# oneyouth

## AssetPlus

last updated for the Summer 2020 release 3.72

Handbook

# CAPITA

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AssetPlus Product Notes/Summer 2020/14-07-2020

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# Contents

# *01* | Document Change Control

| Date | Release | Description |
|------|---------|-------------|
| Summer 2020 | 3.72 | **Countersignature**<br><br>The Countersignature functionality in the software has been improved to better support working practice for users who request and/or sign off AssetPlus stages.<br><br>Changes included are:<br><br>■ Practitioners can choose whether to request sign off for Explanations and Conclusions, Pathways and Planning, or both sections<br><br>■ Practitioners can select which user to send the request for sign off to (from a list of all users who have permission to sign off, regardless of who may be assigned as their manager)<br><br>■ Users with permission to sign off can see and action any requests for Countersignature, regardless of which users are assigned to which managers and cover of absent colleagues<br><br>■ New practitioner 'My Sign-Off Requests' Homepage panel displays to users with the existing permission to 'request sign off' of AssetPlus stages<br><br>■ New Managers/Senior Practitioners 'Countersignatures Required' Homepage panel displays to users with the existing permission to 'sign off' AssetPlus stages<br><br>■ New Countersignature Details screens accessed via the Homepage panels, to enable users to monitor and action Countersignature activity<br><br>■ New ability to record notes against the stage, that will pass between the practitioner requesting sign off and the manager reviewing and signing off or requesting changes<br><br>■ More detailed Countersignature history is displayed within the AssetPlus stage summary and fully reportable<br><br>For more information see: *Countersignature Overview* Page *44* |

# 02 | Document Purpose

## Introduction

The purpose of this document is to assist Local Authorities and Youth Offending Teams with the configuration and roll out of One Youth Justice AssetPlus to users. It also provides an overview of the AssetPlus system.

Youth Justice (YJ) practitioners should also utilise operational guidance issued by their management team or representative in addition to the AssetPlus guidance documentation as issued by the Youth Justice Board.

## What's Included

- AssetPlus 'Must Have' requirements
- Ability to enable AssetPlus
- Ability to disable Asset
- Extension of existing lookups to accommodate AssetPlus Configuration:
  - Intervention Programme Type:
    - Custody
    - Prevention.
  - Offence Type:
    - Additional codes created
    - Configuration extended
    - Active regardless of whether or not AssetPlus is enabled.
- Extension of existing case data:
  - Offence screens now include:
    - Specified Offences (single select lookup)
    - Location (single select lookup)
    - Others Involved (single select lookup)
    - Victim Deliberately Targeted (single select lookup)
    - Anti-Social Behaviour Lookup (multiple responses can be added using the lookup and the **+** button)
    - Other (multiple responses can be added by entering free text and using the **+** button).
- ASB Incident | New Section
- Security permissions for AssetPlus, new ASB Incident section and AssetPlus printed outputs
- Reports for output of AssetPlus Case Stage (section and subsection), blank reports for Self Assessment
- Local configuration of the mandatory status of AssetPlus fields.
- Ability to transfer AssetPlus via EYE.

■ YMJIS schema that includes AssetPlus.

# Reporting of Issues and Queries

Issues with the One YJ system must be reported through One Application Support in order to facilitate problem resolution.

Queries or issues with AssetPlus as an operational tool should be registered with your organisation's contact at the Youth Justice Board.

# List of Icons

| Button/Icon | Name | Function |
|---|---|---|
| ⊕ | **+** | Enables you to add to a section. |
| ✏ Signoff | **Stage Signoff** | Enables authorised users to sign off a stage. |
| ⊗ | **x** | Enables you to delete an item. |
| 📝 | **Edit** | Enables you to edit an item. |
| 🔍 | **Cross AssetPlus** | Links to the subsection where the data used in a certain field is held. |

# *03* | Things to do when Implementing AssetPlus

## Update Offence Types

Review offence types, active and inactive, and decide upon the list of active offence types that your YOT wants to use. The active list is the one recommended by YJB.

Review all offence types marked with an asterisk and update with a YOGRS category. This will ensure the YOGRS calculation in the case stage is as accurate as possible.

## Update Intervention Programme Types

Review intervention programme types and update to **Custody** or **Prevention** as appropriate.

## Decide on Sign-off Process

Where sign-off is not required, set the following system values to 'None':

- YJ – Signoff Criteria Explanations
- YJ – Signoff Criteria Pathways.

Where locally defined sign-off (within the YJB boundaries) is required, please document your local requirements and submit them to One Application Support.

## Create Security Groups

Decide upon the permissions to be issued to users and create suitable security groups. Assign these security groups to user records. This can be done in advance of AssetPlus being enabled as the AssetPlus option is not displayed, regardless of your security permissions, until the **YJ - Enable Assetplus** system value is set to '1'.

## Enable AssetPlus

Set the **YJ - Enable Assetplus** system value to '1'.

Set the **YJ - Case View - X AssetPlus Stages Shown in Less** system value to the number of case stages to be shown in the **AssetPlus** panel when it is collapsed.

## Phase Out Asset

This can be done by reducing the users' security permissions, e.g. removing the ability to add new assets, plans and reviews, but allowing those currently being worked on to be changed.

## Decommission Asset

Set the **YJ – Disable YJ Assets** system value to '0'.

This will stop assets being created or changed regardless of the security permission the users have, but still display existing ones.

# *04* | General YJ Case Enhancements

## Introduction

In order to accommodate AssetPlus, the following enhancements were made to YJ case records as part of the One Summer 2016 release (3.60). These changes came into effect even if you had not enabled AssetPlus.

## Client Summary AssetPlus Fields

### Religion

The **Religion** field uses the One religion lookup. This lookup is not maintainable in the One Youth suite, as is the case for all shared lookups, e.g. ethnicity, gender.

To edit this field, in the **Client Summary** panel, click the **change** button to display the **Change Summary** screen.



**Religion** is displayed in the **Summary** panel in the client's IYSS record and the **Client Summary** panel in their Youth Justice case record.

### Third Telephone Number

You can add a third telephone number for the client in the **Other/Work No.** field in the **Contact Details** panel of the **Change Summary** screen (accessed by clicking the **change** button in the **Client Summary** panel in the client's Youth Justice case record).



You can identify which of the three telephone numbers is should be used to contact the client by checking the appropriate **Preferred Contact** check box.

> *NOTE: Only one telephone number can be selected as the **Preferred Contact**.*

The **Client Summary** panel shows all completed phone numbers, and identifies which is the preferred number next to the telephone icon.



The system identifies the preferred contact number in the **tbClient.chPreferredContactNo** field using one of the following characters:

- **Mobile No.**: M
- **Primary Contact No.**: P
- **Other/Work No.**: W

# Parent / Carer Contact AssetPlus Fields

You can add a third telephone number for a parent or carer in the **Other/Work No.** field in the **Contact Details** panel of the **Change Carer Contact** screen (accessed by clicking the **change** button in the **Carer Contacts** panel, then selecting the required parent or carer).



You can select a number to be the **Preferred Contact**.

> *NOTE: Only one telephone number can be selected as the **Preferred Contact**.*

To view the parent or carer contact details, in the **Carer Contacts** panel, click the chevrons next to the required name. The contact details are hidden by default.

| Name | Relationship | Parental Responsibility | Financial Responsibility | Medical Consent | Emergency Contact | Contact Approved | Contact Order |
|------|--------------|------------------------|--------------------------|-----------------|-------------------|------------------|---------------|
| Keith Aarons P: 03333 333333 (Preferred) W: 04444 444444 M: 07777 888888 keith.aarons@ | Father | ✓ | X | X | X | ✓ | 3 |
| Marie Aarons | Mother | ✓ | X | ✓ | ✓ | ✓ | 1 |
| Stephen Green | Step Father | X | ✓ | X | X | ✓ | 2 |

# Offence AssetPlus Fields

The following AssetPlus fields are included in the **Offence** screen:

- **Specified Offence** (single select lookup)

- **Location** (single select lookup)

- **Others Involved** (single select lookup)

- **Victim Deliberately Targeted** (single select lookup)

- **Behaviours Involved** (multiple select lookup, responses are added using the **+** button)

- **Other** (multiple entry free text field for **Behaviours Involved** field, responses are added using the **+** button).

The **New Offence** screen:

The AssetPlus fields are also displayed in the **Offence** dialog:

| Offence | | ✖ |
|---|---|---|
| **Common assault : Common assault : 3** | | |
| Main Offence: | Y | |
| Crime URN: | | |
| Offence Date: | 06/07/2017 (Thu) | |
| Offence End Date: | 06/07/2017 | |
| Date Charged: | | |
| Knife Related: | N | |
| Post code: | | |
| Specified Offence: | Serious Specified | |
| Location: | Library | |
| Others Involved: | No - Alone | |
| Victim Deliberately Targeted: | Yes | |
| Additional Aggravated Circumstances: | | |
| Anti-Social Behaviours: | Use of violence | |
| Other Offenders: | | |
| Latest Outcome Type: | | |
| Latest Plea: | | |
| Latest Outcome: | | |

# ASB Incidents

The **ASB Incidents** panel is displayed in the YJ case record. You can add new ASB incidents using the **new** button.

| No ASB Incidents | new ▶ ▲ |
|---|---|

ASB incidents are created in 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 ▶ |

The saved ASB incident is displayed in the panel:

| ASB Incidents: 2 incidents | | more ⌄ new ▶ ▲ |
|---|---|---|
| **Description** | **Start Date** | **End Date** |
| Disruptive Behaviour | 31/05/2017 | 01/06/2017 |
| Aggressive behaviour | 29/05/2017 | 29/05/2017 |

Click the note icon to display the **ASB Incident** dialog:



| ASB Incident | ☒ |
|---|---|
| Description: | Disruptive Behaviour |
| Start Date: | 31/05/2017 |
| End Date: | 01/06/2017 |
| Postcode: | |
| Location: | Pub |
| Others Involved: | |
| Victim Deliberately Targeted: | |
| **Notes** | |
| 07/06/2017 By Danny Jones | |

*NOTE: The ability to view, create, change and delete data in this section is provided by the* **YJ Case-ASB Incident** *security permission in the One IYSS System Administration tool (***Security | Security Group | Function Permissions | Youth Justice***).*

# *05* | **AssetPlus Enablement**

## Enable AssetPlus

AssetPlus is enabled using the system value **YJ – Enable Assetplus**.



AssetPlus is not automatically activated when you upgrade to the first AssetPlus version of Youth Justice (3.60). Until it is activated, it is not visible to users regardless of their security permissions.

## Assign Security Permissions

You need to set up and configure security groups for AssetPlus in the IYSS System Administration tool, and assign users to them.

To assign AssetPlus permissions:

1. In the IYSS System Administration tool, select **Security | Security Groups**.

2. Assign the relevant permissions from the new **YJ AssetPlus** security group.



The permissions perform the following functions:

| Permission Name | Function |
|---|---|
| **YJ Asset Plus-Admin** | Allows access to **My Homepage \| IYSS Links \| AssetPlus Administration**.<br><br>*IMPORTANT NOTE: This is an administrative function and allows the mandating of AssetPlus fields.* |
| **YJ Case-AssetPlus-View Audit** | Allows the user to view audit data held in AssetPlus case stages. |
| **YJ Case-AssetPlus Stage-Sign** | Displays the **Signoff** link in the AssetPlus **Stage Summary** screen, enabling users to sign off a stage. |
| **YJ Case-AssetPlus-View** | Allows the user to view AssetPlus. |

| Permission Name | Function |
|---|---|
| **YJ Case-AssetPlus Stage-Cancel** | Displays **Cancel Stage** link in the AssetPlus **Stage Summary** screen, enabling users to cancel a stage.<br><br>*IMPORTANT NOTE: This is an administrative function. A stage, when cancelled, is no longer visible to any user. Advice from the YJB states that this should be used in very limited cases, usually when a case stage has been created against the wrong client. This should <u>not</u> be given to general users.* |
| **YJ Case-AssetPlus Stage-Change** | Displays the **Change Stage** link in the **AssetPlus Stage Summary** screen, enabling users to change AssetPlus sections. |
| **YJ Case-AssetPlus Stage-Open** | Enables users to open AssetPlus stages.<br><br>The **new** button is only displayed in the AssetPlus section for users with this permission. |
| **YJ Case-AssetPlus Stage-Proxy** | Enables users creating a case stage to assign it to an alternative user. |
| **YJ Case-AssetPlus Stage-Stop** | Displays the **Stop Stage** link in the AssetPlus **Stage Summary** screen, enabling users to stop a stage. |

There is an ASB permission added to the **Youth Justice** security group folder:

| Permission Name | Function |
|---|---|
| **YJ Case-ASB Incident** | Displays the **new** button in the **ASB Incidents** section, and enables users to add new ASB incidents. |

The following report permissions are also available:

| Report Permission | Report Purpose | Accessed From |
|---|---|---|
| **YJ AssetPlus Bail and Remand Blank** | Print a blank **Bail and Remand Case Stage** section. | **YJ Case | Actions | Context Report** |
| **YJ AssetPlus Custody Blank** | Print a blank **Custody Case Stage** section. | **YJ Case | Actions | Context Report** |
| **YJ AssetPlus PSFS Blank** | Print a blank **Personal, Family and Social Factors Case Stage** section. | **YJ Case | Actions | Context Report** |
| **YJ AssetPlus Self Assessment Parent** | Print a blank **Self Assessment Parent Case Stage** section. | **YJ Case| Actions | Context Report** |
| **YJ AssetPlus Self Assessment YP First Person Blank** | Print a blank **Self Assessment Young Person Case Stage** section in the first person format. | **YJ Case | Actions | Context Report** |
| **YJ AssetPlus Self Assessment YP Third Person Blank** | Print a blank **Self Assessment Young Person Case Stage** section in the third person format. | **YJ Case | Actions | Context Report** |
| **YJ AssetPlus Section Report** | Print the case stage by section or subsection. | AssetPlus case stage |

# Define Case Stages to be Displayed

The **YJ - Case View - X AssetPlus Stages Shown in Less** system value defines how many stages are shown when the **AssetPlus** panel is collapsed. The default is set to two, but this can be changed as required. When the panel is expanded, using the **More** button, all stages are displayed.

The collapsed view shows the most recent case stages up to the threshold set above:



The expanded view displays all stages:



**NOTE:** *Cancelled case stages are not displayed.*

# Deactivating Asset

Assets are deactivated using the **YJ – Disable YJ Assets** system value.

By default this is set to '0' when you upgrade to the AssetPlus version of Youth Justice (One Summer 2016 release (3.60)). Until they are deactivated, assets are enabled and continue to work as before.

Setting the value to '1' enables users to view assets, but not to add or change them, regardless of their security permissions.

Initially when you start using AssetPlus, you can set **Enable AssetPlus** to '1' and **Disable YJ Assets** to '0', enabling users to use both AssetPlus and Asset. This enables existing cases nearing completion to be finished using Asset, whilst new cases should be started in AssetPlus, for example.

Enabling and deactivating Asset can be achieved for groups of users or individuals using standard user permissions.

Consideration should be given to revoking the following Asset security permissions in line with the replacement of Asset by AssetPlus:

| My Aspire | | |
| --- | --- | --- |
| **My Assets** | Provides access to the **My Assets** portal in **my homepage**. | |

| Youth Justice | | |
| --- | --- | --- |
| **YJ - Countersign Asset Assessments** | Provides the ability to countersign a Youth Justice assessment. | |
| **YJ – Plan - Countersign** | Provides the ability to countersign a Youth Justice plan. | |
| **YJ Plan Review – Sign** | Provides the ability to sign a Youth Justice plan review. | |

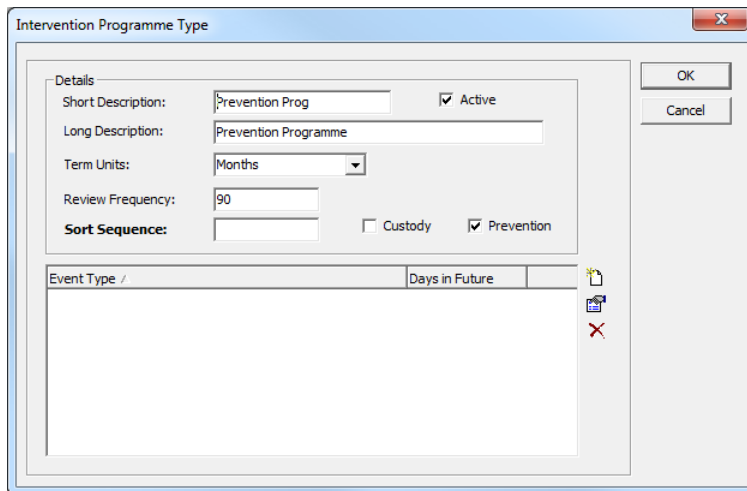| Youth Justice | | |
|---|---|---|
| **YJ Assessment – Add** | Provides the ability to add a Youth Justice assessment. | |
| **YJ Assessment – Change** | Provides the ability to amend a Youth Justice assessment which is not locked. | |
| **YJ Assessment – Delete** | Provides the ability to delete a Youth Justice assessment. | |
| **YJ Assessment - Save As** | Provides the ability to save a copy of a Youth Justice assessment. | |
| **YJ Assessment – Unlock** | Provides the ability to unlock a Youth Justice assessment. | |
| **YJ Assessment - Change Author** | Provides the ability to change the author of a Youth Justice assessment. | Assessments can only be amended by their author and this allows the author to be changed in the event that they are not available, e.g. long term illness. |
| **YJ Assessment – Change Editors** | Allows the users to add and change the users who are able to edit an individual assessment. | The author of the asset is automatically an editor of the asset and have the **Additional Editors** link, and can add additional editors. |
| **YJ Plan – Add** | Provides the ability to add a Youth Justice plan. | |
| **YJ Plan – Change** | Provides the ability to amend a Youth Justice plan. | |
| **YJ Plan – Delete** | Provides the ability to delete a Youth Justice plan. | |
| **YJ Plan - Save As** | Provides the ability to copy a Youth Justice plan. | |
| **YJ Plan – Unlock** | Provides the ability to unlock a signed Youth Justice plan. | |
| **YJ Case Referral - Delete** | Provides the ability to delete a case referral. | |
| **YJ Plan Review – Add** | Provides the ability to add a Youth Justice plan review. | |
| **YJ Plan Review – Change** | Provides the ability to amend a Youth Justice plan review. | |
| **YJ Plan Review – Delete** | Provides the ability to delete a Youth Justice plan review. | |
| **YJ Plan Review - Save As** | Provides the ability to copy a Youth Justice plan review. | |
| **YJ Plan Review – Unlock** | Provides the ability to unlock a signed Youth Justice plan review. | |

# 06 | **Lookups**

## Intervention Programme Type

The following options are available in the **Intervention Programme Type** lookup (in the YJ Case directory in the One Youth System Administration Tool:

- **Custody**

- **Prevention**.

**The System Administration Intervention Programme Type dialog:**



The **Custody** check box determines whether the intervention programme is a custodial sentence or not. This is used in the **Core Record** to determine if the young person is currently in custody.

The **Currently in Custody** status is calculated by checking current intervention programme to see if the type has a category of 'C', and the current date is between the start and end dates of the custodial sentence.

The Prevention check box determines whether the intervention programme is designed to prevent offences happening or not. A preventative intervention therefore does not require linking

to an offence, so the **Linked Offences** table does not display in the **New Intervention Programme** screen for this type of programme.

| New Intervention Programme | ◀ back | continue ▶ |
|---|---|---|
| Type: | Prevention Programme ▾ | |
| Is Main Programme: | ☐ | |
| FTC Count: | 0 | |
| Start Date: | [ ] [ ] [ ] 🗓 | |
| Panel Date: | [ ] [ ] [ ] 🗓 | |
| End Date: | [ ] [ ] [ ] 🗓 | |
| Outcome: | (none) ▾ | |
| **Notes** | | insert ⊕ |
| | | |
| | ◀ back | continue ▶ |

The **Linked Offence** table is only displayed for interventions that require an offence recording against them.

| Linked Offences link offence ▶ | |
|---|---|
| 🗋 **Offence** | **Outcome** |
| | ◀ back  continue ▶ |

# Offences: Master Codes Information

This is the implementation of the latest standard set of offence types from the YJB. Please refer to the *YJB PNLD Offence Codes Master v3 1 (CMS)* for full details.

Prior to this, Capita's original list of offence types contained approximately 170 types. In addition to the types provided by Capita, each customer had offence types of their own and could maintain them as required.

The PNLD list contains over 10,000 offences. Capita has not mapped each existing offence type to a PNLD type for two reasons:

- Each customer's list was different. This made the mapping/migration task complex.

- The mapping would have changed existing data.

Capita's original list was a fairly generic set of offences, whereas the PNLD list is very specific. The mapping would therefore change the nature of the offence information. For example, the original list included "Pedal cycle offences", which could cover anything from "Ride a pedal cycle with defective brakes" to "Theft of pedal cycle".

The approach taken has been to stop using the original list and use the PNLD list without mapping offences. The existing list remains for existing offence data only. It cannot be used for new offence data. This has been done by making each existing offence type "inactive". The descriptions for existing offence data will be shown, but changes to offence types or new offences will have to use the PNLD offence types.

To make the list of offence types displayed to users more manageable, the YJB suggested the types that should be enabled by default in the CMS. Capita has implemented this suggestion, creating a default list of 680 active offence types. You can activate other PNLD offence types as required.

Along with a new list of offence types, there are changes to the offence categories and sub categories. The YJB's list of offence categories has not changed, but Capita's list did not match

the YJB's exactly. Capita's list of Offence Categories has been updated to exactly match the YJB's categories.

