



# One Youth Justice Handbook

last updated for the Spring 2019 release

Handbook

**CAPITA**

## Revision History

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# 01 | Document Change Control

Date	Release	Description
		<p><b>Knife Offence</b></p> <p>To assist in the capture and reporting of knife related crime to the YJB, the Knife Related tickbox in the offence details screen will be automatically ticked and cannot be manually unticked.</p> <p>For more information see <i>Knife Related Offence</i> Page 27</p>
Autumn 2018	3.67	<p><b>Case Transfers</b></p> <p>Changes have been made to facilitate Case Transfers in preparation for a future release:</p> <ul style="list-style-type: none"> <li>• In the Actions menu on the Client View, the YJB Submissions option has been renamed Placement History. This distinguishes between Placements and Case Transfer history. There is also a new option in the Actions Menu named Case Transfer History. This takes you to an Under Construction page until case transfers is live.</li> <li>• When creating a stage, there is a new field named Case Type. This is a mandatory, dropdown field.</li> <li>• The AssetPlus Stage Summary screen now displays the Case Type field.</li> </ul> <p>Please be aware that some screenshots in this document may not have been updated to reflect all of these changes.</p>



# 02 | Homepage

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

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

- General / Client**: Provider / Opportunity, Admin / Manager
- User**: Profile information including name, team, and service.
- My Caseload & Shared Searches**: Lists various client categories like 'My Intensive Clients' and 'My Supported level clients'.
- My Client Searches**: Lists 'My YJ Cases' with details like 'Lead Case Worker' and client identifiers.
- Key Clients**: Section for 'My Clients in Breach'.
- My Saved Client Lists**: Shows a list of saved sessions.
- Unallocated Reports**: Shows 'No reports'.
- Client Interventions Ending Within 2 Weeks**: Shows 'No clients'.
- Unallocated Parenting Interventions**: Shows 'No parent / carers'.
- Unallocated Victim Cases**: Shows 'No unallocated victim cases'.
- My Referrals Received**: Shows 'No reminders'.
- Clients in Court**: Shows 'No clients in court'.
- IYSS Links**: A list of links for 'Update IYSS Year Groups', 'View Documents', etc.
- Useful Links**: A section for quick access to various tools.
- My eLearning Courses**: A section for learning resources.
- My Messages**: Shows '14 Unread' messages.
- Last 6 Clients Viewed**: Lists recent client interactions with details like 'Statutory Education at High School, Year 11'.
- My Assets**: Shows 'Asset Incomplete' for a client.
- Case Review Due**: Lists clients whose cases are due for review.
- Today's Appointments**: Shows 'No appointments'.
- Future Appointments**: Shows 'No appointments'.
- Missed Appointments**: Shows 'No appointments'.
- Future Events/Reminders**: Shows 'No events/reminders'.
- Referrals Awaiting An Outcome**: Shows 'No referrals'.
- Plan Reviews**: Shows 'No Plan Review Reminders'.
- Today's YJ Appointments**: Shows 'No appointments'.
- Future YJ Appointments**: Shows 'No appointments'.
- My Clients in Court**: Shows 'No clients in court'.
- My Reports Due**: Shows 'No reports'.
- My Reports for Sign Off**: Shows a 'Pre-Sentence Report (Psr) Due 15/11/2013'.
- My Victim Cases**: Shows 'No cases'.
- My Parenting Interventions**: Shows 'No parent / carers'.

## Logging in

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

Welcome to the ONE IYSS Application

### login

User ID:

Password:

Please select the requested characters from your Memorable Data:

Character 2:

Character 6:

[log in](#)

You only have 6 login attempts before being locked out. If you are locked out, please contact your system administrator on xxxxx xxxxxx.

If you share your computer, or if others might have access to it, you should log out and close all your browser windows when you have finished using oneiyss.

So you don't forget, we'll log you out automatically if your secure session is inactive for a long period of time.

Enter your **User ID**.

Enter your **Password**.

Click the **log in** button.

# 03 | Creating a New Client Record

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

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

The screenshot shows the 'clients' system interface. At the top, there's a blue header with 'clients' and navigation links: 'my homepage | clients | providers | opportunities | ys activities log out'. Below the header, the breadcrumb trail is 'my homepage > client search'. The main content area is titled 'Client Search' and contains several input fields: 'Name:', 'Alias:', and 'One ID:'. There are also fields for 'Date of Birth (dd mm yyyy):', 'Gender:' (with a dropdown menu set to '(None)'), 'In Cohort:', 'IYSS and People:', 'IYSS Records (Person Inactive):', and 'IYSS Inactive Records:'. Below these are fields for 'ULN:' and 'UPN:'. At the bottom of the form, there are several 'select' buttons: 'To select clients with a situation linked to a provider click [select]', 'To select clients with a situation linked to an opportunity click [select]', 'Statutory Education Provider [select]', and 'Statutory School Leaving Year:'. A 'search' button is located in the top right corner of the form area.

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

The screenshot shows the 'clients' system interface displaying search results. The breadcrumb trail is 'my homepage > client search > client search results'. The main content area is titled 'Search Results' and shows '4 client(s) found, showing 1 - 4 of 4'. Below this, there's a table with the following columns: 'Name', 'Date of Birth', 'Postcode / Address', 'Current Situation', and 'Team'. Each row has a checkbox and a warning icon (a triangle with an exclamation mark). The table contains 4 rows of results. Below the table, it says '4 client(s) found, showing 1 - 4 of 4'. There are also instructions: 'To select the client tick the box of each client name required then click add to group. To search again for additional clients click New Search to clear criteria.' and an 'add to group' button.

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

- Click the appropriate name to display the **Client Summary** screen.

- In the **No Youth Justice Case** panel, click the **new** button to create a blank client record.

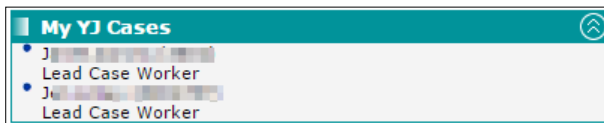
- To add information to the record, see the relevant sections of this guide.

# 04 | Accessing Client Records

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

## Accessing Client Records from My Homepage

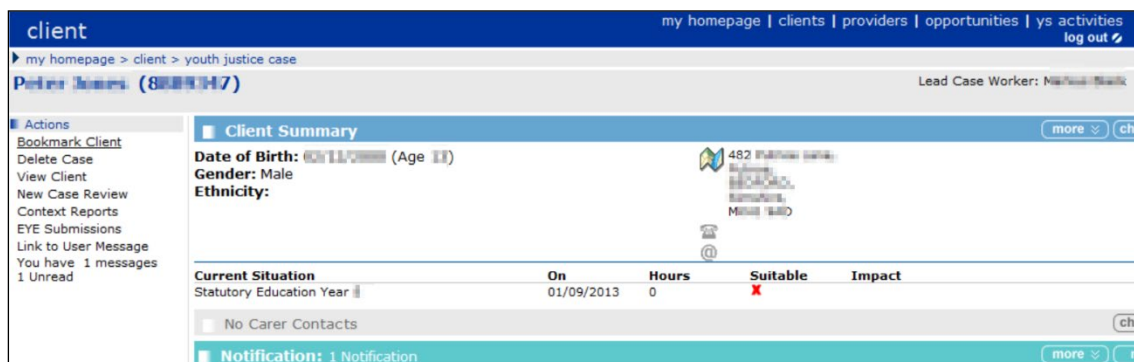
1. Log in to **my homepage**.
2. In the **My YJ Cases** panel, click the name of the client to access their record.



## Creating a Client Bookmark

To create a client bookmark:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.



