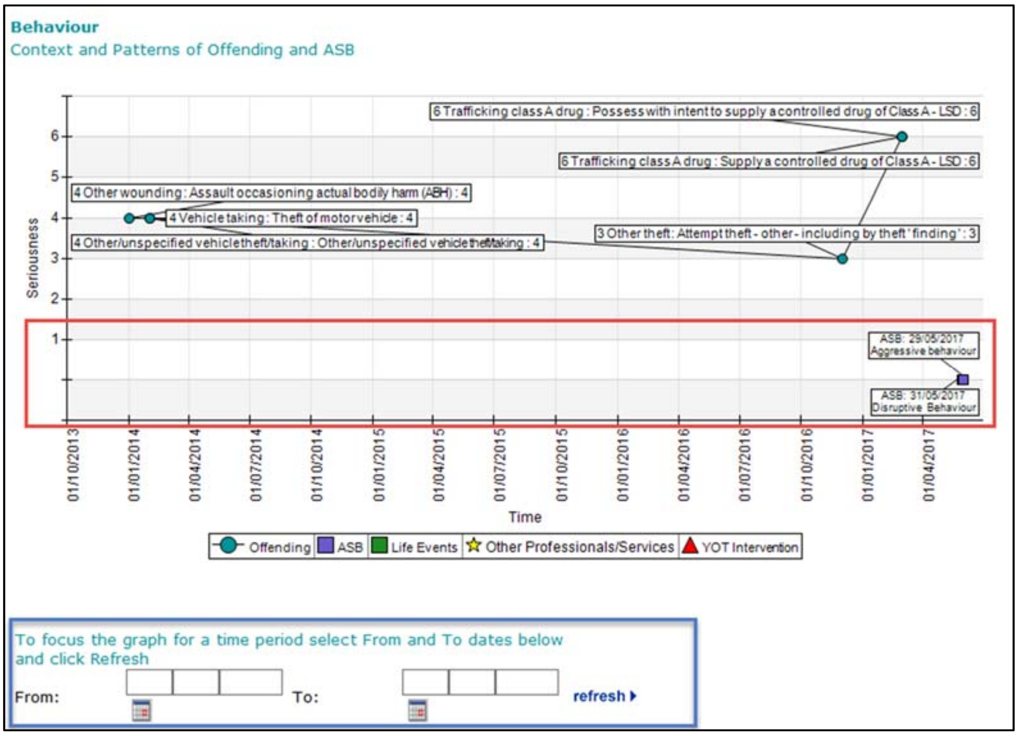
3. Select the check box in the **Include** column for the required parents and carers.
4. Click the **change** button to add the selected parent and carer details to the stage.

Updates to AssetPlus Graphs

The **Behaviour** graph in the **Explanations and Conclusions : Understanding Offending Behaviour** subsection has been updated.

ASB incidents are no longer recorded against **1** on the **Seriousness** (y) axis. They now appear against an unscored mark with other events that have no gravity score (See the red box below).

You can now filter the graph by time periods (see the blue box below). You can apply this filter in both view and change stage modes.



Overriding the Number of Previous Convictions Field

As part of the fix correcting the inaccurate YOGRS calculation, a manual **Number of previous convictions (override)** field has been added to the **Core Record : Offending and Anti-Social Behaviour History** subsection.

Offending History

Age at first official sanction:	16	Age at first conviction:	0
Number of previous convictions:	0	Number of previous convictions (override):	2

If the **Number of previous convictions** field still displays an incorrect value, enter the correct number in the **Number of previous convictions (override)** field. This updates the YOGRS score in the **Core Record : Alerts and Flags** subsection.

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AssetPlus

For a detailed description of the AssetPlus functionality, refer to the *AssetPlus* product notes, available on the One Publications website.

New Permissions

The existing Client Summary permission has been replaced by the following two permissions to enable you to control who can change the client name, date of birth and gender information in the **Client Summary** panel of a young person's record:

- **Summary - Change - Practitioner** (read only)
- **Summary - Change - Sys Admin** (read-write).

Upon upgrading to the One Spring 2017 Release (3.62), all IYSS users will have the existing Client Summary permission replaced with the **Summary - Change - Practitioner** permission. To enable users to change the client summary details, you must assign them the **Summary - Change - Sys Admin permission**.

NCCIS Changes

The NCCIS statutory returns have been updated, enabling customers to submit the NCCIS using the new 2017-18 rules required for submissions from 1st May 2017. The following table explains the software changes made, configuration changes you might need to make and other NCCIS changes that you should note:

NCCIS 2017-18 Page(s)	Field / Condition	Change
15	YP07 – Gender	No software change required. Definition change: Was (2016-17): U – Not Known Now (2017-18): U – Not Recorded U - 'Not recorded' means that the gender of the person has not been recorded. This can be used if the young person's gender is not known to the LA or when a young person discloses a gender which is neither male nor female.

NCCIS 2017-18 Page(s)	Field / Condition	Change
16	YP08 – Date of Birth	Change of definition in the validation rules. Was (2016-17): 'DOB' contains a value which makes the young person without a SEND flag over the age of **20** Now (2017-18): 'DOB' contains a value which makes the young person without a SEND flag over the age of **18** **This fundamentally changes the candidates to be included in the return.**
18	YP10 Cohort Status	Change of definition to one of the codes. This is in direct relation to the change of definition to the DOB validation rule. Changed from (2016-17): L = Young person aged **20 – 25** whose EHCP/LDA has ceased. To (2017-18): L = Young person aged **18 – 25** whose EHCP has ceased.
22	YP26 Address Postcode	Information to be highlighted to customers. No software change required. Change in notes from (2016-17): For young people educated away from home (including at **independent specialist providers** or higher education institutions), their main residence should be recorded and not their temporary term time address. To (2017-18): For young people educated away from home (including at **Special Post-16 Institutions** or higher education institutions), their main residence should be recorded and not their temporary term time address.
26	YP45 SEND Flag	Information to be highlighted to customers. No software change required. Change of description from (2016-17): Young people with an education, health and care (EHC) plan, statement of special educational need (SEN) or learning difficulty assessment (LDA). To (2017-18): Young people with an education, health and care (EHC) plan or a statement of SEN, or had an EHC plan or statement of special educational need (SEN) **at the time of completing compulsory education.**
27	YP60 Youth Contract indicator	This has been removed from the requirement. It was included for 2016-17. We have removed it from the XML for 2017-18.
28	YP61 Youth Contract start date	This has been removed from the requirement. It was included for 2016-17. We have removed it from the XML for 2017-18.

NCCIS 2017-18 Page(s)	Field / Condition	Change
30	EP03 DfE establishment number	Information to be highlighted to customers. No software change required. Change of guidance notes. From (2016-17): Establishment numbers can be found on the EduBase portal. Where a young person is educated at home or there is no valid establishment number use code 9999 plus the relevant prefix. To (2017-18): Establishment numbers should only be taken from the EduBase portal. As incorrect or out of date establishment numbers hinder further analysis of NCCIS, LAs are urged to check on Edubase if in any doubt – particularly with new schools or schools that have converted to academies.
32	EP06 Establishment name	Information to be highlighted to customers. No software change required. Addition to guidance notes in 2017-18: LAs are urged to ensure the correct name is entered, particularly with new schools or schools that have converted to Academies.
34	CA01 Current activity code	**Information to be highlighted to customers and customers to make configuration changes locally if required.** No software development required. Change of description that customers can configure in the local environments if required. From (2016-17): 280 - Independent specialist provider To (2017-18): 280 – Special Post-16 Institution Validation rule has changed accordingly. From (2016-17): Activity of Independent Specialist Provider without ‘SENDFlag’ of ‘Y’. To (2017-18): Activity of Special Post-16 Institution without ‘SENDFlag’ of ‘Y’.
46	IC01 Characteristic type	**Information to be highlighted to customers and customers to make configuration changes locally if required.** No software development required. A new characteristic code has been added (2017-18): 200 - Alternative Provision **No developmental code change has been made but customers choosing to configure this will need to**: Check if there is an existing IC that will be amended and re-used for this purpose Or Add a new IC for this purpose And Map onto code 200 using **Imports | DX Target System | CCIS |** **Individual Circumstance Type**

NCCIS 2017-18 Page(s)	Field / Condition	Change
53-54	Primary Cohort	Change in definition which has resulted in a change to the identification of clients as candidates for the stats. From (2016-17): 4.6 **16-19 year olds:** Young people who have reached the compulsory school leaving age, but who have not yet reached their **20th birthday,** and who are resident in the LA area. This includes students whose permanent address is within the LA area, but who are currently studying away from home or serving a custodial sentence. To (2017-18): 4.6 **16 and 17-year olds:** information about young people who are resident in the LA area and who have reached the compulsory school leaving age should be submitted to the DfE up to the end of the academic year in which they have their **18th birthday**, **i.e. academic age 16 and 17-year-olds**. This includes students whose permanent address is within the LA area, but who are currently studying away from home or serving a custodial sentence. Also a change to those 18 and over with SEND. From (2016-17): 4.8 **20-25 year olds with a special educational need or disability (SEND)**: LAs are required to provide information through NCCIS of young adults who have a SEND and whose permanent address is within the LA area. Young adults are defined as those who are between the calendar age of 20 and academic age 25, and 20-25 year olds should only be included in the XML extract if they have a **current** Education, Health and Care (EHC) plan or a Learning Difficulty Assessment (LDA). Information about 20-25 year olds whose EHC plan, SEN or LDA has ceased should not be returned to DfE. Paragraphs 9.199 to 9.210 of the SEND Code of Practice explain the circumstances in which an EHC plan may cease. To (2017-18): 4.9 **18-25 year olds with a special educational need or disability (SEND)** LAs are required to provide information through NCCIS of young adults who have a SEND and whose permanent address is within the LA area. For the purposes of NCCIS reporting, young adults are defined as those who are academic age 18 to 25, and should only be included in the XML extract if they have a **current** Education, Health and Care (EHC) plan. Information about 18-25 year olds whose EHC plan has ceased should not be returned to DfE. However, LAs may wish to consider archiving these records so that they can be retrieved if a young person successfully re-applies for an EHC plan and their SEND flag is again set to 'Y'. Paragraphs 9.199 to 9.210 of the SEND Code of Practice explain the circumstances in which an EHC plan may cease.

NCCIS 2017-18 Page(s)	Field / Condition	Change
59	Young People Leaving Cohort	Age definitions have changed in accordance with the rest of the requirement. From (2016-17): 4.29 Other than the instances above, a young person's record can only be removed from NCCIS where: They have reached the age of 20 (or the end of the academic year in which they turn 25 if they have a current EHC plan or LDA). In this instance, the young person's cohort status should be recorded as 'A'. The EHC plan or LDA for a young adult aged 20-25 has ceased and the young adult's education is no longer supported by the LA. In this instance, the young person's cohort status should be recorded as 'L'. To (2017-18): 4.30 Other than the instances above, a young person's record can only be removed from NCCIS where: They have reached the end of the academic year in which they have their 18th birthday (or the end of the academic year in which they turn 25 if they have a current EHC plan). In this instance, the young person's cohort status should be recorded as 'A'. The EHC plan for a young adult aged 18-25 has ceased and the young adult's education is no longer supported by the LA. In this instance, the young person's cohort status should be recorded as 'L'.

05 | One Youth Autumn 2016 Release (3.61)

Offences and Episodes

Changes to Outstanding, Current and Historic Offences

A new value of **Found Guilty** has been added to the **Plea** lookup.

Outstanding offences cannot be selected for inclusion within episodes. The criteria for outstanding offences are:

- No plea of Guilty, Found Guilty or Offence Admitted for the offence in any court appearance.
- No outcome recorded against the offence.

Current offences can be selected for inclusion in new episodes or added to existing episodes. Current offences are:

- Offences with a plea of Guilty, Found Guilty or Offence Admitted, <u>and</u> with no offence outcome.

  Or

- Offences that have a substantive outcome but have no linked intervention programme and have not been included in an episode within a completed AssetPlus stage. An offence can have figured in a previously completed stage as ‘current’, provided it was not included in an episode in that stage.

  Or

- Offences that have a substantive outcome and have a current intervention programme, using the current data and intervention programme start and end dates to define it as ‘current’ or not.

Historical offences are offences that have previously been included in an episode in a completed AssetPlus stage and have either:

- A substantive outcome and no linked intervention programme.

  Or

- A substantive outcome linked to a previous intervention programme, using the current data and Intervention Programme start and end dates to define it as ‘previous’ or not.

Episodes and Stage Pre-population

Episodes are created and maintained using offences from the **Current Offences** list. A current offence in an episode of a stage currently in progress remains in the episode for the entire duration of the stage, even if the offence becomes historic while the stage is in progress. The offence is only recorded as historic after the stage has been stopped or completed.

Offences linked to episodes are copied forward from stopped or completed stages to new stages based on the following criteria:

- Episodes with current offences: Current offences are brought forward into the new episode, historical offences are moved into the history. The free text fields corresponding to the episodes are automatically populated forward regardless of whether or not any of the episode's offences remain current.
- Episodes with historical offences only: The episode is not brought forward to the new stage, and all offences are moved to the new stage's offence history. Free text fields relating to the episodes are not populated forward.

ASB Incidents and Episodes

Changes to Current and Historic ASB Incidents

Current ASB incidents are any ASB incident where the **Historic** check box is deselected. They can be selected for inclusion in new episodes or added to existing episodes. They also include any incidents that have become historic during the stage currently in progress, however these incidents are only recorded as historic when the stage is stopped or completed.

ASB incidents can be marked as historic by selecting the **Historic** check box in the **ASB Incident Change** screen within a YJ case. This check box is only available if the incident has been included in an episode within a completed AssetPlus stage, and not just if it has been included in the actual stage.

ASB incidents only become historic in AssetPlus when:

- The **Historic** check box has been selected.
- They have been included in an episode in a previously completed AssetPlus stage, unless they are included in an episode in a currently open stage.

Episodes and Stage Pre-population

Episodes are created, edited and maintained from the **Current ASB Incidents** list. A current ASB incident that is included in an episode in a stage currently in progress remains in the episode for the entire duration of the stage, even if it becomes historic while the stage is in progress. The incident is only recorded as historic when the stage is stopped or completed.

ASB incidents included in episodes in stages that have been stopped or completed are populated forward into new stages based on the following criteria:

- Episodes with current ASB incidents: Current incidents are brought forward into the new episode, historical incidents are moved into the history. The free text fields corresponding to the episodes are automatically populated forward regardless of whether or not any of the episode's incidents remain current.
- Episodes with historical ASB incidents only: The episode is not brought forward to the new stage, and all incidents are moved to the new stage's ASB incident history. Free text fields relating to the episodes are not populated forward.

Substantive Outcomes without YOT Interventions

The criteria for active and substantive outcomes without YOT interventions, such as fines or youth cautions, is now as follows:

- Active substantive outcomes without YOT interventions are not linked to an intervention programme and do not contain any linked offences that have been included in an episode in a previously completed stage.
- Previous (historic) substantive outcomes without YOT interventions are not linked to an intervention programme. All offences linked to the substantive outcome must have been included in an episode in a previously completed stage.

Interventions

The criteria for active and previous interventions is now as follows:

- Active interventions have substantive outcomes linked to a current intervention programme.
- Previous (historic) interventions have substantive outcomes linked to a previous intervention programme. All offences linked to the intervention programme must have been included in an episode in a previously completed stage.

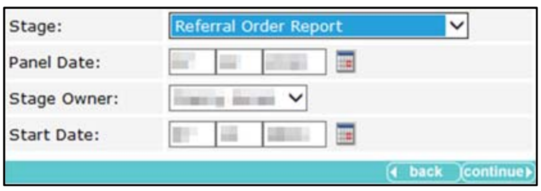
Enforced Court Appearances

In previous versions of AssetPlus, some stage types enforced a **Court Appearance** field selection incorrectly. The process has been amended to the following:

- The following stage types require a court appearance from the **Hearing Date** field to be selected when a stage is created:

  - **Bail Recommendation**
  - **Entering Custody**
  - **Placement Notification**
  - **Post Court Report**
  - **Pre-Sentence Report (all options)**
  - **Sentenced**.

- The following stage types require a **Panel Date** to be selected when a stage is created:



  - **Referral Order Report**

  - **Review** (if the young person has a current Referral Order intervention programme).
- The following stage types do not display **Hearing Date** or **Panel Date** fields when a stage is created:

  - **Case Closure**
  - **Referral in OOCD**
  - **Referral in Prevention**
  - **Review** (if the young person has no current Referral Order intervention programme)
  - **Transfer to Probation**
  - **Transfer to YOT.**

EYE for AssetPlus

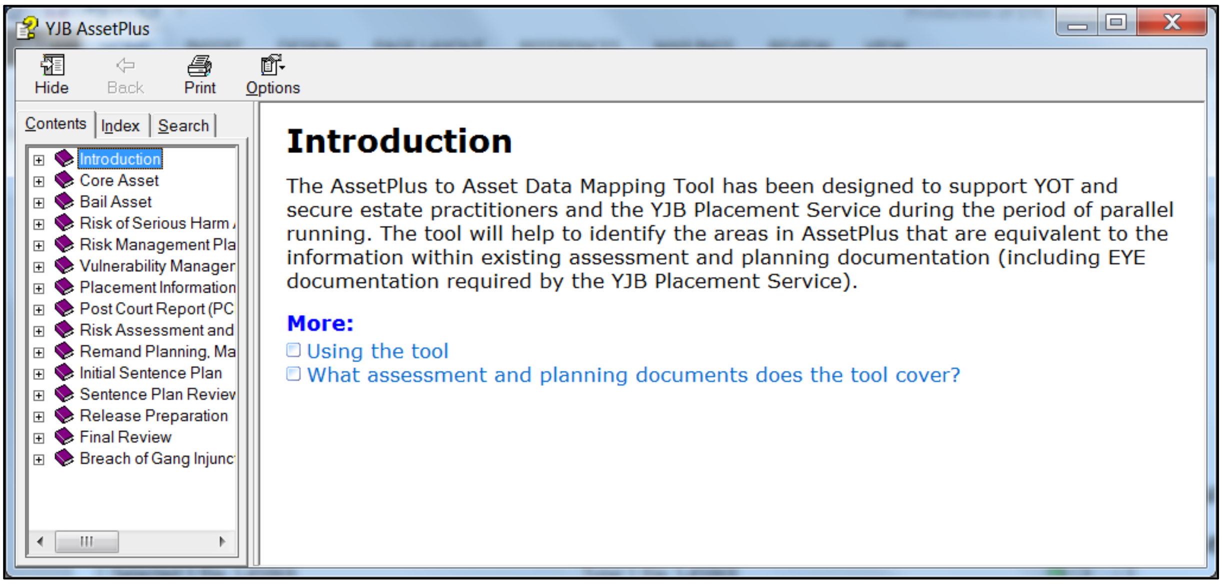
Overview

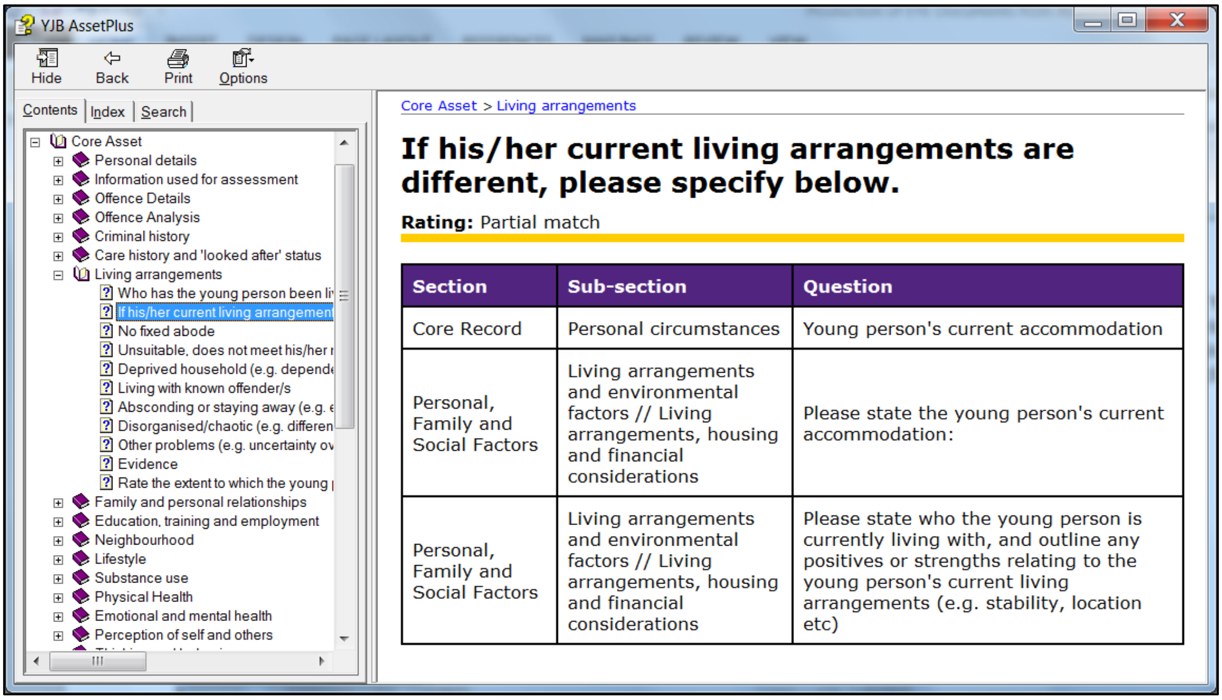
The EYE document templates for printing and submitting via Connectivity have not changed. They are still in the Asset format as specified by the YJB. The YJB requirements define how Asset data fields map onto AssetPlus data fields. Not all data fields require mapping, and the mapping is not always exact for those that do.

The mapping requirements are detailed in two documents. The AssetPlus to Asset Data Mapping Tool is an MS help file designed to assist YOT and secure estate end users and the YJB Placement Service understand the AssetPlus data being fed into the Asset templates. This help file provides information on how the AssetPlus data fields are mapped onto the Asset fields while Asset and AssetPlus are being run in parallel. It also covers the EYE documentation required by the YJB Placement Service.

The AssetPlus to Asset Data Mapping Tool is provided by the YJB.

Example AssetPlus to Asset Data Mapping Tool screenshots:





The second document is the Data Mapping-v150121-1 spreadsheet that describes the source of each EYE Document data item using the relevant AssetPlus data items and calculations. This document is designed for use by developers, not end users.

EYE Process

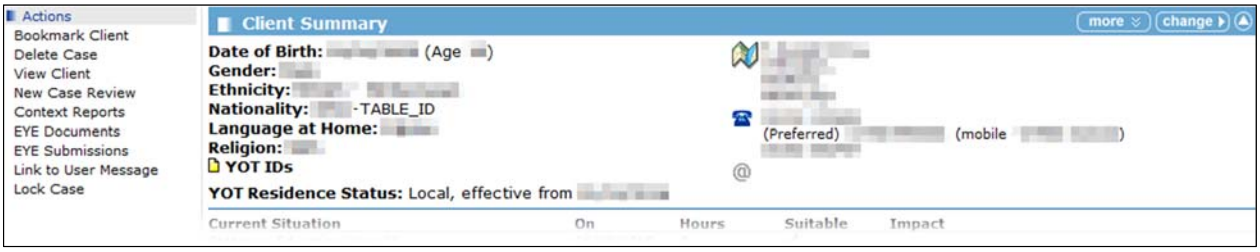
The manner in which EYE documents are produced from Asset has not been changed.

For EYE documents to be produced for submission by Connectivity or for print within AssetPlus, clients must have a completed stage. Certain documents require specific stages, as shown in the following table:

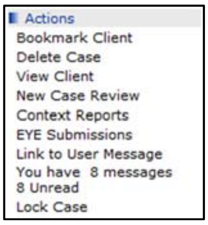
EYE Document	Completed Stage Required
Core Asset	Any
ROSH	Any
Bail Asset	**Bail Recommendation**
PCR	Any stage with **Custody** module
VMP	Any
PIF	Any stage with **Custody** module
PSR	**Pre Sentence Report (All Options)**
RMP	Any

To produce EYE reports to print, you now need to use the **EYE Documents** hyperlink in the **Actions** panel in a client's YJ case record. This action is only available for clients with a completed AssetPlus stage, and is only displayed to users who have the YJ - EYE Submission permission assigned.

To produce EYE reports for XML submission through Connectivity, use the existing **EYE Submission** hyperlink in the **Actions** panel in a client's YJ case record. If the client has AssetPlus stages but no complete stage, this takes the client to the Asset process, and EYE documents are produced as previously.



If a client does not have a complete AssetPlus stage, the **EYE Documents** hyperlink is not available.

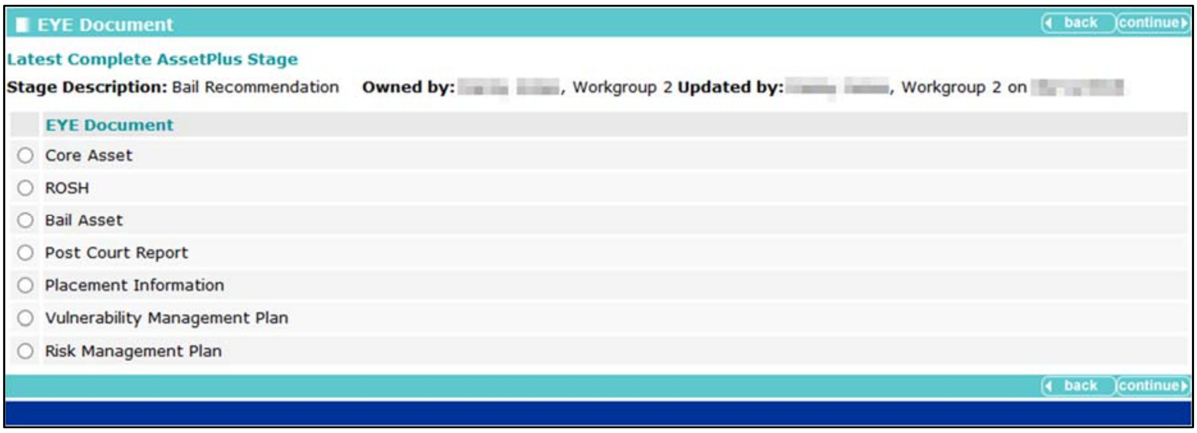


NOTE: *The YJB requirement to complete stages is not correlated with the YJB-specified validation of EYE documents created from completed stages.*

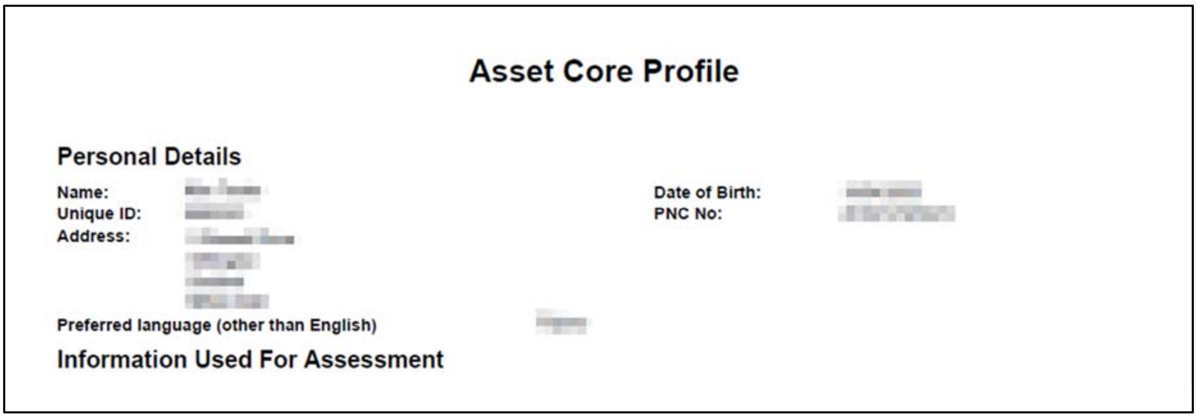
Saving or Printing an EYE Report

To produce an EYE report in PDF format to be saved or printed:

5. In the **Actions** panel on the left-hand side of the client's Youth Justice case record, click the **EYE Documents** hyperlink to display the **EYE Document** screen in a new browser tab.



6. Select the radio button for the report you want to produce.
7. Click the **continue** button to display the report.



8. To save or print the report, use the options displayed when the cursor is moved to the bottom of the screen.

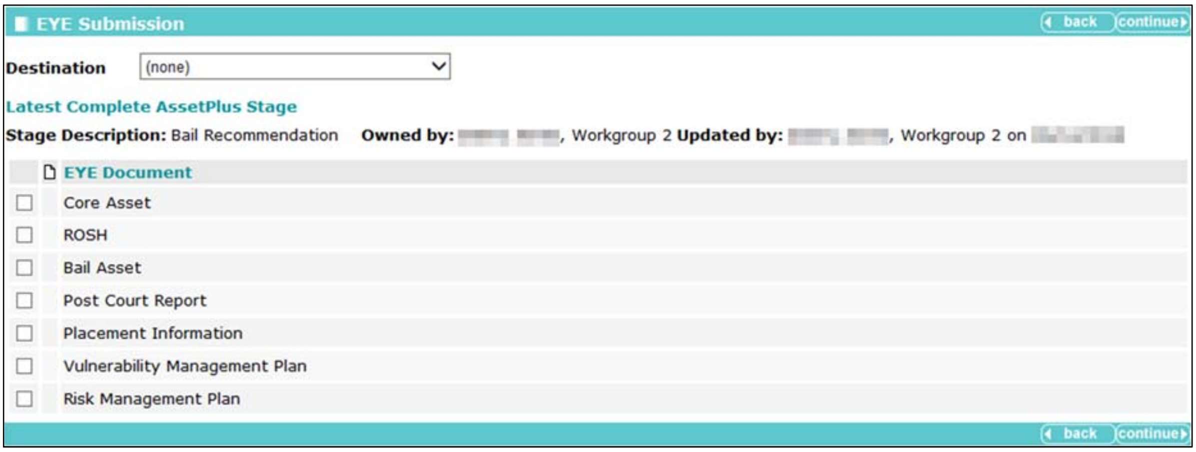
Submitting an EYE Report

EYE reports are submitted as normal through the EYE Submissions hyperlink:

If the client has a completed AssetPlus stage:

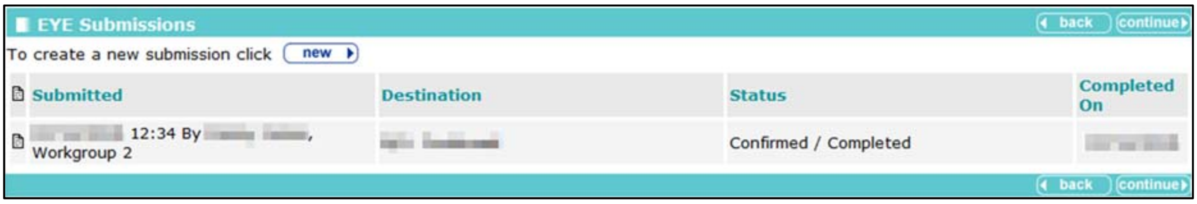
1. In the **Actions** panel, click the **EYE Submissions** hyperlink to display the **EYE Submissions** screen.

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

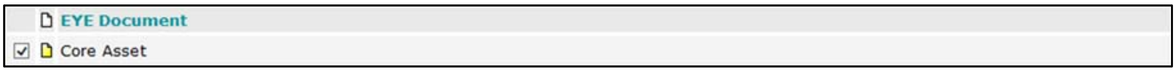


3. Select the **Destination**.
4. Select the required **EYE Documents**.
5. Click the **continue** button to generate the XML.

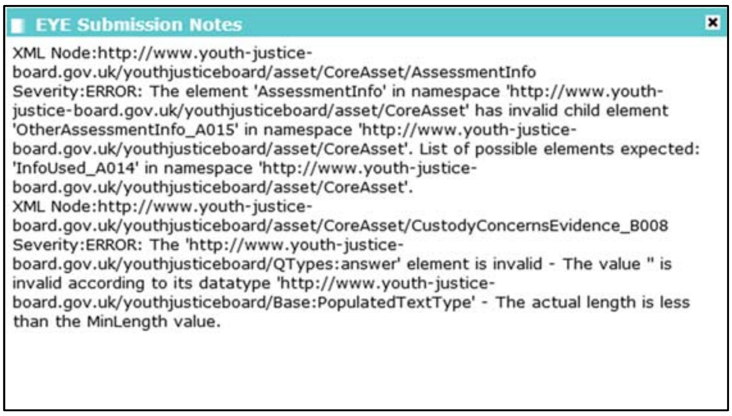
   If the XML is successfully generated for the selected document types, you are returned to the **EYE Submissions** screen and the report is added to the table.



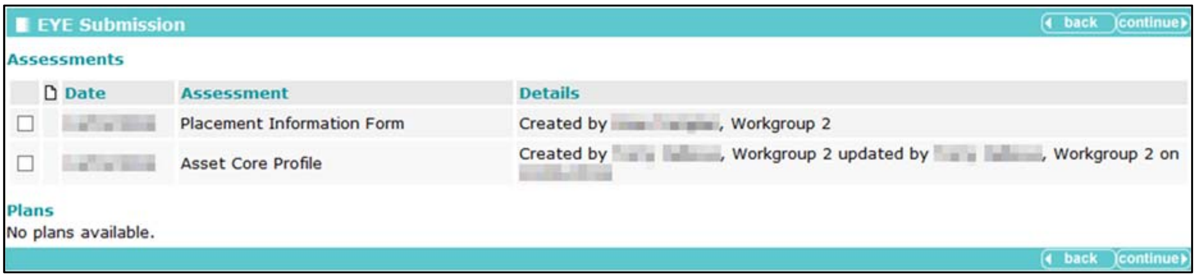
   If the XML generation encounters data mapping or validation issues, the affected documents have a yellow note icon.



   Click the note icon to display the **EYE Submission Notes** dialog containing the Asset error information. These errors must be resolved before the document can be resubmitted. Use the AssetPlus to Asset Data Mapping Tool to identify the AssetPlus field the errors relate to.



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


EYE Submission

back continue

Assessments

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

Plans

No plans available.

back continue

06 | One Youth Summer 2016 Release (3.60)

AssetPlus Introductory Note

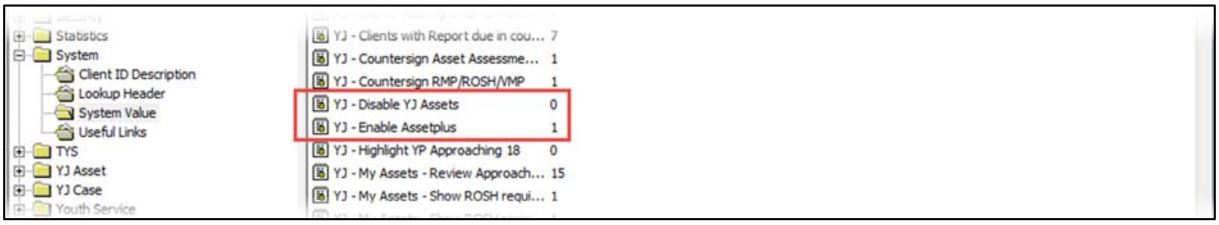
Regardless of whether the AssetPlus functionality is enabled on your system, the AssetPlus-compliant changes automatically take effect with the 3.60 upgrade. Activating or deactivating AssetPlus on your system, only changes whether the AssetPlus panel is displayed.

Enabling AssetPlus

There are two new system values that enable you to transition from using the current assets and forms to using the new AssetPlus functionality:

- ‘YJ - Enable AssetPlus’
- ‘YJ - Disable YJ Assets’

Both values are set to ‘0’ by default. To start using AssetPlus, you need to change the ‘YJ - Enable AssetPlus’ value to ‘1’. When you wish to stop using the current assets, set the ‘YJ - Disable YJ Assets’ value to ‘1’.



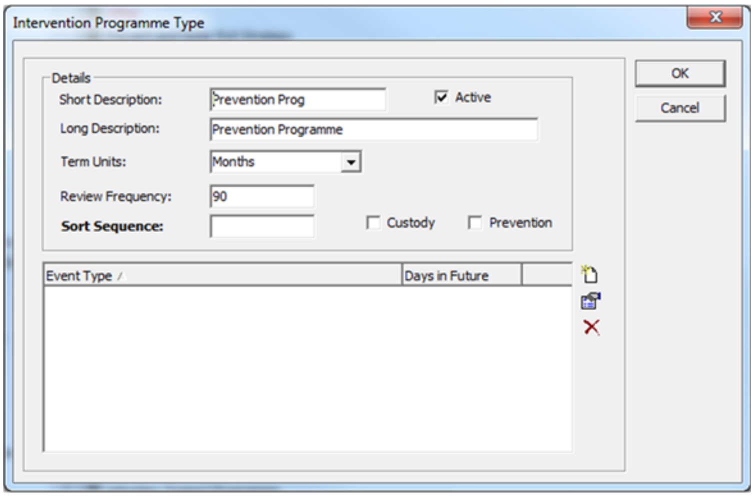
Disabling assets prevents users from creating new or editing existing assets and forms, meaning all new information must be entered into the AssetPlus functionality. Existing information can still be viewed.

Intervention Programme Types

Intervention programme types can now be configured in System Administration as custodial or prevention intervention programmes using the new **Custody** and **Prevention** check boxes.

- Custody: Select the **Custody** check box to indicate that the intervention programme is a custodial sentence. Any clients with current custodial intervention programmes are automatically marked as ‘Currently in Custody’ in their records.

- Prevention: Select the **Prevention** check box to indicate that the intervention programme is of a preventative nature. This means that the intervention programme is not required to be linked to an offence.

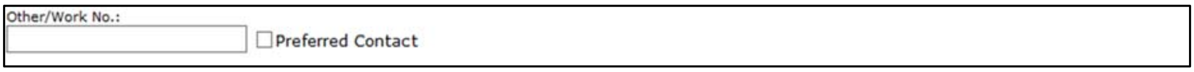


Client Summary Section

The following information can now be recorded against clients in the Summary section of the record:

- Religion: the **Religion** drop-down using One's 'religion' lookups, and not configurable within One Youth, is displayed in the **Change Summary** screen.

- A third telephone number for the client: The **Other/Work No.** field is now displayed in the **Change Summary** screen.
- The preferred contact number for the client: The **Preferred Contact** check boxes are now displayed next to each client telephone number field. The field indicated by the selected check box is the preferred contact number.



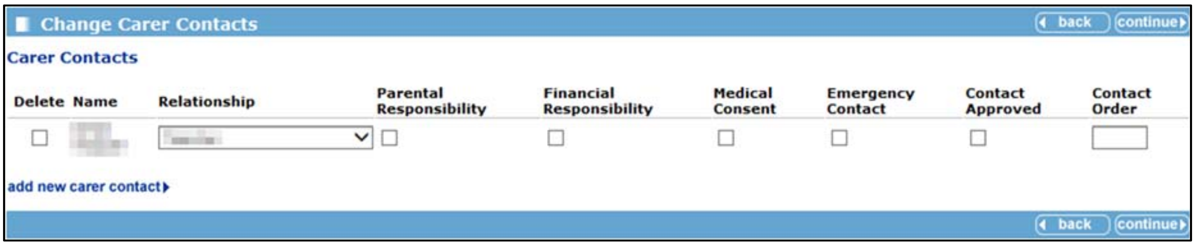
Parent/Carer Contact Section

The following information can now be recorded against client parents or carers:

- A third telephone number for the parent or carer: The **Other/Work No.** field is now displayed in the **Change Carer Contact** screen.
- The preferred contact number for the parent or carer: The **Preferred Contact** check boxes are now displayed next to each parent or carer telephone number field. The field indicated by the selected check box is the preferred contact number.

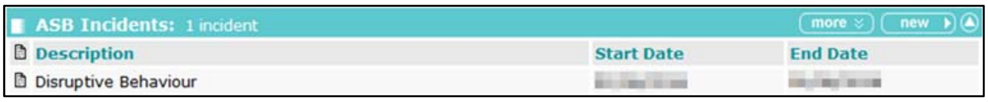
- If the parent or carer has medical consent for the client: A **Medical Consent** check box is displayed next to each parent or carer in the **Change Carer Contacts** screen.

- If the parent or carer should be contacted in an emergency: An **Emergency Contact** check box is displayed next to each parent or carer in the **Change Carer Contacts** screen.
- If the parent or carer can be contacted regarding the client: a **Contact Approved** check box is displayed next to each parent or carer in the **Change Carer Contacts** screen.



Antisocial Behaviour

A new section for recording antisocial behaviour has been added. This is accessed through the **ASB Incidents** panel in clients' YJ case record. User access depends on the 'YJ Case-ASB Incident' permission in the Youth Justice function group (**System Administration | Security | Security Groups**).

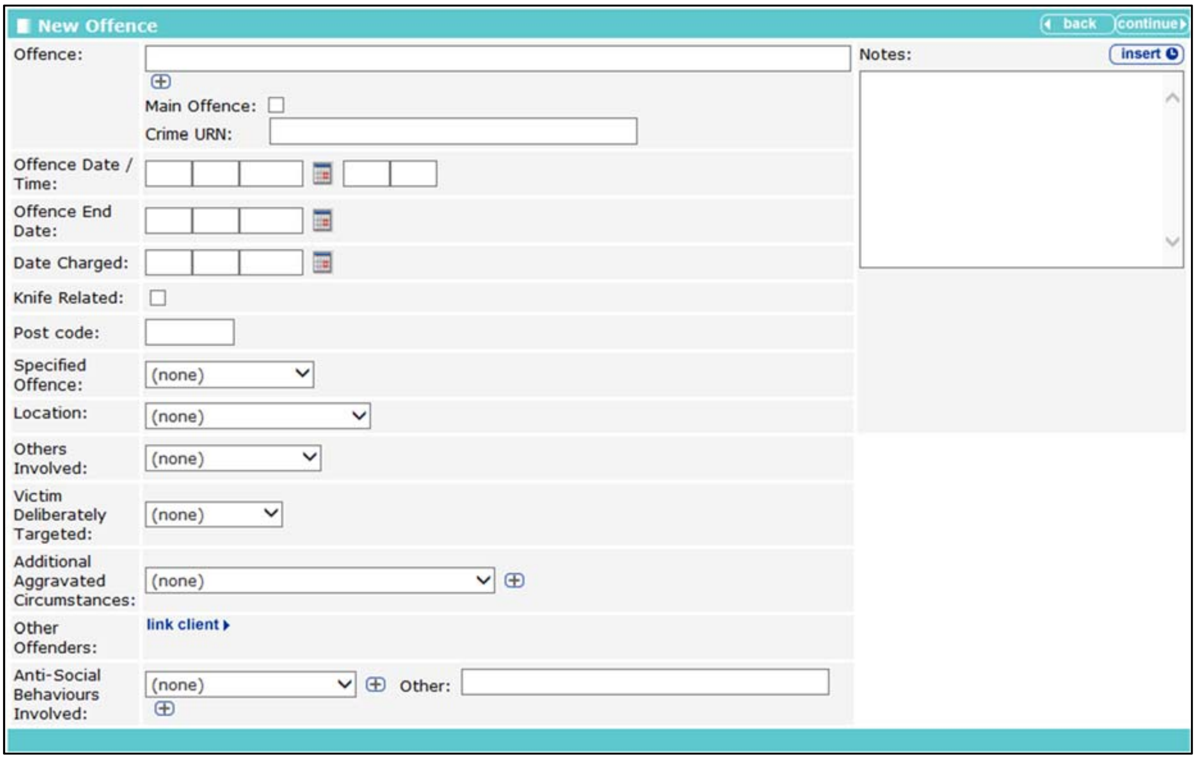


New Offence Fields

The following fields have been added to the **New Offence** screen:

- **Specified Offence** (single select lookup)
- **Location** (single select lookup)
- **Others Involved** (single select lookup)
- **Victim Deliberately Targeted** (single select lookup)

- **Anti-Social Behaviours Involved** (multiple response lookup and free text **Other** field - each behaviour is added using the **+** icon.)



Offence Type Changes

A new standard set of offence types has been provided by the YJB (refer to the *YJB PNLD Offence Codes Master v3.2 (CMS)* for full details). Capita's current list of offence types contains approximately 170 different types. It was not standardised, and individual customers could use their own types. The PNLD list contains over 10,000 specific types.

The existing offence types have not been mapped to the PNLD types because each customer's list is different, and also because the existing offences are broad and generic, e.g. "Pedal cycle offences", while the PNLD offences are much more specific, e.g. "Ride a pedal cycle with defective brakes", Theft of pedal cycle". Force-mapping the existing offences onto PNLD offences would change the nature of the offence information.

To comply with the new standard set of offence codes, Capita's current offence type list can no longer be used for new offence data. Using the YJB's recommendations for default offence types, the PNLD Offence Code list has been reduced to 680 active offence types. You can manually activate other offence types if required.

The current offence types are kept for existing offence data only. These values have been deactivated and can no longer be used for new offences. Any new offences or updates to existing offences in IYSS must use the new PNLD offence types.

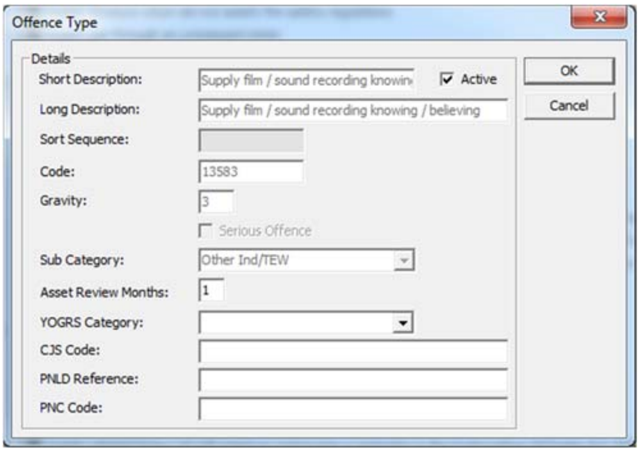
Each of the default offence types now have a YOGRS offence category to enable YOGRS scoring.

Capita's list of offence categories has been updated to match the YJB's standard offence categories, and the list of offence subcategories has been deactivated and replaced by the YJB's new list of offence subcategories.