The YJB has introduced a new set of offence sub categories, so Capita's list of offence sub categories has been made inactive and the new list from the YJB has been introduced.

The introduction of the YOGRS scoring in AssetPlus requires a YOGRS factor against each offence type. This is done by assigning a YOGRS offence category to each offence type. Every PNLD offence type has a YOGRS offence category. Every offence in Capita's base list of offence types has been given a YOGRS offence category.

> *NOTE: Customers with their own specific offence types will need to assign a YOGRS offence category to each specific offence type. Offence types that are missing a YOGRS category are highlighted in System Administration with a * in a new column.*

A standard list of offence groups, categories, sub categories and offences is now in use, so changes to these areas have been made in the One IYSS System Administration Tool. Only offence types can be maintained, and the data that can be maintained has been severely restricted:

- Offence types cannot be added or deleted.

- Asset review months can be changed for all offences.

- YOGRS category can be changed for non-PNLD offences only.

- Active flag can be changed for PNLD offences only.

- CJS code can be changed for non-PNLD offences only.

- PNLD reference can be changed for non-PNLD offences only.

- PNC code can be changed for non-PNLD offences only.

- Sub-category can be changed for non-PNLD offences only and can only be changed to a non PNLD sub category.

# Changes for Offence Type

The offences table has an additional column that displays an asterisk (*) for offences with missing data. The table can be sorted using this column to display all offences missing information.

> *IMPORTANT NOTE: The new offences automatically go into use with the 3.60 upgrade, whether or not AssetPlus is enabled.*

You should review all offences marked as missing information, although you might not need to update them all (see below). As well as the system list of offences, any offence types you have added or migrated are also displayed. All existing offence types have been updated with the appropriate data where possible using YJB mapping information. Any that could not be mapped are marked with an asterisk and the YJB recommends that you update them manually.

> *IMPORTANT NOTE: Currently it is only the YOGRS category that needs completing because this could impact AssetPlus.*

The data for CJS code, PNLD reference and PNC code is not currently used, but has been added in anticipation of future requirements. Offences missing this data are marked with an asterisk, however you do not need to populate it at this time.

# *07* | Sign-off Configuration

## Configuring Stage Signoff

Depending on how you have configured your case stages, certain stages require managerial sign-off.

The sections of the case stage that are affected by sign-off are:

- **Pathways and Planning**
- **Explanations and Conclusions**.

There are two system values that you can use to configure the signoff rules:

- **YJ – Signoff Criteria Explanations**
- **YJ – Signoff Criteria Pathways**.

Each of these system values can have one of three settings.







Available settings for both system values:

| Value | Action | |
|---|---|---|
| Blank | Always sign off | AssetPlus stages <u>always</u> require sign-off by a manager for the stage to be recorded as 'Complete'. (Default) |
| None | Never sign off | AssetPlus stages <u>never</u> require sign-off for the stage to be set as 'Complete'. |
| Rules | Apply the YJB defined rules for sign off. | AssetPlus stages require sign-off based on a set of rules defined by the YOT and mandated by the YJB. The YOT decides on the rules to be applied, and Capita writes the routine to accommodate those rules. |

# Rules That Can Be Applied

## Explanation and Conclusions

A combination of AND and OR can be used.

- ROSH: N/A, Low, Medium, High, Very High

- Indicative likelihood of re-offending: Low , Medium, High

- Likelihood of re-offending: Low, Medium, High

- Where there is a difference between section 2 and 3 above

- Overall safety and well-being concern values: Low, Medium, High, V High.

## Pathways and Planning

A combination of AND and OR can be used.

- Apply rules from Explanations section above

- Scaled Approach intervention level: Enhanced, Intensive, Standard

- Difference between Scaled Approach intervention level and Indicative Scaled Approach intervention level.

> **NOTE:** *The YOT cannot interpret these rules and add them to the system value; they need to document the rules they wish to apply from the above and raise a call with One Application Support to implement the changes.*

# *08* | **Mandating Fields**

## Configuring Local Mandatory Fields

Some fields within AssetPlus are mandated by the YJB. You can also mandate additional fields over and above the YJB minimum mandatory requirements.

> **IMPORTANT NOTE:** *YOTs should <u>not</u> change mandatory fields during their initial use of the system. This recommendation comes from Capita and YJB. To prevent the configuration of mandatory fields during this time, this facility is not enabled yet. It will be enabled in a future release.*

Mandating fields is governed by the **YJ AssetPlus Admin** security permission.

Fields can be made mandatory in specific case stages and subsections. The same question can have a different mandatory status in different stages, and in different subsections within the same stage.

Fields configured to be locally mandatory are identified in the AssetPlus change screens with an asterisk.

> **NOTE:** *Mandatory fields only need to be completed at the **Complete Stage** point. Users can continue working through sections without completing the mandatory fields (as per the YJB requirements), but cannot complete the stage until <u>all</u> mandatory fields have been completed. This means that a lack of information for a mandatory question does not prevent users from completing the following subsections.*

To configure mandatory fields:

1. In **my homepage**, select **IYSS Links | Asset Plus Administration** to display the **asset plus administration** screen.

2. In the **AssetPlus Stages** panel, select the required stage to update the list of sections in the **AssetPlus Sections** panel.



3. In the **AssetPlus Sections** panel, select the required section and subsection to update the list of questions in the **AssetPlus Questions** panel.



4. In the **AssetPlus Questions** panel, select the questions you want to make mandatory.

Questions that are required by the YJB cannot be changed. The **YJB Mandatory** and **Locally Mandatory** columns for these questions both display check marks and are not configurable.



Questions that are not required by the YJB have a check box in the **Locally Mandatory** column. You can select or deselect these check boxes to mandate the question.



The selection is saved when you navigate to another AssetPlus section. It is not saved when selecting an alternative case stage.

# *09* | **Calculated Fields**

## Calculated Fields in AssetPlus

Some fields in AssetPlus are calculated. The following are examples of calculated fields:

| Section/Subsection | Field | How the Field is Derived |
|---|---|---|
| **Core Record \| Young person's details** | **Age at time of sentence** | Derived from the young person's date of birth and the sentence hearing date. This is either the hearing, if no future sentence hearing date is scheduled, or the earliest future hearing if one is scheduled. |
| **Core Record \| Young person's details** | **Young person will turn 18 whilst subject to the active disposal** | If the date of birth plus '18 years' is less than the end date of the current order. |
| **Core Record \| Young person's details** | **Young person currently in custody** | If the current intervention programme's end date is greater than or equal to today's date, and **Intervention Programme** in system admin has **Custody** check box selected. |
| **Core Record \| Alerts and Flags** | **YOGRS** | See YOGRS section below. |
| **Core Record \| Alerts and Flags** | **Gang associations** | If yes selected in **Gang Association**: **Yes**.<br><br>If **Gang Associations** is **Yet to Clarify** or where there are no responses (i.e. **please select**): **Yet to Clarify**.<br><br>If no selected at 3.2.6bb: **No**. |

| Section/Subsection | Field | How the Field is Derived |
|---|---|---|
| **Core Record \| Alerts and Flags** | **Physical health concerns or disability** | If response to either 3.3.1a, b, c, d, e or f is **Yes**: **Yes**.<br><br>If there is no **Yes** response, but there is a **Yet to Clarify** or at least one question is unanswered: **Yet to Clarify**.<br><br>Otherwise: **No**.<br><br>3.3.1a – 3.31f fields are:<br><br>**Has a diagnosed physical health condition?**<br><br>**Experiencing current physical health symptoms? e.g. breathing problems, chest pains, seizures?**<br><br>**Currently taking prescribed medication for a physical illness?**<br><br>**Has any current contact with GP or hospitals in relation to a major physical illness?**<br><br>**Is pregnant or could be pregnant?**<br><br>**Health is being put at risk through his/her own behaviour?** |

# YOGRS

This functionality has been implemented. Please refer to the YJB documentation for detailed information on the calculation.

## General information from the YJB

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

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

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

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

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

# 10 | Creating New Reports

## Creating New Reports in AssetPlus

Please refer to document *AssetPlus Data Definitions*, which contains a matrix of the tables and columns used in AssetPlus.

It is important to recognise that a snapshot is taken of some data when a case is closed. Data included in the snapshot is data that can be changed in other areas of the system, outside of the closed case stage. For example, the name address, DoB, gender and ethnicity are included in the snapshot.

# 11 | Audit

## Auditing Case Changes

Users can call an audit of changes to a case stage. This is represented in an XML format.

To access audit data:

1. Navigate to the required AssetPlus stage summary.



2. In the **Actions** panel, click the **View Audit** button to display the **AssetPlus Audit** screen.



3. Select the stage you want to audit.

4. Enter, or select from the calendar, the required **From Date** and **To Date**.

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

5. Click the **Search** button to display a table of changes.



6. To display the changes in detail, click the chevron button in the required row.



7. To compare the two XML sections side-by-side, select the **Scroll Both** check box.

# *12* | **Prepopulation of Stage Data**

## **Configuring Prepopulation Rules**

All new stages are prepopulated automatically from the previous stage, with the exception of module data which is prepopulated according to the rules below and how you have configured them.

Where prepopulation occurs, certain rules are applied. For the purposes of prepopulation, the questions and fields in the modules are of four types:

- Type 1: Always prepopulate from the main framework (as they are shared questions).

- Type 2: Hearing specific (applies only to Bail and Remand, Custody and PSR modules). Fields of this type prepopulate from a previous stage only if the date of hearing is the same, otherwise they are blank or derived as per rules in the data items worksheet. Many of the questions will be shared with other modules in the same stage.

- Type 3: Specific to the module. Always prepopulate from the same module in a previous stage.

- Type 4: Specific to the module. Do not prepopulate from the same module in a previous stage.

If the previous stage was a Case Closure or Review stage, then you can define the rules you want to apply.

Configuration is performed by setting the **Prepopulate Stage Rules** system value as follows:

- Prepopulate always: 1

- Do not prepopulate: 2

- Allow the user to decide whether or not to prepopulate on a case-by-case basis: 3

The default is 1 (always prepopulate).



If prepopulating on a case-by-case basis (system value set to '3'), then when users open a stage following a Case Closure stage, they are given the option to prepopulate.

# *13* | **AssetPlus: Introduction**

## YJ Case View

AssetPlus stages are accessed and created through the **AssetPlus** panel.

**AssetPlus** panel with no AssetPlus stages recorded:

| | | |
|---|---|---|
| No AssetPlus Stages | | new ▶ Ⓐ |

**AssetPlus** panel with AssetPlus stages recorded.

Collapsed:

| ■ **AssetPlus:** *4 stages* | | | | more ⌄  details ▶ Ⓐ |
|---|---|---|---|---|
| **Stage Name** | **Open Date** | **Close Date** | **Owner** | **Proxy Owner** |
| 🔒 Pre Sentence Report | 10/07/2017 | | Danny Jones | |
| ✅ Case Closure | 10/07/2017 | 10/07/2017 | Danny Jones | |

Expanded:

| ■ **AssetPlus:** *4 stages* | | | | less ⌃  details ▶ Ⓐ |
|---|---|---|---|---|
| **Stage Name** | **Open Date** | **Close Date** | **Owner** | **Proxy Owner** |
| 🔒 Pre Sentence Report | 10/07/2017 | | Danny Jones | |
| ✅ Case Closure | 10/07/2017 | 10/07/2017 | Danny Jones | |
| ✅ Review | 10/07/2017 | 10/07/2017 | Danny Jones | |
| ✅ Pre Sentence Report | 07/06/2017 | 07/07/2017 | Danny Jones | |

Click the **Stage Name** in this list to display the **AssetPlus Stage Summary** screen.

> *NOTE: New stages are created by clicking the **details** button then selecting **Open Stage** from the **Actions** panel. The **new** button is only displayed for clients with no AssetPlus history. If a stage is in progress, the new button is not displayed.*

## AssetPlus Summary Screen

### Actions Available

The current and all stopped and completed stages are displayed in the **AssetPlus Stages** panel (you might need to click the chevrons button in the panel header to display older, hidden stages). Select the required stage to update the **AssetPlus Stage Summary** panel, then select the appropriate link in the **Actions** panel:

- **View Stage**: Opens the stage in read-only mode.

- **Change Stage**: Opens the stage for editing. Only displayed against the stage currently in progress.

- **Open Stage**: Creates a new AssetPlus stage. Only displayed if there are no stages currently in progress.

- **View Audit**: Displays an audit of changes made to the stage.

The **AssetPlus Stage Summary** screen:



## Stage Notes

Notes added to a stage when it is stopped are displayed on the summary screen.



## Default Number of Previous Stages Displayed

The number of stages displayed in the AssetPlus Stages panel is controlled by the. If the client has more stages than the value in the **A+ - X Stages - Less** system value, the older stages are only displayed when the panel is expanded by clicking the chevrons button. The default system value is '5'.

**AssetPlus Stages** panel, collapsed:



**AssetPlus Stages** panel, expanded:



# AssetPlus Wide Functionality

# Cross AssetPlus Links

Where displayed data is drawn from elsewhere in the stage, clicking the **Cross AssetPlus** icon links users to the subsection in which the data is entered. The name of the subsection is displayed in a tool tip by hovering the cursor over the icon.

If you use the **Cross AssetPlus** icon to view or edit the source data, you can use the **Return to** function to return to the subsection you were originally viewing.



# Mandatory Fields

Mandatory AssetPlus fields are denoted by a red asterisk (*):



To enable users to complete the stage, subsections and fields in the most appropriate order, mandatory field completion is only checked and enforced when users click the **Complete Stage** button.



*NOTE: Stages can be signed off before all mandatory questions have been completed, but stages cannot be completed, even if signed off, while mandatory questions are unanswered.*

# Trigger Questions

Certain fields include trigger questions that display additional **Further Exploration** questions when certain responses are given. The additional questions are displayed in a blue border.



# Return to Previous Subsection Link

To assist the users with navigation in both view and change modes, a **Return to [previous]** link is included in the **Action** panel. This takes users back to the last subsection they viewed.



# Quick Links

The **Quick Links to Key Areas** panel, on the left-hand side of the screen, contains links to specific parts of the framework. They are accessible from any part of a stage, except the Core Record.

# Attaching Documents

Documents can be attached to the following sections, modules and subsections, as defined by the YJB:

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

| Section or Module | Subsection |
|---|---|
| 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 | |

To attach a document:

1. In the **Change Stage** mode, click **Attach Document** in the **Actions** panel:



If you click **Attach Document** in a subsection that allows documents to be attached, you are given the option of linking the document to either the section or module, for example **Core Record**, or the subsection, for example **Core Record : Alerts and Flags**.

If you click **Attach Document** from a subsection that does not allow the attachment of a document, it is automatically attached to the section or module.



2. Enter a **Document Title**.

3. Use the **Browse** button to locate and select the file.

4. Click the **continue** button to attach the file.

   The attached documents are displayed on the bottom left-hand side of the screen:



Documents can be retrieved by clicking the links.

- In view mode: Documents are opened in their native application.

- In change mode: You are presented with the view, replace and delete options:



> **NOTES:** *Attached documents are only displayed when you are in the section or subsection to which they are attached.*
>
> *Documents uploaded into a case stage are only displayed in that case stage; they do not get copied into the next case stage opened, or display in the general* **Document, Notes, Forms and Requests** *section in the YJ case.*

# Core Record : Stage Details

This subsection enables the assigning of sections and subsections to other users.

The **Stage Details** change screen:

| Core Record : Stage details | | | | ‹previous next › |
|---|---|---|---|---|
| Assessment Stage: | | Post Court Report | | |
| Stage Owner: | Danny Jones | Proxy Stage Owner: | Mary Carter | |
| Job Title: | YJ Worker | Job Title: | YJ Worker | |
| YOT: | | Workgroup 2 | | |
| Telephone No: | | | | |
| Stage Start Date: | | 11/07/2017 | | |
| Stage End Date: | | | | |
| **Other persons involved in the stage** | | | | |
| **Name** | **Job Title** | **Section** | **Sub-section** | add › |
| | | | | ‹previous next › |

To edit the other persons involved in the case stage:

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

| Other persons | | continue › ✖ |
|---|---|---|
| User: | Please select ⌄ | |
| Section: | Please select ⌄ | |
| Sub-section: | | |

The **Sub-section** field is activated depending on the **Section** value selected.

2.  Complete the dialog and click the **Continue** button.

The person is added to the **Other persons involved in stage** table.

| Other persons involved in the stage | | | | |
|---|---|---|---|---|
| **Name** | **Job Title** | **Section** | **Sub-section** | add › |
| Jane Templer | YJ Worker | Personal, Family and Social Factors | Young Person's Development | ✎ ✖ |

To delete a row, click the **x** icon.

To amend a row, click the edit icon.

# Creating a New AssetPlus Stage

## For a Client with No Previous Stages

To create a new stage for a client who has not got an AssetPlus stage recorded on their case record:

1.  In the **AssetPlus** panel, click the **new** button to display the **New AssetPlus Stage** screen:

| New AssetPlus Stage | | ‹ back continue › |
|---|---|---|
| Stage: | Please select ⌄ | |
| Stage Owner: | Danny Jones ⌄ | |
| Start Date: | 12 07 2017 🗓 | |
| | | ‹ back continue › |

Certain stages require a **Court** or **Panel Hearing** adding.



2. If required, allocate another user as the **Stage Owner**. This designates you as a proxy user. A proxy user has all the same access to the stage as the owner, e.g. amending, completing and cancelling.

   To assign a new **Stage Owner**, select the required user from the **Stage Owner** drop-down.

3. Complete the fields as required.

4. Click the **Continue** button to display the **AssetPlus Stage Summary** screen.



# For a Client with Previous Stages

To create an AssetPlus stage for a client who has a stopped or completed stage on their case record:

1. In the **AssetPlus** panel, click the details button to display the **AssetPlus Stage Summary** screen.



2. In the **Actions** panel, click the **Open Stage** hyperlink to display the **New AssetPlus Stage** screen.

| ▣ New AssetPlus Stage | | ◀ back  continue▶ |
|---|---|---|
| Stage: | Please select ▾ | |
| Stage Owner: | Danny Jones ▾ | |
| Start Date: | 12  07  2017  📅 | |
| | | ◀ back  continue▶ |

3. Select the **Stage** from the drop-down.

4. If prompted, select a **Court Hearing**.

5. If required, change the **Stage Owner** and **Start Date**.

> *NOTE: Selecting a new **Stage Owner** will make you a proxy owner. You will have the same control over the stage as the **Stage Owner**.*

6. Click the **continue** button to display the **AssetPlus Stage Summary** screen for the new stage.

**Jen Linley**                                                                System ID: 8901787

▣ Actions
🔍 View Stage
✎ Change Stage
✏ Request Signoff
✅ Complete Stage
⏹ Stop Stage
❌ Cancel Stage
🔍 View Audit

▣ AssetPlus Stages
▶ 🔒 12/07/2017 Referral in (Prevention)
✅ 12/07/2017 Review

| ▣ AssetPlus Stage Summary | | | ◀ back  continue▶ |
|---|---|---|---|
| 🔓  **Referral in (Prevention)** | | | |
| No other people involved in this stage | | | |
| **Stage Details** | | | |
| Start Date: | 12/07/2017 | End Date: | |
| Stage Owner: | ▪▪Danny Jones : YJ Worker | Proxy Stage Owner: | ▪▪Mary Carter : YJ Worker |
| Created on 12/07/2017 by Mary Carter, YJ Worker | | | |
| Last updated on 12/07/2017 by Mary Carter, YJ Worker | | | |
| | | | ◀ back  continue▶ |

# Viewing a Stage

Clicking the **View Stage** link in the **Actions** panel takes you to the detailed view of the AssetPlus stage. You cannot change anything in this view.

🔒 07/06/2017 Pre Sentence Report
☐ 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
☐ Referrals
☐ Restorative Justice
☐ Pre Sentence Report
▣ Actions

| ▣ Core Record : Young person's details | | | ◀previous  next▶ |
|---|---|---|---|
| Surname: | Aarons | | |
| First name(s): | Janet Anne | | |
| Other names/alias: | Julie Aarons | | |
| Gender: | Female | | |
| Date of birth: | 01/09/1997 | | |
| Age: | 19  ⚠ Young person will turn 18 whilst subject to the active disposal | | |
| Age at time of sentence: | | | |
| Current Young Person ID: | 3601 | | |
| PNC Number: | | | |
| Address: | ▓▓▓▓▓▓ | | |

| Telephone Numbers: | **Telephone No.** | **Type** | **Preferred** |
|---|---|---|---|
| | | Landline | |
| | | Mobile | |
| | | Other | |

You can return to the **Summary View** at any time by clicking the **Return to Stage Summary** link in the **Actions** panel.

You can navigate through the AssetPlus stage by using the **Previous** and **Next** buttons, or by clicking the sections and subsections on the left-hand side of the screen, e.g. **Core Record | Parents/Carer Contact**.

When clicked, sections expand to display the subsections they contain:

*Collapsed view:*                                   *Expanded View, Core Record:*



NOTE: The current section being viewed is indicated by ▶

# Countersignature Overview

Practitioners can choose whether to request sign off for **Explanations and Conclusions**, **Pathways and Planning**, or both sections.  Practitioners can also select which user to send the request for sign off to.  The choice displayed is the list of all users who have permission to sign off, regardless of whether or not they are assigned as the practitioner's manager.

Users with permission to sign off can see and action any requests for Countersignature, regardless of which users are assigned to which managers and cover of absent colleagues.