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

## Accessing a Bookmarked Client Record

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

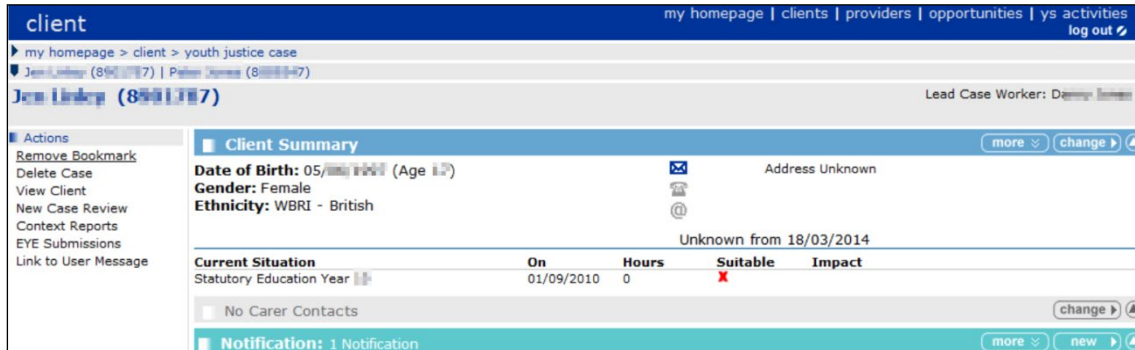
 *Bookmark bar icon*



## Removing a Client Bookmark

To remove a client bookmark:

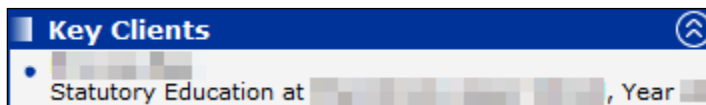
1. In the bookmarks bar at the top of the screen, click the name of the required client to access their client record.



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

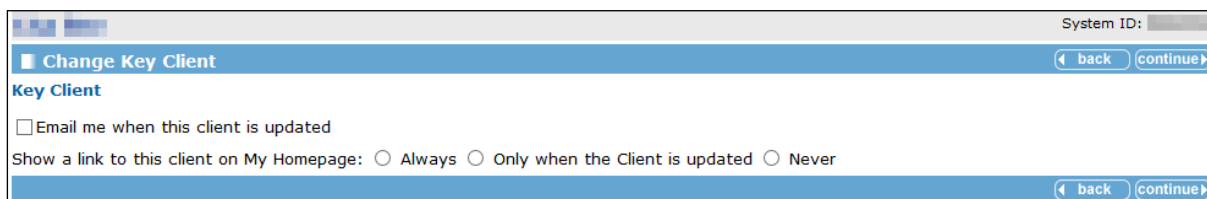
## Managing Key Clients

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



To create or edit Key client settings:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Actions** menu on the left-hand side, click the **View Client** hyperlink to display the clients' IYSS record
3. In the **Actions** menu on the left-hand side, click the **Key Client** hyperlink to display the **Change Key Client** screen.



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

# 05 | Situations

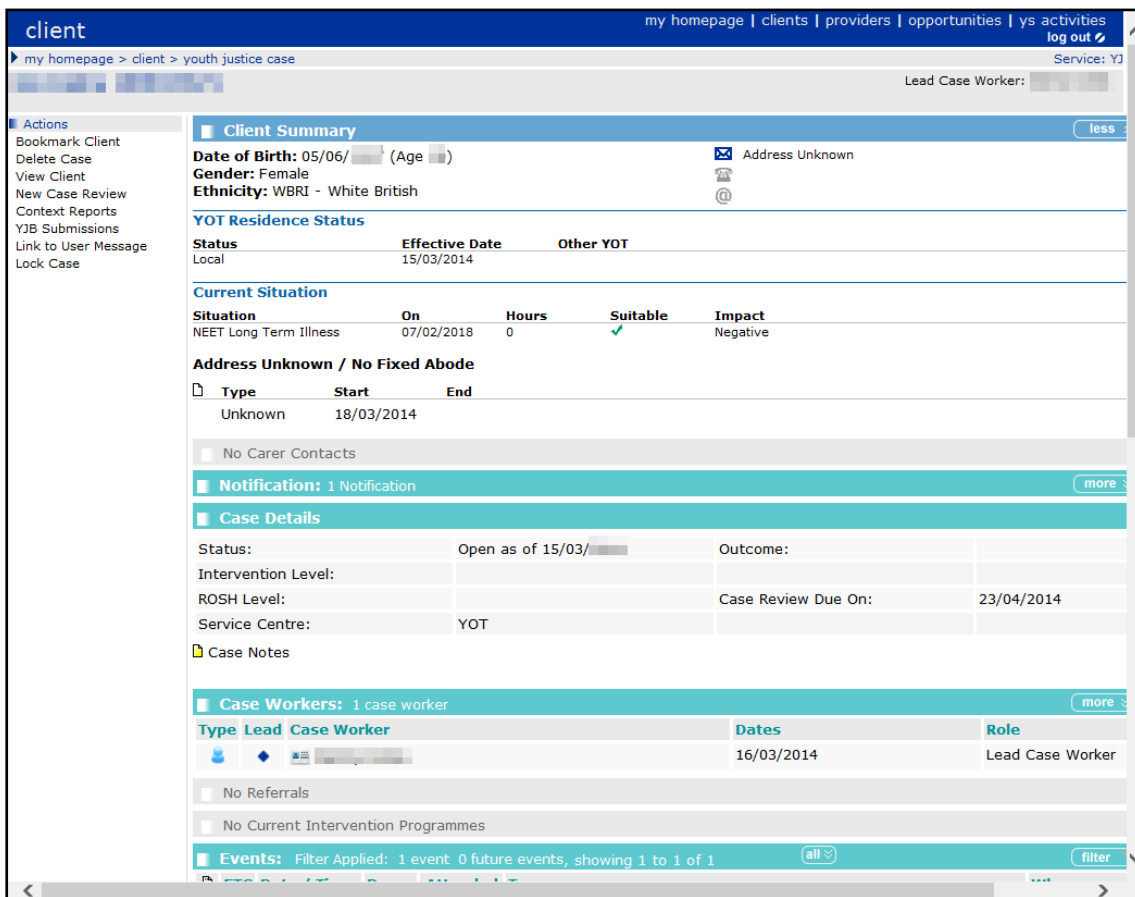
## Overview of Situations

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

## Adding an Unlinked Situation

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

1. Access the required client case. For more information, see [Accessing Client Records](#) on page 6.



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

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

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

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



## Situations

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

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

**Change Situations** back continue

**New Situation**

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

To add a new secondary situation, select a situation group and click 'new'  new

**Vacancy Matching**

**Actively Seeking:**  Yes  No

**Final Education Details**

Add Final Further Education Details new

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

**Current Situation**

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

**Situation History**

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

back continue

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

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

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

**New NEET Situation** back continue

Primary  Confirmed

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

**Situation Sub Group \***

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

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

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

**Situation Impact**

None  
 Negative  
 None  
 Positive

**Notes**

back continue

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

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

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

**Change Situations** back continue

**New Situation**

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

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

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

**Vacancy Matching**

**Actively Seeking:**  Yes  No

**Final Education Details**

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

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

**Current Situation**

Configurable Currency/Expected End Date : 12 02

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

**Situation History**

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

back continue

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

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

## Adding a Linked Situation

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

- Access the required client case. For more information, see [Accessing Client Records](#) on page 6.

## Situations

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

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

The screenshot shows the 'Change Situations' page for a client. At the top, there are navigation links: 'my homepage | clients | providers | opportunities | ys activities | log out'. Below this is a breadcrumb trail: 'client > update client'. The main content area is titled 'Change Situations' and includes several sections:

- New Situation:** Two dropdown menus for selecting a situation group, both currently set to '(none)', with 'new' buttons next to them.
- Vacancy Matching:** A section with 'Actively Seeking' radio buttons for 'Yes' and 'No' (selected).
- Final Education Details:** Fields for 'Final Further Education Leaving Date' (06/02/ from Upper School) and 'Statutory Education Leaving Date' (28/06/ from Upper School), both with 'change' buttons.
- Current Situation:** A field for 'Configurable Currency/Expected End Date' (12/02) and a note: 'Last confirmed on 07/02/2018 by Danny Jones, Workgroup 2. Verification Source of Client'.
- Situation History:** A table with columns: Delete, Situations, Start Date, End Date, Wks, Prim, Conf, and an icon. It lists three situations:
 

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

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

This screenshot is identical to the previous one, but the primary situation dropdown menu is now set to 'Sixth Form College'.