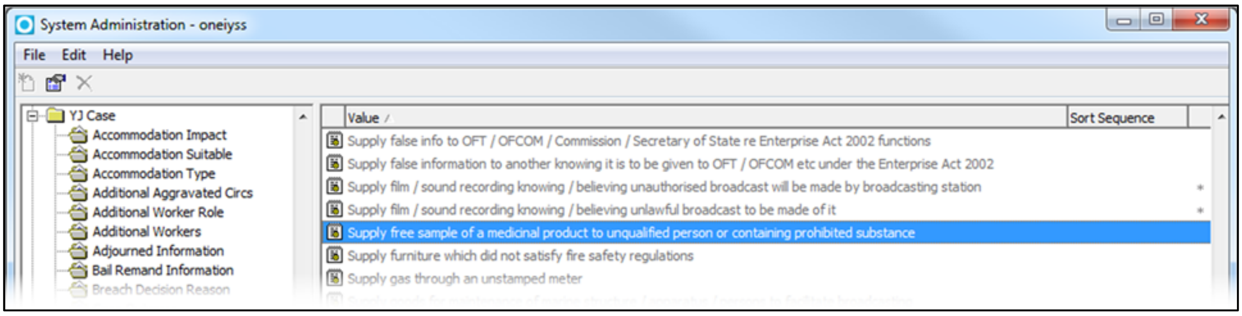
To remain compliant with the new changes, the following restrictions have been placed on the maintenance of offence types:

- You can no longer add or delete offence types, only activate or deactivate.
- Asset review months can be changed for all offences.
- **YOGRS Categories**, **CJS Codes**, **PNLD References** and **PNC Codes** can be changed for non-PNLD offences only, i.e. those migrated into the system that could not be mapped onto PNLD offence types.
- Subcategories can be changed for non-PNLD offences only, and can only be changed to non-PNLD subcategories.

Migrated offence types are updated automatically, where possible. Where this is not possible, they need a **YOGRS Category** selecting (the CJS, PNLD and PNC fields are not in use at this time but have been added in anticipation of future requirements).



Offences with incomplete fields are denoted with an asterisk in the **Offence Type** list in System Administration (**System Administration | YJ Case | Offence Type**).



YOGRS

The YOGRS functionality has been implemented. Refer to the YJB documentation for detailed information on the calculation: AP10, YOGRS, and AP11, test cases and test tool.

General information from the YJB:

The Offender Group Reconviction Scale (OGRS) estimates the probability that offenders with a given history of offending will be resanctioned (reconvicted or given a caution, reprimand or final warning) for any recordable offence within two years of sentence, or release if sentenced to custody. It does not define the probability that a particular offender will be resanctioned.

The name given by the National Offender Management Service (NOMS) to OGRS for use in the Youth Justice System is YOGRS. YOGRS for AssetPlus is based on an algorithm and reference data produced by NOMS, and has been verified by NOMS for use with Young People.

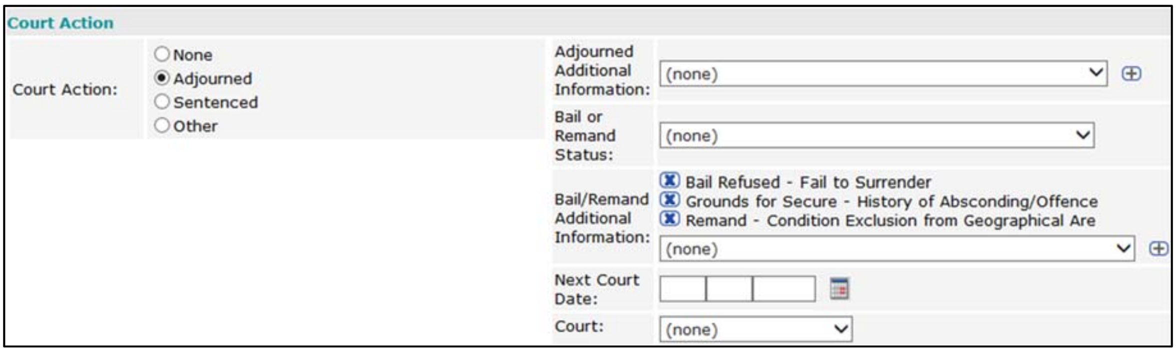
The calculation for YOGRS-G, the calculation of the likelihood of ‘generic’ offending (offending of any kind), is derived from a combination of factors, each of which contribute to a greater or lesser degree, the overall likelihood of offending.

Each factor in the calculation will generate a number (positive or negative), which contributes to the overall score, and thus likelihood of reoffending. Some factors will be derived from system data, some from AssetPlus data, and some from a combination of system data and lookup tables.

It is the interplay of these factors and their translation into a probability that generates an overall percentage of likelihood of reoffending of the young person, within the two year period following the latest sentence date or the date the young person will be released from custody.

Court Appearances

You can now add multiple entries in the **Bail/Remand Additional Information** field in the **New** or **Change Court Appearance** screens for adjourned court actions.



AssetPlus

For more information on configuring and using the new AssetPlus functions, refer to the AssetPlus chapters in the Youth Justice End User Guide and the IYSS System Administration Handbook

- The AssetPlus functionality is accessible through the **AssetPlus** panel in clients’ YJ case records.

- There is a new function group for the AssetPlus-specific permissions: ‘YJ AssetPlus’ (**System Administration | Security | Security Groups**).
- The AssetPlus-specific lookups are found in **System Administration | YJ Asset Plus.** The lookups are all simple and do not require advanced configuration.
- The following AssetPlus system values have been added:

- ‘YJ - Case View X AssetPlus Stages in Less View’ (Determines how many stages are displayed in the **AssetPlus** panel. All other previous stages can be displayed by clicking the **more** button.)
- ‘YJ - Disable YJ Assets’ (Deactivates the ‘Assets’ functionality that AssetPlus is replacing.)
- ‘YJ - Enable AssetPlus’ (Activates the AssetPlus functionality.)
- ‘YJ - Pre-populate Stage Rules’ (Determines how stages are prepopulated in a certain situation.)
- ‘YJ - Signoff Criteria Explanations’ (Determines rules for signing off AssetPlus stages.)
- ‘YJ - Signoff Criteria Pathways’ (Determines rules for signing off AssetPlus stages.)

07 | One Youth Spring 2016 Release (3.59)

YJMIS Creation

YJMIS files can now be created without being sent automatically to the YJB. There is a new system value that controls this, **YJB Connectivity Process YJMIS Submissions**:

- If the value is set to 1, the files are generated and then automatically sent to the YJB via **Connectivity**, as before.
- If the value is set to 0, the files are generated but not sent. The **YJB Destination** field is not displayed in the **Add DX Job** screen when the DX monitoring request is being created.

YJMIS files that are generated without being sent to the YJB have no **Destination** and the **Completed On** values are determined by the date and time at which the DX processing completed. The YJMIS XML files can be downloaded in the web application via **my homepage | IYSS Links | EYE Submissions** by clicking the icon.

Education Starter Import - Light Version

The Current Education Starters and Leavers Import has been updated and simplified. The import works in the same way as it did previously, but with a new set of rules:

- If the source data start date is greater than the current situation start date, a new situation is added. This situation is based on the source file data.
- If the source data start date is the same as the current situation start date, and the current situation is that of Unknown Leaver, the current situation is overwritten.

In both cases, a new interaction is added. An interaction is also added to the record of any young person that is on an import list but is not being updated.

DX Processing

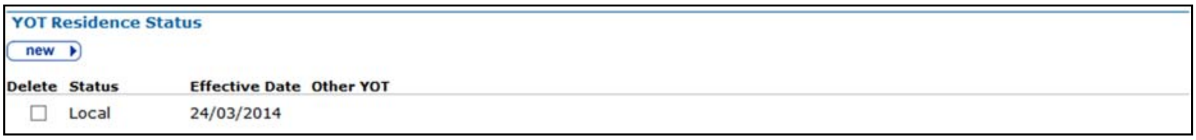
The process of saving imported files has changed because the web server does not have direct access to the DX location and was preventing the import from running. In order for the files to be saved to the DX file share location, they are now uploaded to the web server, then passed to and saved by the app server, which does have access to the location. The file is zipped prior to transfer to reduce file size, and then unzipped before it is saved to the disk. This brings the process in line with the expectations of the DX background task.

YJ Case Residency

Residency, an optional element in the YJMIS return, can now be added to client records. If a residency record is created with a start date greater than the **YJMIS Statistical Reporting Period End** date, it is excluded from the YJMIS return.

To add a residency status:

Click the change button in the **Summary** panel to display the **Summary Change** screen. The **YOT Residence** field is at the bottom of the screen.

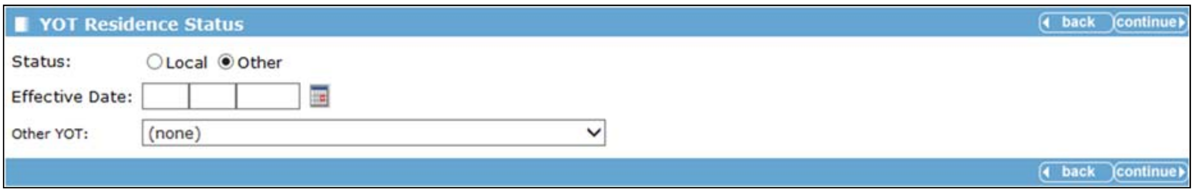


Select the appropriate YOT.

If the residency is not displayed, click the new button to add a new residency.

Enter an **Effective Date** and indicate whether the YOT is **Local** or **Other**.

If the **Other** radio button is selected, select an **Other YOT** from the menu.

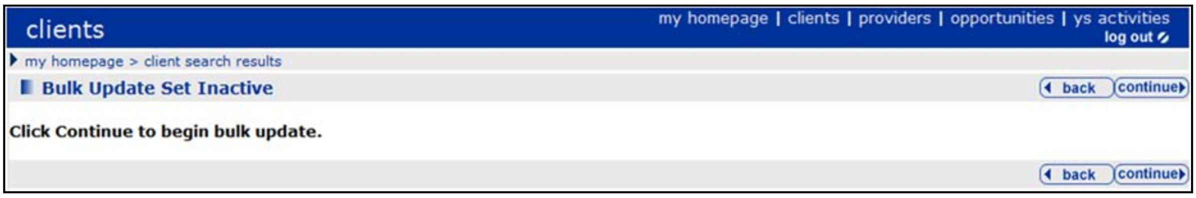


Click the **continue** button to save the record.

Bulk Update - IYSS Inactive

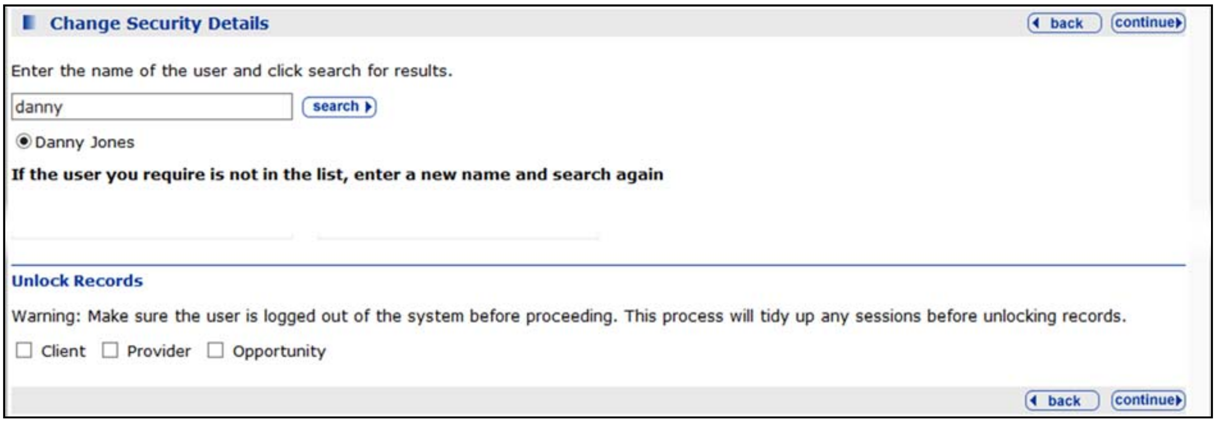
The ability to make client records active or inactive has been added to the **Group Actions** panel in the **Client Search** function for users with the security permission **Client Bulk Update - Inactive**.

After clients have been added to a group through the **Client Search** or **My Saved Client Lists**, click the **Set Inactive** hyperlink to launch the **Bulk Update Set Inactive** process. The process is the same for the **Set Active** function.



Unlocking Records in the Web Application

The ability to unlock records has been added to the web application. The function is accessed through **my homepage | IYSS Links I User Security Details**. It is only available to users with the **User Security Details** permission.



Update IYSS Year Group

Client records are only selected for conversion if:

- They meet the current criteria
- The 'registered' flag is set to 'true'.

Asset Previous Disposals

The **Previous Disposals** panel has been updated to display more information. The **Outcome** and **Offence** columns now include dates. The panel is now organised thus:

Previous Disposals

Outcome	Offence	Charged
24/07/2015 Youth Rehabilitation Order	20/11/2015 Other/unspecified arson : Other/unspecified arson : 5	
24/07/2015 Youth Rehabilitation Order	19/11/2015 Road traffic/Additional Offences : Failure to give particulars after an accident : 2	
24/07/2015 Youth Rehabilitation Order	18/11/2015 Arson endangering life : Arson reckless as to whether life is in danger : 6	
24/07/2015 Youth Rehabilitation Order	17/11/2015 Arson not endangering life : Arson not endangering life : 5	
24/07/2015 Youth Rehabilitation Order	21/07/2015 Vehicle taking : Theft of motor vehicle : 4	21/07/2015
24/07/2015 Youth Rehabilitation Order	20/07/2015 Common assault : Assault by beating : 3	20/07/2015
24/07/2015 Youth Rehabilitation Order	20/07/2015 Other/unspecified criminal damage : Other/unspecified criminal damage : 3	20/07/2015

Resolved Knowledge Base Issues

KB422072 - Error no longer received when adding an outcome to multiple offences

My Homepage | Client | Youth Justice Case | Court Appearances | Change Offences | Link Offence | Continue
Offences | Offence Outcome | Continue | Continue

Previously, when trying to add an outcome to more than one offence linked to a court appearance, the following error was displayed:

> *Error*
> *oneiyss has encountered an unexpected error.*
> *The error has been logged.*
> *If this problems persists please contact your system administrator*

This has now been fixed.

KB422397 – YJMIS now submits Residence Date and Description

My Homepage | IYSS Links | DX Monitoring | YJBMIS Export

YJMIS now transmits the residence status of **Local** or **Other** and corresponding start date, along with the specific name of the responsible YOT, if known.

KB422344 – Error no longer received when sending a NOCO to the YJB

My Homepage | Client | Youth Justice Case | Documents, Notes, Forms & Requests | New Form | Notification of Court Outcome | Continue

My Homepage | Client | Youth Justice Case | EYE Submissions | New | Select Notification of Court Outcome | Continue

My Homepage | IYSS Links | EYE Submissions

Previously, when submitting the Notification of Court Outcome (NOCO), the following error was received even for NOCOs that had passed validation:

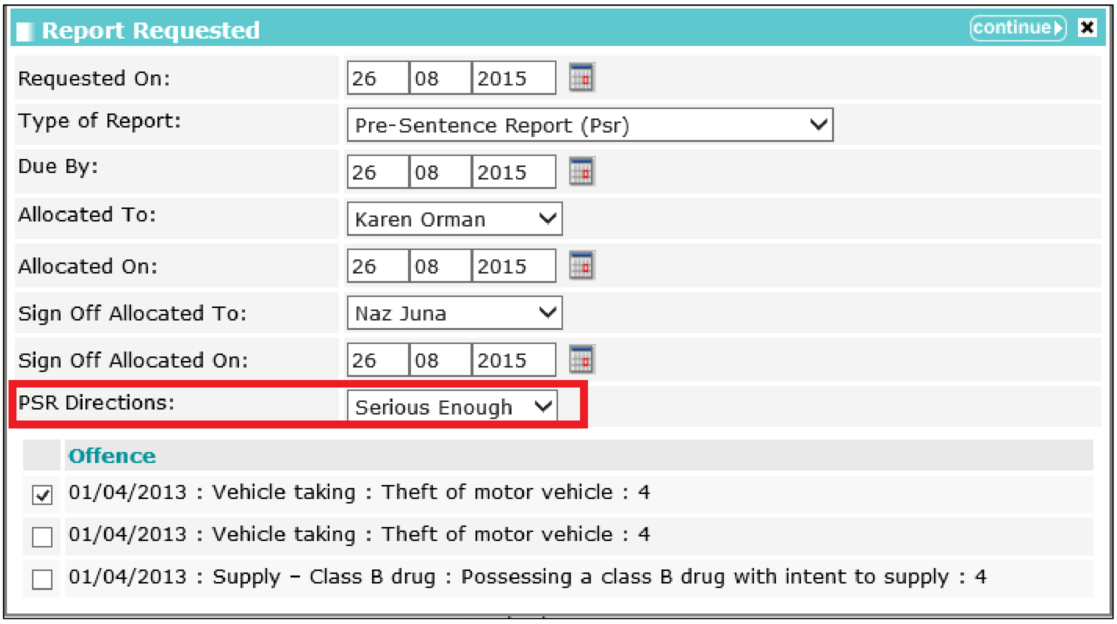
> Response Code: 413 Description: Documents in the document set do not validate against the schemas provided/n The document does not have a schema to validate against, Document = NOCO when trying to send the NOCO to the YJB.

NOCOs can now be submitted successfully to the YJB.

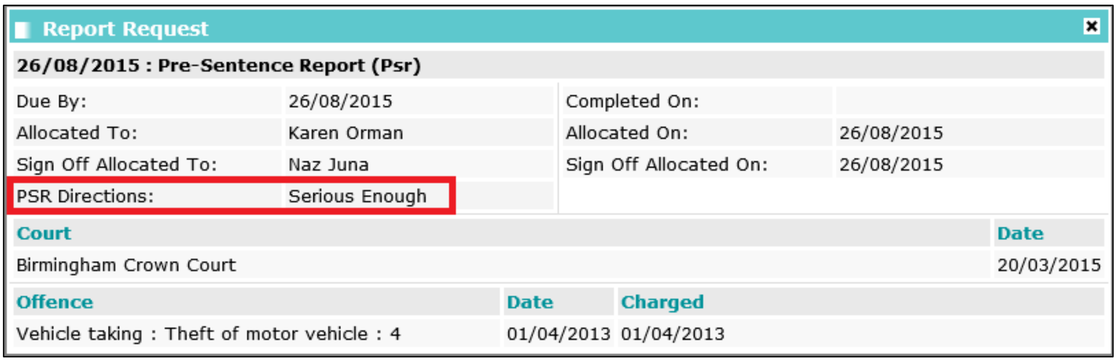
08 | One Youth Autumn 2015 Release (3.58)

Report Request - New field

The **PSR Directions** field is now available in the **Report Requested** dialog for Pre-Sentence Reports.



The entry in this field is displayed in the **Report Request** dialog.



There is a lookup available for this field, accessed through **YJ Case | PSR Detail** in the IYSS System Administration tool. The lookup is prepopulated with the following options:

- All Options Basis
- Serious Enough
- So Serious

Delete Detached Sessions

Detached Sessions can now be deleted from youth service activities through a hyperlink in the **Actions** panel. This action is governed by the same **Delete YS Session** permission that governs the ability to delete standard sessions.

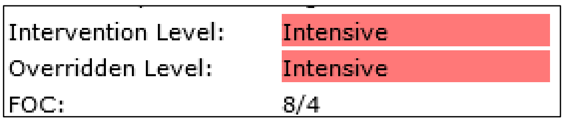
Event Compliance Fields

For events that have been marked as **Cancelled** in the **Attendance** field, the **Compliance** field is now removed. The **Failed to Comply** field (tbClientYJCaseEvent.tblsFTC) is now a tri state field where the value ‘2’ accounts for cancelled events or events that have not yet happened.

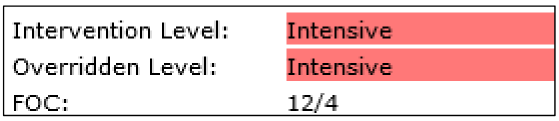
Frequency of Contact - Intensive Intervention Level

In response to the Youth Justice Board issuing new national standards concerning the frequency of contact, a new system value has been added, **YJ - Use new values for FOC**, to enable you to determine whether you use the new values (8/4) or the old values (12/4).

YJ - Use new values for FOC set to ‘1’



YJ - Use new values for FOC set to ‘0’



YJ Future Events Panel

A new system value, **YJ - X Number of future events/client**, has been added enabling the number of future events shown per client in the **Future YJ Appointments** panel to be restricted.

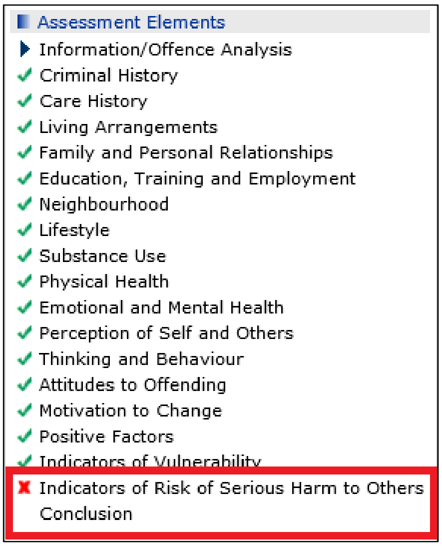
Setting the value to a certain number means only that many future appointments are displayed in the **Future YJ Appointments** panel for each client, regardless of how many future appointments are actually planned.

Asset Core Profile Changes

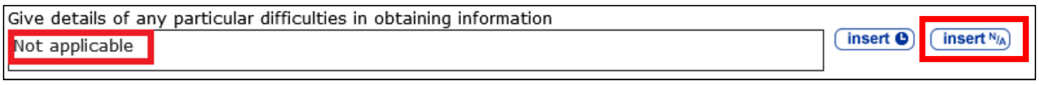
- The **Notes** fields now expand when text entered exceeds the initial space provided.
- The **Number of previous convictions** field in the **Criminal History** section is no longer automatically selected. The value must be indicated by manually selecting the appropriate radio button.
- If the **Vulnerability Level** field has been completed in the **Indicators of Vulnerability** section, it is now displayed in the **Assessment Summary** panels.

Asset and ROSH Validation

- Sections of the Asset and ROSH assessments containing incomplete fields are now denoted by a red **X** in the **Assessment Summary** and **Assessment Elements** panels.



A new button, **Insert N/A**, has been provided to enable users to mark text fields as ‘Not applicable’.

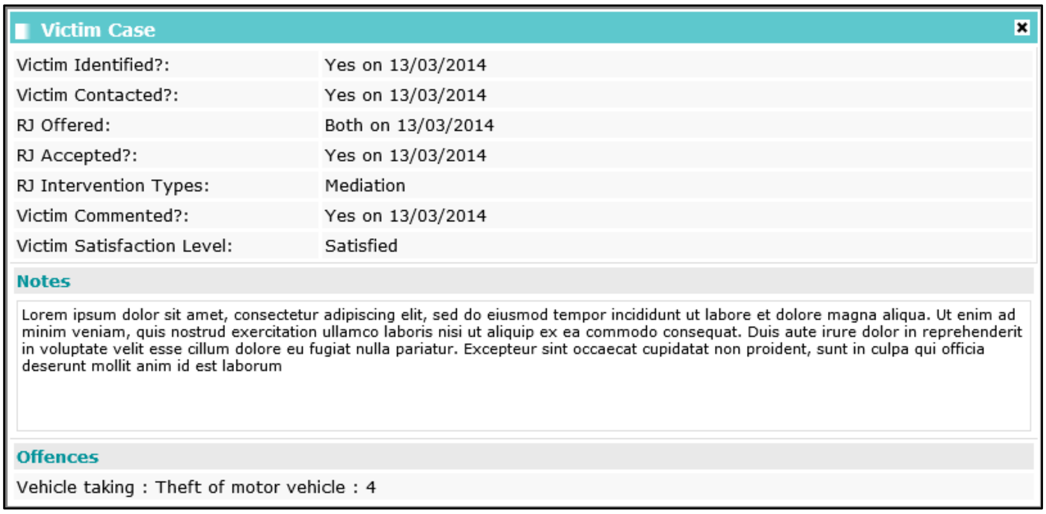


Enhanced Victim Permissions

The permissions governing the amount of victim information accessible by different parties has been changed. There are now three levels of permission:

Permission YJ Case - Victim

This is the existing permission that provides full access, including notes, to the **Victim Case** dialog.



Victim Case

Victim Identified?:	Yes on 13/03/2014
Victim Contacted?:	Yes on 13/03/2014
RJ Offered:	Both on 13/03/2014
RJ Accepted?:	Yes on 13/03/2014
RJ Intervention Types:	Mediation
Victim Commented?:	Yes on 13/03/2014
Victim Satisfaction Level:	Satisfied

Notes

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

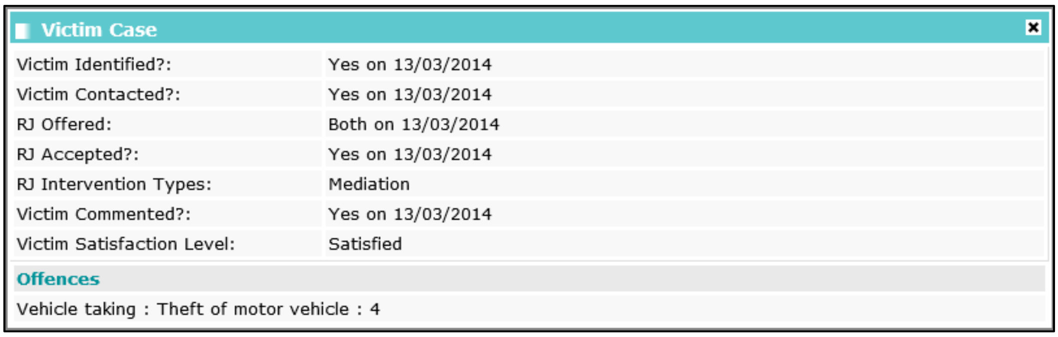
Offences

Vehicle taking : Theft of motor vehicle : 4

It also enables users to access the **Victim Search** hyperlink in the **IYSS Links** panel in my homepage, as well as access to the detailed victim case through the  icon in the **Victims** panel. This provides details on the clients and offences involved, as well as any related events, documents, or notes.

YJ Case - View Victim Summary

This is a new permission that grants access to the **Victim Case** dialog but does not display the **Notes** section. There is no icon providing access to the detailed victim case.



Victim Case

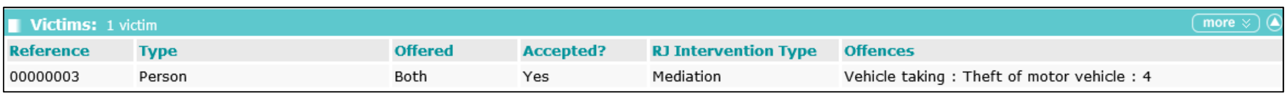
Victim Identified?:	Yes on 13/03/2014
Victim Contacted?:	Yes on 13/03/2014
RJ Offered:	Both on 13/03/2014
RJ Accepted?:	Yes on 13/03/2014
RJ Intervention Types:	Mediation
Victim Commented?:	Yes on 13/03/2014
Victim Satisfaction Level:	Satisfied

Offences

Vehicle taking : Theft of motor vehicle : 4

No Victim Permissions

This permission restricts user access to information displayed in the **Victims** panel on the offending client record:

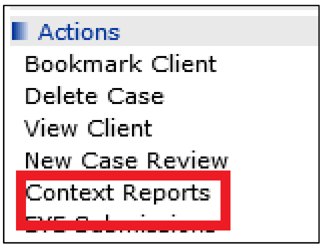


Victims: 1 victim more

Reference	Type	Offered	Accepted?	RJ Intervention Type	Offences
00000003	Person	Both	Yes	Mediation	Vehicle taking : Theft of motor vehicle : 4

YJ - Appointment Timetable

A timetable of clients' future events can now be produced in a report. Users with the permission **YJ X Days Appointment Timetable** are able to access the function with the same name through the **Context Reports** hyperlink in the **Actions** panel on the required client record. This enables them to indicate the number of days in the future for which they would like a timetable of events, and print or export a report containing the information.



Offence Note Visibility

In all **Link Offence** instances, offence notes can be displayed by clicking the note icon. The notes are displayed immediately below the offence.

Intervention Programme

The manner in which **Intervention Programmes** are added has changed to enable multiple court appearances, offences and requirements to be added to a single **Intervention Programme**. Whether adding or changing an **Intervention Programme**, multiple offences can be associated with the programme one at a time through the **link offences** hyperlink.

The **New Intervention Programme** screen now features a **Panel Date** field. In the **Add Programme Requirements** panel, **Court Appearances** can now be selected even if the offence has no requirements.

Placement Information Form (PIF)

In line with the XML requirements for EYE, the **Parent/Carer Telephone Number** field accepts numbers or spaces <u>only</u>.

Update Ethnic Codes

The Welsh government has made two changes to ethnicity codes. To ensure ethnicity code compatibility in 3.58, the ethnicity mappings in the One IYSS Administration tool should be updated accordingly.

NOTE: *These changes <u>only</u> affect Wales, Locale 3.*

The following ethnicity code has been removed by the Welsh Government:

INT_CODE	CODE_DES	EXT_CODE
WOB	WOWB - Other white British	WOWB

The following ethnicity code has been added by the Welsh Government:

INT_CODE	CODE_DES	EXT_CODE
WPR	WPOR - Portuguese	WPOR

09 | One Youth Summer 2015 Release (3.57)

Obtaining installer files

Installers for One Youth are available for download as password protected zip files. The password required to unzip the files will be emailed to the designated One Coordinator for each LA on release day.

The installation files for the One Youth Autumn 2014 Release (3.55) are available from the following location:

http://dl.capitasolus.co.uk/one/ONE-357-IYSS.exe

***IMPORTANT NOTES:** After upgrading to the One Youth Summer 2015 (3.57) Release, an IYSS Administrator must review the offence outcome types and select the **Requirement Mandatory** check box for those outcomes which must have a requirement recorded against them. If the Requirement Mandatory flag is not set for the outcomes, users will not be forced to select a requirement. Previously, all outcomes forced a user to add a requirement.*

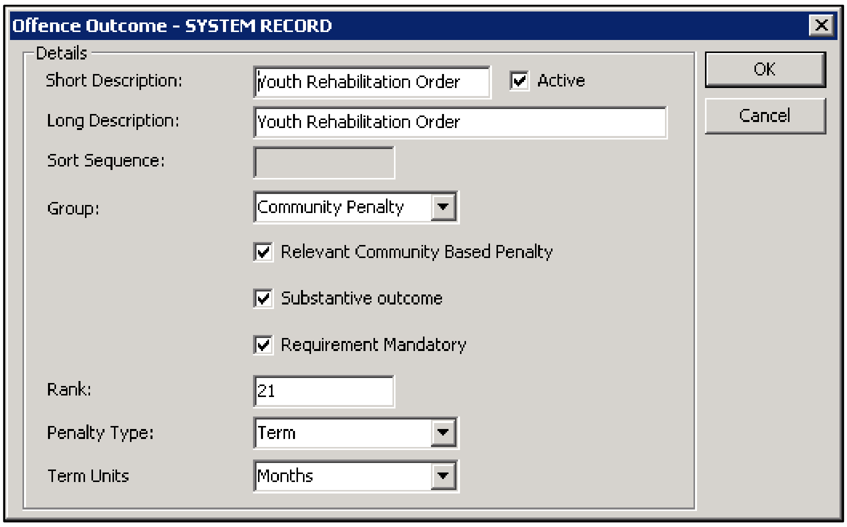
There are new ethnicity codes, WROG - Gypsy, WROR – Roma, WROO - Other Gypsy/Roma, must be mapped if you use One Youth to file the NCCIS return, the YJMIS return or the YJ EYE return.

Interventions

A Supervision requirement is no longer required when recording Offence Outcomes

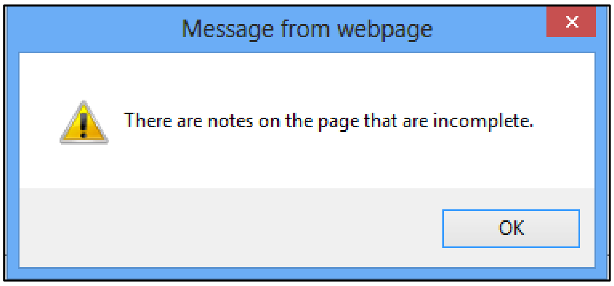
The **Requirement Mandatory** check box is now available in the Offence Outcome lookup to indicate that a requirement is mandatory for the Offence Outcome.

For more information on editing outcomes, refer to the *Offence Outcome* topic in the *Complex Lookup Maintenance* chapter of the *One Youth Justice Initial Setup* handbook available from the One Publications website (www.onepublications.com).



Asset Notes validation

Validation from evidence notes boxes has been removed to enable users to move around an Asset without having to complete each page fully at each visit to a page. Users will not longer see the validation:



This applies to:

- Core Profile
- Asset Bail Supervision and Support Profile
- Pre Court Profile
- ROSH - Note in Conclusions MAPPA level and ROSH Review Date still required.
- What do YOU thin
- PIF
- PCR
- PSR

Note: *The back button behaves the same as any other back button on the One Youth suite. Any data added to the screen which is unsaved will be discarded when back is clicked.*

Targets on Plan

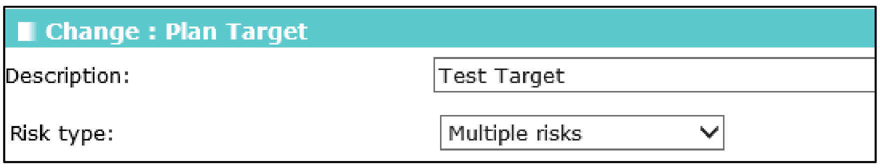
IMPORTANT NOTES: *A IYSS administrator must assign the 'YJ – IV Plan Target – Delete' permission to the required security groups to enable them to delete targets.*

It is now possible to delete Targets from Intervention Plans.

A new permission 'YJ – IV Plan Target – Delete' is provided to allow the deletion or Targets.

If given the permission you will see the delete button in the **Change: Plan Target** page:

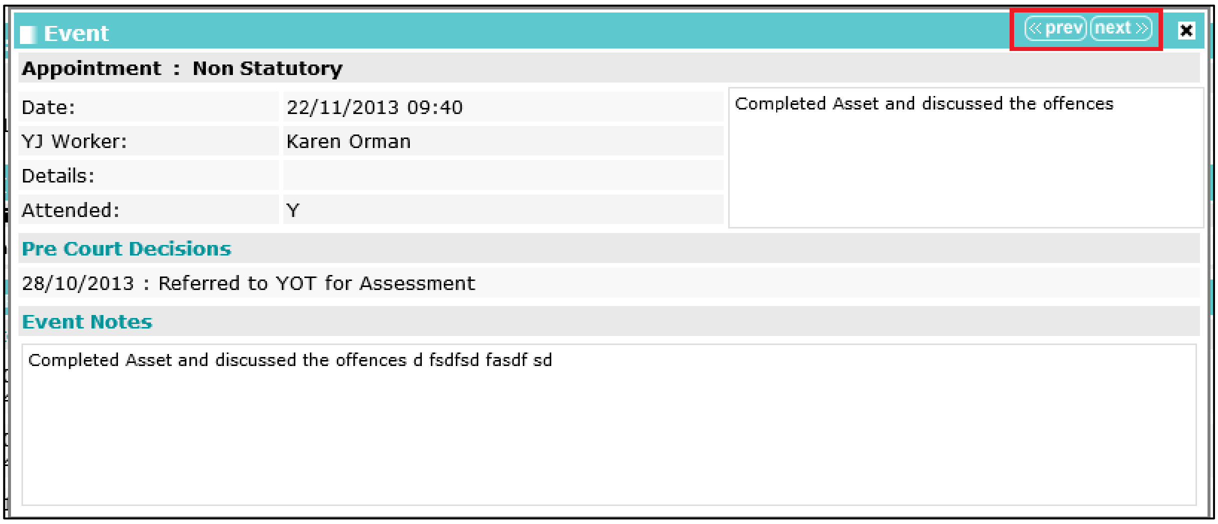
User without the permission will not have the delete button available for selection;



For more information on group permissions, see the Security Group chapter of the One IYSS System Administration Handbook (Part 1), available from the One Publications website (www.onepublications.com).

View Events Scroll

On the **Event** popup next/previous buttons have been added to the top right hand corner to enable user to scroll through events more efficiently.



On clicking Prev / Next the user is taken through the events in chronological order.

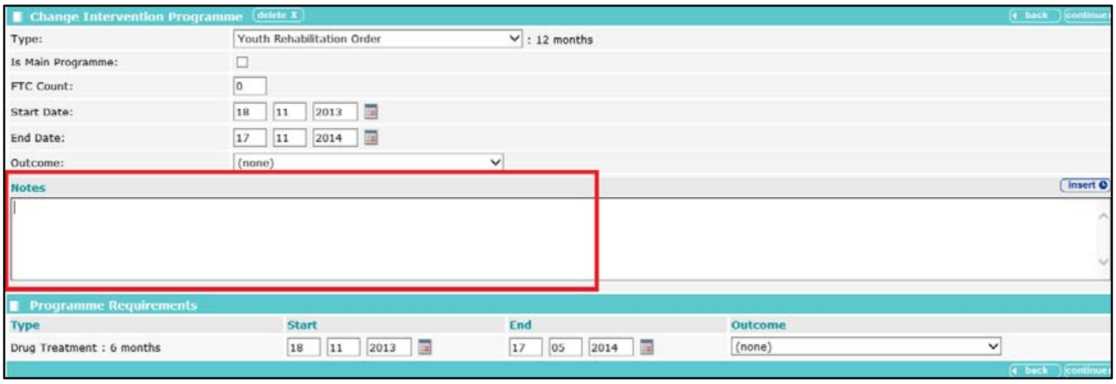
The events shown in the events section at the time of clicking on the pop up can be scrolled through. Where events spread across multiple pages the user will need to either page, filter are show all events as required to be able to scroll around them.

Only the **Prev** button will be shown for the latest event available.

Only the **Next** button will be shown for the oldest event available.

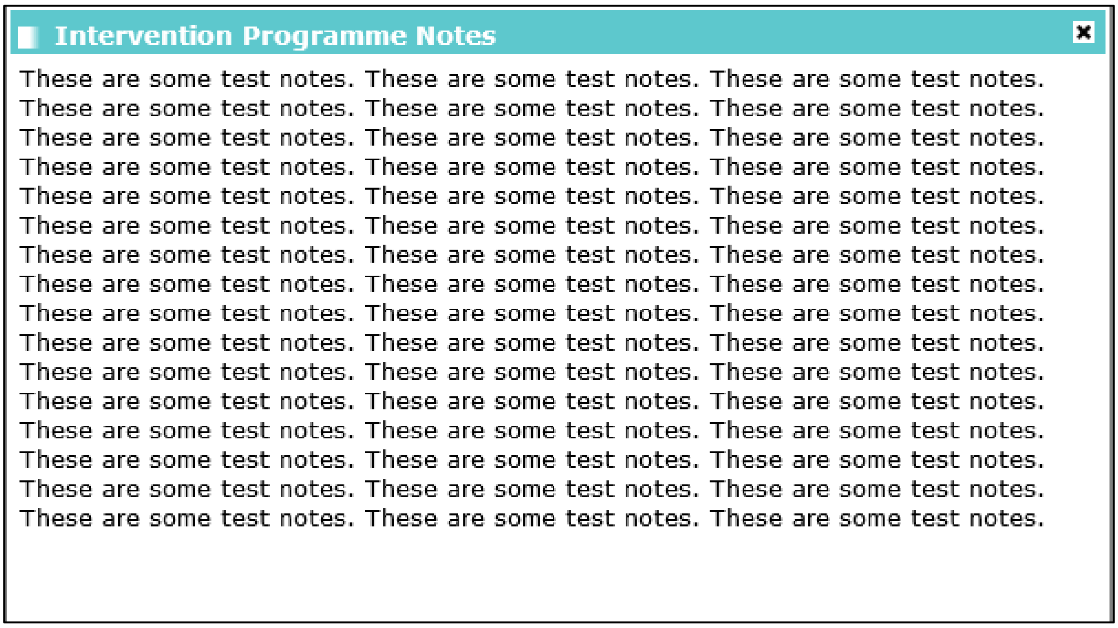
Intervention Programme Notes

A **Notes** field has been added to the **Intervention Programme** page:



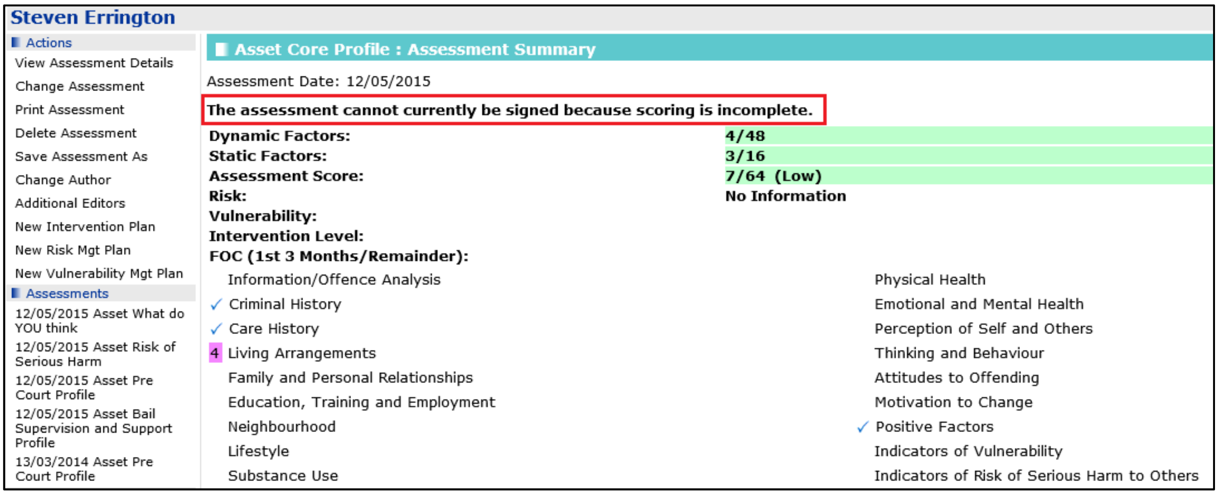
When the note field is filled in a note icon will appear in the view of the Intervention programme sections (Current and previous intervention programmes):

When the note icon is clicked on the note will appear as a pop up:

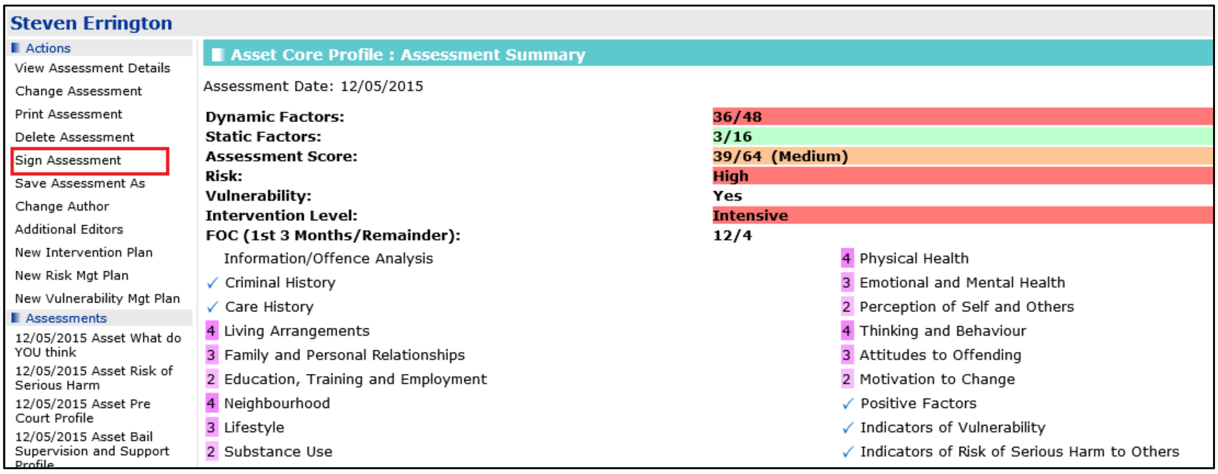


Asset Score Validation

Where an Asset does not have all its element scoring completed, the summary screen displays a message ‘The assessment cannot currently be signed because scoring is incomplete’ and the ability to sign the Asset is removed from the user:



Once all scoring is complete the alert is removed and the ability to sign the Asset is provided:



IYSS Active/Inactive record

If a student is set as inactive in One V4 a message was displayed in the client header bar ‘Student Inactive’ which caused confusion for users. This has now been changed to ‘Student inactive in One V4’ and the message made smaller:

Alias Names

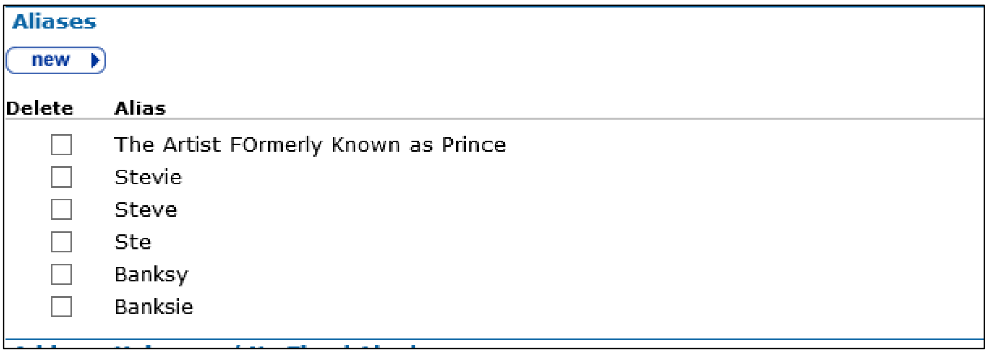
Users are now able to add multiple aliases for a client and also search on a client’s alias.

To add an alias you need to be in **Client \ Summary** (change).

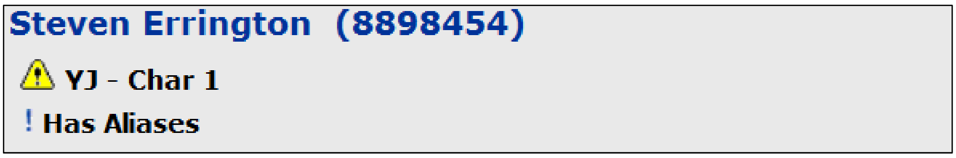
To add an alias click **New** on the **Aliases** section.