Countersignature Homepage panel(s) will display as relevant for users who have either of the existing permissions:

■ **Request sign off** (permission for practitioners)

■ **Sign off AssetPlus Stage** (permission for Managers and Senior Practitioners)

For users with the '**Request sign of**f' permission, the new '**My Sign Off Requests**' panel will be displayed on the Homepage as shown in the graphic below:



This panel gives the total count of sign off requests for the logged on user, according to their status.

- **Requests 'requiring changes'** refer to stages where a Manager/Senior Practitioner has opted to request changes rather than signing off the stage and also where a stage has been requested for countersignature, but the practitioner has returned to make further changes (and the request for sign off will need to be resubmitted).

- **Requests 'awaiting sign-off'** are where no further changes have been made by the practitioner since the request for sign off and further action is required by a Manager or Senior Practitioner.

- **Requests 'signed-off in the last seven days'** are requests that have been successfully sign off within the last week.

For users with the **Sign Off AssetPlus stage** permission, the new '**Countersignatures Required**' panel will be displayed on the Homepage as shown in the graphic below:



This panel gives the total count of sign off requests sent to the logged on user and also the total number required across the whole YOT (regardless of who the practitioner selected to sign them off at the point of request).

> ***Important Note:*** *A single user will only see both of these new panels if they have both permissions to request sign off, and to sign off AssetPlus stages. Generally, users will see one or the other of these new panels according to their permissions, and some users may not see either (e.g.: administrative users who may not have either permission to request Countersignature or sign off AssetPlus stages).*

Countersignature Details screens accessed via the Homepage panels, enable users to monitor and action Countersignature activity.

Free text notes can be recorded against the stage requested for Countersignature. The notes will pass between the practitioner requesting sign off and the manager or senior practitioner reviewing and signing off or requesting changes to the stage.

The **date**, **time**, **section(s)**, **sign-off** and **changes requested** details of each Countersignature action are displayed in a Countersignature history listed within the AssetPlus stage summary. This is fully reportable.

# Requesting Countersignature

The process is as follow:

1. In the client record select the assetplus stage to be signed off.

2. On the **AssetPlus Stage summary** screen, click **Request Signoff** link to display the **Request sign-off** window.

3. Place a tick in the **Request sign-off** check box for the section(s) to be signed off. This can be either section or both.

4. In the **Notes** field, comments can be entered if required.  These will be visible to the user you choose to sign off and to any other user with sign off permissions who may view or action the Countersignature request.

5. Clicking the **Insert** button enters a **date**/**time** stamp in the **Notes** field.

6. From the dropdown list in **Countersigner** section select the name of the person you want to send the sign off request to.  The list displays all users who have the permissions to sign off AssetPlus stages.  Although you are selecting someone to be responsible for performing the sign off, any other user with Sign off permissions can view your request and action it as required.

7. Click **continue** button to send the request to the selected person.

> **Note**: If no Manager is selected a popup message appears when **continue** is selected.



The AssetPlus Stage Summary displays information about the request, including the date and time it was requested.



The sign-off request sent is added to the count of **'awaiting sign off'** requests in the '**My Sign Off Requests**' panel on the Homepage and also in the '**Countersignatures Required**' panel of the Homepage visible to all users with permissions to sign off AssetPlus stages.

## My Sign-Off Requests – (Homepage Panel)



A practitioner can see an overview of all their Countersignature requests via the '**My Sign Off Requests**' panel on the Homepage.  Clicking a hyperlink within this panel presents the '**My Sign Off Requests**' page, listing the requests for the logged on user according to their status:

- **Changes needed and sign-off to be requested again**.
    - Requests where a Manager/Senior Practitioner has opted to request changes rather than signing off the stage and;
    - Requests where a stage has been requested for countersignature, but further changes have been made since the request was made.
    - In both of the above scenarios, the request for sign off will need to be resubmitted once changes are completed.

- **Awaiting sign-off**
    - Requests where no further changes have been made by the practitioner since the request for sign off and further action is required by a Manager or Senior Practitioner.

- **Signed-off**
    - Requests that have been successfully sign off

- For each **Status,** the following information is displayed:
    - Date and time of the request
    - Name of the person selected to sign off the request
    - Client name
    - AssetPlus Stage Type the request relates to
    - Section(s) requested for sign-off

- Current Status of the request

- Action column containing the following buttons:

  o **View Stage**: Click to navigate directly to the relevant AssetPlus stage summary screen

  o **Notes**: Click to view and/or add to the free text notes recorded by the person who requested sign off and anyone with sign off permissions who has added to the notes

# Countersignatures Required (Homepage Panel)

Any user with Sign Off permissions can see an overview of all the Countersignature requests required of them and across the whole YOT, via the '**Countersignatures Required**' panel on the Homepage. Clicking a hyperlink within this panel presents the '**Countersignatures Required**' page.

Countersignatures required by the logged on user are displayed by default. This view can be changed to '**Countersignatures across YOT**' to see all requests made by different practitioners. This view enables the user to action a request on behalf of an absent colleague, regardless of whether or not the user is assigned as the manager of the practitioner who requested the sign off.



The requests are displayed in both views according to their status:

■ **Awaiting sign-off**

- Requests ready for review by a Manager or Senior Practitioner to take action.

■ **Changes needed and sign-off to be requested again**

- Requests where a Manager/Senior Practitioner has opted to request changes rather than signing off the stage and;

- Requests where a stage has been requested for countersignature, but further changes have been made since the request was made.

- In both of the above scenarios, the request for sign off will need to be resubmitted once changes are completed, so this section is for information purposes.

*Important note:* Requests could display under '**Awaiting sign off**' before moving to '**Changes needed and sign-off to be requested again**' without a Manager or Senior Practitioner taking any action. This will happen where the stage owner has returned to the stage and made further changes since they requested sign off. Once their editing is completed and they re-submit the sign off request, this will appear once again under '**Awaiting sign off**'.

■ **Signed off**

- Requests that have been successfully sign off.

■ For each **Status**, the following information is displayed:

- Date and time of the request.

- Name of the Countersigner selected by the practitioner are the point of request.

- Client name.

- AssetPlus Stage Type the request relates to.

- Section(s) requested for sign-off.

- Current Status of the request.

- Action column containing the following buttons:

  o **View Stage**: Click to navigate directly to the relevant AssetPlus stage summary screen.

  o **Notes**: Click to view and/or add to the free text notes recorded by the person who requested sign off and anyone with sign off permissions who has added to the notes.

## Actioning Countersignature Requests



1. Click the **View Stage** button to navigate directly to the relevant AssetPlus Stage Summary screen.

2. On the **Actions** menu click '**Countersignature Actions**' to display the **Countersignature Actions** screen.

3. Select '**Sign off**' or '**Request Changes**' as appropriate against the relevant section(s).

4. Free text notes can be entered and on clicking '**Continue**', the status of the request is updated accordingly, and any notes entered are visible to the practitioner involved with the request.  The Countersignature activity history is also updated on the relevant AssetPlus Stage Summary screen.

*Note: Once a section of a request has been signed off, the Notes panel is greyed out preventing any additional notes to be entered or amended.*

# Completing a Stage

To complete a case stage:

1. In the **Actions** panel of the **AssetPlus Stage Summary** screen, click the **Complete Stage** hyperlink.

   ■ If the stage has outstanding mandatory questions or if it has not been signed off, the **Stage Completion Tasks** screen is displayed. You must complete these tasks before you can mark the stage as complete:

   

   ■ If all mandatory questions have been answered and the stage has been signed off, the **Complete AssetPlus Stage** screen is displayed:

   

2. In the **Complete AssetPlus Stage** screen, enter any notes you want displaying in the stage summary.

3. Click the **continue** button to mark the stage as complete. This saves a snapshot of all data in the stage as it currently stands and locks the stage against future edits.

# Stopping a Stage

Stopping a stage follows the same process as completing a stage, however there is no requirement to sign off the stage or complete all mandatory fields. This is because the stage is not recorded as completed.

# Cancelling a Stage

Cancelling a stage follows the same process as stopping a stage.

> **NOTE:** *Cancelled stages are filtered out of the list of stages. Although the data remains in the data tables, it is not accessible to users, meaning it is effectively deleted.*

# *14* | **AssetPlus Sections**

## Introduction

The following sections are presented in the Change Stage mode. Users with read-only permissions for a stage see the information presented as demonstrated in

## Core Record

### Young Person's Details

To amend the details in AssetPlus:

1. In the **Actions** panel of the required client's **AssetPlus Stage Summary** screen, click **Change Stage** to display the **Core Record : Young person's details** screen.

| Core Record : Young person's details | | ◀previous  next ▶ |
|---|---|---|
| Surname: | Aarons | |
| First name(s): | Janet | Anne |
| Other names/alias: | Julie | Aarons |
| Gender: | ○ Not Specified  ● Female  ○ Male | |
| Date of birth: | 01  09  1997 | |
| Age: | 19  ⚠ Young person will turn 18 whilst subject to the active disposal | |
| Age at time of sentence: | | |
| Current Young Person ID: | 3601 | |
| PNC Number: | | |
| Address: | | find address ▶ |

| Telephone Numbers: | Telephone No. | Type | Preferred |
|---|---|---|---|
| | | Landline | ☐ |
| | | Mobile | ☐ |
| | | Other | ☐ |

Details that already exist in the client record such as name, date of birth and address are brought through from the client record, but are editable.

2. Edit the details as required.

You can navigate between the change screens using the **Previous** and **Next** buttons, or the section and subsection menu links.

# Parents/Carers Details

Parents and carers are added to the stage in this subsection.



To select the parents and carers for the stage:

1. Click the **select** button to display the **Select Parent Carers** dialog.



2. In the **Include** column, select the check box for all required parents or carers.

> *NOTE: If the required person is not displayed, you can add a new parent or carer using the new button (described in the following section).*

3. Click the **change** button to add the selected parents and carers to the stage.



## Linking a New Parent or Carer

To link a new parent or carer contact:

1. Click the **new** button to display the **Add Parent Carer** dialog.



2. Complete the search parameters and click **search** to display matching records.

3. Select the correct record and click **Continue**.

> *NOTE: You can only <u>link</u> to an existing parent or carer record. The addition of a parent or carer record is completed using the existing functionality.*

## Changing Parent or Carer Details

To change parent or carer details:

1. Click the edit icon to display the **Parent Carer** dialog.



2. Edit the fields as required.

3. Click the **change** button.

## Deleting Parents or Carers

To delete a parent or carer, click the select button and deselect the required person.

> *NOTE: This does not delete the record from the system, just the link to the young person's record.*

## Parent and Carer Addresses

To change or add an address for a parent or carer, use the **find address** link for the appropriate person.

# Offending and Anti-Social Behaviour

This screen displays any active disposals, offences, ASB incidents and outstanding charges.

The **Offending and Anti-Social Behaviour** change screen:



Only current offences are available to add to an episode.

An offence is current if it meets one of the following criteria:

- There is a plea of guilty, found guilty or offence admitted recorded in any court appearance <u>and</u> no outcome recorded against the offence.

    or

- It has a substantive outcome but <u>no</u> linked intervention programme and has <u>not</u> been included in an episode within a previously completed AssetPlus stage (as they could be in a previously completed stage as current but without being included in an episode in a stage that was completed).

    or

- It has a substantive outcome <u>and</u> a current intervention programme (based on the current data and the intervention programme start and end dates to define current).

Current offences also includes any offences that have become historical during the course of the currently in progress stage (these are moved to the history after the stage has been stopped or completed, see historical offences below). For the rules governing current and historic offending

and anti-social behaviour, see Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections on page *160*.

To create an episode:

1. Select the offences that you want to add to the episode.



2. As required, click **create episode** or **add to existing episode** if episodes already exist for the client.

   System-generated episode numbers are saved against each offence selected, in the format YYMMDDHHMM

   > **NOTE:** *This will change in a future release to prevent identical numbers being generated for different episodes to YYMMDDHHMMSS.*



Clicking the **x** icon removes the offence from the episode.

## Offending and Anti-Social Behaviour History

This is completely prepopulated with data including previous substantive outcomes without YOT interventions, previous interventions, offending history and ASB history where applicable. For the rules governing current and historic offending and anti-social behaviour, see Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections on page *160*.

Prevention stages include references to ASB only.

### Criteria for active substantive outcomes without YOT interventions:

(Fines, Youth Cautions, etc.)

- No linked intervention programme
- Any linked offences <u>have not</u> been included in an episode within a previously completed stage.

### Criteria for previous substantive outcomes without YOT interventions:

(Fines, Youth Cautions, etc.)

- No linked intervention programme
- All linked offences <u>have</u> been included in an episode within a previously completed stage

### Criteria for active interventions:

- A linked <u>current</u> intervention programme.

### Criteria for previous interventions:

- A linked <u>previous</u> intervention programme
- All linked offences <u>have</u> been included in an episode within a previously completed stage.

The offending and anti-social behaviour history change screen:

| Core Record : Offending and Anti-Social Behaviour History | | ◀previous | next ▶ |
|---|---|---|---|
| **Previous Substantive Outcomes without YOT Interventions** | | | |
| **Substantive Outcome** | **Start date** | **End date** | |
| No Previous Substantive Outcomes | | | |
| **Previous Interventions** | | | |
| **Intervention** | **Start date** | **End date** | |
| Youth Rehabilitation Order | 01/02/2014 | 31/01/2015 | |

**Offending History**

| Age at first official sanction: | 13 | Age at first conviction: | 0 |
|---|---|---|---|
| Number of previous convictions: | 0 | Number of previous convictions (override): | [ ] |

| Episode | Offence Details | Offence Start | Offence End | Seriousness | Disposal Type | Disposal Start |
|---|---|---|---|---|---|---|
| No Offence Episode History. | | | | | | |

**ASB History**

| Episode | Incident | | Incident Start | Incident End |
|---|---|---|---|---|
| No ASB Episode History. | | | | |

| | | ◀previous | next ▶ |
|---|---|---|---|

> **NOTE:** *If you believe the **Number of previous convictions** field to display an incorrect value, you can enter the correct figure in the **Number of previous convictions (override)** field. This updates the YOGRS score in the **Core Record : Alerts and Flags** subsection.*

## Civil Measures and Other Informal Outcomes

This screen is not prepopulated with any data.

| Core Record : Civil measures and other informal outcomes | | ◀previous | next ▶ |
|---|---|---|---|
| e.g. ASBOs, ABCs, SOPOs etc | | | |
| **Type** | **Date** | **Details** | add ▶ |
| | | ◀previous | next ▶ |

To add new civil measures or other informal outcomes:

1. Click the **add** button to display the **Civil Measure/Informal Outcome** dialog.



2. Enter the **Type**, **Date** and **Details**.

3. Click the **continue** button to save the new outcome.



To delete an outcome, click the **x** icon.

To amend an outcome, click the edit icon

# Alerts and Flags

The **Core Record : Alerts and Flags** panel:



Trigger questions included in this screen:

- **Concerns regarding a specific known victim**

- **Staff safety concerns/considerations**

- **Other (locally –defined) risks associated with the young person**

- **Allergies and Dietary Needs**.

Selecting **Yes** for any of these questions triggers an additional details free text field:



Tool tips link with other areas of the framework for the inclusion of data.

# Contact with Services

The **Contact with Services** panel:



To add previous assessments:

1. In the **Relevant previous assessments (including YOT)** table, click the **add** button to display the **Previous Assessment** dialog.



2. Complete the relevant fields.

3. Click the **continue** button to add the assessment to the **Contacts with Services** subsection:



To delete an assessment, click the **x** icon.

To amend an assessment, click the edit icon.

The same methodology is used to record other professionals or services involved, however the dialog to record this data is different:



# Personal Circumstances

The **Personal Circumstances** change screen:

There are trigger questions in the **Care History** section:

| Care History | | | | |
|---|---|---|---|---|
| Please indicate whether any of the following apply to the young person: | Currently | Never | Previously | Yet to clarify |
| Accommodated by voluntary agreement with parents (s.20 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Identified Child in Need (s.17 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Subject to a care order (s.31 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Remand to local authority accomodation | ○ | ◉ | ○ | ○ |
| Remand to Youth Detention accomodation | ○ | ◉ | ○ | ○ |
| | Currently | Never | Previously | Yet to clarify |
| Has the young person ever had a child protection plan? | ○ | ◉ | ○ | ○ |

Selecting the **Currently** or **Previously** radio buttons for any of these questions triggers further questions.

| Care History | | | | |
|---|---|---|---|---|
| Please indicate whether any of the following apply to the young person: | Currently | Never | Previously | Yet to clarify |
| Accommodated by voluntary agreement with parents (s.20 Children Act 1989) | ◉ | ○ | ○ | ○ |
| Identified Child in Need (s.17 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Subject to a care order (s.31 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Remand to local authority accomodation | ○ | ◉ | ○ | ○ |
| Remand to Youth Detention accomodation | ○ | ◉ | ○ | ○ |
| If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above: | | No | Yes | Yet to clarify |
| Is s/he an 'eligible child'? (still in care and looked after for at least 13 weeks since the age of 14) | | ○ | ◉ | ○ |
| | Currently | Never | Previously | Yet to clarify |
| Has the young person ever had a child protection plan? | ◉ | ○ | ○ | ○ |
| Further Exploration: If currently or previously, please state under which categories and dates to and from: | | | | |
| Category | From | To | | add ▶ |

To add child protection plan information to the **Further Exploration** table:

1. Click the **add** button to display the **Care History** dialog.

| ■ Care History | | continue▶ ✖ |
|---|---|---|
| Category: | Please select ▽ | |
| From: | | 📅 |
| To: | | 📅 |

2. Select a **Category** and enter the **From** and **To** dates.

3. Click the **continue** button to add the information to the record:

| Further Exploration: If currently or previously, please state under which categories and dates to and from: | | | |
|---|---|---|---|
| Category | From | To | add ▶ |
| Neglect | 31/08/2014 | 01/06/2015 | 🖉 ✖ |

To delete a row, click the **x** icon.

To amend a row, click the edit icon.

## Intervention Summary

This screen is prepopulated with targets and review dates. The **Cross AssetPlus** icon links to **Pathways and Planning** for information input.



## Stage Details

Prepopulated with data entered previously in the stage.



To add additional people to the stage:

1. Click **add** in the **Other persons involved in the stage** table to display the **Other persons** dialog.



2. Complete the **User**, **Section** and **Sub-section** fields.

3. Click the **continue** button to add the contributor to the record:



> *Note: The **User** drop-down includes all users already recorded in the system.*

# Offending and Anti-Social Behaviour

## Offending and Anti-Social Behaviour

The **Offending and Anti-Social Behaviour** change screen:

Selecting **Yes** from the **Is there anything else about the offence/s and/or the young person's attitudes which causes you particular concern, or indicates that the behaviour was more serious than the charge implies?** drop-down triggers a **Further Exploration** question and an additional detail free text field.



# Patterns and Attitudes

The **Patterns and Attitudes** change screen:



The graph shows the dates of offences along the horizontal axis (**Time**) and the gravity of the offences on the vertical axis (**Seriousness**).

You can focus the graph on a certain time period using the **From** and **To** date fields.

Selecting **Yes** from the **Do you have any particular concerns about the way that the young person has tried to justify his/her offending?** drop-down triggers a **Further Exploration** question and an additional detail free text field.



# Other Behaviours of Particular Concern

The **Other Behaviours of particular concern** change screen:



Selecting **Yes** from the **Do you have information or evidence about any other behaviours by the young person which give cause for concern?** drop-down triggers a **Further Exploration** question and an additional detail field.

# Personal Family and Social Factors

## Living Arrangements and Environmental Factors

The **Living Arrangements and Environmental Factors** change screen:



Selecting **Yes** from the **Do you have any concerns about the young person's current accommodation situation?** drop-down triggers a **Further Exploration** question and an additional detail field.



Selecting **Yes** from the **Is the young person being adversely affected by specific local tensions, pressures or issues?** drop-down triggers a **Further Exploration** question and an additional detail field.

# Parenting Family and Relationships

**Parenting Family and Relationships** change screen:



Selecting **Yes** from the **Do you have any concerns about the ability of the parents/carers to care for and supervise the young person appropriately?** drop-down triggers a **Further Exploration** question and an additional detail field.



Selecting **Yes** from the **Do you have any concerns about behaviours/situations within the family which may impact on the young person's safety and wellbeing?** drop-down triggers a **Further Exploration** question and an additional detail field.



Selecting the **Currently** or **Previously** radio buttons for the following questions triggers the **Is s/he an 'eligible child'?** question:

- **Accommodated by voluntary agreement with parents (s.20 Children Act 1989)**
- **Identified Child in Need (s.17 Children Act 1989)**
- **Subject to a care order (s.31 Children Act 1989)**
- **Remand to local authority accommodation**
- **Remand to Youth Detention accommodation**.

Selecting the **Currently** or **Previously** radio buttons for the **Has the young person ever had a child protection plan?** question triggers a **Further Exploration** question.



To add care history:

1.  Click the **add** button to display the **Care History** dialog.



2.  Select a **Category** and enter the **From** and **To** dates.

3.  Click the **continue** button to add the information to the record:



To delete a row, click the **x** icon.

To amend a row, click the edit icon.

In the **Family and Wider Networks** area of the subsection, the young person's significant individual relationships can be added.

To add relationships:

1.  Click the **add** button.



The **Significant Relationship** dialog is displayed:

2.  Complete the **Individual** and **Significance** fields.

3.  Click the **continue** button to add the relationship information to the record.

| Individual | Relationship significance and influence on the young person. | add ▶ |
|---|---|---|
| Danny Dyer, 1 Main Street, B49 5JG | Father - Persistent Offender | 🖉 ⊠ |

To delete a row, click the **x** icon.

To amend a row, click the edit icon.