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

## Situations



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

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

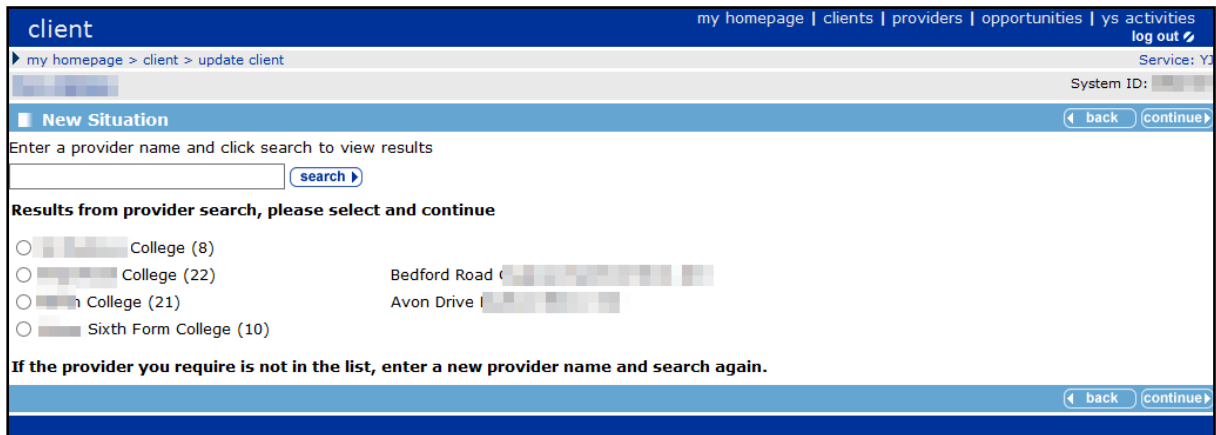
**New Situation** back continue

Enter a provider name and click search to view results

search

back continue

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



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

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

**New Situation** back continue

Enter a provider name and click search to view results

search

**Results from provider search, please select and continue**

College (8)

College (22) Bedford Road

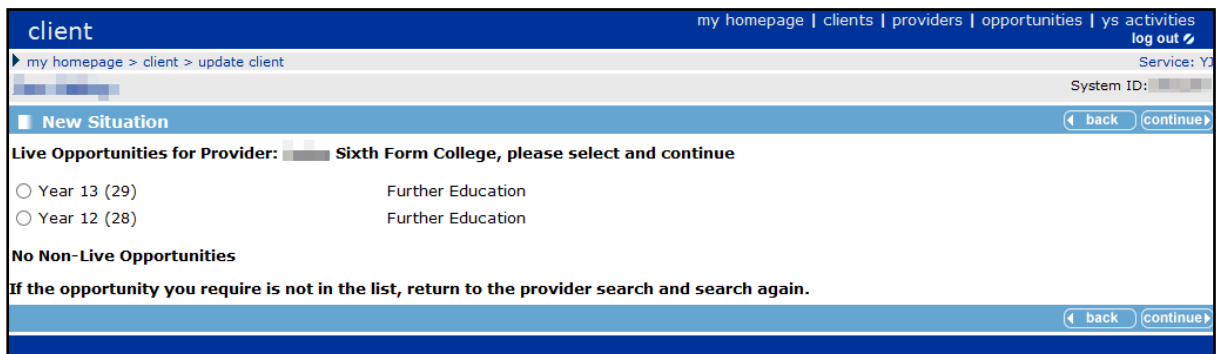
College (21) Avon Drive

Sixth Form College (10)

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

back continue

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



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

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

**New Situation** back continue

**Live Opportunities for Provider: Sixth Form College, please select and continue**

Year 13 (29) Further Education

Year 12 (28) Further Education

**No Non-Live Opportunities**

If the opportunity you require is not in the list, return to the provider search and search again.

back continue

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

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

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

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

## Editing ETE Status

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

To record the ETE hours:

1. Access the required client case. For more information, see [Accessing Client Records](#) on page 6.

Situations

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

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

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

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

**Change Situations** back continue

**New Situation**

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

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

**Vacancy Matching**

**Actively Seeking:**  Yes  No

**Final Education Details**

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

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

**Current Situation**

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

**Situation History**

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

back continue

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

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

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

**Change Situation** back continue

Primary  Confirmed  Placed

Situation Hours: 20 Reason for Change: (none)

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

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

**Course Level \***

AS Level

**Situation Impact**

None  Negative  None  Positive

**Notes**

back continue

- Enter or update the required information.



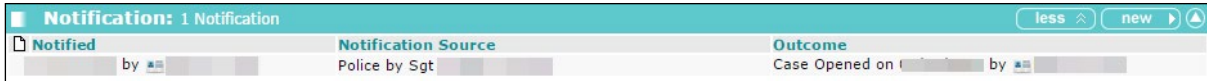
## Situations

The screenshot shows a web application interface for managing client situations. The page title is 'client' and the breadcrumb trail is 'my homepage > client > update client'. The system ID is 1787. The main heading is 'Change Situation' with 'back' and 'continue' buttons. The form includes several sections: 'Primary' with a checked 'Confirmed' box and an unchecked 'Placed' box; 'Situation Hours' set to 30 and 'Reason for Change' set to '(none)'; a statement 'Situation has a provider and opportunity of [redacted] Sixth Form College / Year 13'; 'Course' set to 'Business / Administration and Finance', 'Tutor Group' (empty), and 'Year Group' set to 'Year 13'; 'Course Level \*' set to 'AS Level'; 'Situation Impact' with radio buttons for 'None' (selected), 'Negative', and 'Positive'; and a 'Notes' section with a text area and scrollbars. 'back' and 'continue' buttons are also present at the bottom right of the form.

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

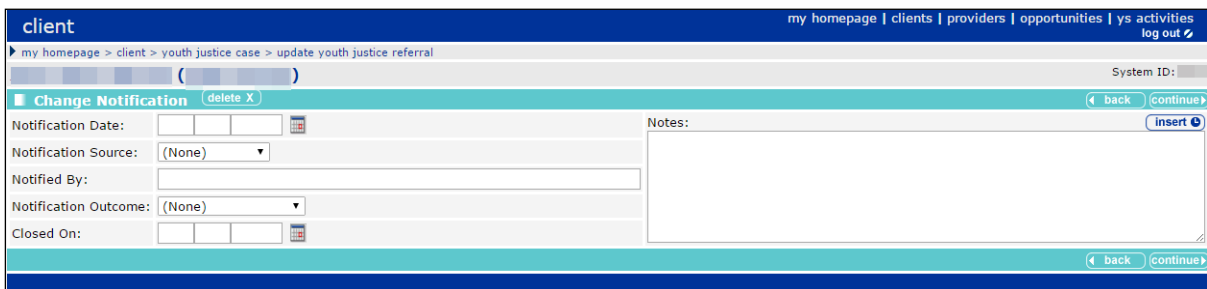
# 06 | Entering a New Notification

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



To record a new notification:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Notification** panel, click the **new** button to display a blank notification.



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

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

## 07 | Locking and Unlocking Records

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

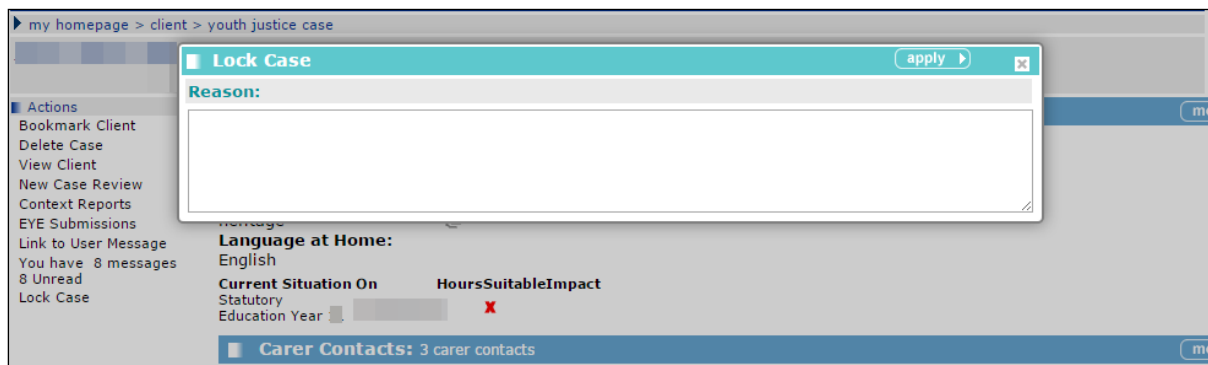
Client, opportunity and provider records are automatically locked out to other users while they are being edited. This prevents other people from entering information until the editing user has saved the changes. These records might remain locked if the session is terminated before the user has successfully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

### Manually Locking a YJ Case Record

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

To lock a YJ Case record:

9. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
10. In the **Actions** menu, click the **Lock Case** hyperlink to display the **Lock Case** dialog.



