



One Youth Justice End User Handbook

last updated for the Spring 2020 release

Handbook

CAPITA

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01 | Document Change Control

Date	Release	Description
Spring 2020	3.71 & 3.70.103	<p>Changes made in AssetPlus</p> <ul style="list-style-type: none"> • A new Resettlement sub-section for Pathways & Planning for stage types Entering Into Custody, Placement Notification, Post Court Report and Review (for custodial sentences only). • A new End of Licence sub-section for Pathways & Planning for the Case Closure stage type when a young person is subject to a custodial sentence. • Additional fields in the Release arrangements and Resettlement sub-section for the Leaving Custody module for the Entering Into Custody stage type. <p>For more information see Accommodation Data page 63</p> <ul style="list-style-type: none"> • Additional fields in the Family and Wider Networks sub-section of Personal, Family and Social Factors for all stage types. <p>For more information see County Line Activity page 61</p> <ul style="list-style-type: none"> • YJB (Youth Justice Board) has introduced new AssetPlus questions that are in the Youth Justice statutory service pack. <p>The questions will appear in AssetPlus Parenting Family and Relationship screen for:</p> <ul style="list-style-type: none"> • New AssetPlus stages created, • Cases that are currently Active and In Progress • Case Transfer cases completed after 1st April 2020. <p>For more information see YJB AssetPlus Questions page 56</p>

Date	Release	Description
Spring 2020	3.71 & 3.70.103	<p>Post Court Mandatory fields</p> <p>The 'Sentence Type' field in Asset Plus - Custody: Post Court screen has been amended to be a non-mandatory field. This change allows a Young Person Status of 'Remanded' to be selected from the dropdown list without having to select a 'Sentence Type'.</p> <p>For more information see Asset plus Custody: Post Court page 62</p>
		<p>Specified Offence</p> <p>In the Offence screen, on selecting Specified Offence as Serious Specified or Specified now defaults to 'Yes' to the questions in AssetPlus Explanation and Conclusion Future Behaviour screen.</p>
		<p>Mandatory Client Information for YJMIS</p> <p>Mandatory Client Information is a new screen that gets generated when a new YJ case is being created. Each fields will be populated with mandatory information from the Client record which is required when submitting YJMIS returns.</p> <p>Religion, Preferred Language, Nationality and Immigration Status are now mandatory on the Change Summary screen of the Client record and in AssetPlus Core Record Young Person Details</p> <p>For more information see Creating a New Client Record Item No.6 - Page 15</p>
		<p>Youth Justice Language</p> <p>A change has been made in the Youth Justice product to now support the ISO standards. New fields have been introduced for language, nationality and religion that allow values from the ISO standards to be recorded for this information.</p> <p>The YJB have also made language, nationality and religion mandatory for the YJMIS statutory return.</p> <p>The language recorded against a client in Youth Justice will not update One v4 client which use CBDS Language standard.</p> <p><i>Actions are required by an administrator to convert CBDS to ISO detailed in Youth Justice Specific Install Guide.</i></p>

Date	Release	Description
Spring 2020	3.71 & 3.70.103	<p>Intervention Programme</p> <p>In the Client record Intervention Programme the Type field now contains Intensive Referral Order. The new item is mapped to Referral Orders.</p> <p>This allows Users to differentiate the Outcome and Intervention level between Referral Orders and Intensive Referral Orders.</p> <p>For more information see Entering a New Intervention Programme Item no.3 page 84</p>
		<p>Outcome - Community Resolutions</p> <p>In Pre-Court Decision Community Resolutions have been replaced in Outcome dropdown list with:</p> <ul style="list-style-type: none"> • Community Resolution with YOT Intervention • Community Resolution Police Facilitated • Community Resolution – other agency facilitated <p>This is a YJB Statutory change to record a more detailed information of Community Resolutions.</p> <p>For more information see Entering a Pre-court Decision Item 6.b page 39</p>
		<p>County Line Related</p> <p>In the Offence screen Behaviour Involved dropdown list now includes County Line Related. This option can be selected when creating or editing an Offence in the Client screen and in AssetPlus - Offending and Anti-Social Behaviour screen.</p> <p>This update is to capture County Line AssetPlus stage for statutory requirements.</p> <p>For more information see Entering a New Offence page 35, section 11</p>
		<p>Police National Legal Database Offences</p> <p>The PNLD (Police National Legal Database) offences list has been updated to the latest version 4.6 as published by the YJB.</p> <p><i>(Info only no action required).</i></p>

Date	Release	Description
Spring 2020	3.71 & 3.70.103	<p>Offences for YJMIS Returns</p> <p>Active PNLD Offences that have changed to be inactive will be visible in full in the Offence panel.</p> <p>Other related panels such as Outcome, Court Appearances & Asset Plus panel will display the inactive Offence in the Client's record.</p> <p>Inactive Offence will not be available for selection when a new Offence for the client is being created.</p> <p>The inactive offences will appear on the YJMIS Returns.</p> <p><i>(Info only no action required).</i></p>
		<p>Ministry Of Justice GPS Monitoring</p> <p>The purpose of this guidance is to support YJ users with the data capture of GPS Monitoring Requirements in key areas of the software.</p> <p>For more information see <i>MoJ GPS Monitoring Requirements</i> page 138</p>
		<p>Case Transfer</p> <p>Case Transfer functionality has been integrated into the Youth Product and can now be used.</p> <p>This gives the ability to send and receive Case Transfer AssetPlus stages using the new AssetPlus schema, with Capita supplied YOTs and Secure Estate via Connectivity.</p> <p>Please note: Case Transfers with YOTs using other supplier software will not be supported at this time. Capita and other suppliers need to conduct cross supplier testing first and customers will be notified once this testing is completed.</p> <p>For more information see One Youth Justice Case Transfer Handbook.</p>

Date	Release	Description
Summer 2019	3.69	<p>YJB Statutory changes for 2019/20 applied in this release for the following:</p> <ul style="list-style-type: none"> • Knife Offence New rule to automatically triggering 'knife related' for 11 YJB specified offence, introduced in this release For more details see Knife Related Offence Page 38 • YJB Schema The Youth Analytical Data Schema file has changed with the removal of several fields. All references to version 3.0.1 have changed to v4.0.0. <i>(Info only no action required)</i> • Gang Association Gang Associations' response in AssetPlus (Personal Family & Social Factors / Parenting Family & Relationships and Core record / Alerts & Flags) will be collected by the YJB and is now included in the Schema. <i>(Info only no action required).</i>
		<p>Police National Legal Database</p> <p>The PNLD (Police National Legal Database) offences list has been updated to the latest version 4.5, published by the YJB in April 2019. <i>(Info only no action required).</i></p>
		<p>YJB Submissions to Placements</p> <p>YJB Submissions to Placements have been updated to process a 3rd message response from the YJB hub and update a version number being transmitted to the YJB hub. <i>(Info only no action required).</i></p>

Date	Release	Description
Autumn 2018	3.67	<p>Case Transfers</p> <p>Changes have been made to facilitate Case Transfers in preparation for a future release:</p> <ul style="list-style-type: none"> • In the Actions menu on the Client View, the YJB Submissions option has been renamed Placement History. This distinguishes between Placements and Case Transfer history. There is also a new option in the Actions Menu named Case Transfer History. This takes you to an Under Construction page until case transfers is live. • When creating a stage, there is a new field named Case Type. This is a mandatory, dropdown field. • The AssetPlus Stage Summary screen now displays the Case Type field. <p>Please be aware that some screenshots in this document may not have been updated to reflect all of these changes.</p>

02 | Homepage

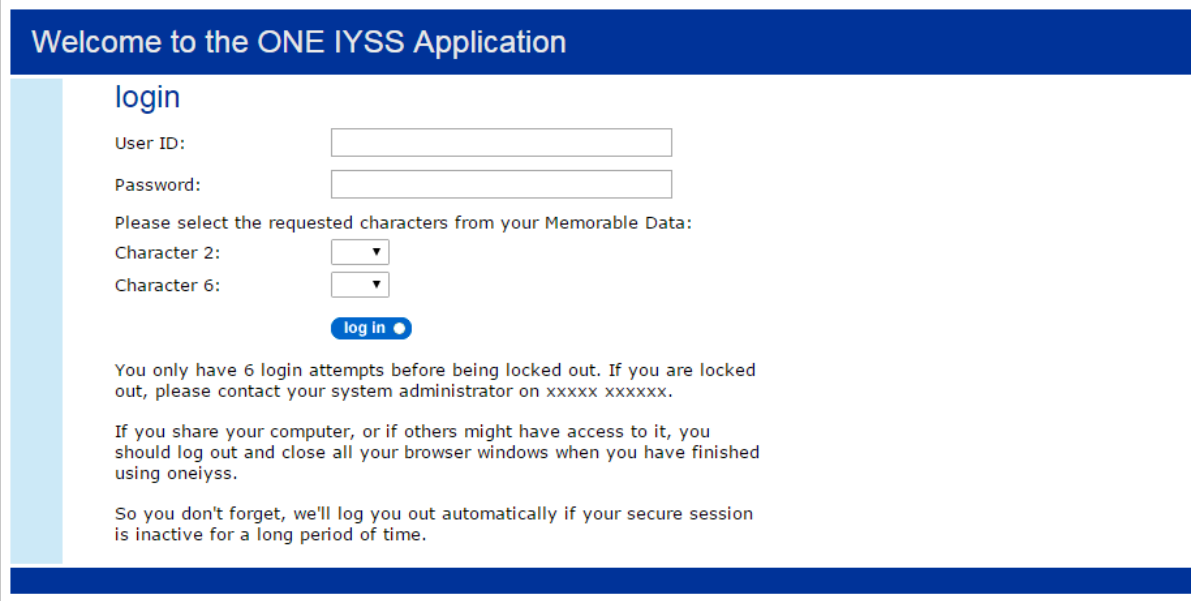
The main screen in Youth Justice is **my homepage**. From **my homepage** you can access your clients, appointments and messages through their respective panels. Your System Administrator configures your **my homepage** to display the panels relevant to you.

The screenshot displays the 'my homepage' interface with the following sections:

- User:** Profile information including name, contact details, and team/centre assignments.
- General / Client:**
 - My Caseload & Shared Searches:** Lists various client categories like 'Intensive Clients' and 'Supported level clients'.
 - My Client Searches:** Lists search criteria for 'My YJ Cases'.
 - Key Clients:** Lists key clients.
 - My Clients in Breach:** Shows 'No breaches'.
 - My Saved Client Lists:** Shows a saved list for 'Group session YJ'.
 - Unallocated Reports:** Shows 'No reports'.
 - Client Interventions Ending Within 2 Weeks:** Shows 'No clients'.
 - Unallocated Parenting Interventions:** Shows 'No parent / carers'.
 - Unallocated Victim Cases:** Shows 'No cases'.
 - My Referrals Received:** Shows 'No reminders'.
 - Clients in court:** Shows 'No clients in court'.
- Provider / Opportunity:**
 - IYSS Links:** A list of links for updating year groups, viewing documents, and managing users.
 - Useful Links:** Links to eLearning courses and messages.
 - My Messages:** Shows '14 Unread' messages.
 - Last 6 Clients Viewed:** Lists recent client activities like 'Statutory Education'.
 - My Assets:** Shows asset completion status.
 - Case Review Due:** Lists cases due for review.
- Admin / Manager:**
 - Today's Appointments:** Shows 'No appointments'.
 - Future Appointments:** Shows 'No appointments'.
 - Missed Appointments:** Shows 'No appointments'.
 - Future Events/Reminders:** Shows 'No events/reminders'.
 - Referrals Awaiting An Outcome:** Shows 'No referrals'.
 - Plan Reviews:** Shows 'No Plan Review Reminders'.
 - Today's YJ Appointments:** Shows 'No appointments'.
 - Future YJ Appointments:** Shows 'No appointments'.
 - My Clients in Court:** Shows 'No clients in court'.
 - My Reports Due:** Shows 'No reports'.
 - My Reports for Sign Off:** Shows a report due on 15/11/2013.
 - My Victim Cases:** Shows 'No cases'.
 - My Parenting Interventions:** Shows 'No parent / carers'.

Logging in

1. In your web browser, go to the IYSS homepage. If you do not know the address, contact your Youth Justice coordinator.



The screenshot shows the login interface for the ONE IYSS Application. It features a blue header with the text "Welcome to the ONE IYSS Application". Below the header, the word "login" is displayed in a large, bold font. The form includes fields for "User ID:" and "Password:", each with a corresponding input box. Below these fields, there is a prompt: "Please select the requested characters from your Memorable Data:". This is followed by two dropdown menus labeled "Character 2:" and "Character 6:". A blue "log in" button with a white arrow is positioned below the dropdowns. At the bottom of the form, there are three paragraphs of text: "You only have 6 login attempts before being locked out. If you are locked out, please contact your system administrator on xxxxx xxxxxx.", "If you share your computer, or if others might have access to it, you should log out and close all your browser windows when you have finished using oneiyss.", and "So you don't forget, we'll log you out automatically if your secure session is inactive for a long period of time."

2. Enter your **User ID**.
3. Enter your **Password**.
4. Click the **log in** button.

03 | Creating a New Client Record

To create a new Youth Justice record for a young person:

1. Log in to **my homepage**.
2. In the blue header, click the **clients** hyperlink to display the **Client Search** screen.

The screenshot shows the 'clients' system interface. At the top, there is a blue header with 'clients' and navigation links: 'my homepage | clients | providers | opportunities | ys activities | log out'. Below the header, the breadcrumb trail reads 'my homepage > client search'. The main content area is titled 'Client Search' and contains several input fields: 'Name:', 'Alias:', and 'One ID:'. Below these are fields for 'Date of Birth (dd mm yyyy):', 'Gender:' (with a dropdown menu set to '(None)'), 'In Cohort:' (checkbox), 'IYSS and People:' (checkbox), 'IYSS Records (Person Inactive):' (checkbox), and 'IYSS Inactive Records:' (checkbox). There are also fields for 'ULN:' and 'UPN:'. At the bottom of the form, there are three 'select' buttons and a 'Statutory School Leaving Year:' field.

3. Enter as much detail as possible into the relevant fields.
4. Click the **search** button to display a list of matching results.

The screenshot shows the 'clients' system interface displaying search results. The breadcrumb trail is 'my homepage > client search > client search results'. The main content area is titled 'Search Results' and shows '4 client(s) found, showing 1 - 4 of 4'. Below this, there is a table with the following columns: 'Name', 'Date of Birth', 'Postcode / Address', 'Current Situation', and 'Team'. Each row in the table has a checkbox and a warning icon (a triangle with an exclamation mark). The table contains 4 rows of results. Below the table, it says '4 client(s) found, showing 1 - 4 of 4'.

Name	Date of Birth	Postcode / Address	Current Situation	Team
<input type="checkbox"/> [Warning Icon]	[Redacted]	No Correspondence Address	Unknown, LEAVER at Secondary School from [Redacted]	Workgroup 1
<input type="checkbox"/> [Warning Icon]	[Redacted]	[Redacted]	FE College at [Redacted]	Workgroup 1
<input type="checkbox"/> [Warning Icon]	[Redacted]	[Redacted]	Emp/Trg NVQ2 & above, at [Redacted] from [Redacted]	Workgroup 1
<input type="checkbox"/> [Warning Icon]	[Redacted]	Address Unknown	Statutory Education at [Redacted]	Workgroup 1

- Click the appropriate name to display the **Summary** screen of the client.

- In the **No Youth Justice Case** panel, click the **new** button. The Mandatory Client Information screen is displayed. All mandatory fields will be pre-filled with selection made in the Client record.

Creating a New Client Record

- Click the Continue button to display the Client Summary screen.

Client Summary
Date of Birth: 28/06/2012 (Age 7)
Gender: Male
Ethnicity: [redacted]
Nationality: Unknown
Preferred Language: Undetermined
Religion: Unknown
YOT Residence Status: [redacted]

- To enter additional information to the Client Summary, click the Change button.

Validation checks have been applied to:

- Nationality
- Religion
- Immigration
- Language

A pop-up message will appear if these fields are not filled in.

client
my homepage > client > update client

Change Summary

Date of Birth: 07 09 2005

Gender
 Not Specified Female Male

Religion
(none) [red box]

Ethnicity
[redacted]

Ethnicity Source
 Provided by the child

LGBT
 Bisexual Lesbian Gay Transsexual

Message from webpage
! You must select a Religion before proceeding
OK

Guar/PR

The Validation checks are also applied in AssetPlus Core Record: Young person's details screen.

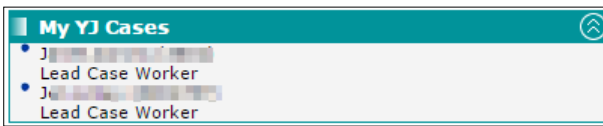
- To add information to the record, see the relevant sections of this guide.

04 | Accessing Client Records

Panels containing your Youth Justice cases and more recently viewed clients, as well as clients in certain situations are displayed on **my homepage**. You may wish to bookmark important clients to facilitate access to their record without needing to return to **my homepage**.

Accessing Client Records from My Homepage

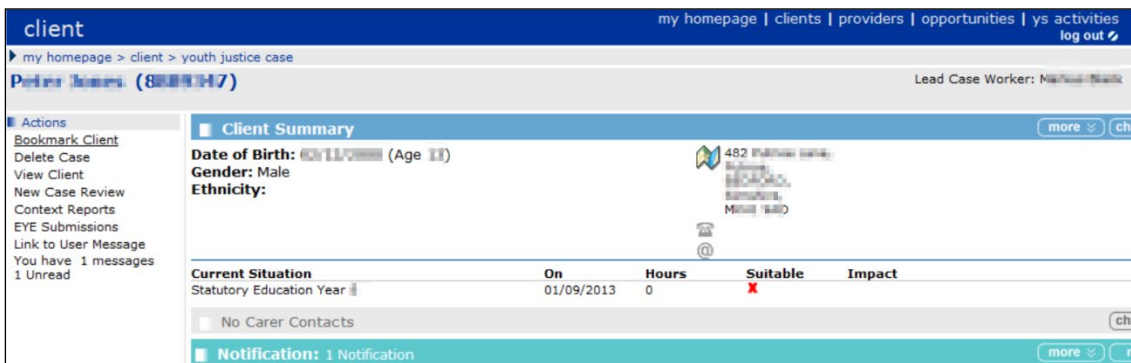
1. Log in to **my homepage**.
2. In the **My YJ Cases** panel, click the name of the client to access their record.



Creating a Client Bookmark

To create a client bookmark:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

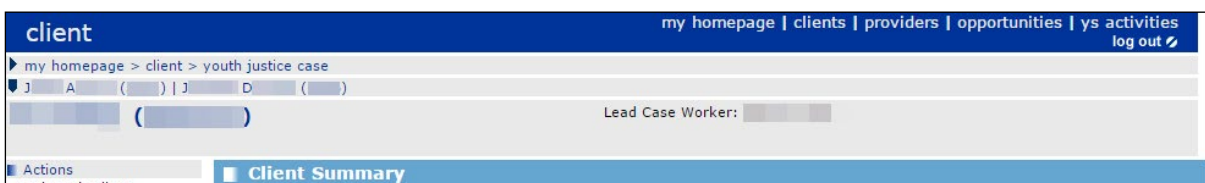


2. In the **Actions** menu on the left-hand side, click the **Bookmark Client** hyperlink.

Accessing a Bookmarked Client Record

You can access client records through bookmarks from most screens other than the **General / Client, Provider / Opportunity** or **Admin / Manager** tabs on the my homepage main screen. You can find bookmarked clients in the grey bar denoted by the bookmark bar icon. To access a bookmarked client record, click the required client name to display their record.

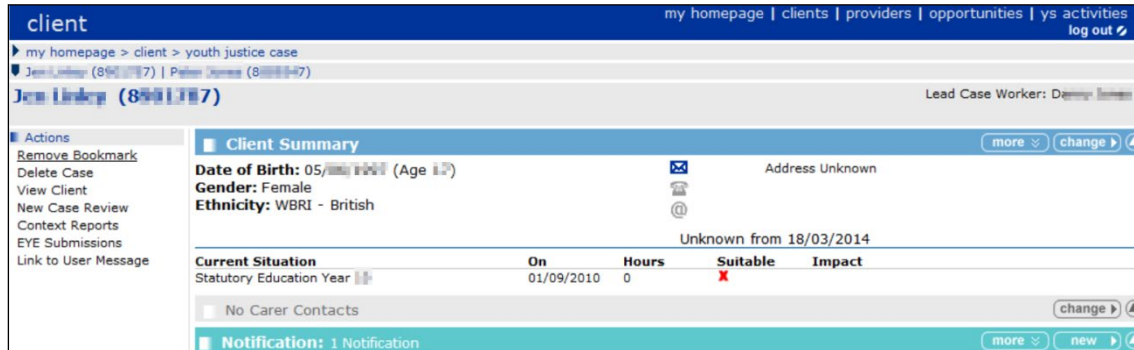
 *Bookmark bar icon*



Removing a Client Bookmark

To remove a client bookmark:

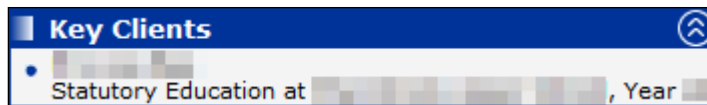
1. In the bookmarks bar at the top of the screen, click the name of the required client to access their client record.



2. In the **Actions** menu on the left-hand side, click the **Remove Bookmark** hyperlink.

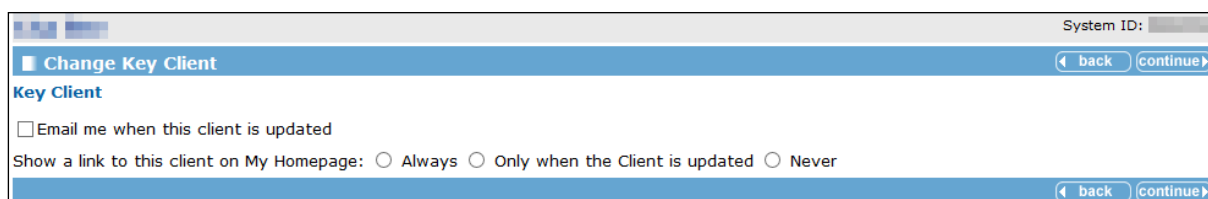
Managing Key Clients

To receive email updates about changes to clients, you must set them as Key Clients. This also enables you to determine if and when a hyperlink to their client record is displayed on in the **Key Clients** panel in **my homepage**. The Key Client function is an IYSS function, and so is managed through clients' IYSS records, not the Youth Justice module.



To create or edit Key client settings:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Actions** menu on the left-hand side, click the **View Client** hyperlink to display the clients' IYSS record
3. In the **Actions** menu on the left-hand side, click the **Key Client** hyperlink to display the **Change Key Client** screen.



4. If you want email notifications for this client, select the **Email me when this client is updated** check box.
5. Select the appropriate radio button in the **Show a link to this client on My Homepage** field.
6. Click the **continue** button to save changes and return to the client record.

05 | Situations

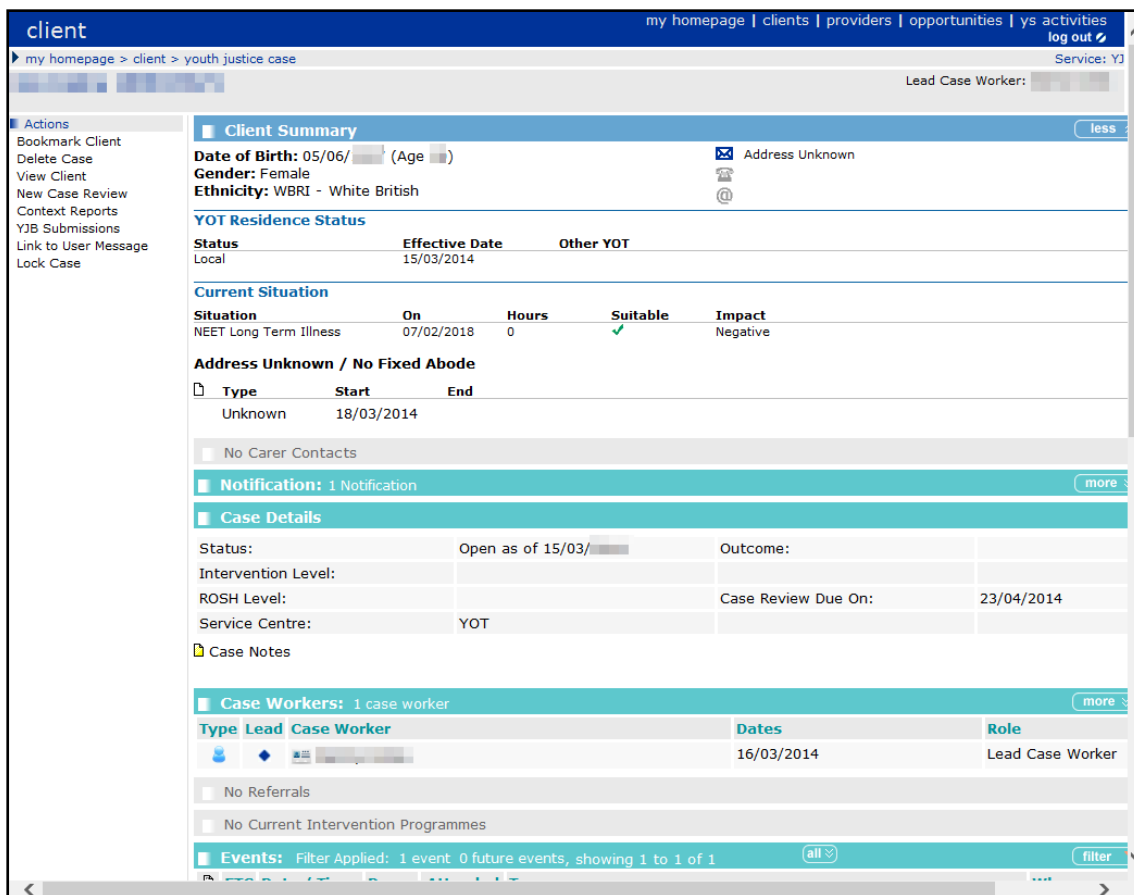
Overview of Situations

The client’s case record displays the client’s current situation as part of the **Client Summary** panel. Situation information includes the client’s current education, employment or training status. You cannot update or add situation information from within the client’s YJ case record. However, you can use the **Situations** section of the client record (accessed via the **View Client** link from the **Actions** menu) to add or amend situation information.

Adding an Unlinked Situation

The following procedure shows how to add an unlinked situation to a client record. This example adds a new NEET situation, but the process is similar for all types of situations.

1. Access the required client case. For more information, see [Accessing Client Records](#) on page 17.



2. Click the **View Client** hyperlink in the **Actions** menu to display the client record.

Situations

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client Service: YJ

Lead Case Worker: [redacted]

Summary more change

Date of Birth: 05/06/2018 (Age 18) Address Unknown
 Gender: Female
 ULN: [redacted]
 UPN: [redacted]
 Ethnicity: WBRI - White British Unknown from 18/03/2018
 YOT Residence Status: Local, effective from 15/03/2018

Situations more change

⚠ **Current Situation will expire on 12/02/2018**
 Last confirmed on 07/02/2018 by [redacted], Workgroup 2. Verification Source of Client
[confirm current situation](#)

Current Situation: NEET, Long Term Illness from 07/02/2018
 Current Situation expires on 12/02/2018
Actively Seeking: No

Youth Justice Notification: 1 Notification more new

Youth Justice Case details

Status:	Open as of 15/03/2018	Case Type:	Active
Intervention Level:		Case Review Due On:	23/04/2018
ROSH Level:		Lead Case Worker:	[redacted]
Vulnerability Level:			

No Interactions and Communications new

No Additional Needs change

Professional Contacts and Involvements more change

Lead Worker is IYSS User 1 (Active)
 Phone: [redacted], E-Mail: 5454@4564
Lead Professional is Not Selected

Client has an open case with YJ
 Lead Case Worker is [redacted]

No Carer Contacts change

No YS Achievements and PIPA change

- In the **Situations** panel, click the **change** button to display the **Change Situations** page.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: YJ

System ID: [redacted]

Change Situations back continue

New Situation

To add a new primary situation, select a situation group and click 'new' (none) new

To add a new secondary situation, select a situation group and click 'new' (none) new

Vacancy Matching

Actively Seeking: Yes No

Final Education Details

Add Final Further Education Details new

Statutory Education Leaving Date: 28/06/2018 from [redacted] Upper School change

Current Situation

Current Situation expires on 31/08/2018
 Last confirmed on 06/02/2018 by [redacted], Workgroup 2. Verification Source of Client

Situation History

Delete	Situations	Start Date	End Date	Wks	Prim	Conf	
<input type="checkbox"/>	NEET, New Deal Gateway	03 05 2018			◆		
<input type="checkbox"/>	Statutory Education at [redacted] Upper School, Year 10	01 09 2018		388	◆	◆	

back continue

- In the **New Situation** panel, select **NEET** from the **situation group** drop-down list.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y System ID:

Change Situations back continue

New Situation

To add a new primary situation, select a situation group and click 'new' NEET new

To add a new secondary situation, select a situation group and click 'new' (none) new

Vacancy Matching

Actively Seeking: Yes No

Final Education Details

Add Final Further Education Details new

Statutory Education Leaving Date: 28/06/ from Upper School change

Current Situation

Current Situation expires on 31/08/ Last confirmed on 06/02/ by , Workgroup 2. Verification Source of Client

Situation History

Delete	Situations	Start Date	End Date	Wks	Prim	Conf
<input type="checkbox"/>	NEET, New Deal Gateway	03 05			◆	
<input type="checkbox"/>	Statutory Education at Upper School, Year 10	01 09		388	◆	◆

back continue

5. Click the **new** button to display the **New NEET Situation** page.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y System ID:

New NEET Situation back continue

Primary Confirmed

Date Start (dd mm yyyy): Situation Hours: Reason for Change: (none)

Situation Sub Group *

Start Date Agreed for EET
 Long Term Illness
 Not Available - Religious
 Personal Development - Paid
 Place Not Available for Level 2 Training
 Seeking Employment or Training

Interviewed E2E - Awaiting Start Date
 New Deal Gateway
 Not Work Ready
 Place Not Available for Level 3 or above Training
 Pregnancy
 Supporting Family - Teenage Parent

Lack of Lifeskills
 Not Available - Other
 Personal Development - Unpaid
 Place Not Available for below Level 2 Training
 SN Inactive Lab Market
 Supporting Family - Young Carer

Situation Impact

None
 Negative
 None
 Positive

Notes

back continue

6. Enter the details of the situation. Required items are marked with an asterisk (*).

7. Click the **continue** button to return to the **Change Situations** page.

Situations

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y System ID

Change Situations back continue

New Situation

To add a new primary situation, select a situation group and click 'new' (none) new

To add a new secondary situation, select a situation group and click 'new' (none) new

Please check that the actively seeking status is correct. You should also check that the client has up to date aspirations or they will not be included in the vacancy matching searches.

Vacancy Matching

Actively Seeking: Yes No

Final Education Details

Final Further Education Leaving Date: 06/02/2018 from Sharnbrook Upper School change

Statutory Education Leaving Date: 28/06/2013 from Sharnbrook Upper School change

Current Situation

Configurable Currency/Expected End Date : 12 02

Last confirmed on 07/02/2018 by Danny Jones, Workgroup 2. Verification Source of Client

Situation History

Delete	Situations	Start Date	End Date	Wks	Prim	Conf
<input type="checkbox"/>	NEET, New Deal Gateway	03 05			◆	
<input type="checkbox"/>	NEET, Long Term Illness	07 02		0	◆	◆
<input type="checkbox"/>	Statutory Education at Sharnbrook Upper School, Year 10	01 09	06 02	388	◆	◆

back continue

The new situation is listed in the **Situation History** panel. Depending on the situation type, there might be reminders to complete additional tasks.

- Click the **continue** button to return to the client record.

Adding a Linked Situation

This following procedure shows how to add a situation to a client's record that is linked to a provider and opportunity, for example, a school.