Selecting **Yes** from the **Do you have any concerns about the young person's significant relationships?** drop-down triggers a **Further Exploration** question and an additional detail field.

Do you have any concerns about the young person's significant relationships?   [Yes ▾]

Further Exploration:

☐ Offending by family members   ☐ Violence/abusive behaviour in the wider family   ☐ Experiences of loss/bereavement
☐ Aggressive/violent behaviour by the young person towards family members   ☐ Abusive behaviour within intimate relationships   ☐ Frequent break-up of relationships
☐ Loss of contact with people significant to the young person   ☐ Any significant caring responsibilities for siblings, parents or others?   ☐ Violence/abuse towards the young person from others
☐ Other e.g. tensions over expected roles, unusual or complicated features of family life

Please provide as much detail as possible here*:                                   [ insert ↻ ]

Under the **Family and Wider Networks** heading, the young person's key networks and groups can be added.

To add a group or network:

1.  Click the **add** button.

| 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 ▶ |

The **Network / Group** dialog is displayed:

| ⬛ Network / Group | | continue ▶ ☒ |
|---|---|---|
| Network/Group: [                    ] | | |
| Significance and influence on the young person: | | |
| [                                             ] | | |
| Gang associations:   [Please select ▾] | | |

2.  Complete the fields as required.

3.  Click the **continue** button to add the network or group information to the record.

| Network/Group | Significance and influence on the young person | Gang associations | add ▶ |
|---|---|---|---|
| Yorkshire Massive | Member of the gang | Yes | 🖉 ⊠ |

If any of the networks or groups have been flagged as having gang associations, a **Further Exploration** question is triggered.

| Network/Group | Significance and influence on the young person | Gang associations | add ▶ |
|---|---|---|---|
| Yorkshire Massive | Gang member. used as courier | Yes | 🖉 ⊠ |

Further Exploration:
Please provide as much detail as possible here e.g. when/where the gang operates, key features of gang behaviours, specific influence on the young person and extent of his/her involvement, whether or not the young person's family are involved in gang activity
[                                                                       ] insert ↻

To delete a row, click the **x** icon.

To amend a row, click the edit icon.

Selecting **Yes** from the **Is there any evidence of significant problems in the way the young person relates to others?** drop-down triggers a **Further Exploration** question and an additional details free text field.

Is there any evidence of significant problems in the way the young person relates to others?    [ Yes ▾ ]

Further Exploration:
☐ Susceptible to manipulation/exploitation    ☐ Gives in easily to pressure from others    ☐ Fear/mistrust of others
☐ Inappropriate social presentation    ☐ Over-assertive / controlling    ☐ Victim of bullying
☐ Other concerns

Please provide as much detail as possible here*:
[                                                              ]  [ insert ⊕ ]

Selecting **Yes** from the **Is the young person at risk of sexual exploitation?** drop-down triggers a **Further Exploration** additional details free text field.

Is the young person at risk of sexual exploitation?    [ Yes ▾ ]

Further Exploration:
Please provide as much detail as possible here*:
[                                                              ]  [ insert ⊕ ]

# Young Person's Development

**Young Person's Development** change screen:

Selecting the **Yes** radio button for the following questions triggers a **Further Exploration** additional details free text field:

- **Has a diagnosed physical health condition?**
- **Experiencing current physical health symptoms?**
- **Currently taking prescribed medication for a physical illness?**
- **Has any current contact with GP or hospitals in relation to a major physical illness?**
- **Health is being put at risk through his/her own behaviour?**



Selecting the **Yes** radio button for the **Have any Special Educational Needs been identified?** question triggers a **Further Exploration** question:



Any details already provided for this question in the **Learning, Education, Training and Employment** section are automatically pulled through.

If you need to enter any additional special educational needs:

1. Click the **add** button to display the **Identified SEN** dialog.



2. Select the **Identified SEN** and the **Responses to identified SEN**.

3. Click the **continue** button to add the information to the record.



To delete a row, click the **x** icon.

To amend a row, click the edit icon.

Selecting the **Yes** radio button for <u>any</u> questions under the following subsection headings triggers a **Further Exploration** additional detail free text field:

- **Speaking**

- **Understanding spoken language**

- **Non-verbal**

- **Social skills difficulties (inc Autistic Spectrum Disorders)**

- **Educational needs and Learning Disability**

- **Traumatic Brain Injury**.

| Traumatic Brain Injury | No | Yes | Yet to clarify |
|---|---|---|---|
| Head injury that caused him/her to be knocked out or dazed or confused? | ● | ○ | ○ |

Further Exploration:

Please provide as much detail as possible here*:
e.g. is there something unusual about the way the individual communicates? Please give examples such as 'difficult to have a conversation with them/fixed smile/reluctant to talk'.

[insert ●]

Selecting the **Yes** radio button for <u>any</u> questions under the **Emotional development and mental health** subsection heading triggers a **Further Exploration** additional detail free text field.

| Emotional development and mental health<br>Please indicate whether the following apply to the young person: | No | Yes | Yet to clarify |
|---|---|---|---|
| Any formal diagnosed mental health condition?<br>(current/previous) | ○ | ○ | ● |
| Any contact with mental health services? | ○ | ○ | ● |
| Any prescribed medication for mental health problems?<br>(current/previous) | ○ | ○ | ● |
| Has current feelings of sadness, anxiety/stress or irritability? | ○ | ○ | ● |
| Feels constantly in low mood? | ○ | ○ | ● |
| Feels hopeless about the future? | ○ | ○ | ● |
| Has flashbacks of past traumatic events? | ○ | ○ | ● |
| Experiencing unsual thoughts? | ○ | ○ | ● |
| Sees or hears things that other people cannot? | ○ | ○ | ● |
| Has longstanding symptoms of overactivity, inattention and impulsivity in multiple settings?<br>(e.g. home, school etc.) | ○ | ○ | ● |
| Has history of deliberate self-harm? | ○ | ○ | ● |
| Has previously attempted suicide? | ○ | ○ | ● |
| Has current thoughts to self-harm or wish to commit suicide? | ○ | ○ | ● |
| Looks depressed or is behaving unusually? | ○ | ○ | ● |
| Risks/ concerns from others (family/professionals) about young person's mental health? | ○ | ● | ○ |

Further Exploration:

Please provide as much detail as possible here*:
including: the events/circumstances; nature of emotions arising (anger, grief, fear etc); impact on young person's life etc.

[insert ●]

Selecting the **Yes** radio button for the **Do you have any concerns about how the young person spends his/her time and/or other addictive behaviours?** question triggers a **Further Exploration** question enabling you to specify which activities are causing concern:

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Do you have any concerns about how the young person spends his/her time and/or other addictive behaviours? | ○ | ● | ○ |

Further Exploration:

☐ Gambling
☐ Inappropriate use of technology (e.g. excessive use / cyber-bullying)
☐ Risk-based games
☐ Non-constructive use of time
☐ Other (please specify below)

Selecting **Gambling** triggers a list of options and a free text field:



Selecting any of the following activities triggers the **Other behaviours** free text field:

- **Inappropriate use of technology (e.g. excessive use / cyber-bullying)**

- **Risk-based games**

- **Non-constructive use of time**

- **Other (please specify below)**.



Selecting the **Yes** radio button for the **Is there any evidence of substance misuse?** question triggers a **Further Exploration** question enabling you to enter information about what the young person is doing and why:



To list substances:

1. Click the **add** button to display the **Substance Use** dialog:



2. Select the relevant options from the drop-downs and enter the **Age at first use**.

3. Click the **continue** button to add the information to the record.

| Further Exploration: Please select from the following list substances which the young person is known/suspected to have used: | | | |
|---|---|---|---|
| **Substance Type** | **Current/Previous/Suspected** | **Age at first use** | add ▶ |
| Alcohol | Currently | 13 | ✎ ⊠ |
| Cannabis | Currently | 14 | ✎ ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Adding alcohol-related substances triggers the **Alcohol** question set. The responses you select to these questions contribute to a **Total Score**.

| **Alcohol** Please select from the following list substances which the young person is known/suspected to have used: | **Response** | **Score** |
|---|---|---|
| How often do you have a drink containing alcohol? | Please select ▾ | 0 |
| How many standard drinks containing alcohol do you have on a typical day when you are drinking? | Please select ▾ | 0 |
| How often do you have 6 or more standard drinks on one occasion? | Please select ▾ | 0 |
| How often during the last year have you found that you were not able to stop drinking once you had started? | Please select ▾ | 0 |
| How often during the last year have you failed to do what was expected of you because of your drinking? | Please select ▾ | 0 |
| How often in the last year have you needed an alcoholic drink in the morning to get yourself going after a heavy drinking session? | Please select ▾ | 0 |
| How often during the last year have you had a feeling of guilt or remorse after drinking? | Please select ▾ | 0 |
| How often during the last year have you been unable to remember what happened the night before because you had been drinking? | Please select ▾ | 0 |
| Have you or somebody else been injured as a result of your drinking? | Please select ▾ | 0 |
| Has a relative, friend, doctor or health worker been concerned about your drinking or suggest you cut down? | Please select ▾ | 0 |
| | Total Score | 0 |

Adding drug-related substances triggers the **Drugs** question set.

| **Drugs** |
|---|
| ☐ Regular drug Use |
| ☐ Currently/recently injecting |
| ☐ Poly-drug use |
| ☐ Sharing equipment |
| ☐ Drug use leading to loss of consciousness or increase in aggression |
| ☐ Excessive use whilst alone |
| ☐ Experienced withdrawal symptoms or at risk of withdrawal |
| ☐ Currently taking prescribed medication for substance misuse issues |
| ☐ Other |
| Please provide as much detail as possible here: |
| insert ⊕ |

Selecting any of the following responses to the **Young person's parental status** question triggers the **How does the young person's parental status affect his/her daily life, relationships and aspirations?** question:

■ **Parent**

■ **Parent and parent-to-be**

■ **Parent-to-be**

| **Young person as a parent** | |
|---|---|
| Young person's parental status | Parent-to-be ▾ |
| How does the young person's parental status affect his/her daily life, relationships and aspirations? e.g. amount of contact, responsibility, stress, impact on other family relationships, what help/support is being received etc. | |
| | insert ⊕ |

Selecting the **Yes** radio button for the **Are there any concerns about the young person's ability to care for the child?** question triggers a **Further Exploration** additional detail free text field.



# Learning, Education, Training and Employment

**Learning, Education, Training and Employment** change screen:



To add **Community Provision** information:

1. Click the **add** button to display the **ETE** dialog.



2. Select the ETE type and status, and enter the **Name of school/ETE provider**.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add qualifications:

1. Click the **add** button to display the **Qualification** dialog.



2. Select the appropriate options from the drop-downs.

3. Click the **continue** button to add the information to the record.

| What qualifications has the young person achieved or is working towards? | | | |
|---|---|---|---|
| **Qualification type** | **Qualification level** | **Achieved/working towards** | add ▶ |
| GSCEs D-G | Level 1 | Working towards | 📝 ⊠ |
| Astro Physics | Pre-entry Level | Working towards | 📝 ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting the **Yes** radio button for the **Have any Special Educational Needs been identified?** question triggers a **Further Exploration** question enabling you to provide details of any special educational needs:

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Have any Special Educational Needs been identified? | ○ | ⦿ | ○ |
| **Further Exploration:** | | | |
| Please provide details of special educational needs here: | | | |
| **Identified SEN** | **Responses to identified SEN** | | add ▶ |

Any details already provided for this question in the **Young Person's Development** section are automatically pulled through.

To add details of special educational needs:

1. Click the **add** button to display the **Identified SEN** dialog.

| ■ Identified SEN | | | continue▶ ⊠ |
|---|---|---|---|
| Identified SEN: | Please select ⌄ | | |
| Responses to identified SEN: | | | |
| ☐ Education, Health and Care Plan | ☐ Learning Difficulty Assessment | ☐ Other - please specify | |
| ☐ Statement of SEN | | | |

2. Select the **Identified SEN** and the **Responses to identified SEN**.

3. Click the **continue** button to add the information to the record.

| Further Exploration: | | |
|---|---|---|
| Please provide details of special educational needs here: | | |
| **Identified SEN** | **Responses to identified SEN** | add ▶ |
| Behaviour, Emotional and Social Difficulty (BESD) | Education, Health and Care Plan | 📝 ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting the **Yes** radio button for the **Do you have any other concerns related to the young person's education, training or employment?** question triggers a list of possible concerns and an additional detail free text field.

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Do you have any other concerns related to the young person's education, training or employment? | ○ | ⦿ | ○ |
| ☐ Concerns about unidentified/undiagnosed need or difficulties | | | |
| ☐ Complex history e.g. moves, disruptions, previous exclusions | | | |
| ☐ Deliberate intent to disrupt or jeopardise placement | | | |
| ☐ Victim of bullying in ETE settings | | | |
| ☐ Offending on or near school/ETE premises | | | |
| ☐ Other | | | |
| Please provide as much detail as possible here: | | | |
| | | insert ⊙ | |

# Foundations for Change

## Resilience and Goals

The **Resilience and Goals** change screen:



There are no trigger questions in this subsection.

## Opportunities

The **Opportunities** change screen:



There are no trigger questions in this subsection.

# Engagement and Participation

The **Engagement and Participation** change screen:



Selecting the **Yes** radio button for the **Does the young person have experience of previous YOT supervision/contact?** triggers a **Further Exploration** question:



Selecting the **Yes** radio button for the **Has the young person been involved with restorative processes before?** triggers a **Further Exploration** question:



You can indicate the personal development areas upon which a young person is motivated or reluctant to work as responses to the question **What is the young person motivated to work on/change and which things s/he does not want to address?**

To add an area upon which the client is motivated to work:

1. In the **Motivated to work on** panel, click the add button.



The **Motivated to work on** dialog is displayed.

2. Describe the area in the free text field.

3. Click the **continue** button to add the text to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

The process is the same to add an area upon which the client is resistant to work. It is performed through the **Resistant to work on** panel.



Selecting the **Yes** radio button for the **Have particular barriers to engagement and participation been identified?** triggers a **Further Exploration** question:



# Factors Affecting Desistance

The **Factors affecting Desistance** change screen:



To add factors for and against desistance:

1. Click the **add** button in the relevant table:



The **Factor for desistance** or **Factor against desistance** dialog is displayed.

2. Enter a description of the **Factor** and select a **Category** for it.

3. Click the **continue** button to add the factor to the record:



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Self-Assessment

## Young Person Self-Assessment

The **Young Person** self-assessment change screen:



The self-assessment questionnaire can be completed in first or third person. To change the questionnaire wording from first to third person, select **Third Person** from the **Young Person Self Assessment Questionnaire** drop-down. If completing in the third person, some of the subsequent questions change, for example:

| First Person | Third Person |
|---|---|
| **My family/carers will help me keep my bail conditions** | **Some young people's family/carers will help them keep their bail conditions** |
| **My friends might make it hard for me to keep my bail conditions** | **Some young people's friends might make it hard for them to keep their bail conditions** |
| **I am worried about going to custody** | **Some young people are worried about going to custody** |
| **I am worried about other young people giving me a hard time in custody** | **Some young people are worried about other young people giving them a hard time in custody** |

| First Person | Third Person |
|---|---|
| **My family will visit/write to me if I go to custody** | **Some young people's family will visit/write to them if they go to custody** |

Possible responses to the questions also change, e.g. **Yes/No/Sometimes** to **Like Me/Not Like Me**. The questions presented depend on the case stage that was chosen when opening the assessment, e.g. sections containing questions for Bail and Custody are not displayed for a Prevention case; the section for Working with Probation is displayed for a transfer to probation stage, but not for other stages:

**Working with Probation**

What do you think the difference will be between the YOT and Probation?:

`insert`

Have you been to this or another YOT before?: `Please select ▾`

What is it that you are worried about?:

`insert`

Would you like to know more about what happens when you move to Probation?: `Please select ▾`

If yes, what would you like to know?:

`insert`

# Parent Self-Assessment

The **Parent** self-assessment change screen:



As with the young person self-assessment, the questions shown depend on the current case stage.

You can add family events to the **Timeline** area of the subsection.

To add a family event:

1. In the **Timeline** area of the subsection, click the **add** button.

| Timeline | | | |
|---|---|---|---|
| Short description of family event | Date from | Date to | add ▶ |

The **Timeline** dialog is displayed.

| Timeline | continue ▶ ✖ |
|---|---|
| Short description of family event: | |
| Date from: | ▦ |
| End to: | ▦ |

2. Enter the event details.

3. Click the **continue** button to add the event to the record.

| Timeline | | | |
|---|---|---|---|
| Short description of family event | Date from | Date to | add ▶ |
| Families First Event | 01/10/2015 | 03/10/2015 | ✎ ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Explanations and Conclusions

## Understanding Offending Behaviour

The **Understanding Offending Behaviour** change screen:



> **NOTE:** You can filter this graph to focus on a certain time period using the **From** and **To** date fields.

To add significant life events:

1. In the **Significant life events** table, click the **add** button.

| Context and patterns | | | |
|---|---|---|---|
| Significant life events | | | |
| **From** | **To** | **Life event** | add ▶ |

The **Life event** dialog is displayed.

| ■ Life event | continue ▶ | ✖ |
|---|---|---|
| From: | | |
| To: | | |
| Life event: | | |

2. Enter the event details.

3. Click the **continue** button to add the life event to the record and display it in the **Context and Patterns of Offending and ASB** graph.

**Behaviour**
**Context and Patterns of Offending and ASB**



| Significant life events | | | |
|---|---|---|---|
| **From** | **To** | **Life event** | add ▶ |
| 01/09/2015 | 01/11/2015 | Homeless - Sofa Surfing | ✎ ✖ |
| 01/10/2014 | 01/10/2015 | Under going surgery for shattered pelvis. | ✎ ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Any desistance factors from the **Foundations for Change | Factors Affecting Desistance** subsection are brought through:

| Rating | Category | Factors for desistance | add ▶ |
|---|---|---|---|
| | Attitudes of Offending/Behaviours | Test 1 | ✎ ✖ |
| | Features of Lifestyle | Test 2 | ✎ ✖ |

| Rating | Category | Factors against desistance | add ▶ |
|---|---|---|---|
| | Learning, Education, Training & Employment | Test A | ✎ ✖ |
| | Care History | Test B | ✎ ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

The amendment dialog is different to the **Factors Affecting Desistance** subsection dialog and allows the factor to be rated:

**◼ Factor against desistance**                    change ▶   ✖

Factor:    Test A
Category:  Learning, Education, Training & Employment ▾
Rating:    Please select ▾

# Future Behaviour

The **Future Behaviour** change screen:



If a young person has been identified as a risk to children in a prior stage, the **The young person has been previously assessed as presenting 'a risk to children'?** question is automatically set to **Yes** and cannot be changed:

Selecting the **Yes** radio button for the **An assessment of dangerousness is required?** question triggers the **Dangerousness** question set.



Selecting **No** from the **Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?** drop-down triggers a free text field.

Selecting **Yes** triggers questions about the young person's harmful behaviours.



To add behaviour and offence details:

1. In the **Behaviour/offence** table, click the **add** button.



The **Behaviour/offence details** dialog is displayed.



2. Select the appropriate options from the drop-downs.

3. Click the **continue** button to add the details to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

The behaviour or offence is also added to the likelihood of behaviours reoccurring table:

| Please now rate the likelihood of these behaviours occurring: | | | | | |
|---|---|---|---|---|---|
| **Behaviour/offence** | **Victim** | **Impact on others** | **Likelihood** | **Community/custody** | |
| Sexual Offences/ Inappropriate behaviour | Younger children | Major | Almost certain/Certain | Community and custody | ✎ |

> **NOTE:** *You cannot delete the behaviour or offence from this area.*

Clicking the edit icon displays a dialog in which you can provide **Likelihood** and **Community/custody** detail:

| ▮ Behaviour/offence details | (change ▶) ✖ |
|---|---|
| Likelihood: | Please select ⌄ |
| Community/custody: | Please select ⌄ |

The **Likelihood** and **Community/custody** responses are displayed in the **Matrix of impact**:

**Summary section**

Matrix of impact / likelihood judgements: Community

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| **Slight** | | | | | |
| **Minor** | | | | | |
| **Medium** | | | | | |
| **Major** | | | | | Sexual Offences Inappropriate behaviour |
| **Critical** | | | | | |

Matrix of impact / likelihood judgements: Custody

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| **Slight** | | | | | |
| **Minor** | | | | | |
| **Medium** | | | | | |
| **Major** | | | | | Sexual Offences Inappropriate behaviour |
| **Critical** | | | | | |

Selecting any **MAPPA Category** other than **N/A** triggers a **Further Exploration** question:

**MAPPA**

| MAPPA Category: | 3 - Other Dangerous Offenders ⌄ |
|---|---|

MAPPA Level: Level 1 ⌄

Further Exploration:
Please provide as much detail as possible here e.g reasons for decision to manage case at Level 1, whether a referral has been made to MAPPA for management at Level 2 or 3, whether the case is currently managed by MAPPA at Level 2 or 3

01/12/2015 By Naz Juna                                                    (insert ⏱)
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum
!"£$%^&*()_+=-{}][:@~#';<>.,/?|¬`

# Safety and Wellbeing

The **Safety and Wellbeing** change screen:



Where appropriate, alerts are drawn through from responses made in other areas of the stage:



Selecting **No** from the **Based on your assessment, do you have any concerns about the young person's safety and wellbeing?** drop-down triggers a free text field:



Selecting **Yes** from the **Based on your assessment, do you have any concerns about the young person's safety and wellbeing?** drop-down triggers the **Adverse outcome, impact and cause** table.