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

### Unlocking a YJ Case Record

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

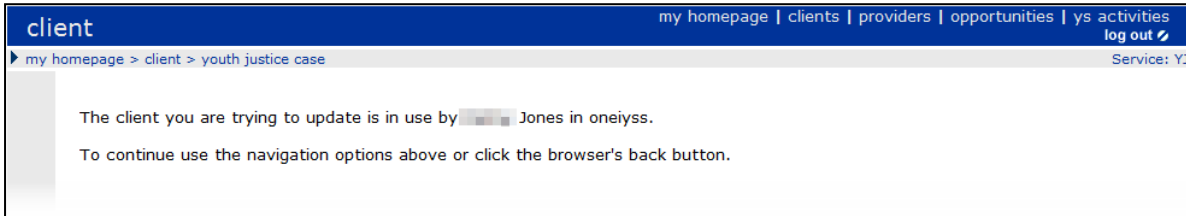
To unlock a client record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Actions** menu, click the **Unlock Case** hyperlink to display a confirmation dialog.

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

## Unlocking Records

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



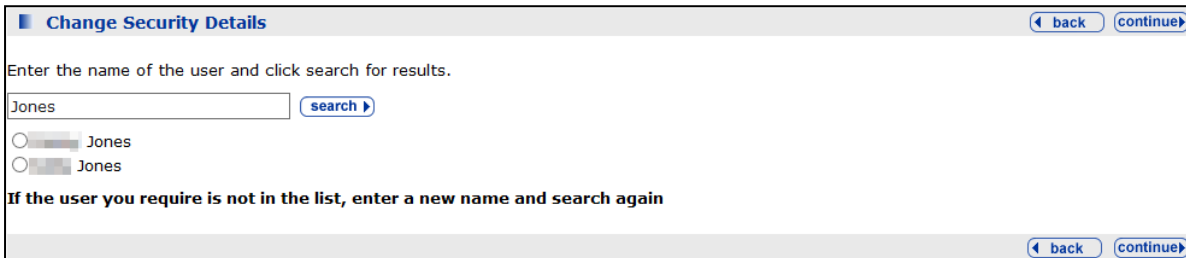
If you have the 'Change User Security Details' permission, you can unlock all records that are 'in use by' (i.e. locked out to) a certain user. Before unlocking records, ensure that this user has logged out of the system, as the process tidies up and unlocks all of that user's active sessions and locked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

To unlock the records:

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



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



- Select the required user.

## Locking and Unlocking Records

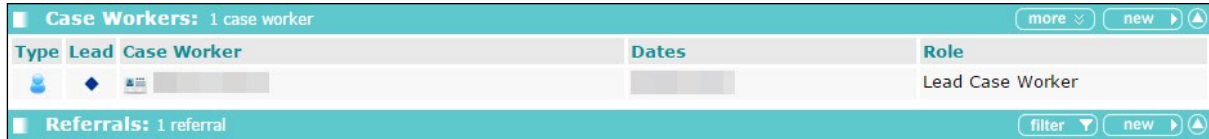
5. Click the **continue** button to display the security details below the results list.

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

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

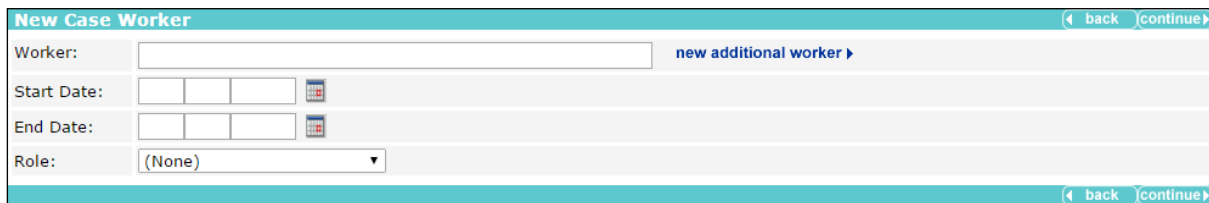
# 08 | Allocating Workers

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

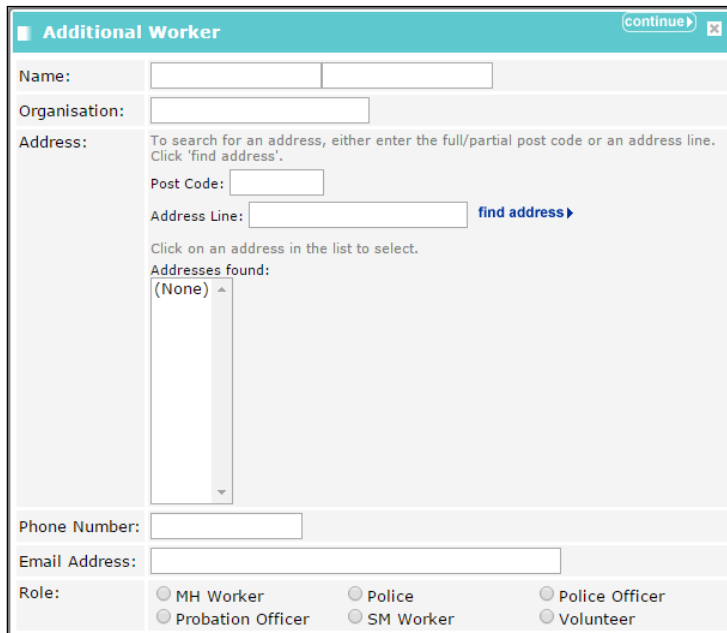


To allocate a new case worker:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Case Worker** panel, click the **new** button to access the **New Case Worker** screen.



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



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

### *Allocating Workers*

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

# 09 | Offences

## Entering a New Offence

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

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

For more information on the criteria defining outstanding, current and historic offences, see [Appendix A: Offences and Episodes](#) on page 128.

To add a new offence:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Offences** panel, click the **new** button to display the **New Offence** screen.

**New Offence** [back] [continue]

Offence:  Notes:  [insert]

Main Offence:

Crime URN:

Offence Date / Time:

Offence End Date:

Date Charged:

Knife Related:

Post code:

Specified Offence: (none) v

Location: (none) v

Others Involved: (none) v

Victim Deliberately Targeted: (none) v

Additional Aggravated Circumstances: (none) v ⊕

Other Offenders: [link client](#)

Behaviours involved: (none) v ⊕ Other:

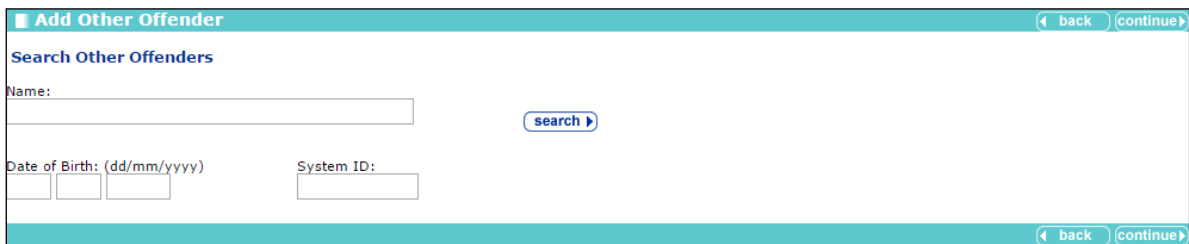
[back] [continue]

3. Start typing the name of the **Offence** to display a list of options, or enter the PNLD code.
4. Select the required offence.



## Offences

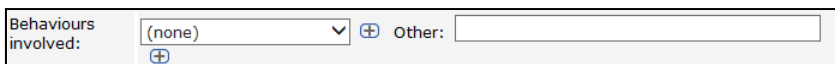
5. If applicable, select the **Main Offence** check box and enter the **Crime URN**.
6. Click the **+** icon to add the offence.
7. To add additional offences, repeat steps 2-6.
8. Complete the remaining relevant fields.
9. If required, complete the **Additional Aggravated Circumstances** field:
  - a. Select the item from the menu.
  - b. Click the **+** icon to add the circumstance.
  - c. If required, repeat steps a and b to add additional circumstances.
10. If required, add other offenders:
  - a. Click the **link client** button to display the **Add Other Offender** screen.



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

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

11. To add behaviours to the offence:
  - a. Select the behaviour from the **Behaviours involved** drop-down, or enter it into the **Other** field.
  - b. Click the **+** icon next to the drop-down or **Other** field. Depending on your screen resolution, the **+** icon for the **Other** field may be below the drop-down:



- c. Repeat steps a-b to add any additional behaviours.
12. Click the **continue** button to save the offence and return to the client record.