The **Client Alias** page will appear. Enter the alias and click **continue**:

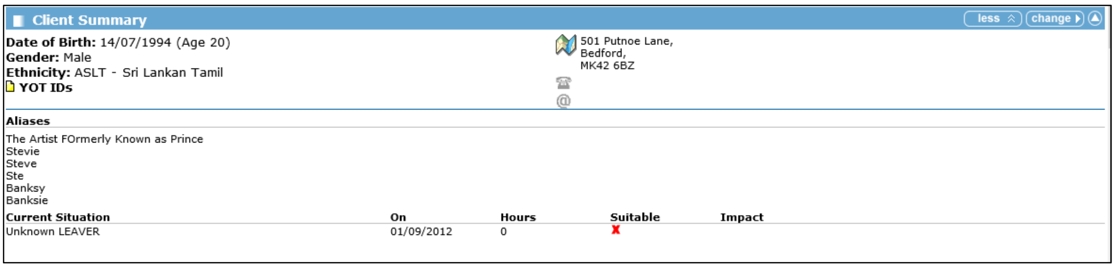
You will be taken back to the **Summary Change** page where the new alias will appear along with any others recorded for the client and process can be repeated:



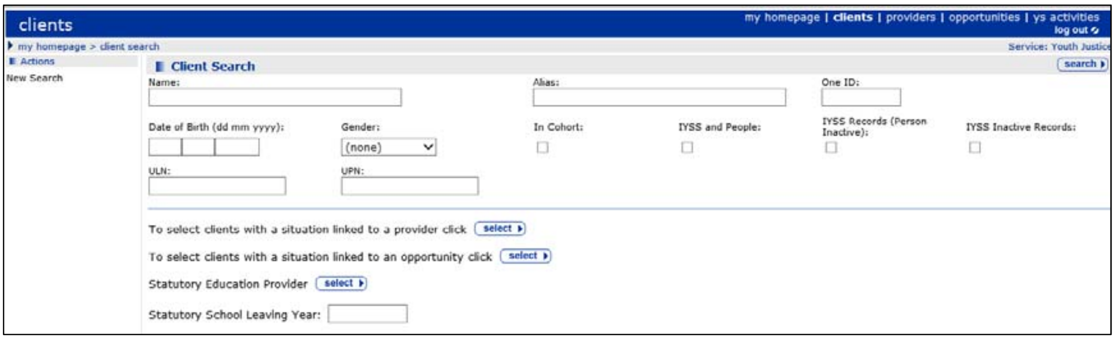
An Alias name is indicated as an alert on the client header bar



Alias details can be found in the view of client record and can be seen in the by clicking more on the summary section:

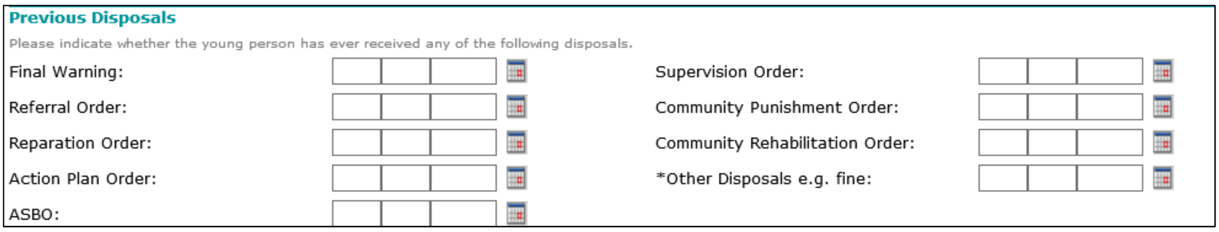


The user can also search on **Alias** in the client search page:

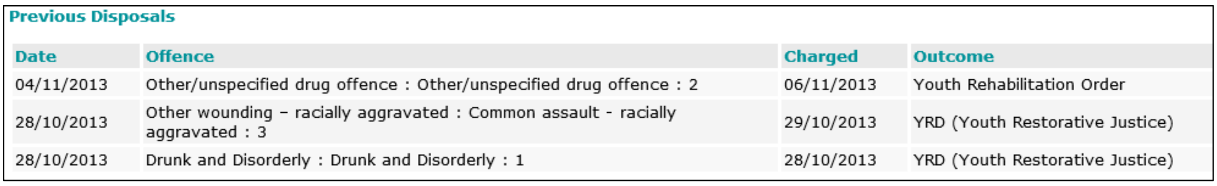


Asset – Criminal History – Previous Disposals

The current fixed Previous Disposal labels and date fields in the Asset have been removed:



Previous disposals from offence outcomes are now pulled through automatically into Criminal History \ Previous Disposals without the need for user intervention. This is a no edit facility.


Previous Disposals

Date	Offence	Charged	Outcome
04/11/2013	Other/unspecified drug offence : Other/unspecified drug offence : 2	06/11/2013	Youth Rehabilitation Order
28/10/2013	Other wounding - racially aggravated : Common assault - racially aggravated : 3	29/10/2013	YRD (Youth Restorative Justice)
28/10/2013	Drunk and Disorderly : Drunk and Disorderly : 1	28/10/2013	YRD (Youth Restorative Justice)

The output on the Print Assessment facility has been amended accordingly:

Previous Disposals

Date	Offence	Charged	Outcome
04/11/2013	Other/unspecified drug offence : Other/unspecified drug offence : 2	06/11/2013	Youth Rehabilitation Order
28/10/2013	Other wounding – racially aggravated : Common assault - racially aggravated : 3	29/10/2013	YRD (Youth Restorative Justice)
28/10/2013	Drunk and Disorderly : Drunk and Disorderly : 1	28/10/2013	YRD (Youth Restorative Justice)

EYE process has been updated to ensure compliance.

Update Ethnic Codes

The DfE are adding to the list of valid ethnicity codes. The new codes are all related to Gypsy/Roma. Within One, the new codes are:

INT_CODE	CODE_DES	EXT_CODE	
WRG	WROG - Gypsy	WROG	
WRR	WROR - Roma	WROR	
WOO	WROO - Other Gypsy/Roma	WROO	

All are subcodes underneath the existing code:

INT_CODE	CODE_DES	EXT_CODE
WRO	WROG - Gypsy	WROM

NCCIS codes are configurable by the customer, and the ability to configure One ethnicity to external codes has been extended to YJMIS and EYE.

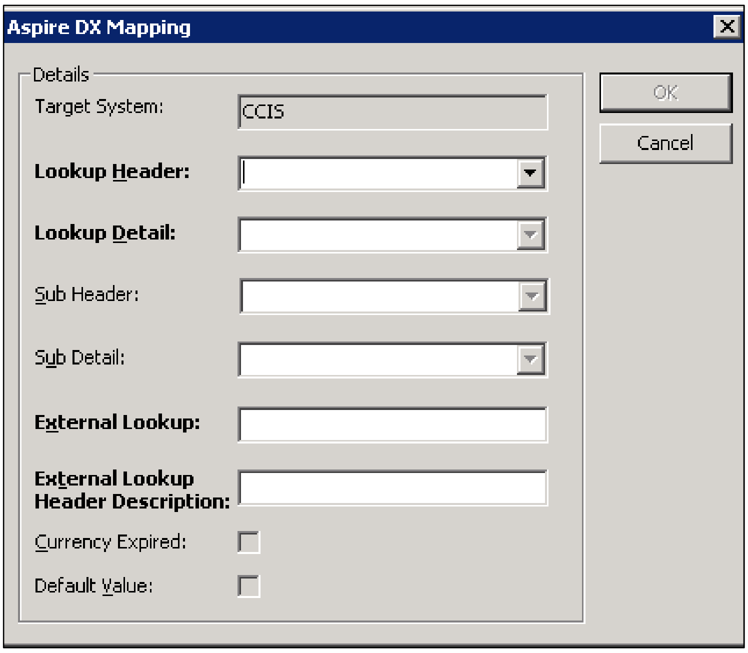
NCCIS Mapping

System Administrator Action:

Customers MUST map the new ethnicity codes for NCCIS purposes where they complete the NCCIS return.

To create an NCCIS mapping:

1. Open System Admin \ Imports \ DX Target System \ CCIS
2. Click the add value icon 



3. Complete the screen as follows:

Field	Explanation
Lookup Header	This is the One IYSS lookup that contains the source data. Select: Client Ethnicity
Lookup Detail	Select one of the new ethnicity values you want to map. For example, WROR - Roma
Sub Header	Not Used. Leave empty.
External Lookup	Enter the value that you want to map to and which will be output in the NCCIS XML file. You should check the NCCIS MI Requirement for valid values. Example WROM would be the valid code for WROR - Roma
External Lookup Header Description	This field determines where in the NCCIS XML file the mapped value will be output to. Enter: EthnicityType Note that this value is case sensitive and must be entered exactly as shown above otherwise the mapping will not work.
Currency Expired	Do not use. Leave unticked
Default Value	Do not use. This should only be ticked for the value which you want the system to default into the NCCIS export where the client has no ethnicity or a mapping does not exist.

4. Click OK.

5. Repeat for additional new codes.

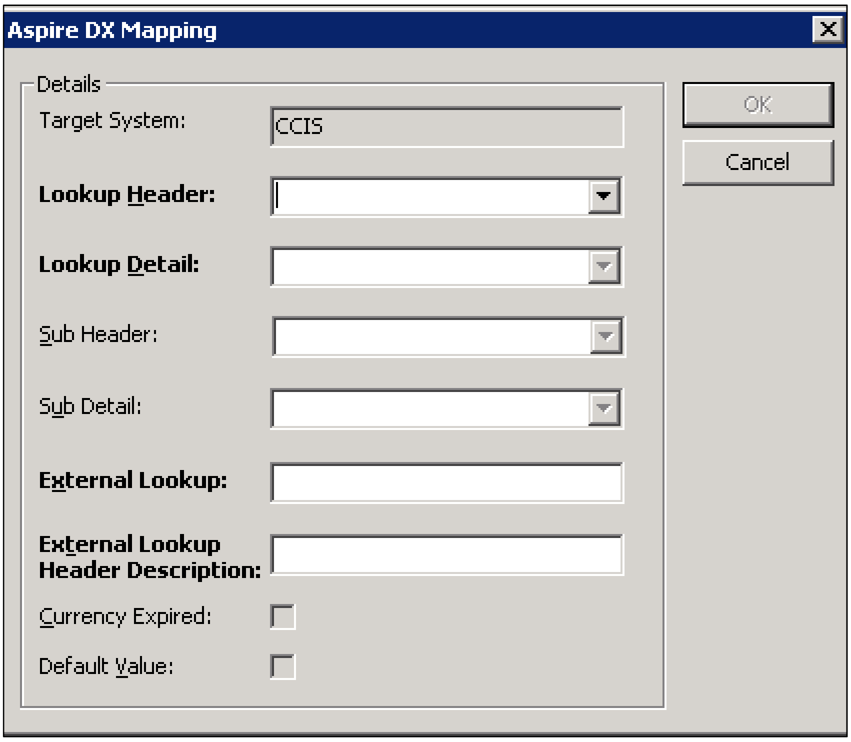
YJMIS Mapping

System Administrator Action:

Customers MUST map the new ethnicity codes for YJMIS purposes where the One Youth Justice Module is deployed.

To create an YJMIS mapping:

1. Open System Admin \ Imports \ DX Target System \ YJB
2. Click the add value icon 



3. Complete the screen as follows:

Field	Explanation
Lookup Header	This is the One IYSS lookup that contains the source data. Select: Client Ethnicity
Lookup Detail	Select one of the new ethnicity values you want to map. For example, WROR - Roma
Sub Header	Not Used. Leave empty.
External Lookup	Enter the value that you want to map to and which will be output in the YJMIS XML file. You should check the YJMIS Requirement for valid values. Example Anyotherwhitebackground would be the valid code for WROR - Roma
External Lookup Header Description	This field determines where in the NCCIS XML file the mapped value will be output to. Enter: EthnicityYJMIS Note that this value is case sensitive and must be entered exactly as shown above otherwise the mapping will not work.
Currency Expired	Do not use. Leave unticked
Default Value	Do not use. This should only be ticked for the value which you want the system to default into the YJMIS export where the client has no ethnicity or a mapping does not exist.

4. Click OK.
5. Repeat for additional new codes.

Change to enable YJMIS &EYE Ethincities can be configured by customer

Script the mapping and ensure clear instruction ins release notes

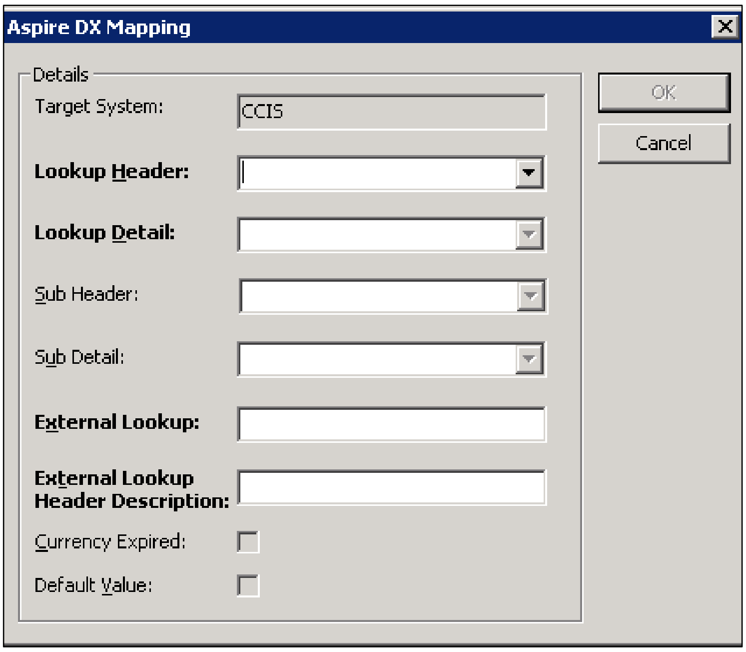
YJ EYE Mapping

System Administrator Action:

Customers MUST map the new ethnicity codes for YJ EYE purposes where the One Youth Justice Module is deployed.

To create an YJMIS mapping:

1. Open System Admin \ Imports \ DX Target System \ YJB
2. Click the add value icon 



3. Complete the screen as follows:

Field	Explanation
Lookup Header	This is the One IYSS lookup that contains the source data. Select: Client Ethnicity
Lookup Detail	Select one of the new ethnicity values you want to map. For example, WROR - Roma
Sub Header	Not Used. Leave empty.
External Lookup	Enter the value that you want to map to and which will be output in the YJ EYE XML file. You should check the YJ EYE Requirement for valid values. Example OtherWhite would be the valid code for WROR - Roma
External Lookup Header Description	This field determines where in the NCCIS XML file the mapped value will be output to. Enter: EthnicityYJEYE Note that this value is case sensitive and must be entered exactly as shown above otherwise the mapping will not work.
Currency Expired	Do not use. Leave unticked
Default Value	Do not use. This should only be ticked for the value which you want the system to default into the YJ EYE export where the client has no ethnicity or a mapping does not exist.

4. Click OK.

5. Repeat for additional new codes.

   Change to enable YJMIS &EYE Ethincities can be configured by customer

   Script the mapping and ensure clear instruction ins release notes

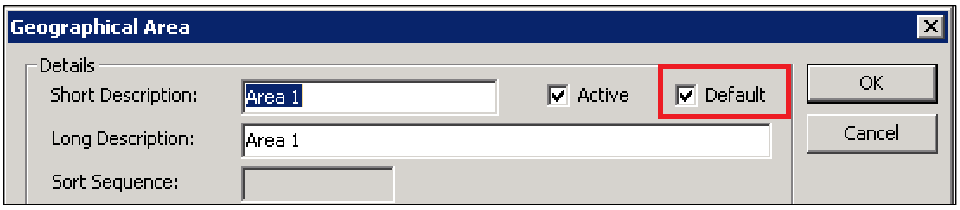
YJ Case – Gangs

Changes made to ensure loading of gang data more efficient;

Full gang details are loaded on demand (as IYSS now does with the full event details)

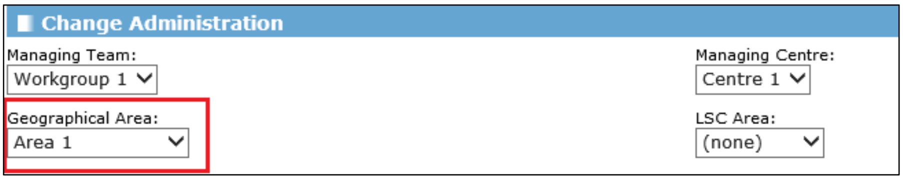
System Administration – Geographical Area

Where a Geographic Area has been set as Default (System Administration \ Address \ Geographic Area):

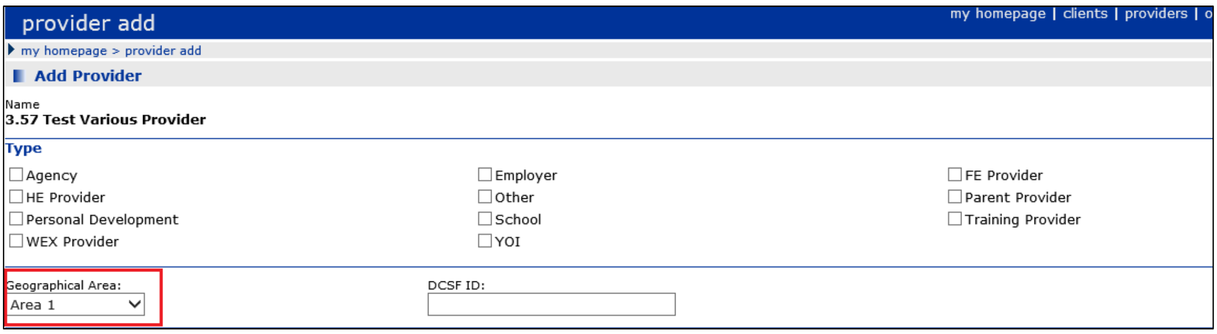


It will default the select value into:

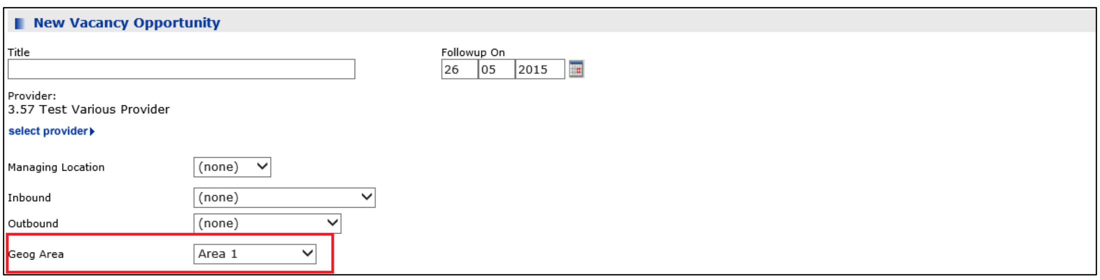
Client \ Administration \ Geographic Area



Provider Add



New Opportunity (Applies to Opportunity Types of: Vacancy Higher Education; Training, Work Experience)



Changes from 3.56 Hotfixes - IYSS

CCIS 2015/16 Updates

New Activity Codes Added:

- 290 – Full time education – custodial institution (juvenile offender)
- 615 – Start date agreed (other)

Change of definition of Activity Codes:

- 616 – Start date agreed (RPA compliant)
- 710 – Custody (young adult offender)

All new Intended Destination codes added.

NOTE: *Actions were required here for administrators to map onto the new codes and amend definitions. Please refer to the hotfix release notes for full details.*

Changes from 3.56 Hotfixes – Youth Justice

FTC - Event Compliance change

Change to decrease FTC count if:

- Event Compliance is subsequently changed from 'Failed to Comply' to 'Complied'
- An event is deleted that is marked as 'Failed to Comply'
- An event is unlinked from Intervention Programme

Future events should not have Attendance & Compliance completed.

We have had a look at 'FTC count being counted for future events'. This is a bug and is occurring when the user creates a current event (current = date is equal or less than today) and 'weekly' events in the future at the same time. The 'Attendance' and 'Compliance' data fields should always be null on future events but as they are available for the current event being created they are getting populated with the same data.

Issue with increasing FTC

Currently the FTC count is being increased each time the FTC event is amended so if you go in and add notes a couple of times the FTC goes up each time, this is incorrect.

Example of an existing record:

Current Intervention Programmes
Youth Rehabilitation Order : FTC Count 3 : Breached : Awaiting Decision : 12 months : 18/11/2013 - 17/11/2014
Drug Treatment : 6 months : 18/11/2013 - 18/05/2014

The following Events are linked to the above Intervention Programme:

		27/04/2015 11:00		N	Contact this will be a contact	Naz Juna
		26/04/2015 11:00		N	Contact this will be a contact	Naz Juna
		25/04/2015 11:00		N	Contact this will be a contact	Naz Juna

Examples of new behaviour:

Scenario	Effected Event	Result of FTC Count
Open and save an event which has FTC and ensure FTC count does not increase.	27/04/2015 11:00	FTC Count 3
Event is deleted and FTC count should reduce.	27/04/2015 11:00	FTC Count 2
Compliance is changed from 'Failed to Comply to 'Complied'	26/04/2015 11:00	FTC Count 1
Event is unlinked from Intervention Programme	25/04/2015 11:00	No FTC count as n o longer applicable.

Asset Core Profile Report

Report reworked to be more efficient.

> ***NOTE:*** *The newly provided report within the hotfix needs to be imported.*

YJ Case – Permissions

Security permissions in YJ Case have been extended to include specific delete permissions in change pages for the following:-

- YJ Case – Case Worker – Delete
- YJ Case – Referral - Delete
- YJ Case – Intervention Programme - Delete
- YJ Case – Event - Delete
- YJ Case – Offence – Delete
- YJ Case – Pre Court Interview - Delete
- YJ Case – Pre Court Decision - Delete
- YJ Case – Court Appearance – Delete

Permission	Permission Ticked	Permission Unticked Note: absence of delete button in each instance.
YJ Case – Case Worker – Delete	Case Worker delete X	Case Worker
YJ Case – Referral - Delete	Change Referral delete X	Change Referral
YJ Case – Intervention Programme - Delete	Change Intervention Programme delete X	Change Intervention Programme
YJ Case – Event - Delete	Change Event delete X	Change Event
YJ Case – Offence – Delete	Change Offence delete X	Change Offence
YJ Case – Pre Court Interview - Delete	Change Pre-court Interview delete X	Change Pre-court Interview
YJ Case – Pre Court Decision - Delete	Change Pre-court Decision delete X	Change Pre-court Decision
YJ Case – Court Appearance – Delete	Change Court Appearance delete X	Change Court Appearance

YJ - Homepage - My Assets

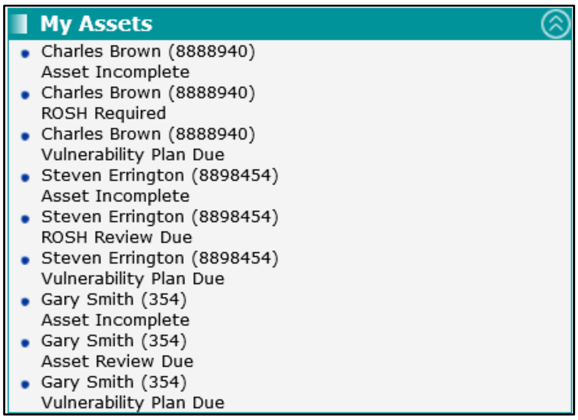
Change the My Asset rules to exclude closed cases.

Change the My Asset rules to use system values. Users can then set the system values to 0 and the specified reminders will not appear.

New system values:

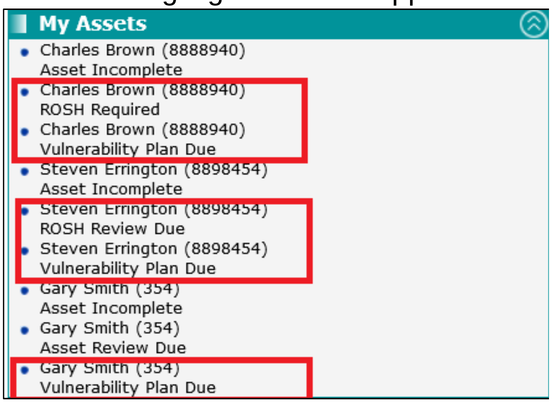
- **YJ - My Assets - Show Vulnerab plan due reminders**
- **YJ - My Assets - Show ROSH review due reminders**
- **YJ - My Assets - Show ROSH required reminders**

Example of My Assets with above values set to ‘1’ and cases opened:

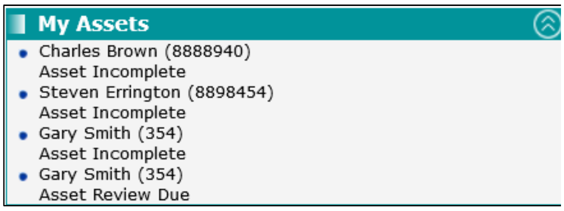


Example of My Assets with above values set to ‘0’ and cases opened.

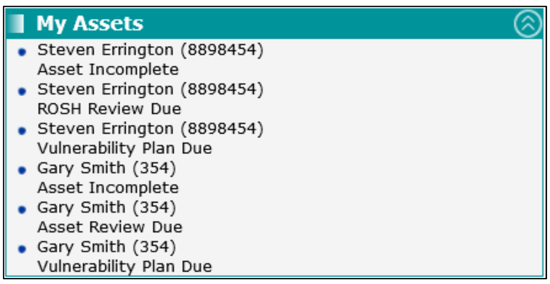
Original view of My Assets. Note - reminders highlighted will disappear:



New view:



Example of My Assets with above values set to ‘1’ and case for Charles Brown closed:



PIF Report - PT #8438

When printing template or Exporting the Placement Information Form the answer to the 'First Time in Custody?' Question is always shown as ‘No’.

This issue has been fixed.

PIF Form

PIF - Welfare and Special Requirements page

- Q2 - should have a n/a option
- Q4 - should have a n/a option

Now included.

EYE - Mappa Level of NotApp/Known – PT #8451

If a client has a ROSH with a MAPPA Level of 'Not Applicable/Known' then the EYE submission crashes. This has now been fixed.

10 | One Youth Spring 2015 Release (3.56)

Obtaining installer files

Installers for One Youth are available for download as password protected zip files. The password required to unzip the files will be emailed to the designated One Coordinator for each LA on release day.

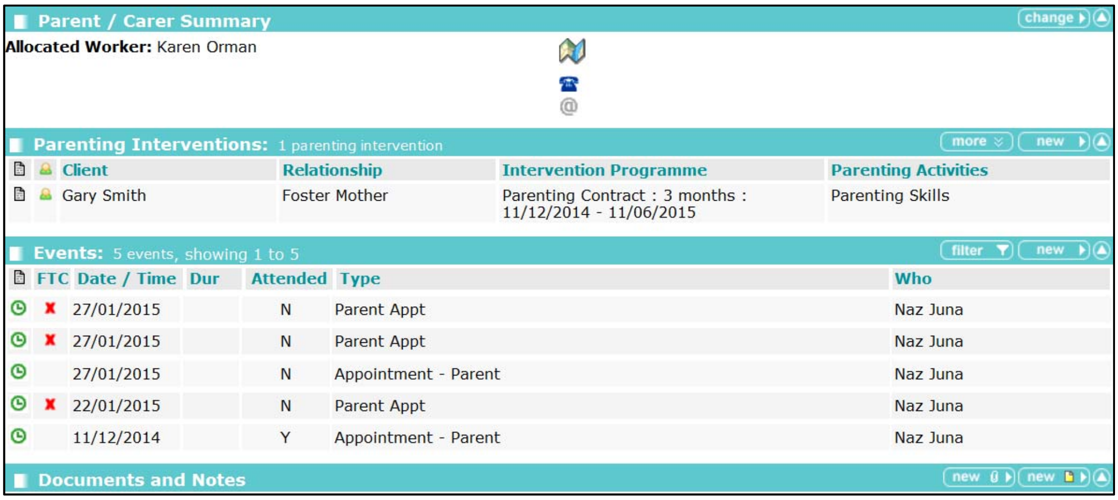
The installation files for the One Youth Autumn 2014 Release (3.55) are available from the following location:

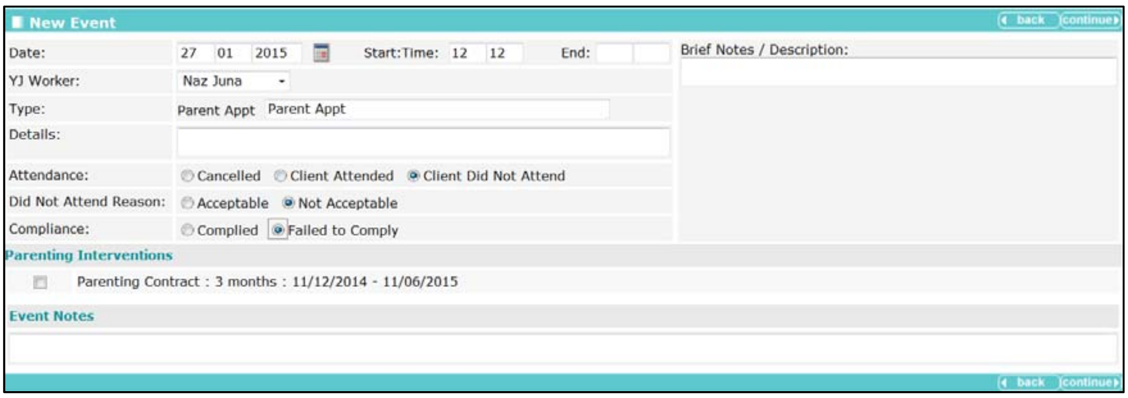
http://dl.capitasolus.co.uk/one/ONE-356-IYSS.exe

Youth Justice

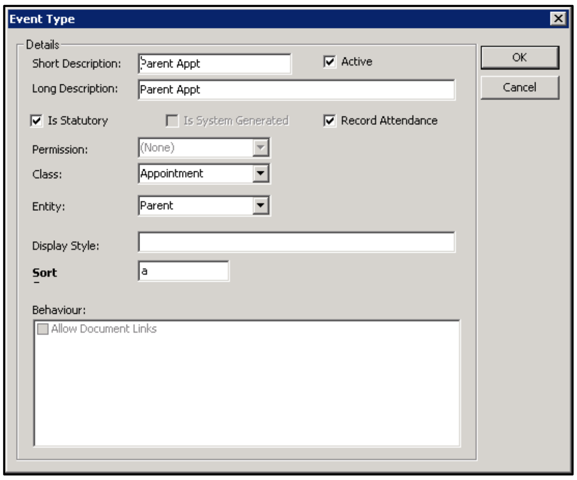
Parent Events FTC

An extra column has been added to the Events Panel on Parenting Interventions to show FTC (Failure To Comply). Parents Events that are 'Statutory' can be marked as 'Failed to Comply' and then an FTC indicator will show in the column. There is no count as in Clients for FTC or any link to breach functions.





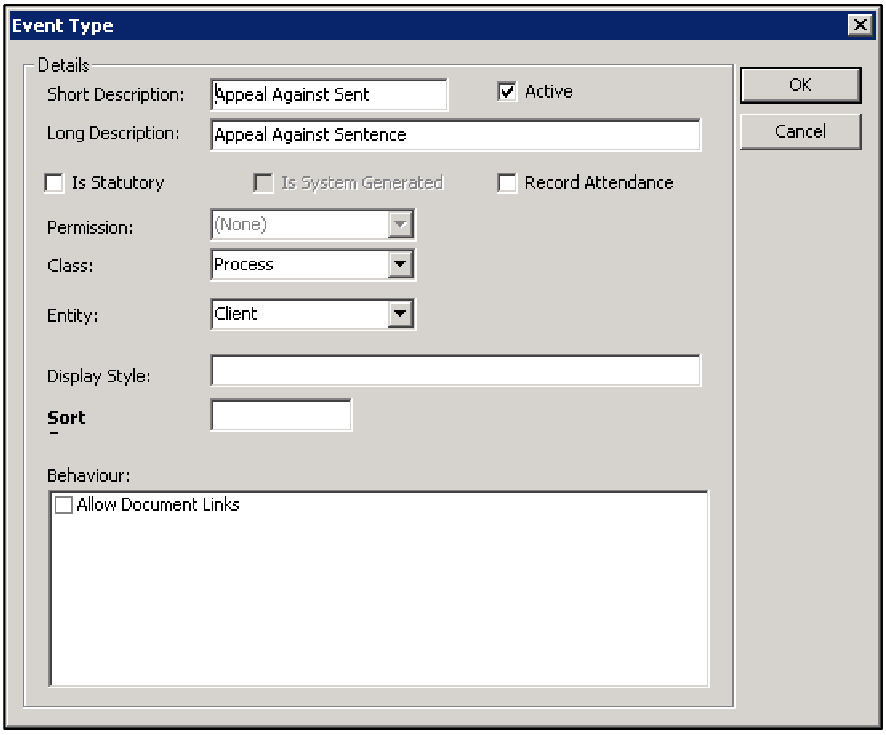
NOTE: *The event has to be marked as 'Statutory' in the Sys Admin configuration to get the correct options on Attendance/Did Not attend Reason/Compliance above. It does not automatically apply to all parenting events.*

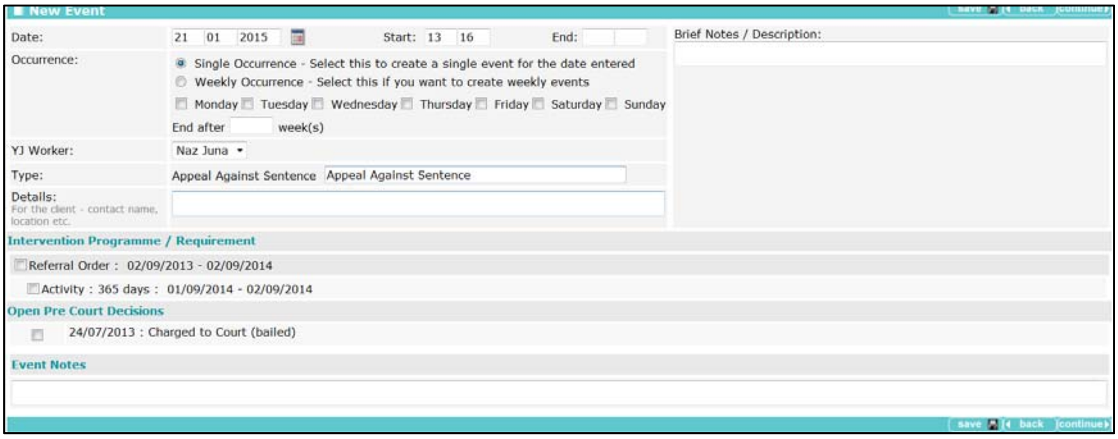


Events – Attendance

In Events, where the event is a process step, for example Vulnerability Management Plan or Risk Management Plan Completed, the user is not required to record the YP attendance details.A change to Event type has been made to accommodate this. Now Events can be configured to record attendance or not.

Customers will need to review all event types in sys admin configuration and deselect the Record Attendance if it is not required.




New Event

Date: 21 01 2015 Start: 13 16 End:

Brief Notes / Description:

Occurrence: Single Occurrence - Select this to create a single event for the date entered

Weekly Occurrence - Select this if you want to create weekly events

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

End after week(s)

YJ Worker: Naz Juna

Type: Appeal Against Sentence Appeal Against Sentence

Details: For the client - contact name, location etc.

Intervention Programme / Requirement

Referral Order : 02/09/2013 - 02/09/2014

Activity : 365 days : 01/09/2014 - 02/09/2014

Open Pre Court Decisions

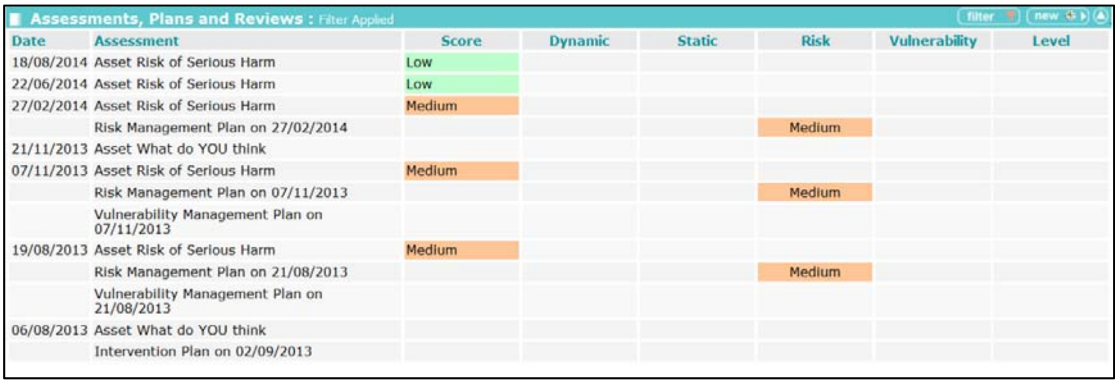
24/07/2013 : Charged to Court (bailed)

Event Notes

save back continue

Assessment Filters

An additional default filter has been added to Assessments. The criteria of last 10 is added to the default filter this can be unchecked if additional Assessments are required to be viewed.


Assessments, Plans and Reviews : Filter Applied

Date	Assessment	Score	Dynamic	Static	Risk	Vulnerability	Level
18/08/2014	Asset Risk of Serious Harm	Low					
22/06/2014	Asset Risk of Serious Harm	Low					
27/02/2014	Asset Risk of Serious Harm	Medium					
	Risk Management Plan on 27/02/2014				Medium		
21/11/2013	Asset What do YOU think						
07/11/2013	Asset Risk of Serious Harm	Medium					
	Risk Management Plan on 07/11/2013				Medium		
	Vulnerability Management Plan on 07/11/2013						
19/08/2013	Asset Risk of Serious Harm	Medium					
	Risk Management Plan on 21/08/2013				Medium		
	Vulnerability Management Plan on 21/08/2013						
06/08/2013	Asset What do YOU think						
	Intervention Plan on 02/09/2013						


Assessments, Plans and Reviews Filter apply

Latest 10 records

Intervention Programmes

Not linked to an Intervention Programme

02/09/2013 - Referral Order

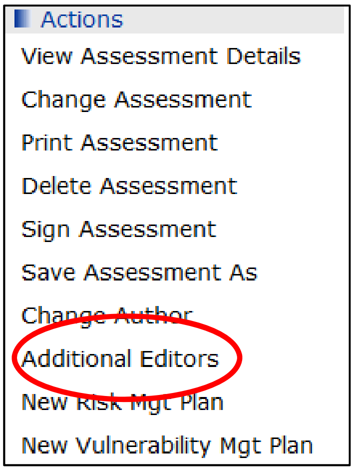
Assessment Multiple Editors

There is now the ability to add multiple editors to an Asset. This enables more than one person to update the Asset at any one time.

The author of the Asset will automatically be an editor of the Asset and have the ‘Additional Editors’ link to add additional editors.

A new permission of ‘YJ Assessments – Change Editors’ is available and can be added to a security group to allow individuals who are not the author to add additional editors. This is to allow managers to assign additional editors if, for example, the author is off due to sickness.

The ‘change assessment’ link is now available to all who are recorded as editors. The Author or a user with the correct permission will have a new link on Actions to add additional editors.

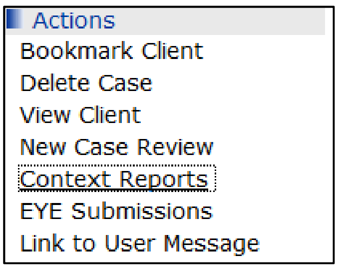


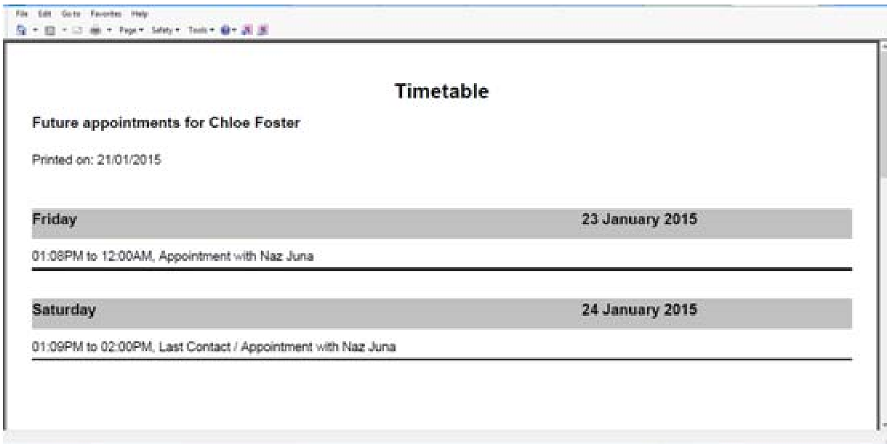
Additional Editors/Select User/Click ‘Add’ button.

Click ‘Continue’

Timetable for Young person

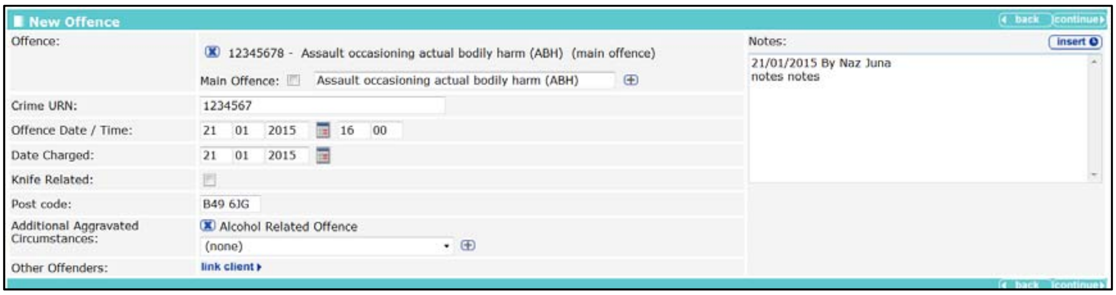
A new report has been provided for a ‘Timetable’ for a Young person. This is a template report detailing future events for the client and is run from Case View/Actions/Context Reports. As standard this will need to be added to a security group to be available.





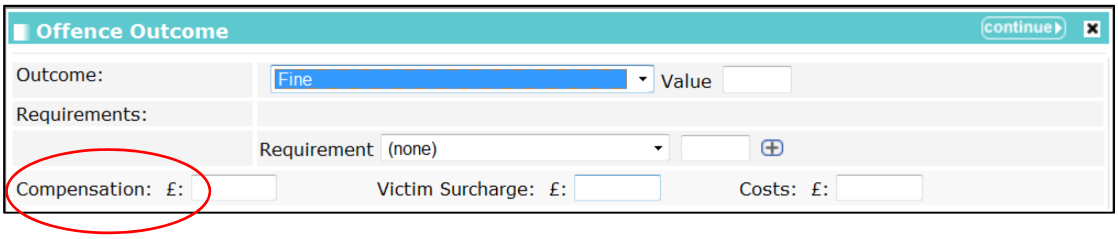
Police URN for Crime

There is a new field on the Offence panel linked directly to the Offence. sing the + button to add an offence will now also display the URN.



Offence Outcome

The label Fine on the Offence Outcome panel has been changed to Compensation



Offence Redefinition

Where offences get changed at court, the system now keeps a record of what the offence was previously. An example would be where the original charge was Murder and it got plea bargained down to Manslaughter.

Offence

Interfering with a motor vehicle : Interfering with a motor vehicle : 3

Original Offence Description: Other/unspecified Motoring offences : Other/unspecified Motoring offences : 3

Main Offence:	Y
Offence Date:	21/01/2015 (Wed) 12:00
Date Charged:	21/01/2015
Knife Related:	N
Post code:	
Crime URN:	9086777
Additional Aggravated Circumstances:	
Other Offenders:	
Latest Outcome Type:	
Latest Plea:	
Latest Outcome:	

Sentence (Substantive Outcome)

Sometimes the court will sentence outcomes to either run concurrently or consecutively. There is now an additional field called Sentence Type on the Court Appearance panel. When recording the action of Sentenced it will default to single but can be changed to consecutive or concurrent if required.

YJ – Referrals

View changed to display ‘Category’ of Referral as this is not displayed anywhere.

Referrals: 1 referral   filter   new

Referred	Referred By	Referred To	Category	Intervention Programme	Current Stage
27/01/2015	Karen Orman	Lynn Test1 : MH Worker	Mental Health	02/04/2013: Youth Rehabilitation Order : 12 Months	Accepted

Referral

Intervention Programme:	02/04/2013: Youth Rehabilitation Order : 12 Months
Referral Date:	27/01/2015
Referred By:	Karen Orman
Referred To:	Lynn Test1 : MH Worker
Category:	Mental Health

Referral Stages

Date	Stage	By
27/01/2015	Accepted	Karen Orman

Notes

27/01/2015 By Karen Orman
notes notes notes

Performance

Session Timeout Banner

Once the session timeout banner and countdown starts, the user is taken to top of page, if they then scroll down and continue the banner will remain at top as a visual cue.

Homepage

When navigating to the homepage (from login or using the hyperlink), the user is presented with the page immediately, with the sections empty. The data for each section is retrieved in the background with each section being populated as soon as its processing is complete.

Improve Loading YJ Case performance.

YJ Case View – Events:

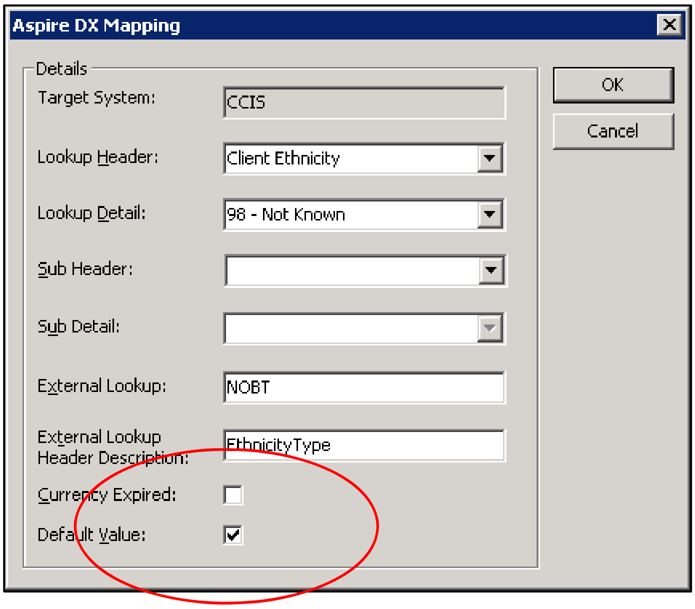
To resolve the delay when navigating to a case, the following changes have been made to the loading of events:

- Only event details for the list view are retrieved with the case.
- The initial view is restricted to contain a maximum of 50 events, shown in paged mode.
- All events are retrieved from the server if the user clicks the all events button
- The full details for a single event are retrieved from the server when the user clicks the event details button

IYSS

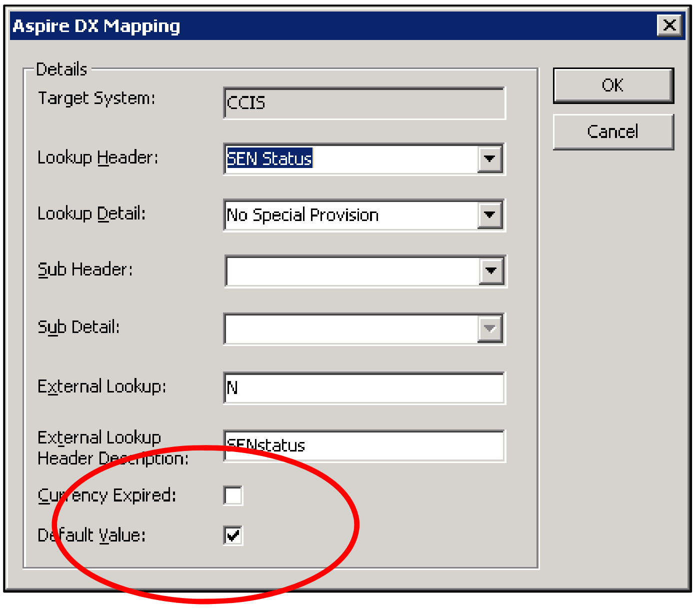
Ethnicity is blank

To ensure that there are no blank ethnicities in XML customers can map an Ethnicity (for example Not Known) as a default. This must be completed in System Administration/Imports/DX Target System/CCIS – Ethnicity Mapping.