To add adverse outcomes:

1.  In the **Adverse Outcome** table header, click the **add** button.



The **Adverse outcome details** dialog is displayed.



2.  Select the **Adverse Outcome** and an **Impact**.

3.  Click the **continue** button to add the outcome to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

The outcome is also added to the **Likelihood** and **Setting** section:

| Adverse Outcome | Impact | Likelihood | Community/custody | |
|---|---|---|---|---|
| Emotional abuse | Major | | | ✎ |
| Bullying | Medium | | | ✎ |
| Neglect | Critical | | | ✎ |
| Homelessness | Critical | | | ✎ |

> **NOTE:** *You cannot delete the outcome from this table.*

To populate the **Likelihood** and **Community/custody** columns:

1. Click the edit icon to display the **Adverse outcome details** dialog.

**Adverse outcome details** (change ▶) ✖

| | |
|---|---|
| Likelihood: | Please select ▼ |
| Community/custody: | Please select ▼ |

2. Select the required **Likelihood** and **Community/custody** values from the drop-downs.

3. Click the **change** button.

The **Likelihood** and **Adverse Outcome** responses are displayed in the **Matrix of impact**:

**Summary section**

Matrix of impact / likelihood judgements: Community

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| Slight | | | | | |
| Minor | | | | | |
| Medium | | | | | |
| Major | | | | | Emotional abuse |
| Critical | | Homelessness | Neglect | | |

Matrix of impact / likelihood judgements: Custody

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| Slight | | | | | |
| Minor | | | | | |
| Medium | | Bullying | | | |
| Major | | | | | |
| Critical | | | | | |

# Pathways and Planning

## Intervention Indicators

The **Intervention Indicators** change screen:



Much of the data on this screen is drawn through from other sources in the case stage and is there for information purposes only and cannot be edited.

Selecting a **Scaled Approach Intervention Level** triggers a free text field for you to enter a reason for changing the level.



# Key Areas of Intervention

The **Key areas of Intervention** change screen:



# Resources and Proposals

The **Resources and Proposals** change screen:

To add new reviews of areas potentially requiring further action:

1. In the **Review of areas possibly requiring further action** table, click the **add** button to display the **Further Action** dialog.



2. Select the **Section** from the drop-down.

The **Sub-section** is automatically populated based on the **Section**.

3. Click the **continue** button to add the review to the record:



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add referrals:

1. In the **Referrals** table, click the **add** button to display the **Referral** dialog.



2. Complete the fields as required.

3. Click the **continue** button to add the referral to the record:



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Tailoring Interventions

The **Tailoring Interventions** change screen:



Selecting the **Yes** radio button for the **Have any special Educational Needs been identified?** question triggers the **Identified SEN** table:



To add special educational needs:

1. In the **Identified SEN** table, click the **add** button to display the **Identified SEN** dialog.



2. Select the appropriate options.

3. Click the **continue** button to add the **Identified SEN** to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add specific needs:

1. In the **Specific need** table, click the **add** button.

The **Specific need** dialog is displayed.



2. Describe the need and how it is being addressed.

3. Click the **continue** button to add the information to the record:



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Our Intervention Plan

**Our Intervention Plan** change screen:



To add a target:

1. Click the **add** button.

The **My Target** dialog is displayed:



2. Complete the fields as required.

The text entered in **My Target is** field forms part of the field descriptions in the rest of the dialog:

3. Click the **continue** button to add the target to the record.



The target detail can be condensed by clicking the chevrons in the **My Target is** panel.

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# My Future Targets

The **My Future Targets** change screen:

To add a new future target:

1. Click the **add** button.



The **Future Target** dialog is displayed.



2. Complete the fields as required.

The text entered in the **When I have finished with the YOT my target is** field forms part of the field descriptions in the rest of the dialog:

3. Click the **continue** button to add the target to the record.



The future target detail can be condensed by clicking the chevrons in the **When I have finished with the YOT my target is** panel.

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Other Information

The **Other Information** change screen:



To add other things that the YOT or other people plan to do to help the young person:

1. Click the **add** button.

The **Other Things that the YOT or other people will do to help you…** dialog is displayed.



2.  Complete the fields as required.

3.  Click the **continue** button to add the information to the record:



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

If the number of appointments planned for the young person does not meet the scaled approach minimum contact threshold, a warning is displayed.



# Additional External Controls and Actions

**Additional External controls/actions** change screen:



Any additional actions that have been entered via the **Bail and Remand - Community Package Proposal** section are automatically available for selection here.

To add an additional external control or action:

1. Click the **add** button.



The **Additional External control/ action** dialog is displayed:



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record:



The detail for the control or action can be condensed by clicking the chevrons in the **Action** table.

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Additional Information

The **Additional Information** change screen:



Selecting **Yes** from the **Is it possible to access any of the required services using other sources?** drop-down triggers a **Further Exploration** additional detail free text field.



Selecting **Yes** from the **Are any of the required services not available?** drop-down triggers two **Further Exploration** free text fields.



# Temporary Release

*NOTE: This section is only displayed if the client is currently in custody, i.e. they have a current intervention programme that is has been configured in the One IYSS System Administration Tool as being custodial.*

The **Temporary Release** change screen:

Selecting **No** from the **Is Temporary Release an appropriate option to support any needs, targets or outcomes?** drop-down triggers a **Further Exploration** free text field.



Selecting **Yes** from the Is **Temporary Release an appropriate option to support any needs, targets or outcomes?** drop-down triggers a different **Further Exploration** free text field.



# Dealing with Changing Circumstances

The **Dealing with changing circumstances** change screen:

# *15* | Modules

## General

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<br>Custody |
| Entering into Custody | Custody |
| Placement Notification | Custody |
| Post Court Report | Custody |
| Pre Sentence Report (All Options) | Pre Sentence Report<br>Custody |
| Pre Sentence Report | Pre Sentence Report |
| Pre-Release from Custody | Leaving Custody |
| Referral Order Report | Referral Order Panel Report |
| Referral in (OOCD) | |
| Referral in (Prevention) | |
| Review | Referral Order Panel Report (if Disposal is ROR) |
| 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 | 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 | 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 |
| Leaving Custody | Young person's details |
| | Parents/carers' details |
| | Notice of Supervision / Licence |
| | Release arrangements |
| Referrals | Young person's details |
| | Parents/carers' details |
| | Referral details |

*Modules*

| Module | Subsections |
|---|---|
| Restorative Justice | 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 | 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 | 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 | |

# Common Sections within Multiple Modules

## Young Person's Details

The **Young person's details** change screen:



The following fields are the same data items displayed in the main record. Changes to these fields are reflected in One and other One Youth client details, administration and summary screens:

- **Surname**
- **First name(s)**
- **Other names/alias**
- **Gender**
- **PNC Number**
- **Address**
- **Telephone Numbers**
- **Ethnic classification**
- **Religion**
- **Preferred language**.

Changes to this data in other areas of One and One Youth are also reflected here.

# Parents/Carers Details (Parents/Carers/Significant Adults in Bail and Remand)

The **Parents/Carers/Significant Adults details** change screen:



To delete **Parent Carer Details**, click the **x** icon.

To amend **Parent Carer Details**, click the edit icon.

> *NOTE: Amending the details changes the parent/carer record across One and the One Youth suite. Any amendments to the parent/carer record from outside of AssetPlus are reflected in AssetPlus.*

To link a new parent or carer contact:

1. Click the **new** button to display the **Add Parent Carer** dialog.



2. Complete the search parameters and click the **search** button to display the matching records.

3. Select the required record and click the **Continue** button.

> *NOTE: You can only link to an existing record. Use existing functionality to add a parent/carer record.*

# YOT Details

The **YOT Details** change screen:



> *NOTE: When this screen is completed for a Custody module, there is an additional question. This is detailed in the [Custody](#) section.*

Selecting **Yes** from the **Currently supervised by another YOT?** drop-down triggers questions asking for the other YOT's details.



Selecting **Yes** from the **Previously supervised by any other YOT?** drop-down triggers additional fields.

To add additional YOT information:

1. Click the **add** button to display the **YOT Details** dialog.

| ▢ YOT Details | (continue▶) ✖ |
|---|---|
| **YOT** | |
| | |
| **Telephone No.** | |
| | |
| **Secure email address** | |
| | |

2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.

| YOT | Telephone No. | Secure email address | (add ▶) |
|---|---|---|---|
| Leeds | 0113 2259000 | ad@leeds.co.uk | 📝 ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Personal Circumstances

| NOTE: Updating data on this screen updates the corresponding fields in all **Personal Circumstances** subsections within the framework. |
|---|

The **Personal Circumstances** change screen:

| ▢ Custody : Personal Circumstances | | | | (◀previous) (next ▶) |
|---|---|---|---|---|
| **Care History** | | | | |
| Please indicate whether any of the following apply to the young person: | | | | |
| | **Currently** | **Never** | **Previously** | **Yet to clarify** |
| Accommodated by voluntary agreement with parents (s.20 Children Act 1989) | ◉ | ○ | ○ | ○ |
| Identified Child in Need (s.17 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Subject to a care order (s.31 Children Act 1989) | ○ | ◉ | ○ | ○ |
| Remand to local authority accomodation | ○ | ○ | ◉ | ○ |
| Remand to Youth Detention accomodation | ○ | ◉ | ○ | ○ |

| If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above: | | | |
|---|---|---|---|
| | **No** | **Yes** | **Yet to clarify** |
| Is s/he an 'eligible child'? (still in care and looked after for at least 13 weeks since the age of 14) | ◉ | ○ | ○ |
| If 'no', is s/he a 'relevant child' ? (has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17) | ○ | ○ | ◉ |

| | **Currently** | **Never** | **Previously** | **Yet to clarify** |
|---|---|---|---|---|
| Has the young person ever had a child protection plan? | ◉ | ○ | ○ | ○ |

| Further Exploration: | | | |
|---|---|---|---|
| If currently or previously, please state under which categories and dates to and from: | | | |
| **Category** | **From** | **To** | (add ▶) |
| Emotional | 01/01/2015 | 01/10/2015 | 📝 ✖ |

**Learning, Education, Training and Employment (Community provision)**
Community Provision

| **Type of ETE Provision** | **ETE Status** | **Name of School / ETE Provider** |
|---|---|---|
| Other (please specify) | Other - please specify | John Smeaton |

| Total Hours engaged in ETE per week: | 33 |
|---|---|
| Attendance/participation issues: | No ▾ |

| NOTE: In the Custody module, this screen contains an additional question about the young person's sexual behaviour. This is detailed in the Custody section. |
|---|

Selecting the **Currently** or **Previously** radio buttons for the following questions triggers the **Is s/he an 'eligible child'? (still in care and looked after for at least 13 weeks since the age of 14)** question:

- **Accommodated by voluntary agreement with parents (s.20 Children Act 1989)**

- **Identified Child in Need (s.17 Children Act 1989)**

- **Subject to a care order (s.31 Children Act 1989)**

- **Remand to local authority accommodation**

- **Remand to Youth Detention accommodation**.



Selecting the **No** radio button for the **Is s/he an 'eligible child'? (still in care and looked after for at least 13 weeks since the age of 14)** question triggers the **If 'no', is s/he a 'relevant child'? (has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17)** question.



Selecting the **Currently** or **Previously** radio buttons for the **Has the young person ever had a child protection plan?** question triggers a **Further Exploration** question.



To add child protection plan categories and dates:

1. Click the **add** button.



The **Care History** dialog is displayed:



2. Select a **Category** and enter the **From** and **To** dates.

3. Click the **continue** button to add the information to the record:

| Further Exploration: | | | |
| If currently or previously, please state under which categories and dates to and from: | | | |
| **Category** | **From** | **To** | add ▶ |
| Physical | 01/01/2014 | 06/06/2014 | 📝 ⊠ |
| Emotional | 01/01/2015 | 06/06/2015 | 📝 ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add community provision information:

1. Click the **add** button to display the **ETE** dialog.

| ▮ ETE | | continue ▶ ☒ |
| Type of ETE provision: | Please select ▾ | |
| ETE Status: | Please select ▾ | |
| Name of school/ETE provider: | | |

2. Select the type and status of the ETE provision from the drop-downs and enter the **Name of school/ETE provider**.

3. Click the **continue** button to add the information to the record:

| **Community Provision** | | | |
| **Type of ETE Provision** | **ETE status** | **Name of school/ETE provider** | add ▶ |
| Mainstream school | Full-time | Alcester High School Yr 11 | 📝 ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting **Yes** from the **Have any Special Educational Needs been identified?** drop-down triggers a **Further Exploration** question.

| Have any Special Educational Needs been identified? | Yes ▾ | |
| Further Exploration: | | |
| Please provide details of special educational needs here: | | |
| **Identified SEN** | **Responses to identified SEN** | add ▶ |

Any detail provided to the same question in the **Learning, Education, Training and Employment** section is pulled through.

To add details of special educational needs:

1. Click the **add** button to display the **Identified SEN** dialog.

| ▮ **Identified SEN** | | continue ▶ ☒ |
| Identified SEN: | Please select ▾ | |
| Responses to identified SEN: | | |
| ☐ Education, Health and Care Plan | ☐ Learning Difficulty Assessment | ☐ Other - please specify |
| ☐ Statement of SEN | | |

2. Select the **Identified SEN** and **Responses to Identified SEN** as appropriate.

3. Click the **continue** button to add the information to the record.

| Further Exploration: | | |
| Please provide details of special educational needs here: | | |
| **Identified SEN** | **Responses to identified SEN** | add ▶ |
| Behaviour, Emotional and Social Difficulty (BESD) | Education, Health and Care Plan | 📝 ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting **Yes** from the **Are there parents/carers or significant others that are actively engaged with the young person?** drop-down triggers a further question.



To add a network or group:

1. In the **Family and wider networks** table, click the **add** button.



The **Network / Group** dialog is displayed.



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

If any of the networks or groups have been flagged as having gang associations, a **Further Exploration** question is triggered.

Selecting **Yes** for any of the questions under the **How Young Person Relates to Others** heading triggers a **Further Exploration** question:



Selecting any of the following responses from the **Young person's parental status** drop-down triggers the **How does the young person's parental status affect his/her daily life, relationships and aspirations?** question:

- **Parent**

- **Parent and parent-to-be**

- **Parent-to-be**.



> **NOTE:** *If the young person has been identified as being pregnant (**Health | Is pregnant or could be pregnant**) the value is automatically set to **Parent-to-be**. You can change this.*

Selecting **Currently** or **Previously** from the **Is there evidence that the young person is engaged in sexually harmful behaviour towards others?** drop-down triggers a **Further Exploration** additional detail free text field.



# Bail and Remand

## Young Person's Details

See the <u>Common Sections within Multiple Modules</u> section on page *105*.

## Parent/Carer/Significant Adult Details

See the <u>Common Sections within Multiple Modules</u> section on page *105*.

# Court and Alleged Offence Details

**Court and Alleged Offence** change screen:



> *NOTE: The data displayed on the screen for **Court Name**, **Court Type**, **Date of Hearing**, **Solicitor's name/firm**, **Solicitor's Telephone No** and offences are linked to the court appearance selected when opening the case stage.*

# Objections to Bail

The **Court and Alleged Offence** change screen:



Selecting **Yes** from the **Has CPS objected to Bail?** drop-down triggers a **Further Exploration** question.



To add CPS objections:

1. Click the **add** button.



The **CPS Objections to Bail** dialog is displayed.



2. Select the **CPS objection to Bail** from the drop-down.

3.  If you selected **Other / please specify**, complete the **Other objection to Bail** field that is now displayed.

4.  Click the **continue** button to add the information to the record.

| Further Exploration: | | |
|---|---|---|
| CPS objections to Bail: | | |
| **CPS objections to Bail** | | add ▶ |
| Obstructing the course of justice | | ✎ ⊠ |
| Intimidate victims | | ✎ ⊠ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting the **Yes** radio button for any of the following questions triggers a **Further Exploration** additional detail free text field:

■ **Any evidence of previous offending whilst on Bail?**

■ **Any evidence of previous failure to appear?**

■ **Any previous intimidation of witnesses whilst on Bail?**

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Any evidence of previous offending whilst on Bail? | ○ | ○ | ◉ |
| Any evidence of previous failure to appear? | ◉ | ○ | ○ |
| Any previous intimidation of witnesses whilst on Bail? | ○ | ◉ | ○ |

Further Exploration:
Please provide as much detail as possible here

[                                                        ] insert ⊕

# YOT Details

See the [Common Sections within Multiple Modules](#) section on screen *105*.

# Contact with Services

Any data added from the **Core Record | Contact with Services** is automatically pulled through and can be edited in this screen.

The **Contact with Services** change screen:

| ■ Bail and Remand : Contact with Services | | | | ◀previous next ▶ |
|---|---|---|---|---|
| Other professionals/services involved with the young person: | | | | |
| **Name** | **Service/Organisation** | **Date of contact** | **Contact details** | add ▶ |

Sources of Information
☐ Interview            ☐ Victim                      ☐ Residential home/hostel
☐ General Practitioner ☐ Family/carer                ☐ Police
☐ Housing association  ☐ Other health service        ☐ Case record
☐ Crown Prosecution Service ☐ Local education authority ☐ Substance misuse service
☐ School               ☐ Solicitor                   ☐ Careers guidance service
☐ Secure establishment ☐ Children's Services department ☐ Previous convictions
☐ Mental health service ☐ Other                      ☐ Voluntary organisation
☐ Lead professional

◀previous next ▶

To add other professionals or services involved with the young person:

1.  Click the **add** button.

| ■ Bail and Remand : Contact with Services | | | | ◀previous next ▶ |
|---|---|---|---|---|
| Other professionals/services involved with the young person: | | | | |
| **Name** | **Service/Organisation** | **Date of contact** | **Contact details** | add ▶ |

The **Professional/Service** dialog is displayed.



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Accommodation for Bail

The **Accommodation and Bail** change screen:



To add an address:

1. Click the **Find Address** hyperlink to display the **Find Address** dialog.

2. Search for the required address.

3. Select the address.

4. Click the **continue** button to add the address to the record.

# Personal Circumstances

The **Personal Circumstances** change screen:



Selecting the **Currently** or **Previously** radio buttons for any of the following questions triggers the **Is s/he an 'eligible child'? (still in care and looked after for at least 13 weeks since the age of 14)** question:

- **Accommodated by voluntary agreement with parents (s.20 Children Act 1989)**

- **Identified Child in Need (s.17 Children Act 1989)**

- **Subject to a care order (s.31 Children Act 1989)**

- **Remand to local authority accommodation**

- **Remand to Youth Detention accommodation**.

Selecting the **No** radio button for the **Is s/he an 'eligible child'? (still in care and looked after for at least 13 weeks since the age of 14)** question triggers the **If 'no', is s/he a 'relevant child'? (has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17)** question.



Selecting the **Currently** or **Previously** radio buttons for the **Has the young person ever had a child protection plan?** question triggers a **Further Exploration** question.



To add categories and dates:

1. Click the **add** button.



The **Care History** dialog is displayed.



2. Select a **Category** and enter the **From** and **To** dates.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add ETE provision:

1. In the **Community Provision** table, click the **add** button.

| Learning, Education, Training and Employment (Community provision) | | | |
|---|---|---|---|
| Community Provision | | | |
| **Type of ETE Provision** | **ETE status** | **Name of school/ETE provider** | add ▸ |

The **ETE** dialog is displayed.

| ■ ETE | | continue▸ ✖ |
|---|---|---|
| Type of ETE provision: | Please select ▾ | |
| ETE Status: | Please select ▾ | |
| Name of school/ETE provider: | | |

2. Select the ETE type and status and enter the **Name of school/ETE provider**.

3. Click the **continue** button to add the information to the record.

| Learning, Education, Training and Employment (Community provision) | | | |
|---|---|---|---|
| Community Provision | | | |
| **Type of ETE Provision** | **ETE status** | **Name of school/ETE provider** | add ▸ |
| Self Employed | Fixed Term - 1 Year | John Smeaton | ✎ ✖ |
| College | Part-time | Park Lane | ✎ ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting **Yes** from the **Have any Special Educational Needs been identified?** drop-down triggers a **Further Exploration** question.

| Have any Special Educational Needs been identified? | Yes ▾ | |
|---|---|---|
| Further Exploration: | | |
| Please provide details of special educational needs here: | | |
| **Identified SEN** | **Responses to identified SEN** | add ▸ |

Any detail provided to the same question in the **Learning, Education, Training and Employment** section is pulled through.

To add details of special educational needs:

1. Click the **add** button to display the **Identified SEN** dialog.

| ■ Identified SEN | | | continue▸ ✖ |
|---|---|---|---|
| Identified SEN: | Please select ▾ | | |
| Responses to identified SEN: | | | |
| ☐ Education, Health and Care Plan | ☐ Learning Difficulty Assessment | ☐ Other - please specify | |
| ☐ Statement of SEN | | | |

2. Select an **Identified SEN** and any relevant **Responses to identified SEN**.

3. Click the **continue** button to add the information to the record:

| Further Exploration: | | |
|---|---|---|
| Please provide details of special educational needs here: | | |
| **Identified SEN** | **Responses to identified SEN** | add ▸ |
| Behaviour, Emotional and Social Difficulty (BESD) | Education, Health and Care Plan | ✎ ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting the **Yes** radio button for the **Is there any evidence of substance misuse?** question triggers a **Further Exploration** question.



To add substances:

1. Click the **add** button to display the **Substance Use** dialog.



2. Select the **Substance Type** and usage, and enter the **Age at first use**.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add a network or group:

1. In the **Lifestyle, peer and networks** table, click the **add** button.



The **Network / Group** dialog is displayed.