## Knife Related Offence

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

*The List of the 11 offences are as below.*

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

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

## Updating an Existing Offence

To update an existing offence:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. Click the relevant offence in the **Offences** panel to display the **Change Offence** screen.

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

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

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

Offence	
<b>Trafficking class B-C drug : Supply a controlled drug of Class B - Cannabis : H9734 : 3</b>	
Original Offence: Trafficking class A drug : Supply a controlled drug of Class A - LSD : H2381 : 6	
Main Offence:	Y
Crime URN:	
Offence Date:	01/03/ (Wed)
Offence End Date:	01/03/
Date Charged:	08/03/
Knife Related:	N
Post code:	
Specified Offence:	
Location:	
Others Involved:	
Victim Deliberately Targeted:	
Additional Aggravated Circumstances:	
Anti-Social Behaviours:	Drugs
Other Offenders:	
Latest Plea:	
Latest Outcome Hearing Type:	
Latest Outcome:	

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

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

# 10 | Pre-court Interviews and Decisions

## Entering a Pre-court Decision

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

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

To create a new pre-court decision:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Pre-court Interviews and Decisions** panel, click the **new** button to display the **Pre-court Decisions** screen.



**New Pre-court Decision** [back] [continue]

Opened: [ ] [ ] [ ] [calendar icon]

Issued By: (none) [v]

Type: (none) [v]

Closed: [ ] [ ] [ ] [calendar icon]

Offences [link offence](#)

Outcomes [new outcome](#)

3. Complete the appropriate fields.
4. Click the **Link Offence** button to display the **Link Offence** dialog.

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

5. Select the relevant offences.
6. Click the **continue** button to save the offences and close the dialog.
7. To record an outcome:
  - a. Click the **new outcome** button to display the **Outcome** dialog.

- b. Select the **Outcome** from the drop-down.
  - c. If this is the main outcome for the pre-court decision, select the **Main** check box.
  - d. Select the **Offence** with which the outcome is associated.
  - e. Click the continue button to save the outcome and close the dialog.
8. Click the **continue** button to save the decision and return to the client record.

## Entering a Pre-court Interview

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

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

To create a new pre-court interview:

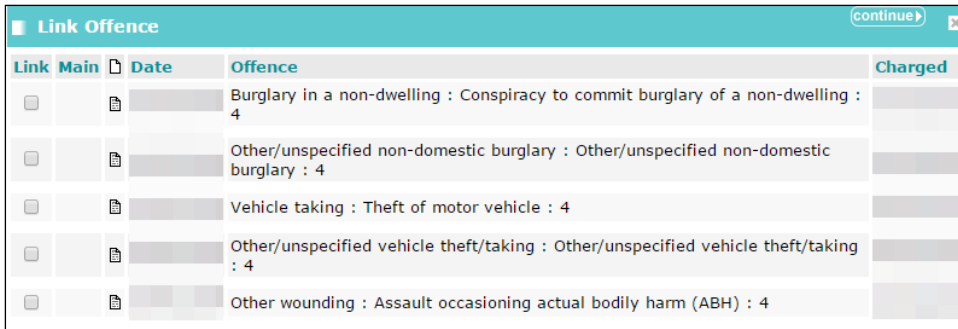
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Pre-court Interviews and Decisions** panel, click the **new** button to display the **Pre-court Interviews** screen.

 *New Interview button*

3. Complete the appropriate fields.
  - If the attending worker was a registered Youth Justice user:
    - i. Select the **User** radio button.

**Pre-court Interviews and Decisions**

- ii. Select the worker from the menu.
- If the attending worker was not a registered Youth Justice user:
  - i. Select the **Additional Worker / Volunteer** radio button.
  - ii. Select the worker from the menu
  - iii. If the worker is not available from the menu, click the **new additional worker** button to create a record for the worker. If you need help completing this step, see step 4 in [Allocating Workers](#) on page 23.
- 4. Click the **link offence** button to display the **link offence** dialog.



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

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

# 11 | Antisocial Behaviour

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

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

Antisocial behaviour incidents can only be marked as historic if they have been included in an episode within a completed AssetPlus stage. For more information on the criteria defining current and historic ASB incidents, see [Appendix B: ASB Incidents and Episodes](#) on page 129.

## Recording an Antisocial Behaviour Incident

To record an antisocial behaviour incident:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **ASB Incidents** panel, click the **new** button to display the **New ASB Incident** screen.

**New ASB Incident**
back continue

Description:

Start:

End:

Postcode:

Location:

Others Involved:

Victim Deliberately Targeted:

Notes:

back
continue

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

## Editing an Antisocial Behaviour Incident

To edit an antisocial behaviour incident:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.



## Antisocial Behaviour

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

**Change ASB Incident** delete X back continue

Description: Aggressive behaviour

Start: [Date Picker] [Date Picker]

End: [Date Picker] [Date Picker]

Postcode: [Text Box]

Location: Pub

Others Involved: No - Alone

Victim Deliberately Targeted: No

Notes: [Text Area] insert

Historic:

back continue

- Update the details as required.

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

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

# 12 | Events

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

Events: Filter Applied: 2 events 0 future events , showing 1 to 2 of 2 <span>all</span> <span>filter</span> <span>new</span>						
FTC	Date / Time	Dur	Attended	Type	Who	
	16:30	1h	N	Appointment Group Session		
	14:19	11m		Letter Out		

## Creating a New Event

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Events** panel, click the **new** button to display the **New Event** screen.

**New Event**
save back continue

Date:

Occurrence:  Single Occurrence - Select this to create a single event for the date entered  
 Weekly Occurrence - Select this if you want to create weekly events

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

End after  week(s)

YJ Worker:

Type:

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

Compliance:  Complied  Failed to Comply

Brief Notes / Description:

**Intervention Programme / Requirement**

Conditional Caution :

Supervision :

Youth Rehabilitation Order :

Supervision :

**Open Pre Court Decisions**

: Charged to Court (bailed)

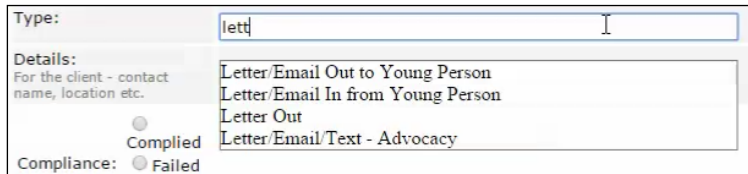
: Charged to Court (bailed)

: Community Resolution

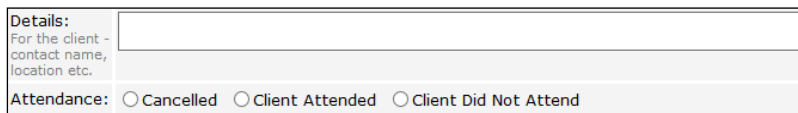
## Events

3. Complete the **Type** field.

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



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



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

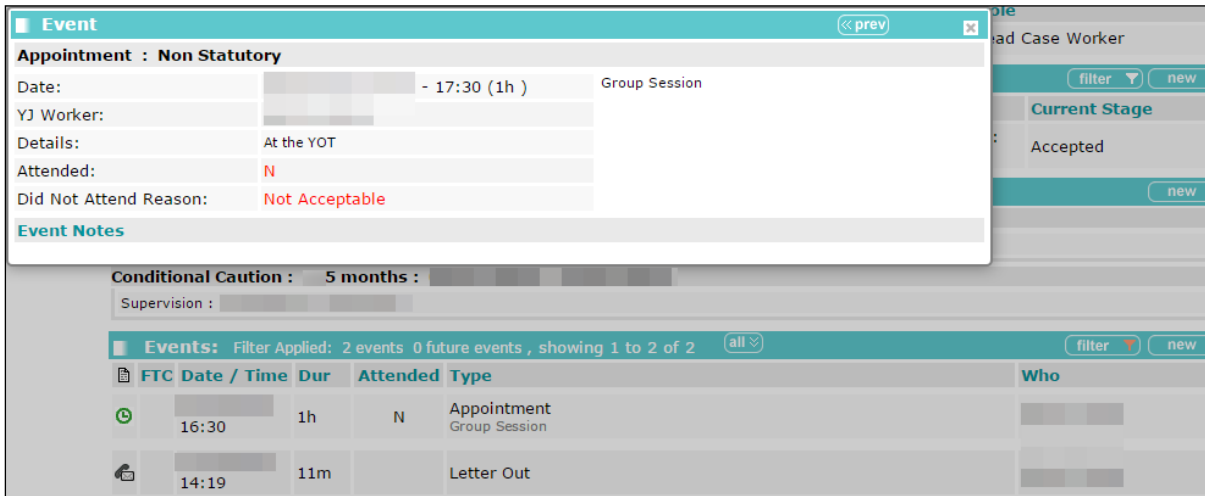
**NOTE:** If the event was cancelled, the **Compliance** field is removed.