- Access the required client case. For more information, see [Accessing Client Records](#) on page 13.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > youth justice case Service: Y Lead Case Worker:

Client Summary less

Date of Birth: 05/06/ (Age)

Gender: Female

Ethnicity: WBRI - White British

Address Unknown

YOT Residence Status

Status	Effective Date	Other YOT
Local	15/03/2014	

Current Situation

Situation	On	Hours	Suitable	Impact
NEET Long Term Illness	07/02/2018	0	✓	Negative

Address Unknown / No Fixed Abode

Type	Start	End
Unknown	18/03/2014	

No Carer Contacts

Notification: 1 Notification more

Case Details

Status: Open as of 15/03/ Outcome:

Intervention Level:

ROSH Level: Case Review Due On: 23/04/2014

Service Centre: YOT

Case Workers: 1 case worker more

Type	Lead	Case Worker	Dates	Role
			16/03/2014	Lead Case Worker

No Referrals

No Current Intervention Programmes

Events: Filter Applied: 1 event. 0 future events, showing 1 to 1 of 1 all filter

- Click the **View Client** hyperlink in the **Actions** menu to display the client record.

- In the **Situations** panel, click the **change** button to display the **Change Situations** page.

Delete	Situations	Start Date	End Date	Wks	Prim	Conf
<input type="checkbox"/>	NEET, New Deal Gateway	03 05			◆	
<input type="checkbox"/>	NEET, Long Term Illness	07 02		0	◆	◆
<input type="checkbox"/>	Statutory Education at Upper School, Year 10	01 09	06 02	388	◆	◆

- In the **New Situation** panel, select **Sixth Form College** from the **situation group** drop-down list.

Situations

client my homepage | clients | providers | opportunities | ys activities log out

client > update client Service: Y2 System ID: [redacted]

Change Situations back continue

New Situation

To add a new primary situation, select a situation group and click 'new' Sixth Form College new

To add a new secondary situation, select a situation group and click 'new' (none) new

Vacancy Matching

Actively Seeking: Yes No

Final Education Details

Final Further Education Leaving Date: 06/02 [redacted] from [redacted] Upper School change

Statutory Education Leaving Date: 28/06, [redacted] from [redacted] Upper School change

Current Situation

Configurable Currency/Expected End Date : 12 02 [redacted]

Last confirmed on 07/02/[redacted] by [redacted], Workgroup 2. Verification Source of Client

Situation History

Delete	Situations	Start Date	End Date	Wks	Prim	Conf	
<input type="checkbox"/>	NEET, New Deal Gateway	03 05 [redacted]	[redacted]		◆		
<input type="checkbox"/>	NEET, Long Term Illness	07 02 [redacted]	[redacted]	0	◆	◆	
<input type="checkbox"/>	Statutory Education at [redacted] Upper School, Year 10	01 09 [redacted]	06 02 2018	388	◆	◆	

back continue

- Click the **new** button adjacent to the primary situation drop-down to display the **New Situation** page.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y2 System ID: [redacted]

New Situation back continue

Enter a provider name and click search to view results

[input] search

back continue

- Enter the client's sixth form education provider in the search box and click the **search** button to display the search results.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y2 System ID: [redacted]

New Situation back continue

Enter a provider name and click search to view results

[input] search

Results from provider search, please select and continue

- [redacted] College (8)
- [redacted] College (22) Bedford Road [redacted]
- [redacted] College (21) Avon Drive [redacted]
- [redacted] Sixth Form College (10)

If the provider you require is not in the list, enter a new provider name and search again.

back continue

- From the search results, select the client's sixth form education provider and click the **continue** button to display the **New Situation** dialog.

8. Select the client’s current education year group and click the **continue** button to display the **New Sixth Form College** situation page.

9. Enter the details of the situation. Required items are marked with an asterisk (*).
10. Click the **continue** button to return to the **Change Situations** page.

The new situation is listed in the **Situation History** panel. Depending on the situation type, there might be reminders to complete additional tasks.

11. Click the **continue** button to return to the client record.

Editing ETE Status

A client’s current status regarding education, training or employment (ETE) is displayed in the **Situations** panel in the **Client Summary** screen. The **Current Situation** has an expiry date, to encourage the monitoring of end of school year activity and changes. The ETE hours (the time a client spends in ETE activity) must be recorded.

To record the ETE hours:

1. Access the required client case. For more information, see [Accessing Client Records](#) on page 17.

Situations

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > youth justice case Service: YJ

Lead Case Worker: [redacted]

Client Summary less

Date of Birth: 05/06/ [redacted] (Age [redacted]) **Address Unknown**

Gender: Female **Ethnicity:** WBRI - White British

YOT Residence Status

Status	Effective Date	Other YOT
Local	15/03/2014	

Current Situation

Situation	On	Hours	Suitable	Impact
NEET Long Term Illness	07/02/2018	0	✓	Negative

Address Unknown / No Fixed Abode

Type	Start	End
Unknown	18/03/2014	

No Carer Contacts

Notification: 1 Notification more

Case Details

Status: Open as of 15/03/ [redacted] Outcome:

Intervention Level:

ROSH Level: Case Review Due On: 23/04/2014

Service Centre: YOT

Case Notes

Case Workers: 1 case worker more

Type	Lead	Case Worker	Dates	Role
		[redacted]	16/03/2014	Lead Case Worker

No Referrals

No Current Intervention Programmes

Events: Filter Applied: 1 event 0 future events, showing 1 to 1 of 1 all filter

2. Click the **View Client** hyperlink in the **Actions** menu to display the client record.

client my homepage | clients | providers | opportunities | ys activities log out

client Service: YJ

Lead Case Worker: [redacted]

Summary more change

Date of Birth: 05/06/ [redacted] (Age [redacted]) **Address Unknown**

Gender: Female **ULN:** **UPN:** **Ethnicity:** WBRI - White British Unknown from 18/03/ [redacted]

YOT Residence Status: Local, effective from 15/03/ [redacted]

Situations more change

Current Situation will expire on 12/02/2018
Last confirmed on 07/02/ [redacted] by Danny Jones, Workgroup 2. Verification Source of Client
[confirm current situation](#)

Current Situation: NEET, Long Term Illness from 07/02/ [redacted]
Current Situation expires on 12/02/ [redacted]

Actively Seeking: No

Youth Justice Notification: 1 Notification more new

Youth Justice Case details

Status:	Open as of	Case Type:	Active
	15/03/2014		

Intervention Level: Case Review Due On: 23/04/2014

ROSH Level: Lead Case Worker: [redacted]

Vulnerability Level:

No Interactions and Communications new

No Additional Needs change

Professional Contacts and Involvements more change

Lead Worker is TYSS User 1 (Active)
Phone: J [redacted], E-Mail: S [redacted]

Lead Professional is Not Selected

Client has an open case with YJ
Lead Case Worker is [redacted]

No Carer Contacts change

- In the **Situations** panel, click the **change** button to display the **Change Situations** page.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y System ID:

Change Situations back continue

New Situation

To add a new primary situation, select a situation group and click 'new' (none) new

To add a new secondary situation, select a situation group and click 'new' (none) new

Vacancy Matching

Actively Seeking: Yes No

Final Education Details

Final Further Education Leaving Date: 06/02/ from Upper School change

Statutory Education Leaving Date: 28/06/ from Upper School change

Current Situation

Current Situation expires on 31/08/ Last confirmed on 09/02/ by , Workgroup 2. Verification Source of Client

Situation History

Delete	Situations	Start Date	End Date	Wks	Prim	Conf	
<input type="checkbox"/>	Sixth Form College at Sixth Form College, Year	02 02		1	◆	◆	
<input type="checkbox"/>	Statutory Education at k Upper School, Year	01 09	01 02	387	◆	◆	

back continue

- Click the relevant link in the **Situation History** section to display the current details for the situation.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > update client Service: Y System ID:

Change Situation back continue

Primary Confirmed Placed

Situation Hours: 20 Reason for Change: (none)

Situation has a provider and opportunity of Sixth Form College / Year 13

Course: Business / Administration and Finance Tutor Group: Year Group: Year 13

Course Level *

AS Level

Situation Impact

None Negative None Positive

Notes

back continue

- Enter or update the required information.

Situations

The screenshot shows a web interface for updating a client's situation. The page title is 'client' and the breadcrumb trail is 'my homepage > clients > update client'. The system ID is 1787. The main heading is 'Change Situation' with 'back' and 'continue' buttons. The form contains the following elements:

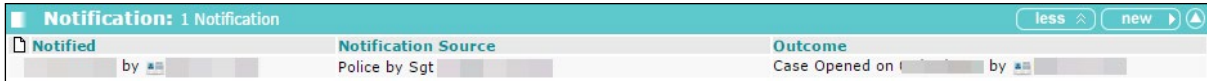
- Primary
- Confirmed
- Placed
- Situation Hours: 30
- Reason for Change: (none)
- Situation has a provider and opportunity of: Sixth Form College / Year 13
- Course: Business / Administration and Finance
- Tutor Group: [empty]
- Year Group: Year 13
- Course Level *: AS Level
- Situation Impact: None, Negative, None, Positive
- Notes: [empty text area]

'back' and 'continue' buttons are located at the bottom right of the form.

6. Click the **continue** button to save the information and return to the **Change Situations** screen.
7. Click the **continue** button to return to the **Client Summary** screen.
8. To return to the client case record, click the **details** button in the **Youth Justice Case** panel.

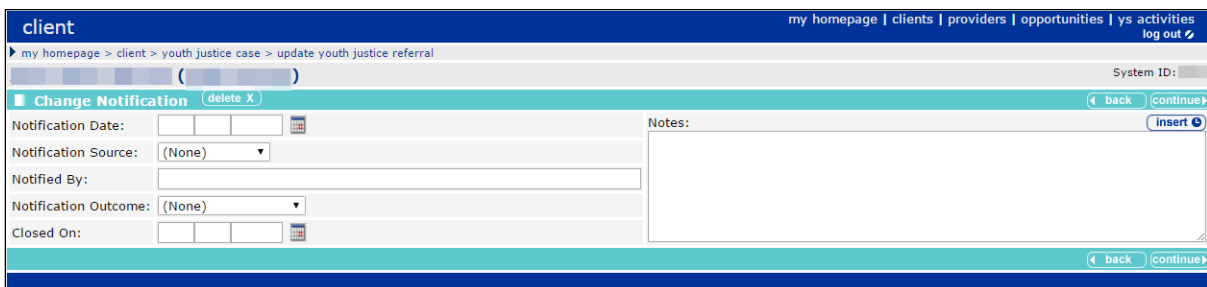
06 | Entering a New Notification

Notifications are displayed in the **Notification** panel along with the key names and dates. If a client does not have any notifications, the panel header is grey and reads **No Notifications**.



To record a new notification:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Notification** panel, click the **new** button to display a blank notification.



3. Enter the **Notification Date** in dd/mm/yyyy format or click the calendar icon to select it from the menu.
4. Select the **Notification Source**.
5. Enter the name of the notification source in the **Notified By** field.
6. If known, select the **Notification Outcome**.
7. If known, enter the **Closed On** date in dd/mm/yyyy format or click the calendar icon to select it from the menu.
8. Click **Continue** to save and return to **my homepage**

NOTE: Contact your System Administrator if you need new **Notification Source** or **Notification Outcome** options configuring.

07 | Locking and Unlocking Records

Client records can be locked to prevent changes being made to the data. Users with the appropriate permissions can manually lock client records. These records remain locked until a user unlocks them

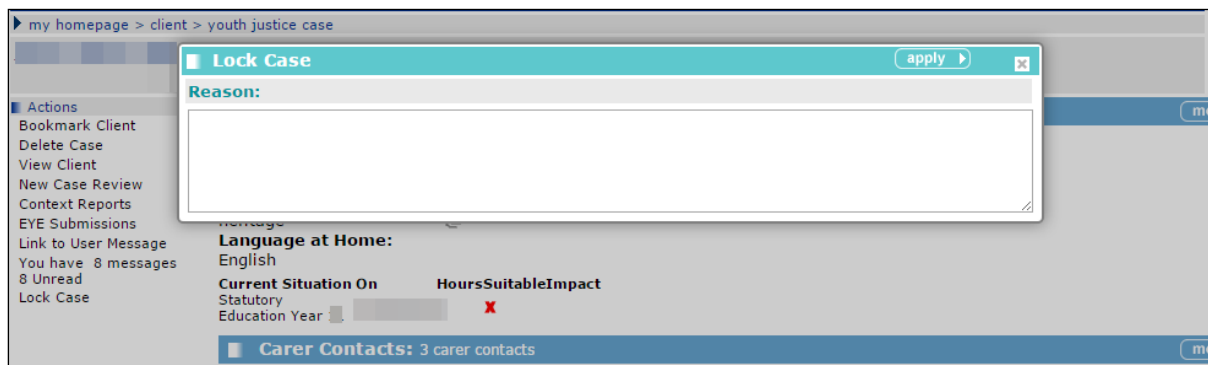
Client, opportunity and provider records are automatically locked out to other users while they are being edited. This prevents other people from entering information until the editing user has saved the changes. These records might remain locked if the session is terminated before the user has successfully logged out. Records locked in this manner are unlocked when the Cleanup job runs overnight, however they can also be unlocked by users with the 'User Security Details' permission through the IYSS web application.

Manually Locking a YJ Case Record

To lock a record, you need to have the 'YJ Case – Lock / Unlock' permission assigned. You can lock a record to prevent any changes being made to the data. For more information on permissions, refer to the *Editing Security Group Permissions* topic in the *Security Group* chapter of the *One IYSS System Administration Handbook*, available from the One Publication website (www.onepublications.com).

To lock a YJ Case record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Actions** menu, click the **Lock Case** hyperlink to display the **Lock Case** dialog.



3. Enter a **Reason**.
4. Click the **apply** button to lock the case. The record is now locked and cannot be updated.

Unlocking a YJ Case Record

To unlock a record to allow changes to be made, you need to have the 'YJ Case – Lock / Unlock' permissions assigned. For more information on permissions, refer to the *Editing Security Group Permissions* topic in the *Security Group* chapter of the *One IYSS System Administration Handbook Part 1*, available from the One Publication website (www.onepublications.com).

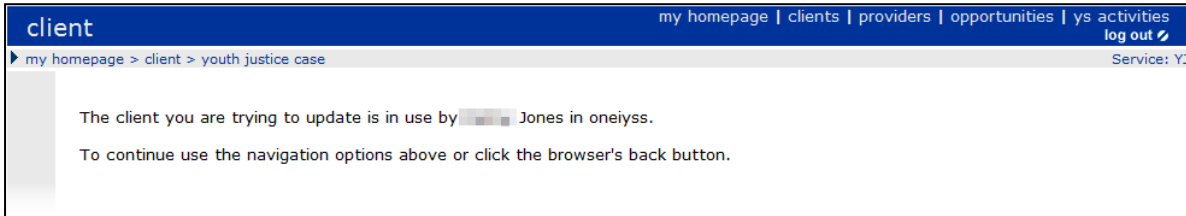
To unlock a client record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Actions** menu, click the **Unlock Case** hyperlink to display a confirmation dialog.

- Click the **OK** button to unlock the client record. The client record is now unlocked and can be updated.

Unlocking Records

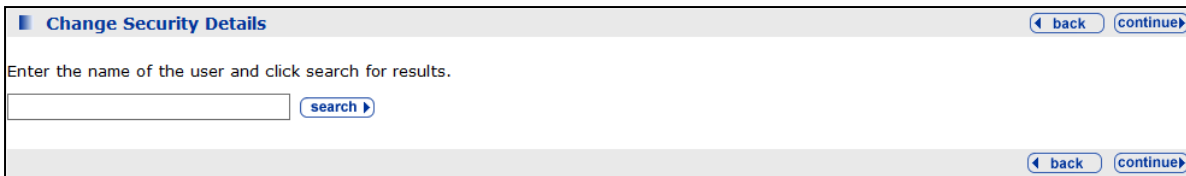
If a record is locked out, the following message is displayed to any users who attempt to edit it:



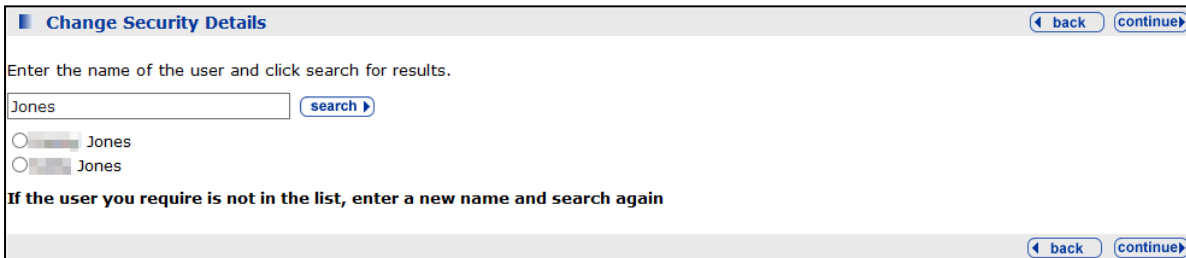
If you have the 'Change User Security Details' permission, you can unlock all records that are 'in use by' (i.e. locked out to) a certain user. Before unlocking records, ensure that this user has logged out of the system, as the process tidies up and unlocks all of that user's active sessions and locked records.

To unlock the records:

- In the **IYSS Links** panel of my homepage, click the **User Security Details** hyperlink to display the **Change Security Details** page.



- Enter the name of the user in the search field.
- Click the **search** button to display the results.



- Select the required user.

Locking and Unlocking Records

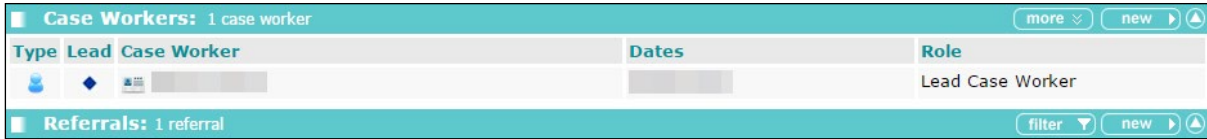
5. Click the **continue** button to display the security details below the results list.

The screenshot shows a web interface titled "Change Security Details". At the top right, there are "back" and "continue" buttons. Below the title, there is a text input field containing "Jones" and a "search" button. Underneath, there are two radio button options, both labeled "Jones". A bold instruction reads: "If the user you require is not in the list, enter a new name and search again". Below this, there are two empty text input fields. A horizontal line separates this section from the "Unlock Records" section. The "Unlock Records" section has a warning: "Warning: Make sure the user is logged out of the system before proceeding. This process will tidy up any sessions before unlocking records." Below the warning are three checkboxes: "Client", "Provider", and "Opportunity". At the bottom right, there are "back" and "continue" buttons.

6. In the **Unlock Records** panel, select the required check boxes.
7. Click the **continue** button. The records are unlocked and you are taken back to **my homepage**.

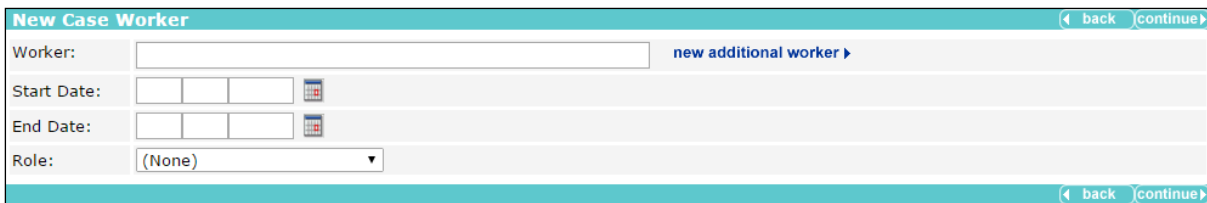
08 | Allocating Workers

A client’s assigned case workers are displayed in the **Case Worker** panel on their client record. Until at least one worker is assigned, the panel header is grey and reads **No Case Workers**.

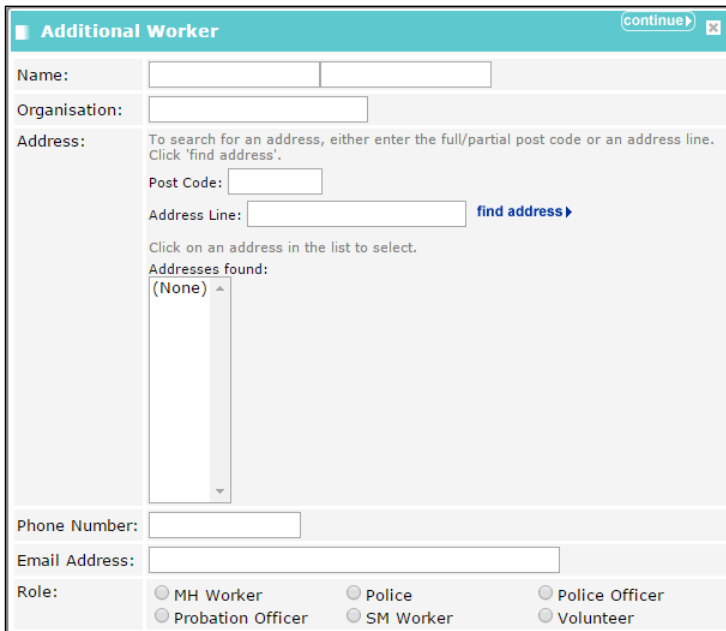


To allocate a new case worker:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Case Worker** panel, click the **new** button to access the **New Case Worker** screen.



3. If the worker is a registered Youth Justice user:
 - a. Start typing the name of the **Worker** to display a list of registered case workers.
 - b. Select the worker from the list of options.
4. If the worker is employed by a third party and is not a registered Youth Justice user:
 - a. Click the **New Additional Worker** button to display the **Additional Worker** dialog.



- b. Complete the relevant fields.
 - c. To enter an address:
 - i. If known, enter the **Post Code**.

Allocating Workers

- ii. If known, enter the house number and street name.
 - iii. Click the **find address** button to display a list of matches.
 - iv. Select the appropriate address from the **Addresses found** list.
- d. Click the **continue** button to save the information and close the **Additional Worker** dialog.
5. Click the **continue** button to save the information and return to the client record.

09 | Offences

Entering a New Offence

Offences can be added individually or, if they share the same date and time, multiple offences can be added at the same time. When adding multiple offences, each offence shares the same information, such as **Offence Date** and **Other Offenders**. However, once added, each offence can be edited individually via the **Offences** panel. If adding multiple offences, one offence should have the **Main Offence** check box selected. Until at least one offence is added, the panel header is grey and reads **No Offences**.

Main	Date	Offence	End Date	Charged	Latest Outcome
<input checked="" type="checkbox"/>		Other theft : Theft by walk-in (sneak-in) : 3			
<input type="checkbox"/>		Burglary in a dwelling : Burglary dwelling - theft / attempt theft with violence : 7			
<input type="checkbox"/>		Public fear, alarm or distress : Use threatening / abusive / insulting words / behaviour with intent to cause fear of / provoke unlawful violence : 2			

For more information on the criteria defining outstanding, current and historic offences, see [Appendix A: Offences and Episodes](#) on page 141.

To add a new offence:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Offences** panel, click the **new** button to display the **New Offence** screen.
3. Start typing the name of the **Offence** to display a list of options, or enter the PNLD code.
4. Select the required offence.
5. If applicable, select the **Main Offence** check box and enter the **Crime URN**.
6. Click the **+** icon to add the offence.
7. To add additional offences, repeat steps 2-6.
8. Complete the remaining relevant fields.
9. If required, complete the **Additional Aggravated Circumstances** field:
 - a. Select the item from the menu.
 - b. Click the **+** icon to add the circumstance.
 - c. If required, repeat steps a and b to add additional circumstances.
10. If required, add other offenders:
 - a. Click the **link client** button to display the **Add Other Offender** screen.

Offences

- b. Enter as much information as you know.
- c. Click the **Search** button to reveal people matching the criteria you entered.
- d. Select the radio button next to the person you wish to add.
- e. Click the **continue** button to save the information and return to the **New Offence** screen.

NOTE: The co-defendants must be available within YJ prior to being added to an offence. Adding a co-defendant does not automatically update the co-defendant's record with the new offence. You must manually add the same offence into the co-defendant's YJ case.

11. To add behaviours to the offence:

- a. Select the behaviour from the **Behaviours Involved** drop-down, or enter it into the **Other** field.

The '**Behaviours Involved**' dropdown list includes '**County Line Related**'. This option can be selected when creating or editing an Offence in the **Client** screen and in AssetPlus **Offending and Anti-Social Behaviour** screen.

The list of offences displayed in the Client Offence screen is the same displayed in AssetPlus Anti-Social Behaviour screen. This gives the flexibility where an Offence can be either added, updated or removed.

The Client Offence list in AssetPlus | **Anti-Social Behaviour** screen

- b. Click the **+** icon next to the drop-down or **Other** field. Depending on your screen resolution, the **+** icon for the **Other** field may be below the drop-down:

- c. Repeat steps a-b to add any additional behaviours.

12. Click the **continue** button to save the offence and return to the client record.

Updating an Existing Offence

To update an existing offence:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. Click the relevant offence in the **Offences** panel to display the **Change Offence** screen.

3. Add or amend any additional information.
4. Click the **continue** button to return to the client record.

The updated offence can be viewed by clicking the relevant notes icon in the **Offences** panel.

If you changed the offence type in the **Offence** field, the previous offence is displayed in the **Offence** dialog:

Offences

If you change the offence type again, the **Original Offence** field is also updated to display the most recent offence. It will no longer display the first offence entered into the offence record.

Offence
Trafficking class A drug : Supply a controlled drug of Class A - MDMA : H2382 : 6
Original Offence: Trafficking class B-C drug : Supply a controlled drug of Class B - Cannabis : H9734 : 3

Knife Related Offence

To assist in the capture and reporting of knife related crime to the YJB, the Knife Related tick box in the offence details screen will be automatically ticked and cannot be manually unticked, for the following offences specified by the YJB:

The List of the 11 offences are as below.

CJS Code	Knife offence description
CJ88117	Possess knife blade or sharply pointed article
CJ88136	Possess article with blade / point on school premises
CJ88144	Possess knife blade / sharp pointed article in a public place - Criminal Justice Act 1988
CJ88145	Possess article with blade / sharply pointed article on school premises
CJ88146	Threaten a person with a blade / sharply pointed article on school premises
CJ88146B	Aid abet a person to threaten with a blade / sharply pointed article on school premises
CJ88148	Threaten a person with a blade / sharply pointed article in a public place
CJ88148B	Aid abet a person to threaten with a blade / sharply pointed article in a public place
PR52044	Unauthorised possession in prison of knife or offensive weapon
RE59023	Manufacture / sell / hire / possess / offer a flick / gravity knife
VC06003	Use another to look after / hide / transport an offensive weapon / knife / blade - Violent Crime Reduction Act 2006

Note: Users can manually tick or untick the Knife Related tick box for any other offence types as needed.

10 | Pre-court Interviews and Decisions

Entering a Pre-court Decision

Pre-court decisions are displayed in the **Pre-court Interviews and Decisions** panel. If your client has neither, the panel header is grey and reads **No Pre-court Interviews and Decisions**.

Pre-court Interviews and Decisions: 0 pre-court Interviews 3 pre-court Decisions				
Decisions				
Opened	Type	Issued By	Closed	Outcome
	Charged to Court (bailed)	Custody Sergeant		
	Charged to Court (bailed)	Custody Sergeant		Conditional Caution with YOT Programme Conditional Caution with YOT Programme
	Community Resolution	Custody Sergeant		Community Resolution

To create a new pre-court decision:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Pre-court Interviews and Decisions** panel, click the **new** button to display the **Pre-court Decisions** screen.

 *New Decision button*

New Pre-court Decision	
Opened:	<input type="text"/>
Issued By:	(none)
Type:	(none)
Closed:	<input type="text"/>
Offences	link offence
Outcomes	new outcome

3. Complete the appropriate fields.

Link Offence			
Link	Main	Date	Offence
<input type="checkbox"/>			Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4
<input type="checkbox"/>			Other/unspecified non-domestic burglary : Other/unspecified non-domestic burglary : H2042 : 4
<input type="checkbox"/>			Vehicle taking : Theft of motor vehicle : H406 : 4
<input type="checkbox"/>			Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : H434 : 4
<input type="checkbox"/>			Other wounding : Assault occasioning actual bodily harm (ABH) : H479 : 4

4. Select the relevant offences.
5. Click the **continue** button to save the offences and close the dialog.
6. To record an outcome:
 - a. Click the **new outcome** button to display the **Outcome** dialog.
 - b. Select the **Outcome** from the drop-down list.

Note: Community Resolutions in the drop-down list has been replaced with 3 new options which are..

Pre-court Interviews and Decisions

- Community Resolution with YOT Intervention
- Community Resolution Police Facilitated
- Community Resolution – Other agency facilitated

Outcome: (none)

Main: Main

Offence: 10/01/2020 : Criminal Justice Act 1988 : s. 39(1)(a) / sharp pointed article in a public place -

knives and similar : place - Criminal Justice Act 1988 : H8776 : 3

Acceptable Behaviour Commitment (ABC)
Caution (Pre Court)
Community Resolution - other agency facilitated
Community Resolution Police Facilitated
Community Resolution with YOT Intervention
Conditional Caution with YOT Programme
Fixed Penalty
No Further Action
Triage
Youth Caution
Youth Caution plus voluntary intervention
Youth Conditional Caution
YRD (Youth Restorative Justice)

- If this is the main outcome for the pre-court decision, select the **Main** check box.
 - Select the **Offence** with which the outcome is associated.
 - Click the **continue** button to save the outcome and close the dialog.
7. Click the **continue** button to save the decision and return to the client record.

Entering a Pre-court Interview

Pre-court interviews are displayed in the **Pre-court Interviews and Decisions** panel.

Opened	Type	Issued By	Closed	Outcome
[Redacted]	Charged to Court (bailed)	Custody Sergeant		
[Redacted]	Charged to Court (bailed)	Custody Sergeant		Conditional Caution with YOT Programme Conditional Caution with YOT Programme
[Redacted]	Community Resolution	Custody Sergeant		Community Resolution

To create a new pre-court interview:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

- In the **Pre-court Interviews and Decisions** panel, click the **new** button to display the **Pre-court Interviews** screen.



The image shows a screenshot of the 'New Pre-court Interview' form. The form has a teal header with the title and navigation buttons. It contains several input fields for dates and times, dropdown menus for interview type and outcome, radio buttons for attending worker type, and a text area for notes. A 'link offence' button is visible at the bottom left.

- Complete the appropriate fields.
 - If the attending worker was a registered Youth Justice user:
 - i. Select the **User** radio button.
 - ii. Select the worker from the menu.
 - If the attending worker was not a registered Youth Justice user:
 - i. Select the **Additional Worker / Volunteer** radio button.
 - ii. Select the worker from the menu
 - iii. If the worker is not available from the menu, click the **new additional worker** button to create a record for the worker. If you need help completing this step, see step 4 in [Allocating Workers](#) on page 33.
- Click the **link offence** button to display the **link offence** dialog.

Link	Main	Date	Offence	Charged
<input type="checkbox"/>			Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : 4	
<input type="checkbox"/>			Other/unspecified non-domestic burglary : Other/unspecified non-domestic burglary : 4	
<input type="checkbox"/>			Vehicle taking : Theft of motor vehicle : 4	
<input type="checkbox"/>			Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4	
<input type="checkbox"/>			Other wounding : Assault occasioning actual bodily harm (ABH) : 4	

- Denote the relevant offences by selecting the appropriate check boxes.
- Click the **continue** button to save the offences and close the dialog.
- Click the **continue** button to save the decision and return to the client record.

11 | Antisocial Behaviour

Antisocial behaviour is recorded in the **ASB Incidents** panel. Until at least one incident is recorded, the panel header is grey and reads **No ASB Incidents**.

ASB Incidents: 1 incident		
Description	Start Date	End Date
Aggressive behaviour		

Antisocial behaviour incidents can only be marked as historic if they have been included in an episode within a completed AssetPlus stage. For more information on the criteria defining current and historic ASB incidents, see [Appendix B: ASB Incidents and Episodes](#) on page 142.