2. Complete the fields as appropriate.

3. Click the **continue** button to add the information to the record.

| Network/Group | Significance and influence on the young person | Gang associations | add ▶ |
|---|---|---|---|
| Friends from school | Offend together and part of same gang | Yes | 📝 ⊗ |
| Brothers | Has 4 brothers all of whom have offended and see this as a way of life | No | 📝 ⊗ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

If any of the networks or groups have been flagged as having gang associations, a **Further Exploration** question is triggered.

**Lifestyle, peers and networks:**

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 ▶ |
|---|---|---|---|
| Friends from school | Offend together and part of same gang | Yes | 📝 ⊗ |
| Brothers | Has 4 brothers all of whom have offended and see this as a way of life | No | 📝 ⊗ |

Further Exploration:
Please provide as much detail as possible here e.g. when/where the gang operates, key features of gang behaviours, specific influence on the young person and extent of his/her involvement, whether or not the young person's family are involved in gang activity
[insert ⊕]

Selecting any of the following responses from the **Young person's parental status** drop-down triggers the **How does the young person's parental status affect his/her daily life, relationships and aspirations?** question:

- **Parent**

- **Parent and parent-to-be**

- **Parent-to-be**.

**Young person as a parent**

| Young person's parental status | Parent-to-be ▼ |
|---|---|

How does the young person's parental status affect his/her daily life, relationships and aspirations?
e.g. amount of contact, responsibility, stress, impact on other family relationships, what help/support is being received etc.
[insert ⊕]

> **NOTE:** *If the young person has been identified as being pregnant, (**Health | Is pregnant or could be pregnant**), **Parent** is automatically selected. This can be changed.*

# Health

The **Health** change screen:



Selecting the **Yes** radio button for any of the questions under the **Physical health and development** heading triggers a **Further Exploration** question.



The question **Is pregnant or could be pregnant** is only displayed for female clients.

Selecting the **Yes** radio button for any of the questions under the **Emotional development and mental health** heading triggers a **Further Exploration** additional detail free text field.



# Safety and Wellbeing

The **Safety and Wellbeing** change screen:



Selecting **Yes** from the **Are there any other concerns/risks regarding the young person's safety whilst on a bail package?** drop-down triggers **Further Exploration** questions become available:



# Risk to Others

The **Risk to others** change screen:



The **Last recorded ROSH judgement** field is displayed if the **ROSH judgement** field in the **Explanations and Conclusions | Future Behaviour** section is populated. Updating the field in either section also updates it in the corresponding section.

# MAPPA

The **MAPPA** change screen:

| Bail and Remand : MAPPA | ◀previous  next ▶ |
|---|---|
| MAPPA Category: | Please select ▾ |
| | ◀previous  next ▶ |

Selecting a **MAPPA Category** other than **N/A** triggers the **MAPPA Level** and **Further Exploration** questions.

**MAPPA**

| MAPPA Category: | 3 - Other Dangerous Offenders ▾ |
|---|---|

**MAPPA Level:**  Level 1 ▾

**Further Exploration:**
Please provide as much detail as possible here e.g reasons for decision to manage case at Level 1, whether a referral has been made to MAPPA for management at Level 2 or 3, whether the case is currently managed by MAPPA at Level 2 or 3

01/12/2015 By Naz Juna
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!"£$%^&*()_+=-{}][:@~#';<>.,/?|¬`

insert ⊙

# Community Package Proposal

The **Community Package** change screen:

| Bail and Remand : Community Package Proposal | ◀previous  next ▶ |
|---|---|
| Is YOT Intervention required to meet objections to Bail? | Please select ▾ |
| | ◀previous  next ▶ |

Selecting **No** from the **Is YOT Intervention required to meet objections to Bail?** drop-down triggers a **Further Exploration** question.

| Bail and Remand : Community Package Proposal | ◀previous  next ▶ |
|---|---|
| Is YOT Intervention required to meet objections to Bail? | No ▾ |

**Further Exploration:**
If no bail package is offered, provide reasons:

insert ⊙

Selecting **Yes** from the **Is YOT Intervention required to meet objections to Bail?** drop-down triggers further questions.

| Bail and Remand : Community Package Proposal | ◀previous  next ▶ |
|---|---|
| Is YOT Intervention required to meet objections to Bail? | Yes ▾ |

If 'Yes' is selected, please complete the sections below:

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Does the young person have experience of previous YOT supervision/contact? | ○ | ○ | ○ |

What is the young person's current attitude towards supervision/contact with the YOT?

insert ⊙

| Target | Objections to bail met | add ▶ |
|---|---|---|

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Are further external controls (i.e. electronic monitoring) required to manage risks in relation to the objections to bail? | ○ | ○ | ○ |

Community package to be offered to the Court:  Please select ▾

◀previous  next ▶

Selecting the **Yes** radio button for the **Does the young person have experience of previous YOT supervision/contact?** triggers a **Further Exploration** question.



To add targets:

1. Click the **add** button.



The **Proposed Target** dialog is displayed:



Any CPS objections to bail recorded in the **Objections to Bail** section automatically populate the **Objections to bail met** fields.

2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting the **No** radio button for the **Are further external controls (i.e. electronic monitoring) required to manage risks in relation to the objections to bail?** triggers the **Consider Bail Supervision and Support** flag.

Selecting the **Yes** radio button for the **Are further external controls (i.e. electronic monitoring) required to manage risks in relation to the objections to bail?** triggers the **Consider Bail ISS** flag and a **Further Exploration** trigger question.

| | **No** | **Yes** | **Yet to clarify** |
|---|---|---|---|
| Are further external controls (i.e. electronic monitoring) required to manage risks in relation to the objections to bail? | ○ | ◉ | ○ |

⚠ Consider Bail ISS

Further Exploration:
Add Additional External controls / actions below:

**Additional Actions**     ( add ▶ )

To add additional actions:

1. Click the **add** button.

Further Exploration:
Add Additional External controls / actions below:

**Additional Actions**     ( add ▶ )

The **Additional Actions** dialog is displayed:

▪ **Additional Action**     (continue▶) ✖

Action:

2. Enter the **Action**.

3. Click the **continue** button to add the information to the record.

Further Exploration:
Add Additional External controls / actions below:

**Additional Actions**     ( add ▶ )

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`¬¦!"£$%^&*()_+-={}[]:@~;'#<>?,./|\    ✎ ✖

The **Additional Action** is also displayed in the **Pathways and Planning | Additional External Controls/Actions** screen.

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Court Outcome

The **Court Outcome** change screen:

▪ **Bail and Remand : Court Outcome**     (◀previous) ( next ▶ )
Outcome of Court Hearing:     [Please select ▾]
Date of next Court appearance:     [  ][  ][  ] 📅
    (◀previous) ( next ▶ )

Selecting any of the following responses from the **Outcome of Court Hearing** drop-down triggers a **Further Exploration** free text field:

- **Remand to Youth Detention**

- **Remand to Local Authority**

- **Remand to Local Authority with Conditions**.

Selecting any of the following responses from the **Outcome of Court Hearing** drop-down triggers a **Further Exploration** question.

- **Bail ISS**

- **Bail Supervision and Support**

- **Conditional Bail**

- **Unconditional Bail**.



To add a bail condition:

1. Click the add button.



The **Bail Conditions** dialog is displayed:



2. Enter the Bail Conditions.

3. Click the continue button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Custody

## Young Person's Details

See the Common Sections within Multiple Modules section on page *105*.

## Parent/Carer/Significant Adult Details

See the Common Sections within Multiple Modules section on page *105*.

## YOT Details

See the Common Sections within Multiple Modules section on page *105*.

The following question is also displayed:

- **How long have you known the young person?**

The **YOT Details** change screen for the **Custody** module:



## Contact with Services

Any data added from the **Core Record | Contact with Services** or **Bail and Remand | Contact with Services** for **Other professionals/services involved with the young person** is displayed on the screen ready for editing.

The **Contact with Services** change screen:

To add other professionals or services involved with the young person:

1. Click the **add** button.



The **Professional/Service** dialog is displayed.



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

# Court and Alleged Offence Details

The **Court and Alleged Offence Details** change screen:



> **NOTES:**
>
> **Alleged Offence(s)** are any offences linked to the selected hearing.
>
> **Outstanding Charges** are offences where there is no **Plea** of **Guilty**, **Found Guilty** or **Offence Admitted** recorded in any court appearance _and_ the offences have no **Outcome** recorded against them.
>
> This screen changes depending on the case stage selected.

# Secure Estate History

The **Secure Estate History** change screen:



Selecting **No** from the **First time in custody?** drop-down triggers **Further Exploration** questions.



# Placement Recommendation

The **Placement Recommendation** change screen:



Selecting **Yes** from the **Does the young person have any co-defendants?** drop-down triggers a **Further Exploration** additional detail free text field.

# Health

The **Health** change screen:



Data already completed in other sections is pulled through automatically, for example:

- **Is pregnant or could be pregnant?**

- **Have any Special Educational Needs been identified?**

- **Substance misuse**.

Selecting **Yes** from the **Allergies** or **Dietary Needs** drop-downs triggers a **Further Exploration** free text field.

Selecting the **Yes** radio button for any of the questions under the **Physical Health** heading triggers a **Further Exploration** free text field.



Selecting the **Yes** radio button for the **Currently taking prescribed medication for a physical illness?** question triggers the **If yes, do they have it with them?** question.



Selecting the **Yes** radio button for the **Has any current contact with GP or hospitals in relation to a major physical illness?** triggers the **If yes, any outstanding medical appointments?** question.



Selecting the **Yes** radio button for any of the questions under the following headings triggers a **Further Exploration** question:

- **Speaking**
- **Understanding spoken language**
- **Non-verbal**
- **Social skills difficulties (inc Autistic Spectrum Disorders)**
- **Educational needs and Learning Disability**.

Selecting the **Yes** radio button for the **Have any Special Educational Needs been identified?** question triggers a **Further Exploration** question.



Any detail provided to the same question in the **Learning, Education, Training and Employment** section is pulled through.

To add details of special educational needs:

1. Click the **add** button to display the **Identified SEN** dialog.

| ■ Identified SEN | continue▶ ✖ |
|---|---|
| Identified SEN: | Please select ⌄ |
| Responses to identified SEN: | |
| ☐ Education, Health and Care Plan  ☐ Learning Difficulty Assessment  ☐ Other - please specify | |
| ☐ Statement of SEN | |

2. Select an **Identified SEN** and any relevant **Responses to identified SEN**.

3. Click the **continue** button to add the information to the record:

| Further Exploration: | | |
|---|---|---|
| Please provide details of special educational needs here: | | |
| **Identified SEN** | **Responses to identified SEN** | ( add ▶ ) |
| Behaviour, Emotional and Social Difficulty (BESD) | Education, Health and Care Plan | 📝 ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting the **Yes** radio button for the **Is there any evidence of substance misuse?** question triggers the **Substance Type** questions.

| Substance Misuse | | No | Yes | Yet to clarify |
|---|---|---|---|---|
| Is there any evidence of substance misuse? | | ○ | ● | ○ |
| Further Exploration: | | | | |
| Please select from the following list substances which the young person is known/suspected to have used: | | | | |
| **Substance Type** | **Current/Previous/Suspected** | **Age at first use** | | ( add ▶ ) |
| Please provide as much detail as possible here including when used, who with, cost and how funded*: | | | | ( insert ⊕ ) |
| What needs/goals is the young person trying to achieve through using substances? | | | | ( insert ⊕ ) |

To add substances:

1. Click the **add** button to display the **Substance Use** dialog.

| ■ Substance Use | continue▶ ✖ |
|---|---|
| Substance Type: | Please select ⌄ |
| Current/Previous/Suspected: | Please select ⌄ |
| Age at first use: | [ ] |

2. Select the **Substance Type** and usage and enter the **Age at first use**.

3. Click the **continue** button to add the information to the record.

| Further Exploration: | | | |
|---|---|---|---|
| Please select from the following list substances which the young person is known/suspected to have used: | | | |
| **Substance Type** | **Current/Previous/Suspected** | **Age at first use** | ( add ▶ ) |
| Alcohol | Currently | 13 | 📝 ✖ |
| Cannabis | Currently | 14 | 📝 ✖ |

To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Selecting **Alcohol** or **Opiates** as the **Substance Type** triggers the question **Is Detox for drug dependency required? (Heroin or alcohol only)**.

If triggered, selecting **Yes** from the **Is Detox for drug dependency required? (Heroin or alcohol only)** drop-down triggers an additional details free text field.

| Is Detox for drug dependency required? (Heroin or alcohol only) | Yes |
|---|---|
| Please provide as much detail as possible here: | insert ⊕ |

Selecting the **Yes** radio button for any of the questions under the **Emotional development and mental health** heading triggers a **Further Exploration** question.

**Emotional development and mental health**
Please indicate whether the following apply to the young person:

| | No | Yes | Yet to clarify |
|---|---|---|---|
| Any formal diagnosed mental health condition? (current/previous) | ● | ○ | ○ |
| Any contact with mental health services? | ● | ○ | ○ |
| Any prescribed medication for mental health problems? (current/previous) | ● | ○ | ○ |
| Has current feelings of sadness, anxiety/stress or irritability? | ○ | ● | ○ |
| Feels constantly in low mood? | ● | ○ | ○ |
| Feels hopeless about the future? | ● | ○ | ○ |
| Has flashbacks of past traumatic events? | ● | ○ | ○ |
| Experiencing unsual thoughts? | ● | ○ | ○ |
| Sees or hears things that other people cannot? | ● | ○ | ○ |
| Has longstanding symptoms of overactivity, inattention and impulsivity in multiple settings? (e.g. home, school etc.) | ○ | ● | ○ |
| Has history of deliberate self-harm? | ● | ○ | ○ |
| Has previously attempted suicide? | ● | ○ | ○ |
| Has current thoughts to self-harm or wish to commit suicide? | ● | ○ | ○ |
| Looks depressed or is behaving unusually? | ● | ○ | ○ |
| Risks/ concerns from others (family/professionals) about young person's mental health? | ● | ○ | ○ |

Further Exploration:

Please provide as much detail as possible here:
including: the events/circumstances; nature of emotions arising (anger, grief, fear etc); impact on young person's life etc.
insert ⊕

# Personal Circumstances

See the [Common Sections within Multiple Modules](#) section on page *105*.

The **Custody** module contains additional questions under the **Young Person Sexual Behaviour** heading.

Selecting **Yes**, **Currently** or **Previously** from the **Is the Young Person on the Sex Offender Register?** or **Is there evidence that the young person is engaged in sexually harmful behaviour towards others?** drop-downs trigger a **Further Exploration** question.

| **Young Person Sexual Behaviour** | |
|---|---|
| Is the young person on the sex offender register? | Yes |
| Is there evidence that the young person is engaged in sexually harmful behaviour towards others? | Currently |
| Further Exploration: | |
| Please provide as much detail as possible here: | insert ⊕ |

# Safety and Wellbeing

The **Safety and Wellbeing** change screen:

| ■ Custody : Safety and Wellbeing | ◀previous next ▶ |
|---|---|
| ⚠Concerns have been identified with Sexual Exploitation | 🔍 |
| Based on your assessment, do you have any concerns about the young person's safety and wellbeing? | (none) ∨ |
| Overall Safety and wellbeing concerns: | Please select ∨ |
| | ◀previous next ▶ |

Selecting **No** from the **Based on your assessment, do you have any concerns about the young person's safety and wellbeing?** drop-down triggers an additional details free text field.



Selecting **Yes** from the **Based on your assessment, do you have any concerns about the young person's safety and wellbeing?** drop-down triggers the **Adverse Outcomes** panel .



To add adverse outcomes:

1. In the **Adverse outcome, impact and cause** table, click the **add** button.



The **Adverse outcomes details** dialog is displayed.



2. Select the **Adverse Outcome** and the **Impact**.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

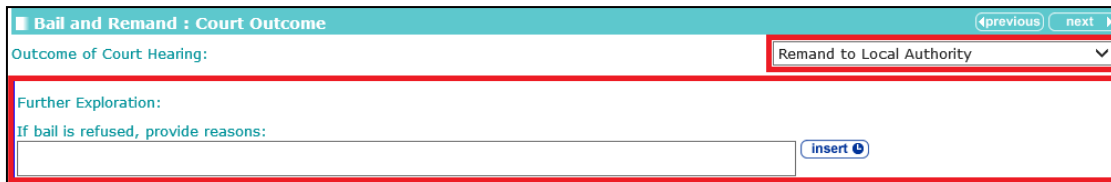The adverse outcome is also added to the **Likelihood and Setting** table:

| Adverse Outcome | Impact | Likelihood | Community/custody | |
|---|---|---|---|---|
| Emotional abuse | Major | | | ✎ |
| Bullying | Medium | | | ✎ |
| Neglect | Critical | | | ✎ |
| Homelessness | Critical | | | ✎ |

You cannot delete the adverse outcome from this area. You can add **Likelihood** and **Community/custody** information by clicking the edit icon to display the **Adverse outcome details** dialog.

**▌ Adverse outcome details**    (change ▶) ✖
Likelihood:          Please select            ▼
Community/custody:   Please select            ▼

The **Likelihood** and adverse outcome responses are displayed in the **Matrix of impact**.

**Summary section**

Matrix of impact / likelihood judgements: Community

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| **Slight** | | | | | |
| **Minor** | | | | | |
| **Medium** | | | | | |
| **Major** | | | | Emotional abuse | |
| **Critical** | | | Neglect Homelessness | | |

Matrix of impact / likelihood judgements: Custody

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| **Slight** | | | | | |
| **Minor** | | | | | |
| **Medium** | | Bullying | | | |
| **Major** | | | | Emotional abuse | |
| **Critical** | | | | | |

# Future Behaviour

> **NOTE:** *Data in this subsection is also shared with the* **Future Behaviour** *subsection in* **Explanations and Conclusions**.

The **Future Behaviour** change screen:

**▌ Custody : Future Behaviour**    (◀previous) (next ▶)

**Indicators of risk of serious harm to others**

Do any of the following apply to the young person in relation to their offending:

| | No | Yes | Yet to clarify |
|---|---|---|---|
| The young person has been convicted of a serious specified offence? | ● | ○ | ○ |
| The young person is being sentenced in the Crown Court for a specified offence? | ● | ○ | ○ |
| The young person has been previously assessed as presenting 'a risk to children'? | ● | ○ | ○ |

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?          (none) ▼

| Assessed as a risk to children? | No ▼ | ROSH judgement: | Low ▼ |
|---|---|---|---|
| YOGRS: | 89% | Indicative Likelihood of Reoffending: | High |
| | | Likelihood of Reoffending: | Medium ▼ |

Please provide reasons for the ROSH judgement:
[                    ]  (insert ⊕)

How do your own judgements compare with the YOGRS indicator and indicative Likelihood of Reoffending above? If different, consider the reasons why (e.g. recent change in dynamic factors) and whether, based on your assessment, the indicative Likelihood of Reoffending is correct
[                    ]  (insert ⊕)

**MAPPA**

MAPPA Category:          N/A                    ▼

(◀previous) (next ▶)

For Pre Sentence Report and Pre Sentence Report (All options) stages only, the question **An assessment of dangerousness is required?** is displayed.

Selecting the **Yes** radio button for this question triggers the **Dangerousness** panel.



Selecting **No** from the **Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?** drop-down triggers an additional details free text field.

Selecting **Yes** from this drop-down triggers further questions.



To add behaviour and offence details:

1. In the **Behaviour/offence** table, click the **add** button.



The **Behaviour/offence details** dialog is displayed.



2. Select the relevant details.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

The behaviour or offence is also added to the likelihood of behaviours reoccurring table:

| Behaviour/offence | Victim | Impact on others | Likelihood | Community/custody | |
|---|---|---|---|---|---|
| Sexual Offences/ Inappropriate behaviour | Younger children | Major | Almost certain/Certain | Community and custody | |

You cannot delete the behaviour or offence from this area. You can add **Likelihood** and **Community/custody** information by clicking the edit icon to display the **Behaviour/offence details** dialog.

| ☐ Behaviour/offence details | (change ▶) ✖ |
|---|---|
| Likelihood: | Please select ⌄ |
| Community/custody: | Please select ⌄ |

The **Likelihood** and **Community/custody** responses are displayed in the **Matrix of impact**:

**Summary section**

Matrix of impact / likelihood judgements: Community

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| Slight | | | | | |
| Minor | | | | | |
| Medium | | | | | |
| Major | | | | | Sexual Offences Inappropriate behaviour |
| Critical | | | | | |

Matrix of impact / likelihood judgements: Custody

| | Unlikely | Possible | Likely | Very likely | Almost certain/Certain |
|---|---|---|---|---|---|
| Slight | | | | | |
| Minor | | | | | |
| Medium | | | | | |
| Major | | | | | Sexual Offences Inappropriate behaviour |
| Critical | | | | | |

Selecting a **MAPPA Category** other than **N/A** triggers the **MAPPA Level** and **Further Exploration** questions.