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

## Viewing an Event

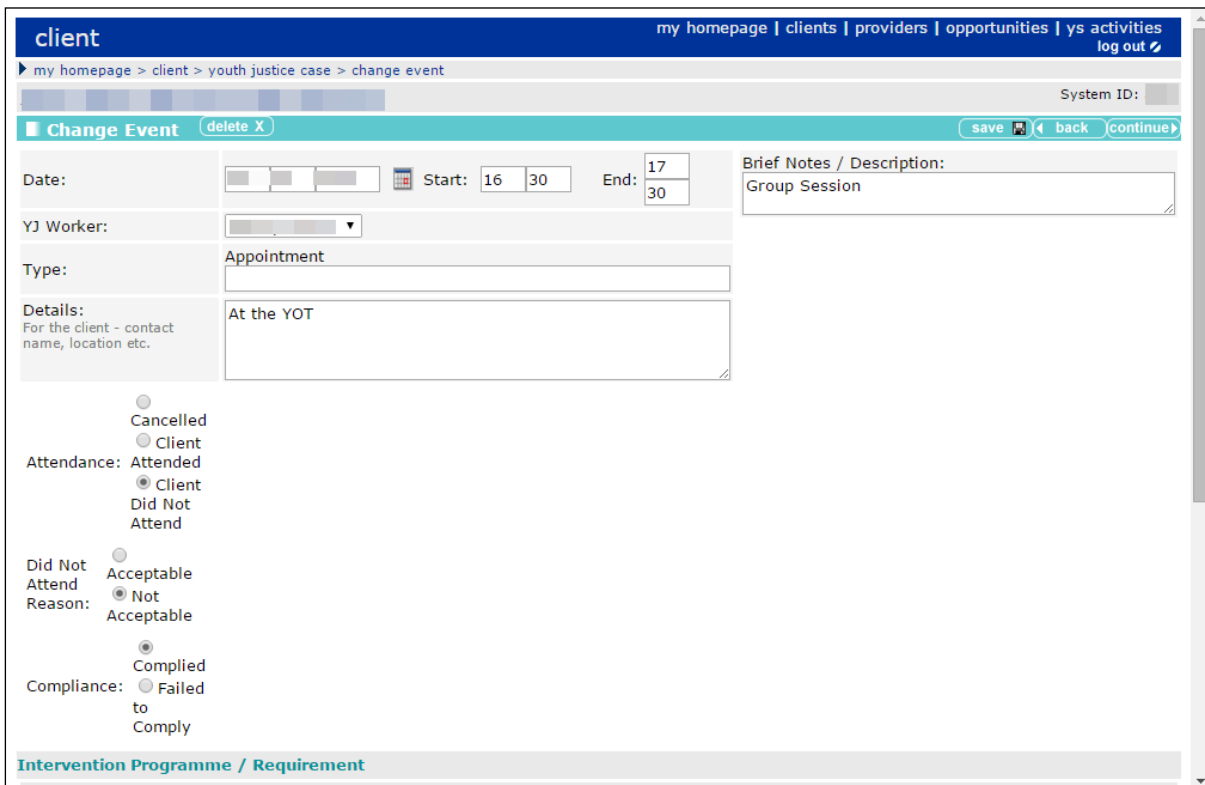
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Events** panel, click the relevant icon in the left-hand column of the table to display the **Event** dialog.

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



## Editing an Event

- Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
- In the **Events** panel, click the date and time of the relevant event to display the **Change Event** screen.



- Update the information as required. For more information on completing the **Change Event** screen, see [Creating a New Event](#) on page 35.
- Click the **continue** button to save the event and return to the client record.

**NOTE:** If the client failed to attend or were noncompliant at a statutory appointment and you need to put them through the breach process, see [Managing Breaches](#) on page 74.

# Bulk Updating Events

## Introduction

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

- BU - YJ Events
- Bulk Update Client

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

## Creating a Client Group

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

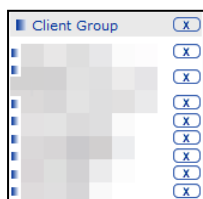
To create a client group:

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

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

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

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



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

- If required, save the list for future use. For more information, see [Saving Client Lists](#) on page 39.

## Saving Client Lists

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

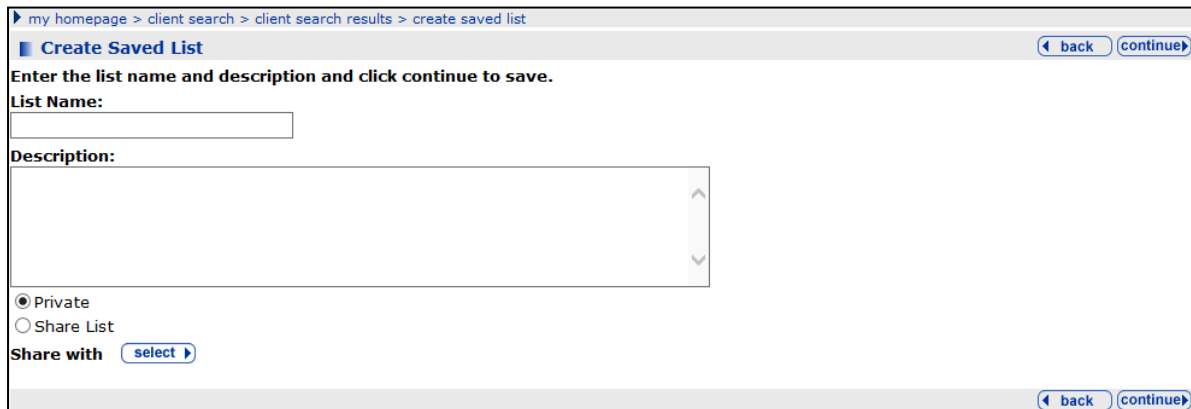
To see the list in **my homepage**, you, and anyone with whom the list has been shared, must have the My Saved Client List permission.

To save a client list:

- Create a client group. For more information, see [Creating a Client Group](#) on page 38.

## Events

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



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

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



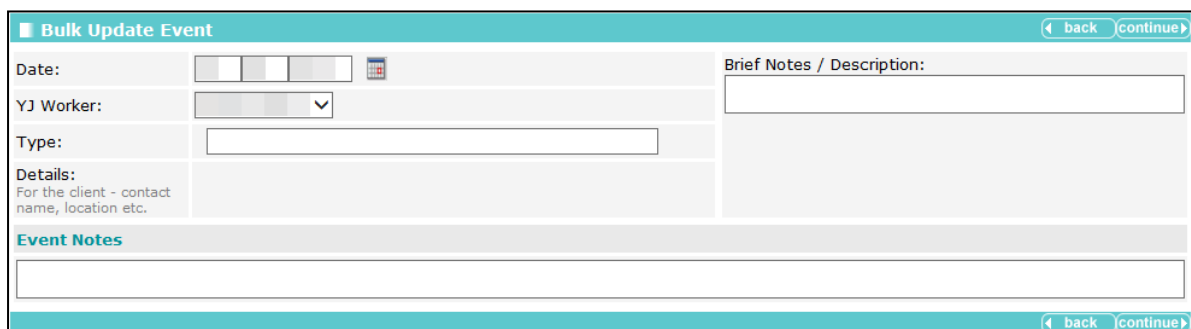
**NOTE:** To use a client list, you must access the list through the **My Saved Client Lists** panel, and then add the clients to a new client group.

## Bulk Updating an Event

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

To bulk update an event:

1. Create a client group (see [Creating a Client Group](#) on page 38, or [Saving Client Lists](#) on page 38).
2. In the **Group Actions** menu, click the **Add Events** hyperlink to display the **Bulk Update Event** screen.