SEN Status

As above there needs to be a default set SEN status, here if there is no mapping then the default would be used for SEN Status.



Cohort status

The Cohort Status is now stored in the table tbbeanreport and is fixed when the MI job (spbeantotals_connexionXML01) is run.

If a mapping had been missed for instance, the mapping could be updated then the XML could be re-run without need for the MI job (spbeantotals_connexionXML01) to be run.

Mappings List;

- Gender
- Ethnicity
- LEA
- SEN Status
- Level of Need
- Individual Circumstances
- Intended Destination Year 11

NCCIS validation

Additional validation to negate the NCCIS errors on Individual Circumstance vs Activity codes has been added:

- **Error code 234 -** Activity of Teenage parent (630) should have a supporting characteristic of 120 Characteristic Type if this is not present it will be set.
- **Error Code 235 -** Activity of Pregnancy (650) should have a supporting characteristic of 180 Characteristic Type if this is not present it will be set.
- **Error Code 236** - Activity of Refugee/Asylum Seeker (720) should have a supporting characteristic of 130 Characteristic Type if this is not present it will be set.

Process Statistics

Process Statistical Tools were previously accessed from Windows IYSS \ Tools. Thisis now located in the web application.

This change supports authorities enabling non system administrators (currently windows users) who may have responsibility for Management Information to have access to the MI tools within OneIYSS.

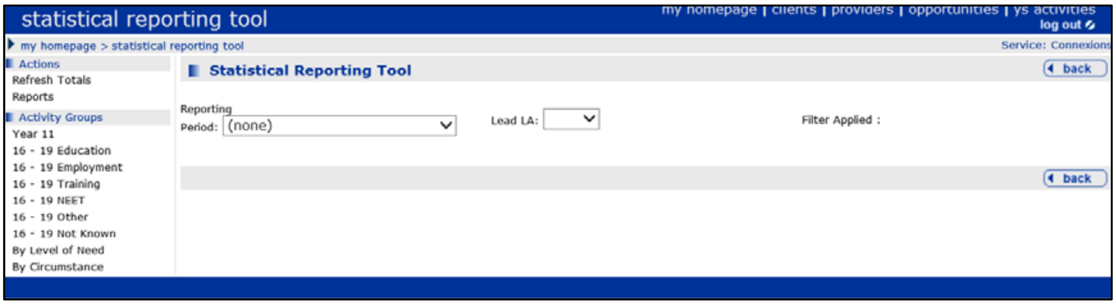
The view of the data has been refined so that:

- Columns for Year 7, 8, 9 and 10 which are no longer returned in the XML file are not displayed;
- The XML codes are displayed against the MI lines;
- The split of the activity lines has been improved;
- Remove Joining & Leaving NEET as not required from April 2014.

The Statistical reporting period will still need to be set up in System Administration and the end of month stats job will need to be run as normal, however now that these facilities have been moved into the web application the process will be slightly different.

Access Process Statistical Tools from My Homepage \ IYSS Links \ Statistical Reporting Tools.

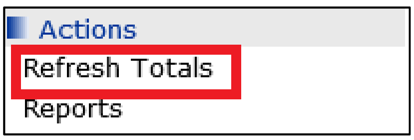
The Statistical Reporting Tools screen will appear:



Complete the page as follows:

Reporting Period	Select the reporting period that you want to work with from the drop down list.
Lead LA	For systems that support more than one LA it is possible to filter the data by a single LA. Either select a LA that you want to view data for or leave as All to view all reported clients
Filter	It is possible to filter the data being returned by a Saved Search that you have created. Useful for filtering by demographics such as Local Geographic area.

From the Action panel click Refresh Totals:



The progress bar will run and the page will refresh

The Filter information will update showing which Reporting Period, Lead LA and Filter has been applied:

Filter Applied : October 2012

Click on the links in the Activity Groups panel to view differing splits of the reporting period:

Activity Groups

- Year 11
- 16 - 19 Education
- 16 - 19 Employment
- 16 - 19 Training
- 16 - 19 NEET
- 16 - 19 Other
- 16 - 19 Not Known
- By Level of Need
- By Circumstance

Some examples:

Year 11

Statistical Reporting Tool back

Reporting Period: October 2012 Lead LA: (all) Filter: (none) Filter Applied : October 2012

Young People: 13 - 16

XML Code	Line Description	Year 11	Total
110	13 - 16, Reg at School	10359	10359
120	13 - 16, Educated at Home	53	53
130	13 - 16, Cust Institution	5	5
140	13 - 16, Not Reg in area	21	21
150	13 - 16, Cur Sit Not Known	0	0
270	16-19 - Other Post 16 Education	5	5

By Circumstance

Statistical Reporting Tool back

Reporting Period: October 2012 Lead LA: (all) Filter: (none) Filter Applied : October 2012

Young People: 16 - 19 By Individual Circumstance

XML Code	Line Description	In Care	Caring for Own Child	Refugee/Asylum Seeker	Carer Not Own Child	Substance Misuse	Care Leaver	Supervised By YOTs	Total
110	13 - 16, Reg at School	78	26	3	1	6	3	97	214
120	13 - 16, Educated at Home	0	0	0	0	0	0	0	0
130	13 - 16, Cust Institution	0	0	0	0	0	0	5	5
140	13 - 16, Not Reg in area	0	0	0	0	0	0	0	0
150	13 - 16, Cur Sit Not Known	0	0	0	0	0	0	0	0
210	16-19 - School 6th Form	12	3	6	0	1	7	5	34
220	16-19 - 6th Form College	0	1	0	0	1	0	2	4
230	16-19 - Further Education	25	40	1	2	6	18	26	118

Removal IYSS Windows Client

The few remaining functions contained in IYSS Windows have been moved to the menu on System Administration or to the web application.

***NOTE:** System Administration will remain as a Windows client.*

Document Templates

The Document Template facilities usually accessed from Windows IYSS \ Tools has been relocated to Windows \ System Administration \ File \ Document Templates.

The behaviour of the Document Template facilities remains the same except that you can no longer create a template from here, the user must now import a template, having created it in MS Word beforehand.

The benefit of this change is that often customers have the Windows Client on a Remote Desktop which does not have Microsoft Word installed and therefore they cannot use the current functionality to create a template.

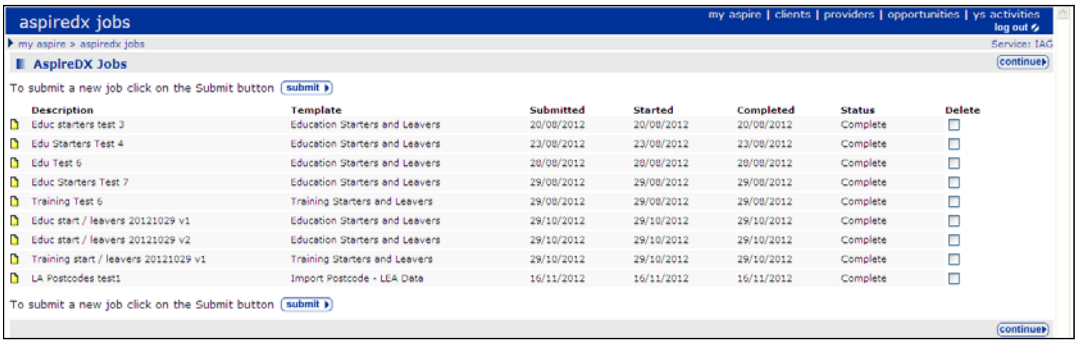
NOTE: *Only .doc word documents are accepted.*

DX

DX has been relocated into the web application from Windows IYSS \ Tools. This gives more flexibility in allocating permissions to specific users to use these tools who do not have access to the windows application.

Access DX from My Homepage \ IYSS Links \ DX Monitoring.

The DX Jobs page will appear showing any undeleted previously run jobs (please note that some of these templates are not available in One IYSS):


aspiredx jobs
my aspire | clients | providers | opportunities | ys activities
log out
my aspire > aspiredx jobs
Service: IAG
AspireDX Jobs
continue
To submit a new job click on the Submit button submit

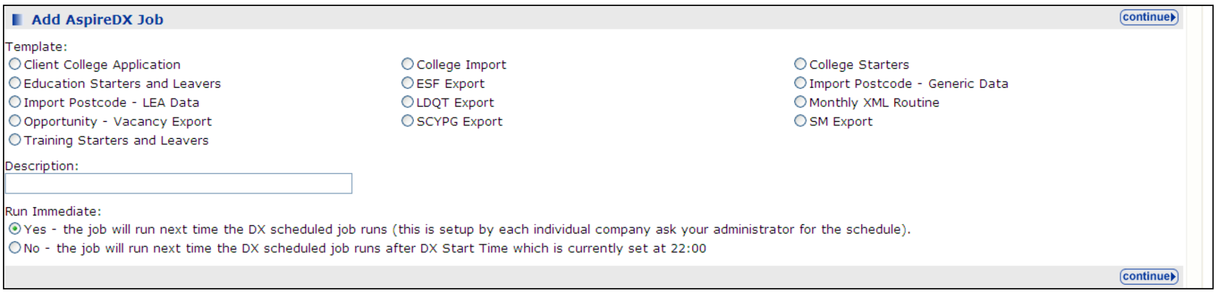
Description	Template	Submitted	Started	Completed	Status	Delete
Educ starters test 3	Education Starters and Leavers	20/08/2012	20/08/2012	20/08/2012	Complete	
Edu Starters Test 4	Education Starters and Leavers	23/08/2012	23/08/2012	23/08/2012	Complete	
Edu Test 6	Education Starters and Leavers	28/08/2012	28/08/2012	28/08/2012	Complete	
Educ Starters Test 7	Education Starters and Leavers	29/08/2012	29/08/2012	29/08/2012	Complete	
Training Test 6	Training Starters and Leavers	29/08/2012	29/08/2012	29/08/2012	Complete	
Educ start / leavers 20121029 v1	Education Starters and Leavers	29/10/2012	29/10/2012	29/10/2012	Complete	
Educ start / leavers 20121029 v2	Education Starters and Leavers	29/10/2012	29/10/2012	29/10/2012	Complete	
Training start / leavers 20121029 v1	Training Starters and Leavers	29/10/2012	29/10/2012	29/10/2012	Complete	
LA Postcodes test1	Import Postcode - LEA Data	16/11/2012	16/11/2012	16/11/2012	Complete	

To submit a new job click on the Submit button submit
continue

Any unwanted jobs can be removed by ticking Delete against the appropriate job and then Continue.

To create a new DX job Click on submit

The Add DX Job page will appear:


Add AspireDX Job
continue
Template:
Client College Application
Education Starters and Leavers
Import Postcode - LEA Data
Opportunity - Vacancy Export
Training Starters and Leavers
College Import
ESF Export
LDQT Export
SCYPG Export
College Starters
Import Postcode - Generic Data
Monthly XML Routine
SM Export
Description:
Run Immediate:
Yes - the job will run next time the DX scheduled job runs (this is setup by each individual company ask your administrator for the schedule).
No - the job will run next time the DX scheduled job runs after DX Start Time which is currently set at 22:00
continue

Select the template you wish to use.

Add a Description.

Select Run immediate option. You will see now that a description of the options has now been supplied, click Continue.

Depending on the template you have picked you may be asked for additional details as per the CCIS export below:


Add AspireDX Job
continue

Template:	SCYPG Export
Import Type:	Export Client XML
Job Description:	CCIS 04.09 Test 1
Run Immediate:	Yes
File Prefix:	
Reporting Period:	(none)

continue

Complete the page and click Continue.

Resolved Knowledge Base Issues

KB406044 - IYSS – Client Search - Upload List

The upload functionality now accepts .csv files only. One Youth no longer crashes if a binary (eg an. xls) file is renamed to .csv and uploaded.

One Youth no longer creates a saved list containing 0 entries which would happen if a list of invalid ids had been uploaded. You are now warned that you cannot import the file instead of attempting the import and then crashing.

KB406266 - IYSS – searching for clients attending session for an activity crashes

When searching for clients that have attended any session for an activity, the system errors.

KB406483

MI 13-16 Reg At School not appearing.

KB407251 - Function Group Description

If the long and short description of the Function Group do not match, it does not display in the web front end (My Homepage \ View Reports).

KB407291 - YJ – Court Appearance

Legal representative could be saved with an '&' in the surname. However, if you selected this legal representative in a **Court Appearance** screen, the system crashed.

KB420100 - YJ - Add new offence

One Youth crashes when attempting to add an additional aggravated circumstance as the first data item.

KB420101 - YJ – EYE

The YJB uses 2 different sets of ethnicity values. One for YJMIS and one for EYE. Mappings for the YJMIS were added to the database, mappings for EYE were not.

KB420102 - Timeout Countdown

If a user clicks the **keep alive** button with only a few seconds remaining, the session would still logout. A one minute contingency has now been added.

KB420103 - YJ – Parent record

The **New** Events button on parenting record only appears if the user has the 'YJ Case – Victim' permission.

KB420106 – Import

College Starters / Leavers import crashes when attempting to match on 1st *n* characters of forename.

KB420107 - YJ – Connectivity

The archiving process in YJB Connectivty does not exclude archived records. Therefore it constantly archives the same records.

KB420108

The Document Name for 'Placement Information Form' is incorrect. It is now 'PlacementAlert'.

KB420110 – Caseworker

Not displayed in chronological order.

KB420111 - Parent/Carer Search

Not displaying ‘No Clients Found’.

11 | One Youth Autumn 2014 Release (3.55)

Obtaining installer files

Installers for One Youth are available for download as password protected zip files. The password required to unzip the files will be emailed to the designated One Coordinator for each LA on release day.

The installation files for the One Youth Autumn 2014 Release (3.55) are available from the following location:

http://dl.capitasolus.co.uk/one/ONE-355-IYSS.exe

IYSS

Activity Survey

A new report has been provided for the return of the NCCIS Annual Activity Survey in the format specified in the 2014-15 MI Requirement.

For information, see *Annual Activity Survey Report 2014/15 Guidance Notes* on page *85* for guidance on the running of the report and information on how data in the report is derived.

Import - Intended Destination

Users can now import intended destination information. The import facility uses the same matching criteria same as Education Starter and Leavers Import already in IYSS.

In addition to client matching columns, the source file includes columns for:

Column Name	Translation Required	Destination Column
Intended Destination Year 11	Y	tbClient.idAspirationPriority
Intended School/College	N	tbClienttxIntendedDestNotes
Intended Levels	Y	tbClient. idIntendedDestPre16Level
Intended Sector	Y	tbClient. idIntendedDestPre16OccArea

If an intended destination already exists, the existing intended destination is written to an intended destination note and the new value is imported from the source file.

Where the intended destination is Labour Market or Training, the Level and Occupational Area have to be completed in IYSS. A default value can be set to ensure that null values are not imported.

Import - September Guarantee

Users can now import September Guaranteed information. The import facility uses the same matching criteria same as Education Starter and Leavers Import already in IYSS.

In addition to client matching columns the source file includes columns for:

Column Name	Translation Required	Destination Column
Sept Gtee Offer	Y	tbClientBaseLine. idBaseLineStatus

Importing September Guarantee information updates current active baseline in the client record.

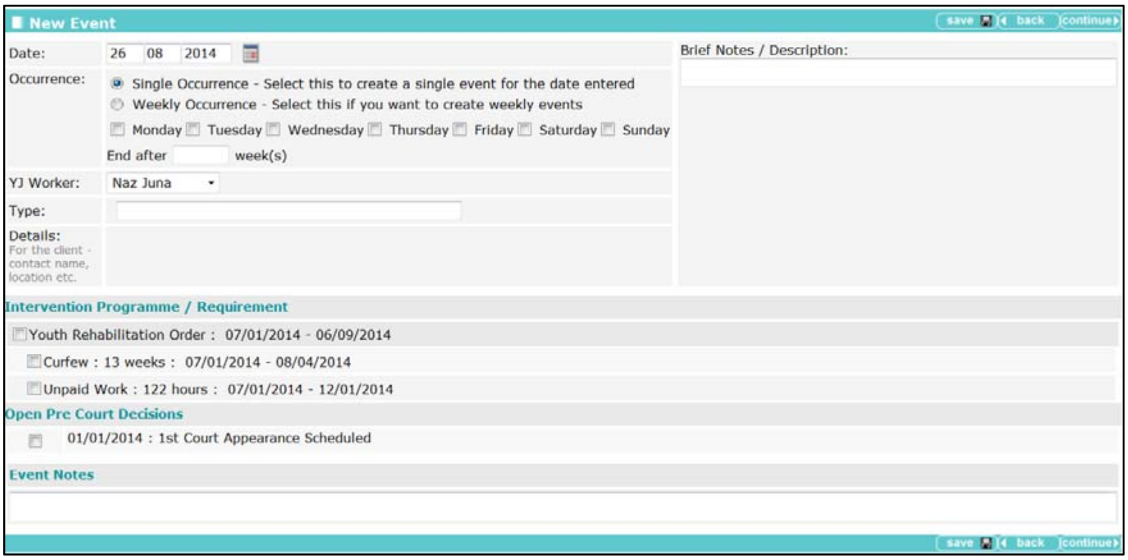
IMPORTANT NOTE: *If a current status already exists and is positive, i.e. Status has XML code of 110, 114, 115 or 124, then the current status will <u>not</u> be imported from the source file.*

Youth Justice

Create Multiple Events

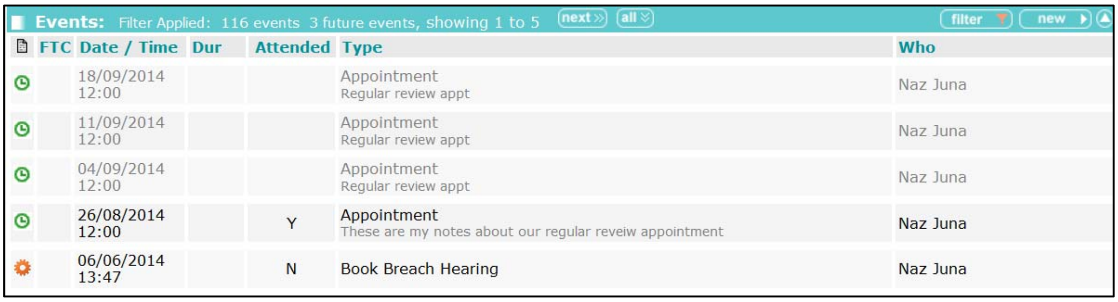
When creating a new event, there are now radio buttons for **Single Occurrence, the default**, and **Weekly Occurrence,** which the user can select to create multiple events.

For a Weekly Occurrence event, you can select a day or multiple days using the checkbox for each day of the week and enter an **End after x week(s)**. For example, if the date entered is **04/09/2014**, the **Thursday** checkbox is selected and 4 is entered in the End after x week(s) field, then 4 events are created: 04/09/2014, 11/09/2014, 18/09/2014 and 25/09/2014.

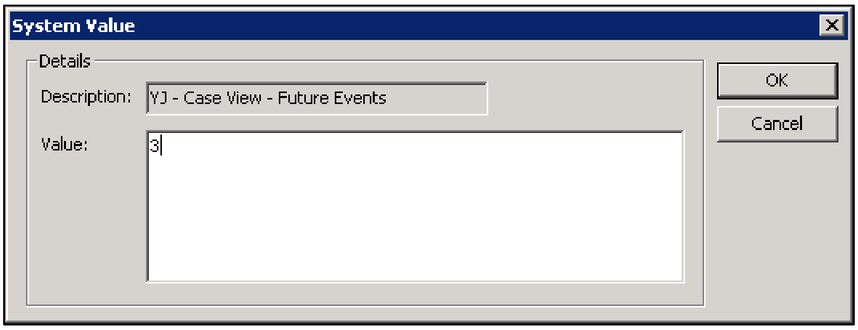


Client View:

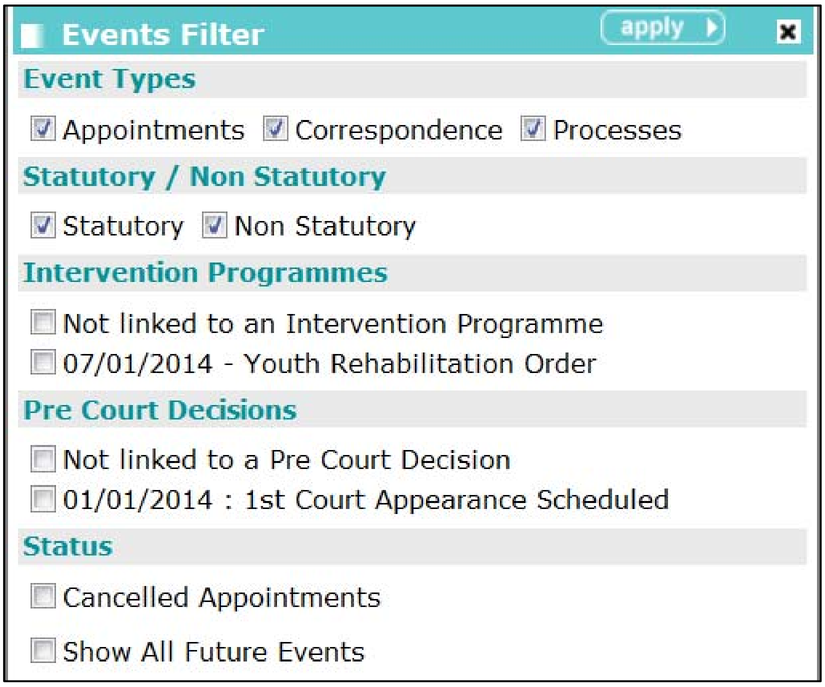
Events in the future are shown in grey. The number of future events is shown on the **Events** header bar.



The default view displays only the next 'n' future events. Where 'n' is a new system value 'YJ - Case View - Future Events'.



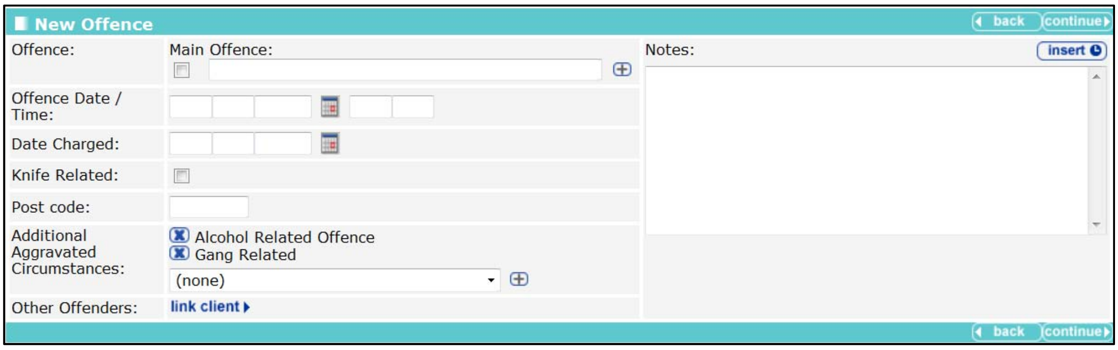
There is an additional option on the **Event Filter** (under the **Status** heading) for **Show All Future Events.**



The user can then select the appointment once attended and update to current event type and complete all other details.

Offence (Additional Aggravated Circumstances)

Multiple Aggravated Circumstances can be selected using dropdown list and the **+ button**.



Final Warning/Pre Court Asset

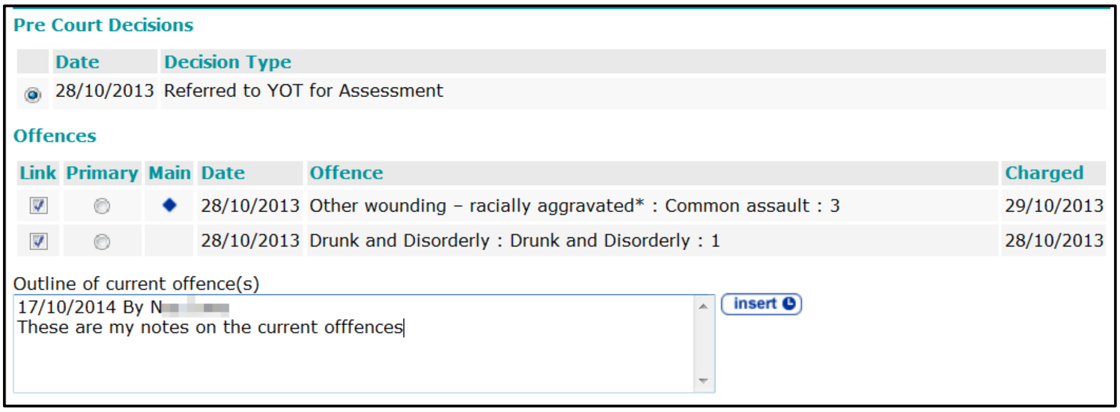
The name of the 'Final Warning' asset template has been changed to 'Pre Court' Asset. The associated Crystal report has been also updated.

The section in the assessment called **Final Warning Closure** has been changed to **Pre Court Closure**.

Pre Court Asset – Pre Court Decisions

The 'Pre Court' asset template has been changed to include pre-court decisions and display associated offences. The option for **Court Appearance** and associated offences has been removed

The 'Pre Court' profile Crystal report has been changed to include Pre Court Decisions and Offences.



Risk on Asset Core Profile

The calculated RISK level on Core Profile has been removed. An updatable field for **RISK** on the Core Profile has been added. The **RISK** data field has been added to the **change** and **view** pages in the **Indicators of Risk of Serious Harm** page/section of the asset.

Assessment Summary

Dynamic Factors:	0/48
Static Factors:	8/16
Score:	8/64 (Low)
RISK:	No Information
Vulnerability:	
Intervention Level:	
FOC (1st 3 Months / Remainder):	

Actions

Save

Finish Assessment

Asset Core Profile : Indicators of Risk of Serious Harm to Others back continue

Current classification for risk of serious harm to others

- None
- High
- Low
- Medium
- Very High

This section focuses on the possibility of the young person causing serious harm to other people. Serious harm is defined as 'death or injury (either physical or psychological) that is life threatening and/or traumatic and from which recovery is expected to be difficult, incomplete or impossible'.

	Yes	No	Don't Know
Do any of the following apply to the young person in relation to the current offence/s?			

The RISK levels in the lookup are **None, Low, Medium, High** and **Very High**. The RISK level is shown in **Assessment** grid against the Core Profile.

Assessments, Plans and Reviews : Filter Applied filter new

Date	Assessment	Score	Dynamic	Static	Risk	Vulnerability	Level
16/10/2014	Asset Core Profile (*Other)	20/64 (Low)	12/48	8/16	Medium	Medium	Enhanced

If the Core Profile has been started but the RISK level not yet completed, then Asset will display **No Information.**

Assessments, Plans and Reviews : Filter Applied filter new

Date	Assessment	Score	Dynamic	Static	Risk	Vulnerability	Level
16/10/2014	Asset Core Profile	8/64 (Low)	0/48	8/16	No Information		
14/03/2014	Asset Core Profile (Post-sentence)	36/64 (Medium)	24/48	12/16	Medium		Intensive

The RISK level at Client level displayed in Case Details will be taken from the most recent Core Assessment, ROSH Assessment or RMP.

Case Details change

Status:	Open as of 01/04/2013	Outcome:	
Intervention Level:	Enhanced	FOC:	4/2
ROSH Level:	Low	Case Review Due On:	12/04/2014
Vulnerability Level:	Medium	Service Centre:	Stratford

Case Notes

Intervention Level

The **current** intervention level is derived from the latest Core Profile where no ROSH assessment has been completed.

From a Core Profile, the intervention level is either calculated or can be overridden. If calculated, the level now takes into account the selected RISK level.

If a ROSH assessment is completed the **current** intervention level would be calculated and updated using the latest ROSH level as per the following guidance:

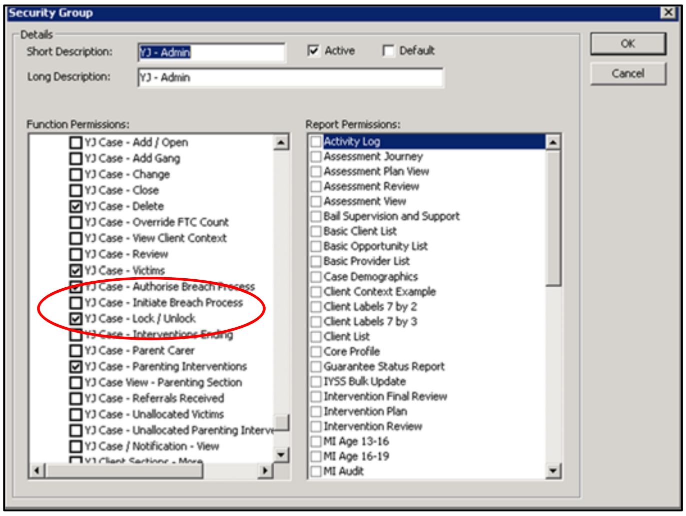
Determining intervention level

Child/young person profile	Intervention Level
Low likelihood of reoffending (as indicated by *Asset* score [dynamic and static factors] between **0** and **14** inclusive) AND **Low risk of serious harm** (as indicated by no risk of serious harm assessment being required, or low risk of serious harm assessment)	Standard
Medium likelihood of reoffending (as indicated by *Asset* score [dynamic and static factors] between **15** and **32** inclusive) OR **Medium risk of serious harm** (as indicated by risk of serious harm assessment)	Enhanced
High likelihood of reoffending (as indicated by *Asset* score [dynamic and static factors] between **33** and **64** inclusive) OR **High risk of serious harm or very high risk of serious harm** (as indicated by risk of serious harm assessment)	Intensive

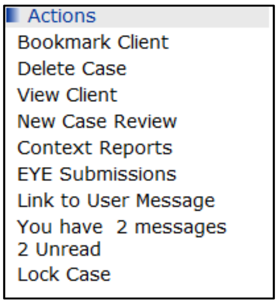
Lock YJ Case

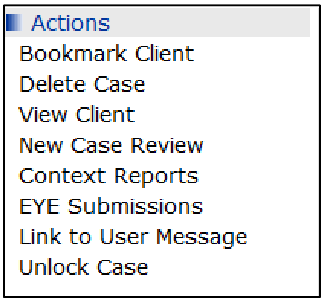
IMPORTANT NOTE: *The lock functionality is only applicable to the YJ Case data. It will not lock any shared areas of the YJ record e.g. address or IYSS data of the record or affect the changing of any data on the record via other One Modules in V4/V3 etc.*

There is a new permission to Lock/Unlock a YJ case, this is called 'YJ Case – Lock/Unlock' and is found in the section Youth Justice in permissions

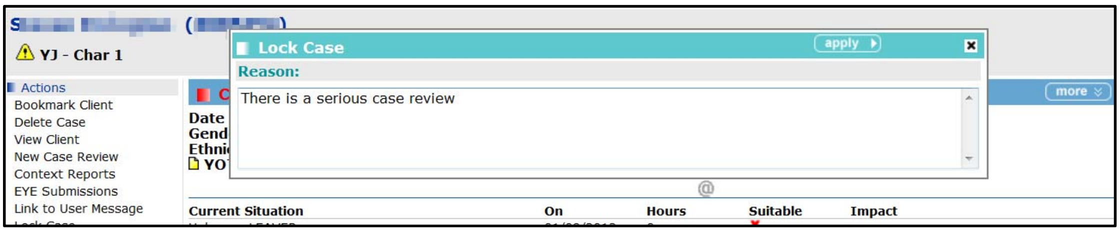


The user with the above permission will see a **Lock Case** option in the **Action** section of the record. Once locked, the user with the permission will see and **Unlock Case** option in the actions section.

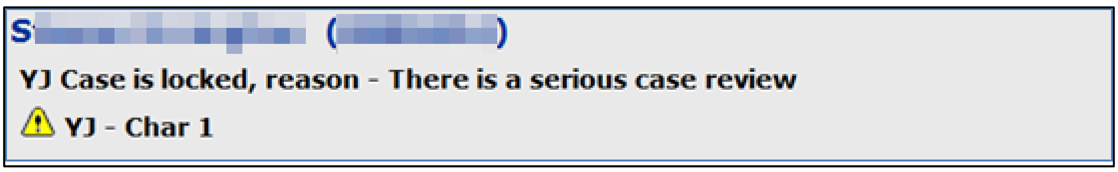




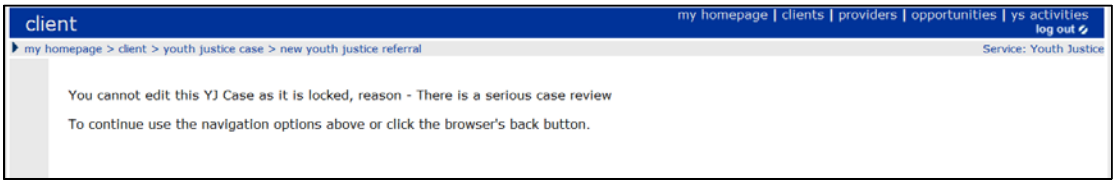
The user initiating a lock is required to enter a **Reason** for why the case is locked and click **Apply button.**



When locked there is a message in the header/title bar for all users.



If a user attempts to edit a locked case they would get a page with a message below.



Intervention Programme – Requirements Display

The requirement term information is now displayed against the requirement when added to the Intervention Programme.

General

Timeout

There is a new **Keep Alive** button, click this to stop session timing out. This replaces the need to click on a change button which was previously required.

Annual Activity Survey Report 2014/15 Guidance Notes

Introduction

This section explains how to export data to meet the Annual Activity Survey return as defined in the NCCIS MI Requirement 2014-15. This section should be read in conjunction with the NCCIS MI Requirement 2014-15.

You must have set up your Annual Activity Survey Baseline. Information on how to complete this can be found in the One IYSS MI_XML Handbook.

The Annual Activity Survey Report can be found in the directory in which the system administration module of One IYSS is installed and is called AAS 2014-15 Rev2.rpt.

Running the Report

When you run the report, you will be asked for 4 parameters. Complete the parameters as follows:

Parameter	How to complete
Enter Database ID	Enter your 3 digit database ID, issued to you by NCCIS. If you do not know this it can be found in System Admin \ System \ System Value \ Database ID
Enter reported activity date (usually 1st November)	Enter the date that the young person's situation must span to be included in the AAS. This is usually the 1st November of the year in which they leave school. Example, for 2014 leavers this will be 01/11/2014. The date is used in selection formula in the report to identify the situation to be reported on in the AAS return.
Enter your 3 digit LA code	Enter you official 3 digit LA code. A list of LA codes can be found in Appendix B of the NCCIS Management Information Requirement 2014-15.

Parameter	How to complete
Enter baseline name	This is the name of the baseline you would have setup in May to control the cohort of young people you are reporting on for the Annual Activity Survey.

Click OK.

The report will be generated and returned to the screen.

To export the data in a CSV format:

Click on the export button

The Export panel will appear:

Complete the panel as follows:

Parameter	How to complete
Format	Separated Values (CSV)
Destination	Disk File

Click OK.

The Separated Values Export Options panel will appear. Complete as follows:

Parameter	How to complete
Delimiter	“
Separator	,
Tab	Unticked
Mode	Standard Mode
Report and Page Sections	Select Export and tick Isolate Report / Page Sections
Group Sections	Select Export Isolate Report / Page Sections should be unticked

Click OK.

The Choose Export File panel will appear. Select where you are saving the file and its file name.

Click Save

Data Mapping

The columns in the report have been derived as follows:

Column	Derived From
DatabaseID	The ‘Enter Database ID’ parameter entered when running the reort.
YoungPersonsID	3 digit database ID (above) + One person ID (TBCLIENT.PERSON_ID) added with zeroes to make a 13 digit field in total.

Column	Derived From
CohortStatus	Where the young person's cohort status (TBCLIENT.CHCOHORTSTATUS) is 'X' they have already left the cohort. In this instance their status on leaving is used (TBCLIENT.CHCOHORTSTATUSONLEAVING) Where the young person is about to leave the cohort in the current month they will have a cohort status showing they are about to leave, but will not yet have a status on leaving as they have not left yet. In this instance cohort status is used status (TBCLIENT.CHCOHORTSTATUS) Where the young person does not have a leaving cohort status they will be assumed to be 'P' primary. **NOTE:** The leaving cohort statuses of 'A' – Age and 'G' – Guarantee are not accounted for as there should be no young people with either of these statuses when the AAS report is run.
Postcode	Taken from People.Post_Code. **NOTE:** Where the client has no correspondence address the column is set to 'ZZ99 9ZZ'. This is consistent with the monthly NCCIS XML return and has been passed via the NCCIS helpdesk.
Gender	Taken from People.Gender
Ethnicity	A formula has been written to convert the extended ethnicity code list from {Lookups_Full.Ext_Code} to the short ethnicity code list defined in the NCCIS MI Requirement.
Lead LEA	**NOTE:** As defined in the NCCIS MI Requirement this is not the young person's current lead LA. This is the LA code where the young person was educated in year 11. This data is taken from the LA recorded against the statutory education provider in the young person's Situations section \ Statutory Education Leaving Date \ [provider name]. Where no statutory education provider exists or no LA has been recorded against that provider (Provider \ Details section \ LA) the LA code entered in the parameter 'Enter your 3 digit LA code' will be used. The rationale behind this is that only young people educated in year 11 in your LA area should be included in the AAS return, and therefore the young person is included in the AAS baseline because you have identified them as a candidate for the AAS return.
LDDFlag	Taken from EDUCATION_DETAILS.SENSTAGE. Where EDUCATION_DETAILS.SENSTAGE is null, or is 'Q', 'N', 'A', 'P' or 'K' the LDDFlag is set the 'N'. Where EDUCATION_DETAILS.SENSTAGE does not meet the above criteria the LDDFlag is set to 'Y'.
StartDate	Taken from tbClientSituation.dtStartDate. Selection formula is used to identify the situation to be reported on using the date supplied in the parameter 'Enter reported activity date (usually 1st November) '.

Column	Derived From
ActivityCode	Taken from TBBEANTYPEHEADER.VCXMLCODE which is derived from TBVALIDSITUATIONSUBGROUP. This checks that the situation group and sub group recorded in the clients situation has a valid MI line and outputs the corresponding NCCIS activity code value. Where the situation group and sub group recorded has not been configured to map to an MI line the default code of ‘810’ (current situation not known) will be used. Selection formula is used to identify the situation to be reported on using the date supplied in the parameter ‘Enter reported activity date (usually 1st November) ’.
DateAscertained	Taken from tbClientSituation.dtChangeDate.
EstablishmentNumber	This data is taken from the LA and DfE number recorded against the statutory education provider in the young person’s Situations section \ Statutory Education Leaving Date \ [*provider name].* Where no statutory education provider exists or no LA has been recorded against that provider (Provider \ Details section \ LA) the LA code entered in the parameter ‘Enter your 3 digit LA code’ will be used. The rationale behind this is that only young people educated in year 11 in your LA area should be included in the AAS return, and therefore the young person is included in the AAS baseline because you have identified them as a candidate for the AAS return. Where no statutory education provider exists or no DfE Number has been recorded against that provider (Provider \ Details section \ DCSF ID) ‘9999’ will be output. The LA code and the DfE number are concatenated to make a 7 digit establishment number.
EstablishmentName	This data is taken from the statutory education provider in the young person’s Situations section \ Statutory Education Leaving Date \ [*provider name].* Where no statutory education provider exists the value will be null for the young person.

12 | One Youth Summer 2014 Release (3.54)

Obtaining installer files

From this release, DVDs containing the One Youth installers will not be mailed to customers. Instead, the installers will be available for download as password protected zip files. The password required to unzip the files will be emailed to the designated One Coordinator for each LA on release day.

The installation files for the One Youth Summer 2014 Release (3.54) are available from the following location:

http://dl.capitasolus.co.uk/one/ONE-354-IYSS.zip

Database Changes

The TBIMPORTCLIENTQUALIFICATION table has been added to support the qualification import.

New columns have been added onto TBBEANBAG and TBBEANREPORT to support the XML Production Speed Up:

- IDYEAR11LEA
- BTYOUTHCONTRACTINDICATOR
- DTYOUTHCONTRACTSTART
- BTONGUARANTEE
- VCYEAR11GUARANTEESTATUS
- IDYEAR11GUARANTEELEACODE
- VCYEAR12GUARANTEESTATUS
- IDYEAR12GUARANTEELEACODE
- IDSITOUTBOUNDQUALLEVEL
- DTSITCHANGEDATE

The IDBEANTYPE column has been added onto TBVALIDSITSUBGROUP to support the Mapping of CCIS Activity Codes:

Installation

No Changes.

Software Changes

Youth Justice (YJ) module

New Lookups added to base configuration:

The values in the following lookups have been extended:

- YJ Case
  - Event Type
  - Referral Category
  - Referral Stage
  - Intervention Programme Outcome
  - Interview Outcome
  - Interview Type
  - Parenting Intervention Programme
  - Referral Outcome
- YJ Asset
  - Case Stage
  - Plan Intervention Method

Filter Messages display layout

On a YJ Case where a section has an option for filters, a change has been included that will display the filter state on the relevant section header bar. Sections included are:

- Referrals

- Events

- Offences

- Assessments.

The filter button also changes when a filter is applied:

White – if no filter is applied

Amber – if a filter is applied

Intervention Programme linked to Court Appearance:

It is now possible to link an Intervention Programme to Court Appearance with either a substantive outcome, or any outcome. To be linked to an Intervention Programme, the Court Appearance Offence(s) must have an outcome.

By default only court appearances with substantive outcomes are displayed:

◉ Hearings with a substantive outcome ○ Hearings with any outcome

Date	Type	Outcome
○ 10/01/2013	Court Appearance	Youth Rehabilitation Order Youth Rehabilitation Order

By selecting the **Hearing with any outcome** option, all court appearances with an outcome are displayed for selection:

○ Hearings with a substantive outcome ◉ Hearings with any outcome

Date	Type	Outcome
○ 10/01/2013	Court Appearance	Youth Rehabilitation Order Youth Rehabilitation Order
○ 05/01/2013	Court Appearance	Abandoned Abandoned

Therfore, in order to create a Secure Remand based Intervention type, a temporary outcome of the relevant remand will need to be recorded against the offences in the court appearance where the secure remand was given.

IAG (Connexions) module

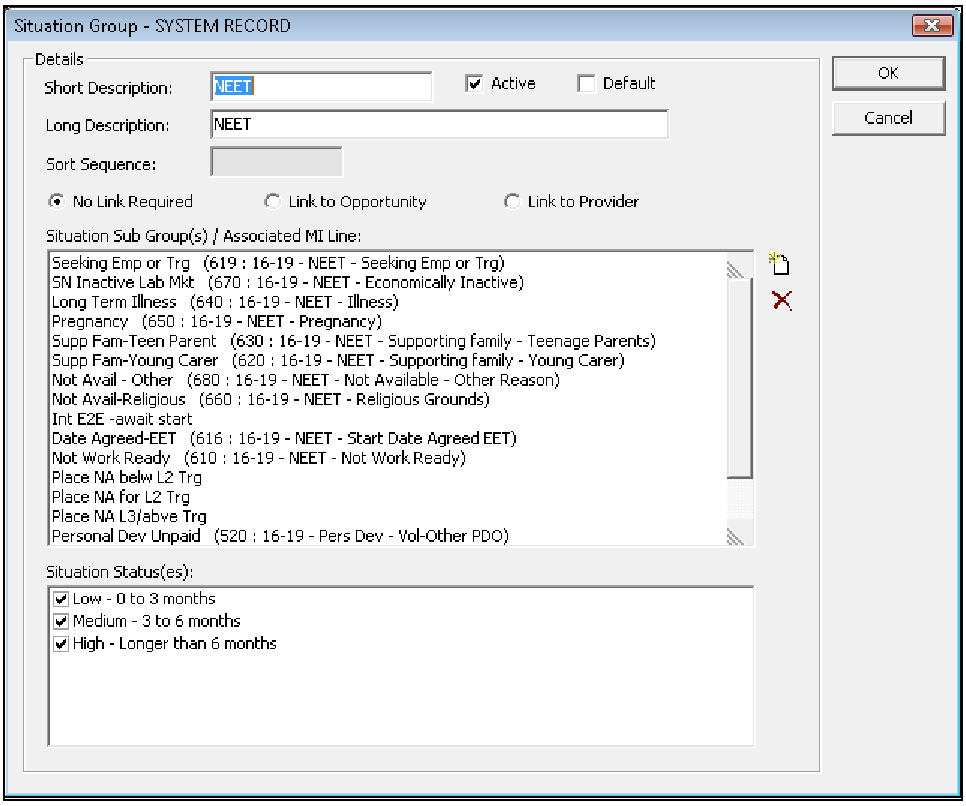
Situation Group / Sub Group – Mapping to CCIS Activity Codes

This new functionality allows each customer to create new situation groups and sub groups combinations and map these to an existing XML code. The associating of a Situation Sub Group with a Situation Group has been enhanced to handle this new function.

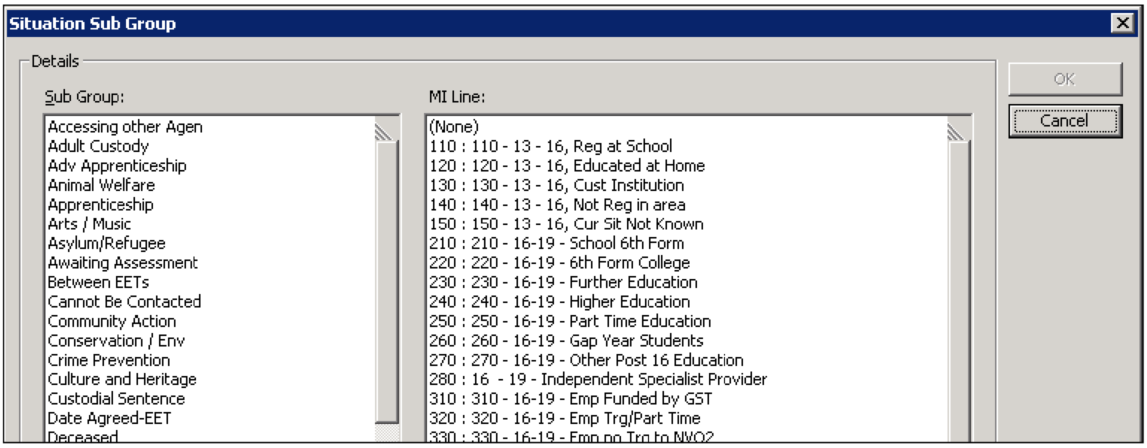
Customers can add new situation group(s) and sub groups as per the current configuration options within the System Admin application.