Recording an Antisocial Behaviour Incident

To record an antisocial behaviour incident:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **ASB Incidents** panel, click the **new** button to display the **New ASB Incident** screen.

New ASB Incident [back] [continue]

Description:

Start:

End:

Postcode:

Location: (none)

Others Involved: (none)

Victim Deliberately Targeted: (none)

Notes:

[insert]

[back] [continue]

3. Enter a **Description** and **Start** and **End** dates.
4. As required, complete the other fields.
5. Click the **continue** button to save the incident and return to the Youth Justice case record.

Editing an Antisocial Behaviour Incident

To edit an antisocial behaviour incident:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

- In the **ASB Incidents** panel, click the antisocial behaviour **Description** to display the **Change ASB Incident** screen.

- Update the details as required.

NOTE: The **Historic** check box is only available if the episode has been included in an episode within a completed AssetPlus stage.

- Click the **continue** button to save the changes and return to the client’s Youth Justice case record.

12 | Events

The Events section of Youth Justice enables the recording of all correspondence, intervention contacts, key processes and case diary entries relevant to the young person. Each event can be linked to the relevant pre-court decision or intervention programme or can be left unlinked completely. The events are displayed in chronological order with the most recent being shown at the top. Until at least one event is added, the panel header is grey and reads **No Events**.

Events: Filter Applied: 2 events 0 future events , showing 1 to 2 of 2						
FTC	Date / Time	Dur	Attended	Type	Who	
	16:30	1h	N	Appointment Group Session	[Redacted]	
	14:19	11m		Letter Out	[Redacted]	

Creating a New Event

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Events** panel, click the **new** button to display the **New Event** screen.

New Event
save back continue

Date:

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:

Type:

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

Compliance:
 Complied
 Failed to Comply

Brief Notes / Description:

Intervention Programme / Requirement

Conditional Caution :

Supervision :

Youth Rehabilitation Order :

Supervision :

Open Pre Court Decisions

: Charged to Court (bailed)

: Charged to Court (bailed)

: Community Resolution

3. Complete the **Type** field.

NOTE: Enter the first few letters of the event type in the **Type** field and a range of options is displayed. You must select one of these options; this is not a free text entry field. Once an option is selected, additional fields that require completing are displayed.

After the **Type** field has been completed, if appropriate for the type, the **Details** text entry field becomes active and an **Attendance** field is displayed.

4. If required, complete the **Details** field.
5. Indicate the client's **Attendance** by selecting the appropriate radio button.
6. If the **Client Did Not Attend** radio button was selected, a **Did Not Attend Reason** field is displayed. You must indicate whether the reason was **Acceptable** or **Not Acceptable** by selecting the appropriate radio button.
7. If the **Client Attended** or the **Client Did Not Attend** radio button is selected, select the appropriate **Compliance** radio button.

NOTE: If the event was cancelled, the **Compliance** field is removed.

8. Select the appropriate **Intervention Programme / Requirement** and **Open Pre Court Decisions** check boxes.
9. Click the **continue** button to save the event and return to the client record.

Viewing an Event

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Events** panel, click the relevant icon in the left-hand column of the table to display the **Event** dialog.

Events

- To close the dialog, click the **x** button in the top right-hand corner of the dialog or click anywhere outside the dialog.

Event [prev] [x]

Appointment : Non Statutory

Date: [] - 17:30 (1h) Group Session

YJ Worker: []

Details: At the YOT

Attended: N

Did Not Attend Reason: Not Acceptable

Event Notes

Conditional Caution : 5 months : []

Supervision : []

Events: Filter Applied: 2 events 0 future events , showing 1 to 2 of 2 [all] [filter] [new]

FTC	Date / Time	Dur	Attended	Type	Who
	16:30	1h	N	Appointment Group Session	[]
	14:19	11m		Letter Out	[]

Editing an Event

- Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
- In the **Events** panel, click the date and time of the relevant event to display the **Change Event** screen.

client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > youth justice case > change event

System ID: []

Change Event [delete X] [save] [back] [continue]

Date: [] Start: 16 30 End: 17 30

Brief Notes / Description: Group Session

YJ Worker: []

Type: Appointment

Details: At the YOT

Attendance: Cancelled Client Attended

Did Not Attend Reason: Acceptable Not Acceptable

Compliance: Complied to Comply Failed to Comply

Intervention Programme / Requirement

- Update the information as required. For more information on completing the **Change Event** screen, see [Creating a New Event](#) on page 44.
- Click the **continue** button to save the event and return to the client record.

NOTE: If the client failed to attend or were noncompliant at a statutory appointment and you need to put them through the breach process, see [Managing Breaches](#) on page 87.

Bulk Updating Events

Introduction

You can add events to multiple client records if the event details being added are the same for each client. If there are minor variations for certain clients, such as one of the clients did not comply, you can amend the individual client record after performing the bulk update. Only users with the following Client Bulk Update permissions can use the YJ bulk update functionality:

- BU - YJ Events
- Bulk Update Client

Before bulk updating clients, you must first add them to a client group.

Creating a Client Group

Client groups are temporary, and are cleared down when you end your current YJ session. You can save a group as a list for future use if required.

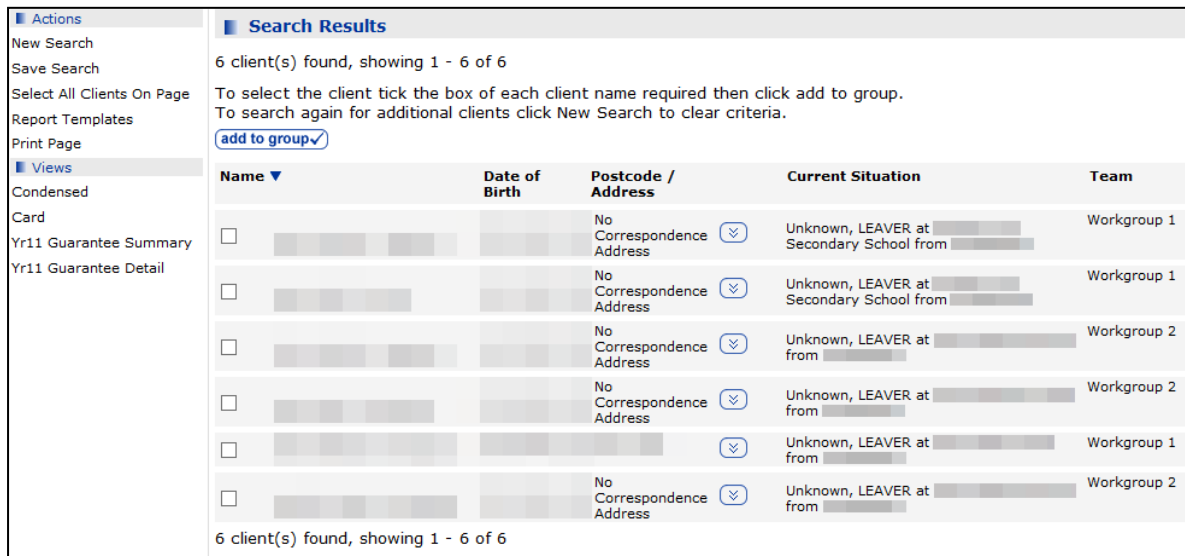
To create a client group:

1. In the One Youth Justice, Click the **clients** hyperlink at the top of the screen to display the **Client Search** screen.

2. Enter the client's **Name**.

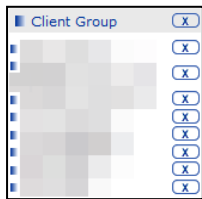
Events

- Click the **search** button to display the **Search Results** screen.



The screenshot shows the 'Search Results' interface. On the left, there is a sidebar with 'Actions' (New Search, Save Search, Select All Clients On Page, Report Templates, Print Page) and 'Views' (Condensed, Card, Yr11 Guarantee Summary, Yr11 Guarantee Detail). The main area displays '6 client(s) found, showing 1 - 6 of 6'. Below this is an instruction: '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.' and an 'add to group' button. A table follows with the following columns: Name, Date of Birth, Postcode / Address, Current Situation, and Team. The table contains 6 rows of client data, each with a checkbox in the Name column. The 'Current Situation' column contains text like 'Unknown, LEAVER at Secondary School from'. The 'Team' column lists 'Workgroup 1' and 'Workgroup 2'. At the bottom, it repeats '6 client(s) found, showing 1 - 6 of 6'.

- Select the required client.
- Click the **add to group** button to add the client to the **Client Group** panel on the left-hand side.
- In the **Actions** menu on the left-hand side, click the **New Search** hyperlink to return to the **Client Search** screen.
- Repeat steps 2-6 until all required clients have been added to the **Client Group** panel.



NOTE: To remove clients from the group, click the **X** icon next to their name.

- If required, save the list for future use. For more information, see [Saving Client Lists](#) on page 48.

Saving Client Lists

You can save lists for yourself or to share with others. To create a list for your own use, you must have the Create Saved List permission. To share the list with others, you must have the Create Shared Saved List permission.

To see the list in **my homepage**, you, and anyone with whom the list has been shared, must have the My Saved Client List permission.

To save a client list:

- Create a client group. For more information, see [Creating a Client Group](#) on page 47.

- In the **Group Actions** menu, click the **Create Saved List** hyperlink to display the **Create Saved List** screen.

- Enter a **List Name** and **Description**.
- To share the list, select the **Share List** radio button and click the **select** button to select the required users.
- Click the **continue** button to save the list and return to the **Search Results** screen.

The client list can now be accessed from the **My Saved Client Lists** panel.

NOTE: To use a client list, you must access the list through the **My Saved Client Lists** panel, and then add the clients to a new client group.

Bulk Updating an Event

Bulk updating an event applies the event details to all clients in the group. If you need to edit the details for a single client following the bulk update, you can do so through their case record.

To bulk update an event:

- Create a client group (see [Creating a Client Group](#) on page 47, or [Saving Client Lists](#) on page 47).
- In the **Group Actions** menu, click the **Add Events** hyperlink to display the **Bulk Update Event** screen.

- If required, amend the **Date** and **YJ Worker** fields.

Events

- Complete the **Type** field. This is an auto-complete field.

Type:	contac	X
Details: For the client - contact name, location etc.	<ul style="list-style-type: none"> First Programme Contact First Contact/Appointment Last Contact / Appointment Contact Contact Unscheduled ETE Contact (Educ, Training, Employment) ETE Contact Unscheduled (Educ, Training, Emp) EMHC Contact (Emotional Mental Health) EMHC Contact Unscheduled (Emot Mental Health) SM Contact (Substance Misuse) SM Contact Unscheduled (Substance Misuse) Family Support Contact Unscheduled 	

- If prompted, complete the **Start Time, Details, Attendance** and **Compliance** fields.

Bulk Update Event		back	continue
Date:	<input type="text"/>	Start: Time:	<input type="text"/> <input type="text"/>
YJ Worker:	<input type="text"/>	End:	<input type="text"/>
Type:	Contact <input type="text"/>	Brief Notes / Description:	
Details: For the client - contact name, location etc.	<input type="text"/>	<input type="text"/>	
Attendance:	<input type="radio"/> Cancelled <input type="radio"/> Client Attended <input type="radio"/> Client Did Not Attend		
Compliance:	<input type="radio"/> Complied <input type="radio"/> Failed to Comply	<input type="text"/>	
Event Notes	<input type="text"/>		

- If required, complete the **Brief Notes / Description** field.
- If required, add any **Event Notes**.
- Click the continue button to display the **Bulk Updates Add Client YJ Events** screen.

Bulk Update Add Client YJ Events	continue
Click Continue to begin bulk update. This may take some time to complete.	

- Click the **continue** button to process the update.

A confirmation screen is displayed after the update has completed. Any clients for whom the bulk update could not be applied are listed here.

Bulk Update Add Client YJ Events Confirmation	continue
Bulk Update Summary	
Add Client YJ Events update completed successfully for all clients in the group.	
continue	

- If required, edit the details for any individual clients through their case records.

13 | Court Appearances

Records of a client's appearances in court are displayed in the **Court Appearances** panel. For a client who has never had a court appearance record created, the panel header is grey and reads **No Court Appearances**. Click the more button to display older court appearances and more detail about each appearance.

Court Appearances: 4 court appearances				
Date	Court	Action	Bail or Remand Status	Outcomes
	Bedford Youth Court	Sentenced		Section 90-92 Detention : 2 months : Single Education : 15 days
	Bedford Youth Court			
	Bedford Youth Court	Adjourned	Conditional bail	
	Bedford Youth Court	Other	Conditional bail	Other Supervision

Entering Court Appearances

When recording court appearances, if the **Next Court Date** and **Court** fields are completed, a new **Court Appearance** is created for this date. Any linked offences and reports are copied to the new record.

To create a new court appearance record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Court Appearances** panel, click the **new** button to display the **New Court Appearance** screen.

New Court Appearance back continue

Date:

Court:

Proposed Outcome:

Proposed Bail or Remand Status:

Court Officer:

Magistrates:

Legal Representatives:

Court Action

Court Action: None Adjourned Sentenced Other

Offences [link offence](#)

Outcomes [new outcome](#)

Report Requests [new report request](#)

Reports [link report](#)

Notes insert

back continue

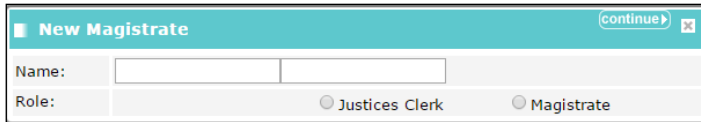
3. Complete the appropriate fields.
4. To record magistrates already recorded in the Youth Justice system:
 - a. Start entering the name in the **Magistrates** field. A list of available magistrates who match the entered text is displayed.

Court Appearances

- b. Select the magistrate from the list.
- c. Click the **Add** button to add the magistrate.

 Add button

5. To record magistrates not already recorded in the Youth Justice system:
 - a. Click the **New Magistrates** button to display the **New Magistrate** dialog.

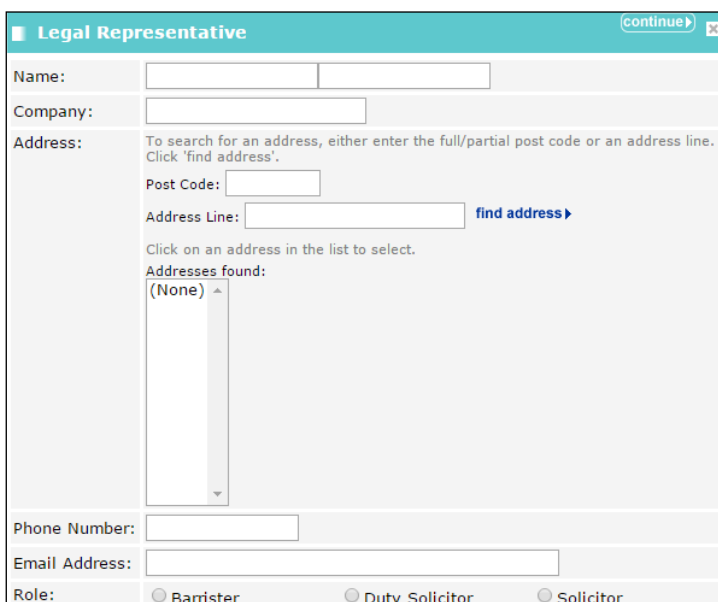


- b. Enter the required information.
 - c. Click the **Continue** button to return to the **New Court Appearance** screen.
6. To record the court action:

- a. If the session was adjourned, select the **Adjourned** radio button to enter the required information and automatically create a new court appearance for the upcoming session.

NOTE: If you enter a session as adjourned and complete the **Next Court Date** and **Court** fields, a new blank court appearance record is created for that date. To access this record, see [Editing Court Appearances](#) on page 54.

- b. If the client was sentenced, select the **Sentenced** radio button and enter the required information.
 - c. To record a different outcome, select the **Other** radio button to display a menu of alternatives.
7. To record legal representatives already recorded in the Youth Justice system:
 - a. Start entering the name in the **Legal Representatives** field. A list of available representatives who match the entered text is displayed.
 - b. Select the representative from the list.
 - c. Click the **Add** button to add the representative.
8. To record legal representatives not already recorded in the Youth Justice system:
 - a. Click the **New Legal Representative** button to display the **Legal Representative** dialog.



- b. Enter the relevant information.
 - c. Click the **continue** button to return to the **New Court Appearance** screen.
9. If you are required to provide a report of the appearance for the court:
- a. Click the **new report request** button to display the **Report Requested** dialog.

- b. Enter the relevant information.
 - c. Click the **continue** button to save the information and return to the **New Court Appearance** screen.
10. To record the associated offences:
- a. Click the **link offence** button to display the **Link Offence** dialog.

Link	Main	Date	Offence	Charged
<input type="checkbox"/>	<input type="checkbox"/>		Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : 4	
<input type="checkbox"/>	<input type="checkbox"/>		Other/unspecified non-domestic burglary : Other/unspecified non-domestic burglary : 4	
<input type="checkbox"/>	<input type="checkbox"/>		Vehicle taking : Theft of motor vehicle : 4	
<input type="checkbox"/>	<input type="checkbox"/>		Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4	
<input type="checkbox"/>	<input type="checkbox"/>		Other wounding : Assault occasioning actual bodily harm (ABH) : 4	

- b. Select the relevant offences. For more information on recording offences see [Entering a New Offence](#) on page 35.
 - c. Click the **continue** button to save the offence and return to the **New Court Appearance** screen.
 - d. If required, record the plea in the **Offence** panel.
11. To record an outcome:
- a. Click the **new outcome** button to display the **Outcome** dialog.

Offence	Compensation (£)
<input type="checkbox"/> : Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4	<input type="text" value="0"/>

- b. Select the **Outcome** from the drop-down, and complete any additional fields this triggers.
- c. If this is the main outcome for the court appearance, select the **Main** check box.
- d. Select the appropriate **Sentence Type** radio button.
- e. Select the **Offence** with which the outcome is associated.
- f. If required, complete the **Compensation (£)** field.

- In the **Court Appearances** panel, click the date of the desired record to display the **Change Court Appearance** screen.

Change Court Appearance delete X
back continue

Date: <input type="text"/>	Court Officer: <input type="text" value="(none)"/>
Court: <input type="text"/>	Magistrates: <input type="text"/> + new magistrate
Proposed Outcome: <input type="text" value="(none)"/> <input type="text"/> +	Legal Representatives: <input type="text"/> + new legal representative
Proposed Bail or Remand Status: <input type="text" value="(none)"/>	

Court Action

Court Action:

None

Adjourned

Sentenced

Other

Offences link offence remove offence

	Main Offence	Plea
<input type="checkbox"/>	: Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4	<input type="text" value="(none)"/>

Outcomes new outcome remove outcome

Outcome	Offences / Requirements
<input type="checkbox"/> Youth Rehabilitation Order : 5 Month(s) : M : Concurrent	: Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4 : Other/unspecified non-domestic burglary : Other/unspecified non-domestic burglary : H2042 : 4 Compensation: £75.00 Curfew : 10 Week(s)

Report Requests new report request

Reports link report

Notes Insert

back continue

- Edit the relevant information. For more information on completing the **Court Appearance** screen, see [Entering Court Appearances](#) on page 51.
- Click the **continue** button to save the event and return to the client record.

14 | AssetPlus

Introduction

This chapter provides guidance on completing AssetPlus stages within One YJ. For more information about AssetPlus, refer to the *AssetPlus Guidance* document, created by the YJB, or the *AssetPlus product notes*, available on the One Publications website.

AssetPlus data is recorded and edited in an AssetPlus stage via the **AssetPlus** panel. If there are no existing stages, the panel header is grey and reads **No AssetPlus Stages**.



Only one AssetPlus stage can be active at any given time. The stage draws on data existing in the client's core record. This data can be edited within the stage if required. If you need to record a new stage while an existing stage is still in progress, you must stop or complete the existing stage first. If you stop a stage, you cannot complete it, and will need to open a new stage and restart it.

Some AssetPlus modules are only available in certain stages. Modules in AssetPlus are displayed in blue in the stage section panel in AssetPlus stages.

The checkboxes displayed next to the sections and subsections are to assist you in manually tracking stage completion progress. You can select the checkbox after you have completed or reviewed a section or subsection to indicate that it is complete.

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.

YJB AssetPlus Questions

YJB (Youth Justice Board) has introduced new AssetPlus questions which are incorporated in the YJ statutory service pack. The questions are:

- Do you have any concerns about the ability of the parents/carers to care for the and supervise the young person appropriately?
- Do you have any concerns about behaviours/situations within the family which may impact on the young person's safety and wellbeing?

 A screenshot of the AssetPlus form for the section "Parenting, care and supervision". The form title is "Personal, Family and Social Factors : Parenting Family and Relationships". Below the title, there is a text area for "State who is involved in providing primary care and supervision for the young person, and outline the key dynamics of these relationships" with a "Details" link. Two questions are listed, each with a "No/Yes/Yet to clarify" option:

- Do you have any concerns about the ability of the parents/carers to care for and supervise the young person appropriately?
- Do you have any concerns about behaviours/situations within the family which may impact on the young person's safety and wellbeing?

All cases that have been Completed, Stopped or Cancelled after 1st April 2020 and before the YJ statutory service pack has been applied will NOT see these questions.

These questions will appear in AssetPlus **Parenting Family and Relationship** for:

- New AssetPlus stages created,
- Case Transfer cases completed after 1st April 2020

- Cases that are currently Active and 'In Progress' with AssetPlus stages of:
 - Review Stage
 - Placement Notification
 - Post Court Report
 - Bail Recommendation
 - Entering into Custody
 - Case Closure

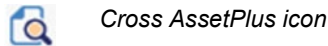
AssetPlus Stages

The **Referrals** and **Restorative Justice** modules apply to all stages. Other modules are stage-dependant. The following table lists the stage-dependant modules and the stages in which they are available:

Module	Available in Stage
Referral Order Panel Report	Case Closure (Only if active disposal is Referral Order.)
	Referral Order Report
	Review (Only if active disposal is Referral Order.)
Custody	Bail Recommendation
	Entering Into Custody
	Placement Notification
	Post Court Report
Bail and Remand	Pre-Sentence Report (All Options)
	Bail Recommendation
	Post Court Report
Pre-Sentence Report	Pre-Sentence Report
	Pre-Sentence Report (All Options)
Leaving Custody	Pre-Release
YOT - YOT	Transfer YOT to YOT
YOT - Adult Services	Transfer to Probation

NOTE: The module subsections are also stage-dependant, and are only displayed depending on the information requirements for each stage.

The **Cross AssetPlus** icon, when displayed, enables you to quickly access related data held in other AssetPlus sections.



Hovering the cursor over the **Cross AssetPlus** icon displays a tool-tip with the location of the linked data (Section : Page). Click the icon to display the page containing the data.

Learning, Education, Training and Employment (Community provision)		
Type of ETE Provision	ETE Status	Name of School / ETE Provider
Personal, Family and Social Factors : Learning, Education, Training and Employment	0	
Attendance/participation issues:		

Mandatory AssetPlus fields are indicated by an asterisk (*). AssetPlus pages and fields can be completed in any order, however you must complete the mandatory fields before a page can be saved or a stage can be completed.

Certain AssetPlus fields are trigger questions. If the response requires further information, additional fields are displayed.

For information on how offence and ASB incident data is populated forward from stopped or complete stages to new stages, see [Appendix A: Offences and Episodes](#) on page 141 and [Appendix B: ASB Incidents and Episodes](#) on page 142.

Creating a New AssetPlus Stage

The stage type 'Entering Custody' is for use by the Secure Estate only. Completed stages of this type may appear in records of young people where AssetPlus stages have been 'imported' from a Secure Establishment, but 'Entering Custody' will not appear in the list of stage types to choose from when you create a new stage.

To create a new AssetPlus stage:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. If this is the client's first stage, in the **AssetPlus** panel, click the **new** button to display the **New AssetPlus Stage** screen.

3. If the client has had previous stages:
 - a. In the **AssetPlus** panel, click the details button to display the most recent **AssetPlus Stage Summary**.

- b. In the **Actions** menu on the left-hand side, click the **Open Stage** hyperlink to display the **New AssetPlus Stage** screen.

- c. If you are given the option to pre-populate the stage, select the appropriate radio button.

NOTE: The **Pre-Populate Stage** option is only displayed for new stages following a case closure stage, and if your system administrator has configured it to do so. Pre-populating a stage pulls through all information entered in previous stages and records it in the new stage. All stages preceded by any other stage are automatically pre-populated. Regardless of whether the new stage is pre-populated or not, you should still ensure that all the relevant and current information is entered.

4. Select the required **Stage** from the drop-down.

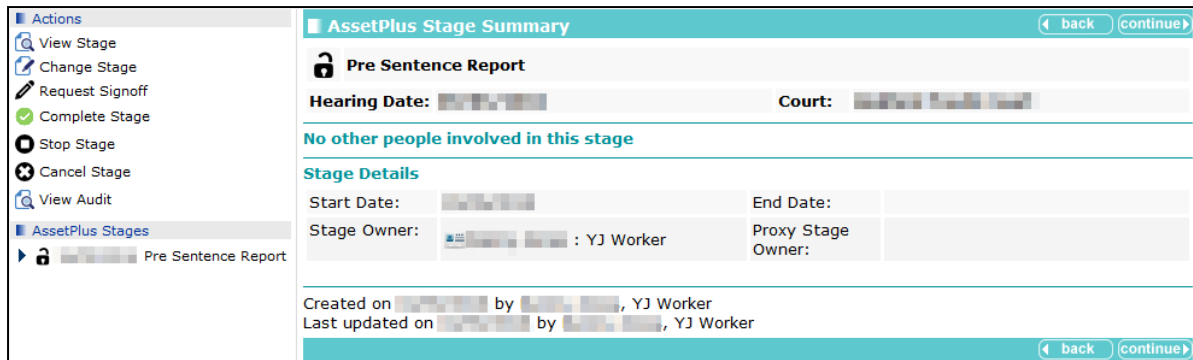
Certain stages require court appearance or panel information. If the **Stage** you selected needs additional information, an additional field is displayed:

- If the stage needs linking to a court appearance, select the appropriate option from the **Hearing Date** field.

- If the stage needs a panel date recording, enter it in the **Panel Date** field.

5. If required, select a new **Stage Owner**.
6. Select the **Case Type**. This has been introduced in preparation for case transfers.

7. If required, amend the **Start Date**.
8. Click the **continue** button to display the **AssetPlus Stage Summary** screen.

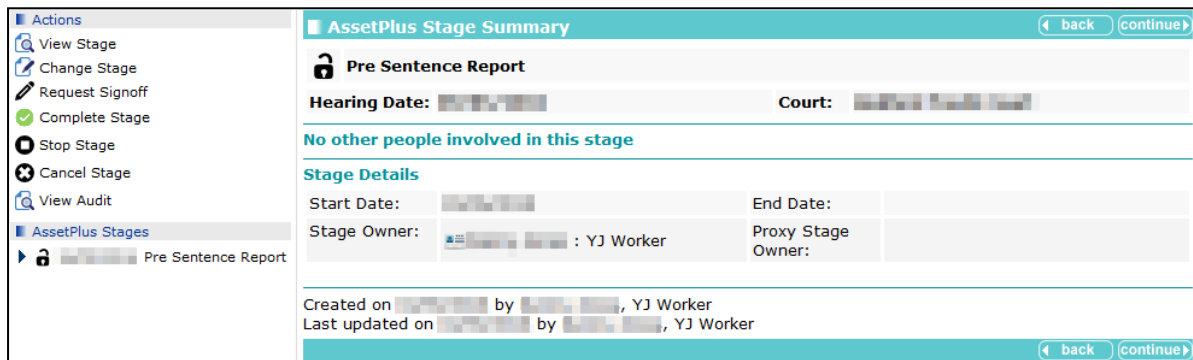


The stage is now created. To save the stage for editing at a later date, click the **continue** button to return to the client’s case record. To begin editing the stage immediately, in the **Actions** menu, click the **Change Stage** hyperlink (see [Editing an AssetPlus Stage](#) on page 60)

Editing an AssetPlus Stage

To edit an AssetPlus stage:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



3. In the **Actions** menu on the left-hand side, click the **Change Stage** hyperlink to display the **change** screen.

my homepage > client > youth justice case > summary > change

System ID: []

Pre Sentence Report (2)

- Core Record (1)
- Young person's details
- Parents/carers' details
- Offending and Anti-Social Behaviour
- Offending and Anti-Social Behaviour History
- Civil measures and other informal outcomes
- Alerts and Flags (1)
- Contact with Services
- Personal Circumstances
- Intervention Summary
- Stage details
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning (1)
- Referrals
- Restorative Justice
- Pre Sentence Report

Actions

- [Save](#)
- [Return to Stage Summary](#)
- [Attach Document](#)
- [Print / Export](#)

AssetPlus Stages

- Pre Sentence Report

Core Record : Young person's details [previous](#) [next](#)

Surname: []

First name(s): []

Other names/alias: []

Gender: Not Specified Female Male

Date of birth: [] [] [] [] [] []

Age: 19

Age at time of sentence: []

Current Young Person ID: []

PNC Number: []

Address: [] [] [] [] [] [] [find address](#)

Telephone Numbers:	Telephone No.	Type	Preferred
	[]	Landline	<input type="checkbox"/>
	[]	Mobile	<input type="checkbox"/>
	[]	Other	<input type="checkbox"/>

Ethnic classification: (none) [v]

Nationality: (none) [v]

Preferred language: English [v]

Religion: (none) [v]

Immigration/Asylum status issues: (none) [v]

Interpreter required: (none) [v]

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

[] [insert](#)

[previous](#) [next](#)

Where the information exists in the client's record or in previous stages, it is automatically pulled through into the stage. You can update existing information or enter missing information in the pages here. (See [Creating a New AssetPlus Stage](#), step 3.c on page 59 for the exception to this.)

The coloured menus on the left-hand side are the different sections and subsections of the stage. You can navigate through the stage by clicking the required page in the menu, or by using the **previous** and **next** buttons.

4. Proceed through the stage and provide or update the information as required.
5. To save progress for completion at a further date, click the **Save** hyperlink in the **Actions** menu.

After all the required information has been entered, the stage can be signed off.

Record County Line Activity

County line activities for a young person can be recorded in AssetPlus **Network Group** section of **Family and wider networks** located in **Parenting, Family and Relationships**. This section consists of two new questions and a Further Exploration section.

The two questions available for selection under **Network/Group** are:

- Is the young person vulnerable to criminal exploitation?

- Is the young person at risk or suspected to be involved in county lines activity?

Family and wider networks

Outline the young person's significant relationships (both current and previous). Describe the positive and negative influence of these on the young person
e.g. family members with whom they have most contact, parents with a new partner, step-siblings, foster or adoptive families etc

Individual	Relationship significance and influence on the young person.	add ▶
------------	--	-------

Do you have any concerns about the young person's significant relationships? Please select ▼

Outline the key networks/groups in the young person's life (both current and previous). Describe the positive and negative influence of these on the young person

Network/Group	Significance and influence on the young person	Gang associations	add ▶
---------------	--	-------------------	-------

Is the young person vulnerable to criminal exploitation? Please select ▼

Is the young person at risk or suspected to be involved in county lines activity? Please select ▼

How the young person relates to others

A new pane **Further Exploration** appears when any of the answer below is selected for 'county lines activity'. The selection are:

- At risk
- Suspected to be involved
- Known to be involved
- Has previously been involved

Network/Group	Significance and influence on the young person	Gang associations	add ▶
---------------	--	-------------------	-------

Is the young person vulnerable to criminal exploitation? Please select

Is the young person at risk or suspected to be involved in county lines activity? No

Further Exploration: If answer to the above is not one of 'No' or 'Don't Know', please answer the below:

Is this the first time they've been identified? At risk

Has the young person been referred to National Referral Mechanism or other relevant safeguarding activity? Suspected to be involved

Known to be involved

Has previously been involved

Yet to clarify

The answer selected will remain visible on the Clients record in View Stage, Stop Stage and Completed Stage.