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

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

Type:	contac	X
Details: For the client - contact name, location etc.	First Programme Contact First Contact/Appointment Last Contact / Appointment Contact Contact Unscheduled ETE Contact (Educ, Training, Employment) ETE Contact Unscheduled (Educ, Training, Emp) EMHC Contact (Emotional Mental Health) EMHC Contact Unscheduled (Emot Mental Health) SM Contact (Substance Misuse) SM Contact Unscheduled (Substance Misuse) Family Support Contact Unscheduled	

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

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

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

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

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

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

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

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



# 13 | Court Appearances

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

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

## Entering Court Appearances

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

To create a new court appearance record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Court Appearances** panel, click the **new** button to display the **New Court Appearance** screen.

New Court Appearance
back continue

Date:

Court:

Proposed Outcome:

Proposed Bail or Remand Status:

Court Officer:

Magistrates:

Legal Representatives:

**Court Action**

Court Action:  None  Adjourned  Sentenced  Other

**Offences** [link offence](#)

**Outcomes** [new outcome](#)

**Report Requests** [new report request](#)

**Reports** [link report](#)


**Notes** insert

---

back continue

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

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

 Add button

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

- b. Enter the required information.
- c. Click the **Continue** button to return to the **New Court Appearance** screen.

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

**NOTE:** If you enter a session as adjourned and complete the **Next Court Date** and **Court** fields, a new blank court appearance record is created for that date. To access this record, see [Editing Court Appearances](#) on page 45.

- b. If the client was sentenced, select the **Sentenced** radio button and enter the required information.
- c. To record a different outcome, select the **Other** radio button to display a menu of alternatives.

- 7. To record legal representatives already recorded in the Youth Justice system:
  - a. Start entering the name in the **Legal Representatives** field. A list of available representatives who match the entered text is displayed.
  - b. Select the representative from the list.
  - c. Click the **Add** button to add the representative.

- 8. To record legal representatives not already recorded in the Youth Justice system:
  - a. Click the **New Legal Representative** button to display the **Legal Representative** dialog.

## Court Appearances

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

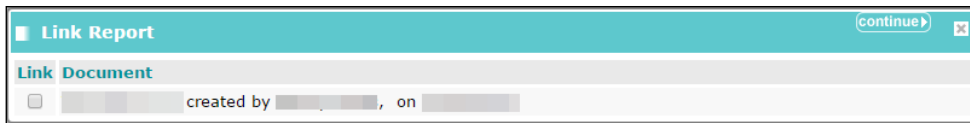
- b. Enter the relevant information.
  - c. Click the **continue** button to save the information and return to the **New Court Appearance** screen.
10. To record the associated offences:
- a. Click the **link offence** button to display the **Link Offence** dialog.

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

- b. Select the relevant offences. For more information on recording offences see [Entering a New Offence](#) on page 25.
  - c. Click the **continue** button to save the offence and return to the **New Court Appearance** screen.
  - d. If required, record the plea in the **Offence** panel.
11. To record an outcome:
- a. Click the **new outcome** button to display the **Outcome** dialog.

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

- g. Click the **continue** button to save the outcome and close the dialog.
- 12. To link a pre-existing report:
  - a. Click the **link report** button to display the **Link Report** dialog.



- b. Select the relevant report.
  - c. Click the **continue** button to save the report and return to the **New Court Appearance** screen.
- 13. Click the **continue** button to save the event and return to the client record.

## Viewing Court Appearances

To view a court appearance:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Court Appearances** panel, click the icon in the left-hand column of the table next to the relevant court appearance to display the **Court Appearance** summary dialog.



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

## Editing Court Appearances

To edit a court appearance:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.

## Court Appearances

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

Change Court Appearance delete X
back continue

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

**Court Action**

Court Action:

None

Adjourned

Sentenced

Other

**Offences** link offence remove offence

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

**Outcomes** new outcome remove outcome

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

**Report Requests** new report request

**Reports** link report

**Notes** Insert

back
continue

- Edit the relevant information. For more information on completing the **Court Appearance** screen, see [Entering Court Appearances](#) on page 42.
- Click the **continue** button to save the event and return to the client record.

# 14 | AssetPlus

## Introduction

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

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

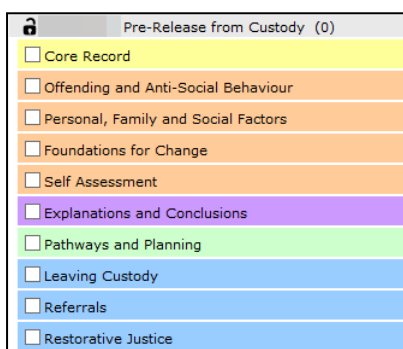


Only one AssetPlus stage can be active at any given time. The stage draws on data existing in the client's core record. This data can be edited within the stage if required. If you need to record a new stage while an existing stage is still in progress, you must stop or complete the existing stage first.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

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

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

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



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

Module	Available in Stage
<b>Referral Order Panel Report</b>	<b>Case Closure</b> (Only if active disposal is Referral Order.)
	<b>Referral Order Report</b>
	<b>Review</b> (Only if active disposal is Referral Order.)

Module	Available in Stage
Custody	Bail Recommendation
	Entering Into Custody
	Placement Notification
	Post Court Report
	Pre-Sentence Report (All Options)
Bail and Remand	Bail Recommendation
	Post Court Report
Pre-Sentence Report	Pre-Sentence Report
	Pre-Sentence Report (All Options)
Leaving Custody	Pre-Release
YOT - YOT	Transfer YOT to YOT
YOT - Adult Services	Transfer to Probation

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

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



Cross AssetPlus icon

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

Learning, Education, Training and Employment (Community provision)		
Type of ETE Provision	ETE Status	Name of School / ETE Provider
Personal, Family and Social Factors : Learning, Education, Training and Employment	<input type="text" value="0"/>	
Attendance/participation issues:		

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

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

For information on how offence and ASB incident data is populated forward from stopped or complete stages to new stages, see [Appendix A: Offences and Episodes](#) on page 128 and [Appendix B: ASB Incidents and Episodes](#) on page 129.

## Creating a New AssetPlus Stage

To create a new AssetPlus stage:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.

- If this is the client's first stage, in the **AssetPlus** panel, click the **new** button to display the **New AssetPlus Stage** screen.

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

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

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

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

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

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

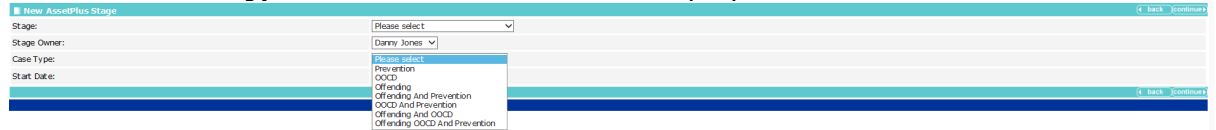
- If the stage needs linking to a court appearance, select the appropriate option from the **Hearing Date** field.

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

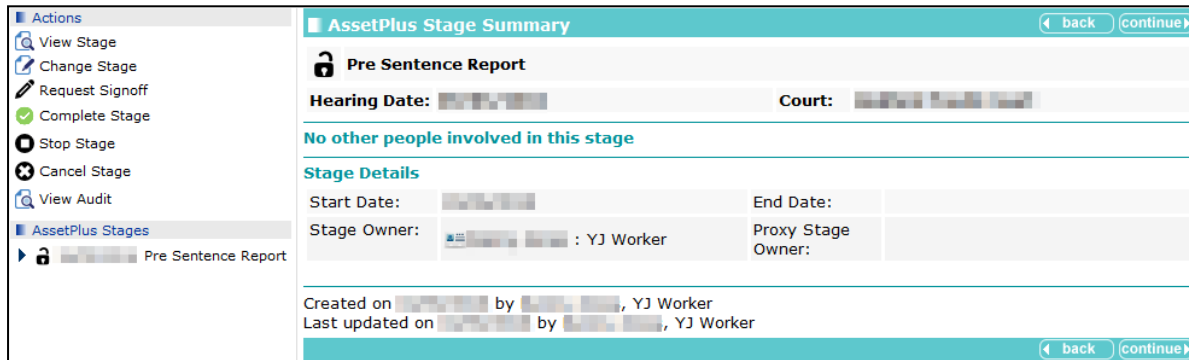
- If required, select a new **Stage Owner**.



Select the **Case Type**. This has been introduced in preparation for case transfers.