To link a situation group/sub-group combination to a CCIS activity code:

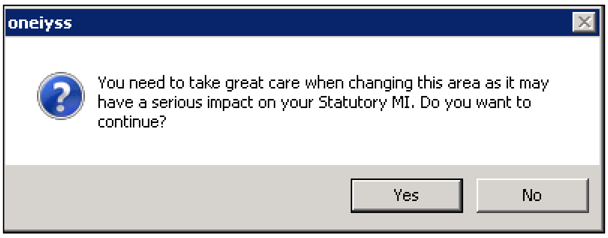
1. Open the situation group to display the **Situation Group** window.



2. Click the Add Situation Sub Group icon to display the Situation Sub Group dialog.



3. To add a new activity code mapping, highlight required sub group on the left-hand side and highlight the associated line on the right-hand side.
4. Click the **OK** button to display a confirmation dialog.



5. Click the **Yes** button to continue.

Gender, Ethnicity and SEN Mapping to NCCIS Codes

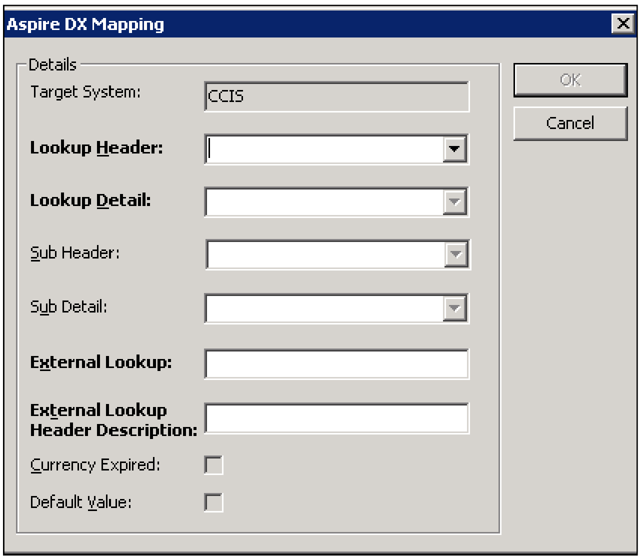
This new functionality enables customers to determine how One gender, ethnicity and SEND codes map to NCCIS codes returned in the monthly XML file.

This functionality should be used if new One codes are released and thus will reduce the need for service packs or hotfixes for NCCIS code changes.

> ***Note:*** *The new SEND codes added to One for 'E' : Education Health and Care Plan and 'K' : SEN Support have already been added to the NCCIS mappings. No action is required by customers for these mappings.*

To create an NCCIS mapping:

1. Select **System Admin | Imports | DX Target System | CCIS**.
2. Click the add value icon  to display the **Aspire DX Mapping** dialog.



3. Complete the details as follows:

Field	Explanation
Lookup Header	This is the One IYSS lookup that contains the source data. Select: Client Ethnicity for Ethnicity mappings Client Gender for Gender mappings SEN Status for SEND mappings.
Lookup Detail	Select the value that you want to map. Only the values appropriate to the selected **Lookup Header** will be available.
Sub Header	Not Used. Leave empty.
External Lookup	Enter the value that you want to map to and which will be output in the NCCIS XML file. You should check the NCCIS MI Requirement for valid values.

Field	Explanation
External Lookup Header Description	This field determines where in the NCCIS XML file the mapped value will be output to: EthnicityType maps to Ethnicity GenderType maps to Gender SENstatus maps to LDDFlag Note that these values are case sensitive and must be entered exactly as shown above otherwise the mapping will not work.
Currency Expired	Do not use. Leave unticked
Default Value	Do not use. Leave unticked

4. Click the **OK** button.

XML Production Speed Up

Additional columns have been added to tbBeanBag and tbBeanReport tables to speed up the production of the CCIS XML file.

Customers should see a significant improvement in the speed of the production of the XML file.

In addition, the Monthly MI stored procedure now creates a DX job to produce the XML file. The job will be processed and the XML file created the next time that DX runs.

Updated Documentation

- One IYSS handbook for end users is now available: http://www.onepublications.com/363338/IYSS/One%20IYSS%20Handbook.pdf
- NCCIS error messages from the DfE are now listed in the One IYSS MI_XML handbook: http://www.onepublications.com/363338/IYSS/One%20IYSS%20MI_XML%20Handbook.pdf

New SEN Codes / CCIS Mapping

The new SEND Codes added to One have been mapped to the NCCIS XML LDD flag and will set the LDD flag as shown:

- E : Education Health and Care Plan -> Y
- K : SEN Support -> N

Upload Client List

It is now possible to upload a list of client IDs into IYSS from which a client search can be performed and thus enable any subsequent bulk updates.

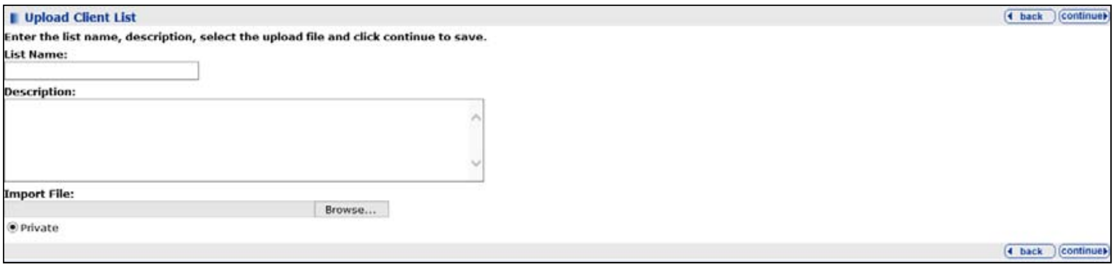
The uploaded file can be in either XLS or CSV format. The facility assumes that only numeric One Person IDs will be in the first column in the file and that each row contains a unique person ID.

The ability to perform this function is given on the security permission ‘Client Bulk Updates \ Upload Client List’.

When uploaded, the list is saved into **My Homepage | My Saved Client Lists portal**. This portal is given on the security permission ‘My Aspire Sections \ My Saved Client Lists’.

To upload a client list:

1. Select **My Homepage | IYSS Links | Upload Client List** to display the **Upload Client List**.

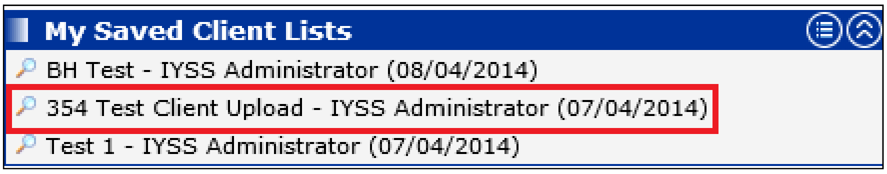


2. Complete the page as follows:

List Name	Description that appears in **My Homepage | My Saved Client Lists**.
Description	Hover text that appears in **My Homepage | My Saved Client Lists**.
Import File	Browse to the CSV or XLS file that contains your client list.

3. Click the **Continue** button.

You will be returned to **My Homepage** where your uploaded client list will appear in the **My Saved Client Lists** panel.



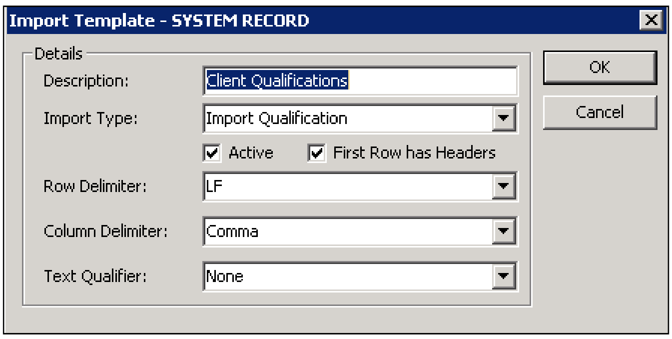
From here, the list can be run and the results will be shown in client search results.

Importing Qualifications

It is now possible to import qualifications from a CSV file into client records.

Source File Configuration

1. From System Administration, select **Imports | Import Templates**.
2. Double-click **Client Qualification** to display the **Import Template** dialog.



3. Ensure your source data file matches the criteria selected above in the **Details** section. An example data file formatted to the criteria above would look like the following:

   Actual Grade,DOB,Exam Board,Exam Level,Forename,Postcode,Predicted Grade,Subject,Surname,UPN,Year Attained

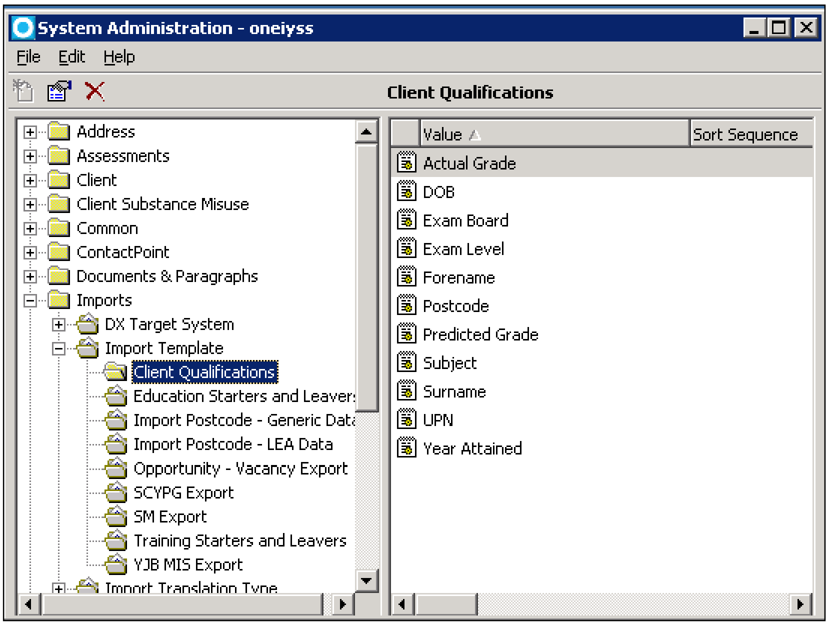
   GB,28/04/1998,AQA,GCSE,Millie ,MK42 0AL,GB,English Language,Addison ,H820200100001,2014

   GB,28/04/1998,AQA,GCSE,Millie ,MK42 0AL,GC,English Literature,Addison ,H820200100001,2014

   GC,28/04/1998,AQA,GCSE,Millie ,MK42 0AL,GA,Mathematics,Addison ,H820200100001,2014

Source File Contents

1. From System Administration, select **Imports | Import Templates Client Qualifications** to view the source file columns in the right-hand panel.



2. Ensure your template is formatted properly.

   In order for your template to be accepted by the data import routine, the source file should contain a column for each of the values above. Extra care should be taken in naming and creating the source file columns to replicate the template, otherwise the data import routine will generate an error.

   The followng table outlines what source file data is used for matching and where in IYSS the source data will be mapped to:

Source Column Name	Max Column Size	Translation Required	OneIYSS Database Column Name
Forename	N/A	N/A	Client matching purposes only
Surname	N/A	N/A	Client matching purposes only
DOB	N/A	N/A	Client matching purposes only

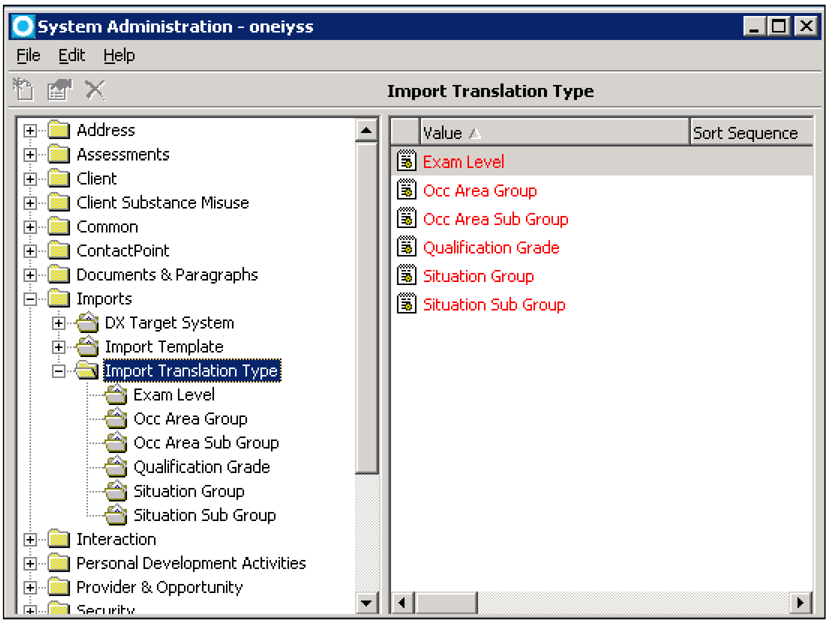
Source Column Name	Max Column Size	Translation Required	OneIYSS Database Column Name
UPN	N/A	N/A	Client matching purposes only
Postcode	N/A	N/A	Client matching purposes only
Year Attained	4 character year, e.g 2009	No	tbclientqualification.dtdateattained
Exam Board	30 characters	No	tbclientqualification.vcExaminationBoard
Exam Level	N/A	Yes	tbclientqualification.idlevel
Predicted Grade	N/A	Yes	tbclientqualification.idforecastgrade
Actual Grade	N/A	Yes	Tbclientqualification.idactualgrade
Subject	30 characters	No	tbclientqualification.vcSubject

Translations

Columns in the previous tables marked as **Translation Required** cannot be directly placed onto the database, the values in the incoming source file must be mapped to an IYSS value.

NOTE: *You must analyse your incoming source file and ensure that all values in the columns where a translation is required have been mapped to an IYSS value.*

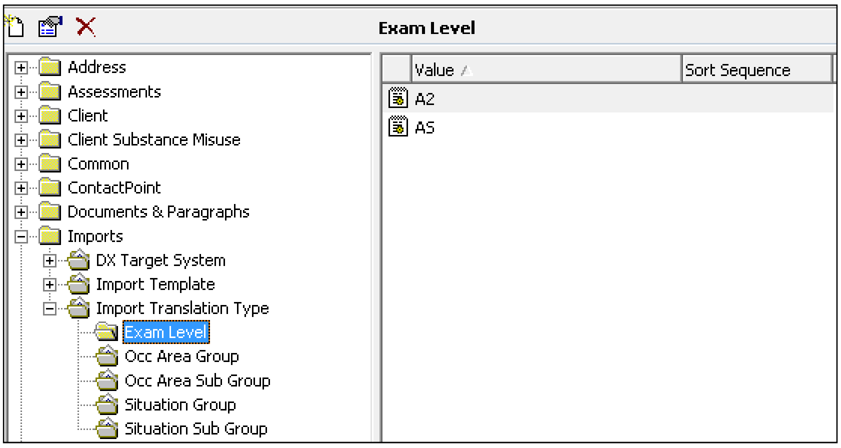
The available translations are accessible in system administration via **Import | Import Translation Type**:



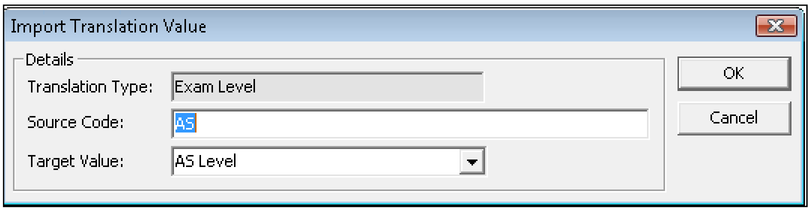
To edit Translation Codes:

1. From System Administration, select **Imports | Import Translation Type.**

2. Click on the **Type** in the left-hand pane of the screen.



3. To add a new mappings click the Add Value icon to display the **Import Translation Value** dialog.

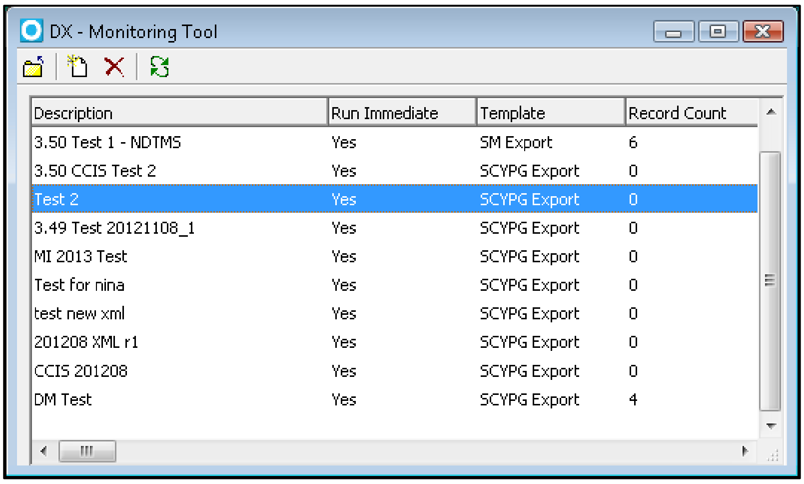


This screen shows the translation details. In the case above, the code “AS” would be placed in the source data file to be translated into an IYSS exam level of “AS Level”.

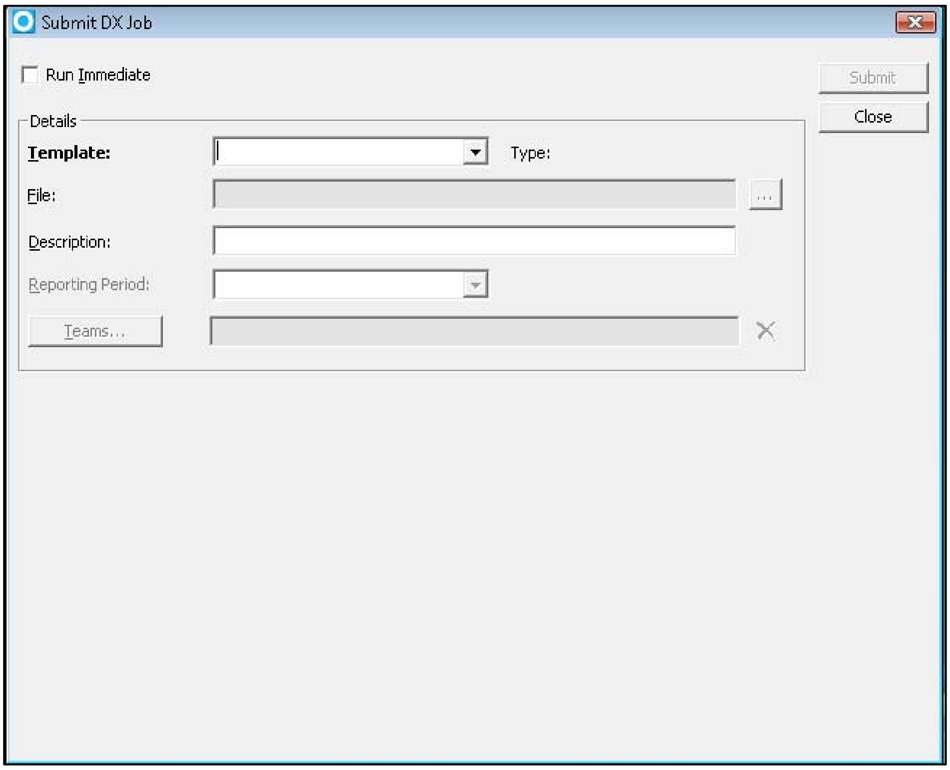
The Target Value drop down shows values in context to the IYSS target value and the values available will change depending on the translation type selected.

Running the Update

1. Open **Windows IYSS | Tools | DX Monitoring Tool**.

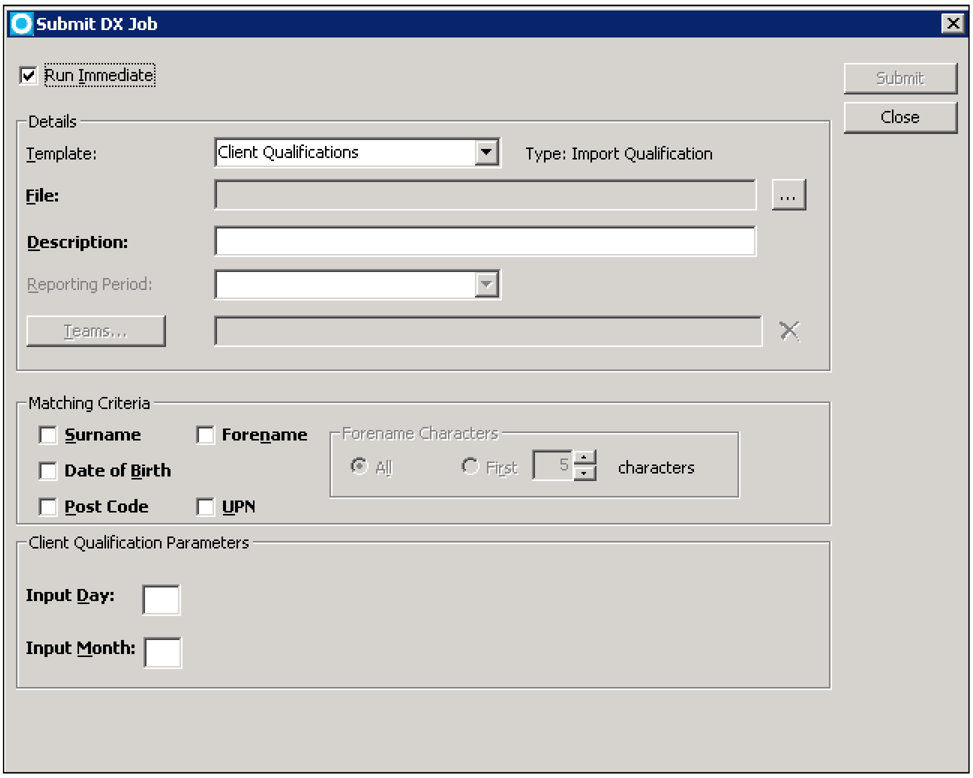


2. Click the **Submit New DX Job** icon to display the **Submit DX Job** dialog.



3. From the **Templates** drop-down, select **Client Qualifications**.

   The **Submit DX Job** dialog will change to show the Client Qualifications import options.

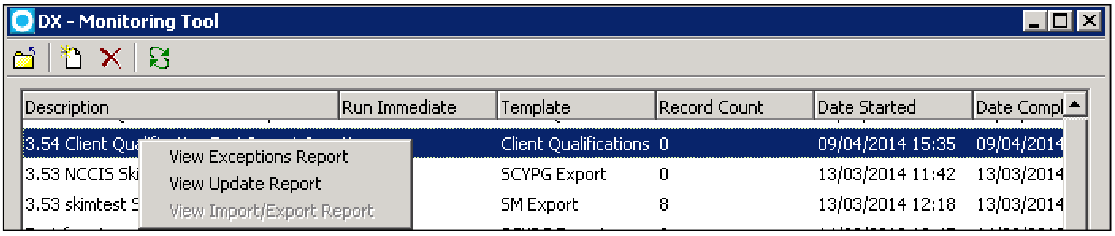


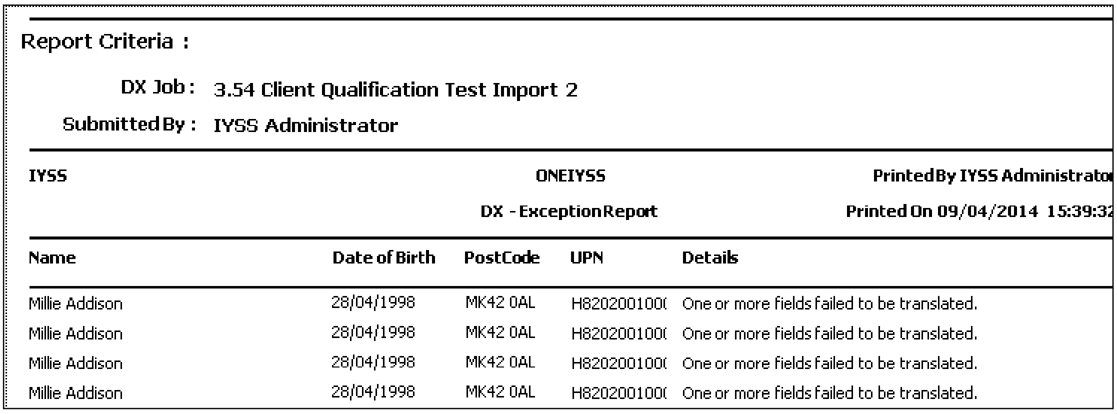
4. Complete the fields as follows:

Field	Description
Run immediate	If selected, the job will run next time the DX scheduled job runs. If deselected, the job will run the first time the job runs after the time set in **System Values | DX Start Time**.
File	Browse to the source file location.
Description	Description for the import that appears in the DX monitoring Tool.
Reporting Period	Not used for this template.
Teams	Not used for this template.
Surname	Select if surname is to be used to match source file data to IYSS records.
Forename	Select if forename is to be used to match source file data to IYSS records.
Date of Birth	Select if DoB is to be used to match source file data to IYSS records.
Post Code	Select if postcode is to be used to match source file data to IYSS records.
UPN	Select if UPN is to be used to match source file data to IYSS records.
Forename Characters	Becomes active if forename is used as matching criteria. Enables you to specify whether all or just the first *N* characters of the forename are to be used in matching.
Input Day	The day of the month the exam takes place. This is added to **Input Month** (below) and **Year Attained** (source file) to create the date the exam was taken (tbclientqualification.dtdateattained). Note: The day element of the date is never displayed in IYSS, only month and year.
Input Month	The month the exam takes place. This is added to **Input Day** (above) and **Year Attained** (source file) to create the date the exam was taken (tbclientqualification.dtdateattained). Note: The day element of the date is never displayed in IYSS, only month and year.

5. Click the **Submit** button to save the job and make it ready for processing.

6. Once DX has processed the job, right-click on the job to view status reports.





Report Criteria :

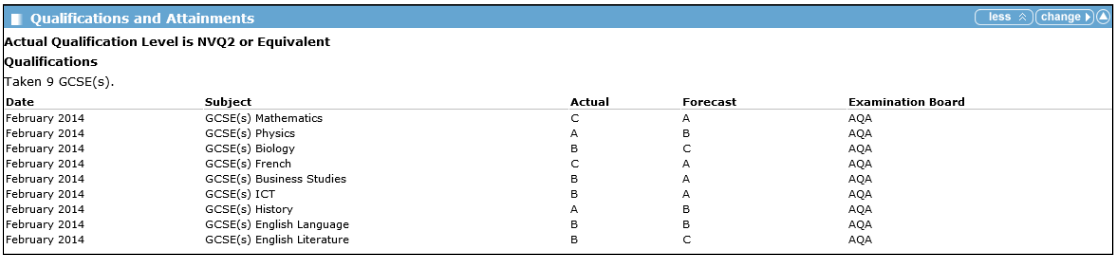
DX Job : 3.54 Client Qualification Test Import 2

Submitted By : IYSS Administrator

IYSS	ONEIYSS	Printed By IYSS Administrato
	DX - Exception Report	Printed On 09/04/2014 15:39:3

Name	Date of Birth	PostCode	UPN	Details
Millie Addison	28/04/1998	MK42 0AL	H820200100(	One or more fields failed to be translated.
Millie Addison	28/04/1998	MK42 0AL	H820200100(	One or more fields failed to be translated.
Millie Addison	28/04/1998	MK42 0AL	H820200100(	One or more fields failed to be translated.
Millie Addison	28/04/1998	MK42 0AL	H820200100(	One or more fields failed to be translated.

On successful import, the qualifications will appear in client records and the clients Actual Qualification level will be calculated:



Qualifications and Attainments

less | change

Actual Qualification Level is NVQ2 or Equivalent

Qualifications

Taken 9 GCSE(s).

Date	Subject	Actual	Forecast	Examination Board
February 2014	GCSE(s) Mathematics	C	A	AQA
February 2014	GCSE(s) Physics	A	B	AQA
February 2014	GCSE(s) Biology	B	C	AQA
February 2014	GCSE(s) French	C	A	AQA
February 2014	GCSE(s) Business Studies	B	A	AQA
February 2014	GCSE(s) ICT	B	A	AQA
February 2014	GCSE(s) History	A	B	AQA
February 2014	GCSE(s) English Language	B	B	AQA
February 2014	GCSE(s) English Literature	B	C	AQA

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Database Changes

- New columns on tbClientAssessment:
  - dtROSHReviewDate
  - idMAPPALevel
  - inFOC3
  - inFOCAfter3
  - inOverrideFOC3
  - inOverrideFOCAfter3
- New table for Address Unknown / No Fixed Abode history
  - TBCLIENTADDRESSUNKNOWNNFA

Installation

No changes.

IYSS Software Changes

Unknown Address and NFA

Current **Unknown Address** and **No Fixed Abode** (NFA) flags now work independently from One addresses.

Unknown Address and NFA data is IYSS data only and has been expanded to include additional information for each unknown address/NFA episode. A **Start Date** and **End Date** can be recorded as well as a note for each episode.

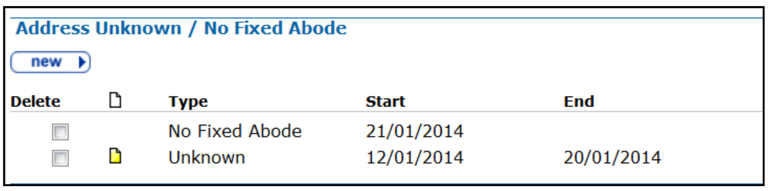
The full history is displayed above the address information in the **Summary**. If either is set to true, i.e. a start date and no end date, an additional message is displayed with the address if there is no correspondence address.

Client View – Summary | More

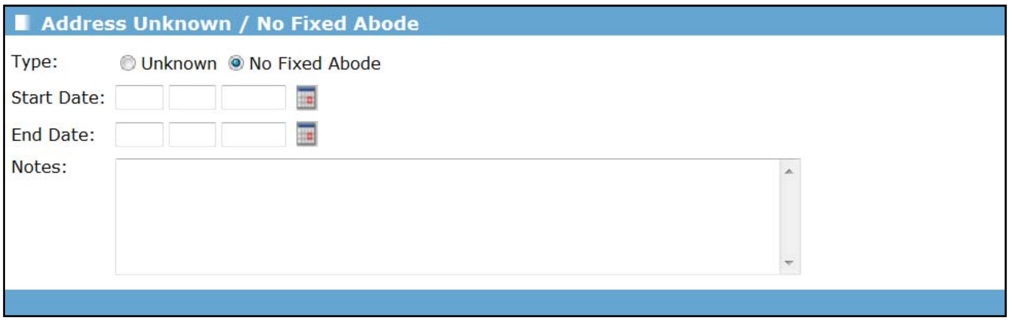
There is no validation between the unknown address/NFA data and the address data.

Search results display the address and unknown address/NFA information as applicable.

Search Results



Change Log



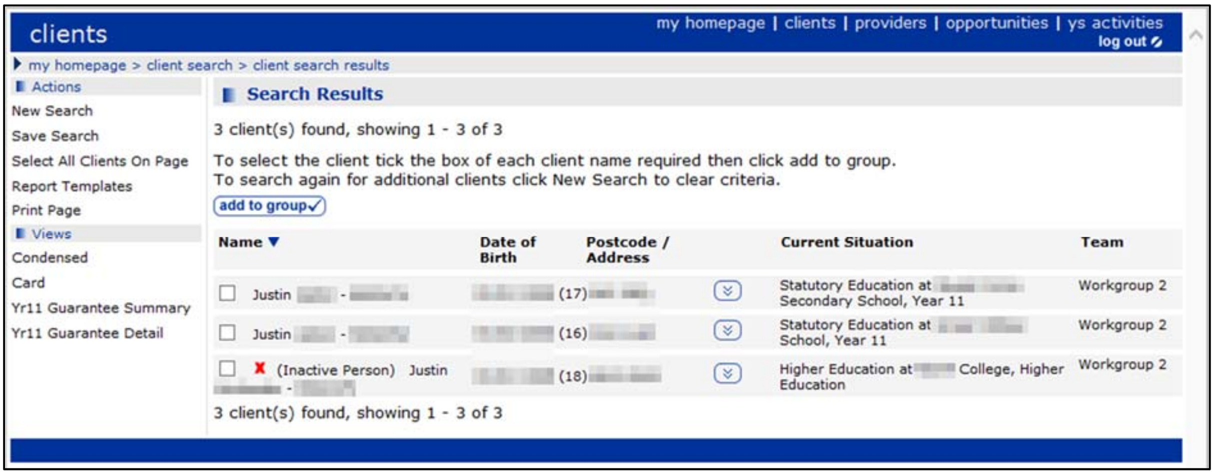
Adding a new address unknown/NFA episode

Deceased/Inactive

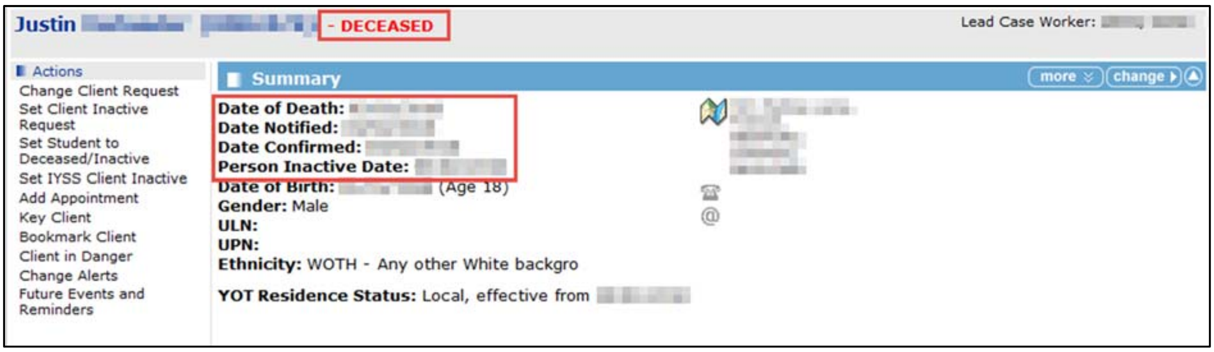
Currently, an IYSS record can be made inactive using the **Set IYSS Client Inactive hyperlink** from the **Actions** panel on the left-hand side of the page.

Users with the appropriate permissions can now use the **Set Student to Deceased/Inactive** hyperlink, also in the **Actions** panel. This makes the IYSS record inactive automatically and the reason is entered. If the entered reason is **Deceased,** then the person record is also made inactive. The person record can only be made inactive if the reason is Deceased.

Inactive people records with an active IYSS record are displayed in searches automatically (no permission required) and are highlighted on search results and on the individual record:



Search results



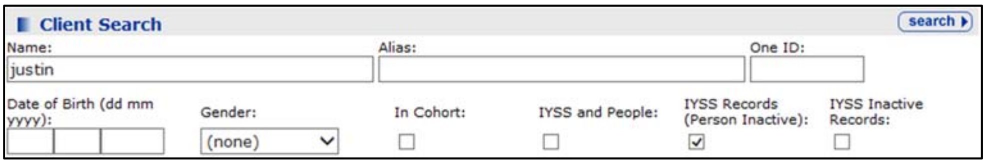
Student Summary

To search for inactive records and update the inactive information on the student/person, the following permissions are required:

- Update Inactive/Deceased Person Details (**Client Add /Change/Delete**)

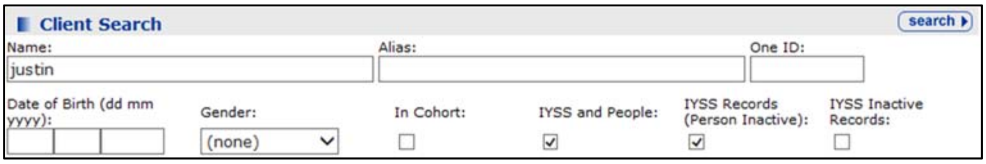
- Search Inactive People (**Client Search Criteria**)

To search IYSS records where the person is inactive, select the **IYSS Records (Person Inactive)** check box, as in the following graphic:



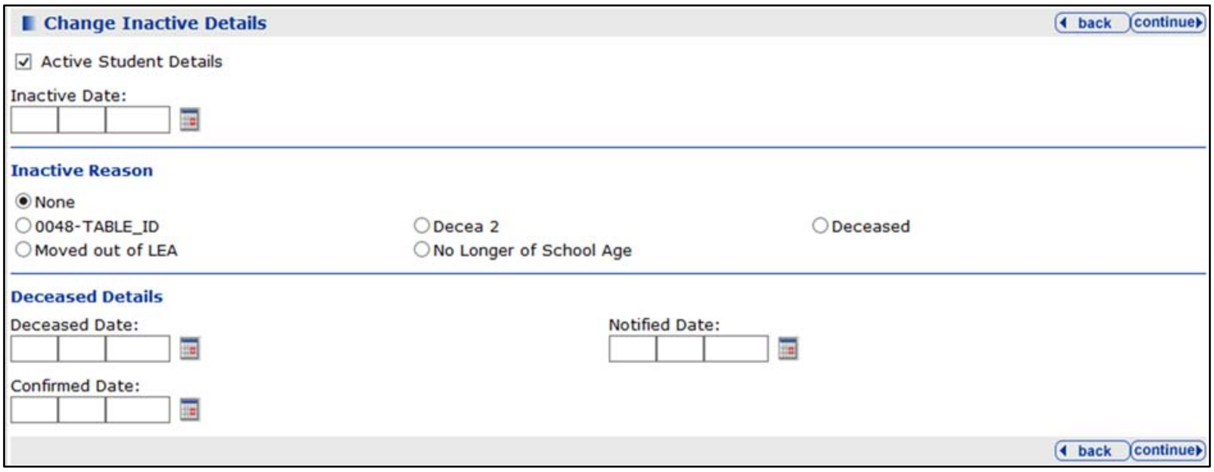
Client Search

To search for IYSS and people records where the person is inactive, select the IYSS and People and IYSS Records (Person Inactive) check boxes, as in the following graphic:



Client Search

Users can update the inactive details by selecting the student and clicking the **Set Student to Deceased/Inactive** hyperlink to display the **Change Inactive Details page**.



Change Inactive Details

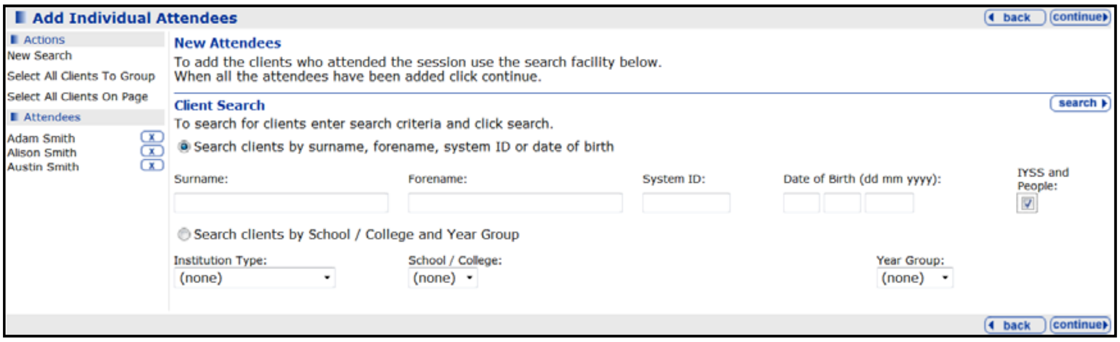
User can edit the following information:

- Select or deselect the **Active Student Details** check box.
- Enter an **Inactive Date.**
- Enter an **Inactive Reason.**
- Enter a **Notified Date** in the **Deceased Details** panel. This is mandatory if the inactive reason is **Deceased**. It cannot be in the future, cannot be less than the **Deceased Date**, and the person record must be inactive. Also, an **Inactive Date** and **Inactive Reason** must be completed.
- Enter a **Deceased Date.** This is mandatory if the **Inactive Reason** is **Deceased**, and it cannot be in the future).
- Enter a **Confirmed Date** in the **Deceased Details** panel. This is not mandatory but cannot be in the future, or less than the **Deceased Date** or **Notified Date**.

Additionally, the **Add New Client** function now returns inactive records in search results.

Session – Convert Client

Users can convert existing person records into IYSS records when searching for attendees to add to a session. When adding attendees, the **Client Search** panel of the **Add Individual Attendee** page now includes the **IYSS and People** check box. When selected, the search results display both IYSS and people (non IYSS) records.



Only IYSS records can be added as attendees. For non-IYSS client records, the **convert** button is now available, and if clicked takes the user through the process of converting the client record to an IYSS record.

NOTE: *A conversion to an IYSS record cannot take place unless a Date of Birth is entered in the person record.*

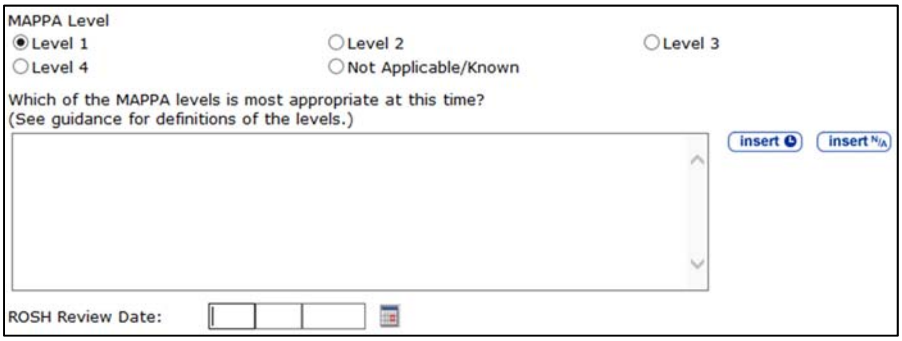
After conversion and returning to the search results, the client will be available for selection to add to the group.

YJ Software Changes

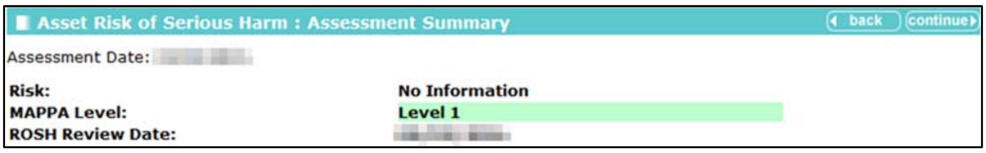
Rosh Review and MAPPA level on Rosh

On the **ROSH Assessment Template - Conclusion** page, the following fields have been added:

- **ROSH Review Date** - Mandatory
- **MAPPA Level** (new lookup) - Mandatory



The new fields are displayed in the Assessment – Assessment Summary and the MAPPA level in the Assessment grid under Level on the ROSH Assessment.



Assessment Summary - Conclusions

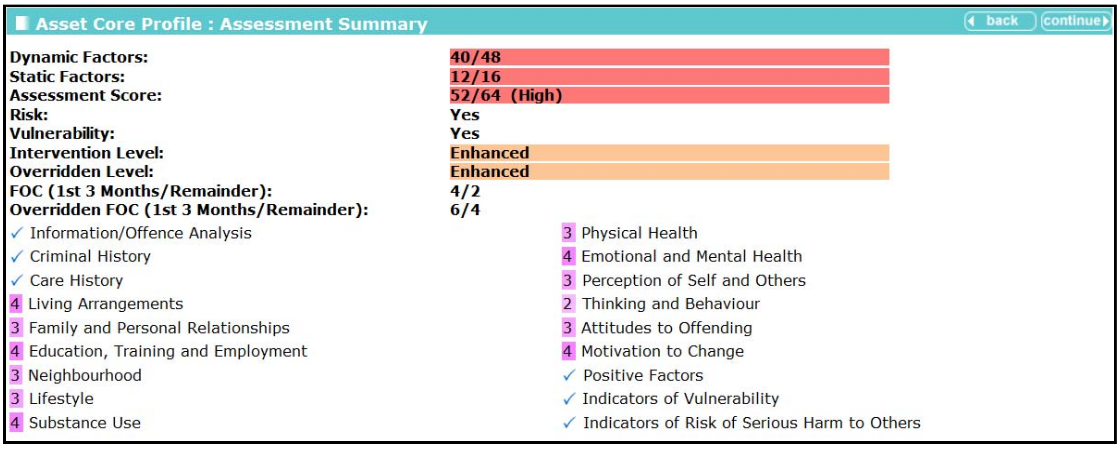
ROSH Review Date include in YJ - Client Assets requiring review in future x days on Case Managers Tool.

ROSH Review Date included in YJ - My Assets - Review Approaching Days on My Homepage.

Asset Frequency of Contact

On the **Asset Core Profile Conclusion** page, when the **Intervention Level** is calculated or selected using the override function, a new **Frequency of Contact (FOC)** is calculated.

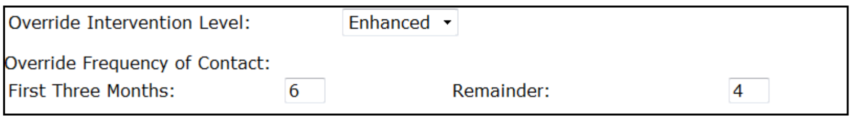
There are two new data fields, 1st 3 months and Remainder.



These are calculated using table below and can be overridden.

The **Frequency of Contact** numbers are displayed in Assessment – Assessment Summary and on the Case Details Grid in the right-hand column.