Asset plus Custody: Post Court

The 'Sentence Type' field in Asset Plus - **Custody: Post Court** screen have been amended to be a non-mandatory field. This amendment allows a Young Person Status of '**Remanded**' to be selected from the dropdown list without having to select a **Sentence Type**.

assetplus my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > youth justice case > summary > change System ID: 9567536

Test

07/11/2019 Post Court Report (117)

Custody: Post Court (previous) next

Young person's status*: Remand to Youth Detention

If sentenced, sentence type*: Breach of gang injunction

Remand/Sentence length. Remand in Days, Sentences in Months*: 0

How is the young person currently presenting? insert

07/11/2019 By [redacted]

07/11/2019 By [redacted]

Have you referred to the PER? Please select

Is there anything else the Secure Establishment needs to know? insert

07/11/2019 By [redacted]

07/11/2019 By [redacted]

Court designated local authority*: [redacted]

Is the Court Designated Local Authority aware that the young person is in custody? Please select

(previous) next

- Core Record (14)
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors (37)
- Foundations for Change
- Self Assessment
- Explanations and Conclusions (1)
- Pathways and Planning (2)
- Custody (61)**
 - Young person's details
 - Parents/carers' details
 - YOT details (1)
 - Contact with Services
 - Court and alleged offence details (1)
 - Secure Estate History (2)
 - Placement Recommendation (4)
 - Health (36)
 - Personal Circumstances (14)
 - Safety and Wellbeing
 - Future Behaviour
- Post Court (3)

Accommodation Data

Accommodation can be recorded in accordance to the assetplus stage created. The data can be entered into Subsections that have been updated with a set of questions and date fields.

Two subsections, **Resettlement** and **End of Licence**, have been added to the AssetPlus panel under 'Pathways & Planning'. Each section is as detailed below:

1. **Resettlement** - consist of two date fields and a list of questions. This field is visible for the Asset Plus stages below:
 - a. Placement Notification
 - b. Post Court Report
 - c. Review for clients subject to a custodial sentence.
 - d. Entering into Custody. This stage is created by Secured Estates only. YOT's will only be able to view the data when it is sent as part of 'Case Transfers'.

The screenshot shows the AssetPlus interface for a client's summary page. The 'Pathways and Planning : Resettlement' subsection is active. The form contains the following fields and questions:

- Date accommodation identified: [] [] []
- Date accommodation secured: [] [] []
- Was accommodation suitable? [Please select]
- Has the young person been meaningfully involved in identifying the accommodation? [Please select]
- Has the child been meaningfully involved in identifying subsequent placements? [Please select]
- Is the young person eligible for universal credit? [Please select]
- If not returning home, has the young person visited the accommodation placement prior to release? [Please select]
- If going to a new education or training provider has the young person visited the provider? [Please select]
- If accessing mental health or substance misuse services, has the young person met with the professional delivering the service? [Please select]

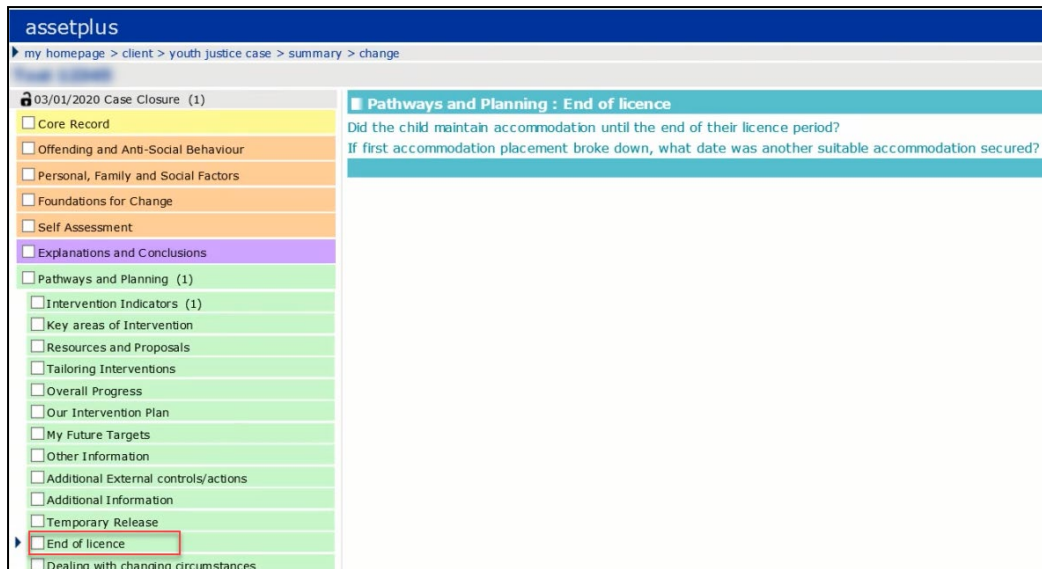
- The date fields and list of questions will also appear in **Leaving Custody | Release arrangements** when **Pre-Release from Custody** stage is created.

The screenshot shows the AssetPlus interface for a client's summary page. The 'Leaving Custody : Release arrangements' subsection is active. The form contains the following fields and questions:

- Is the young person's release address different to their main address? [(none)]
- Date accommodation identified: 01 03 2020
- Date accommodation secured: [] [] []
- Was accommodation suitable? [Yes]
- Has the young person been meaningfully involved in identifying the accommodation? [No]
- Has the child been meaningfully involved in identifying subsequent placements? [No]
- Is the young person eligible for universal credit? [Yes]
- If not returning home, has the young person visited the accommodation placement prior to release? [Yet to clarify]
- If going to a new education or training provider has the young person visited the provider? [No]
- If accessing mental health or substance misuse services, has the young person met with the professional delivering the service? [No]
- What appointments must the young person keep when they return to the community?

Appointment	Date/Time	Address	Details

2. **End of Licence** - consist of two questions which are displayed when Current Intervention Programme type is a 'Licence' and the Asset Plus stage type is 'Case Closure' and a young person is subject to a custodial sentence.



Case Transfer cases - Accommodation

The accommodation data for client(s) that have been imported as part of Case Transfer will appear in **Leaving Custody | Release arrangement** section. The data will appear for AssetPlus stage **‘Entering into Custody’** created by Secure Estate.

The answers selected for each questions will be displayed.

20/02/2020 Entering into Custody		Leaving Custody : Release arrangements	
Core Record	Is the young person's release address different to their main address?		
Offending and Anti-Social Behaviour	Date accommodation identified		01/02/2020
Personal, Family and Social Factors	Date accommodation secured		06/02/2020
Foundations for Change	Was accommodation suitable?		Yes
Self Assessment	Has the young person been meaningfully involved in identifying the accommodation?		No
Explanations and Conclusions	Has the child been meaningfully involved in identifying subsequent placements?		Yet to clarify
Pathways and Planning	Is the young person eligible for universal credit?		Yes
Custody	If not returning home, has the young person visited the accommodation placement prior to release?		No
Leaving Custody	If going to a new education or training provider has the young person visited the provider?		Yet to clarify
Young person's details	If accessing mental health or substance misuse services, has the young person met with the professional delivering the service?		Yes
Parents/carers' details	What appointments must the young person keep when they return to the community?		
Notice of Supervision / Licence	Appointment	Date/Time	Address
Release arrangements	Any urgent actions to be completed following the young person's release:		Details
	Support network for the young person on their return to the community:		

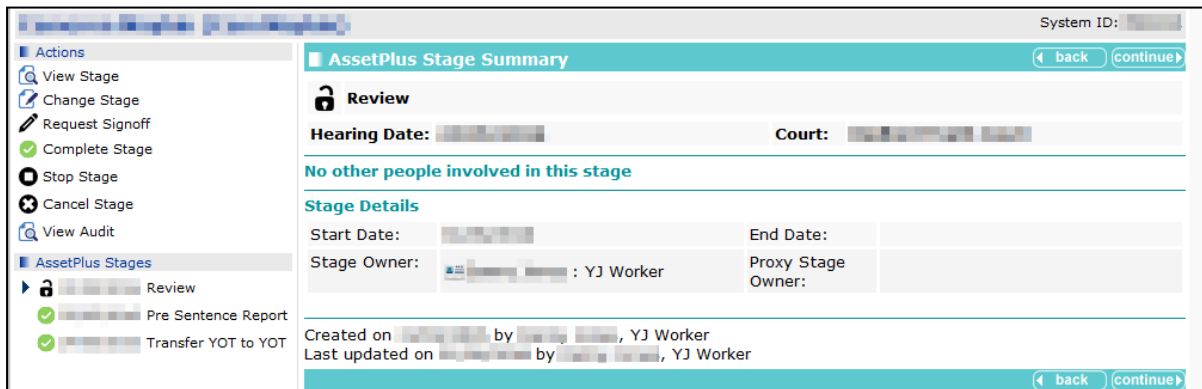
Note: Cases that have been Completed, Stopped or Cancelled before 3.70.101 release will not see the new sub-sections and their contents.

Adding People to a Stage

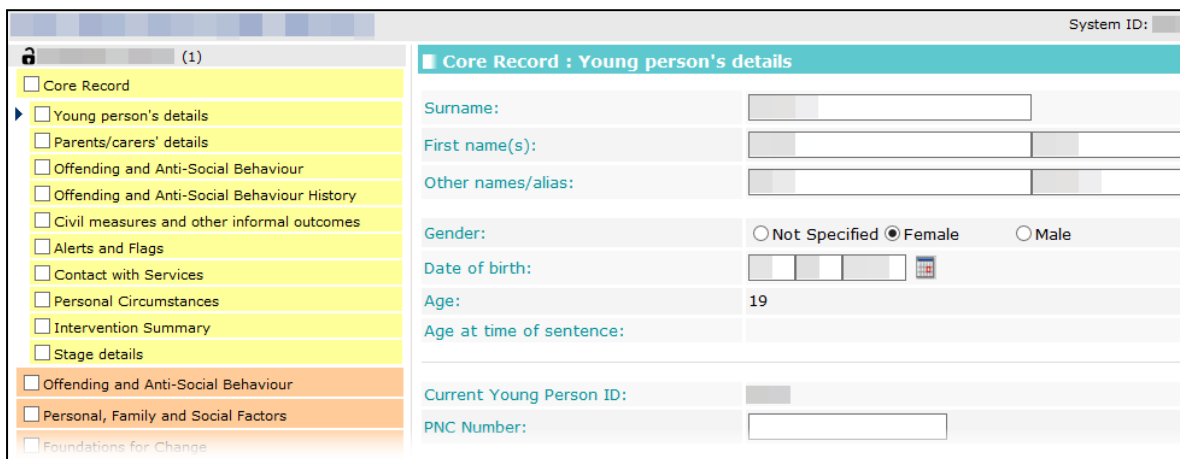
You can assign sections and subsections of the stage to other users.

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

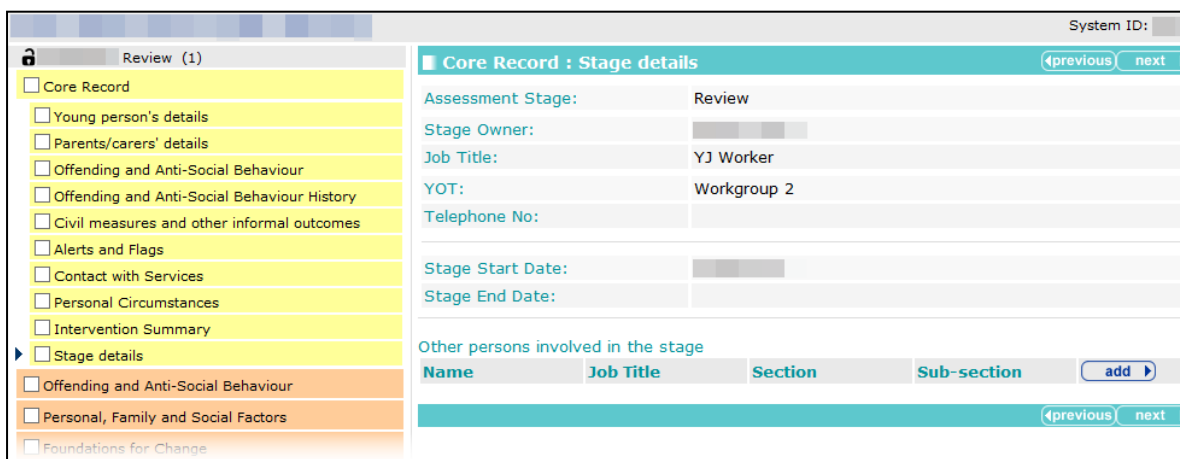
- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



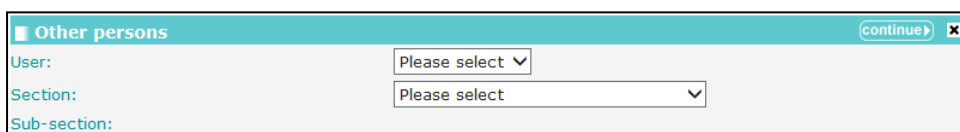
- In the **Actions** menu on the left-hand side, click the **Change Stage** hyperlink to display the **change** screen.



- In the **Core Record** section, select the **Stage details** subsection.



- In the **Other persons involved in the stage** table header, click the **add** button to display the **Other Persons** dialog.



- Select the **User** to whom the section is to be assigned.

7. Select the **Section** to assign. The **Sub-section** drop-down is displayed.
8. Select the appropriate **Sub-section**.
9. Click the **continue** button to add the user to the stage.

Name	Job Title	Section	Sub-section	
[Redacted]	YJ Worker	Self Assessment	Young Person	add edit delete

10. In the **Actions** menu on the left-hand side, click the **Save** hyperlink to save the changes. You can now exit the stage.

Updating Parent and Carer Details

You can link to existing parent/carers records within an AssetPlus stage. Any changes made to the record within the stage are automatically updated across the One suite. Similarly, any changes made to the record in other areas of One are reflected in AssetPlus.

You cannot create new parent/carers records within AssetPlus. You can only link to existing ones.

To link to a parent/carers record:

1. In the **Parents/carers' details** or **Parents/Carers/Significant adults details** subsection, click the **new** button to display the **Add Parent Carer** dialog.

2. Select the parent or carer's **Relationship to the Young Person** from the drop-down.
3. Complete the **Name**, **Date of Birth** and **System ID** fields with as much detail as available.
4. Click the **search** button to display the results.

5. Select the appropriate person.

6. Click the **continue** button to add the parent or carer to the record.

Parent Carer Details [find address](#)

Title:	Mrs	Gender:	Female												
Surname:	[REDACTED]	<input checked="" type="checkbox"/> Emergency Contact													
First name(s):	[REDACTED]	<input checked="" type="checkbox"/> Medical Consent													
Other names/alias:	[REDACTED]	<input checked="" type="checkbox"/> Parental Responsibility													
Address:	[REDACTED]														
Telephone Numbers:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Telephone No.</th> <th style="width: 30%;">Type</th> <th style="width: 40%;">Preferred</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>Landline</td> <td><input type="checkbox"/></td> </tr> <tr> <td>[REDACTED]</td> <td>Mobile</td> <td><input type="checkbox"/></td> </tr> <tr> <td>[REDACTED]</td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Telephone No.	Type	Preferred	[REDACTED]	Landline	<input type="checkbox"/>	[REDACTED]	Mobile	<input type="checkbox"/>	[REDACTED]	Other	<input type="checkbox"/>
Telephone No.	Type	Preferred													
[REDACTED]	Landline	<input type="checkbox"/>													
[REDACTED]	Mobile	<input type="checkbox"/>													
[REDACTED]	Other	<input type="checkbox"/>													
Relationship to Young Person:	Mother	<input checked="" type="checkbox"/> Contact approved													

Additional information
 Note issues regarding contact, specific needs of parents etc

[insert](#)

7. If required, add an address:

- a. Click the **find address** hyperlink to display the **Find Address** dialog.

Find Address [change](#) x

To search for an address, either enter the full/partial post code or an address line. Click 'find address'.

Post Code:

Address Line: [search](#)

- b. Enter a **Post Code** or **Address Line**.
- c. Click the **search** button to display the results in the **Addresses found** list.
- d. Select the required address.
- e. Click the **change** button.

8. If required, update the information displayed:

- a. Click the edit icon to display the **Parent Carer** dialog.

Parent Carer [change](#) x

Emergency contact Medical consent Parental responsibility

Title*: Gender*: Not Specified Female Male

Surname:

First name(s):

Other names/alias:

Telephone Numbers:

Telephone No.	Type	Preferred
<input style="width: 100%;" type="text"/>	Landline	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	Mobile	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	Other	<input type="checkbox"/>

Relationship to Young Person: Contact approved

- b. Update the fields as required.
 - c. Click the **change** button.
9. Proceed to the next subsection using the **next** button, or save your changes by clicking the **Save** hyperlink in the **Actions** menu.

Episodes

Introduction

Episodes are groups of related offences or antisocial behaviour incidents. You should only group offenses or incidents that have similar circumstances, influences, motivations and attitudes. You cannot include offenses and antisocial behaviours in the same episode.

You can only add current offences (offences for which guilt has been admitted or established) to an episode. An offence is current if:

- It has a plea of Guilty, Found Guilty or Offence Admitted (in any court appearance), but it has no outcome.
- It has a substantive outcome, but no linked intervention programme; it has never been included in an episode within a completed AssetPlus stage.
- It has a substantive outcome and a current intervention programme (currency defined by the start and end dates).

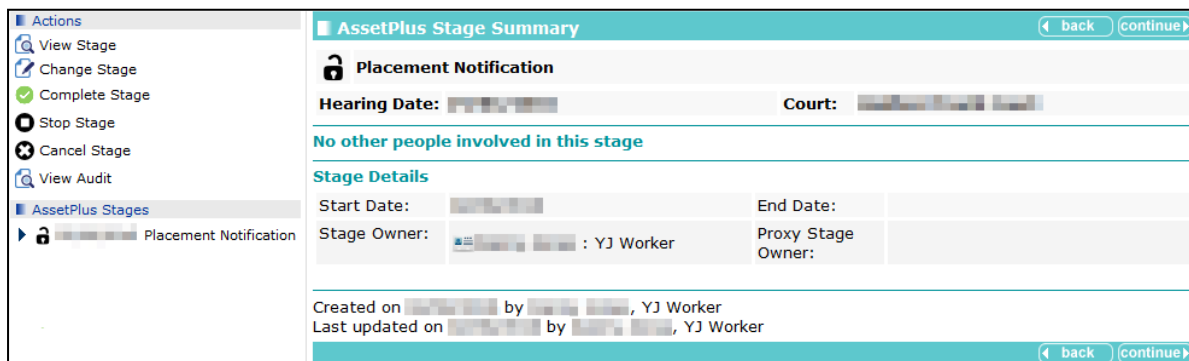
Offences that stop meeting these criteria while a stage is in progress remain current until the stage is stopped or completed.

When all interventions associated with the offences in an episode finish, the episode becomes historic and can no longer be updated.

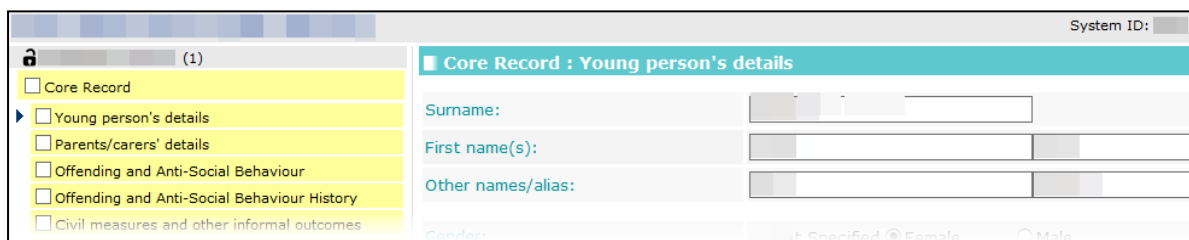
Creating an Episode

To create an episode:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



3. In the **Actions** menu on the left-hand side, click the **Change Stage** hyperlink to display the change screen.



4. Navigate to the **Offending and Anti-Social Behaviour** subsection of the core record.

5. In the **Offence(s)** or **ASB Incident(s)** table, select the offences or incidents you want to add to the episode.

Offence(s)							
create episode ▶							
Episode	Offence Details	Offence Start	Offence End	Seriousness	Plea	Disposal Start	Disposal Type
<input type="checkbox"/>	Violence Against The Person : Other wounding : Assault occasioning actual bodily harm (ABH) : 4			4			Community Resolution
<input checked="" type="checkbox"/>	Vehicle Theft / Unauthorised Taking : Vehicle taking : Theft of motor vehicle : 4			4	Guilty		Conditional Caution with YOT Programme
<input checked="" type="checkbox"/>	Vehicle Theft / Unauthorised Taking : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4			4	Guilty		Conditional Caution with YOT Programme

6. Click the **create episode** hyperlink to assign an episode number to all selected offences or incidents.

Episode numbers are in the YYMMDDHHMM format.

Offence(s)							
create episode ▶							
add to existing episode ▶							
Episode	Offence Details	Offence Start	Offence End	Seriousness	Plea	Disposal Start	Disposal Type
<input type="checkbox"/>	Violence Against The Person : Other wounding : Assault occasioning actual bodily harm (ABH) : 4			4			Community Resolution
1703211055	Vehicle Theft / Unauthorised Taking : Vehicle taking : Theft of motor vehicle : 4			4	Guilty		Conditional Caution with YOT Programme
1703211055	Vehicle Theft / Unauthorised Taking : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4			4	Guilty		Conditional Caution with YOT Programme

Adding to an Existing Episode

To add an offence or antisocial behaviour incident to an existing offence:

1. Navigate to the **Offending and Anti-Social Behaviour** subsection of the required AssetPlus stage.
2. In the **Offence(s)** or **ASB Incident(s)** table, select the offences or incidents you want to add to the episode.
3. Click the **add to existing episode** hyperlink to display the **Change Episode** dialog.
4. Select the appropriate episode number.

Change Episode		change ▶	✕
<input type="radio"/>	1703211119		

5. Click the **change** button to add the offences or incidents to the episode.

Removing an Offence or Incident from an Episode

To remove an offence or incident from an episode:

1. Navigate to the **Offending and Anti-Social Behaviour** subsection of the required AssetPlus stage.

- In the **Offense(s)** or **ASB Incident(s)** table, click the **x** icon to remove the offence or incident from the episode.

1703211055	Vehicle Theft / Unauthorised Taking : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4		4	Guilty		Conditional Caution with YOT Programme
------------	---	--	---	--------	--	--

Attaching Documents

Introduction

Documents can be attached to the following AssetPlus stage sections and specific subsections:

Section or Module	Subsection
Core Record	Civil measures and other informal outcomes Alerts and Flags Contact with Services
Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only)	Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only) Patterns and Attitudes Other Behaviours of particular concern
Personal, Family and Social Factors	Living Arrangements and Environmental factors Parenting Family and Relationships Young Person's Development Learning, Education, Training and Employment
Foundations for Change	Resilience and goals Opportunities Engagement and Participation Factors affecting Desistance
Self Assessment	Young Person Parent
Explanations and Conclusions	Understanding Offending Behaviour (Behaviour if Prevention only) Future Behaviour Safety and Wellbeing
Pathways and Planning	Intervention Indicators Key areas of Intervention Resources and Proposals Tailoring Interventions Overall Progress Our Intervention Plan Additional Information Temporary Release Dealing with changing circumstances

Section or Module	Subsection
Bail and Remand	
Custody	
Leaving Custody	Notice of Supervision / Licence Release arrangements
Referrals	
Restorative Justice	Key areas of Intervention Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only) Young Persons views Tailoring Interventions
Pre Sentence Report	Offence Analysis Assessment of the young person Assessment of the need for parenting support Assessment of the risk to the community Conclusion and proposal for sentencing Assessment of Dangerousness
Referral Order Panel Report	Offence Analysis Assessment of the young person Assessment of the risk to the community Introduction Elements of contract and progress Conclusion
YOT to Adult Services	
YOT to YOT Transfer	

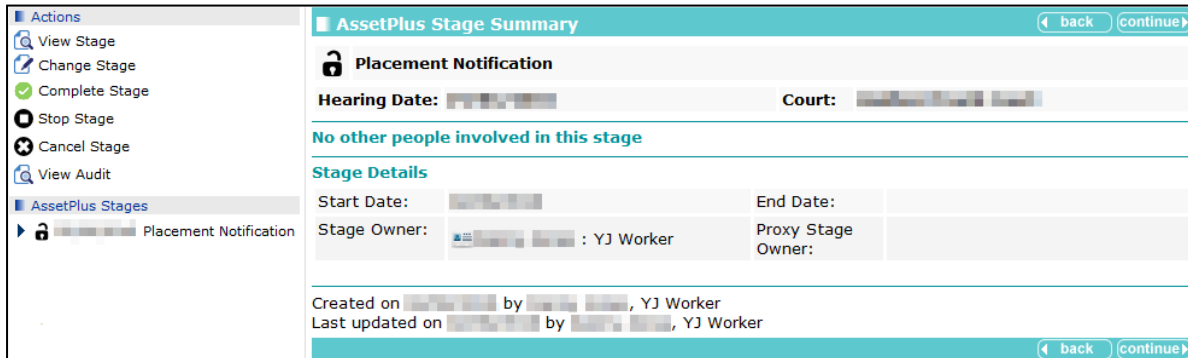
Attaching Documents to a Stage

NOTE: Attached documents are only displayed within the appropriate subsections of the current stage, i.e. the subsection to which it was uploaded, or all subsections of the section to which it was uploaded. Documents do not get copied to subsequent stages or displayed in the **Documents, Notes, Forms & Requests** panel in the client's Youth Justice case record.

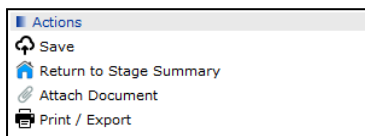
To attach a document to a stage section or subsection:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

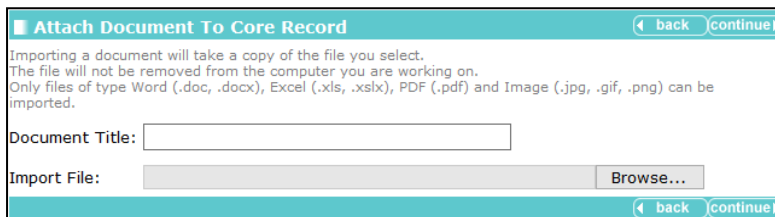


- In the **Actions** menu on the left-hand side, click the **Change Stage** hyperlink to display the **change** screen.

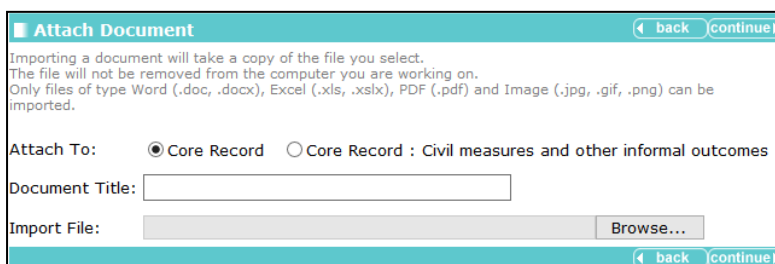


- Navigate to the required section or subsection.
- In the **Actions** menu on the left-hand side, click the **Attach Document** hyperlink.

If the subsection does not permit the attaching of documents, the **Attach Document to [Section Name]** screen is displayed.

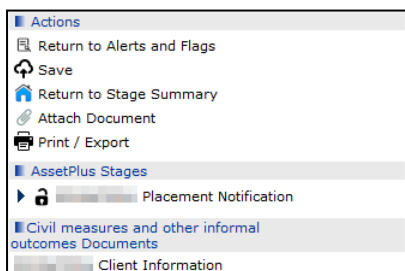


If the subsection does permit the attaching of documents, the **Attach Documents** screen is displayed.



- If required, select the relevant **Attach To** radio button to add the document to the section or subsection.
- Enter a **Document Title**.
- Click the **Browse...** button to display the **Choose File to Upload** dialog.
- Navigate to and select the file, then click the **Open** button to close the dialog.

- Click the **continue** button to upload the document. It is displayed in the left-hand side of the screen below the appropriate subsections.

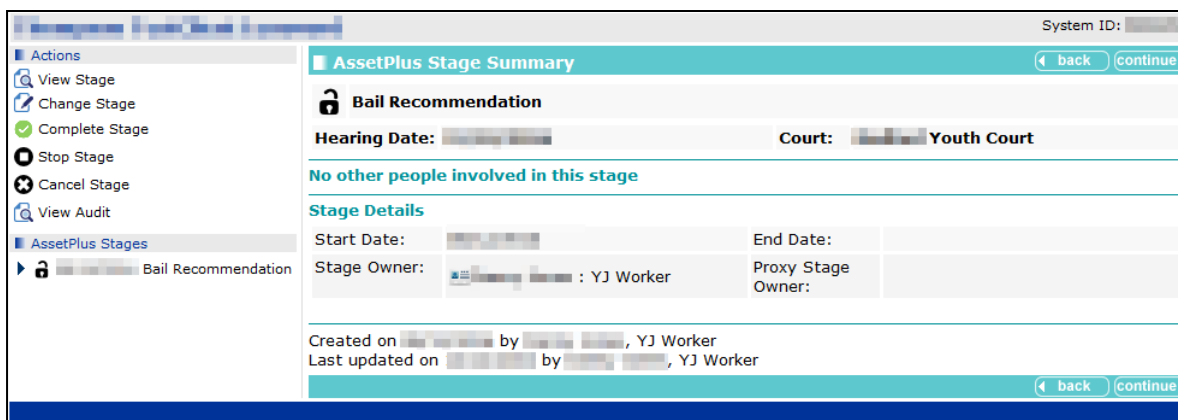


Stopping an AssetPlus Stage

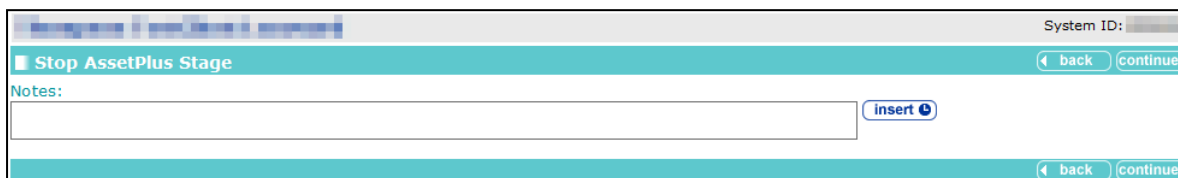
WARNING: If you stop an AssetPlus stage, you can no longer edit it and it cannot be completed or signed off. If you need to complete it, you will need to restart it in a new stage.

To stop a stage:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
- In the **AssetPlus** panel, click the **Details** button to display the **AssetPlus Stage Summary** screen.



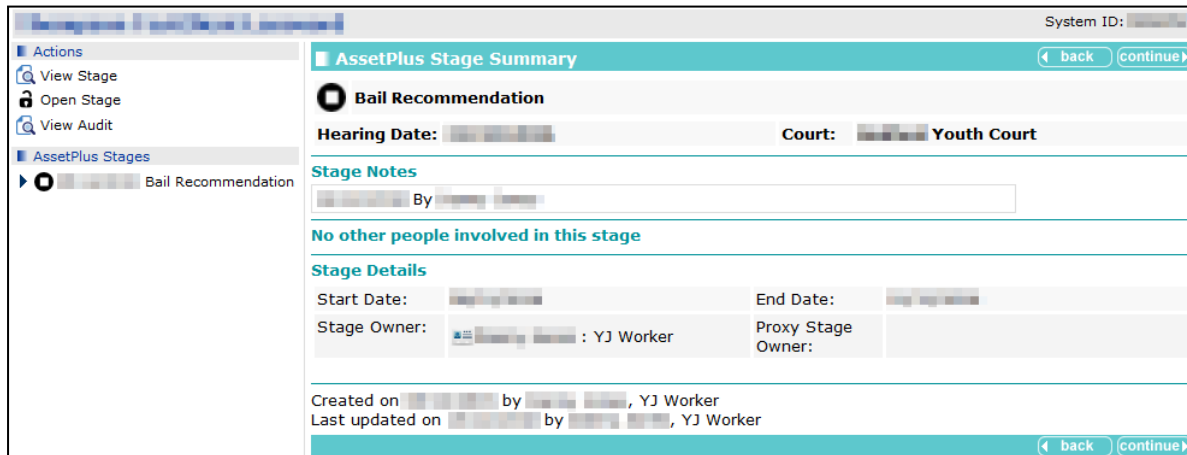
- If the currently open stage is not displayed in the **AssetPlus Stage Summary** panel, select it from the **AssetPlus Stages** panel.
- In the **Actions** menu on the left-hand side, click the **Stop Stage** hyperlink to display the **Stop AssetPlus** screen.