**MAPPA**

MAPPA Category: `3 - Other Dangerous Offenders ⌄`

MAPPA Level: `Level 1 ⌄`

Further Exploration:
Please provide as much detail as possible here e.g reasons for decision to manage case at Level 1, whether a referral has been made to MAPPA for management at Level 2 or 3, whether the case is currently managed by MAPPA at Level 2 or 3

01/12/2015 By Naz Juna                                                              (insert ⊕)
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum
!"£$%^&*()_+=-{}][:@~#';<>.,/?|\¬`

# Post Court

> *NOTE: Only displayed in **Placement Notification**, **Bail Recommendation**, **Post Court Report** and **Entering Custody** stages. Subsection is read-only in **Entering Custody** stage*

The **Post Court** change screen:

| Custody : Post Court | ◀previous  next ▶ |
|---|---|
| Young person's status: | Please select |
| If sentenced, sentence type: | Please select |
| Remand/Sentence length: | 0 |
| How is the young person currently presenting? | insert |
| Have you referred to the PER? | Please select |
| Is there anything else the Secure Establishment needs to know? | insert |
| Court designated local authority: | Southwark |
| Is the Court Designated Local Authority aware that the young person is in custody? | Please select |
|  | ◀previous  next ▶ |

Selecting **Yes** from the **Have you referred to the PER?** drop-down triggers a **Further Exploration** free text field.

| Have you referred to the PER? | Yes |
|---|---|
| Further Exploration: | |
| If yes, please provide as much detail as possible here e.g. if any risks or issues were identified: | insert |

# Arrival in Custody

> *NOTE: This subsection is only displayed for an **Entering Custody** stage.*

The **Arrival in Custody** change screen:

| Custody : Arrival in Custody | ◀previous  next ▶ |
|---|---|
| Has the young person expressed any immediate concerns to you about their detention or length of sentence? | Please select |
| Are there any issues within the establishment that would increase any identifed safety and wellbeing concerns? | Please select |
| Having interviewed the young person, are there any additions or amendments that need to be made to the assessment? | Please select |
| Establishment: | |
| Admission Number: | |
|  | ◀previous  next ▶ |

Selecting **Yes** from the **Has the young person expressed any immediate concerns to you about their detention or length of sentence?** triggers a **Further Exploration** free text field.

| Custody : Arrival in Custody | ◀previous  next ▶ |
|---|---|
| Has the young person expressed any immediate concerns to you about their detention or length of sentence? | Yes |
| Further Exploration: | |
| Please provide as much detail as possible here: | insert |

Selecting **Yes** from the **Are there any issues within the establishment that would increase any identified safety and wellbeing concerns?** drop-down triggers a **Further Exploration** free text field.

| Are there any issues within the establishment that would increase any identifed safety and wellbeing concerns? | Yes |
|---|---|
| Further Exploration: | |
| Please provide as much detail as possible here: | insert |

Selecting **Yes** from the **Having interviewed the young person, are there any additions or amendments that need to be made to the assessment?** drop-down triggers a **Further Exploration** free text field:



# Leaving Custody

## Young Person's Details

See the Common Sections within Multiple Modules section on page *105*.

## Parent/Carer/Significant Adult Details

See the Common Sections within Multiple Modules section on page *105*.

## Notice of Supervision/Licence

The **Notice of Supervision / Licence** change screen:



Selecting **Yes** from the **Are additional conditions required?** or **Are curfew conditions required?** drop-downs triggers **Further Exploration** free text fields.

# Release Arrangements

The **Release Arrangements** change screen:



Selecting **Yes** from the **Is the young person's release address different to their main address?** drop-down triggers a **find address** question.



The address can be added using the **find address** hyperlink, which adds the selected address to the record.

To add appointments:

1. In the **Appointment** table click the **add** button.

The **Appointment** dialog is displayed:



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

To add a support network:

1. In the support network table, click the **add** button.



The **Support Network** dialog is displayed:



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

When adding a **YOT Case Manager**, the **Job Title** defaults to the role entered in the person's user account and cannot be changed.



NOTE: *You might want to review the roles in user accounts to make them more explicit and less generic.*

# Referrals

## Young Person's Details

See the [Common Sections within Multiple Modules](#) section on page *105*.

## Parent/Carer/Significant Adult Details

See the [Common Sections within Multiple Modules](#) section on page *105*.

## Referral Details

**Referral details** change screen:



To add referral details:

1. Click the **add** button.



The **Referral Details** dialog is displayed:



2. Complete the fields as required.

3. Click the **continue** button to add the information to the record.



The details can be condensed by clicking the chevrons.



# Restorative Justice

## Young Person's Details

See the Common Sections within Multiple Modules section on page *105*.

## Parent/Carer/Significant Adult Details

See the Common Sections within Multiple Modules section on page *105*.

## Key Areas of Intervention

The **Key areas of Intervention** change screen:



Selecting **Yes** from the **Has the young person been involved with restorative processes before?** drop-down triggers a **Further Exploration** free text field.

# Offending and Anti-Social Behaviour

**Offending and Anti-Social Behaviour** change screen:

> *NOTE:* For Prevention stages, only ASB episodes are displayed.

*Modules*

**Restorative Justice : Offending and Anti-Social Behaviour**

previous next

**Offending Episode(s)**

1606291142

**Vehicle Theft / Unauthorised Taking : Theft from a vehicle : Attempt theft from motor vehicle : 3**
Offence Start:                      30/05/2016 00:00                          Offence End:
Victim Deliberately Targeted:

**What Happened**
Please provide an outline of what happened, including a description of the impact on the victim(s) (where known). Please also pay particular attention to differences in accounts e.g. between the CPS/Police view and the young person's account, or between the accounts of the young person and the victim(s).

Vehicle Theft / Unauthorised Taking : Theft from a vehicle : Attempt theft from motor vehicle     [insert]

• What was s/he feeling before, during and immediately after the offence(s)?
• What were his/her intentions? What information or knowledge did s/he have, take account of or ignore?
• What choices and decisions did s/he make at the time?

G wanted to steal something to be cool.     [insert]

**Attitudes to Offence(s)**
• What does the young person now think about the offence(s) s/he committed? e.g. remorse, lack of concern, pride
• How does this compare with what they were thinking at the time the offence(s) happened and immediately afterwards?
• Is s/he able to recognise the impact/seriousness of the offence(s)? e.g. on others, the victim(s), family
• How do his/her parents/carers view the offence(s)?

G very sorry and realises she needs to make amends now.     [insert]

Is there anything else about the offence/s and/or the young person's attitudes which causes you particular concern, or indicates that the behaviour was more serious than the charge implies?     [Yes]

Further Exploration:
Please indicate if any of these apply*:
☑ Recklessness                              ☑ Loss of self-control
☐ Unduly sophisticated methods for his/her age     ☐ Ritual or bizarre elements
☐ Excessive influence by young person over others  ☐ Appears to be practice for more serious offending
☐ Particular cruelty or callousness        ☐ Anything else unusual or disconcerting
☐ Other concerns                           ☐ None of the above
Please provide as much detail as possible here:
30/06/2016 By Naz Juna     [insert]

**Young Person's View**
What is the young person's current attitude towards the victim?
She feels she should make up for what she did     [insert]

What are the young person's views about: face-to-face contact with the victim/ other RJ options (eg reparation; shuttle mediation; letter of apology)?
She would be willing     [insert]

Are there any victim safety concerns that need to be considered when determining appropriate RJ interventions?     [No]

**ASB Episode(s)**

1606291143

**graffiti**
Incident Start Date/Time:           01/05/2016 00:00                          Incident End:                    01/05/2016

**What Happened**
Please provide an outline of what happened, including a description of the impact on the victim(s) (where known).

[insert]

• What was s/he feeling before, during and immediately after the incident(s)?
• What were his/her intentions? What information or knowledge did s/he have, take account of or ignore?
• What choices and decisions did s/he make at the time?

[insert]

**Attitudes to ASB**
• What does the young person now think about the behaviour/ASB? e.g. remorse, lack of concern, pride
• How does this compare with what they were thinking at the time the incident happened and immediately afterwards?
• Is s/he able to recognise the impact/seriousness of the incident? e.g. on others, the victim(s), family
• How do his/her parents/carers view the current behaviour/ASB?

[insert]

Is there anything else about the behaviour which causes you particular concern?     [Yes]

Further Exploration:
Please indicate if any of these apply:
☐ Recklessness                              ☐ Loss of self-control
☐ Unduly sophisticated methods for his/her age     ☐ Ritual or bizarre elements
☐ Excessive influence by young person over others  ☐ Appears to be practice for more serious offending
☐ Particular cruelty or callousness        ☐ Anything else unusual or disconcerting
☐ Other concerns                           ☐ None of the above
Please provide as much detail as possible here:
[insert]

**Young Person's View**
What is the young person's current attitude towards the victim?
[insert]

What are the young person's views about: face-to-face contact with the victim/ other RJ options (eg reparation; shuttle mediation; letter of apology)?
[insert]

Are there any victim safety concerns that need to be considered when determining appropriate RJ interventions?     [No]

**146**

AssetPlus Product Notes

Some of the fields in this screen are shared with the **Offending and Anti-Social Behaviour** subsection of the **Offending and Anti-Social Behaviour** section. The data can be updated from either subsection.

Clicking the edit icon for an episode's offence displays the **Client Offence** dialog. You can complete the **Victim Deliberately Targeted** field in this dialog.



The **Client Offence** dialog:



Selecting **Yes** from the **Is there anything else about the offence/s and/or the young person's attitudes which causes you particular concern, or indicates that the behaviour was more serious than the charge implies?** drop-down triggers a **Further Exploration** question.



There is also a section for the young person's views and attitudes to be recorded:



Selecting **Yes** from the **Are there any victim safety concerns that need to be considered when determining appropriate RJ interventions?** drop-down triggers a **Further Exploration** free text field.

# Tailoring Interventions

**Tailoring Interventions** change screen:



Selecting **Yes** from the **Have any Special Educational Needs been identified?** drop-down triggers a **Further Exploration** question:



Any detail provided to the same question in the **Learning, Education, Training and Employment** section is pulled through.

To add details of special educational needs:

1. Click the **add** button to display the **Identified SEN** dialog.



2. Select an **Identified SEN** and any relevant **Responses to identified SEN**.

3. Click the **continue** button to add the information to the record:



To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

Concerns flags are set depending on the responses to **Personal Family and Social Factors | Young Persons Development**. The flags are set to:

■ **Yes**: If response to any of the questions under related module headings is **Yes**.

■ **Yet to Clarify**: If there are no **Yes** responses but there are any **Yet to Clarify** responses or unanswered questions under related module headings.

■ **No**: If there are no **Yes** or **Yet to Clarify** responses and all questions are answered under related module headings.

# Pre-Sentence Report

## Front Page

The **Front page** change screen:



## Sources of Information

The **Sources of Information** change screen:

# Offence Analysis

The **Offence Analysis** change screen:



This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Offence Analysis** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Assessment of the Young Person

The **Assessment of the Young Person** change screen:



This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of Young Person** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Assessment of the Need for Parenting Support

The **Assessment of the need for parenting support** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of the need for parenting support** field has been edited, the prepopulated data is saved as it stands. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Assessment of Risk to the Community

The **Assessment of the risk to the community** change screen:



This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of the risk to the community** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Conclusions and Proposals for Sentencing

The **Conclusions and proposal for sentencing** change screen:



This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Conclusions and proposal for sentencing** field has been edited, the prepopulated data is saved as it stands. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of Dangerousness

> *NOTE: This section is only displayed if **Yes** has been recorded against the **Explanations and Conclusions | Future Behaviour | An assessment of dangerousness is required?** field.*

The **Assessment of Dangerousness** change screen:

| Pre Sentence Report : Assessment of Dangerousness | ◀previous next ▶ |
|---|---|

**Likelihood of committing further specified offences**

If the young person were to commit a specified offence, what would it be and in what circumstances would it happen?

[_____] [insert ⊕]

How likely is this to occur?  [Please select ▾]

**Impact of further specified offences**

What would be the impact? On whom?

[_____] [insert ⊕]

Are there realistic circumstances in which this could result in serious harm?

[_____] [insert ⊕]

What is the likelihood of the specified offences causing serious harm?  [Please select ▾]

◀previous next ▶

# Referral Order Panel Report

## Front Page

The **Front page** change screen:

| Referral Order Panel Report : Front page | ◀previous next ▶ |
|---|---|

| | | |
|---|---|---|
| Surname: | Millard | |
| First name(s): | Rebecca | Claire |
| Other names/alias: | Rebecca | Millard |
| Date of birth: | 04  10  1999 🗓 | |
| Age: | 16  ⚠ Young person will turn/was 16 on date of panel | |
| Age at time of sentence: | 16 | |
| Address: | Dungee Farm, Dungee Road, Odell, Bedford, MK43 7AH  find address ▶ | |

**Offence(s)**

| Episode | Offence Category | Offence Type | Offence Start Date | Offence End Date |
|---|---|---|---|---|
| | | Other wounding : Assault occasioning actual bodily harm (ABH) : 4 | 01/02/2016 | |

| | |
|---|---|
| Date of Panel: | 03/02/2016 |
| Report Author: | Naz Juna |
| Job Title: | YJ Case Manager |

◀previous next ▶

## Sources of Information

The **Sources of Information** change screen:

| Referral Order Panel Report : Sources of information | ◀previous next ▶ |
|---|---|

| | | |
|---|---|---|
| ☐ Interview | ☐ Victim | ☐ Residential home/hostel |
| ☐ General Practitioner | ☐ Family/carer | ☐ Police |
| ☐ Housing association | ☐ Other health service | ☐ Case record |
| ☐ Crown Prosecution Service | ☐ Local education authority | ☐ Substance misuse service |
| ☐ School | ☐ Solicitor | ☐ Careers guidance service |
| ☐ Secure establishment | ☐ Children's Services department | ☐ Previous convictions |
| ☐ Mental health service | ☐ Other | ☐ Voluntary organisation |
| ☐ Lead professional | | |

◀previous next ▶

# Offence Analysis

The **Offence Analysis** change screen:

| Referral Order Panel Report : Offence Analysis | ◀previous  next ▶ |
| --- | --- |

(including the impact of the offence on the victim/s)

An outline of what happened, including a description of the impact on the victim(s) (where known). Please also pay particular attention to differences in accounts:

S/he feeling before, during and immediately after the offence(s):
His/her intentions, information or knowledge s/he had, take account of or ignore:
Choices and decisions did s/he make at the time:

Young person thoughts about offence(s) s/he committed:
Comparison with what they were thinking at the time the offence(s) happened and immediately afterwards:
S/he able to recognise the impact/seriousness of the offence(s):
His/her parents/carers view of offence(s):

Young person's current attitude towards the victim(s):

insert ⊕

◀previous  next ▶

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Offence Analysis** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Assessment of Young Person

The **Assessment of Young Person** change screen:

| Referral Order Panel Report : Assessment of the Young Person | ◀previous  next ▶ |
| --- | --- |

Who the young person is currently living with, and outline any positives or strengths relating to the young person's current living arrangements:
This is text from PSF Currently Living With

Details of the young person's financial circumstances:
This is text from PSF financial circumstances

insert ⊕

◀previous  next ▶

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of the Young Person** field has been edited, the prepopulated data is saved as it stands. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Assessment of the Risk to the Community

The **Assessment of the Risk to the Community** change screen:

| Referral Order Panel Report : Assessment of the risk to the community | ◀previous  next ▶ |
| --- | --- |

(including the likelihood of reoffending, risk of harm and serious harm to others)

Review of information collected in the quadrants in relation to the young person and his/her circumstances:

insert ⊕

◀previous  next ▶

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of risk to the community** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

# Introduction

*NOTE: This only displayed in **Review** and **Case Closure** stages if disposal is **Referral Order**.*

The **Introduction** change screen:

```
■ Referral Order Panel Report : Introduction                    ◀previous   next ▶

[                                              ]  insert ⊕

                                                                ◀previous   next ▶
```

# Elements of Contract and Progress

*NOTE: This only displayed in **Review** and **Case Closure** stages if the disposal is **Referral Order**.*

The **Elements of Contract and Progress** change screen

```
■ Referral Order Panel Report : Elements of contract and progress   ◀previous   next ▶

[                                              ]  insert ⊕

                                                                ◀previous   next ▶
```

# Conclusion

The **Conclusion** change screen:

```
■ Referral Order Panel Report : Conclusion                      ◀previous   next ▶

[                                              ]  insert ⊕

                                                                ◀previous   next ▶
```

Unlike other subsections in the **Referral Order Panel Report** section, this field is not prepopulated with data from other screens.

# YOT to YOT : YOT to YOT Transfer

**NOTE:** *Only displayed on* **Transfer YOT to YOT** *case stages.*

The **YOT to YOT Transfer** change screen:



# YOT to Adult Services : Transfer to Adult Services

**NOTE:** *Only appears on* **Transfer to Probation** *case stages.*

The **Transfer to Adult Services** change screen:

# *16* | EYE for Assetplus: Connectivity and Print

## Overview

The EYE document templates for AssetPlus, both XML for Connectivity and the EYE Documents for print, have <u>not</u> changed from the previous <u>Asset</u> format, as specified by the YJB.

The YJB requirements define which of the Asset data fields map to the AssetPlus data fields. Sometimes there is an exact mapping, sometimes the mapping is not exact and sometimes there is no mapping at all.

The detail of this is contained in two documents. The first, *AssetPlus to Asset Data Mapping tool*, should be used by end users to understand what data from AssetPlus is being fed into the Asset templates. The second is a more detailed spreadsheet used by the developers.

■ *AssetPlus to Asset Data Mapping tool*: an MS help file designed to support YOT and secure estate practitioners and the YJB Placement Service during the period of parallel running. The tool helps to identify the areas in AssetPlus that are equivalent to the information within existing assessment and planning documentation (including EYE documentation required by the YJB Placement Service).

■ Data Mapping-v150121-1: a complex and detailed spreadsheet describing the source of each EYE document data item using AssetPlus data items and/or calculations.

### Example AssetPlus to Asset Data Mapping Tool Screenshots

# EYE Process

The process to produce EYE documents from Asset remains the same as it was prior to the AssetPlus upgrade.

To produce EYE documents in either format from AssetPlus, you <u>must</u> have a completed stage on the young person's record.

The YJB rules define that the following EYE documents can be produced from the most recent completed stage:

| EYE Document | Stage Type |
|---|---|
| Core Asset | Any stage |
| ROSH | Any stage |
| Bail Asset | Bail Recommendation stage |
| PCR | Any stage with custody module |
| VMP | Any stage |
| PIF | Any stage with custody module |
| PSR | PSR all options stage |
| RMP | Any stage |

# XML for Connectivity

This is done via the existing **EYE Submissions** link in the **YJ Case View Actions** bar. If the client has a completed AssetPlus stage then it is displayed in the **New EYE Submission** screen.

You are prompted to select the **Destination** and the required **EYE Documents**. The list of EYE documents depends on the AssetPlus stage type.

When you have selected the **Destination** and the **EYE Document Type(s)**, and clicked the **continue** button, the application attempts to generate the XML. As with the current functionality, any issues raised by the data mapping process or failure of the XML to validate against the schema are displayed against the specific document type.

If the XML is successfully generated for all selected document types then you are returned to the **EYE Submissions** screen where the new submission is displayed.

> *IMPORTANT NOTE: The YJB-specified validation to complete a stage does not correlate in any way to the YJB-specified validation of the EYE documents created from a completed stage.*

# EYE Submission (for ASSET and AssetPlus XML for Connectivity)



To create an EYE submission:

1. If the client has a completed stage in AssetPlus, click the **EYE Submissions** link in the **Actions** panel to display the following screen:



2. Select the **Destination** and **EYE Document**.

3. Click the **continue** button to submit it for validation. Any errors occurring will have originated from the relevant Asset, and will need to be tracked from the original Asset field to its mapped AssetPlus field using the *AssetPlus to Asset Data Mapping tool*.

# Printing EYE Documents

This is done via a new option called **EYE Documents** in the YJ case view **Actions** panel. It is only displayed to users who have the **YJ - EYE Submission** permission in their security group and when the selected client has a completed AssetPlus stage.

To print an EYE document:

1. In the **Actions** panel, click the **EYE Documents** hyperlink to display the **EYE Documents** screen in a new browser tab to display details of the last completed AssetPlus stage.



2. Select the required **EYE Document**.

> **NOTE:** *The list of EYE documents available depends on the AssetPlus stage type.*

Click the **continue** button to generate a PDF that you can print or save for transmission via secure email.



> **NOTE: EYE Document (PRINT)** *for Asset remains the same and is accessed from* **Assessments and Forms** *as appropriate.*

# *17* | Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections

## Introduction

This appendix should be used as a starting point to troubleshoot issues with the **Core Record : Offending and Anti-Social Behaviour** and **Core Record : Offending and Anti-Social Behaviour History** subsections. If the information displayed in these subsections is not as expected, check for the solution in this appendix before logging a call with One Application Support.

The following common questions are answered here:

■ What is displayed in a client's first AssetPlus stage?

■ Are new offences and ASB incidents displayed while the stage is in progress?

■ How do offences and ASB incidents move around while a stage is in progress?

■ When do offences and ASB incidents display as historical?

## A Client's First AssetPlus Stage

When the first AssetPlus stage is created for a young person, no offences or ASB incidents are displayed as historical, even if they are end-dated or linked to a Previous Intervention Programme.

Old offences or ASB incidents display as current in the first stage because they must have been included in an episode within a completed stage before they can be displayed as historical. This YJB-enforced rule is in place to ensure that once AssetPlus is up and running, no offences or ASB incidents can be missed and moved to historical without having first been assessed in a completed stage.

> **YJB ADVICE:** *The YJB advise that in this scenario you include <u>all</u> old offences in a single episode and all ASB incidents in a single ASB episode, and leave the associated questions blank or include a note such as 'historical' or 'n/a'.*

## Creating subsequent stages for a young person

When a new AssetPlus stage is created, any episodes from the last stopped or completed stage (where available) can be copied forwards, depending on the status of the offences or ASB incidents linked to the episode:

■ If <u>all</u> offences or ASB incidents linked to the episode have become historical since the last stage was stopped or completed, the episode will <u>not</u> copy forward. The offences or ASB incidents linked to the episode in the last stage are displayed as historical in the new stage.