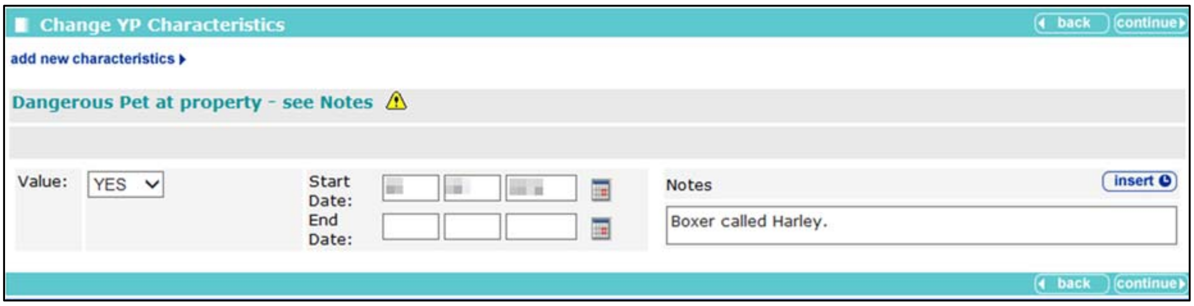
Intervention Level	Minimum number of Contact for first 3 months	Minimum number of contacts for remainder of order
Intensive	12	4
Enhanced	4	2
Standard	2	1



Conclusion page (bottom)

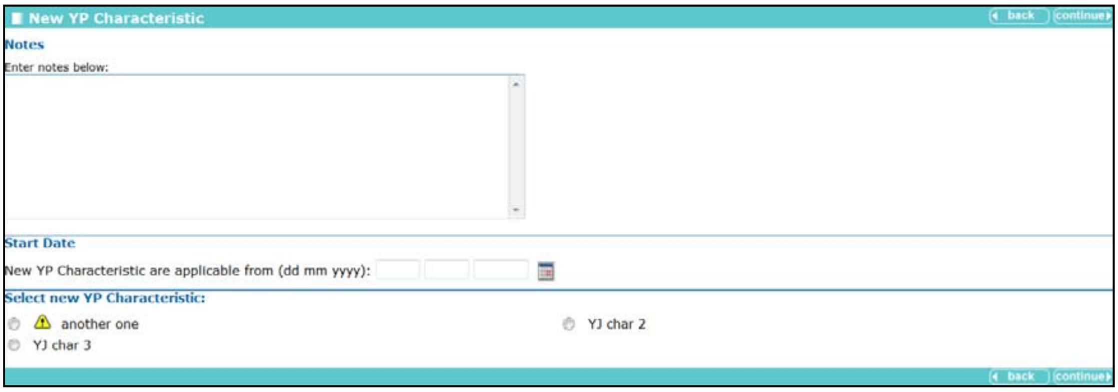
Characteristics

The **Change YP Characteristics** page now displays current characteristics for the young person.



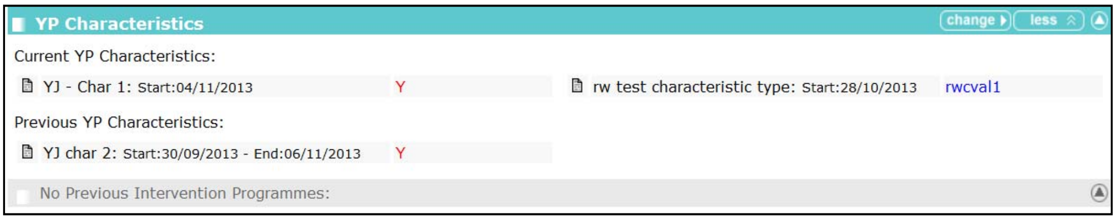
Change YP Characteristics page

Click the **add new characteristics** hyperlink to create additional characteristics.



New YP Characteristic

When searching for characteristics, those that attract an alert are marked so the user is informed.



Characteristics - More

Click the icon adjacent to a characteristic to display its details.

Bookmark

The **Bookmark Client** hyperlink enables users to quickly switch between records in the YJ Case View and IYSS Client View.

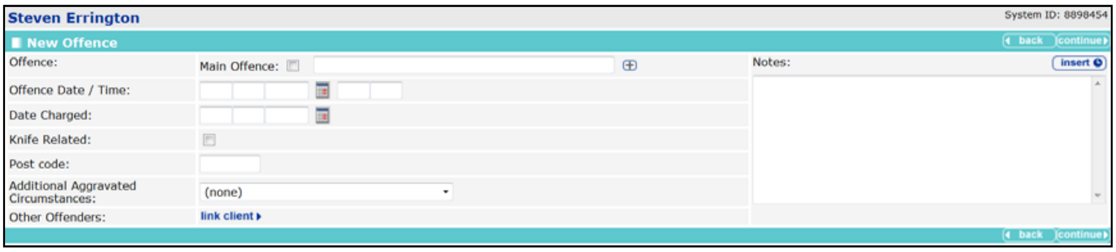
Bookmark hyperlink

Bookmark Added

Create Multiple Offences

The **Offence** page has changed to enable the creation of multiple offences on a single page.

Click the **+** button adjacent to the **Offence** field to search for and add multiple offences. All other data on the page remains the same and is copied to each separate offence. When adding a new offence, select the **Main Offence** check box as required.



Adding a new offence

Auto Create Court Appearance

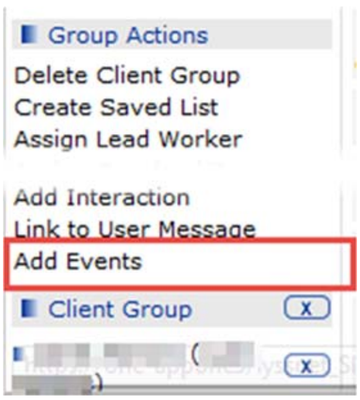
When adding a court appearance, if the **Next Court Date** and **Court** fields are populated, then a new court appearance record is created automatically.

The following information is copied to the new court appearance record:

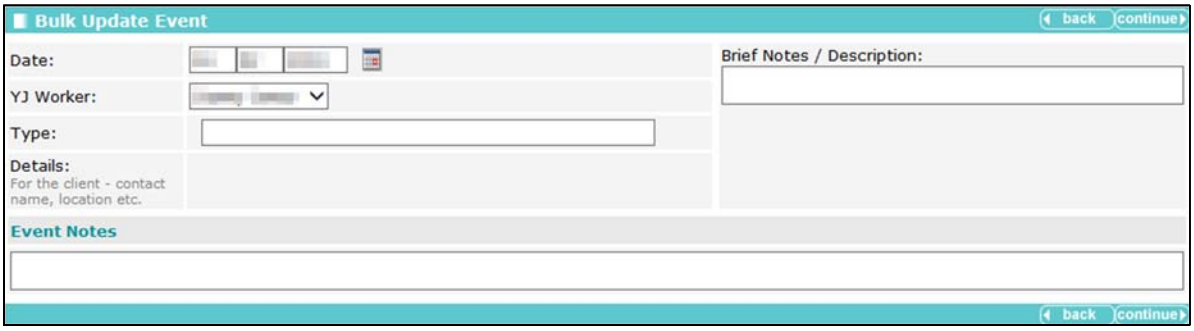
- Next Court Date = Court Date
- Court = Court
- Linked Offences
- Linked Reports

Create Multiple Events

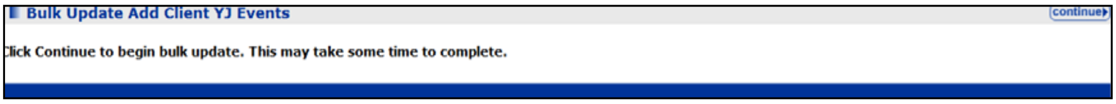
When in the **Client Search** or **Create Client Group** areas, users can click the **Add Events** in the **Group Actions** panel to bulk add events. Users require the new 'BU – YJ Events' permission to access this functionality.



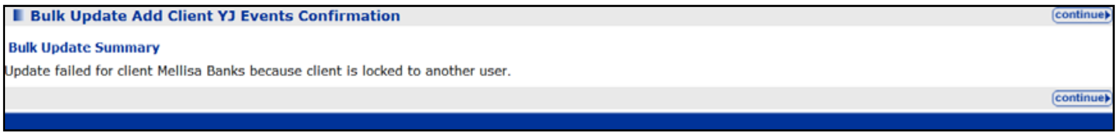
Search & Add to Group



Event



Bulk update confirmation



Update Summary

NCCIS Changes 2014/15

DFE Summary (from NCCIS Management Information Requirements – 2014/2015)

1. the addition of new codes to identify the reason why a young person's record is no longer active (YP10)
2. the removal of the requirement to report secondary registrations to DfE. The secondary LA code (YP13) has been removed and replaced with a new field which should be used to record the new area responsible for a young person leaving the local authority area
3. a new requirement to return a post code of ZZ99 9ZZ in the XML where a young person does not have a fixed address or their address is not known (YP19)
4. the addition of a new field (YP62) to record any previous identifier given to that young person – either as a result of restructuring databases, or where a young person moves from a neighbouring area. This field has been in the NCCIS schema since 2007 but has been added to the requirement to aid understanding
5. the removal of the requirement to report a young person's 'ActivitySurveyStatus' from the schema to bring the schema into line with the MI Requirement
6. The young person's Cohort Status (YP10) will identify those to be covered by the Annual Activity Survey
7. the addition of a new field (EP07) to record the UK Provider Reference Number (UKPRN) of an institution being attended by a young person
8. the addition of new codes to the current activity field (CA01) to identify young people in education at specialist independent providers or undertaking supported internshipscare
9. the requirements to report young people joining NEET from an out of area activity (CA09) or leaving NEET to move to an out of area activity (CA10) have been removed as they are no longer used by DfE. Services are free to retain this information on their local databases

10. the removal of the requirement to return an occupational breakdown of young people in employment or training in the Annual Activity Survey

> ***NOTE:*** *The validation rules and error codes, which were previously available in a separate document, have been added to this requirement to help system developers. A small number of additional validation rules have been introduced, primarily to alert services to any data items that do not meet the required format or to ensure that other conditions are met. There has also been further updating of the additional guidance and definitions in the appendices.*

Summary

The biggest change is around Cohort status and there are 5 new ones. Some we can calculate but others will need to be recorded. These new statuses can only be sent to NCCIS once. We have used situation group and sub group as way of recording this data as it is the simplest to implement outside of a full release of the software. It may be that the approach to identifying this data will change in a future release when specific data items can be added and recorded for example a new inactive reason for deceased, transferred, duplicate and left England.

NCCIS Page No.	Field	NCCIS Change	Change
14	Cohort Status - YP10	Additional Codes Added: A = Age reached where an “active record” is no longer required T = transferred to another LA so no longer an “active record E = left England so no longer an active record” M = found to be a duplicate record D = the young person is deceased Codes Removed: S=Secondary X= no longer “active record” New behaviour for clients to appear in XML: Code P should be used for young people in the primary cohort – see section 4. Code G should be used for young people are no longer in the primary cohort but for whom the authority is responsible for delivering the September Guarantee. Code A should be used where there is no longer an “active record” because the young person reached the age of 20 (or 25 for those with LDD). Code T should be used where there is no longer an “active record” because the young person has moved to a new local authority area who has taken responsibility for them. The young person’s new LA code should be recorded in field YP13. Code E should be used where there is no longer an “active record” because the young person has left England on a permanent or long term basis. Code M should be used where the record was found to be a duplicate for a young person recorded elsewhere on the same database. Code D The young person is deceased The xml extract to DfE should only cover young people with a cohort status of either “P” or “G” and report ONCE only those who have left the cohort as either ‘A’, ‘T’, ‘E’, ‘M’ or ‘D’. *New validation rule:* ‘CohortStatus’ = ‘T’ but ‘Transferred ToLEACode’ is blank	See appendix 1

NCCIS Page No.	Field	NCCIS Change	Change
16	Transferred to LA Code – YP13	New Field Guidance: Mandatory for Cohort Status = 'T' This field should be used when a young person has left the local authority area either because: They were educated out of area in Year 11 and responsibility for their support has been passed to the authority where they live; or The young person has moved to a new local authority area. *New Validation Rules:* 'TransferredToLACode' exists but 'CohortStatus' is not 'T' 'TransferredToLACode' is not a recognised value	This will be derived from the Client postcode/LA mapping
2	Secondary LA code	Field Removed	Removed
2	Activity Survey Status	Removal of the requirement to report a young person's 'ActivitySurveyStatus'	Removed
18	Address Postcode - YP19	Change to XML Extract: If the young person's current address is not known, or they are of no fixed abode, the xml extract should record their post code as ZZ99 9ZZ. Services may continue to record their local office address or dummy post code in their local systems, but it should default to ZZ99 9ZZ in the xml extract. Additional Operational Guidance For young people educated away from home (including at independent specialist providers or HE), their main residence should be recorded and not their temporary term time address	A new rule will be implemented to use this postcode
22	LDD Flag – YP45	New code: Has an education, health and care (EHC) plan.	Will need to add this to SEN Status as it comes into effect from 2014 and map to XML LDD Flag Y

NCCIS Page No.	Field	NCCIS Change	Change
23	Guarantee Status Indicator - YP59	*New validation rule:* 906 - 'GuaranteeStatusIndicator' = 'Y' but either 'GuaranteeStatus' or 'LEACode' is missing from the 'SeptemberGuarantee' node.	No Change Required - No impact as the LEA code is recorded at the point of adding to baseline and customers are able to configure 'GuaranteeStatus' for themselves
24	Youth Contract Indicator - YP60	New Validation Rule: 'YouthContractIndicator' does not contain a recognised value	No Change Required - No impact as the XML codes are scripted.
26	Previous YP Identifier -YP62	New field *New validation Rule:* 37 - 'PreviousYPIDIdentifier' not of the correct length	If field length incorrect will not be included in XML
28	Unique Pupil Number - EP04	*New validation:* 38 - 'UniquePupilNumber' not of correct length	If field length incorrect will not be included in XML
30	UK Provider Reference Number (UKPRN) - EP07	New Field *New Validation Rule:* 39 - 'UKProviderReferenceNumber' is not of the correct length Guidance: Services are not expected to source UKPRNs for all learners, but should record this information where it is provided as part of a data exchange with the EFA.	If field length incorrect will not be included in XML
31	Current Activity Indicator - CA01	New Code: 280 – Independent Specialist Provider 460 – Supported Internship *New Validation Rules:* 254 - Activity of Independent Specialist Provider without 'LDDFlag' of 'Y' 255 - Activity of Supported Internship without 'LDDFlag' of 'Y'	New Situation Group and Sub Groups will be added and new codes mapped

NCCIS Page No.	Field	NCCIS Change	Change
36	Current Activity Verification Date - CA04	*New Validation:* 'DateVerified' is less than 'StartDate'	No Change Required - Not an issue as cannot add a primary confirmed situation in the future.
37	Current Activity Review Date - CA06	*New Validation:* 257 - 'ReviewDate' is greater than the 'PredictedEndDate' 262 - 'ActivityCode' is 350, 260, 710, or 720 and the 'ReviewDate' doesn't contain a value	No Change Required
2	Joining NEET cohort from out of LA area Activity	Field Removed	Removed
2	Leaving NEET cohort from out of LA area Activity	Field Removed	Removed
42	Expected Course End Date - CA16	New Validation: 258 - 'PredictedEndDate' doesn't contain a recognised value 259 - YP's Current Activity in Education or Training (except Apprenticeships) without a 'PredictedEndDate'	No Change Required
43	Characteristic Type - IC01	New Validation: 260 - 'CharacteristicCode' is 180 but Gender is recorded as Male	No Change Required - Users need to quality check this type of data before end of month
46	Year 11 September Guarantee LA Code - SG19	*New Validation* 261 - 'LEACode' is not a recognised value	No Change Required - No Impact. Set by system when client added to a baseline.
48	Year 12 September Guarantee LA Code - SG20	*New Validation* 261 - 'LEACode' is not a recognised value	No Change Required - No Impact. Set by system when client added to a baseline.

NCCIS Page No.	Field	NCCIS Change	Change
52	Activity Survey	New codes for Activity Survey CSV file: 280 - Independent Specialist Provider 460 - Supported Internship And The removal of the requirement to return an occupational breakdown of young people in employment or training in the Annual Activity Survey	Activity Survey automatically pulls in all valid codes – occupational breakdown to be removed

Appendix 1 - YP 10 – Cohort Status

New columns	Tbclient.chcohortstatus and default to X Tbclient.chcohortstatusonleaving Tbclient.dtcohortstatuschangedon	Both tbclient.chcohortstatus and tbclient.chcohortstatusonleaving are set when cohort status is calculated by CleanupO1
New System Value	Tbsystemvalue: Re-run month end MI routine	The new Cohort statuses can only be submitted once and therefore any recorded as A, T, E M or D will be reset to X in tbclient.chcohortstatus as the last process of Statistical Output Counter Job at month end. The new field Tbclient.chcohortstatusonleaving Is not reset and therefore can be copied back when this system value is set to 1 before if Statistical Output Job needs to be rerun or if an XML is not submitted to NCCIS on a particular month
New Data	Tbsituationgroup: Out of Cohort Tbsituationsubgroup: Left England Duplicate, Deceased	These are new and will be used to derive leaving cohort statuses

New columns	Tbclient.chcohortstatus and default to X Tbclient.chcohortstatusonleaving Tbclient.dtcohortstatuschangedon	Both tbclient.chcohortstatus and tbclient.chcohortstatusonleaving are set when cohort status is calculated by CleanupO1
Procedure Changes - Cleanup01	If clients leaves cohort because of age set Tbclient.chcohortstatus and Tbclient. Chcohortstatusonleaving = 'A' and Tbclient.dtcohortstatuschangedon to current date If clients leaves cohort because of address change set Tbclient.chcohortstatus and Tbclient. Chcohortstatusonleaving = 'T' and Tbclient.dtcohortstatuschangedon to current date If clients leaves cohort because of a current situation sub group of 'Left England' set Tbclient.chcohortstatus and Tbclient. Chcohortstatusonleaving = 'E' and Tbclient.dtcohortstatuschangedon to current date If clients leaves cohort because of a current situation sub group of 'Duplicate' set Tbclient.chcohortstatus and Tbclient. Chcohortstatusonleaving = 'M' and Tbclient.dtcohortstatuschangedon to current date If clients leaves cohort because of a current situation sub group of 'Deceased' set Tbclient.chcohortstatus and Tbclient. Chcohortstatusonleaving = 'D' and Tbclient.dtcohortstatuschangedon to current date If clients leaves cohort but not any of the above (ie deleted) default Tbclient.chcohortstatus and Tbclient. Chcohortstatusonleaving = 'M' and Tbclient.dtcohortstatuschangedon to current date Update tbclient.chcohortstatus = 'P' Tbclient.chcohortstatusonleaving = blank, Tbclient.dtcohortstatuschangedon = blank where tbclient.btincort = 1 (to reset any clients re-entering the cohort) If system value "Re-run month end MI routine" is set to True copy Tbclient. Chcohortstatusonleaving into Tbclient.chcohortstatus for clients where Tbclient.dtcohortstatuschangedon is within the current statistical reporting period (to allow the month end routine to be run with the correct data)	

New columns	**Tbclient.chcohortstatus and default to X** **Tbclient.chcohortstatusonleaving** **Tbclient.dtcohortstatuschangedon**	**Both** **tbclient.chcohortstatus and tbclient.chcohortstatusonleaving** **are set when cohort status is calculated by CleanupO1**
End of Month MI Routine	Remove rule tbclient.btisdeleted = 0 Change “clients to be reported” rules to be; Tbclient.chcohortstatus = ‘P’,’A’,’T’,’E’,’M’,’D’ or on active guarantee baseline	
DX Routine Change	On completion of XML set Tbclient.chcohortstatus of ’A’,’T’,’E’,’M’,’D’ to ‘X’ except where client is on an active guarantee baseline	

NOTE: *Moved out of Contact or any situation where no XML code is attached which may have been used to take Clients out of the cohort previously cannot be used for that purpose under the new cohort status regime. All Clients will need to stay in the cohort unless they meet one of the ‘leaving’ cohort rules.*

Appendix 2 – Customer Setup Instructions

New Situation Group \ Sub Group

Link the following situation group and sub group combinations together.

Open System Administration \ Client \ Situation Group

Open each of the situation groups and link the situation sub groups as follows:

Situation Group	Situation Sub Group
FE College	Ind Spec Provider
Sixth Form College	Ind Spec Provider
School Sixth Form	Ind Spec Provider
Work Based Learning	Supported Internship
Out of Cohort	Deceased Duplicate Left England

Open System Administration \ Client \ Situation Super Group \ Other

Link the situation group of Out of Cohort.

Post Code

Open System Administration \ System \ System Values.

Set the NCCIS Default Address postcode element to ZZ99 9ZZ.

Example:

The Office;Main Street;St Elsewhere;Big Town;West Yorkshire;ZZ99 9ZZ

SEN Status

Has an education, health and care (EHC) plan when created needs to have the internal look up S or O in order to set the XML file's LDD flag.

14 | IYSS Autumn 2013

Database Changes

There are significant database changes as this release has the Youth Justice tables.

Installation

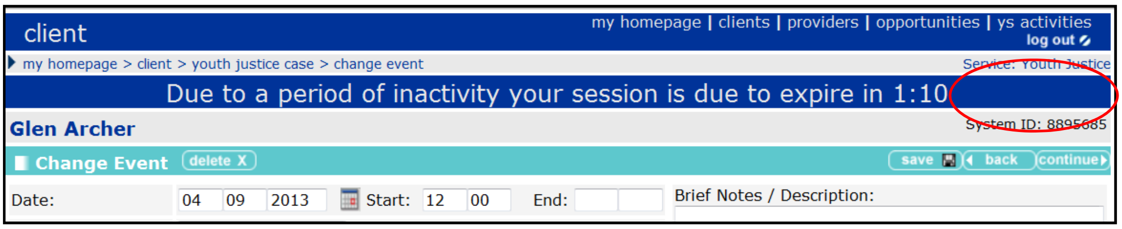
No changes to the installation procedures fo the IYSS Autumn 2013 Release.

IYSS Software Changes

The following sections detail the changes to the IYSS software for the Autumn 2013 Release.

Timeout

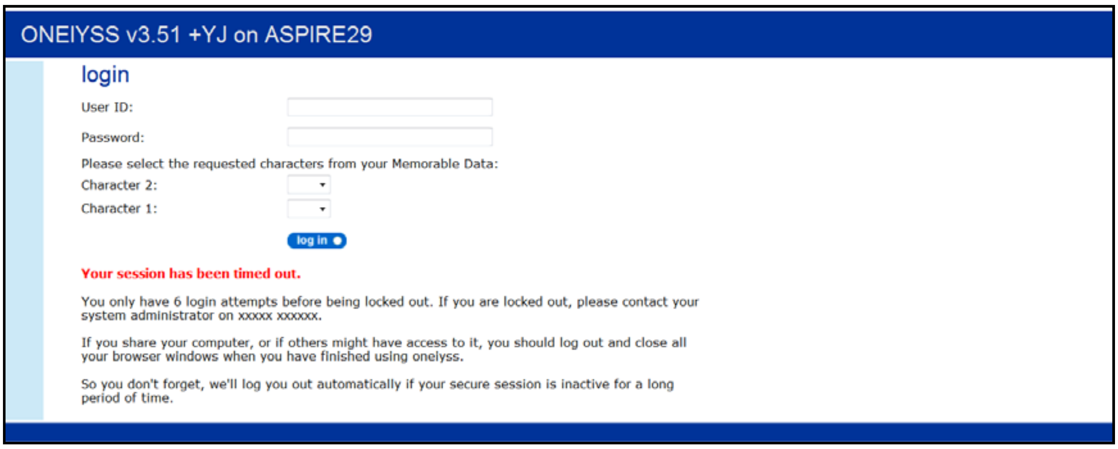
The due to expire time is a System Value – IYSS.net Interaction Timeout Warning Minutes. In the following example, this is set at 3 minutes. The standard One timeout for IYSS is 14 minutes, therefore the expiry timeout message will appear at 11 minutes.



If the user is at the bottom of a record, focus will be taken to the top at the point that the warning starts so that the message is visible. If the user interacts with the system at this point, timeout is reset and the message is removed.

The message will count down from the system value to the actual timeout and if no interaction with the system occurs, then the user will be returned to the login page with a timeout message.

Actual timeout now takes the user back to the login screen immediately with an appropriate message. Previously, users were only taken to the login screen once they attempted to interact with the system again after the timeout. .



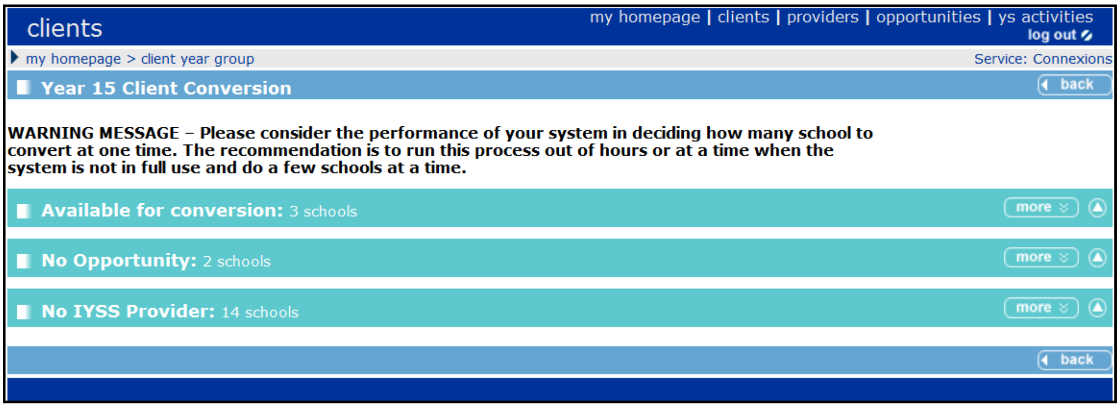
Update IYSS Year Groups

The Update IYSS Year Groups routine has changed to enable multiple schools for a single year group to be updated at a single session. User are warned that they should take care when and how many schools they convert as this is a resource intensive process and performance will depend on the capability of each individual system.

The new routine has a concept of 'Available for Conversion' and shows the user all of the clients that belong to the selected Year Group when the School (Provider) and Opportunities are in place to allow conversion to take place.

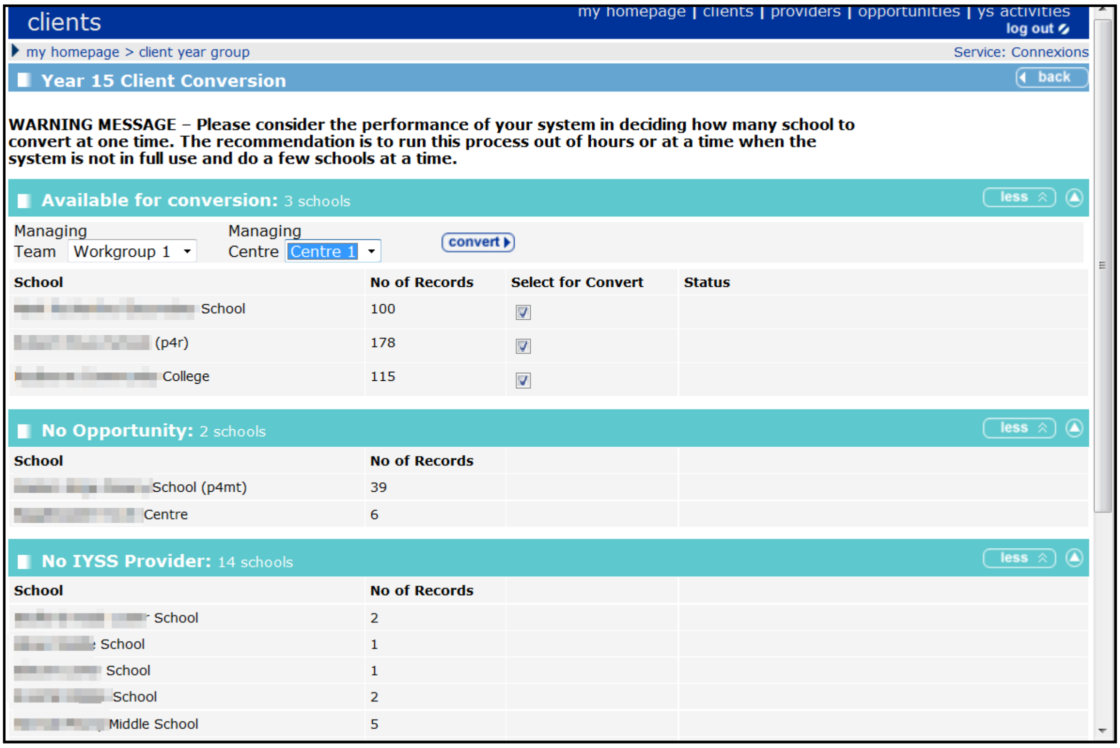
Secondly, the user is shown a list of Schools (IYSS Providers) where opportunities do not exist and therefore cannot be converted.

Thirdly, the user is shown a further list of Schools (which are not currently IYSS Providers) that have clients for conversion but as the School does not use IYSS, these schools will need to be converted to become Providers and Opportunities added to them.

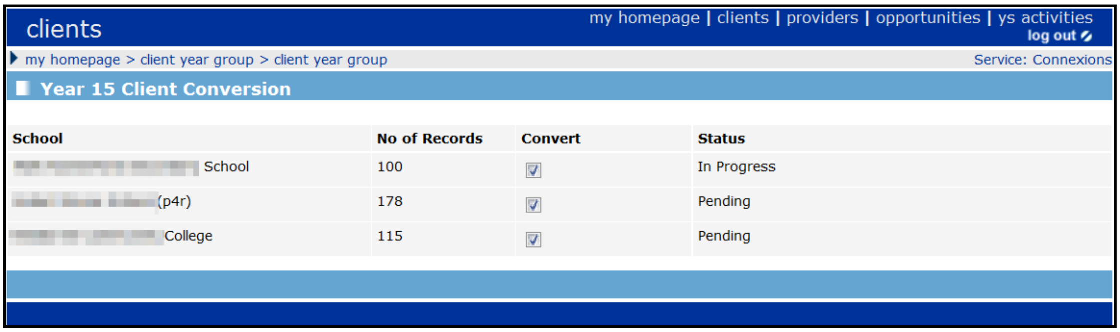


Click **More** to see the Schools that can be converted and those that may be eligible but either have no appropriate opportunities or the School (IYSS Provider) has not been converted for use in IYSS. Once the Schools have been converted and opportunities added, they will be available for conversion.

The user can now choose the **Team** and **Centre** to be allocated to the Schools selected for update.



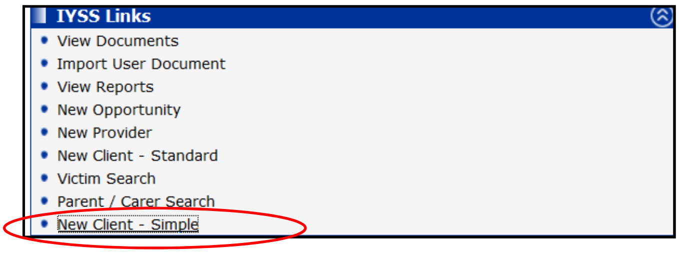
Select he Schools you wish to convert and then click the **Convert** button to start process.

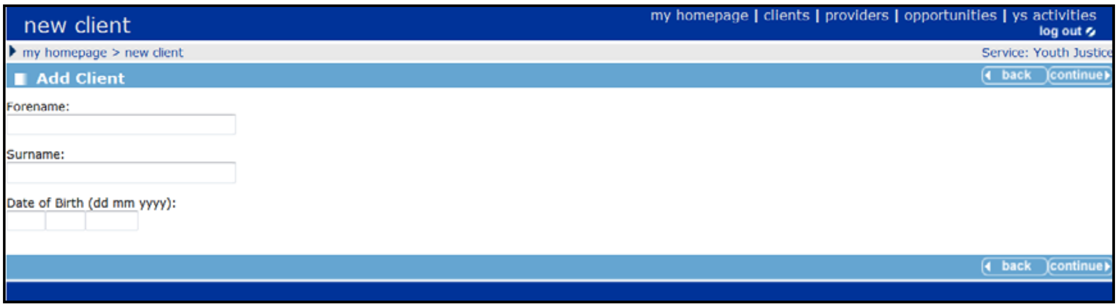


The **Status** column will show the stage at which the conversion process is running.

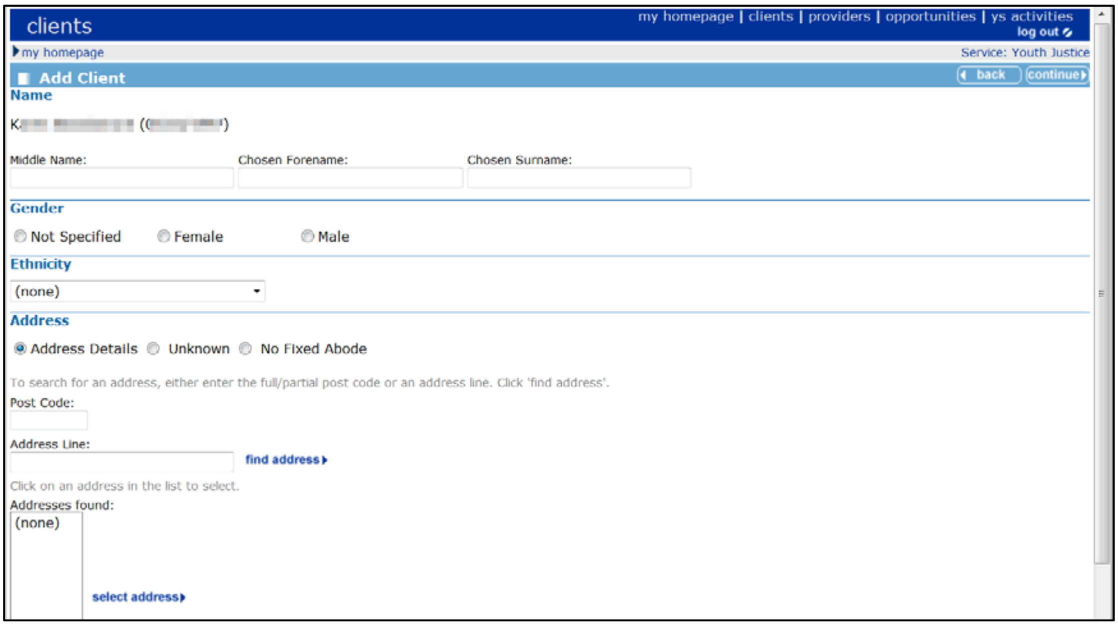
New Client – Simple

There is a new process for adding a client which requires less data. It has a permission called ‘Client Add Simple’. The previous permission has been renamed to ‘Client Add Standard’ and will continue to work as before.

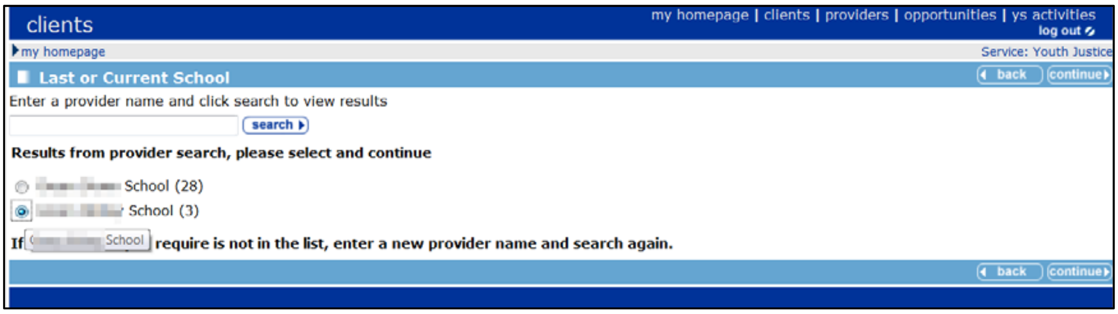




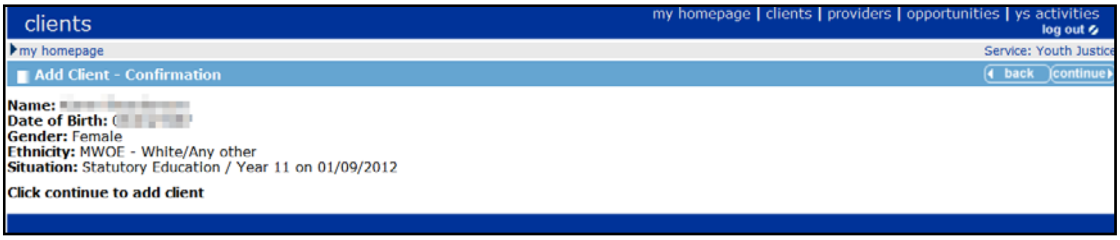
As with IYSS now, if any duplicates are found they will be presented to the user who can select one of the existing records or continue to add a new record. As with IYSS now, the standard **Add a Client** details page is presented for completion.



When the **Continue** button is clicked, the user is then asked for the **Last or Current School**.

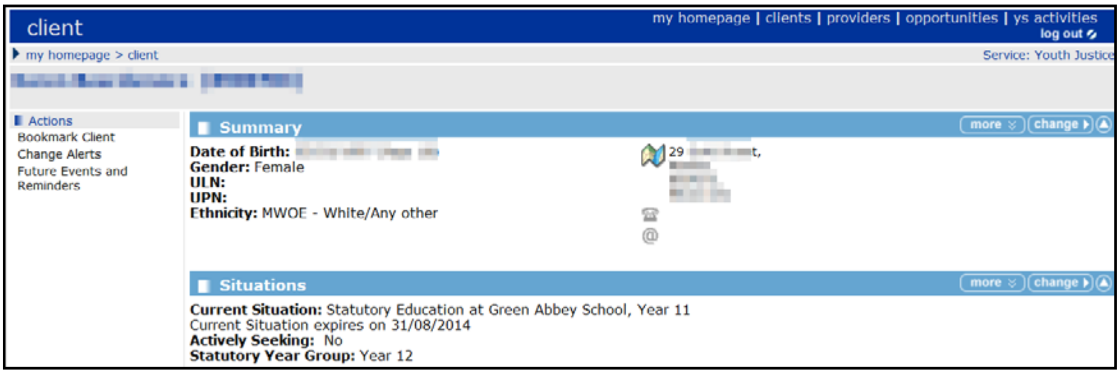


Once this has been selected and the user has clicks the **Continue**, a **Confirmation** page is displayed:



The system will now calculate the statutory year group for the client using their DOB and create a current ‘Statutory Education up to Year 11’ situation with appropriate dates.

The **Team** and **Centre** fields are populated from the user’s **Team** and **Centre**.

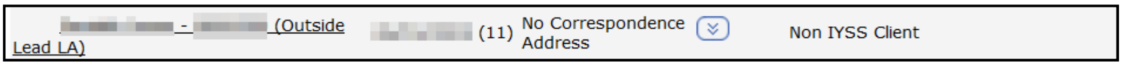


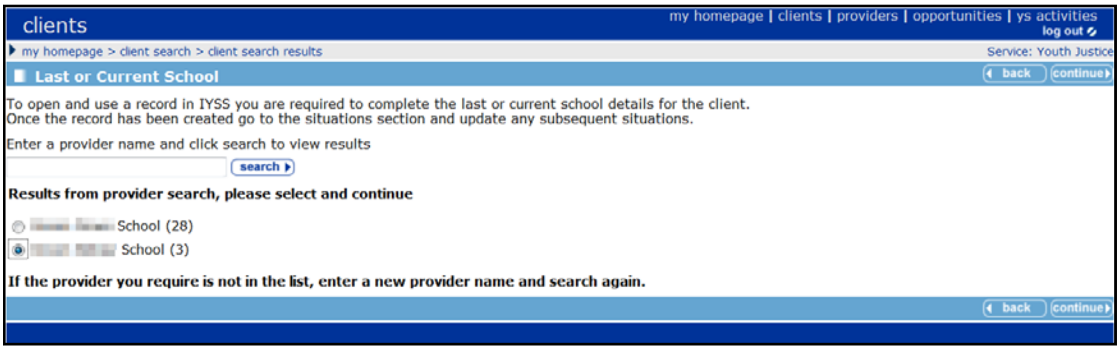
Convert – Simple

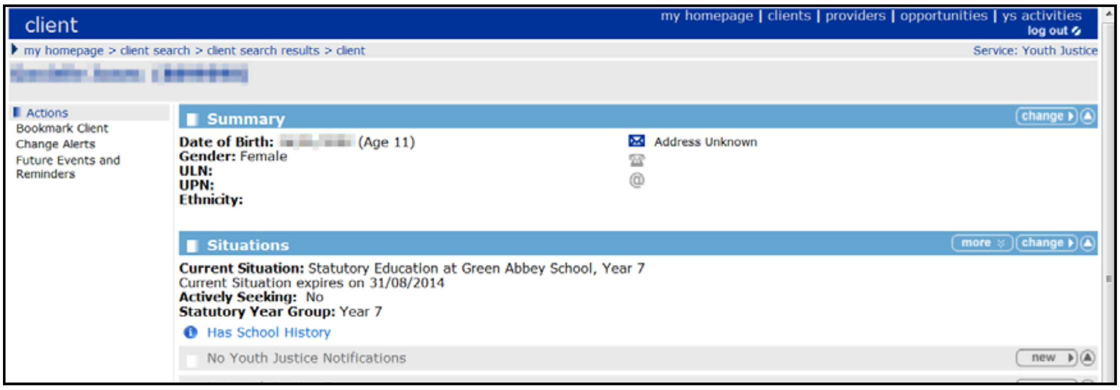
There is a new routine for converting a One client to IYSS that requires less data and will be more appropriate for some service providers. The existing conversion process remains and the permission that controls this has been renamed to ‘IYSS Client Convert – Standard’.

IMPORTANT NOTE: *If both permissions are given to a user in error, the simple convert will always take precedence.*

The permission for the new routine is called ‘IYSS Client Convert – Simple’.







The system will now calculate the statutory year group for the client using their DOB and create a current situation of ‘Statutory Education up to Year 11’ with appropriate dates.

The **Team** and **Centre** will be populated from the user’s **Team** and **Centre**.

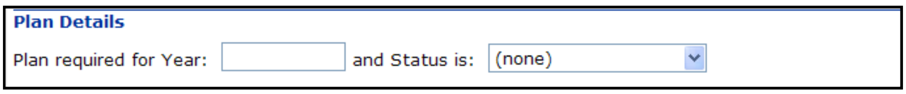
Intended Destinations

A new **Client Search** criteria for **No Intended Destination** has been added to the **Aspirations and Qualifications** section.

SEN Plan

Two new fields have been added for recording the requirement for and completion of SEN plans (S139/S140/MOP). These are **Plan Completed by User** and **Plan Completed on Date**. In addition, when the data is updated, the history of the previous recorded values is kept as shown below.

Search for SEN Plan – Additional Needs



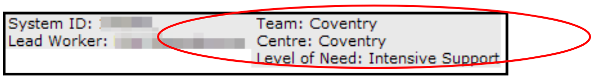
Aspirations – Last Updated

There is an option to record when, and by whom, Aspirations were last checked. This enables users to assess how up to date the information is.

View Client | More

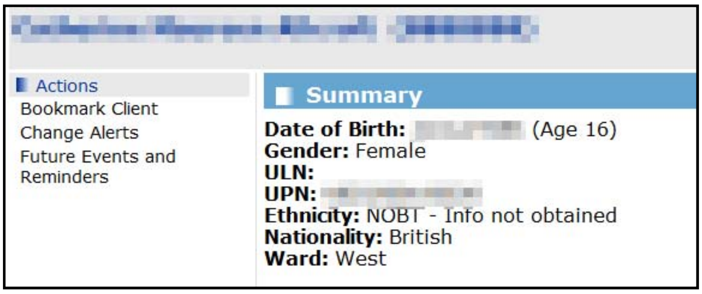
Header Bar – Level of Need

Additional data has been added to the header bar **Level of Need**. This is only shown for the appropriate service as different services have different header bar information displayed.



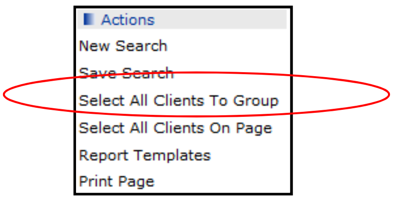
Summary Display - Ward

The clients home address **Ward** is now displayed in the **Summary** panel as well as within the **Administration** panel.



Search Clients - Select ‘All’

New functionality has been added to enable all clients resulting from a Client Search to be added to a group at once. Click the **Select All Clients To Group** hyperlink to add these to Group Sessions and as YS attendees.



Client Search - Saved List

There is currently a facility to build temporary groups of clients and perform actions against them. This has been developed further to allow the permanent saving of these client groups. The ‘Saved List’ is given a name and can be saved as private to the user or shared with others if permissions allow. The list will have a creation date and saved by user.

Permissions

There are three permissions associated with this function:

- My Homepage/My Saved Client List
- Client Bulk Update/Create Save Client List (it is grouped here as it appears as an action like other bulk updates)
- Client Bulk Update/Create Shared Save Client List – This gives a user permission to create a list and then share with other users.

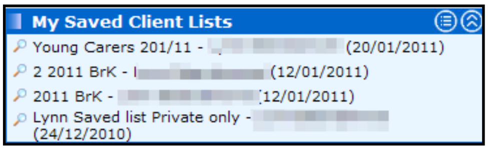
Creating a Saved Lists

From the client search, identify the clients to be contained within the Saved List by using the **Add to group** functions.

Once the Group is identified, click the new action **Create Saved List** in the **Actions** panel. If a user wants to create a new list from an original saved list, they can return ti the list, then click **Add to group**, amend as appropriate, then click **Create Saved List** which then creates a new list.

Saved List Portal

Saved lists are displayed in a new portal as shown below and are listed by Title and date/user.

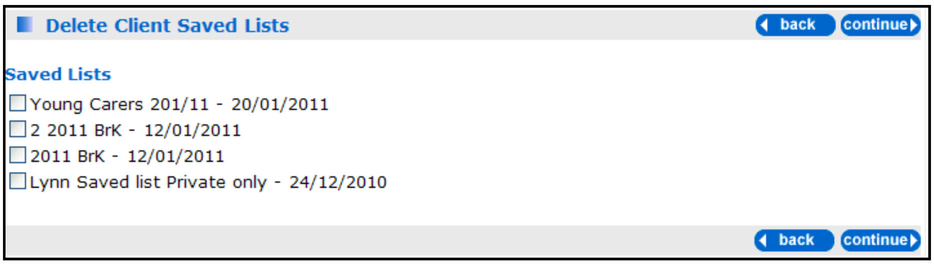


Shared Users

If a list is shared, the list is copied for all of the selected users. This enables those users who have been given the list to delete it from their **Saved Lists** if they feel they will not make use of it.

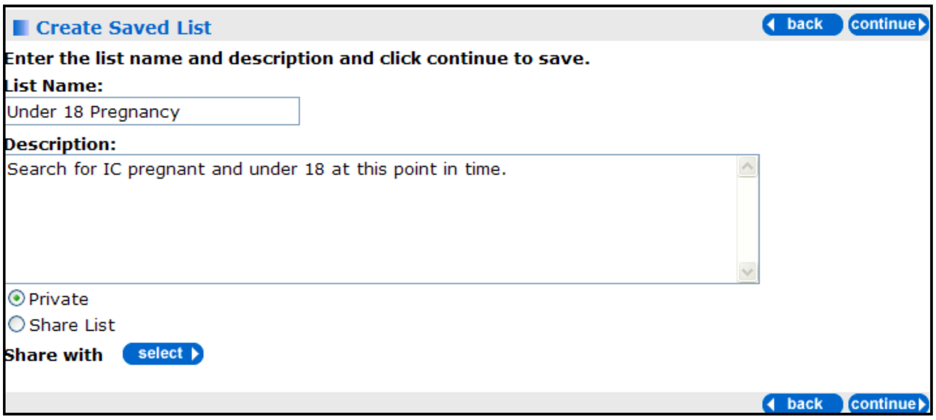
Delete Saved Lists

Click on the  to access list of saved lists for possible deletion.