- Provide an explanation about why the stage was stopped in the **Notes** field.

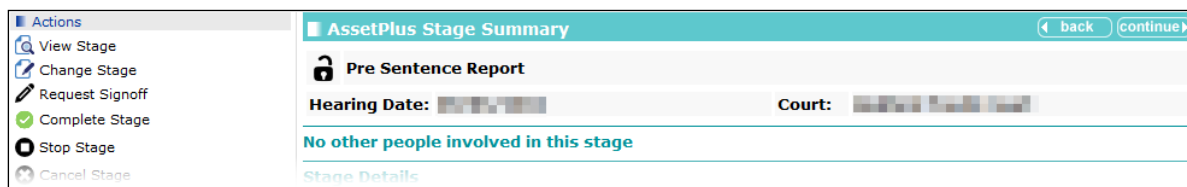
- Click the **continue** button to return to the **AssetPlus Stage Summary** screen.

The stage is now marked as stopped.



Requesting Signoff for an AssetPlus Stage

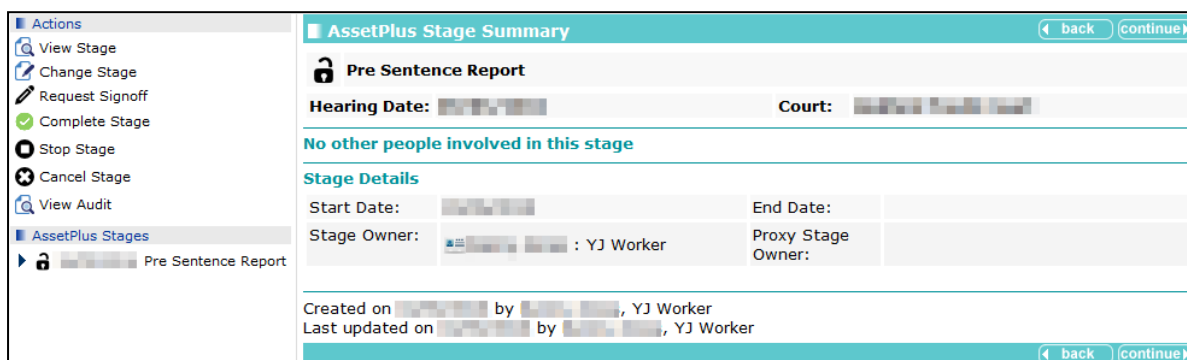
Stages may require managerial sign off. If this is the case, the **Request Signoff** hyperlink is displayed in the **Actions** menu of the **AssetPlus Stage Summary** screen.



If all the mandatory and relevant information has been provided, you can request that the stage is signed off. After the signoff request has been sent, your manager is notified by internal messaging and can then sign off the stage.

To request signoff for a stage:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



- In the **Actions** menu, click the **Request Signoff** hyperlink to display a confirmation dialog.
- Click the **OK** button to confirm the signoff request. The **AssetPlus Stage Summary** panel is updated with the signoff request information.

Created on [redacted] by [redacted], YJ Worker
 Last updated on [redacted] by [redacted], YJ Worker
 Pathways and Planning Signoff requested by [redacted] on [redacted]
 Explanations and Conclusions Signoff requested by [redacted] on [redacted]

[← back](#) [continue →](#)

Assigning Workers

For users to be able to request stages to be signed off, they must be allocated to a manager. Managers should allocate to themselves all users for whom they are responsible. This is done in the IYSS web application. Users can have more than one allocated manager.

To allocate workers to yourself:

1. In the **IYSS Links** panel in **my homepage**, click the **Assign Workers** hyperlink to display the **Change My Case Workers** screen.

Change My Case Workers [← back](#) [continue →](#)

My Case Workers

[redacted] [redacted] [redacted]

IYSS Administrator

[redacted]

Unallocated Case Workers

[redacted] [redacted]

[← back](#) [continue →](#)

Users are displayed beneath their assigned managers or, if they have not been assigned to a manager, in the **Unallocated Case Workers** section.

2. To allocate other workers to yourself, select the check box next to their names.
3. Click the **continue** button to save the changes and return to **my homepage**. The **Change My Case Workers** screen is automatically updated to list the new workers under your name.

Signing Off an AssetPlus Stage

If you are authorised to complete signoff requests, they are received in your IYSS message inbox. An alert is displayed in the **My Messages** panel in my homepage:

My Messages [⌵](#)

• You have 10 messages
 • 2 Unread
 • Message Administration

Accessing Messages

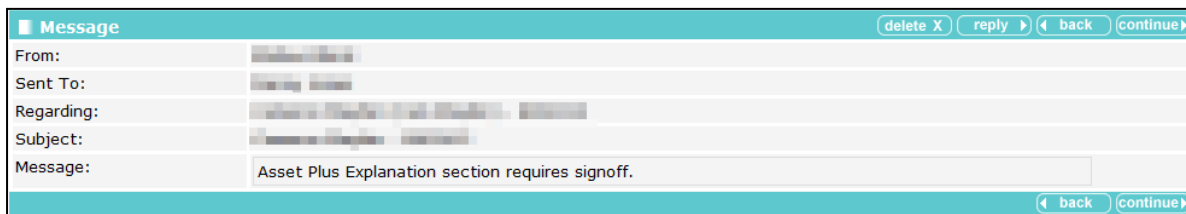
To access your messages:

1. In the **My Messages** panel, click the **You have x messages x unread** hyperlink to display the **Message Inbox** screen.



NOTE: There are two stage sections that require signoff, **Explanation** and **Pathways and Planning**, meaning that you receive two messages for each signoff request.

2. Click the name in the **From** or **Subject** column to display the **Message** screen.

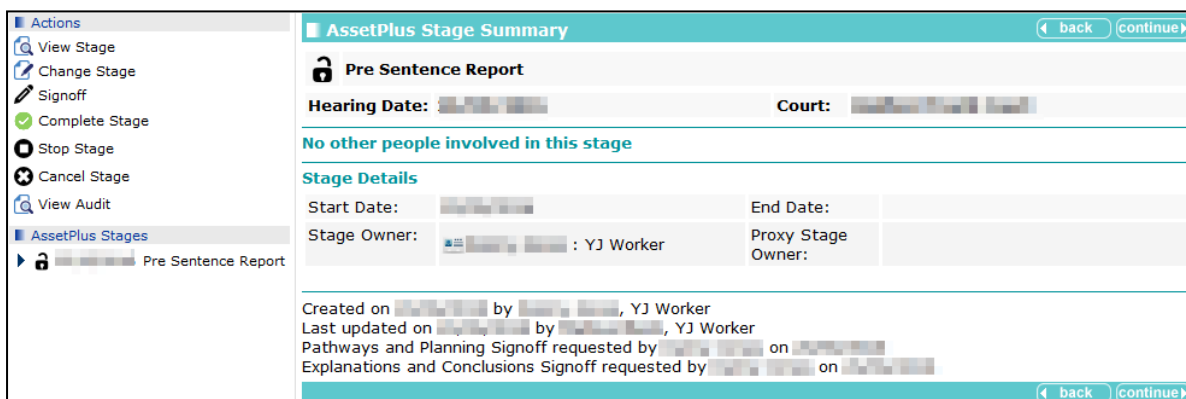


The name of the client whose stage needs signing off is displayed in the **Regarding** and **Subject** fields. After you have identified the client, you can sign off the stage.

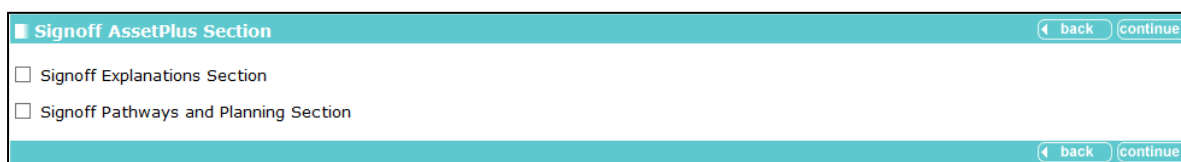
Signing Off the Stage

To sign off a stage:

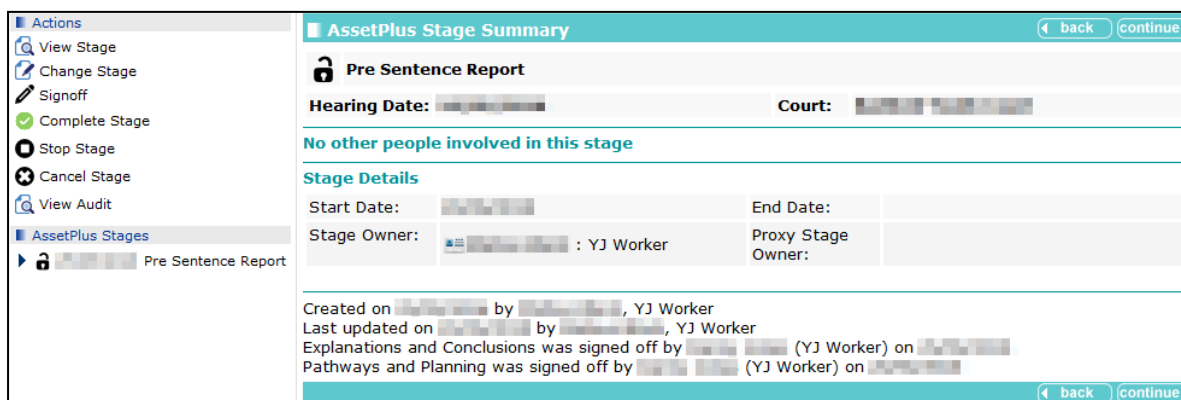
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen. The **Request Signoff** hyperlink is replaced by the **Signoff** hyperlink.



- Click the **Signoff** hyperlink to display the **Signoff AssetPlus Section** screen.



- Select the **Signoff Explanations Section** and **Signoff Pathways and Planning Section** check boxes.
- Click the **continue** button to complete the signoff and return to the **AssetPlus Stage Summary** screen, which now displays the signoff information.



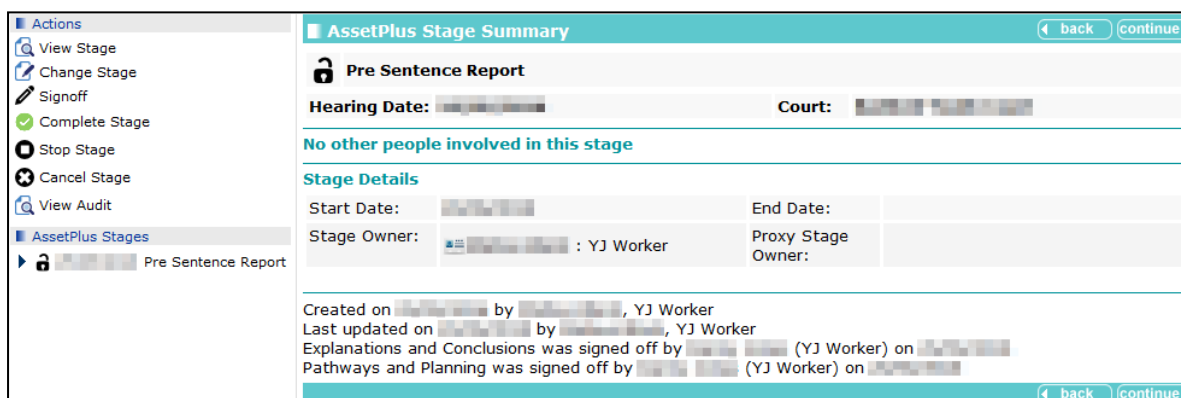
NOTE: If changes are made to signed off sections of the stage before it is completed, it must be signed off again.

Completing an AssetPlus Stage

If all the mandatory and relevant information has been provided, and the stage has been signed off by a manager (where required), you can mark it complete.

To complete a stage:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



- In the **Actions** menu, click the **Complete Stage** hyperlink to display the **Complete AssetPlus Stage** screen.

4. If required, add any appropriate information in the **Notes** field.
5. Click the **continue** button to mark the stage as complete and close it.

Auditing Stage History

You can produce a record of all the changes made to the stage over a specified period of time using the stage audit function. The record is produced in XML format.

To run an audit of the stage update history:

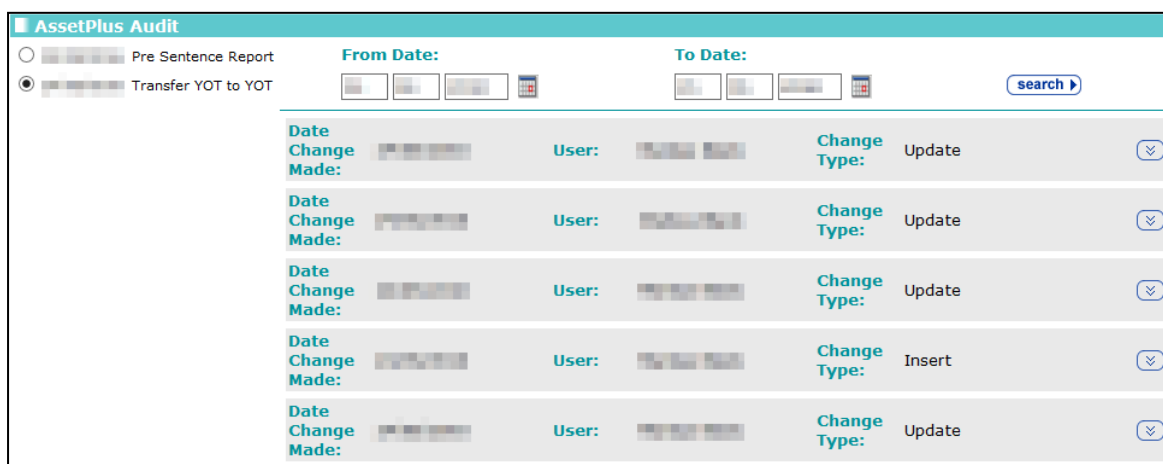
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

3. In the **Actions** menu, click the **View Audit** hyperlink to display the **AssetPlus Audit** screen.

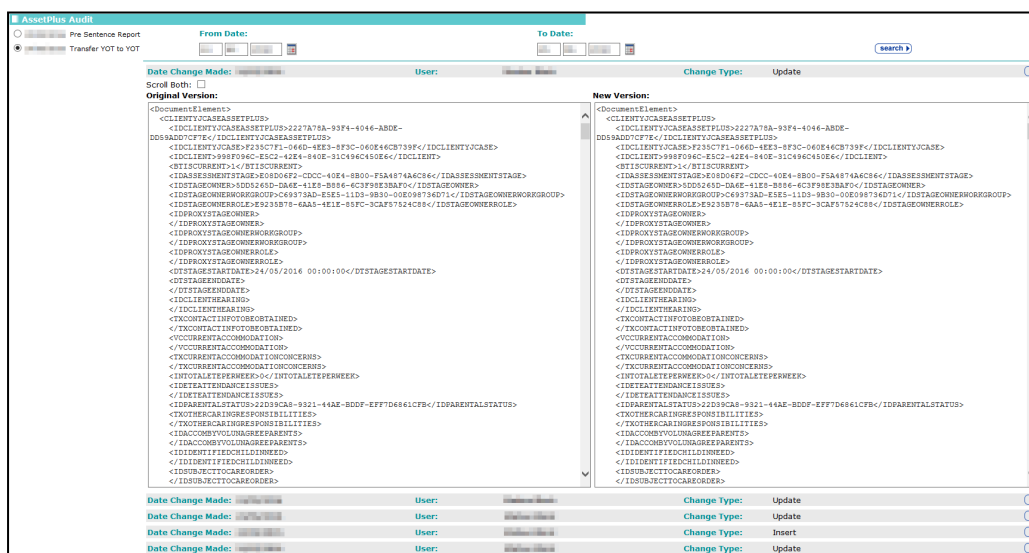
4. If there are multiple stages listed, select the radio button for the required stage.
5. Enter the **From Date** and the **To Date** in dd/mm/yy format in the fields provided, or select the appropriate dates using the calendar icons.

NOTE: The **From Date** must be on or after the date the stage was created.

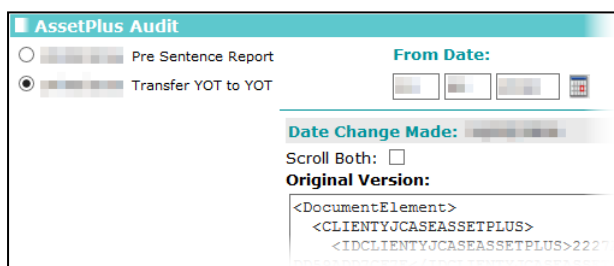
6. Click the **search** button to display the audit.



7. To display the details of a particular change, click the chevron icon to display the **Original Version** and the **Changed Version** side by side in XML format.



8. To enable simultaneous scrolling so you can compare the two versions, select the **Scroll Both** radio button.



Printing and Exporting Stages

To print a section or subsection of an AssetPlus stage, you need the 'YJ Asset Plus Section Report' permission. If you are unable to print from an AssetPlus stage, contact your system administrator. You can create a printer friendly view of some or all the sections in a stage, or you can export the selected sections as a PDF. If you want to print a paper copy of the stage, it's easiest to create a printer friendly version and print from within your internet browser. If you need to email the stage details, it is easier to export the sections to PDF directly.

To print or export a PDF from a stage:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

The screenshot shows the 'AssetPlus Stage Summary' interface. At the top right, the 'System ID' is 9567042. The main heading is 'AssetPlus Stage Summary' with 'back' and 'continue' buttons. Below this, the stage type is 'Bail Recommendation'. Key details include 'Hearing Date: 15/12/2017' and 'Court: Youth Court'. A 'Stage Notes' section shows a note from 20/04/2018. A message states 'No other people involved in this stage'. The 'Stage Details' section provides 'Start Date: 16/04/2018', 'End Date: 20/04/2018', and identifies the 'Stage Owner' as a 'YJ Case Worker'. At the bottom, it notes the stage was 'Created on 16/04/2018 by [redacted], YJ Case Worker' and 'Last updated on 20/04/2018 by [redacted], YJ Case Worker'. A sidebar on the left lists 'Actions' (View Stage, Open Stage, View Audit) and 'AssetPlus Stages' (16/04/2018 Bail Recommendation, 03/04/2018 Bail Recommendation). 'back' and 'continue' buttons are also present at the bottom right of the main content area.

3. Click the **View Stage** hyperlink to access the stage information.

4. To create a printer friendly view of the record:
 - a. Click the **Print Friendly View** hyperlink to display the **Select Sections to Print** dialog.

- b. Select the sections to you want to include in the printer friendly web page.
- c. Click the **continue** button to display the selected sections as a single page in a new browser tab or window.

AssetPlus

Young person name: [REDACTED] Date of Birth: [REDACTED]
 Stopped by: [REDACTED] Assessment stage start date: [REDACTED]

Youth Justice Board
 Bwrdd Cyfiawnder Ieuenctid

Core Record

Young person's details

Surname: [REDACTED]
 First name(s): [REDACTED]
 Other names/alias: [REDACTED]

Gender: Female
 Date of birth: [REDACTED]
 Age: [REDACTED]
 Age at time of sentence: [REDACTED]

Current Young Person ID: [REDACTED]
 PNC Number: [REDACTED]

Address: Cross Farm [REDACTED] B

Telephone Numbers:

Telephone No.	Type	Preferred
0 [REDACTED]	Landline	<input checked="" type="checkbox"/>
0 [REDACTED]	Mobile	<input type="checkbox"/>
0 [REDACTED]	Other	<input type="checkbox"/>

- d. If required, use the browser's print functionality to print the report.
5. To create a PDF file of the record:
- a. Click the **Export to PDF** hyperlink to display the **Select Sections to Print** dialog.

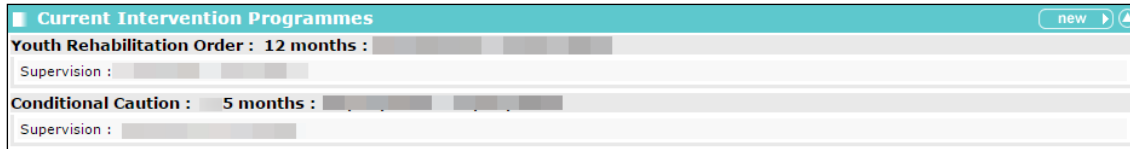
Select Sections to Print
continue ▶ ✕

- Core Record
 - Young person's details
 - Parents/carers' details
 - Offending and Anti-Social Behaviour
 - Offending and Anti-Social Behaviour History
 - Civil measures and other informal outcomes
 - Alerts and Flags
 - Contact with Services
 - Personal Circumstances
 - Intervention Summary
 - Stage details
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
- Bail and Remand
- Custody
- Referrals
- Restorative Justice

- b. Select the sections to you want to include in the PDF file.
- c. Click the **continue** button to display the selected sections in a PDF. Depending on how your system is configured, the PDF might display in your web browser or in an external PDF viewer like Acrobat Reader.

15 | Intervention Programmes

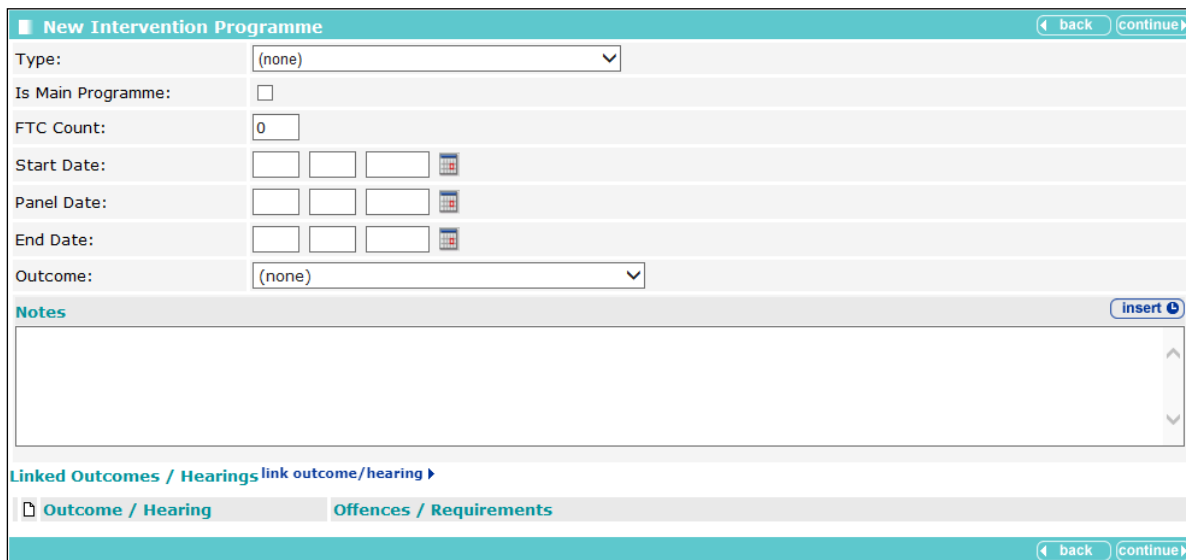
Active intervention programme records are displayed in the **Current Intervention Programmes** panel. If the client has no active interventions, the panel header is grey and reads **No Current Intervention Programmes**.



Entering a New Intervention Programme

To enter a new intervention programme:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Current Intervention Programmes** panel, click the **new** button to display the **New Intervention Programme** screen.



3. Select the **Type** of intervention from the menu.

Note: Intensive referral order has been added to the dropdown list. This item is mapped to Referral Orders which allows Users to differentiate the Outcome and Intervention level between Referral Orders and Intensive Referral Orders.
4. If required, select the **Is Main Programme** check box.
5. If appropriate, enter the number of times the client has failed to comply in the **FTC Count** field.

NOTE: You need the *Override FTC Count permission* to change this field.

6. Enter or select from the calendar a **Start** and **End Date**.
7. If required enter a **Panel Date**.
8. If required, select an **Outcome** from the menu.
9. Enter any relevant **Notes**.

10. If required, link any appropriate outcomes or hearings to the programme.

To link an outcome or hearing:

a. Click the link outcome/hearing button to display the **Add Programme Requirements** dialog.

b. If there is no suitable outcome, select the **Link Hearing only** radio button to display hearings with no recorded outcome.

c. Select the appropriate outcomes or hearings.

d. 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.

11. Click the **continue** button to save the intervention and return to the client record.

Updating Intervention Programmes

To update an intervention programme:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Current Intervention Programmes** panel, click the name of the required programme to display the **Change Intervention Programme** screen.
3. Update the required fields.
4. Click the **continue** button to save the event and return to the client record.

Deleting an Intervention Programme

To delete an intervention programme:

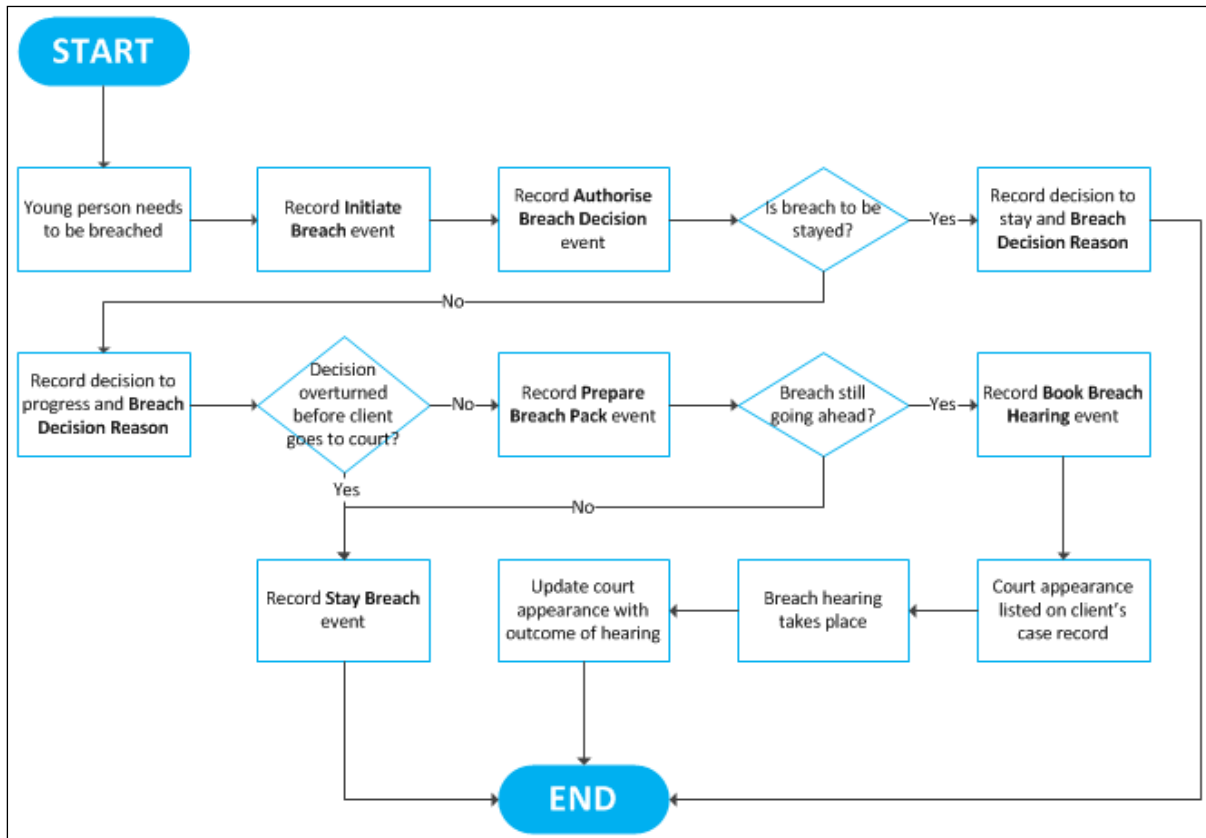
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Current Intervention Programmes** panel, click the name of the required programme to display the **Change Intervention Programme** screen.
3. In the **Change Intervention Programme** panel header, click the **delete** button.
4. A warning message is displayed. Click the **OK** button to delete the intervention programme.

WARNING: *If the intervention programme is linked to an event, deleting it removes any links it had to the event. You cannot undo this. The event is not deleted.*

16 | Managing Breaches

Breach Process Flowchart

Use the following flowchart to identify the steps you need to take to breach your client.



Creating a Breach Process Initiation

Breach process events occur in a particular order. As such, typing 'breach' into the **Event Type** field only displays the breach event types that are relevant at the current stage in the process. Further breach actions and tasks only become available for selection as each task in the process is recorded as a new event.

To initiate a breach:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 44.
3. In the **Type** field, start typing 'Initiate Breach' until it is displayed as a menu option.
4. Select **Initiate Breach** from the menu.
5. Add any further information.
6. Click the **continue** button to save the breach and return to the client record.

Creating a Breach Decision Authorisation

Once the breach has been initiated an **Initiate Breach** event is displayed in the **Events** panel, and a comment is displayed next to the related intervention that the breach is awaiting authorisation. As soon as the breach is authorised, it must be entered on the client's record to confirm that it is to go ahead.

Current Intervention Programmes						
Youth Rehabilitation Order : 12 months : ██████████ - ██████████						
Supervision : ██████████						
Bail Support and Supervision : 40 months : ██████████ - ██████████						
Supervision : ██████████						
Conditional Caution : FTC Count 1 : Manually Breached : Awaiting Authorisation : 5 months : ██████████ - ██████████						
Supervision : ██████████						
Events: Filter Applied: 3 events 0 future events , showing 1 to 3 of 3						
FTC	Date / Time	Dur	Attended	Type	Who	
⚙️	14:27		N	Initiate Breach	██████████	
🕒	16:30	1h	N	Appointment Group Session	██████████	
📧	14:19	11m		Letter Out	██████████	

To authorise a breach:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 44.
3. In the **Type** field, begin typing 'Authorise Breach Decision' until it is displayed as a menu option.
4. Select **Authorise Breach Decision** from the menu.
5. Complete the **Compliance** field.
6. Select **Breach** from the **Breach Decision** field.
7. Select the **Breach Decision Reason**.
8. If required, explain why the decision was taken to progress the breach in the **Breach Authorisation Notes** field.
9. Click **continue** to save the event and return to the client record.

Creating a Breach Pack Preparation

Once the breach has been authorised an **Authorise Breach Decision** event is displayed in the **Events** panel, and a comment is displayed next to the related intervention that the breach is awaiting breach pack. As soon as the breach pack file is ready for court, it must be entered on the client's record.

The screenshot displays the 'Current Intervention Programmes' section with three rows: 'Youth Rehabilitation Order : 12 months', 'Bail Support and Supervision : 40 months', and 'Conditional Caution : FTC Count 1 : Manually Breached : Awaiting Breach Pack : 365 months'. Below this is the 'Events' panel, which shows a table of events with columns for 'FTC', 'Date / Time', 'Dur', 'Attended', 'Type', and 'Who'. The table contains four rows of event data.

FTC	Date / Time	Dur	Attended	Type	Who
✘	14:44		N	Authorise Breach Decision	
✘	14:27		N	Initiate Breach	
✔	16:30	1h	N	Appointment Group Session	
📧	14:19	11m		Letter Out	

To prepare a breach pack:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 44.
3. In the **Type** field, begin typing 'Prepare Breach Pack' until it is displayed as a menu option.
4. Select **Prepare Breach Pack** from the menu
5. Complete the **Compliance** field.
6. Click the **continue** button to save the event and return to the client record.