■ If <u>all</u> offences or ASB incidents linked to the episode are still current when the new stage is created, the episode will copy forward <u>in full</u>, with the linked offences or ASB incidents and the associated free text for the episode's associated questions.

■ If <u>some</u> of the offences or ASB incidents linked to the episode are still current, but others have become historical:

- Offences and ASB incidents that are still current are copied forward with the episode and will still be linked to the episode in the new stage.

- Offences and ASB incidents that have become historical will <u>not</u> copy forward as part of the episode, but are displayed as historical in the new stage.

- Free text for the episode's associated questions will copy forward <u>in full</u>.

> **NOTE:** *Some of the free text copied from the previous stage might relate to offences or ASB incidents that have become historical in the new stage, so you should review the auto-populated information for every new stage.*

# While a Stage is in Progress

## New Offences and ASB Incidents

- ASB incidents can be added to the system after a stage has been created, and these are displayed as current while the stage is still in progress.

- Offences can be added to the system after a stage has been created, and these are displayed as outstanding or current while the stage is in progress.

  Depending on the circumstances, new offences are displayed as outstanding or current. This can be affected by whether the client pleads or is found guilty, or if they are immediately sentenced, for example.

## Changing Status of Existing Offences and ASB Incidents

Offences can progress from outstanding to current while a stage is in progress, depending on the circumstances of the offence.

> **NOTE:** *Offence statuses can only progress towards becoming historical, i.e. outstanding can become current, and current can become historical. Offences do not need to begin as outstanding, and current offences cannot become outstanding.*

Offences or ASB incidents can be current when the stage is created, and become historical by meeting the criteria outlined in the following sections while the stage is still in progress (becoming historical by definition). Where an offence or ASB incident becomes historical while a stage is in progress, it is displayed as follows:

- If it is linked to an episode, it remains in the episode as current. It only becomes historical when the stage is completed and a new stage is created.

- If it is removed from the episode while the stage is in progress, it immediately becomes historical.

- If it was displayed as current but not linked to an episode in the stage, when it becomes historical by definition it is immediately displayed as historical.

For details on how an offence or ASB incident is defined as current/active or historical (or outstanding for offences), see the appropriate table below.

## Active Substantive Outcomes without YOT Interventions

Active substantive outcomes without YOT interventions display outcomes that are:

- Substantive outcomes, and

- Not linked to an intervention programme, and

- Linked to an offence that has <u>not yet</u> been included in an episode within a completed stage.

Where multiple offences lead to a single substantive outcome, but are not all included in an episode in a previously completed stage, the outcome will continue to be listed as active/current until <u>all</u> linked offences have been used in episodes in completed stages.

These are YJB rules to ensure that all offences are assessed by the YOT in at least one completed stage before they become historical, even if there is no YOT involvement in the young person's sentenced outcome.

The **Active Substantive Outcomes without YOT Interventions** section automatically updates to include any new substantive outcomes without YOT interventions that have been recorded while the stage is in progress.

| ▉ Core Record : Offending and Anti-Social Behaviour | | |
|---|---|---|
| **Active Substantive Outcomes without YOT Interventions** | | |
| **Substantive Outcome** | **Start date** | **End date** |
| Youth Caution plus voluntary intervention | 02/01/2016 | 02/01/2016 |
| **YRO Requirements** | | |
| **Requirement** | **Start date** | **End date** |
| No Active Requirements | | |

| Substantive Outcome | Displays the offence outcome type recorded in the court appearance or pre-court decision as appropriate. |
|---|---|
| Start Date | For court outcomes, this displays the hearing date of the court appearance where the offence outcome was recorded.<br><br>For pre-court outcomes, this displays the decision date of the pre-court decision where the offence outcome was recorded. |
| End Date | For outcomes that have a term or duration, the **End Date** is calculated by adding the recorded term to the hearing date of the court appearance where the offence outcome was recorded.<br><br>For outcomes that do not have a term/duration, the **End Date** displays blank. |

## YRO Requirements

If any of the above active substantive outcomes are a YRO <u>without</u> an intervention programme, the requirements related to the YRO are listed in the following table:

| Requirement | Displays the requirement types for the offence outcome in the court appearance where the YRO offence outcome was recorded. |
|---|---|
| Start Date | Displays the hearing date of the court appearance where the YRO offence outcome was recorded. |
| End Date | Calculates the hearing date of the court appearance where the YRO offence outcome was recorded, plus the term recorded against the requirement against the offence outcome, to display an **End Date**. |

# Active Interventions

Displays all current intervention programmes, both with and without linked offences (including prevention intervention programmes). This section automatically updates to include any new current intervention programmes that have been recorded while the stage is in progress.

| **Active Interventions** | | |
|---|---|---|
| **Intervention** | **Start date** | **End date** |
| Youth Rehabilitation Order | 06/03/2017 | 05/03/2018 |
| **YRO Requirements** | | |
| **Requirement** | **Start date** | **End date** |
| Activity | 06/03/2017 | 22/09/2017 |
| Supervision | 06/03/2017 | 05/03/2018 |

| Intervention | For current intervention programmes that <u>are linked</u> to a custodial offence outcome, the offence outcome type from the linked court appearance is displayed here, e.g. Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228, Youth Offending Institution. |
|---|---|
| | For current intervention programmes that <u>are not linked</u> to a custodial offence outcome, the intervention programme type is displayed here. |
| Start Date | For current intervention programmes that <u>are linked</u> to a custodial offence outcome, this displays the hearing date of the court appearance where the outcome was recorded. |
| | For current intervention programmes that <u>are not linked</u> to a custodial offence outcome, <u>and are not a referral order</u>, the start date recorded in the intervention programme is displayed here. |
| | For <u>referral order</u> current intervention programmes, the panel date recorded in the intervention programme is displayed here. |
| End Date | Where multiple intervention programmes <u>are linked</u> to a custodial offence outcome, the end date recorded in the linked licence-type intervention programme is displayed here. This ignores the custody-type intervention programme. |
| | For current intervention programmes that <u>are not linked</u> to a custodial offence outcome, the end date recorded in the intervention programme is displayed here. |

## YRO Requirements

If any of the above current intervention programmes are a YRO, the requirements related to the YRO Intervention Programme are listed in the following table:

| Requirement | Displays the requirement types recorded in the current YRO intervention programme. |
|---|---|
| Start Date | Displays the start date recorded against the requirement in the intervention programme. |
| End Date | Displays the end date recorded against the requirement in the intervention programme. |

# Offence(s)

This section displays offences classed by the YJB as currently relevant, so that they can be included in episodes. Offences displayed here for this purpose are:

- <u>Not linked</u> to a substantive outcome <u>but</u> have a plea of guilty, found guilty or offence admitted recorded against them at some point, e.g. if a young person has been found guilty of an offence but has not been sentenced yet.

    Or,

- <u>Linked</u> to a substantive outcome <u>but</u> have no linked intervention programme and have not been included in an episode within a previously completed stage, e.g. if the young person received a fine or suspended sentence.

    Or,

- <u>Linked</u> to a substantive outcome <u>and</u> a current intervention programme, such as a referral order or YRO that is still ongoing.

    Or,

- Linked to a substantive outcome <u>or</u> a previous intervention programme <u>and have not</u> been included in an episode within a previously completed stage, such as old referral orders or YROs, that ended before you started using AssetPlus.

> **NOTE:** *When working on the first AssetPlus stage for an existing case that has previously used Asset, any offences that belong to old/ended intervention programmes will display here as currently relevant, because they have not been used in AssetPlus before. This is by design.*

This section automatically updates to include any additional offences that qualify as current while the stage is in progress. This could include:

- Offences recorded while the stage is in progress that have a plea of guilty, found guilty or offence admitted recorded against them.

- Outstanding offences with pleas of guilty, found guilty or offence admitted recorded against them while the stage is in progress and that now qualify as current.

The **Offence(s)** section:



| Episode | Offence Details | Offence Start | Offence End | Seriousness | Plea | Disposal Start | Disposal Type |
|---|---|---|---|---|---|---|---|
| ☐ | Public Order : Public nuisance and similar summary offences : Cause without reasonable excuse on NHS premises a nuisance / disturbance : 2 | 02/01/2016 00:00 | 02/01/2016 | 2 | Offence Admitted | 02/01/2016 | Youth Caution plus voluntary intervention |
| 1605251117 ☒ | Motoring Offences : Driving under the influence of drink/drugs : Drive whilst unfit through drink : 2 | 11/01/2016 00:00 | 11/01/2016 | 2 | Found Guilty | 02/02/2016 | Referral Order |
| 1605251117 ☒ | Motoring Offences : Other motoring : Use a motor vehicle on a road / public place without third party insurance : 2 | 11/01/2016 00:00 | 11/01/2016 | 2 | Found Guilty | 02/02/2016 | Referral Order |
| 1605251117 ☒ | Vehicle Theft / Unauthorised Taking : Theft or unauthorised taking of a motor vehicle : Theft of motor vehicle : 3 | 11/01/2016 00:00 | 11/01/2016 | 3 | Found Guilty | 02/02/2016 | Referral Order |
| 1605251117 ☒ | Motoring Offences : Other motoring : Use a vehicle without a valid vehicle licence : 2 | 11/01/2016 00:00 | 11/01/2016 | 2 | Found Guilty | 02/02/2016 | Referral Order |
| 1705221156 ☒ | Criminal Damage : Criminal damage under £5000 : Criminal damage to property valued under £5000 : 2 | 01/05/2016 00:00 | 01/05/2016 | 2 | Found Guilty | 19/05/2016 | Youth Rehabilitation Order |
| 1705221156 ☒ | Criminal Damage : Criminal damage endangering life : Criminal damage - recklessly endangering life : 6 | 02/03/2017 00:00 | 02/03/2017 | 6 | Guilty | 06/03/2017 | Youth Rehabilitation Order |

| Episode | If the offence is included in an episode, the episode ID displays here. |
|---|---|
| | If this is blank, the offence is not included in any episode within the stage. |
| **Offence Details** | Displays the offence type description. |
| **Offence Start** | Displays the offence date recorded in the **Offence** screen. |
| **Offence End** | Displays the offence end date recorded in the **Offence** screen. |
| **Seriousness** | Displays the YJB-defined gravity score for the offence type. |
| **Plea** | Displays the most recently recorded plea for the offence in any linked court appearances. |
| | **NOTE:** *The plea displayed here may be a different plea to the one that classifies the offence as currently relevant. For example, if the most recent plea displayed here is not guilty and the offence has no substantive outcome, then the young person will have a plea of guilty or offence admitted at some point prior, which causes the offence to be displayed as current and not as outstanding.* |

| **Disposal Start** | For offences linked to a court substantive outcome with <u>no</u> linked intervention programme, or a substantive outcome of a custodial type, this displays the hearing date of the court appearance where the offence outcome was recorded. |
| --- | --- |
| | *NOTE: Custodial type substantive outcomes include Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228 and Youth Offending Institution.* |
| | For offences linked to a pre-court substantive outcome with <u>no</u> linked intervention programme, the decision date recorded in the pre-court decision is displayed here. |
| | For offences linked to a substantive outcome with a current intervention programme that is not a referral order, the start date recorded in the intervention programme is displayed here. |
| | For offences linked to a referral order substantive outcome, the panel date recorded in the linked current intervention programme is displayed here. |
| **Disposal Type** | For offences linked to a substantive outcome with <u>no</u> linked intervention programme, or a substantive outcome of a custodial type, the offence outcome type recorded in the court appearance or pre-court decision (as relevant) is displayed here. |
| | *NOTE: Custodial type substantive outcomes include Detention and Training Order, Section 90-91, Section 226 and Section 228.* |
| | For offences linked to a non-custodial substantive outcome with a current intervention programme, the intervention programme type is displayed here. |

The YJB recommends that you include <u>all</u> old offences in a single episode and adopting a local policy about whether you leave the associated questions for the episode blank or enter a standard response such as 'historical' or similar.

When a stage has been completed with the old offences included in an episode, the old offences become historical and are moved to the **Offending and ASB History** subsection the next time a stage is created.

# ASB Incidents

Active and historical ASB incidents are <u>not</u> automatically calculated by the system. The YJB specifies that ASB incidents must remain active and are available to include in episodes until a practitioner decides that they are no longer current.

You can flag an ASB incident as historical by selecting a check box that is displayed within the **ASB Incident** screen once the incident has been included in an episode within a completed stage.



| **Episode** | If the ASB incident is included in an episode, the episode ID displays here. |
| --- | --- |
| | If this is blank, the ASB incident is not currently included in any episode. |
| **Incident** | Displays the free text description of the incident recorded in the **ASB Incident** screen. |
| **Incident Start** | Displays the start date recorded against the ASB Incident. |
| **Incident End** | Displays the end date recorded against the ASB Incident. |

# Outstanding Charges

This section displays offences that are still progressing through the court system and have not been proven. The young person has not been found guilty, nor have they admitted to committing the offence. These are offences that are:

- <u>Not</u> linked to a substantive outcome, and

- Have <u>no</u> plea of guilty, found guilty or offence admitted against them at any point

| Outstanding Charges | | | | | |
|---|---|---|---|---|---|
| **Offence Details** | **Offence Start** | **Offence End** | **Plea** | **Next Court appearance** | **Status** |
| Theft And Handling Stolen Goods : Other theft : Theft from a meter / automatic machine : 3 | 31/05/2016 00:00 | | | | |
| Date of last court report: | | | | | |
| Date PSR requested: | 03/05/2016 | | | | |
| Date PSR due: | 19/05/2016 | | | | |

| | |
|---|---|
| **Offence Details** | Displays the offence type description. |
| **Offence Start** | Displays the offence date recorded in the **Offence** screen. |
| **Offence End** | Displays the offence end date recorded in the **Offence** screen. |
| **Plea** | Displays the most recently recorded plea for the offence.<br><br>If no pleas have been recorded, this is blank. |
| **Next Court Appearance** | Displays the hearing date for the next chronological court appearance in the future (from the current date). |
| **Status** | Displays the most recently recorded bail or remand status from the court appearances that the offence is linked to.<br><br>If no bail or remand statuses have been recorded, this is blank. |

This section automatically updates to include any additional offences that qualify as outstanding while the stage is in progress, such as new offences that do <u>not</u> have a plea of guilty, found guilty or offence admitted recorded against them. Offences that become current while the stage is in progress are removed.

| | |
|---|---|
| Date of last court report: | |
| Date PSR requested: | 03/05/2016 |
| Date PSR due: | 19/05/2016 |

| | |
|---|---|
| **Date of last court report:** | To be manually entered. |
| **Date PSR requested:** | Displays the date the most recent PSR court report was requested (taken from the **Date Requested** field). |
| **Date PSR Due:** | Displays the date the PSR court report is due (taken from the **Due Date** field). |

# Core Record: Offending and Anti-Social Behaviour History

## Previous Substantive Outcomes without YOT Interventions

This section displays outcomes that are:

- Substantive outcomes, and

- <u>Not</u> linked to any intervention programmes, and

- Linked to an offence that <u>is included</u> in an episode within a completed stage

If any offences linked to a substantive outcome have <u>not</u> been included in an episode in a previously completed stage, the outcome is listed as active/current until <u>all</u> linked offences have been used in episodes in completed stages.

| Core Record : Offending and Anti-Social Behaviour History | | |
|---|---|---|
| **Previous Substantive Outcomes without YOT Interventions** | | |
| **Substantive Outcome** | **Start date** | **End date** |
| Referral Order | 12/01/2016 | 12/07/2017 |

| | |
|---|---|
| **Substantive Outcome** | Displays the offence outcome type recorded in the court appearance or pre-court decision as appropriate. |
| **Start Date** | For court outcomes, this displays the hearing date of the court appearance where the offence outcome was recorded. <br><br> For pre-court outcomes, this displays the decision date of the pre-court decision where the offence outcome was recorded. |
| **End Date** | For outcomes that have a term/duration, the **End Date** is calculated by adding the recorded term to the hearing date of the court appearance where the offence outcome was recorded. <br><br> For outcomes that do not have a term/duration, the **End Date** is blank. |

## Previous Interventions

This section displays all previous intervention programmes, both with and without linked offences. This includes prevention intervention programmes.

| Previous Interventions | | |
|---|---|---|
| **Intervention** | **Start date** | **End date** |
| Referral Order | 02/02/2016 | 19/05/2016 |
| Youth Rehabilitation Order | 19/05/2016 | 18/11/2016 |

| | |
|---|---|
| **Intervention** | For previous intervention programmes that <u>are linked</u> to a custodial offence outcome, the offence outcome type from the linked court appearance is displayed here, e.g. Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228, Youth Offending Institution. <br><br> For all previous intervention programmes that <u>are not linked</u> to a custodial offence outcome, the intervention programme type is displayed here. |

| Start Date | For previous intervention programmes that <u>are linked</u> to a custodial offence outcome, this displays the hearing date of the court appearance where the outcome was recorded. |
| --- | --- |
| | For all previous intervention programmes that <u>are not linked</u> to a custodial offence outcome, <u>and are not a referral order</u>, the start date recorded in the intervention programme is displayed here. |
| | For all referral order previous intervention programmes, the panel date recorded in the intervention programme is displayed here. |
| End Date | Where multiple previous intervention programmes <u>are linked</u> to a custodial offence outcome, the end date recorded in the linked licence-type intervention programme is displayed here. This ignores the custody-type intervention programme. |
| | For all previous intervention programmes that <u>are not linked</u> to a custodial offence outcome, the end date recorded in the intervention programme is displayed here. |

# Offending History

This section displays offences classed by the YJB as historical. Historical offences can no longer be included in episodes. Offences displayed here are:

- Linked to a substantive outcome <u>but</u> have no linked intervention programme <u>and</u> have been included in an episode within a previously completed stage, e.g. fine, suspended sentence.

  Or,

- Linked to a substantive outcome <u>and</u> a previous intervention programme, e.g. referral order, YRO, <u>and</u> have been included in an episode within a previously completed stage, e.g. referral order, YRO.

> **NOTE:** *When working on the first AssetPlus stage for an existing case that has previously used Asset, any offences that belong to old/ended intervention programmes <u>will not</u> display here as historical. They will display as currently relevant because they have not been used in AssetPlus before. This is by design.*

The YJB recommends that you include all old offences in a single episode, and adopting a local policy about whether you leave the associated questions for the episode blank or enter a standard response such as 'historical' or similar.

When a stage has been completed with the old offences included in an episode, the old offences become historical and are moved to the **Offending and ASB History** section the next time a stage is created.



| Offending History | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Age at first official sanction: | 14 | | | Age at first conviction: | | 14 | |
| Number of previous convictions: | 6 | | | | | | |
| Episode | Offence Details | | Offence Start | Offence End | Seriousness | Disposal Type | Disposal Start |
| No Offence Episode History. | | | | | | | |

| Age at first official sanction: | Displays the young person's age at their first outcome, calculated from their DOB and the pre-court decision date (pre-court) or hearing date (court) of the outcome. |
| --- | --- |
| Age at first conviction: | Displays the young person's age at their first conviction, calculated from their DOB and the pre-court decision date (pre-court) or hearing date (court) of the substantive outcome. |
| Number of previous convictions: | Displays the number of previous convictions, calculated by totalling the substantive outcomes recorded for the young person in pre-court decisions and court appearances. |

| Episode | Displays the episode ID for the last episode that the offence was included in. |
|---|---|
| Offence Details | Displays the offence type description. |
| Offence Start | Displays the offence date recorded in the **Offence** screen. |
| Offence End | Displays the offence end date recorded in the **Offence** screen. |
| Seriousness | Displays the YJB-defined gravity score for the offence type. |
| Disposal Type | For offences linked to a substantive outcome with no linked intervention programme, or a substantive outcome of a custodial type, the offence outcome type recorded in the court appearance or pre-court decision is displayed here. Custodial-type substantive outcomes include Detention and Training Order, Section 90-91, Section 226 and Section 228.<br><br>For offences linked to a non-custodial substantive outcome with a current intervention programme, the intervention programme type is displayed here. |
| Disposal Start | For offences linked to a court substantive outcome with no linked intervention programme, or a substantive outcome of a custodial type, this displays the hearing date of the court appearance where the offence outcome was recorded. Custodial-type substantive outcomes include Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228 and Youth Offending Institution.<br><br>For offences linked to a pre-court substantive outcome with no linked intervention programme, the decision date recorded in the pre-court decision is displayed here.<br><br>For offences linked to a substantive outcome with a current intervention programme that is not a referral order, the start date recorded in the intervention programme is displayed here.<br><br>For offences linked to a referral order substantive outcome, the panel date recorded in the linked current intervention programme is displayed here. |

# ASB History

Active and historical ASB incidents are not automatically calculated by the system. The YJB specifies that ASB incidents remain active and are available to include in episodes until a practitioner decides that they are no longer current.

You can flag an ASB incident as historical by selecting the **Historic** check box that is displayed within the **Change ASB Incident** screen after the incident has been included in an episode within a completed stage.

If the historical check box is not displayed in the ASB incident, the incident has not yet been included in an episode within a completed stage.

Once an ASB incident has been made historical (the check box selected and the record saved), they cannot be made current again.

| ASB History | | | | |
|---|---|---|---|---|
| **Episode** | **Incident** | | **Incident Start** | **Incident End** |
| No ASB Episode History. | | | | |

| Episode | If the ASB incident is included in an episode, the episode ID displays here.<br><br>If this is blank, the ASB Incident is not currently included in any episode. |
|---|---|
| Incident | Displays the free text description of the incident recorded in the **ASB Incident** screen. |

***Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections***

| | |
|---|---|
| **Incident Start** | Displays the start date recorded against the ASB incident. |
| **Incident End** | Displays the end date recorded against the ASB incident. |

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