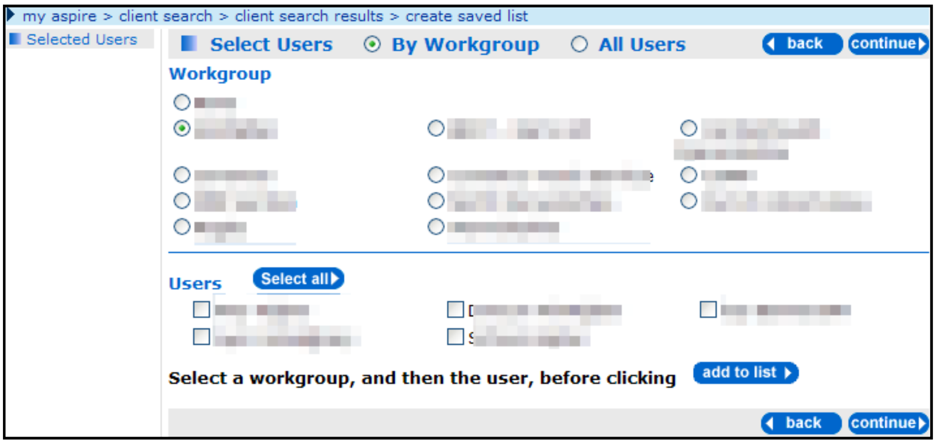


Share Saved Lists

If a user has the appropriate permission, they can create a list and share it with other users.



Select the **Share List** radio button, then click on the **Select** button to display a list of available users that the list can be shared with.

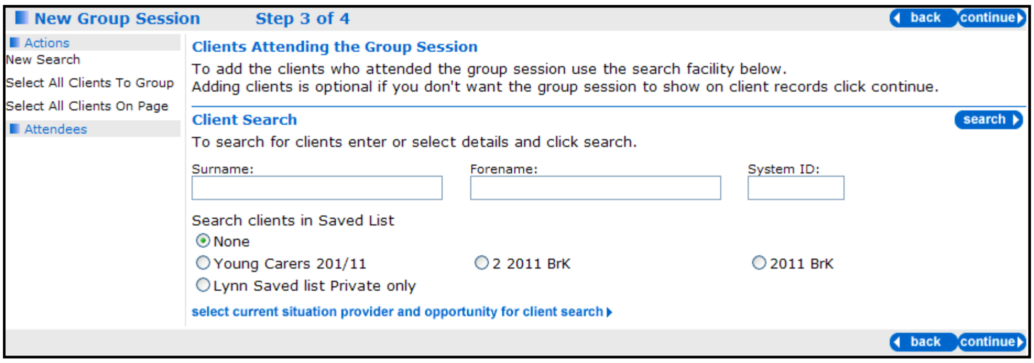


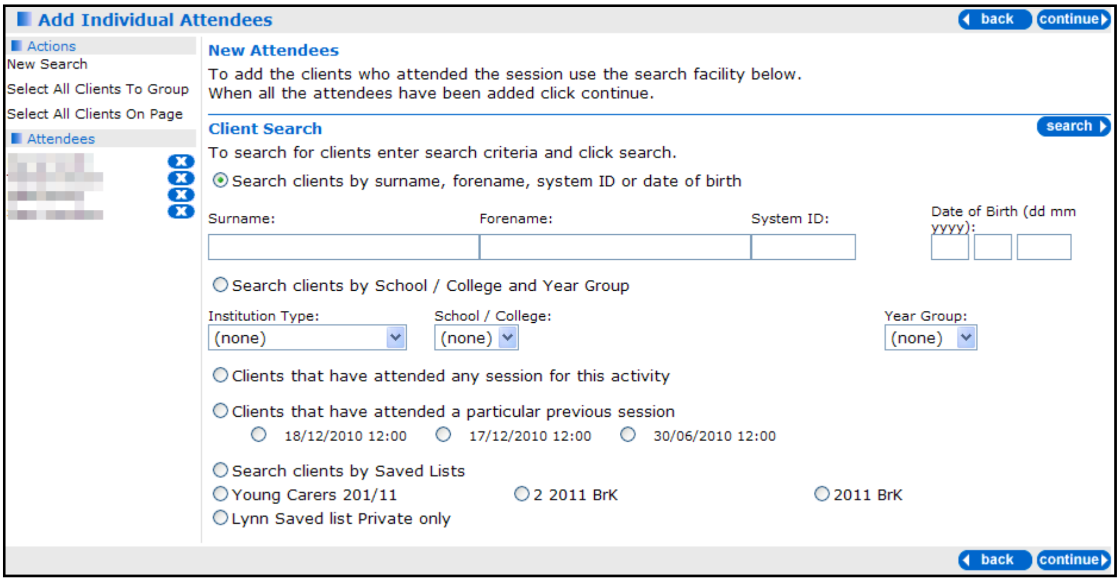
The users can be selected individually using workgroup filters or **Select All** in a workgroup. The saved list is copied to these users but they can delete it for themselves if they wish.

Use Saved Lists

The saved list can be accessed from the **My Saved Lists** portal in **My Homepage** but are also available to use in Group Session and YS Sessions.

Select the **Saved List** then click the **Search** to return the list of clients, then add them to the group as you would usually.





Targeted Youth Services (TYS)

No changes have been made to TYS for this release.

Youth Justice

This release contains the full software for Youth Offending teams. If you would like further information on this please contact your account manager.

15 | IYSS Summer 2013

Database Changes

Two tables have been added to accommodate importing the following information:

- Training Starters/Leavers
- College Starters/Leaver

Installation

- OneIYSS components use the Crystal Reports 13 runtime.
- OneIYSS Web server can be run as a 32-bit or 64-bit process.
- OneIYSS Application server is a 64-bit process.
- OneIYSS Background tasks are all 64-bit executables.
- There is now a single executable for DX, and the executable that is scheduled for DX has changed to caaspdxw.exe.
- The System Values for DX UserID and Password are now used by the TidyNet process as well as the DX process. They have been renamed accordingly:
  - DX/TidyNet - IYSS Network UserID Password
  - DX/TidyNet - IYSS Network UserID
- TidyNet configuration is now done using a different configuration file.

Software Changes

All background task executables are now run in 64-bit mode <u>only</u>.

Database Tools - DX

- Caaspdxs.exe is has been removed.
- The DX scheduled task should now be run from caaspdxw.exe. There is no need to add the server and database to the command line when running DX; this is collected from the caaspdxw.exe config file.
- DX now shares its login credentials with TidyNet.

Database Tools – MX

The POP3 mail component has been replaced to make MX 64-bit compliant. There are no configuration changes required.

Database Tools - TidyNet

TidyNet now must use an IYSS user account to log-in to the system; this is already required for DX and MX. For more information, see *System Value Changes* on page *131*.

System Value Changes

As TidyNet now requires an IYSS account to log in to the system, TidyNet now uses the same login credentials as DX. To reflect this change in functionality, the following system values have been renamed:

System Value prior to 3.51	System Value from 3.51
DX - IYSS Network UserID	DX/TidyNet - IYSS Network UserID
DX - IYSS Network UserID Password	DX/TidyNet - IYSS Network UserID Password

Data Import

Two new import facilities have been provided to enable the update of educational starter and leaver situations and training starter and leaver situations. The import also updates clients' September Guarantee baseline statuses, where appropriate. For more information, refer to the *Templates – Importing Education Starters/Leavers and Training Starters/ Leavers* chapter of the *One IYSS DX* handbook.

Provider TEC ID Label

The label in the web application **Provider | Details | TEC ID** has been updated to **Provider | Details | UKPRN** to make the matching field used for the new training starter and leaver import facilities clearer.

16 | IYSS Spring 2013 (3.50)

Resolved Issues

KB400710 - IYSS Unexpected Error if duplicate NI number

If you attempted to add a duplicate NI number, an unexpected error occurred. The message has been replaced to more user friendly.

17 | IYSS 3.49

Database Changes

- Table TBCLIENTSM dropped – Usage of this table was removed in 3.48.
- New column VCMOBILEEXTRAINFO on TBCLIENT – Records details alongside a client's mobile phone number.
- Added indexes onto TBCLIENTINTERACTION and TBCLIENTSEARCH.

Installation

OneIYSS Application Server can be run in either 32bit or 64bit mode.

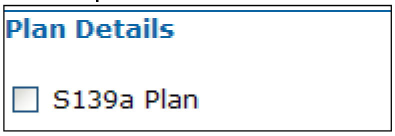
Software Changes

One Base Changes

Checks and changes made to ensure IYSS compatibility with One Base changes.

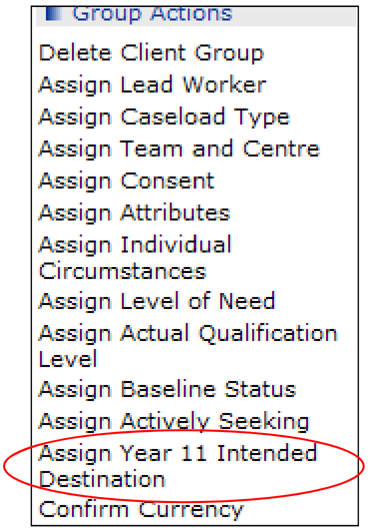
Change Label to S139a Plan

The Requires Plan check box accessed in the One IYSS Client accessible via Additional Needs | Plan Details is now named S139a Plan



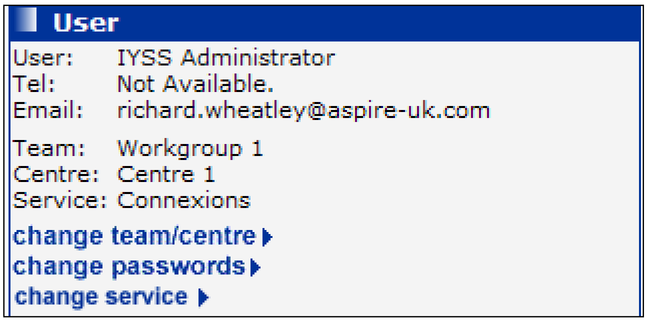
Bulk Update Intended Destinations

A new bulk update function, accessed via the client search, has been added entitled **Assign Year 11 Intended Destinations**.



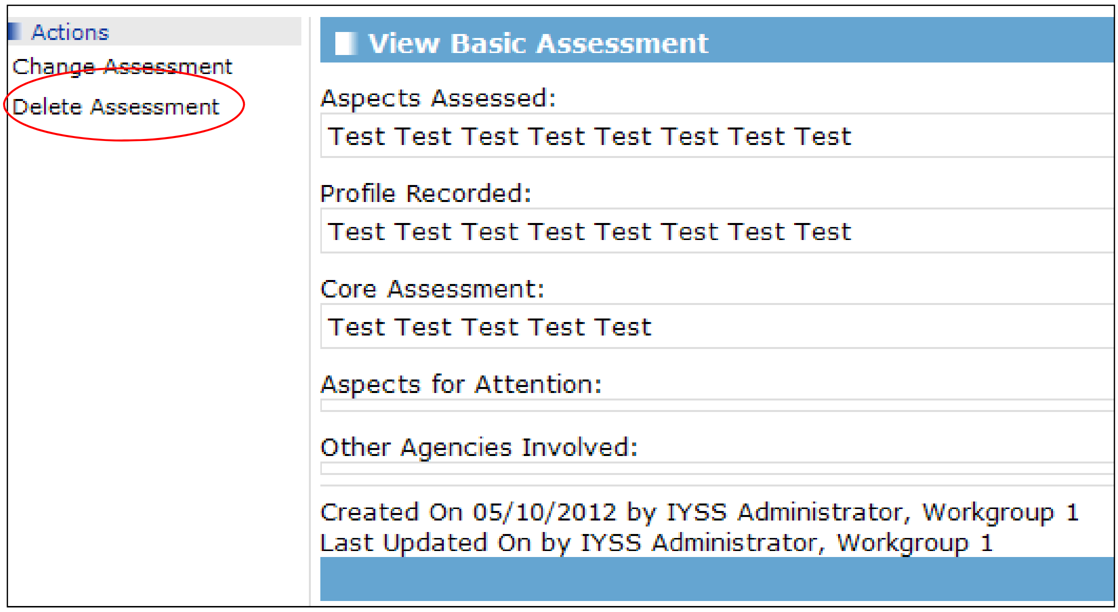
Display User details on My Homepage

All details from a One user are now displayed. Previously, if details of the user were not completed, there was no indication that information was missing in IYSS. Now, if information is missing, **Not Available** is displayed in the field.



Delete Basic Assessment

System administrators now have the capability to delete basic assessments.



New Permission for Convert to IYSS

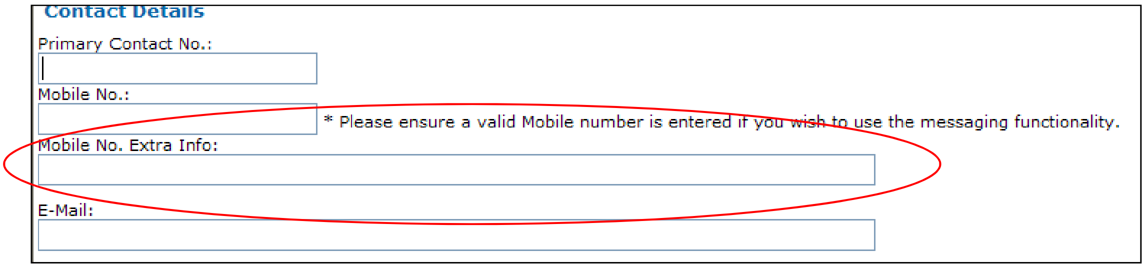
One IYSS users can create new clients within the IYSS system, but they can also convert records from the main One system. Previously, access for this functionality was controlled via the Add Client permission. This is now controlled by the two following permissions:

- Client Add
- Client Convert to IYSS.

Granting Client Add permission to a user enables them to add a client from within IYSS. Granting Client Convert to IYSS permission to a user enables them to bring a record from One into IYSS.

Mobile No. Extra Info Field

The Mobile No. Extra Info field is a free text entry field in the **Contact Details** section of the **Client Summary** screen that enables users to add relevant information about the number, e.g., Mum's, Dad's, work etc.



Document sort order

Users can now change the document sort order from alphabetical to date.

Resolved Known Problems

PT ID or Originator	CSS ID	Title	Description	Comment
PT 7633		XML - Fixes	Error with establishment Number. IYSS did not use the expiry date from the database. DX routine was not calculating the CurSitExpired flag in the XML correctly.	
PT 7610		Stat Ed Leaving Date	The Statutory Education Leaving Date is not being populated when the following routines are run: Added as New Single Convert to IYSS Bulk Convert to IYSS Therefore, the Statutory Education Leaving Date is ok on records that were in the migration as a routine was run to populate it, but any records brought into IYSS after the migration will not have this date.	
PT 7589		Search returning inactive records	A person record made inactive in One does is not returned in a search in IYSS when searching by name, but is returned in generic IYSS searches, e.g. centre, age etc.	
PT 7603		Address Lookup and Error if & included	If there is an ampersand (&) in an address, it crashes on entering the postcode and clicking the Find Address button.	
		Professional Contact Section title bar	If the Professional Contact and Involvement section has no data entered and is disabled, the incorrect heading is displayed (Professional Contacts and Referrals).	
		Case Indicator displays	If a TYS referral is added and is open or open then closed, the case indicator is incorrect. If the referral is open, the Case Indicator is Client has TYS Closed Case. If a referral is closed without a case being opened, the Case Indicator also displays Client has TYS Closed, which is incorrect. Indicator information should only be shown once a case has been opened.	

PT ID or Originator	CSS ID	Title	Description	Comment
		Assessment Element Value Descriptions	The description that appears underneath the scores for an element is truncated either after a full stop, or after a set number of characters.	
		Assessment Plan	When creating a plan from an assessment, any Notes entered in the Goals were not saved.	
		User Account \ Provider	When trying to set up a WEX School Administrator user account by via Provider | Look up Provider screen, clicking the Find Now button after entering a name displays one of the following error messages: Get application defined. Object defined error.	
PT 7554		MI Changes - 430 Other training code	430 NCCIS code is not mapped to Other Training.	
PT 7576		Notes & invalid characters in interactions	Adding invalid characters to the interaction notes fields results in IYSS quitting unexpectedly.	
PT 7693		Client - SEN reveal	If an inactive SEN involvement has been closed this is not displayed in the Additional Needs and Involvement panel of IYSS even though the details are shown within ONE.	
		Process Statistical Tools Add / Remove	Users are unable to add clients to a line because the Find Now button is always disabled. Users are unable to remove clients from lines because of a run time error when they click the Remove button.	
		SM - One Error reporting	The following message is not displaying as expected: This record cannot be saved in IYSS due to an error in another One module. Please contact your system administrator. Start Date is less than the minimum permitted size of 1.	
		Provider Report Template	Reports not displaying the correct number of providers and the addresses on the report are not displayed in the search results.	

Outstanding Known Problems

PT ID	CSS ID	Title	Description	Comment
7427	1203-1047350	Geog Area default value	Default lookup value not active	
		YS Session	When you add an evaluation to a session it is visible on the Less button but disappears on the More button.	
		YS Session	When duplicating a session, the evaluation is being duplicated.	
		PD Opportunity	When you are creating a new opportunity the, Valid Until date is 01/01/0001 on entering the page. User is forced to change it manually.	
		PD Opportunity	When adding a PD opportunity, if the YS Activity check box is selected, there is no check that Venue is entered, although sessions cannot be added without it.	
		Key Opportunities	When an opportunity is made inactive and it is a key opportunity, it is not clearing from the Key Opportunity list on the homepage and can still be accessed and amended. This is also the case for key providers.	
7190	1108-937907	Issues in setting up new Document in Sys Admin	Documents & Paragraphs | Document Type | New Short Description Field – When first typing it allows you only to enter one character and then automatically goes to the long description field. The user can work around this issue by typing a letter into the Long Description field then entering the required data into the Short Description field.	

18 | IYSS 3.47

Database Changes

New columns DTCURSITSTARTDATE, VCESTABLISHMENTNO, VCESTABLISHMENTNAME on TBBEANBAG

New columns DTCURSITSTARTDATE, VCESTABLISHMENTNO, VCESTABLISHMENTNAME on TBBEANREPORT

New column IDLEA on TBCLIENTBASELINE

Installation

OneIYSS Application Server can be run in either 32bit or 64bit mode

Instructions now document which of the components are 32bit

Software Changes

64 bit

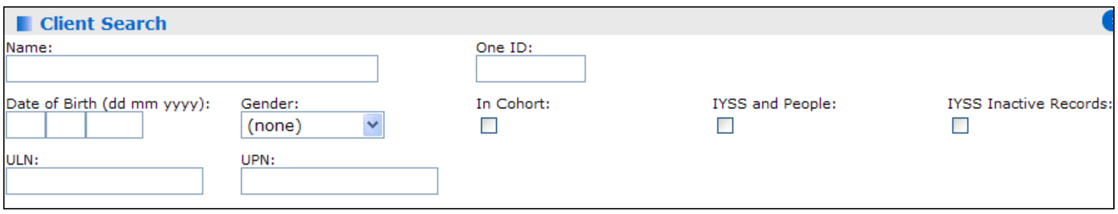
Enabled OneIYSS Application Server and OneIYSS Web Server to be compiled as “AnyCPU” so that they can be run in 64bit mode on 64bit OS. However, OneIYSS Web Server is dependent on Crystal Reports 11.5 runtime which is a 32bit runtime and therefore OneIYSS Web Server must be run in 32bit mode.

IYSS & One ID

To facilitate the communication between users of IYSS and users of other **One** modules changes have been made to the use of the IYSS ID. IYSS ID has been removed from the interface but not from the database and replaced with the **One** ID in the following area.

Client View

Client Search



Client Search Results x 4 views

Search Results

8 client(s) found, showing 1 - 8 of 8

To select the client tick the box of each client name required then click add to group.
To search again for additional clients click New Search to clear criteria.

add to group ✓

	Name ▼	Date of Birth	Postcode / Address		Current Situation		Team
☐			nown		Statutory Education at School, Year 11	Secondary	Workgroup 1
☐			nown		Statutory Education at School, Year 11	Secondary	Workgroup 1
☐					NEET, Place Not Availa 27/02/2009	2 Training from	Workgroup 2
☐			nown		Statutory Education at School, Year 11	Secondary	Workgroup 1
☐			nown		Emp/Trg NVQ2 & abov at Boots the Chemist f	Apprenticeship 12	Workgroup 1
☐			nown		NEET, Seeking Employ 01/09/2009	ing from	Workgroup 1
☐			nown		Statutory Education at School, Year 11	Secondary	Workgroup 3
☐			nown		Statutory Education at School, Year 11	Secondary	Workgroup 1

8 client(s) found, showing 1 - 8 of 8

System reports where ID was displayed have been updated to show **One** ID.

Customers may want to revisit any reports written on site to use **One** ID.

SEN Status

A more comprehensive reveal has been developed to give IYSS users information on SEN Stage, Category, Needs and Assessments. This information is on a view only basis from **One** V4 and not maintainable in IYSS

Less View

Additional Needs — more ≫ change ▸

Has SEN Stage History

Has SEN Assessments

Disabled: X

More View

Additional Needs — less ≪ change ▸

Student Record - SEN Stage History

SEN Stage	Date of Change	Source	Start Date
Statement	12/07/2004	EMS	12/07/2004
Stage 5	14/09/1999	EMS	

Student Record - SEN Assessments

Start	End	SEN Category	SEN Primary Need	Add. SEN Needs
01/01/1998	onwards		Emotional/Behavioural	

Disabled: X

On Disability Register: X

Document Order

Changed sort order from alphabetical to 'Date' sort order.

Management Information

Youth Contract

There are two new fields which are required for NCCIS and which are included in the monthly XML upload:

- Youth Contract Indicator (Yes/No)

- Youth Contract Date

As the full details of this recording requirement appear to be still evolving and to allow customers flexibility, this data will be captured using Projects. If you have not used the Project functionality full details of how to manage Projects can be found in System Administration Manual Part 2, Complex Lookup Maintenance – Project Management, please read this before commencing the setup.

The upgrade will come with the basic Youth Contract Project already created but System Administrators need configure the Project information.

You need to:

- Add situation sub groups and link to Situation Group of Youth Contract already created in the upgrade
- Link the Youth Contract Situation Group in Situation Super Groups to ‘Secondary’
- If you want to capture additional data for Youth Contract, Go to the Client/Project of Youth Contract and setup, this is optional
- Link the Youth Contract - Join, Youth Contract – Leave and Youth Contract – Change Interaction Activities to the appropriate Interaction Types

Cohort Status

The cohort status of X has been reintroduced.

- P – Primary Cohort
- G – Out of Cohort but in Guarantee
- X - Out of Cohort, not in Guarantee but required to be reported e.g. leaving NEET

Clean up Job

The Cleanup job calculates a client’s age based on the day that it is run. Most customers run this job in the evening before midnight as previously recommended.

This means that a small proportion of clients who have a birthday on the next operational day will have their ages calculated incorrectly which is displayed on search results.

The recommendation now is that this job is scheduled to run in the early hours of the **morning** i.e. after midnight.

> ***NOTE:*** *The Cleanup job should* ***not*** *be scheduled to run when the Statistical Output Counter with Audit job is scheduled to run see below.*

Statistical Output Counter with Audit

This job has been amended and now automatically runs the Cleanup job before any statistics are processed to ensure that client’s age and LA are correct when the MI is calculated and the jobs cannot run into each other if incorrectly scheduled.

This job schedule does not need to change it should remain scheduled to run in the evening of the last day of the month.

SEN MI

To accommodate SEN data in **One** required for IYSS MI a script was issued to temporary update data. This has been replaced with a permanent solution which will be updated in the nightly Cleanup job.

BTISSPECIALNEEDSCLIENT field will be populated according to the following rules:

For year 11 and below: BTISSPECIALNEEDSCLIENT=1 (true) where SEN Provision is A, P, S or O.

For year 12+: BTISSPECIALNEEDSCLIENT=1 (true) where SEN Provision is S or O.

Internal MI Data retrieval

Get situation start date from tbeantable not tbsituation

Change to put LEA guarantee code on tbclient rather than current LEA

Link to Multi-map

Now that Multi-map has been taken over by Bing the link out of IYSS no longer works. A new system value has been added to allow customers to create a link to their preferred map site 'Aspire.Net - Map Link'. The following values have been tested:

http://maps.google.co.uk/m?q=$POSTCODE$

http://www.bing.com/maps/?where1=$POSTCODE$

The system value will be populated on upgrade with the Google link.

Connexions Branding

Reference to Connexions has been removed from:

- Consent page, the consent information on the client header bar
- Connexions logo has been removed from WEX choices portal
- Connexions logo has been removed from the public Opportunity Search portal.

Resolved Known Problems

PT ID	CSS ID	Title	Description	Comment
		New Note Button	Spacing incorrect	
		Security	1. Password fields have autocomplete enabled Change all password fields to disable autocomplete. 2. Login.aspx - page is cached by the browser – caching now disabled for this page	
7399	1202-1035322	Client Search Results	Address Display missing number	
		Client Search	Secondary situations search not working correctly	Highlighted by WCC
		Inactive Geog Groupings	Not removed	
7395	1201-1034741	Attainment Reveal	Incorrect base shown	
		Password Expired	Error occurring when password expired	
		Error Trapping	Errors causing crashes when saving non shared data like situations confirm currency. If One data has been changed, the One save routine will be accessed, and any messages shown.	
		My Aspire function	Search My Caseload function remained in One IYSS but not converted so function now removed	
		Future Events & Reminders	Link in actions is called Add followup - need changing to Future Events and Reminders Update Future interaction - options only refer to appointments should also be /Future Events and Reminder	
		Template Reports	Duplicates in data returned	

PT ID	CSS ID	Title	Description	Comment
7433	1203-1046822	Search Result Views	Error caused in certain circumstance on alternative views	
		Search Results paging	Where multiple pages returned an error can occur and returned search number on pages display incorrectly	Highlighted by WCC

Outstanding Known Problems/Changes Required

PT ID	CSS ID	Title	Description	Comment
7427	1203-1047350	Geog Area default value	Default lookup value not active	
		YS Session	When you add an evaluation to a session it is visible on the less button but disappears on the more button.	
		YS Session	When duplicating a session the evaluation is being duplicated.	
		PD Opportunity	When you are creating a new opportunity the Valid until date is 01/01/0001 on entering the page. User is forced to change but not correct.	
		PD Opportunity	When adding a PD opportunity if the YS activity box is checked we should add validation for the input of a venue as sessions can't be added without it.	
		Key Opportunities	When an opportunity is made inactive, and it is a key opportunity, it is not clearing from the key opportunity list on the homepage and can still be accessed and amended. This is also the case for key providers.	

PT ID	CSS ID	Title	Description	Comment
7190	1108-937907	Issues in setting up new Document in Sys Admin	Documents & Paragraphs | Document Type | New Short Description Field - On initial typing it allows you only to enter 1 character and then automatically goes to the long description field. Ideally this should not do this. Workaround - Within the Long Description field type in the first Letter of the what you want this Long Description to be called, and then the Short Description field will then allow you to go back into it and enter more than one character.	

19 | IYSS 3.46

We are aware that some IYSS customers have been using the System Admin permission in **One** for IYSS Users. System Admin gives a very high access level to Users which we would not recommend as this would have the impact of overwriting any Read Only access permission subsequently applied.

To assist you, we have documented the expected permission sets that will give Users access to everything required without the use of Sys Admin. We would encourage you to check and confirm that your IYSS Users are not set as System Admin in **One**.

If you do have any queries on the contents of this document please contact the **One** Service Desk in the normal way and we will be happy to help.

Kind regards,

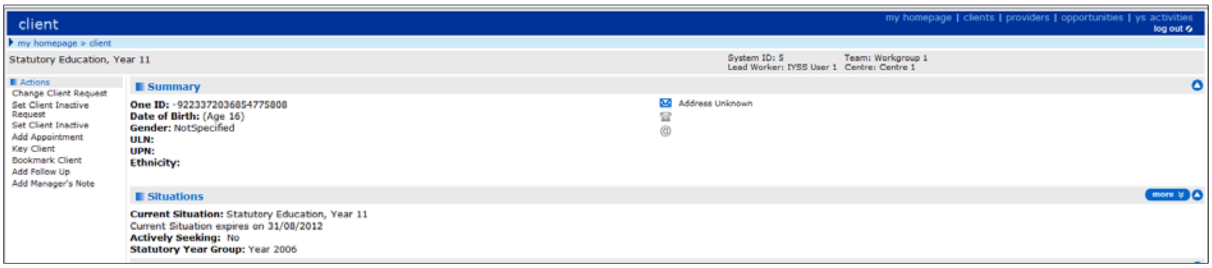
Nick Anderson

Product Manager

IYSS Access Rights

Within the **One** system access rights need to be set along with the rights within the IYSS system to allow Users to correctly view and edit Client details.

If the User has no additional rights within the **One** v4 system the Client Screen will show as follows:



The screen shot shows that not all of the data regarding the Student is shown correctly.

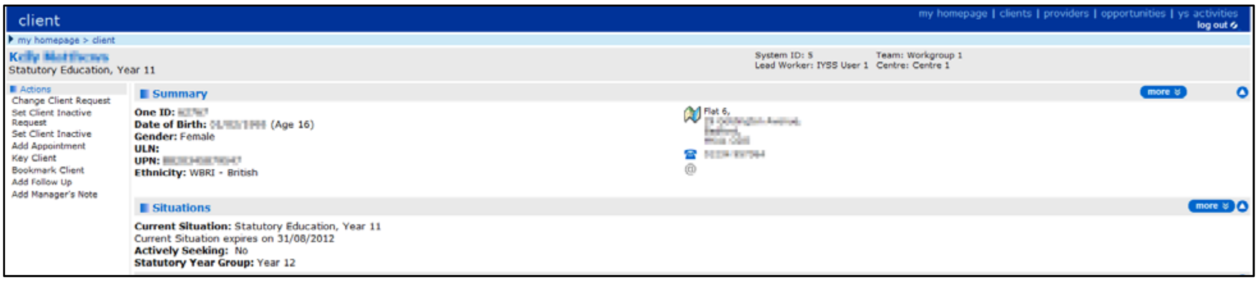
Read Only Access

To give a User Read Access to the Client the following access rights need to be set within **One**:

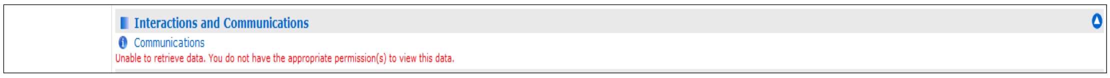
- User Group Processes Editor | Addresses:
  - Person/Student Addresses – set to Read
- User Group Processes Editor | Person Details
  - Person Details – set to Read
- User Group Processes Editor | Student Details
  - Student Data – set to Read

  *This will set all the relevant business processes to Read as well

The below screen shows you the details that can be shown when the User has Read access rights:



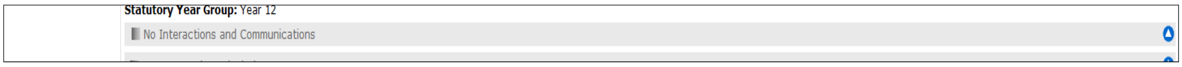
The Interactions and Communications panel is shown as below if the User does not have access to Communication Log:



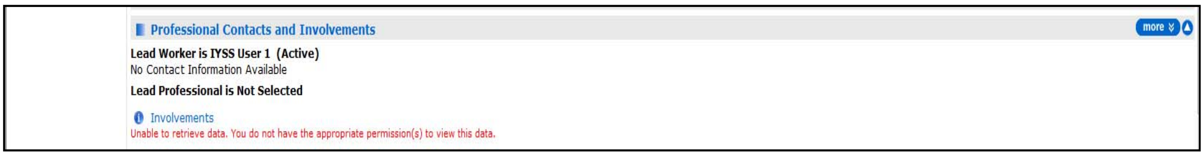
To give a User Read Access to the Interactions and Communications panel the following access rights need to be set within **One**:

- User Group Processes Editor | Administration
  - Communication Log – set to Read

The below screen shows you the details that can be shown when the User has Read access rights:



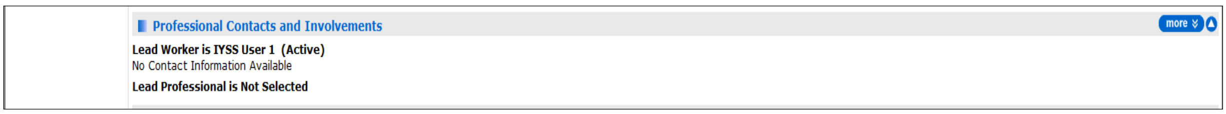
The **Professional Contacts and Involvements** panel is shown as below if the User does not have access to Communication Log



To give a User Read Access to the Professional Contacts and Involvements panel the following access rights need to be set within **One**:

- User Group Processes Editor | CSS Administration
  - Involvement – set to Read

The below screen shows you the details that can be shown when the User has Read access rights:



Read / Write Access

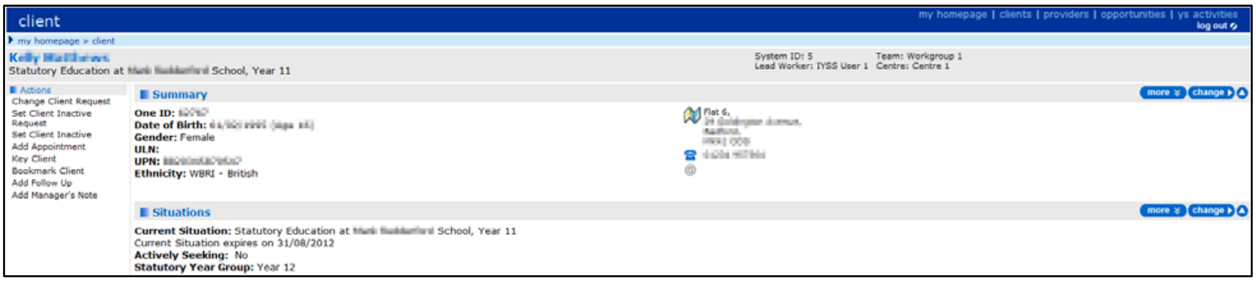
To give a User Read/Write Access to the Client the following access rights need to be set within **One**:

- User Group Processes Editor | Addresses
  - Person/Student Addresses – set to Read-Write
- User Group Processes Editor | Person Details
  - Person Details – set to Read-Write

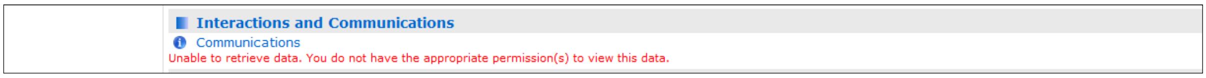
- User Group Processes Editor | Student Details
  - Student Data – set to Read-Write

  *This will set all the relevant business processes to Read-Write as well

The below screen shows you the details that can be shown when the User has Read/Write access rights:



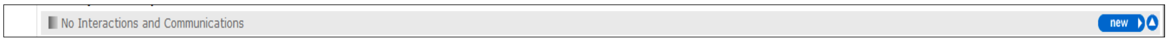
The Interactions and Communications panel is shown as below if the User does not have access to Communication Log:



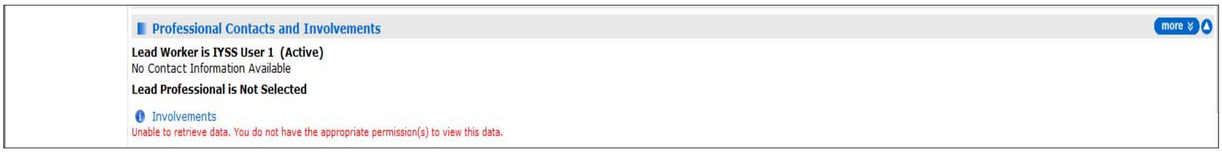
To give a User Read/Write Access to the Interactions and Communications panel the following access rights need to be set within **One**:

- User Group Processes Editor | Administration
  - Communication Log – set to Read-Write-Delete

The below screen shows you the details that can be shown when the User has Read/Write access rights:



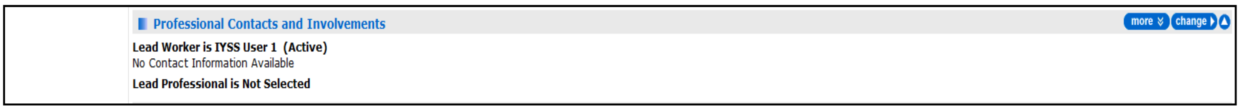
The Professional Contacts and Involvements panel is shown as below if the User does not have access to Communication Log:



To give a User Read/Write Access to the Professional Contacts and Involvements panel the following access rights need to be set within **One**:

- User Group Processes Editor | CSS Administration
  - Involvement – set to Read-Write

The below screen shows you the details that can be shown when the User has Read/Write access rights:



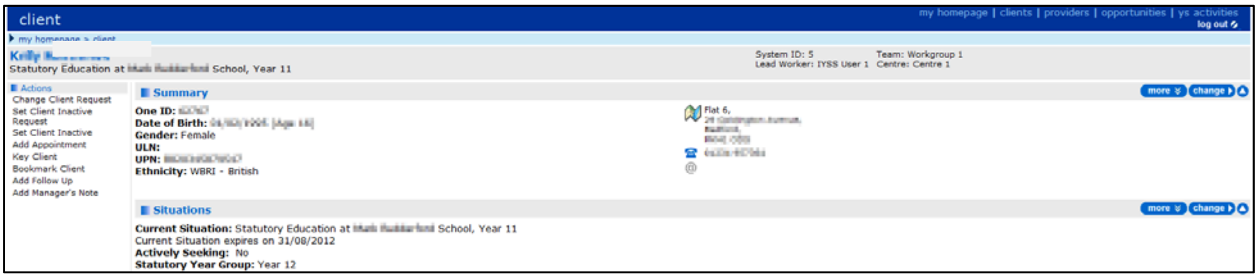
Read/Write/Delete Access

To give a User Full Access to the Client the following access rights need to be set within **One**:

- User Group Processes Editor | Addresses
  - Person/Student Addresses – set to Read-Write-Delete
- User Group Processes Editor | Person Details
  - Person Details – set to Read-Write-Delete
- User Group Processes Editor | Student Details
  - Student Data – set to Read-Write-Delete

  *This will set all the relevant business processes to Read-Write as well

The below screen shows you the details that can be shown when the User has full access rights:

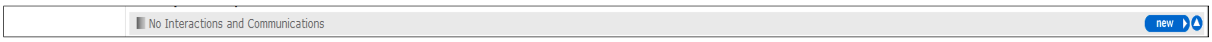


The Interactions and Communications panel is shown as below if the User does not have access to Communication Log:

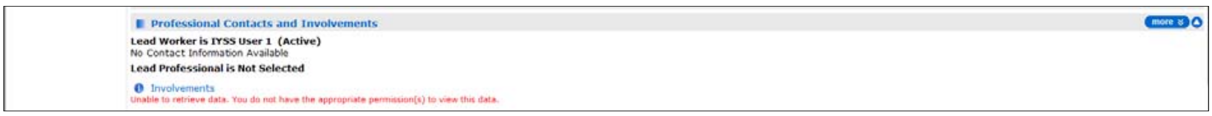
To give a User Read/Write/Delete Access to the Interactions and Communications panel the following access rights need to be set within **One**:

- User Group Processes Editor | Administration
  - Communication Log – set to Read-Write-Delete

The below screen shows you the details that can be shown when the User has full access rights:



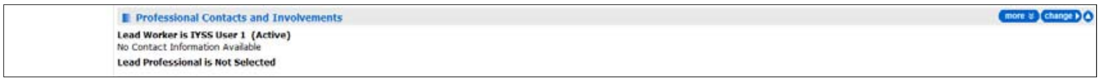
The Professional Contacts and Involvements panel is shown as below if the User does not have access to Communication Log



To give a User Read/Write/Delete Access to the Professional Contacts and Involvements panel the following access rights need to be set within **One**:

- User Group Processes Editor | CSS Administration
  - Involvement – set to Read-Write-Delete

The below screen shows you the details that can be shown when the User has full access rights:

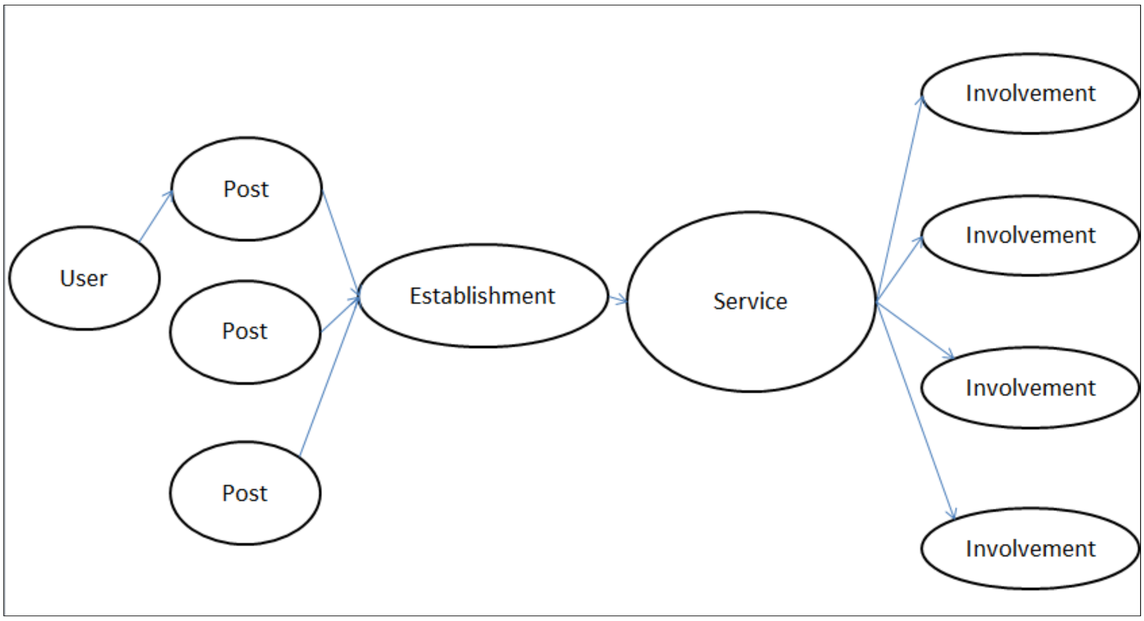


Posts, Establishments, Services and Involvements

To allow Users to access Involvement details they need to be a member of an Establishment which is linked to the Service which again is linked to specific Involvements.

Definition of a Post is a group of Users that have the same Role or Responsibilities. Users are added through the Tools | Team Structure | Post | Post Definition Enquiry screen.

Definition of an Establishment is a group of Posts that would be linked to a specific Service; the Establishment needs to contain all of the Posts that need to access the Service as the system will only allow one Establishment for each Service.



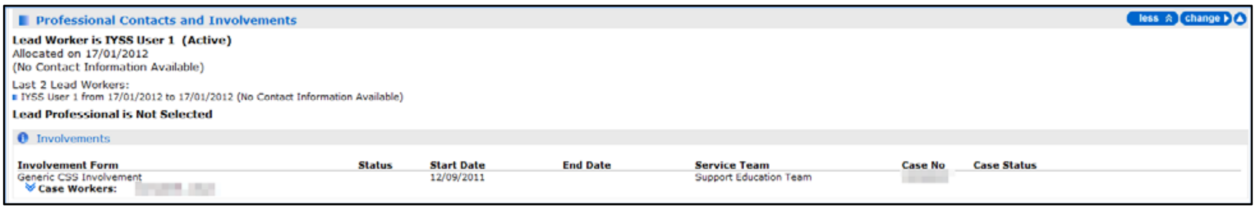
Involvements and IYSS

Within **One** an involvement is linked to a Student, this Student may also be a Client within the IYSS system. IYSS Users are able to see these involvements through the Client | Professional Contact and Involvements panel, it is indicated by a '**Has Involvements**' message when viewing the record. When a User clicks on the More button the details of the involvements are shown.

The details that are displayed are dependent on if the IYSS User is a member of the Establishment for the Service that the specific Involvements are linked.

Not a Member of the Establishment

If the IYSS User is not a member of the Establishment then they will see the following details:



As the above screen shot shows Users are not able to see the Status details.

A Member of the Establishment

If the IYSS User is member of the Establishment then they will see the following details:

As the above screen shot shows Users are able to see the Status details.

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Database Changes

None

Installation

New Installation Instructions have been supplied. Please note these have changed significantly.

Conversion for Oracle 11g and .Net 4.0

These changes have required changes throughout the IYSS application.

Oracle 11g

Review and Test all components against Oracle 11g

Conversion .Net 4.0 - Initial

Convert project solution into Visual Studio 2010

Remove references to ContactPoint - this web service would need conversion and no longer required

Change all System references from 2.0 to 4.0

Check all references to **One** dlls

Re-make all references to new Devart data access component

Re-make all references to new Nevron chart component

Conversion .Net 4.0 - OneUtilities

Convert the **One** Utilities project to VS2010/.Net Framework 4

Conversion .NET 4.0 - Web Services

MS Web Services Extensions (WSE) 3.0 are not supported in .NET 4 therefore we have to move our web services onto Windows Communication Foundation (WCF). This will enable us to pass the One security token around the system in a similar way to WSE.

All web services must be converted from WSE to WCF

Conversion .NET 4.0 - Data Access

.NET 4 handles null database values slightly differently to .NET 2 and therefore we are getting some Null reference exceptions being raised.

Check and fix all data access (DAL and Lookup) for issues with Null database values

Software Changes

Client Search

All IYSS validation on client search has been removed.

The Client Search page has been changed, the Surname/Forename fields have been removed and a single 'Name' field as in v4.

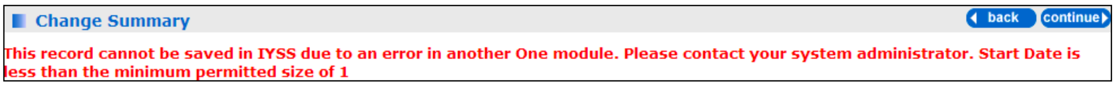
The page has been reorganised to accommodate this.

Error Trapping in IYSS

Errors on client records in **One** v4 cause IYSS records to crash on save.

These are now trapped on Save in IYSS and the error is output and the users notified to contact their System Administrator. The record in **One** v4 would need to be updated before the record can be saved in IYSS for common data.