Creating a Breach Hearing

Once the breach pack has been prepared, a **Prepare Breach Pack** event is displayed in the **Events** panel, and a comment is displayed next to the related intervention that it is awaiting the breach hearing. As soon as the breach hearing date is known, it must be entered on the client's record.

The screenshot displays the 'Current Intervention Programmes' section with three entries: 'Youth Rehabilitation Order : 12 months', 'Bail Support and Supervision : 40 months', and 'Conditional Caution : FTC Count 1 : Manually Breached : Awaiting Breach Hearing : 5 months'. Below this is the 'Events' panel, which shows a table of events with columns for 'FTC', 'Date / Time', 'Dur', 'Attended', 'Type', and 'Who'. The table contains five rows of event data.

FTC	Date / Time	Dur	Attended	Type	Who
✘	14:59		N	Prepare Breach Pack	
✘	14:44		N	Authorise Breach Decision	
✘	14:27		N	Initiate Breach	
✔	16:30	1h	N	Appointment Group Session	
📄	14:19	11m		Letter Out	

To create a breach hearing record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 44.
3. In the **Type** field, begin typing 'Book Breach Hearing' until it is displayed as a menu option.
4. Select **Book Breach Hearing** from the menu.
5. Complete the **Compliance** field.
6. Enter the hearing date in the **Date** field.
7. Click the **continue** button to save the event and return to the client record.

Updating a Breach Hearing

Once the breach hearing has been listed, a court appearance is created in the **Court Appearances** panel. This is linked to the original breach offence. After the breach hearing has taken place, you need to update the court appearance record and the original offence record.

For more information on updating court appearances, see [Editing Court Appearances](#) on page 54.

For more information on updating offence records, see [Updating an Existing Offence](#) on page 37.

NOTE: A **Breach of Order or Licence Conditions** offence can be recorded at any point in the process, within the **Offences** panel on the young person's case record. For more information on creating offences, see [Entering a New Offence](#) on page 35.

Staying a Breach

Stayed breaches are recorded, but not processed. The way in which a breach is stayed depends on the point in the process in which it occurs. Stays can only be recorded until a **Book Breach Hearing** event is created.

To confirm that the breach is to be stayed:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. Create a new event. For more information on creating events, see [Creating a New Event](#) on page 44.
3. Begin entering the word 'Breach' into the **Type** menu to display the available breach options.
4. If **Authorise Breach Decision** is displayed in the menu:

Type:	Authorise Breach Decision	Authorise Breach Decision
Details: For the client - contact name, location etc.		
Compliance:	<input type="radio"/> Complied <input type="radio"/> Failed to Comply	
Breach Decision:	<input type="radio"/> Breach <input checked="" type="radio"/> Stay	
Breach Decision Reason:	(none) ▼	

- a. Select **Authorise Breach Decision** from the menu.
 - b. Select the **Stay Breach** radio button.
 - c. If required, select any related **Open Pre Court Decisions**.
5. If **Stay Breach** is displayed in the menu:

Type:	breach	x
Details: For the client - contact name, location etc.	Prepare Breach Pack	
	Stay Breach	

- a. Select **Stay Breach** from the menu.
 - b. If required, select any related **Open Pre Court Decisions**.
 - c. Enter any information about why the breach is being stayed in the **Stay Breach Notes** field.
6. If required, amend the **Date** and **Start** fields.
 7. If required, select a **YJ Worker** from the menu.
 8. Select the appropriate **Compliance** radio button.
 9. Enter any other information in the relevant fields.
 10. Click the **continue** button to save the event and return to the client record.

17 | New Referrals

If you refer a client to a third party, you must enter this in the **Referrals** panel even if the referral is immediately or subsequently declined by the third party. If a client has no previous referrals, the panel header is grey and reads **No Referrals**.

Referrals: 1 referral						filter	new
Referred	Referred By	Referred To	Category	Intervention Programme	Current Stage		
			Restorative Justice	: Conditional Caution : 5 Months	Accepted		

Creating a New Referral

To create a new referral:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Referrals** panel, click the **new** button to display the **New Referral** screen.

New Referral back continue

Intervention Programme: None
 Conditional Caution
 Youth Rehabilitation Order
 Bail Support and Supervision

Referral Date:

Referred By:

Referred To: new additional worker

Category:

Notes: insert

Referral Stage add

back continue

3. Select the **Intervention Programme**.
4. If required, amend the **Referral Date** and **Referred By** fields.
5. If the person to whom your client has been referred is known on Youth Justice, enter their name in the **Referred To** field and select the appropriate person from the menu.
6. If the person to whom your client has been referred is not already known on Youth Justice, click the **new additional worker** button to enter their details manually. For more information on adding new workers, see step 4 of [Allocating Workers](#) on page 33.
7. Select the referral reason from the **Category** menu.
8. If required, add any further information in the **Notes** field.
9. To record the third party response:
 - a. Click the **add** button to display the **Referral Stage** dialog.

Referral Stage continue close

Date:

Stage:

- b. If required, amend the date.
- c. Select the response from the **Stage** menu.
- d. Click the **continue** button to save the response and return to the **New Referral** screen.

- Click **continue** to save the referral and return to the client record.

Updating a Referral

To update a referral:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
- In the **Referrals** panel, click the relevant date in the **Referred** column to display the **Change Referral** screen.

- Click the **add** button to display the **Referral Stage** dialog.

- If required, amend the date.
- Select the appropriate referral stage from the **Stage** menu.
- Click the **continue** button to save the stage and return to the **Change Referral** screen.
- If required, add any additional information in the **Notes** field.
- Click the **continue** button to save the referral and return to the client record.

18 | Recording Victims

For client offences where a victim was involved, you must link the victim to the relevant offence. The victim must be in the Youth Justice system in order to be linked to an offence. The **Victim** record must be updated as reparations processes progress. Victims are displayed in the **Victims** panel. If there are no victims on the client record, the panel header is grey and reads **No Victims**. Once a victim has been added, the panel header is turquoise and titled **Victims**.



Adding a Victim to an Offence

To add a victim:

1. Access the client record to which you want to add a victim. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Victims** panel, click the **new** button to display the **New Case Victim** screen.

3. Start entering the victim's name into the **Victim** field. A list of victims who match the entered text and are already recorded in the Youth Justice system is displayed.

4. To add a victim not already recorded in the Youth Justice system:
 - a. Click the **new victim** hyperlink to display the **Victim** dialog.

- b. Enter all known information.
 - c. To enter the address:
 - i. Complete the **Post Code**.
 - ii. Enter the house number and street name in the **Address Line** field.
 - iii. Click the **find address** button.
 - iv. Select the appropriate address from the **Addresses Found** menu.
 - d. Click the **continue** button to save the information and return to the **New Case Victim** screen.
5. To add a victim already recorded in the Youth Justice system:
 - a. Start entering the victim's name into the **Victim** field. A list of victims who match the entered text and are already recorded in the Youth Justice system is displayed.
 - b. Select the victim from the **Victim** list.
 - c. Click the **+** icon to add the victim to the record.
6. Complete the relevant fields.
7. To add an intervention type:
 - a. From the **RJ Intervention Types** drop-down, select the required intervention.
 - b. Click the **+** icon to add it to the victim record.
 - c. If required, amend the **Date**.

Recording Victims

8. Link the offence of which the person is a victim:
 - a. Click the **link offence** button to display the **Link Offence** dialog.

Link Offence					
Link	Main	Date	Offence	Charged	Latest Outcome
<input type="checkbox"/>			Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : 4		
<input type="checkbox"/>			Other/unspecified non-domestic burglary : Other/unspecified non-domestic burglary : 4		
<input type="checkbox"/>			Vehicle taking : Theft of motor vehicle : 4		
<input type="checkbox"/>			Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4		
<input type="checkbox"/>			Other wounding : Assault occasioning actual bodily harm (ABH) : 4		

- b. Select the all relevant offences.
 - c. Click the **continue** button to link the offences and return to the **New Case Victim** screen.

Link Offence					
Link	Main	Date	Offence	Charged	Latest Outcome
<input type="checkbox"/>			Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : 4		
<input type="checkbox"/>			Other/unspecified non-domestic burglary : Other/unspecified non-domestic burglary : 4		
<input type="checkbox"/>			Vehicle taking : Theft of motor vehicle : 4		
<input type="checkbox"/>			Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4		
<input type="checkbox"/>			Other wounding : Assault occasioning actual bodily harm (ABH) : 4		

9. Click the **continue** button to save the information and return to the client record.

Victim Process Recording

To update reparation information:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Victims** panel, click the relevant record to display the **Change Case Victim** screen.

Change Case Victim		Notes:	
Victim:	<input checked="" type="checkbox"/> D: (00000001) : Person	<input type="button" value="Insert"/>	
Victim Identified:	<input type="radio"/> None <input checked="" type="radio"/> Yes <input type="radio"/> No	Date:	28 10 2013
Victim Contacted:	<input type="radio"/> None <input checked="" type="radio"/> Yes <input type="radio"/> No	Date:	23 11 2013
RJ Offered:	<input type="radio"/> None <input type="radio"/> Direct <input checked="" type="radio"/> Indirect <input type="radio"/> Both	Date:	23 11 2013
RJ Accepted:	<input checked="" type="radio"/> None <input type="radio"/> Yes <input type="radio"/> No	Date:	
RJ Intervention Types:	<input checked="" type="checkbox"/> Indirect Reparation (none)		
Victim Commented:	<input checked="" type="radio"/> None <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Withheld	Date:	
Victim Satisfaction Level:	(none)		
Victim Case Closed:			
Offences <input type="button" value="link offence"/> <input type="button" value="remove offences"/>			
	<input type="checkbox"/>	25/10/2013	Wounding with intent to cause grievous bodily harm : Wounding with intent to cause grievous bodily harm : 7
			26/10/2013

3. Update the relevant information.
4. To add multiple **RJ Intervention Types**:
 - a. Select the intervention from the **RJ Intervention Type** menu.

- b. Click the **+** icon to add it to the record.
 - c. Repeat steps a-b as necessary.
5. Click the **continue** button to save the updated information and return to the client record.

NOTE: If the intervention is not available in the **RJ Intervention Type** menu, contact your system administrator to update the menu options.

Deleting a Victim Record

Users with the “YJ Case – Victim - Delete” permission can delete a victim record. Deleting a victim record removes all victim details from Youth Justice. Deleting a victim record also removes all mention of the victim from any incidents to which it had previously been attached.

1. From the **IYSS Links** section of the homepage, select the Victim Search hyperlink to display the **Victim Search** panel.

2. Enter the search criteria for the victim you want to delete, and click the **search** button. Any victims who meet the search criteria are displayed.

Name	Reference Number	Postcode	Organisation Name
[Redacted]	3		N/A

3. Click the victim’s name to display their details.

4. In the **Actions** menu, click the **Delete Victim** hyperlink to display a confirmation dialog.
5. Click the **OK** button to remove all victim details from the system.

Anonymising a Victim Record

Users with the “YJ Case – Victim - Anonymise” permission can anonymise a victim record. Anonymising a record removes any identifying information about the victim. The only details that are retained are the worker that is allocated to the victim, the victim’s type (e.g. a person or a business) and the Youth Justice specific number allocated to the victim.

1. From the **IYSS Links** section of the homepage, click the **Victim Search** hyperlink to display the **Victim Search** panel.

Recording Victims

The screenshot shows the 'Victim Search' form. It has a teal header with 'Victim Search' and 'back'/'continue' buttons. Below the header is a 'Search Victim' section with four input fields: 'Surname:', 'Forename', 'Organisation Name:', and 'Victim Reference Number'. A 'search' button is located to the right of the 'Forename' field. At the bottom, there are 'back' and 'continue' buttons.

2. Enter the search criteria for the victim you want to anonymise, and click the **search** button to display any victims who meet your search criteria.

The screenshot shows the search results for the query 'b'. The 'Surname' field contains 'b'. Below the search fields is a table with the following data:

Name	Reference Number	Postcode	Organisation Name
[Redacted]	3		N/A

At the bottom, there are 'back' and 'continue' buttons.

3. Click the victim's name to display their details.

The screenshot shows the 'Victim Summary' page for Reference ID: 00000003. On the left is an 'Actions' menu with 'Delete Victim' and 'Anonymise Victim'. The main content area shows the victim's details: 'Type: Person', 'Allocated Worker: [Redacted]', 'Date of Birth: [Redacted]', and 'Ethnicity: WWEL - White Welsh'. There are also contact icons for email, phone, and social media. Below the details is a 'Victims Cases' section showing '1 case' and 'No Events'. At the bottom, there are 'new' buttons for cases, events, and documents.

4. In the **Actions** menu, click the **Anonymise Victim** hyperlink to display a confirmation dialog.
5. Click the **OK** button to remove any identifying information.

The screenshot shows the 'Victim Summary' page for Reference ID: 00000003 after anonymisation. The 'Actions' menu is the same. The victim's details are now: 'Type: Person', 'Allocated Worker: Danny Jones', and 'Ethnicity: [Redacted]'. The 'Victims Cases' section remains the same. At the bottom, there are 'new' buttons for cases, events, and documents.

19 | Parenting Orders

Parents and guardians are recorded in the **Carer Contacts** panel. If there are no carers listed in this panel, or if the required carer is not yet listed, they must be entered into IYSS before a parenting order can be created. The **Carer Contacts** panel is grey and reads **No Carer Contacts** if none have been recorded.

Carer Contacts: 3 carer contacts				
Client Carer/Relationships				
Name	Relationship	Parental Responsibility	Financial Responsibility	Contact Order
	Father	✓	X	
	Mother	✓	X	
	Foster Parent	X	✓	

Adding a New Parent or Carer

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Carer Contacts** panel, click the **change** button to display the **Change Carer Contacts** screen.

Change Carer Contacts					
Delete	Name	Relationship	Parental Responsibility	Financial Responsibility	Contact Order
<input type="checkbox"/>		Father	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>		Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>		Foster Father	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

add new carer contact ▶

3. Click the **add new carer contact** button to display the **Add Carer Contact** screen.

Add Carer Contact		
Please select the relationship type and then Search and Select the required carer.		
Relationship: (None) ▼		
Search Carer		
Name: <input type="text"/>		
<input type="button" value="search"/>		
Date of Birth: (dd/mm/yyyy)	System ID:	
<input type="text"/>	<input type="text"/>	
add new carer contact ▶		
Name	Date of Birth	Postcode / Address
<input type="radio"/>	-	<input type="text"/>
<input type="radio"/>	-	<input type="text"/>

4. Select the **Relationship** from the menu.
5. Enter the carer's **Name**.
6. If known, enter the carer's **Date of Birth**.
7. If known, enter the carer's **System ID**.
8. Click the **search** button to display a list of matching carers.

Creating Parenting Interventions

Parent and carer intervention records are displayed in the **Parenting Interventions** panel. If your client has no interventions then panel header is grey and reads **No Parenting Interventions**.

Parenting Interventions: 1 parenting intervention more new		
Parent / Carer	Intervention Programme	Parenting Activities
: Father	Parenting Order (Education) : 4 months :	Budgeting

To create a new parenting intervention:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Parenting Interventions** panel, click the **new** button to display the **New Parenting Intervention** screen.

New Parenting Intervention back continue	
Parent / Carer:	
Type:	(None) ▾
Term (months):	<input type="text"/>
Start Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
End Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Engagement Level:	(None) ▾
Outcome:	(None) ▾
Closed:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Activities:	(None) ▾ ⊕
Notes:	<input type="text"/> insert

3. Select the **Parent / Carer** responsible for the intervention.
4. Enter all known relevant information.
5. Click the **continue** button to save the intervention and return to the client record.

Editing a Parenting Intervention

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

Parenting Orders

2. In the **Parenting Interventions** panel, click the name of the parent or carer responsible for the required intervention to display the **Change Parenting Intervention** screen.

Change Parenting Intervention (delete X) back continue

Parent / Carer: [Selection Icon]

Type: Parenting Order (Education)

Term (months): 4

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

Engagement Level: (None)

Outcome: (None)

Closed: [Calendar Icon]

Activities: Budgeting (None) +

Notes: insert

back continue

3. Enter the new information.
4. Make sure you reselect the **Parent / Carer** responsible.
5. Click the **continue** button to save the intervention and return to the client record.

Accessing Parent/Carer Records

The **parent carer** screen contains basic personal details, including a history of addresses, and contact details. It displays any linked interventions, events and documents or notes. You can access parent or carer with intervention records in two ways.

Reference ID: [Redacted]

Parent / Carer Summary change

Parenting Interventions: 1 parenting intervention more new

Client	Relationship	Intervention Programme	Parenting Activities
[Redacted]	Father	Parenting Order (Education) : 4 months : [Redacted]	Budgeting

No Events new

No Documents and Notes new new

To access the record from **my homepage**:

1. In the **IYSS Links** panel, click the **Parents with Interventions Search** hyperlink to display the **Parent / Carer Search** screen.
2. Enter the **Name** or **Reference Number** of the required parent or carer.
3. Click the **Search** button to display a list of matching parents or carers.
4. Select the required **parent / carer** from the menu to display the **Parent / Carer Summary** screen.

NOTE: A parent/carer record is created automatically when a parenting intervention is created for a young person.

If the client has a **Parenting Intervention** on record, you can open the appropriate **parentcarer** screen from the client record. To do this:

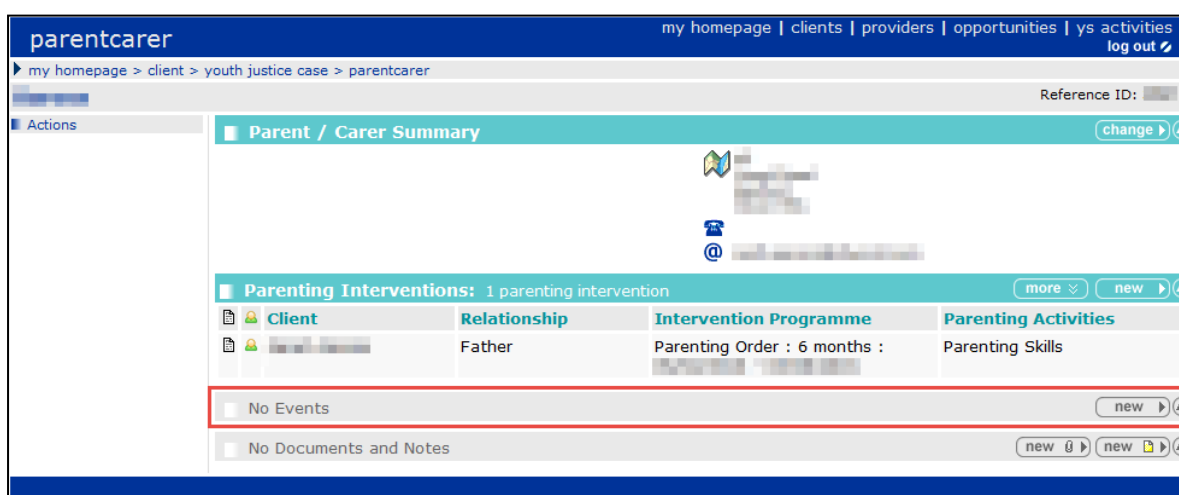
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Parenting Interventions** panel, click the **Person** icon next to the name of the required parent or carer to display the **parentcarer** screen.

 Person icon

NOTE: Clicking the name and relationship of the parent in the **Parent / Carer** column displays the **Change Parenting Intervention** screen, not the **parentcarer** record.

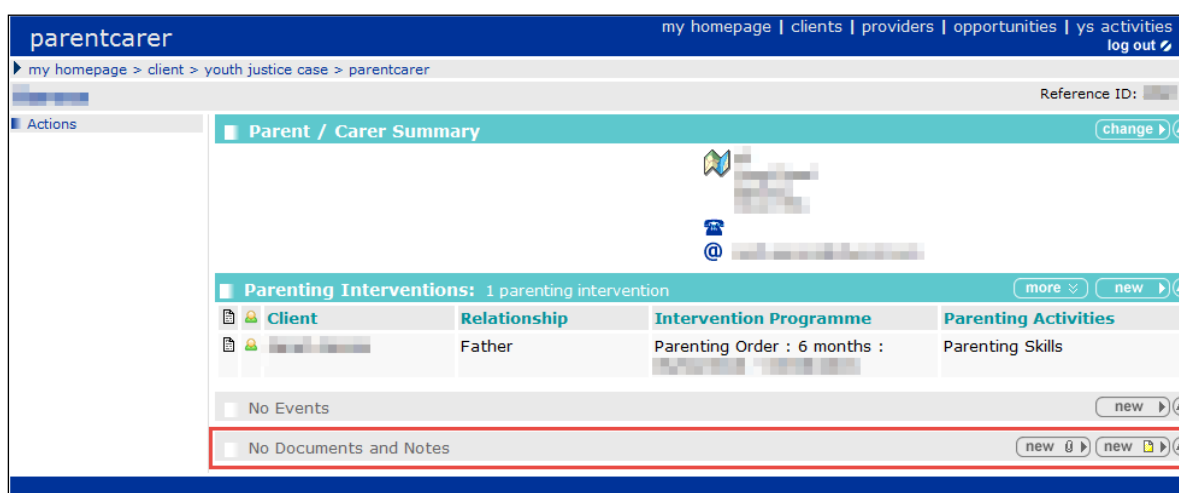
Recording a New Event for a Parent/Carer

Events are created and linked to the parent/carer record in the same way as they are for the client record. The **Parenting Interventions' Events** panel is accessed through the **parent / carer** screen. For more information about adding an event, see [Creating a New Event](#) on page 44.



Adding Documents to a Parent/Carer Record

Documents can be added to a parent/carer record in the same way as they are attached to a young person's record. The **Parenting Interventions' Documents and Notes** panel is accessed through the **parentcarer** screen. For more information, see [Adding Documents to a Young Person's Record](#) on page 123.



Editing Parent/Carer Details

To update parent or carer details, or allocate a worker to them:

1. Access the required parent/carers record. For more information on doing this, see [Accessing Parent/Carer Records](#) on page 102.
2. In the **Parent / Carer Summary** panel, click the **change** button to display the **Change Parent / Carer Contact** screen.

3. If required, select an **Allocated Worker** from the menu.
4. If required, update all relevant fields.
5. To add a new address:
 - a. Click the **find address** button to display a new **Change Carer Contact** screen.

- b. Enter the Post Code
 - c. In the **Address Line** field, enter the house number and street name.
 - d. Click the **find address** button to display a list of options in the **Addresses found** field
 - e. Select the appropriate address.
6. Click the **continue** button to add the address to the record.
 7. Click the **continue** button to save the record and return to the **Parent / Carer Summary** screen.

20 | Asset Completion

Assets are managed in the **Assessments, Plans and Reviews** panel. If your client has no assessments, plans or reviews on record, the panel header is grey and reads **No Assessments, Plans and Reviews**.

Assessments, Plans and Reviews : Filter Applied							
Date	Assessment	Score	Dynamic	Static	Risk	Vulnerability	Level
	Asset Core Profile	2/64 (Low)	0/48	2/16	No Information		
	Asset Core Profile	44/64 (High)	42/48	2/16	No Information		Intensive

Creating a New Asset Assessment (Complete)

Completing a full asset assessment can be a lengthy process. If you only have limited information or time available, please refer to the [Creating a New Asset Assessment \(Incomplete\)](#) section on page 107.

To create a complete new asset:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Assessments, Plans and Reviews** panel, click the **new** button to display the **Record New Assessment** screen.

Record New Assessment back continue

Select the method of recording the assessment and click Continue

Record basic assessment details

or select a template to record full assessment details

Asset Bail Supervision and Support Profile
 Asset Core Profile
 Asset Pre Court Profile
 Asset Risk of Serious Harm
 Asset What do YOU think

back continue

3. Select the **Asset Core Profile** radio button.

Asset Completion

- Click the **continue** button to display the **asset assessment** screen.

- In the **Asset Core Profile : Information/Offence Analysis** panel, enter all known relevant information.
- If required, amend the **Assessment Date**.
- In the **Court** table, select the appropriate court appearance radio button to display the **Offences** table.
- As required, link the related **Offences** by selecting the appropriate check boxes.
- In the **Primary** column, select the appropriate radio button.
- Click **continue** to save the information entered and display the **Asset Core Profile : Information/Offence Analysis** panel.
- Enter all known information.
- Click the **continue** button to save the information and display the next panel.
- Repeat steps 11 and 12 until the **Conclusion** panel is completed.
- If you need to interrupt the process, click the **Save** hyperlink in the list on the left-hand side to save progress.
- Click the **continue** button to save the information and display the **Asset Core Profile : Assessment Summary** panel.

NOTE: *Living Arrangements*, and all other elements until and including *Motivation to Change* must be rated in terms of their connection with the risk of re-offending. There is an option to **Include this element in plan**. If you wish to create an intervention plan select this check box (see [Creating an Intervention Plan from the Asset Assessment](#) on page 109), If you rate any element as 3 or 4, the check box is automatically selected.

Creating a New Asset Assessment (Incomplete)

If you have a limited amount of information or time, and cannot work through the entire assessment, you can complete select sections. To revisit or complete the assessment at a later date, see [Viewing and Editing an Asset Assessment](#) on page 108.

To create an incomplete new asset:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Assessments, Plans and Reviews** panel, click the **new** button to display the **Record New Assessment** screen.

3. Select the **Asset Core Profile** radio button.
4. Click the **continue** button to display the **asset assessment** screen.

5. In the **Assessment Elements** list on the left-hand side, click the appropriate hyperlink to display the **Asset Core Profile** panel for the relevant section.
6. Enter all relevant information.
7. In the **Actions** menu on the left-hand side, click the **Save** hyperlink to save the information.

Asset Completion

- If required, complete other areas the same way.

NOTE: Living Arrangements, and all other elements until and including Motivation to Change must be rated in terms of their connection with the risk of re-offending. There is an option to Include this element in plan. If you wish to create an intervention plan select this check box (see [Creating an Intervention Plan from the Asset Assessment](#) on page 109), If you rate any element as 3 or 4, the check box is automatically selected.

Viewing and Editing an Asset Assessment

To view, complete, or update an asset assessment record:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
- In the **Assessments, Plans and Reviews** panel, click the date of the required assessment to display the **Asset Core Profile : Assessment Summary** screen.

The screenshot displays the 'Asset Core Profile : Assessment Summary' screen. The top navigation bar includes 'asset assessment' and 'my homepage | clients | providers | opportunities | ys activities log out'. The breadcrumb trail is 'my homepage > client > youth justice case > assessment summary'. The main content area is divided into a left-hand 'Actions' menu and a main panel. The 'Actions' menu includes options like 'View Assessment Details', 'Change Assessment', 'Print Assessment', 'Delete Assessment', 'Sign Assessment', 'Save Assessment As', 'Change Author', 'Additional Editors', 'New Intervention Plan', 'New Risk Mgt Plan', and 'New Vulnerability Mgt Plan'. The main panel shows the 'Asset Core Profile : Assessment Summary' with the following data:

Assessment Date:	
Dynamic Factors:	21/48
Static Factors:	0/16
Assessment Score:	21/64 (Medium)
Risk:	Medium
Vulnerability:	Medium
Intervention Level:	Enhanced
FOC (1st 3 Months/Remainder):	4/2

Below this, there is a list of factors with checkmarks indicating completion or status:

- Information/Offence Analysis ✓ Physical Health
- Criminal History ✓ Emotional and Mental Health
- Care History ✓ Perception of Self and Others
- Living Arrangements ✓ Thinking and Behaviour
- Family and Personal Relationships ✓ Attitudes to Offending
- Education, Training and Employment ✓ Motivation to Change
- Neighbourhood ✓ Positive Factors
- Lifestyle ✓ Indicators of Vulnerability
- Substance Use ✓ Indicators of Risk of Serious Harm to Others

The 'Assessment' section shows 'Created on' and 'Last updated on' with user names and 'Workgroup 2'. The 'Additional Editors' section is also visible. The bottom of the screen has 'back' and 'continue' buttons.

- In the **Actions** menu on the left-hand side, click the **Change Assessment** hyperlink to display the **Asset Core Profile : Information/Offence Analysis** panel.

- In the **Assessment Elements** list on the left-hand side, click the appropriate hyperlink to display the **Asset Core Profile** panel for the relevant section. The elements denoted by a red **x** contain incomplete fields and should be completed to enable the assessment to be signed.

Assessment Elements
▶ Information/Offence Analysis
✓ Criminal History
✗ Care History
✓ Living Arrangements
✗ Family and Personal Relationships
✗ Education, Training and Employment
✗ Neighbourhood
✗ Lifestyle
✓ Substance Use
✗ Physical Health
✗ Emotional and Mental Health
✓ Perception of Self and Others
✗ Thinking and Behaviour
✓ Attitudes to Offending
✓ Motivation to Change
✗ Positive Factors
✓ Indicators of Vulnerability
✗ Indicators of Risk of Serious Harm to Others
Conclusion

- In the **Asset Core Profile** panel, enter all relevant information.
- In the **Actions** menu on the left-hand side, click the **Save** hyperlink to save the information.
- If required, complete other areas the same way.

NOTE: *Living Arrangements*, and all other elements until and including *Motivation to Change* must be rated in terms of their connection with the risk of re-offending. There is an option to **Include this element in plan**. If you wish to create an intervention plan select this check box (see [Creating an Intervention Plan from the Asset Assessment](#) on page 109), If you rate any element as 3 or 4, the check box is automatically selected.

Creating an Intervention Plan from the Asset Assessment

To create a new intervention plan from the asset assessment:

- Access the required assessment. For more information on opening asset assessments, see [Viewing and Editing an Asset Assessment](#) on page 108.

Asset Completion

- In the **Actions** menu on the left-hand side, click the **New Intervention Plan** hyperlink to display the **Add : Intervention Plan** screen.

The screenshot shows the 'Add : Intervention Plan' screen. The left-hand menu includes 'Assessment Summary', 'Views', 'Assessment Summary', 'Actions', 'Add Plan Target', and 'Finish Plan'. The main content area has the following sections:

- Assessment Summary**: Dynamic Factors: 21/48, Static Factors: 0/16, Score: 21/64 (Medium), RISK: Yes, Vulnerability Level: Medium, Intervention Level: Enhanced.
- Include in Plan**: 3 Thinking and Behaviour. The sentence means you have to: [text area].
- Main objective**: For the next three months we are going to work on: [text area]. Anything else you think we should be doing: [text area].
- Plan Targets**: No targets have currently been added to the plan.
- Future Targets**: [text area].
- Contact Details**: Next Meeting: [calendar icon], How often do we meet: [text area], Plan Date: [calendar icon], Review Date: [calendar icon], Earliest Order End: [calendar icon], Other Important Dates: [text area].

- Complete the relevant fields.
- Check that all of the desired elements are listed under the **Include in Plan** header.
- If required, edit the elements in the plan. To do this:
 - In the **Views** list, click the **Assessment Summary** hyperlink to display the **Asset Core Profile : Assessment Summary** screen.
 - In the **Actions** menu on the left-hand side, click the **Change Assessment** hyperlink to display the **Asset Core Profile** screen.
 - In the **Assessment Summary** panel, click the desired **Assessment Element** hyperlink to display the appropriate element.
 - Select or deselect the **Include this element in plan** check box as required.
 - In the **Actions** menu, click the **Save** hyperlink.
 - If required, repeat steps c, d and e for other relevant elements.

NOTE: Elements with a risk level of 3 or 4 will automatically be included in the plan. These may be removed from the plan manually.

- To add a plan target to the intervention:
 - In the **Actions** menu click the **Add Plan Target** hyperlink to display the **Add : Plan Target** screen.
 - If required, in the **Assessment Elements** panel select the relevant check boxes.
 - Click the **continue** button to save the target and return to the **New Intervention** screen.

Asset Completion

- Click the **continue** button to save the information and display the **Intervention Review** screen.

Intervention Review [back] [continue]

We have been trying to stop you from offending again by:
Anger management, positive activities and improving your relationship with your Dad

Review Date: [] Next Review Date: []

What has happened?

Have you offended in the past three months? No
Details: []

Have we made any progress towards achieving our plan and the targets we agreed? Yes
Details: Regular attendance at the Kool It! anger management programme and at Connexions. Also spent time on several different excursions with Dad

Have there been any problems in achieving the targets we agreed? No
Details: Originally attending the Job Centre was off-putting and felt judgemental.

How do you think things are going? Very well.
Details: []

Targets

No targets have currently been reviewed.

Review

Created on [] by [] Workgroup 1
Last updated on [] by [] Workgroup 1

- If the review is complete, in the **Actions** menu, click the **Sign Review** hyperlink to display the confirmation dialog.
- Click the **OK** button to confirm the signature.

Removing Plan Targets from Intervention Plans

To remove a plan target:

- Ensure you have the necessary permissions to delete plan targets. If you do not have, or do not know if you have these permissions, please contact your System Administrator.
- In the **Assessments, Plans and Reviews** panel, click the required plan to display the Intervention Plan screen.
- In the **Actions** menu, click the **Change Plan** hyperlink to display the **Change : Intervention Plan** screen.

Intervention Plan [back] [continue]

The sentence means you have to: []

Main objective

For the next three months we are going to work on:
Behaviour and public conduct

Anything else you think we should be doing: []

Plan Targets

- Working on fixing family relationships

Future Targets

[]

Contact Details

Next Meeting: [] How often do we meet: Weekly

Plan Date: [] Review Date: []

Earliest Order End: [] Other Important Dates: []

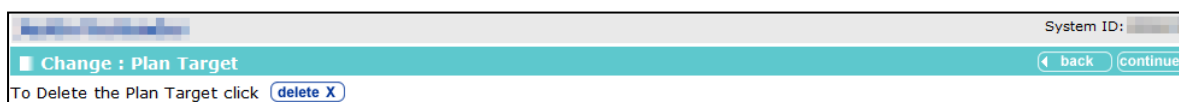
Reviews

0 Intervention Review on [] updated by [] Workgroup 2 on []

Plan

Created on [] by [] Workgroup 2
Last updated on [] by [] Workgroup 2

- In the **Plan Targets** section, click the required target to display the **Change : Plan Target** screen.



- Click the **Delete** button to display a confirmation dialog.
- Click the **OK** button to confirm deletion and return to the **Change: Intervention Plan** page.

Updating an Assessment

From the **Assessment Summary**, it is possible to delete, sign, or edit the assessment.

To update the assessment:

- Access the required **Assessment Summary**. For more information on this, see [Viewing and Editing an Asset Assessment](#) on page 108.

asset assessment my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > youth justice case > assessment plan > assessment summary Service: YJ System ID:

Asset Core Profile : Assessment Summary back continue

Assessment Date: [redacted]

Dynamic Factors:	35/48
Static Factors:	9/16
Assessment Score:	44/64 (High)
Risk:	Very High
Vulnerability:	Medium
Intervention Level:	Intensive
Overridden Level:	Enhanced
FOC (1st 3 Months/Remainder):	12/4

- ✓ Information/Offence Analysis
- ✓ Criminal History
- ✓ Care History
- ✓ Living Arrangements
- ✓ Family and Personal Relationships
- ✓ Education, Training and Employment
- ✓ Neighbourhood
- ✓ Lifestyle
- ✓ Substance Use
- ✓ Physical Health
- ✓ Emotional and Mental Health
- ✓ Perception of Self and Others
- ✓ Thinking and Behaviour
- ✓ Attitudes to Offending
- ✓ Motivation to Change
- ✓ Positive Factors
- ✓ Indicators of Vulnerability
- ✓ Indicators of Risk of Serious Harm to Others

Plans and Reviews

- 0 Intervention Plan on [redacted] updated by [redacted], Workgroup 2 on [redacted]
- 0 Intervention Review on [redacted] updated by [redacted], Workgroup 2 on [redacted]

Assessment

Created on [redacted] by [redacted], Workgroup 2
Last updated on [redacted] by [redacted], Workgroup 2

Additional Editors

- To edit an assessment:
 - In the **Actions** menu click the **Change Assessment** hyperlink to display the **Asset Core Profile**. For more information on completing this section, see [Creating an Intervention Plan from the Asset Assessment](#) on page 109.
- To sign off an assessment, if all assessment scoring is complete:
 - In the **Actions** menu click the **Sign Assessment** hyperlink to display a confirmation dialog.
 - Click the **OK** button to confirm sign off.
- To delete an assessment:
 - In the **Actions** menu, click the **Delete Assessment** button to display a confirmation dialog.
 - Click the **OK** button to confirm deletion.

Asset Completion

5. To duplicate an assessment:
 - a. In the **Actions** menu, click the **Save Assessment As** button to display a confirmation dialog.
 - b. Click the **OK** button to confirm duplication.

Adding Multiple Editors to an Assessment

To give additional Youth Justice users editorial permission for a particular assessment asset, you must be either an author or member of a security group with “YJ Assessments – Change Editors” permissions granted.

To assign multiple editors:

1. Ensure you have the required permission to make the changes.
2. Access the required Assessment Summary. For more information on this, see [Viewing and Editing an Asset Assessment](#) on page 108.
3. In the **Actions** menu, click the **Additional Editors** hyperlink to display the **Additional Editors** panel.



4. Select the required editor from the **User** menu.
5. Click the **add** button to add them to the list of editors.
6. Click the **continue** button to save the update and return to the client record.

Removing Editors from an Assessment

To revoke a Youth Justice user’s editorial permission for a particular assessment asset, you must be either the author or a member of a security group with “YJ Assessments – Change Editors” permissions granted.

To remove editors:

1. Ensure you have the required permission to make the changes.
2. Access the required **Assessment Summary**. For more information on this, see [Viewing and Editing an Asset Assessment](#) on page 108.
3. In the **Actions** menu, click the **Additional Editors** hyperlink to display the **Additional Editors** panel.
4. Click the **x** icon next to the name of the editor you want to remove.
5. Click the **continue** button to save the update and return to the client record.

21 | Recording a Risk of Serious Harm

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Assessments, Plans and Reviews** panel, click the **new** button to display the **Record New Assessment** screen.

3. Select the **Asset Risk of Serious Harm** radio button.
4. Click the **continue** button to display the **asset assessment** screen.

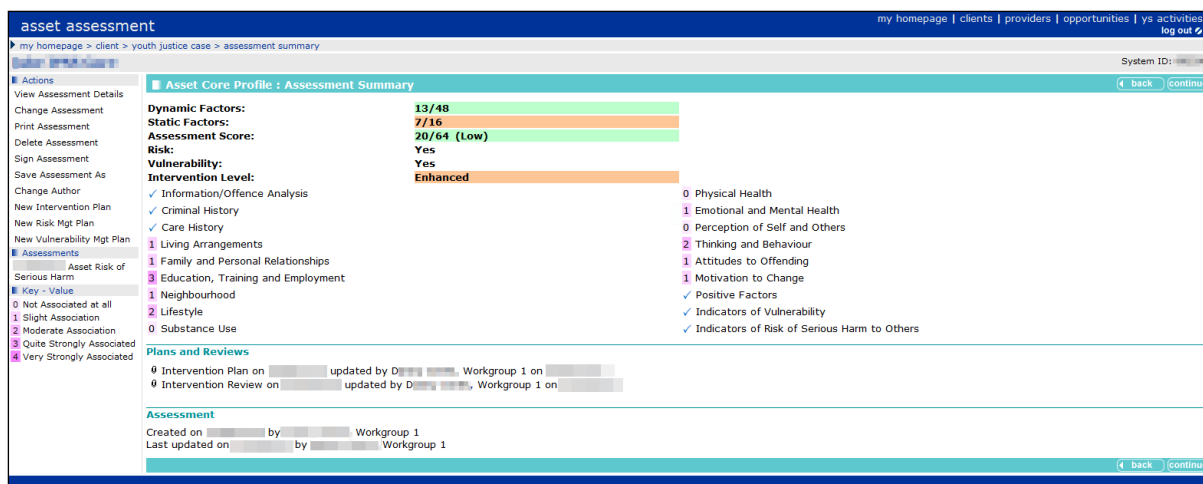
5. If required, amend the **Assessment Date**.
6. Complete all relevant fields on the screen.
7. Click the **continue** button to proceed to the next element. A green ✓ indicates that the element is complete. A red x indicates that there are still fields requiring completion within the element.

8. Repeat steps 6 and 7 until the **Conclusion** is reached.
9. Select the relevant **Current risk of serious harm to others** radio button.
10. Select the appropriate **MAPPA Level**.
11. Click the **continue** button to save the assessment and display the **Assessment Review** screen.

22 | RMP and VMP Completion

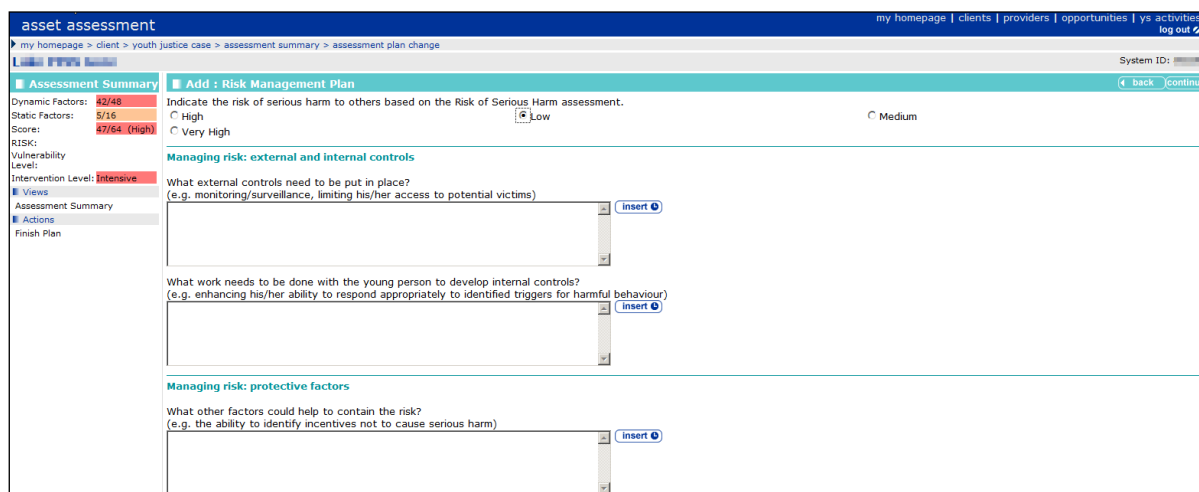
To complete a risk or vulnerability plan:

1. Access the required assessment. For more information on opening asset assessments, see [Viewing and Editing an Asset Assessment](#) on page 108.



2. In the **Actions** menu on the left-hand side, select the type of plan you need to create:
 - To create a risk management plan, click the **New Risk Mgt Plan** hyperlink to display the **Add : Risk Management Plan** screen.
 - To create a vulnerability management plan, click the **New Vulnerability Mgt Plan** hyperlink to display the **Add : Vulnerability Management Plan** screen.

NOTE: The **Add : Risk Management Plan** and the **Add : Vulnerability Management Plan** screens are structured the same.



3. Complete the relevant fields and enter the **Review Date**.
4. Click the **continue** button to save the plan and return to the client record.

NOTE: To duplicate a plan, see step 5 of [Updating an Assessment](#) on page 113. Ensure that all information in the duplicate is updated to reflect the current date and case stage. All new plans must be created from the duplicate. When duplicating a plan to create a new one, do not alter the original.

23 | Gangs and Relationships

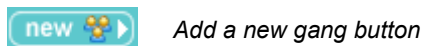
All gang affiliation information is accessed through the **Gangs and Relationships** panel. If there are no known gang affiliations, the panel header is grey, and reads **No Gangs and Relationships**.

Gangs and Relationships: 1 gang , 1 relationship	
Name	Relationship
Bus Shelter Massive	Knows Gang Members
F (89)	Known Associate

Creating New Gangs

To add a client to a gang:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Gangs and Relationships** panel, click the **Add a new gang** button to display the **New Gang Member** screen.



client my homepage | clients | providers | opportunities | ys activities log out

my homepage > client > youth justice case > new gang member

McCann System ID: [redacted]

New Gang Member back continue

Gang: To add a new gang click new

Additional Notes: [text area] insert

Membership Type: (none)

back continue

3. If the required gang is not displayed in the **Gang** field:
 - a. Click the **Add a new gang** button to display the **New Gang** screen.
 - b. Complete the **Name** and **Geographical Area** fields.
 - c. Click the **continue** button to return to the **New Gang Member** screen.

4. Select the appropriate **Gang** radio button.

The screenshot shows a web interface for adding a new gang member. At the top, there is a navigation bar with 'client' and 'my homepage | clients | providers | opportunities | ys activities | log out'. Below this is a breadcrumb trail: 'my homepage > client > youth justice case > new gang member'. The user's name 'McCann' and 'System ID' are displayed. The main heading is 'New Gang Member' with 'back' and 'continue' buttons. The 'Gang:' field has a radio button for 'Tigers' and a 'new' button with a plus icon. Below it, a text prompt says 'To add a new gang click' followed by a 'new' button. The 'Additional Notes:' field is a large text area with an 'insert' button. At the bottom, the 'Membership Type:' dropdown menu is set to '(none)'. 'back' and 'continue' buttons are at the bottom right.

5. If required, enter any **Additional Notes**.
6. Select the **Membership Type** from the menu.
7. Click the **continue** button to save the gang allegiance and return to the client record.

Viewing Gang Details

To view a summary of the gang:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Gangs and Relationships** panel, click the gang icon of the appropriate gang to display the **Gang** dialog.

 Gang icon

The screenshot shows a 'Gang' dialog box with a close button (x). The gang name is 'Tigers' and the location is 'Comerica Park'. Below this is a table with two columns: 'Name' and 'Relationship'. The table contains one entry: 'McCann ([redacted])' with the relationship 'Leader'. At the bottom, there is a 'Notes' section with a text area containing '25/ [redacted] By [redacted]'.

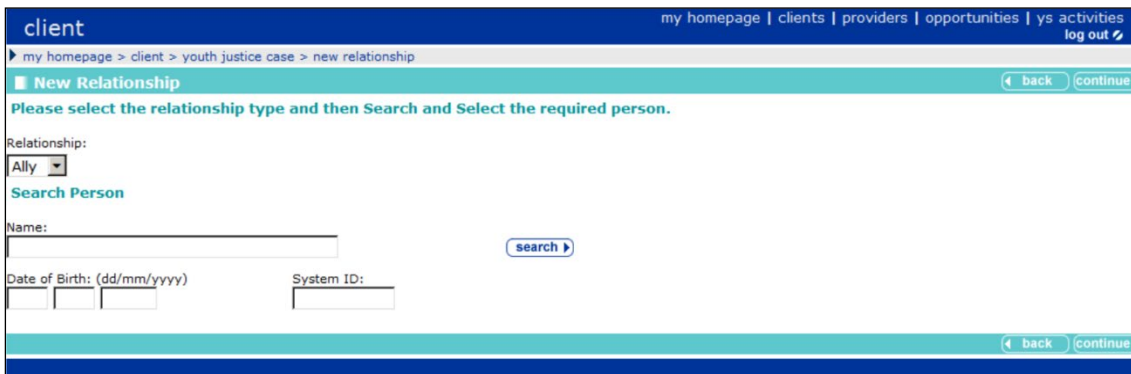
Creating a New Relationship

In order to add a relationship to Youth Justice, both parties must already be registered on the system.

To create a relationship:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

- In the **Gangs and Relationships** panel, click the **new relationship** button to display the **New Relationship** screen.



 A screenshot of a web application interface. The top navigation bar is blue with the text 'client' on the left and 'my homepage | clients | providers | opportunities | ys activities log out' on the right. Below the navigation bar is a breadcrumb trail: 'my homepage > client > youth justice case > new relationship'. The main content area has a teal header with 'New Relationship' and 'back' and 'continue' buttons. Below the header is a blue instruction: 'Please select the relationship type and then Search and Select the required person.' Underneath, there is a 'Relationship:' label and a dropdown menu with 'Ally' selected. Below that is a 'Search Person' section with a 'Name:' label and a text input field, followed by a 'search' button. At the bottom of the search section are two input fields: 'Date of Birth: (dd/mm/yyyy)' and 'System ID:'. At the very bottom of the form area are 'back' and 'continue' buttons.

- Select the **Relationship** from the menu.
- In the **Search Person** section, enter as much information as you know in the relevant fields.
- Click the **search** button to display a list of people with matching information.
- Select the appropriate person by clicking the radio button next to their name.
- Click the **continue** button to save the relationship and return to the client record.
- In the **Gangs and Relationships** panel, click the person icon next to the name of the new associate.



- Repeat steps 1 to 7 to link the new associate back to your client.

24 | Adding Characteristics to a Young Person's Case Record

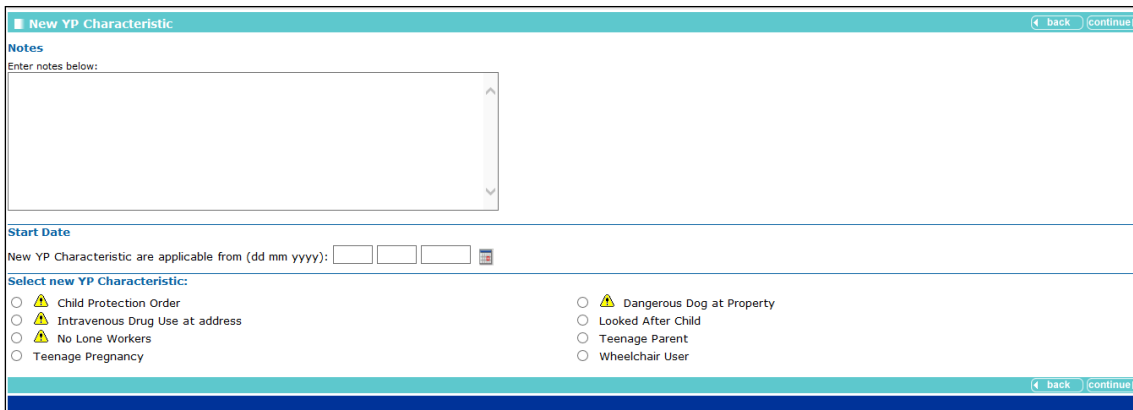
Characteristics are listed within the **YP Characteristics** panel. Until your client has any characteristics recorded, the panel header is grey and reads **No YP Characteristics**. If you require new characteristics creating to suit a particular case, contact your System Administrator. A yellow warning sign is displayed next to key characteristics. This produces an alert that is displayed at the top of the client record.



Adding New Characteristics

To add new characteristics:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **YP Characteristics** panel, click the new button to display the **New YP Characteristic** screen.



3. If required, complete the **Notes** and **Start Date** fields.
4. Select the appropriate radio button for the characteristic.
5. Click the **continue** button to save the characteristic and return to the client record.

Removing a Characteristic

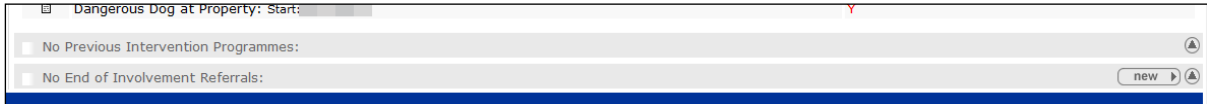
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **YP Characteristics** panel, click the **change** button to display the **Change YP Characteristic** screen.

The screenshot shows a web interface for editing characteristics. The header is teal with the text 'Change YP Characteristics' and navigation buttons. The main area is light grey and contains the characteristic name 'Dangerous Dog at Property' with a yellow warning triangle. Below the name are input fields for 'Value' (a dropdown menu showing 'Yes'), 'Start Date' (a date picker), and 'End Date' (a date picker). The bottom of the screen has a teal bar with 'back' and 'continue' buttons.

3. Enter the **End Date** for the required characteristic.
4. Click the **continue** button to deactivate the characteristic and return to the client record.

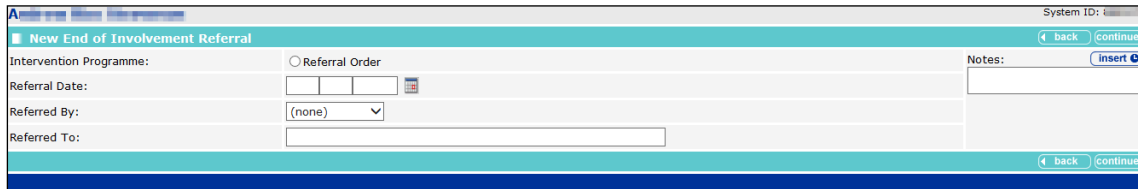
25 | End of Involvement Referrals

End of involvement referrals are listed in the **End of Involvement Referral** panel. If a client has no such referrals, the panel header is grey and reads **No End of Involvement Referrals**. Recording an end of involvement referral does not automatically message the Referred To user. It is to provide an audit trail for post-statutory external referrals.



To record an end of involvement referral:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **End of Involvement Referrals** panel, click the **new** button to display the **New End of Involvement** screen.

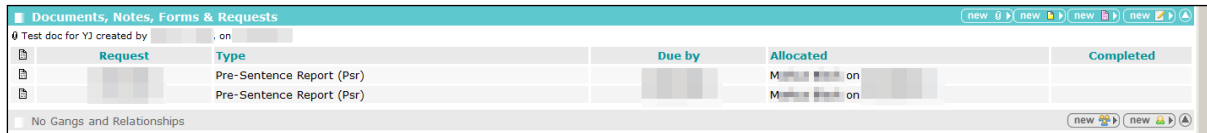


3. Complete all relevant fields.
4. Click the **continue** button to save the referral and return to the client record.

26 | Adding Documents to a Young Person's Record

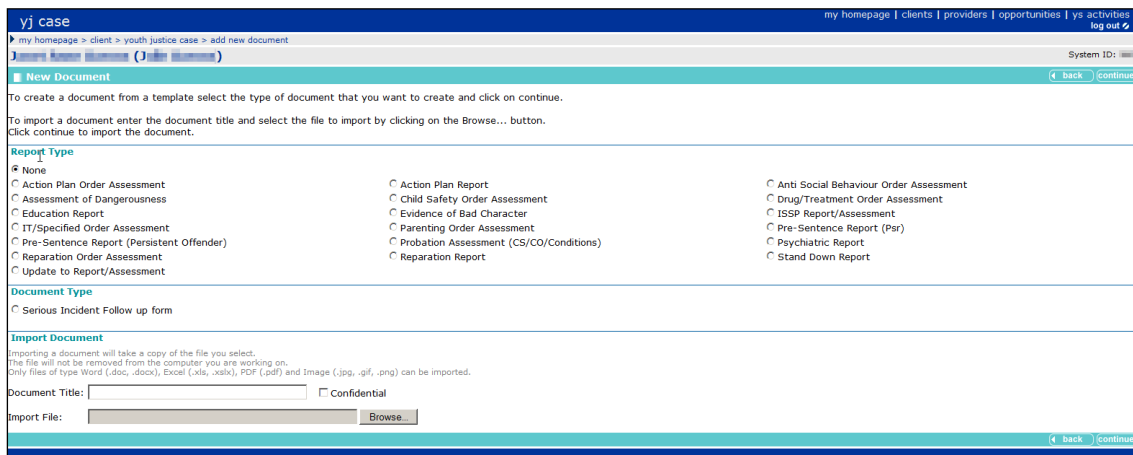
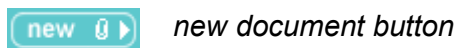
Adding a New Document

Documents are added and accessed through the **Documents, Notes, Forms & Requests** panel.



To add a new document:

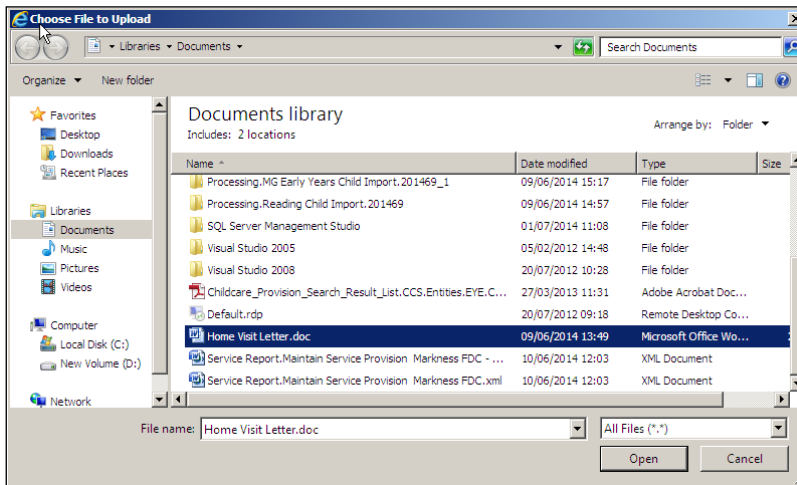
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Documents, Notes, Forms & Requests** panel, click the **new document** button to display the **New Document** screen.



3. Select the **Report** or **Document Type**.
4. Enter a name in the **Document Title** field.
5. If required, select the **Confidential** check box.

Adding Documents to a Young Person's Record

6. Choose a file to attach:
 - a. Click the **Browse** button to display the **Choose File to Upload** dialog.

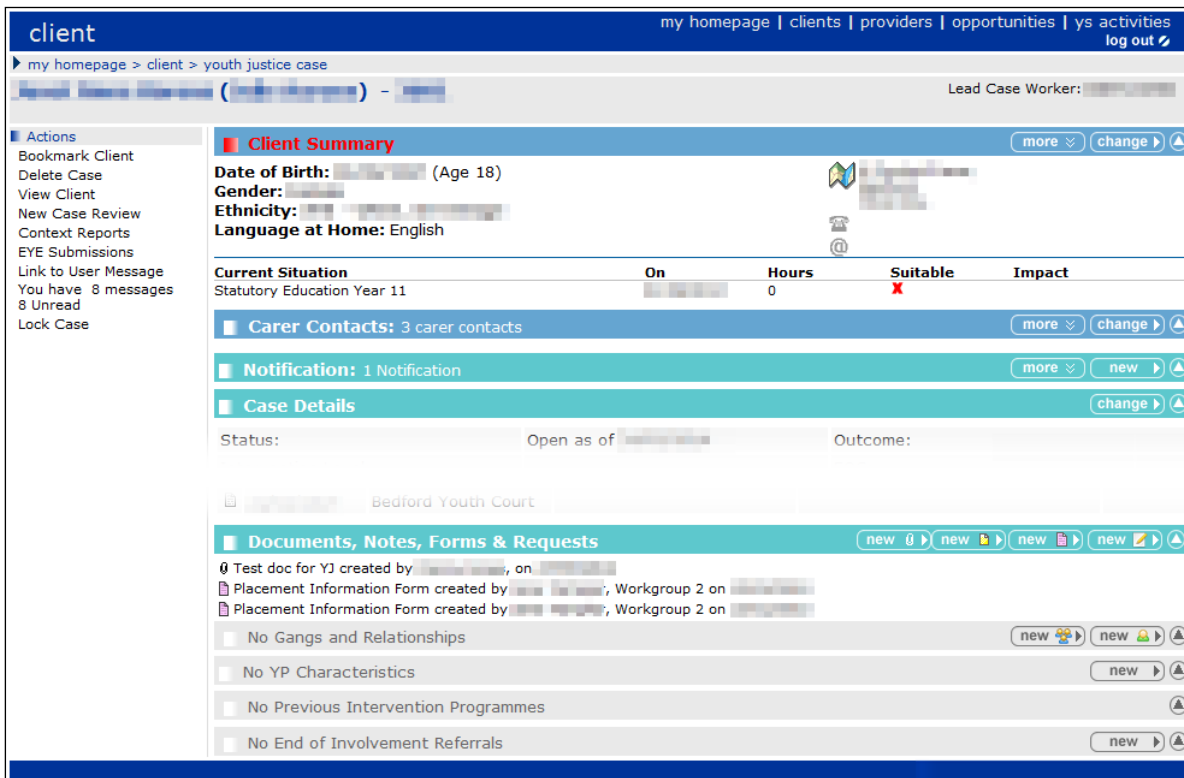


- b. Locate the required document on your computer.
 - c. Double-click the document title to upload it to Youth Justice.
7. Click the **continue** button to attach the document and return to the client record.

Viewing a document

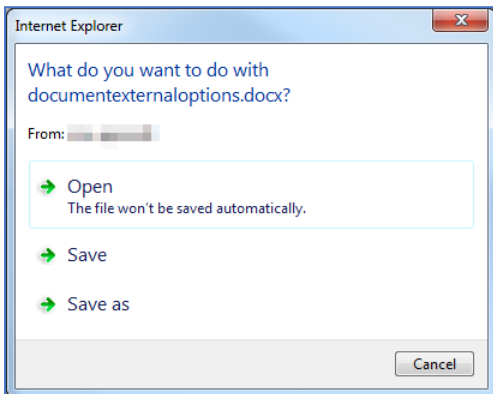
To view a document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.



- In the **Documents, Notes, Forms & Requests** panel, click the name of the required document to display a panel of document actions.

- Select the **View Document** radio button.
- Click the **continue** button. An options dialog is displayed.



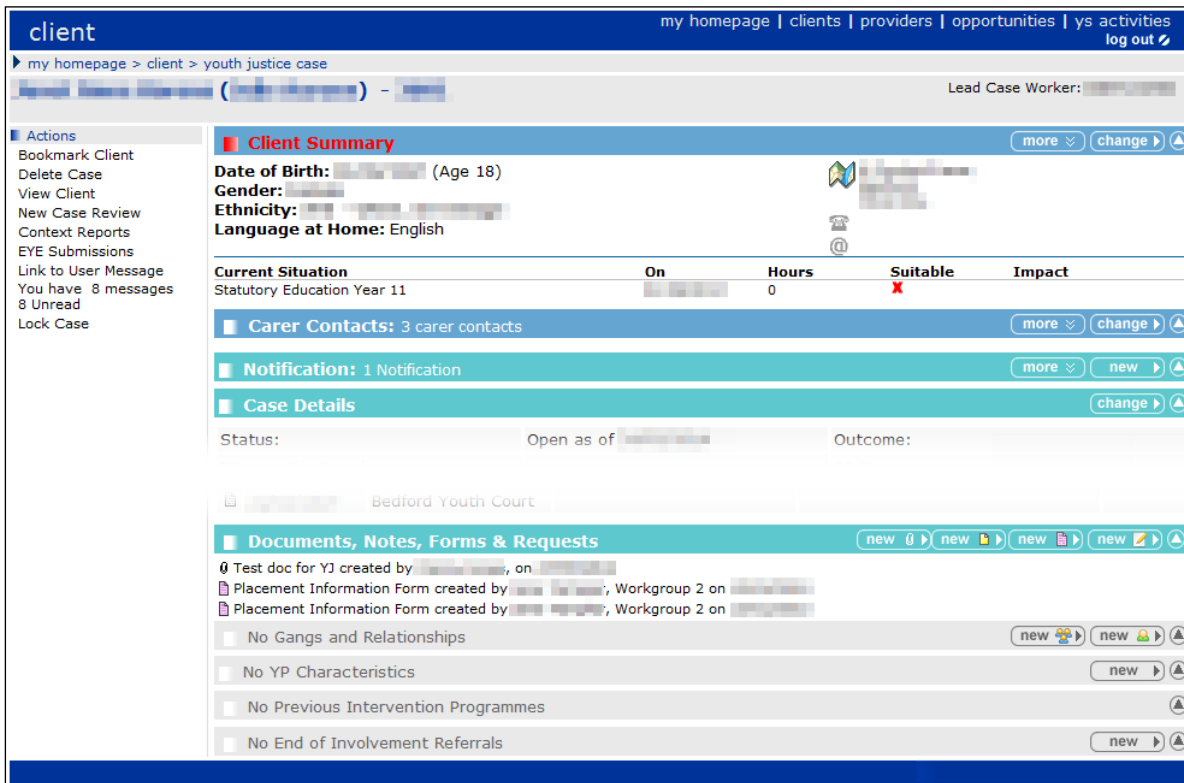
- Click the required option:
 - Open** displays the document without saving.
 - Save** downloads and saves the document to your default downloads folder under the name displayed in the dialog, in this example “documentexternaloptions.docx”.
 - Save as** displays the **Save As** dialog enabling you to change the name of the document and where it is saved.