Example:

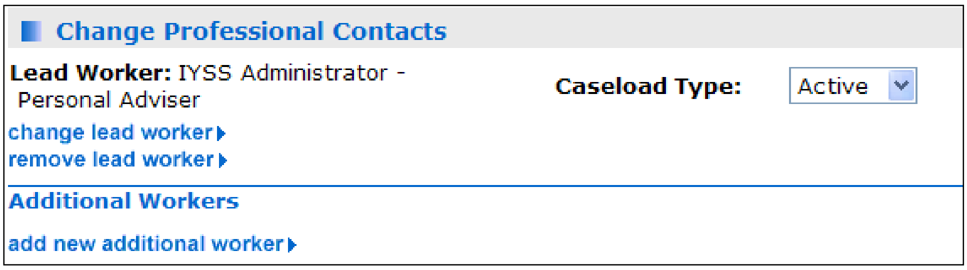


MI Creation Date

To simplify the Monthly Stats procedure the Creation Date now reflects the current reporting End Date (instead of the date the procedure was run). This will allow the procedure to be run multiple times without the requirement to change the current reporting End Date.

Remove Lead Worker

You cannot remove a lead worker only replace. It is now possible to have **no** lead worker.



Resolved Known Problems

PT ID	CSS ID	Title	Description	Comment
		Error Trapping from One	IYSS needs to handle existing errors in One records which error IYSS	
		My Caseload Tool	Error when ordering columns by IV's in Last Month.	
		APIR legends	When looking at the wheel and bar chart view the legends for those elements completed show (tick.gif) (cross.gif) (question.gif). Link to graphic missing?	
		Provider Search - EBP	When doing a provider search on the EBP section I selected work experience/actively causes error	
		Opportunity Matching	In an opportunity for Landscape gardener which has a group? sub group of agriculture/garden care, I clicked on modify match clients and in the group/sub group it had Retail/Sales which had been retained from a previous opportunity.	
7123		Guarantee Views	Guarantee Views not displaying current group and status for Year 11 G	
7027	1103-865355	Permissions	Unused permission needs to be removed	
		SA – Client ID's	When the conversion to OneIYSS was completed the following ID's were removed from the client page as requested by Capita but the system rows are still in SA and need removing. ULN, UPN, and System ID	
	1108-942813	Address Dates Message	Caused Error when message ok'd	
		Bulk Update Situations	If bulk update situations process used against client with same start date that already exists an additional situation is created with overlapping situations. No issue until situations changed then situations need amendment.	
		Lead Professional	Lead Professional - If a client doesn't have a lead professional selected the text 'No Contact Information Available' is displayed. This is not necessary	

PT ID	CSS ID	Title	Description	Comment
		Rename Function Permissions to match interface change	Delete Client Link = Set Client Inactive Delete Client Request Link - Set Client Inactive Request Link Opportunity - Delete = Set Opportunity Inactive Provider - Delete = Set Provider Inactive	

Outstanding Known Problems/Changes Required

PT ID	CSS ID	Title	Description	Comment
		YS Session	When you add an evaluation to a session it is visible on the less button but disappears on the more button.	
		YS Session	When duplicating a session the evaluation is being duplicated.	
		PD Opportunity	When you are creating a new opportunity the Valid until date is 01/01/0001 on entering the page. User is forced to change but not correct.	
		PD Opportunity	When adding a PD opportunity if the YS activity box is checked we should add validation for the input of a venue as sessions can't be added without it.	
		Key Opportunities	When a opportunity is made inactive, and it is a key opportunity, it is not clearing from the key opportunity list on the homepage and can still be accessed and amended. This is also the case for key providers.	
7190	1108-937907	Issues in setting up new Document in Sys Admin	Documents & Paragraphs | Document Type | New Short Description Field - On initial typing it allows you only to enter 1 character and then automatically goes to the long description field. Ideally this should not do this. Workaround - Within the Long Description field type in the first Letter of the what you want this Long Description to be called, and then the Short Description field will then allow you to go back into it and enter more than one character.	

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Introduction

This release contains Database changes and new functionality.

Database Changes

- New foreign key on tbClientSMEpisode
- New synonym and associated permission on ONE_PEOPLE_DETAILS

Changes & New Functionality

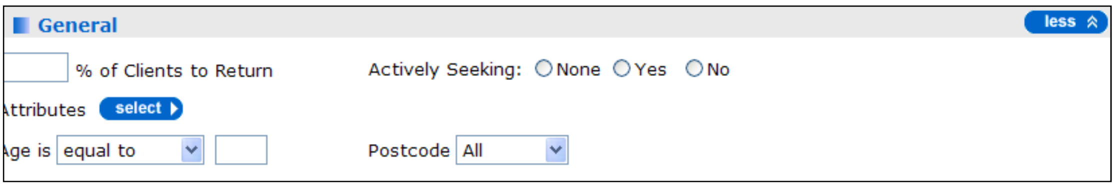
Shielding – Reveal Contact Information

For the initial information shown by the reveal IYSS uses the properties on the objects returned by the web method – e.g. InvolvementSummary.CaseWorkers returned by GetPersonInvolvements. When further contact information is requested the GetPersonDefinition method is used to retrieve the full details of the person. This method does support data shielding so could be used to display a shield icon as appropriate instead of the contact details. IYSS has already shown the name returned by the web method so there would seem little point in shielding the name unless the method used in the reveal had respected the shielded data.

Client Search - Age

The requirement is to be able to search for IYSS client records by their age. The criteria should allow an exact match (equals); greater than; less than; between (age range).

Date of Birth is a shared piece of data so usually IYSS would use the ONE Generic Person search to implement this search. In this case, due to potential performance problems, IYSS will use its calculated Age column.

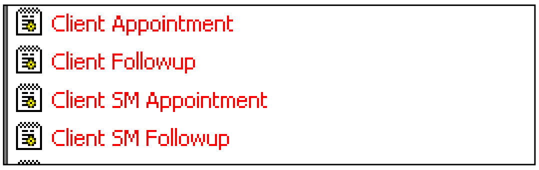


Appointments & Reminders

In IYSS a client's Appointments and Reminders are visible to all users that have access to the client record. This is not always appropriate e.g. when the Substance Misuse module is being used. In this case the Substance Misuse appointments / reminders should only be seen by the Substance Misuse users.

IYSS interactions are filtered via the service held against the interaction type and the user. The interaction types used for Appointments and Reminders are defined using IYSS Default Interactions.

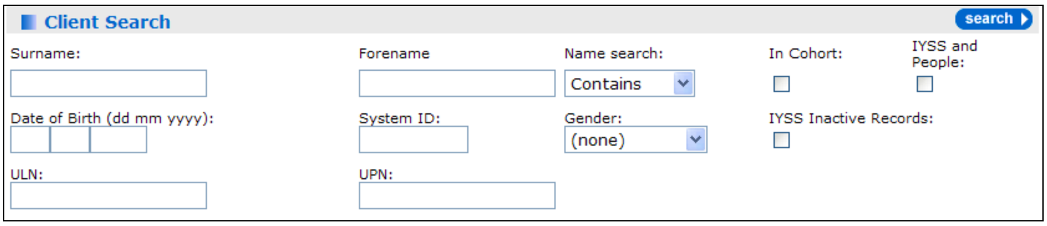
The solution is to have 2 additional Default Interactions – 1 for SM Appointment and 1 for SM Reminder. These will be linked to 2 additional interaction types which will have a service of 'Substance Misuse'. When a SM user creates an appointment or reminder the SM interaction type will be used and therefore filtered out when a non SM user views the client record.



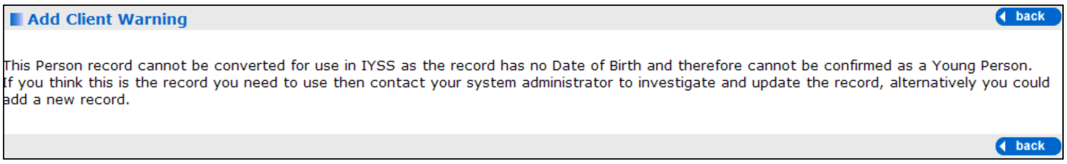
Update to IYSS Convert

Changes to the search method used for IYSS client search to bring back 'People' rather than 'Students' has required some changes to the IYSS convert process to give clarity to end users.

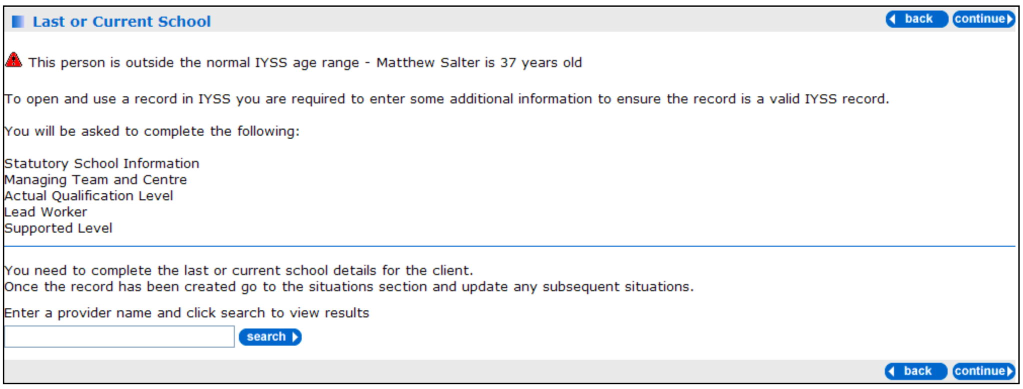
The label 'IYSS and Students' now reads 'IYSS and People'.



If a returned person has NO DOB we don't allow a 'convert' as invalid.



When opening a non IYSS record some explanation text has been added and a warning if the person is out of the normal IYSS age range.



Resolved Known Problems

PT ID	Title	Description	Comment
	Cohort Management - Client List	When drilling down to bottom client list level no clients displayed.	
	Caseload Searches - Delete	A delete option needs to be available for Caseload & Shared Saved Searches add to permission 'Create Shared Searches' & User is PA should read User is 'Lead Worker'	
	OneIYSS - Client Search - DoB	DoB works on searching with name. Doesn't work when searching in combination of Gender Female and Postcode contains MK2. DoB not retained in search criteria.	
	Saving Shared Searches - Permission	Saving Shared Searches needs to be controlled by a separate function permission. Function should be called Create Shared Search and appear in the Admin / Manager Section	
	New Client Details displaying incorrectly	I was adding a new client (Client A) and got as far as entering the address then I went client search to search for Client B, Client B was NONIYSS so I entered last education details but when the Update Client - confirmation came up the information was for Client A. When I continued the client record was Client B and had Client B DOB but had Client A's age in brackets.	
	Sexual Health Record - Add venue	Completed a provider search for Green Abbey School and then went into a client to create a sexual health record, I entered the information and then went to add venue and when the search screen came up instead of the client name it now says Green Abbey School.	Noticed the same issue when this page was being called from the opportunity pages so I have fixed that whilst I was fixing the above problem.
	YS Opportunity - Venue Section	The venue section does not appear on an opportunity until a venue is added. The venue section should be seen at all times but be grey if no venues have been entered.	
	YS Activities - Adding a Venue	If you are in opportunity and go into the summary and go to add venue the search screen appears if you select continue without doing anything it creates a venue of , if you try to delete or continue at this point it crashes.	

PT ID	Title	Description	Comment
	Save Search - NON IYSS Clients	If you perform a search to include the NON IYSS clients and then save the search when the search is recall it only displays the IYSS clients.	
	AspireMX crashes if length of email signature is less than 6 characters	AspireMX crashes (in the RemoveEmailSignature function) if length of email signature is less than 6 characters	
	Phone number displays incorrectly in Client Search Results	The search results stored procedure spClientSearchList01 is returning the Telephone number we are using for Phone1Number from the Address table. This is the wrong place causing the Telephone displayed in search results to be different to that displayed on the Client Summary which comes from the correct place.	
	Missing Link	The 'User Security Details' link is missing from One IYSS. We are putting it manually onto North Lincs and other as required so the script will need to deal with the fact that it may already be there?	
	XML errors	Try catch around setting the cohortstatus needed, as some extracts "Sustance Misuse" will crash otherwise JoiningFromOALEA + LeavingFromOALEA tags go missing if no data Remove IntendedDestYear12 + IntendedDestYear13 from XML	

PT ID	Title	Description	Comment
	NDTMS Extract for April 2011	Issues with valid values and mappings: --changes are for lookup header 'SM-Treat mod serv' --removed: --51 - YP psychosocial intervention --54 - YP family work (not removed but renamed/remapped) --59 - YP access to residential treatment for substance misuse --The following interventions types have been added: --63 - YP Psychosocial – counselling --64 - YP Psychosocial – cognitive behavioural therapy --65 - YP Psychosocial – motivational interviewing --66 - YP Psychosocial – relapse prevention --67 - YP Psychosocial – family work (not added but renamed/remapped) Issues with the extract process: - crash caused by changes to the dx process for monthly MI - values not appearing in the extract file: --YP treatment delivered in residential placement --hep c tested --YP Engaged in Unsafe Sex at treatment exit -migrated to new .net mail functionality (one being used was obsolete) -Change to extract file format and mappings	
	My Homepage \ My Caseload	Opened My Caseload. Clicked on user name. Clicked Analysis By \ Caseload Type. Caseload Lead Workers name now shows RAG analysis against it when it shouldn't.	
	My Homepage \ Consent	Set consent to expire in 2 days time. No reminder appears in future events \ reminders despite system value \ Consent Expiry / Review Approaching Days being set to 10	
	One IYSS \ Client Search Results \ Column Ordering	Ordering on Current situation or Team causes a crash.	

PT ID	Title	Description	Comment
	YS Activity \ YS Attendees report	YS Attendees report is not filtering clients corrrectly.	
	YS Session \ Add Staff	I can add staff to a YS Session attached to a YS Activity which I have created from scratch. When I try adding a session on a YS Activity created suing the Save As options I get a java script error when clicking Select to add staff. Note: Applies to standard sessions and sexual health sessions. Detatched sessions is OK.	RJG10052011 - I think this is caused when there are no venues attached to the Opp to select from. Have added some Javascript to stop this reoccurring
	One IYSS \ System Admin \ Security Group \ Add Appointment Link	The Add Appointment Link permission does not appear for selection in any of the security groups.	
	Password & Memorable Word Change	Validation on change password and memorable word. If user is forced to change password and memorable word and the memorable word is entered incorrectly the password is changed but is presented back to the user to change again. The user is then unaware that the password has changed and will try to enter the original one which will fail validation and stop any further changes being made.	
	Provider Search	Displaying Provider Search results takes too long when multiple of pages of results are found. Change the processing of the search results so that provider and live opportunity details are only retrieved for the page of results to be displayed.	

Outstanding Known Problems/Changes Required

PT ID	Title	Description	Comment
	YS Session	When you add an evaluation to a session it is visible on the less button but disappears on the more button.	
	YS Session	When duplicating a session the evaluation is being duplicated.	
	PD Opportunity	When you are creating a new opportunity the Valid until date is 01/01/0001 on entering the page. User is forced to change but not correct.	
	PD Opportunity	When adding a PD opportunity if the YS activity box is checked we should add validation for the input of a venue as sessions can't be added without it.	
	Error Trapping from One	IYSS needs to handle existing errors in One records which error IYSS	
	Bases & Venues	IYSS allows a duplicate base to be added when maintaining IYSS venues. Searching for venues using two words eg Middle School does not return any search results Venue search results are not shown in venue name order.	

PT ID	Title	Description	Comment
	NDTMS Extract	Various issues with the Substance Misuse Extract File not conforming to latest NTDMS Specification Issues and fixes required are shown below: 1. SEXUAL column is looking at the EMPSTAT data. Sex worker data was in extract and shouldn't have been 2. EMPSTAT data is in the OPRAGENCY column. Sex worker data was in extract and shouldn't have been 3. OPRAGENCY should be blank or the BH reference. Sex worker data was in extract and shouldn't have been 4. POSTCODE column – are all blanks Incorrect postcode column was being used 5. YPSESTAT is blank in some cases – and there are no category 6 or 8 or 9 on open episodes. Missing data mappings – SQL script to update lookup values 8. The output includes 'closed' episodes when there is a new episode against the particular client. Need all open cases; All closed cases from when we move to aspire i.e. 01/04/2011 and No Data on closed cases previous to 01/04/2011. Wasn't using date criteria on episodes 9. Some of the fields for 'injecting' and 'sharing' are blank (rather than Yes/No) does it default to No i.e. does blank get submitted as 'No'? Was using blanks if injecting status was never injected	

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Introduction

This release contains management information changes for **NDTMS** and **NCCIS**.

Database Changes

tbClientSMEpisode - new columns

- IDCLALOCATION
- IDPREVIOUSLYHEPBINFECTED
- IDHEPCPOSITIVE
- IDREGISTEREDWITHGPATTREATSTART
- IDHASCAFATTREATSTART
- IDINCONTACTLDATTREATSTART
- IDINCONTACTLDATTREATEXIT
- INMAINDRUGINLAST28
- IDLOOKEDAFTERCHILD
- IDTREATINRESIDENTIALPLACEMENT
- VCGPPRACTICECODE
- INMAINDRUGINLAST28ATTREATEXIT
- IDUNSAFESEXATTREATEXIT

tbClientSMEpisode – columns removed

- BTPREVIOUSLYHEPBINFECTED
- BTHEPCPOSITIVE

New Lookups

- Client SM - CLA Location
- Client SM - Treatment Deliverd
- Client SM - YesNoNotAsked

Changes & New Functionality

NCCIS MI Changes 2011-2012

Changes to Cohort Status and Residency Rules

YP10 – Cohort Status:

This will be a primary status if the young person is resident within the LA boundary, or for those in Y11 being educated within the LA boundary. Further information is included in section 3 of the CCIS requirement.

Code G should be used for those young people are no longer in the primary cohort but who are still subject to the September Guarantee. For example, a young person who was educated in the area in Y11 but has subsequently returned to their resident area.

Only clients from Year 11 upward to be included in the XML file

CA01 – Current Activity

For those in year 11 who have not yet reached statutory school leaving age:

New Ethnicity Codes

- YP27 – Ethnic Code
- OARA = Other Ethnic Group – Arab

New Activity Codes

- CA01 – Current Activity Indicator
- NEET Group
- 530 – Full time voluntary work

Removed Activity Codes

- CA01 – Current Activity Indicator
- NEET Group
- 611 – Those awaiting an E2E place
- 612 – Those requiring sub level 2 training provision – place not available
- 613 – Those requiring level 2 training provision – place not available
- 614 – Those requiring level 3+ training provision – place not available
- 617 – New Deal Gateway/New JSA Stage 3 Regime
- 618 – Participating in Activity Agreement/Entry to Learning Pilot

XML Schema Changes

PersonalDetails:

Removed:

- EducatedLEA
- SelectedForEvaluation
- OptedOutofEvaluation
- HighestAcademicLevel
- JCPGroupSessionParticipationDate

LearningAgreement:

element removed

Section140:

element removed

PAPI:

element removed

PIPA2:

element removed

LevelOfNeed

Removed:

- SENCategoryCode

Activities

Removed:

- PredictedEnd
- SOC2000Code
- AcademicYearAge
- AcademicYearActivity
- CourseLength

Added:

- EstablishmentName
- JoiningFromOALEA (the old joining from code)
- LeavingToOALEA (the old leaving to code)

Establishment Name

A valid school or college name or description of young persons education activity e.g. educated at home

Required for all those in education

A list of valid establishment names is available from the Edubase website.

NEETJoiner

Element removed

NEETLeaver

Element removed

Diplomas

Element removed

Interventions

Element removed

Agency Referrals

Element removed

IntendedDestination

Elements simplified

CohortStatusType

Valid values are now 'P' and 'G' only

EthnicityType

new code: OARA = OTHER ETHNIC GROUP - ARAB

ActivityType

- 410 LSC funded E2E training - description changed to YPLA funded training
- 420 Other LSC funded training - removed
- 430 Other GST (e.g., LA or ESF funded provision) - description changed to Other GST (e.g., LA, VCS or ESF funded provision)
- 440 New Deal - description changed to Training delivered through the Work Programme
- 530 Full Time voluntary work - new code
- 611 Those awaiting an E2E place - removed
- 612 Those requiring sub level 2 training provision - place not available - removed
- 613 Those requiring level 2 training provision - place not available - removed
- 614 Those requiring level 3+ training provision - place not available - removed
- 617 New Deal Gateway/JSA Stage 3 Regime - removed
- 618 Participating in Activity Agreement Pilot/E2L Pilot - removed

GuaranteeStatusType

- 110 Offer of education and training to start by October Conditional - description changed to Offer Made
- 111 Offer of education and training to start by October Guaranteed - removed
- 112 Offer of education and training to start November - January Conditional - removed
- 113 Offer of education and training to start November - January Guaranteed – removed

NDTMS DATA SET H - Technical Definition Changes

Changes made to conform to new Data Set H requirement see NDTMS documentation provided

Resolved Known Issues

PT ID	Title	Description	Comment
6920	Search Crash	Rutland had a client crashing the search and identified it as a problem with the telephone number in One.	This was caused by phone number onOone address table being 25 in length but our client find only able to hold 20 characters. Increased the fields on our datatable to allow 25.
6870	Update Clean up Job	Client's with null siutations	Added sql to spFixCurrentSituation to create an unknown sit for clients without a sit. Also an update sql to update the cursit from date.
	View Substance Misuse Episode - Has CAF at treatment exit not displayed correctly	The value of Has CAF at treatment exit is not displayed correctly - it is always N	
	Crash when adding a SM Episode - Date CP Consent Sought	When adding a new SM Episode to an existing client. Date CP Consent Sought was left blank. This caused an error - Conversion of "" to date is not valid.	
6904	Report Template - Basic Client List	Basic Client List template report when exported put a line for each address.	Fixed Basic Client List, also all client label reports had same problem or problem where an incorrect address was being shown.
	Error in Base Data - module title for IYSS Links	The 2 rows that need fixing were added by the sql statements shown below. In both cases the Module Title should be IYSS Links.	
	OneIYSS - Client - Substance Misuse - Treatment Start	Create a new episode but, if I go into that episode and then try to Change the Treatment Start section, on entering the section, amending data and clicking Continue I get an error. Replicated twice. (On Aspire22 17/12 @ 14:46)	

PT ID	Title	Description	Comment
	Change Summary - Adding Addresses	A client has multiple addresses, some of the start dates for the addresses are blank. Add a new address (via find address). When the new address is added to the list, the addresses that had an empty start date now have 'bl' 'nk' 'date' in the start date fields in the grid	
	OneIYSS \ My Homepage \ Links portal	In My Homepage on the Provider and Admin tabs, the links portal is still referred to as Aspire Links.	
	ONEIYSS - AspireDXJob Dataset vcImportFilename maxlength does not match database	AspireDXJob Dataset vcImportFilename maxlength does not match database. This causes a Failed to enable constraints error with the AspireDX Job when trying to load the rows from tbAspireDXJob.	

Outstanding Known Issues/Changes Required

PT ID	Title	Description	Comment
	YS Session	When you add an evaluation to a session it is visible on the less button but disappears on the more button.	
	YS Session	When duplicating a session the evaluation is being duplicated.	
	Cohort Management Tool	When drilling down to bottom client list level no clients displayed.	
	PD Opportunity	When you are creating a new opportunity the Valid until date is 01/01/0001 on entering the page. User is forced to change but not correct.	

PT ID	Title	Description	Comment
	PD Opportunity	When adding a PD opportunity if the YS activity box is checked we should add validation for the input of a venue as sessions can't be added without it.	

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Release Overview

This release contains a major change around the storing of documents for **One** IYSS plus some changes from previous projects which required changes to One web services for completion.

Database Changes

These system values have been removed:

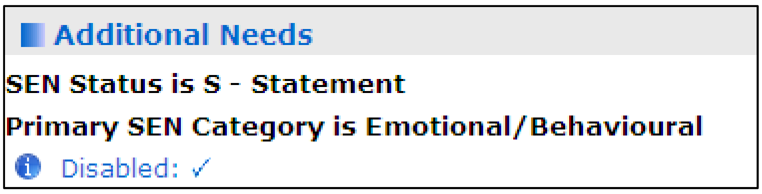
- Location - Documents
- Location – Document Templates
- Location - Graphics
- Location – Report Templates
- Location – Temporary Files

Changes & New Functionality

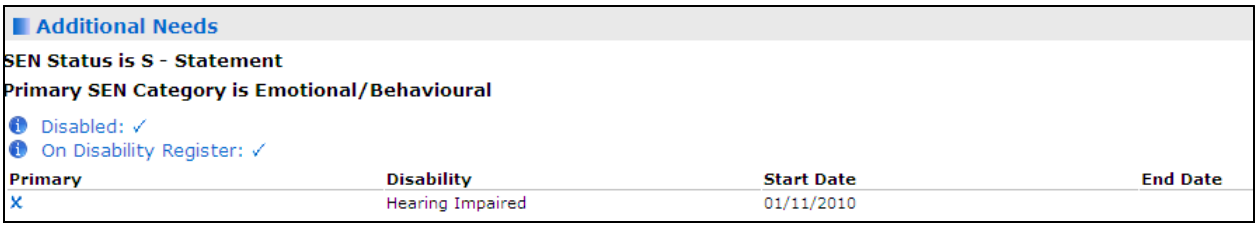
Reveal – Disability

Changes have been made to the Client Additional Needs Section to incorporate disability data on a read only basis from One Person Record.

Less shows:

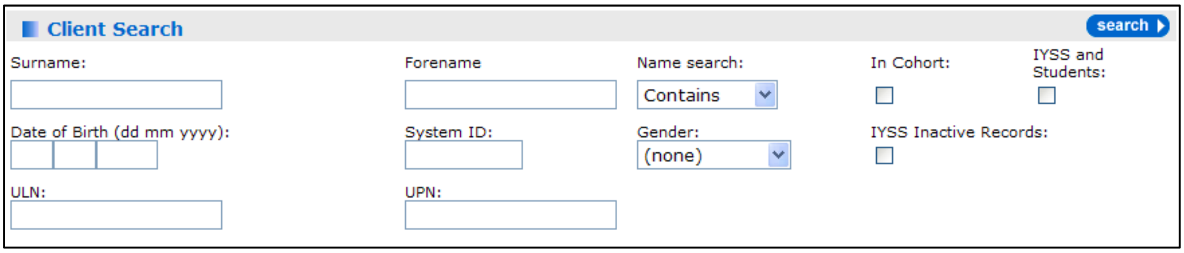


More shows:



Client Search for ULN and UPN

UPN & ULN have been added as search criteria on Client Search



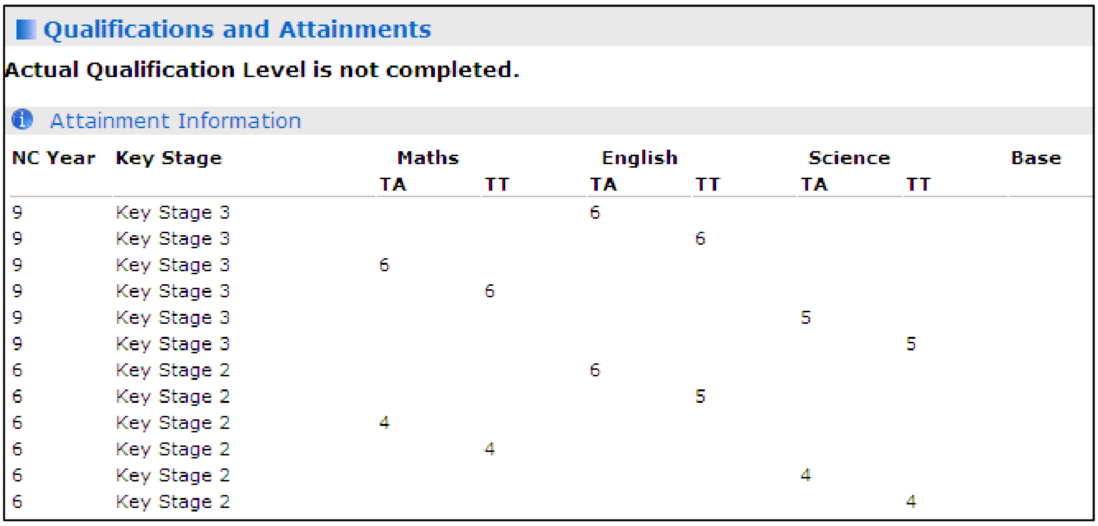
To support this change UPN has been added as a read only field on Client Summary and maintenance of ULN & UPN has been removed from Client Administration section.

Reveal - Attainment

The Qualifications and Attainment section of Client record has been changed to include read only information on attainment from One Student Record.

Less View:

More view:


Qualifications and Attainments

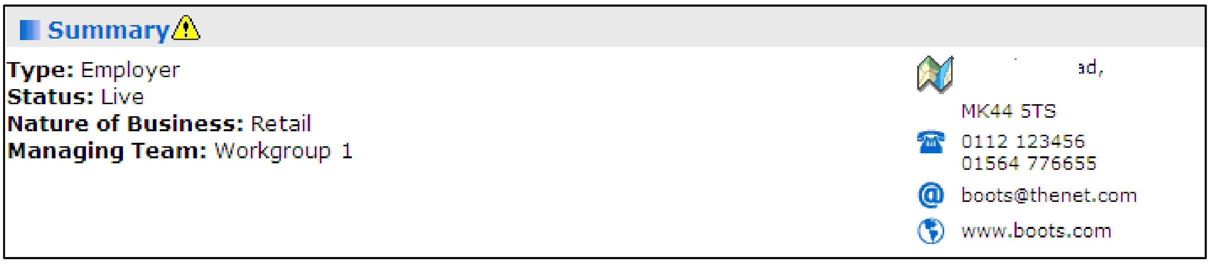
Actual Qualification Level is not completed.

Attainment Information

NC Year	Key Stage	Maths		English		Science		Base
		TA	TT	TA	TT	TA	TT	
9	Key Stage 3			6				
9	Key Stage 3				6			
9	Key Stage 3	6						
9	Key Stage 3		6					
9	Key Stage 3					5		
9	Key Stage 3						5	
6	Key Stage 2			6				
6	Key Stage 2				5			
6	Key Stage 2	4						
6	Key Stage 2		4					
6	Key Stage 2					4		
6	Key Stage 2						4	

Base/Provider Telephone Number

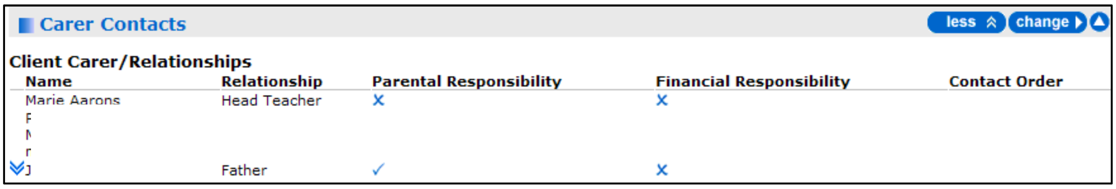
Change in web method to get 2 telephone numbers for sites.



Carer Contacts Display Changes

Changes have been made to the display of Carer data (where data exists) when the user expands the corporal stripes to include:

- Surname
- Forename
- Email Address
- Telephone Number
- Mobile Number



Document Store Development

The user interface and user maintenance of the documents, reports and document templates is unchanged.

Document, reports and templates previously stored in system folders are now stored in the One Document Store.

When upgrading from 3.41 to 3.42 existing files that are held in the One IYSS Document Store must be imported into the One Document Store. To do this the One IYSS Document Utility is provided. See upgrade instructions for further details.

License Code Generator – A new license code generator has been supplied as the previous one used the Document location which has now been removed.

Record Locking Checks

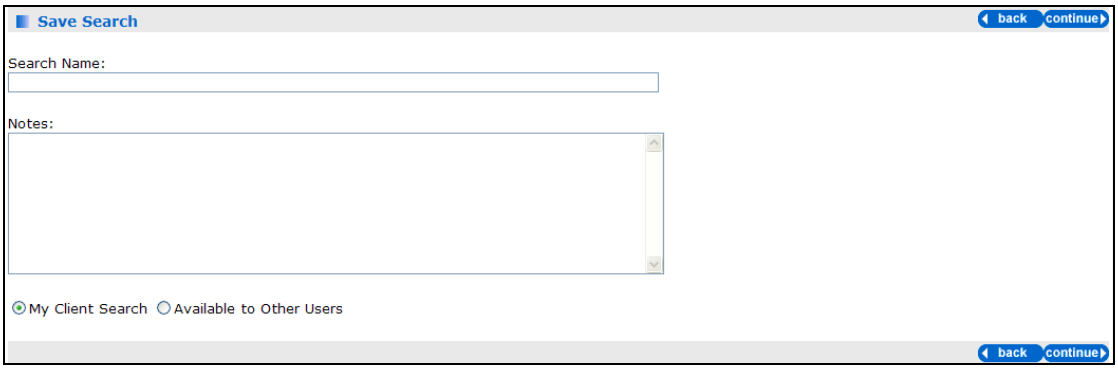
Record locking checks have been implemented from new web services made available to IYSS.

Caseload and Shared Searches

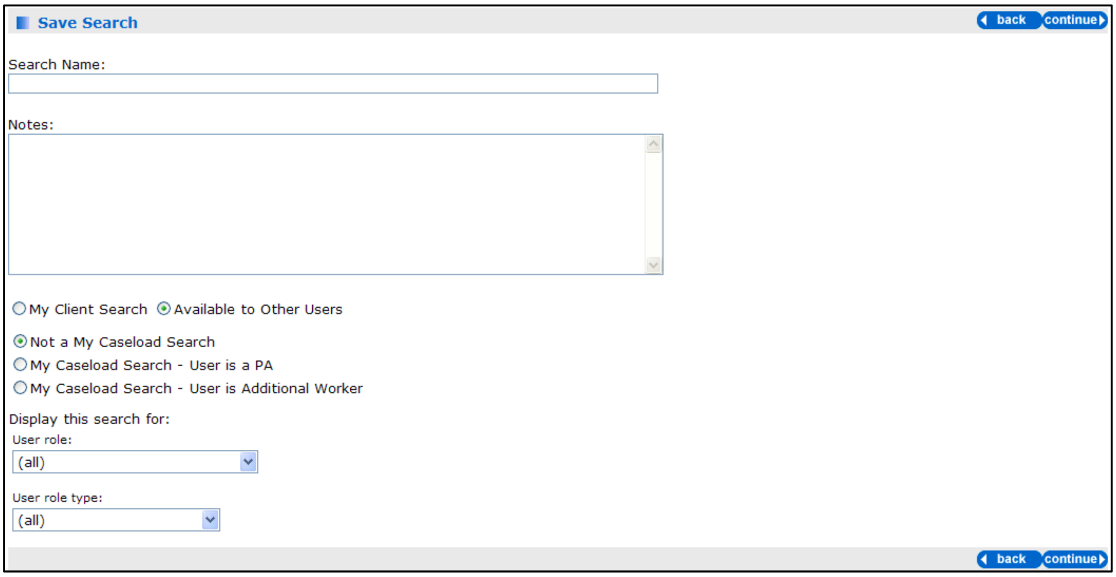
The portal named ‘My Caseload Searches’ has been renamed ‘My Caseload & Shared Searches’

The maintenance of Caseload Searches and Shared Searches has been made available in One IYSS.

This page shows the default which is currently available to save a ‘My Searches’ search.



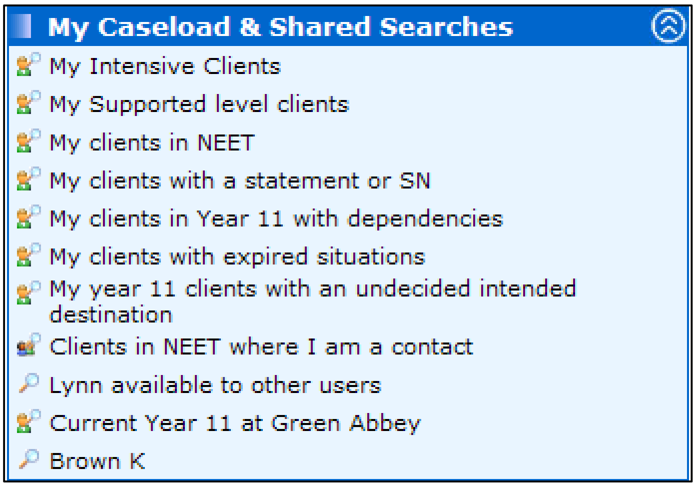
If the user has ‘System Administration’ permission they can create saved searches and allocate them to users by selecting ‘Available to Other Users’ and additionally by Role or Role Type is required.



Not a My Caseload Search: A search would be saved using the parameters in the saved search. The search would be displayed in the Users portal ‘My Caseload & Saved Searches’ with the graphic 

My Caseload Search – User is PA: A search would be saved using the parameters selected in the saved search with the addition of ‘User’ is PA (Lead Worker) on the Client record. The search would be displayed in the User's portal 'My Caseload & Saved Searches' with the graphic

My Caseload Search – User is Additional Worker: A search would be saved using the parameters selected in the saved search with the addition of 'User' is an Additional Worker on the Client record. The search would be displayed in the user's portal 'My Caseload & Saved Searches' with the graphic



Resolved Known Problems

PT ID	Title	Description	Comment
6790	YS Reports	Audit reports working correctly but number reports not returning data	All returning data
	Change Carer Details	If you enter carer change page, individual carer details, chosen forename and surname are populated but forename and surname are not but then mandatory to complete these fields. Need to check if mandatory in One.	All 4 name fields now populated in line with One
6576	Hyperlinks	Missing hyper link on various menu paths from My Homepage.	
6799	Outside LEA	When the system value LEA 1 has no curly brackets around the guide 'outside LEA' appear on client search results for everyone. System value must NOT have curly brackets.	
	ULN & UPN	Remove from IYSS Administration Change page ULN & UPN. Add into Summary UPN as ready only from One data like ULN	
6587	Provider Search	‘All’ option goes missing	
	Client Mobile Number	One client does not validate the mobile number field on the Person maintenance screens so adding some validation to One IYSS could be undone by someone using the One client.	Message added alongside the mobile field advising to add a valid mobile number if the user wishes to use the messaging functionality.

Outstanding Known Problems/Changes Required

PT ID	Title	Description	Comment
	YS Session	When you add an evaluation to a session it is visible on the less button but disappears on the more button.	
	YS Session	When duplicating a session the evaluation is being duplicated.	
	Cohort Management Tool	When drilling down to bottom client list level no clients displayed.	
	PD Opportunity	When you are creating a new opportunity the Valid until date is 01/01/0001 on entering the page. User is forced to change but not correct.	
	PD Opportunity	When adding a PD opportunity if the YS activity box is checked we should add validation for the input of a venue as sessions can't be added without it.	

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Release Overview

This release essentially contains fixes and minor changes.

Database Changes

Database changes have been made to remove columns and tables that are no longer used following the Geographical Grouping development. They are as follows:

Columns Removed from table tbClient

- idAddressWard
- idAddressNeighbourhood
- idAddressNeighbourhoodSchool

Tables removed:

- tbAddressNeighbourhood
- tbAddressNeighbourhoodSchool
- tbClientAddressHistory
- tbValidAddressDistrict
- tbValidAddressPatch
- tbAddressWard
- tbAddressPostcodeNeighbourhood
- tbAddressPostcodeNHoodSchool
- tbAddressPostcodeWard

Known Problems and Minor Changes

PT ID	Title	Description	Comment
6593	Licensing issue with removed Licence	Licensing checks were not implemented correctly. Correct checks to be made are (all ORs): Asylum: Attendance, CSS, Exclusions, Pulse, SEN Attainment (not yet implemented): Pulse Attendance: Attendance Communication Log: Pulse, CSS, Exclusions, SEN EAL: Attendance, CSS, Exclusions, Pulse, SEN Exclusions: Exclusions, SEN School Meals: Attendance, CSS, Exclusions, Pulse, SEN Involvements: CSS, SEN Looked After: Attendance, CSS, Exclusions, Pulse, SEN, ICS Provision: SEN, CSS, Exclusions Traveller: Attendance, CSS, Exclusions, Pulse, SEN	Fixed
6591	System throws error when SEN license is removed	IYSS does not work without a SEN license.	Fixed
	Client View - Session display	On client view if the client has session data it disappears when you change any client data.	Fixed
	Oracle - Log in Error - Future Events Reminders Problem	There appears to be a problem with the Future Events reminders on the My Aspire page. If a user has less reminders than the 'Max rows per page - myaspire' setting the application is crashing if paging used and reminders removed. Error occurs on login for this use if this scenario occurs as saved personal settings incorrect app expecting page x.	Fixed
	Exclusions Licences issue	Removing any or all of the exclusions Licences (there are 3 licence keys, Exclusions, Exclusions Online and Exclusions V4) does not stop the Exclusions data from being displayed in ONEIYSS. This is a fundamental flaw in the system and if no licence information is held for this area, it should not display this data. It does however stop the display of the information in the Individual Circumstances panel	Fixed

PT ID	Title	Description	Comment
	Licence issue	I have found that if you remove any of the licences that have links to student details (CSS, SEN, EXCLUSIONS, PULSE or ATTENDANCE), this stops access to the other areas incorrectly. for example, if I remove the ATTENDANCE licence and then view the client record in ONEIYSS you find that it correctly gives you a message in Attendance "Unable to retrieve data. You do not have a licence for Attendance", however you also get the same message in the Individual Circumstances panel information, for Asylum Seeker, Free School Meal, Looked after child, English as an Additional Laguage, and Traveller Family Information. We believe this is incorrect in that you should still be shown the required data, except for that data where the Licence has been removed for?	Fixed
PT 6585	Traveller flag issue	There is an issue with the traveller flag where, if you initially have a client setup in ONE as a traveller family, this is correctly shown in IYSS, however if you then alter the traveller status in ONE, when the IYSS system eventually catches up with this information change, the client is still shown as being a traveller family, with a tick in the traveller family field, the date of change shown as the date you made the change and the source field showing as CCS. Is there a reason why this is still showing as a traveller family or is it simply that this trigger is not functioning correctly?	Fixed
	Add followup to client record causes crash	Crashes when attempting to add the update interaction with a "created followup" activity.	Fixed this is because the "created followup" activity was missing from the database. Have created script to add it to db.
	Ethnicity Display	Where Ethnicity lookup displayed change from radio buttons to dropdown menu as display untidy with such a long list	Fixed
	Search Label Change	Client Search - Change 'Inactive' to IYSS Inactive Records'	Fixed
PT 6583	Add New Client	Add New Client - If you click search without entering any details in the Last or Current School field get a crash.	Fixed
PT 6582	Opportunity Label	Risk Assessment is spelled incorrectly on the Health and Safety screen; it is shown as Asssessment(extra s). Label to be displayed as Assessment.	Fixed

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PT ID	Title	Description	Comment
PT 6581	Add New/Search - Clear fields	The New client search be cleared each time you go into it. Currently it contains the details of your previous search criteria entered. Having logged right out and back into the IYSS system, I believe this is a refresh issue as if you log out and log back in a few minutes the screen is now blank and does not show the duplicate client message – This may be an intermittent fault.	Fixed
	Instances of Gender being compared to old GUID values.	Check for instances where gender is being compared to the original GUID values rather than the current ONE lookup values.	Fixed
	Attendance Reveal	from email from Shabnam - Re point 9 in the Additional Items sub tab of the IYSS June v3.41 2010 doc. as discussed I have looked into the Attendance enhancement to ensure that it gives a complete picture to the IYSS user; please find information on how attendance information should be displayed in IYSS. - Have attached file to this ticket Tel: 01234 838080 (ext. 2602)	Fixed -The percentage value for Present was already in the XML but not being displayed, however the Missing percentage was not in the dataset. I looked for this value in the One objects but could not find anything. Looking at the example in the document the missing value appears to be: 100 - Authorised Absence % - Unauthorised Abscence % - Present % so, this is what I have used as the calculation.
	References to Aspire - found whilst doing deployment testing at capita	In the default background tasks config file there is a reference to aspirews. The error page has the text aspire on it	Fixed
	Client - Individual Circumstances	Section needs 'Personal Notes' moved to top of section with CX data of IC's	Fixed
	Client - Exclusions	Display of Caseworker Details - needs to use corporal stripes not hover method - to be consistent with rest of page.	

PT ID	Title	Description	Comment
	Client - Communication Log	1) Attachments cannot be linked to so column needs to be removed. 2) Bug: expanding 'To' person returns you to first page of results, not current. 3) 'From' Person doesn't have the corporal stripes to reveal contact information.	Fixed - The single expand reveals both To and From contact information. Fixed the sort order of the Communication Log. Fixed the Involvements paging so that when the expand is used the current page is shown.
	Client Summary - Alerts	Add comment that Risks come from elsewhere within One 'Read only.....	Fixed
	Situations - Stat Education	Fix done in Aspire re Sub groups available when create Stat Ed situation. - Already ticket on	Fixed
	New Stat Ed Situations not showing subgroups	If users enter new Statutory edu Situation Group, the subgroups are not shown. It appears that if a Situation Group has "Link to Opp" or "Link to Provider" ticked in SA, all the situation subgroups are not shown in net. We want to keep "Link to opp" on Statutory edu group but need its subgroups shown in net (e.g. Custody, Home Tuition etc).	Fixed
	Exclusions & Provisions Sections bar	Exclusions & Provisions should show grey when no data	Fixed
	YS Sessions - Attended Numbers	Summary Grid - Total ok but line totals not including named attendees.	Fixed
	OneIYSS \ Cache.aspx	From CAPITA overview training in May 2010. Concerns were raised as to who could access this page and the exploitation for a denial of service attack. Checked access with a standard user account with no system admin and the page can still be obtained.	Fixed - Only users with System Admin function permission can view this page now. Otherwise the standard 'You do not have permissions.....' page is displayed.
	Client Address	We need to change validation to not require a start date on address as One does not force this, it would mean our users would have to enter something when they went into this page.	Fixed
	OneIYSS \ YS Session \ Add Achievements	When adding Achievements from a Session using the 'I want to add different achievements to selected clients' option, you can enter a Date Gained which is before a Date Started. Date gained should always >=Date Started	Fixed

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PT ID	Title	Description	Comment
	Carer Contact - Order	Contact order not saved	Fixed
	Timeout and Error page	Get an error page when I believe we have timed out and then hit logout	Fixed
	Vacancy Module	Issue with login	Fixed
	Issue with retrieving Ethnicity lookups from One App server	Problem is that in certain instances the Ethnicities lookup is not retrieved from the One App Server - this happens because the security token does not get into the session and thus the One App Server throws the call out.	Fixed -Traced this issue down to the strSecurityToken session item not being populated when we do a "round call" to the web service. i.e when the call from lookupcache to lookupws comes from within a webservice (in this case OpportunityWS). The ProcessMessage function is looking for session("strSecurityToken") to be populated which it isn't at this level only at UI and workflow level. Populated this session item and it worked.