Editing a document

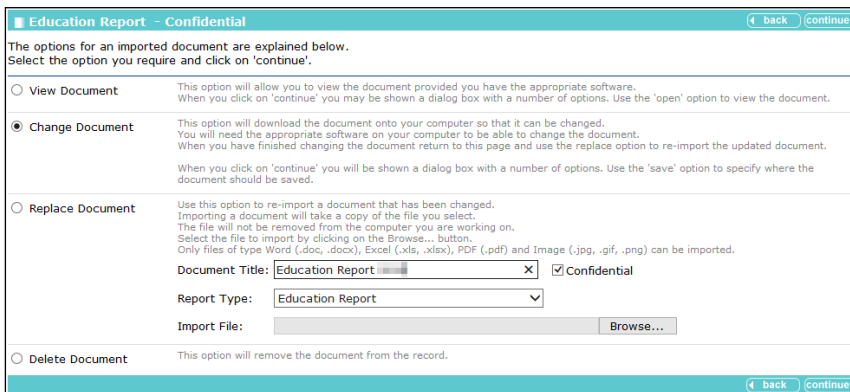
To edit a document:

NOTE: This option is not displayed for image files.

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.



2. In the **Documents, Notes, Forms & Requests** panel, click the name of the required document to display a panel of document actions.



3. Select the **Change Document** radio button.
4. Click the **continue** button. You are asked whether you want to open or save the document.



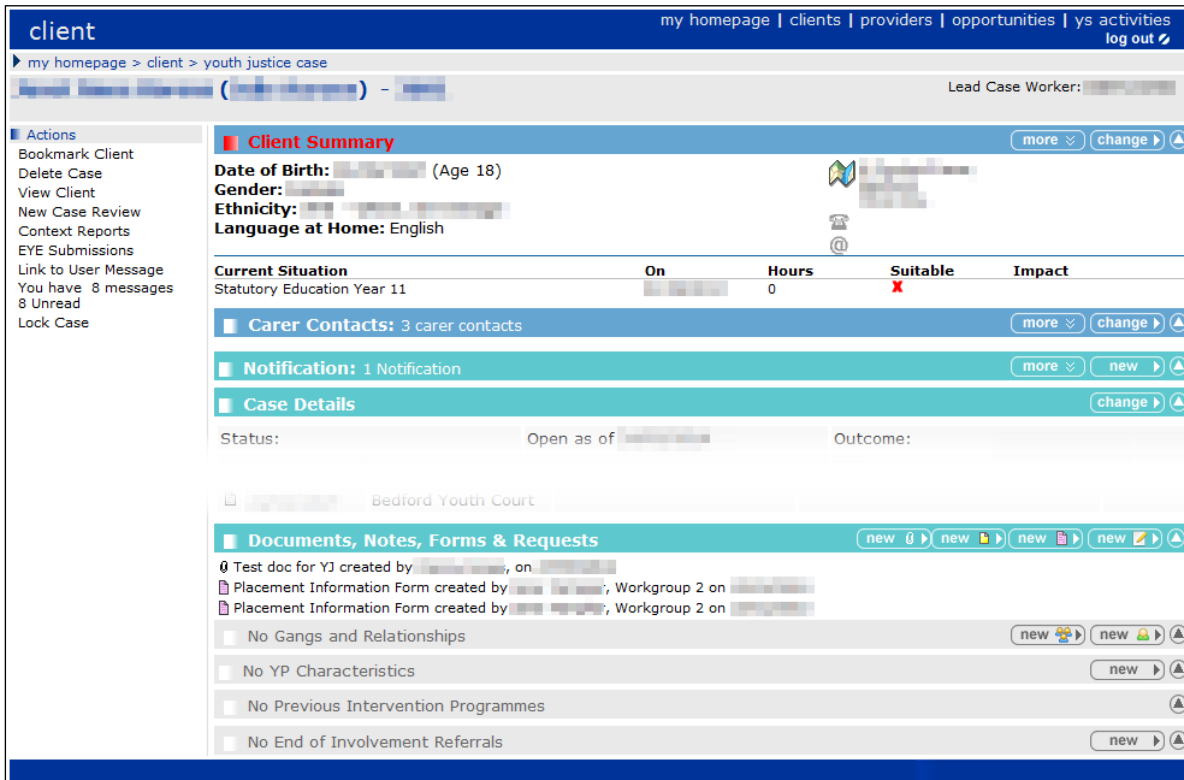
5. Click **Open**, or select an option from the **Save** menu to download the document to your computer.
6. If the document does not open automatically, locate it on your machine and open it manually.

7. Make the necessary changes to the document and save it.
8. Re-upload the document to the system using the **Replace Document** function. For more information, see [Replacing a document](#) on page 127.

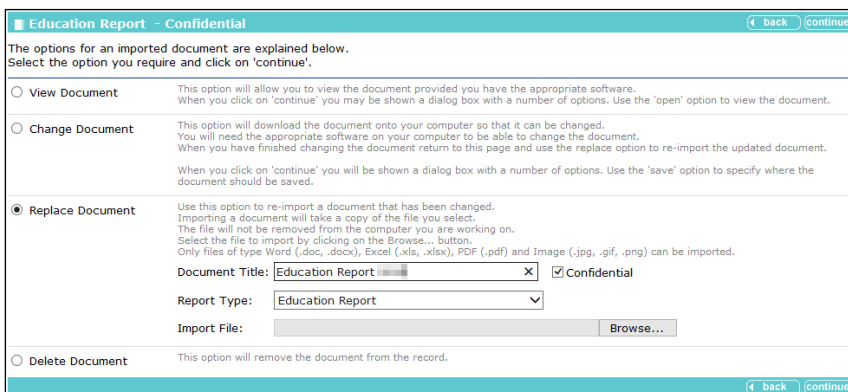
Replacing a document

To replace a document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.



2. In the **Documents, Notes, Forms & Requests** panel, click the name of the required document to display a panel of document actions.



3. Select the **Replace Document** radio button.
4. If required, amend the **Document Title**.
5. If required, select or deselect the **Confidential** check box.
6. Select the **Report Type**.

Adding Documents to a Young Person's Record

7. Click the **Browse** button to display the **Choose File to Upload** dialog.
8. Locate the new document on your computer.
9. Double-click the document title to upload it to Youth Justice.
10. Click the **continue** button to complete the process.

Deleting a document

To delete a document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.

The screenshot shows a web application interface for a client record. The top navigation bar includes 'my homepage | clients | providers | opportunities | ys activities' and a 'log out' button. The breadcrumb trail is 'my homepage > client > youth justice case'. The main content area is titled 'Client Summary' and includes fields for 'Date of Birth: (Age 18)', 'Gender:', 'Ethnicity:', and 'Language at Home: English'. Below this is a 'Current Situation' table with columns 'On', 'Hours', 'Suitable', and 'Impact'. The 'Suitable' column shows a red 'X'. There are sections for 'Carer Contacts: 3 carer contacts', 'Notification: 1 Notification', and 'Case Details'. The 'Documents, Notes, Forms & Requests' section is expanded, showing a list of documents with 'new' buttons. The 'Delete Document' option is highlighted in the list.

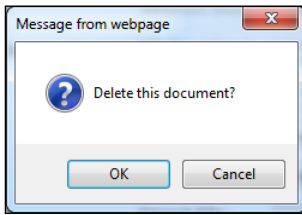
2. In the **Documents, Notes, Forms & Requests** panel, click the name of the required document to display a panel of document actions.

The screenshot shows a document action panel titled 'Education Report - Confidential'. It contains the following options:

- View Document**: This option will allow you to view the document provided you have the appropriate software. When you click on 'continue' you may be shown a dialog box with a number of options. Use the 'open' option to view the document.
- Change Document**: This option will download the document onto your computer so that it can be changed. You will need the appropriate software on your computer to be able to change the document. When you have finished changing the document return to this page and use the replace option to re-import the updated document. When you click on 'continue' you will be shown a dialog box with a number of options. Use the 'save' option to specify where the document should be saved.
- Replace Document**: Use this option to re-import a document that has been changed. Importing a document will take a copy of the file you select. The file will not be removed from the computer you are working on. Select the file to import by clicking on the Browse... button. Only files of type Word (.doc, .docx), Excel (.xls, .xlsx), PDF (.pdf) and Image (.jpg, .gif, .png) can be imported. Document Title: Education Report [X] Confidential Report Type: Education Report Import File: [Browse...]
- Delete Document**: This option will remove the document from the record.

3. Select the **Delete Document** radio button.

4. Click the **continue** button. A warning dialog is displayed.



5. Click the **OK** button. The document is deleted and you are returned to the client record.

27 | Appointment Timetables

You can print or export a timetable of appointments you have with a certain client. These reports can list all future appointments, or for a user-determined period of time.

To create an appointment timetable:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Actions** menu, click the **Context Reports** hyperlink to display the **Print / Export Template** screen.

3. In the **Method** list, select the radio button for the desired template output.
4. To create a timetable of all future appointments, in the **Report Templates** list select the **YJ Appointment Timetable**.
5. To create a timetable for a specified number of days in the future:
 - a. Select the **YJ x Days Appointment Timetable** radio button.
 - b. Click the **continue** button to display a parameters screen.

- c. Enter the number of days for which you want to display the appointments in the **Enter Days in Future** field.
6. Click the **continue** button to process the report.

If you selected the **Print Template** option, a .pdf document opens in the web browser. You can choose to save it to your computer or print it straight from the web browser.

If you selected the **Export to Word** or **Export to Excel** radio buttons, you are presented with the option to open the file without saving it, or to save it to your computer.

28 | YJ Case Manager Tool

The **YJ Case Manager Tool** allows a user to view their caseload organised by scale or by alerts. It also enables managers to view their workers' caseloads.

To view caseload:

1. Log into **my homepage**.
2. In the **IYSS Links** panel, click the **YJ Case Manager Tool** to display the **Caseload Summary** screen by caseload view.

Case Workers	Lead Case Worker	Total	Intensive	Enhanced	Standard	Not Known	Additional Worker
Daniel [Name]		0	0	0	0	0	0
Dennis [Name]		9	0	4	0	4	0
John [Name]		0	0	0	0	0	0
Nathan [Name]		0	0	0	0	0	0
Neville [Name]		0	0	0	0	0	0
Michelle [Name]		0	0	0	0	0	0
Tina [Name]		0	0	0	0	0	0
Tim [Name]		0	0	0	0	0	0
Total		9	0	4	0	4	0

3. To display a breakdown of the caseload, click the number in the **Total** column to display a summary of all cases.

Name (Age)	SA Level	Risk	ROSH	VULN	Next/Last Court Date	Report Due Date	Asset Review Date	Programme Type and End Date	Lead Worker Name
B. [Name] (18)					02-MAY-14			Youth Rehabilitation Order, 01-MAY-15	D. [Name]
F. [Name] (18)	Enhanced	Y			15-OCT-13	15-OCT-13	16-FEB-14	Conditional Caution, 14-APR-14	D. [Name]
J. [Name] (18)								Early Intervention Programme, 31-JAN-15	D. [Name]
J. [Name] (18)	Enhanced		Low	Medium	18-AUG-14	18-AUG-14		Youth Detention Remand SCH, 18-AUG-14	D. [Name]
J. [Name] (18)					16-SEP-13	14-SEP-13		Referral Order, 15-SEP-14	D. [Name]
L. [Name] (18)	Enhanced	Y	Low		19-FEB-14	29-NOV-12	21-NOV-14	YRO with ISS, 18-AUG-14	D. [Name]
M. [Name] (18)	Enhanced				24-JUN-14	14-NOV-13		Youth Rehabilitation Order, 13-NOV-14	D. [Name]
M. [Name] (18)					25-NOV-13	25-NOV-13		Referral Order, 24-AUG-14	D. [Name]
S. [Name] (18)					18-AUG-14			Conditional Caution, 31-JAN-15	D. [Name]

4. To display the caseload in terms of alerts, in the **Analysis By** panel, click the **Alert View** hyperlink to display the **Caseload Alerts** panel.

Lead Case Worker	Appearing in Court	Reports Due in Court	Assets for Review	Referrals Received	Intervention Nearing Completion
Daniel [Name]	0	0	0	0	0
Dennis [Name]	0	0	0	0	0
John [Name]	0	0	0	0	0
Nathan [Name]	0	0	0	0	0
Neville [Name]	0	0	0	0	0
Michelle [Name]	0	0	0	0	0
Tina [Name]	0	0	0	0	0
Tim [Name]	0	0	0	0	0
Total	0	0	0	0	0

29 | Submitting an AssetPlus stage to the YJB

Submitting an AssetPlus stage overview

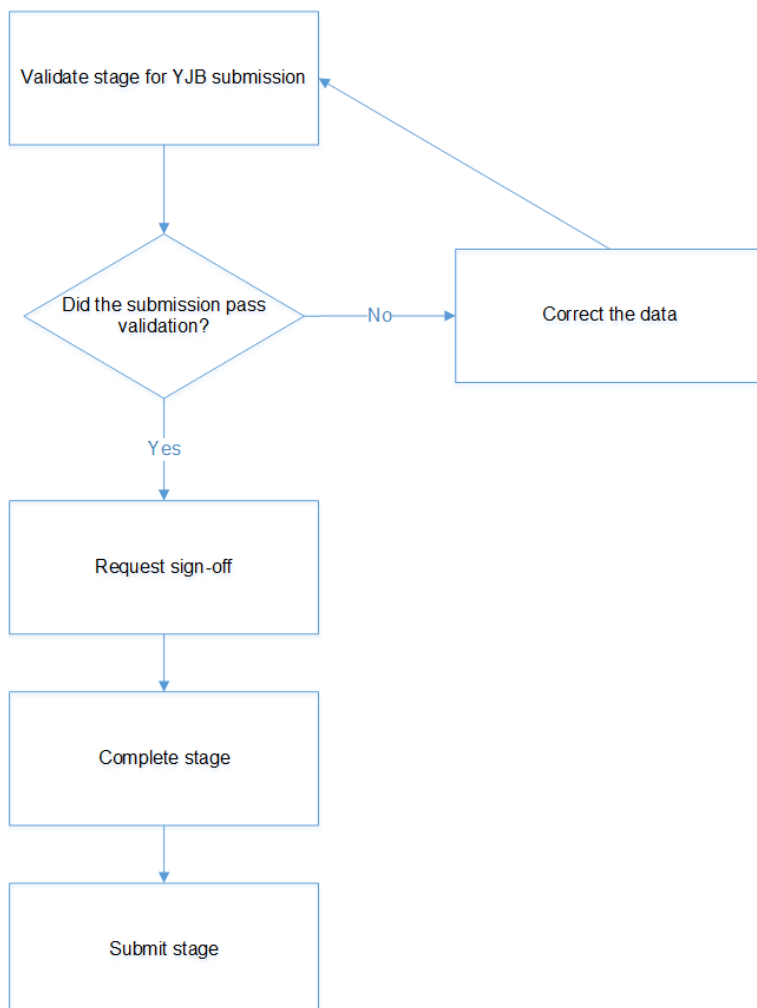
WARNING! Before using this facility, you must run a series of test submissions. Further guidance from Capita and the YJB on the testing process will be issued. Do not attempt to submit a stage to the YJB until after you complete the test submission process.

The Youth Justice Application Framework (YJAF) enables you to transfer AssetPlus stages to the YJB placements team for young people who have been remanded or sentenced to custody.

You can transfer four types of AssetPlus stages:

- Bail recommendations
- Placement notifications
- Post court report
- Pre-sentence report (All options).

To transfer an AssetPlus stage to the YJB placements team, you must complete the following steps:



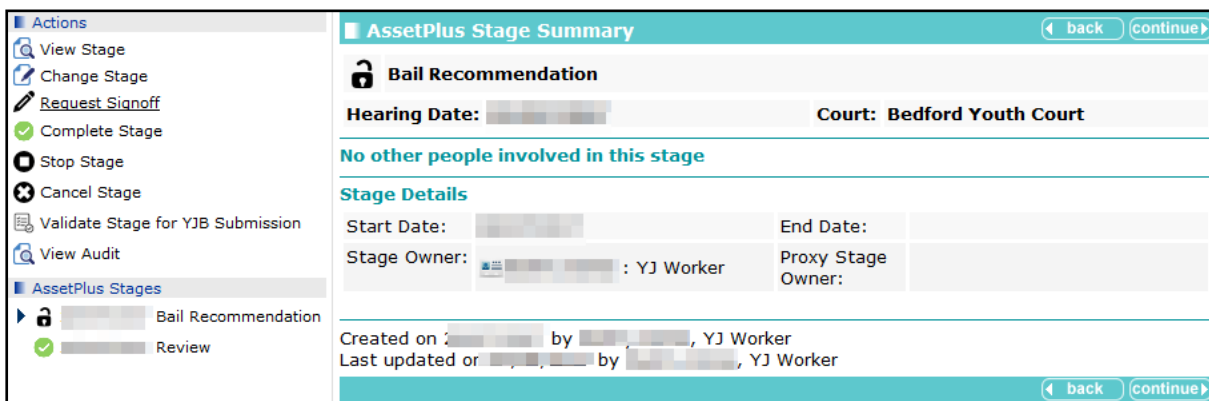
The YJB submission process is only available for clients with a completed AssetPlus stage, and is only displayed to users who have the 'YJ - YJB Submission' permission assigned.

Validating a stage for YJB submission

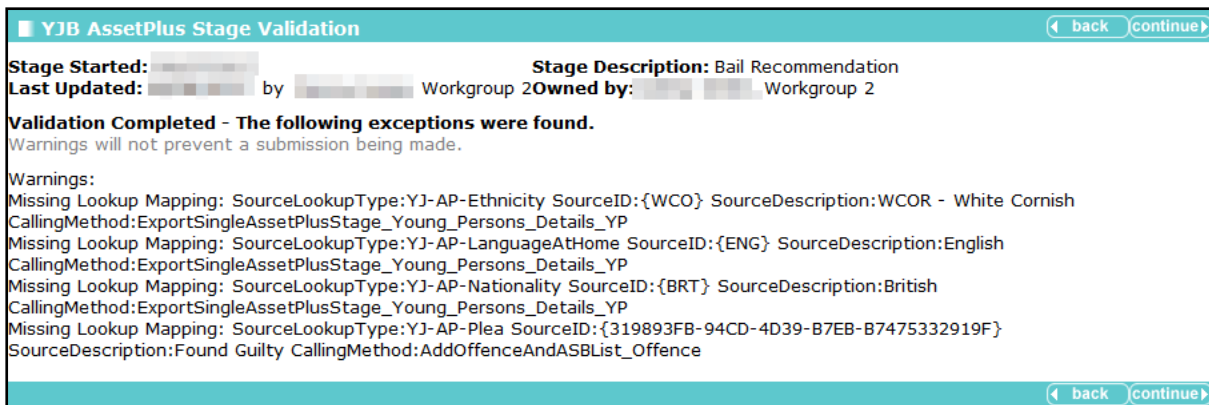
You can check the validity of AssetPlus stages prior to submitting them to the YJB. Validating a stage enables you to address any data issues before submitting. Although you can validate the data in a stage at any time, you cannot submit a stage to the YJB until the stage has been completed.

To validate a stage for YJB submission:

1. Open the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



3. In the **Actions** menu, click the **Validate Stage for YJB Submission** hyperlink to display the **YJB AssetPlus Stage Validation** screen. The validation runs automatically.



If you receive any warnings, you can still send the YJB submission. If you want to identify the AssetPlus field to which the errors relate so that you can correct them, refer to the *One YJ Asset to AssetPlus Mapping Guide*, available on the One Publications website (<http://www.onepublications.com>).

4. Click the **continue** button to return to the **AssetPlus Stage Summary** page.

Requesting signoff and completing a stage

Before submitting a stage to the YJB, it must first be signed off by your manager and then completed by you. These are standard AssetPlus processes and not specific to submitting a stage to the YJB.

Submitting an AssetPlus stage to the YJB

More Information:

[Signing Off an AssetPlus Stage](#) on page 75

[Completing an AssetPlus Stage](#) on page 77

Submitting a stage to the YJB

After the AssetPlus stage has been signed off and completed, you can submit it to the YJB.

1. Open the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

AssetPlus Stage Summary [back] [continue]

Bail Recommendation

Hearing Date: [redacted] **Court:** Bedford Youth Court

No other people involved in this stage

Stage Details

Start Date: [redacted] End Date: [redacted]

Stage Owner: [redacted] : YJ Worker Proxy Stage Owner: [redacted]

Created on [redacted] by [redacted], YJ Worker
Last updated on [redacted] by [redacted], YJ Worker
Explanations and Conclusions was signed off by [redacted] (YJ Worker) on [redacted]
Pathways and Planning was signed off by [redacted] (YJ Worker) on [redacted]

[back] [continue]

3. Click the **YJB Submission** hyperlink to display the **YJB AssetPlus Stage Submission** page.

YJB AssetPlus Stage Submission [back] [continue]

Stage Started: [redacted] **Stage Description:** Bail Recommendation
Stage Completed: [redacted] **Owned by:** [redacted], Workgroup 2

Destination [redacted]

[back] [continue]

4. Select the required **Destination**.
5. Click the **continue** button to display the submission details.

YJB AssetPlus Stage Submission [back] [continue]

Stage Started: [redacted] **Stage Description:** Bail Recommendation
Stage Completed: [redacted] **Owned by:** [redacted], Workgroup 2

The following exceptions were found.
Warnings will not prevent the submission being made.

Warnings:

Missing Lookup Mapping: SourceLookupType:YJ-AP-Ethnicity SourceID:{WCO} SourceDescription:WCOR - White Cornish
CallingMethod:ExportSingleAssetPlusStage_Young_Persons_Details_YP
Missing Lookup Mapping: SourceLookupType:YJ-AP-LanguageAtHome SourceID:{ENG} SourceDescription:English
CallingMethod:ExportSingleAssetPlusStage_Young_Persons_Details_YP
Missing Lookup Mapping: SourceLookupType:YJ-AP-Nationality SourceID:{BRT} SourceDescription:British
CallingMethod:ExportSingleAssetPlusStage_Young_Persons_Details_YP
Missing Lookup Mapping: SourceLookupType:YJ-AP-Plea SourceID:{319893FB-94CD-4D39-B7EB-B7475332919F}
SourceDescription:Found Guilty CallingMethod:AddOffenceAndASBList_Offence

[back] [continue]

If you receive any warnings, you can still send the YJB submission. If you want to identify the AssetPlus field to which the errors relate so that you can correct them, refer to the *One YJ Asset to AssetPlus Mapping Guide*, available on the One Publications website (<http://www.onepublications.com>).

Click the **continue** button to finish the submission and return to the **AssetPlus Stage Summary** screen.

Reviewing YJB submissions

To review the details of submitted AssetPlus stage submissions:

1. Open the required client record. For more information, see [Accessing Client Records](#) on page 17.
2. In the **Actions** menu, click the **Placement History** hyperlink to display the **YJB Submissions** page.

YJB Submissions			
Submitted	Destination	Status	Completed On
11:54 By [redacted], Workgroup 2	N/A	Confirmed / Completed	
12:01 By [redacted], Workgroup 2	N/A	Confirmed / Completed	

3. Click the **continue** button to return to the client record.

30 | Submitting YJMIS Returns

Submitting a YJMIS Export Job

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

To submit a new YJMIS export job:

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

Description	Template	Submitted	Started	Completed	Status	Delete
oct 2	SCYPG Export				Export	<input type="checkbox"/>
October 1	SCYPG Export				Export	<input type="checkbox"/>
oct3	SCYPG Export				Export	<input type="checkbox"/>
October 6	SCYPG Export				Export	<input type="checkbox"/>
Import 1	Education Starters and Leavers				Complete	<input type="checkbox"/>
June 13 1	SCYPG Export				Export	<input type="checkbox"/>
Import 2	Education Starters and Leavers				Complete	<input type="checkbox"/>
Import 3	Education Starters and Leavers				Complete	<input type="checkbox"/>

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

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

Add DX Job continue ▶

Template: YJB MIS Export

Import Type: YJB MIS Export

Job Description: YJMIS Export June

Run Immediate: Yes

Reporting Period: (none) ▼

Reload All Data:

YJB Route: (none) ▼

continue ▶

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

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

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

DX Jobs continue ▶

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

Description	Template	Submitted	Started	Completed	Status	Delete
oct 2	SCYPG Export	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	Export	<input type="checkbox"/>
none	SCYPG Export	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	Export	<input type="checkbox"/>
December	SCYPG Export	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	Export	<input type="checkbox"/>
December	SCYPG Export	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	Export	<input type="checkbox"/>
YJMIS Export June	YJB MIS Export	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	Export	<input type="checkbox"/>
Dec NDTMS Extract	SM Export	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	<div style="width: 20px; height: 10px; background-color: #ccc;"></div>	Export	<input type="checkbox"/>

continue ▶

Downloading the YJMIS Return

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

To download a YJMIS export file:

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

YJB Submissions and Messages back ◀ continue ▶

Submissions

Name	Submitted	Destination	Status	Completed On
746741 Bedford (9566497)	24/01/2018 10:34 by Danny Jones	YJB Placements Team Org Unit Pre Prod	Created but not sent	
746741 Bedford (9566497)	23/01/2018 13:22 by Danny Jones	N/A	Confirmed / Completed	
746741 Bedford (9566497)	23/01/2018 13:21 by Danny Jones	N/A	Confirmed / Completed	

Messages

No Messages.

back ◀ continue ▶

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

31 | MoJ GPS Monitoring Requirements

The following guidance has been created for Capita One Youth Justice (YJ) Customers following recent consultation with the Ministry of Justice (MoJ) and Youth Justice Board (YJB). The purpose of this guidance is to support YJ users with the data capture of GPS Monitoring Requirements in key areas of the software including:

1. Court Appearance & Outcomes
2. Events (contacts)

Note: the YJB have confirmed that this data will have no immediate impact on the current data recording guidance or statutory returns.

32 | MoJ Court Appearance & Outcomes

GPS requirements should be recorded with the associated YRO requirements as below

GPS Monitoring Requirements	YRO Requirements
Curfew	Curfew Electronic Monitoring
Monitored Exclusion Zone	Exclusion Electronic Monitoring
Monitored Appointment Attendance	Attendance Centre Education Residence Local Authority Residence Programme
Trail Monitoring	Electronic Monitoring

The data capture of YRO requirements in One YJ has not changed. Users are to continue recording requirements in the Court Appearance Outcome panel as per usual.

The MoJ have requested that the following text should be added to the Notes field in the Court Appearance screen:

"A GPS tag has been installed to electronically monitor the following requirements:

1. Exclusion Zone Requirement
2. Trail Monitoring Requirement
3. Programme Requirement"

Notes

A GPS tag has been installed to electronically monitor the following requirements:
 1) Exclusion Zone Requirement
 2) Trail Monitoring Requirement
 3) Programme Requirement

Select the link for full instructions on how to record Offences and create Court Appearances.

33 | MoJ Events

Contacts, Outcomes and Enforcement Actions should be captured as Events as per usual practice. Users are encouraged to utilise the Failure to Comply (FTC) count and automatic breach process to assist with enforcement decision making.

Where possible, users should stipulate GPS Monitoring violations in Event Notes. The following violations have been provided by the MoJ:

- Curfew Violation
- Exclusion Zone Violation
- Strap Tamper
- Battery Depletion
- Appointment Attendance Failure

New Event [save] [back] [continue]

Date: 22/12/2019 Start: 19:00 End: 07:00

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: Curfew

Details: 19:00 - 07:00

Attendance: Cancelled Client Attended Client Did Not Attend

Did Not Attend Reason: Acceptable Not Acceptable

Compliance: Complied Failed to Comply

Intervention Programme / Requirement

Youth Rehabilitation Order : 24/10/2019 - 24/10/2020
 Curfew : 12 weeks 24/10/2019 - 16/01/2020
 Electronic Monitoring : 3 months 24/10/2019 - 23/01/2020

Event Notes

Curfew violation details...

Outcomes including Attendance, Acceptable Reason and Compliance are captured as part of the Event as usual.

Select the link for full instructions on how to create a new Events.

34 | Appendix A: Offences and Episodes

Criteria for Outstanding, Current and Historic Offences

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, and 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 forwards.

35 | Appendix B: ASB Incidents and Episodes

Criteria for 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

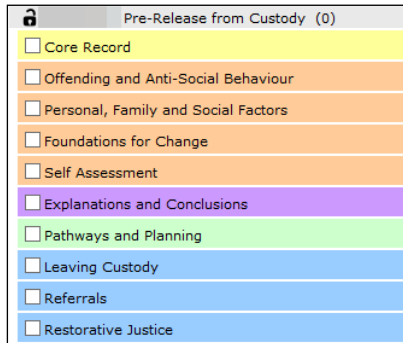
Episodes are created, edited and maintained from the **Current ASB Incidents** list. A current ASB incident that is included in an episode in a stage currently in progress remains in the episode for the entire duration of the stage, even if it becomes historic while the stage is in progress. The incident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

36 | Appendix C: Additional AssetPlus Modules

Modules in AssetPlus are displayed in blue in the stage section panel in AssetPlus stages.



All case stages include the following sections and modules:

Sections	Modules
Core Record	Referrals
Offending and Anti Social Behaviour	Restorative Justice
Personal Family and Social Factors	
Foundations for Change	
Self Assessment	

Case stages also include additional modules as follows:

Case Stage	Modules
Bail Recommendation	Bail and Remand Custody
Entering into Custody	Custody
Placement Notification	Custody
Post Court Report	Custody
Pre Sentence Report (All Options)	Pre Sentence Report Custody
Pre Sentence Report	Pre Sentence Report
Pre-Release from Custody	Leaving Custody
Referral Order Report	Referral Order Panel Report
Referral in (OOC)	
Referral in (Prevention)	
Review	Referral Order Panel Report (if Disposal is ROR)

Appendix C: Additional AssetPlus Modules

Case Stage	Modules
Sentenced (no report)	
Transfer YOT to YOT	YOT to YOT
Transfer to Probation	Youth to Adult Services
Case Closure	Referral Order Panel Report (if Disposal is ROR)

Modules contain the following subsections:

Module	Subsections
Bail and Remand	<ul style="list-style-type: none"> Young person's details Parents/carers' / Significant adults details Court and alleged offence details Objections to Bail YOT details Contact with Services Accommodation for Bail Personal Circumstances Health Safety and Wellbeing Risk to others MAPPA Community Package Proposal Court Outcome Stage Owner details
Custody	<ul style="list-style-type: none"> Young person's details Parents/carers' details YOT details Contact with Services Court and Alleged Offence details Secure Estate History Placement Recommendation Health Personal Circumstances Safety and wellbeing Future Behaviour Post Court Arrival in Custody Stage Owner details

Module	Subsections
Leaving Custody	<ul style="list-style-type: none"> Young person's details Parents/carers' details Notice of Supervision / Licence Release arrangements
Referrals	<ul style="list-style-type: none"> Young person's details Parents/carers' details Referral details
Restorative Justice	<ul style="list-style-type: none"> Young person's details Parents/carers' details Key areas of Intervention Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only) Young Persons views Tailoring Interventions
Pre Sentence Report	<ul style="list-style-type: none"> Front screen Sources of information Offence Analysis Assessment of the young person Assessment of the need for parenting support Assessment of the risk to the community Conclusion and proposal for sentencing Assessment of Dangerousness
Referral Order Panel Report	<ul style="list-style-type: none"> Front screen Sources of information Offence Analysis Assessment of the young person Assessment of the risk to the community Introduction Elements of contract and progress Conclusion
YOT to Adult Services	
YOT to YOT Transfer	

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