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

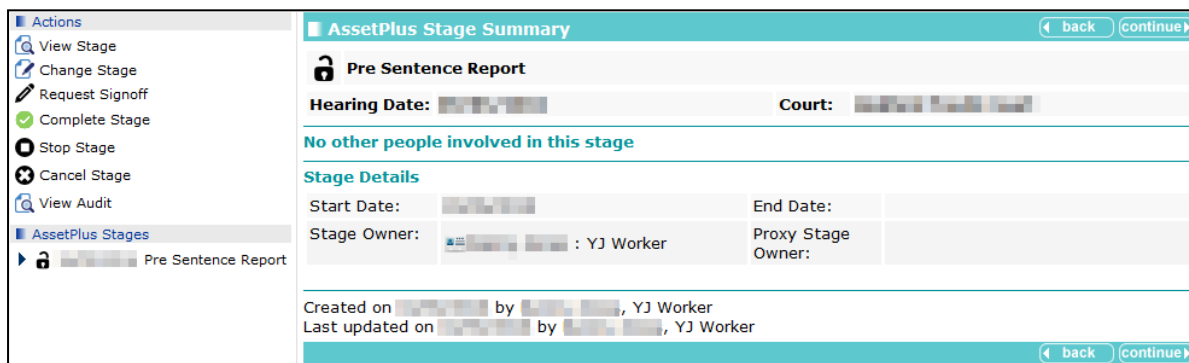


The stage is now created. To save the stage for editing at a later date, click the **continue** button to return to the client’s case record. To begin editing the stage immediately, in the **Actions** menu, click the **Change Stage** hyperlink (see [Editing an AssetPlus Stage](#) on page 50)

## Editing an AssetPlus Stage

To edit an AssetPlus stage:

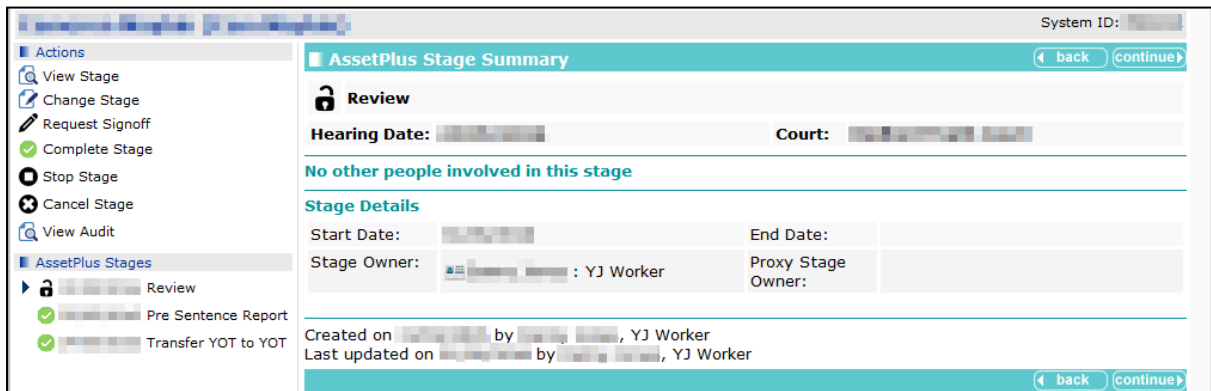
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



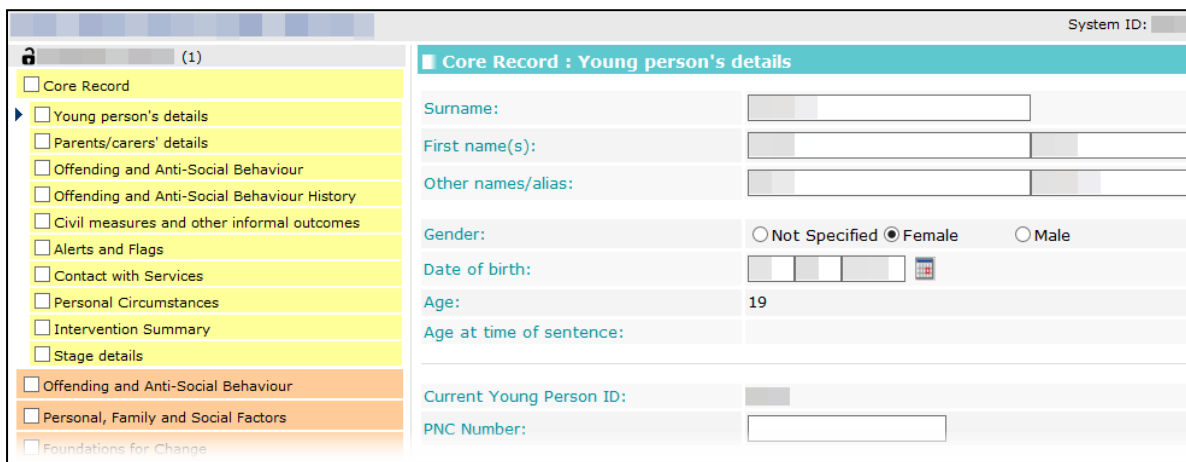
3. In the **Actions** menu on the left-hand side, click the **Change Stage** hyperlink to display the **change** screen.



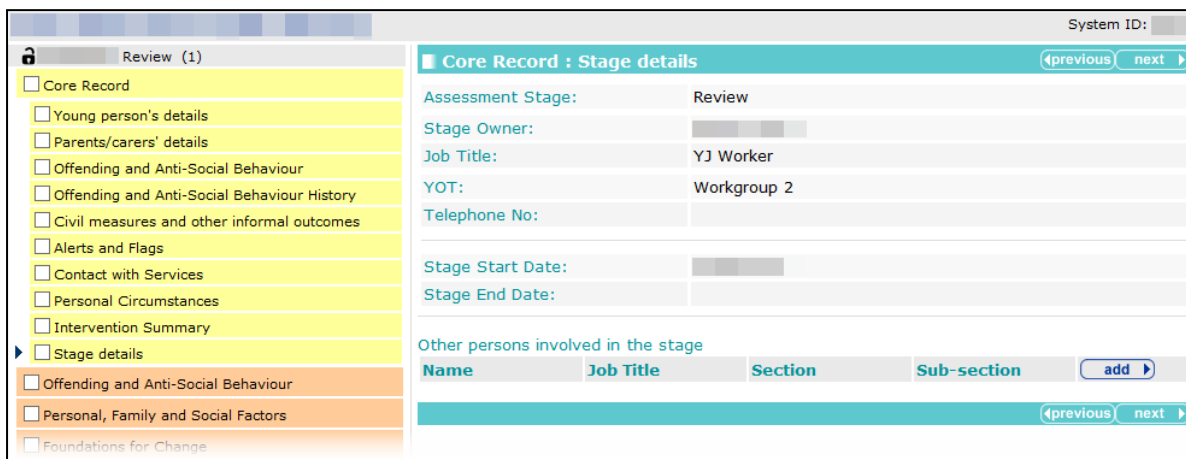
- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



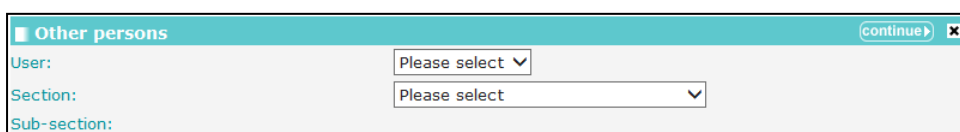
- In the **Actions** menu on the left-hand side, click the **Change Stage** hyperlink to display the **change** screen.



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



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



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

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

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

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

## Updating Parent and Carer Details

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

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

To link to a parent/carer record:

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

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

Name	Date of Birth	Postcode / Address
[Redacted]	[Redacted]	[Redacted]

5. Select the appropriate person.

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

**Parent Carer Details** [find address ▶](#)

Title: Mrs      Gender: Female

Surname: [redacted]       Emergency Contact

First name(s): [redacted]       Medical Consent

Other names/alias: [redacted]       Parental Responsibility

Address: [redacted]

Telephone Numbers:

Telephone No.	Type	Preferred
[redacted]	Landline	
[redacted]	Mobile	
[redacted]	Other	

Relationship to Young Person: Mother       Contact approved

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

[text area] [insert ↕](#)

7. If required, add an address:

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

**Find Address** [change ▶](#)

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

Post Code: [text input]

Address Line: [text input] [search ▶](#)

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

8. If required, update the information displayed:

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

**Parent Carer** [change ▶](#)

Emergency contact       Medical consent       Parental responsibility

Title\*: (none)      Gender\*:  Not Specified  Female  Male

Surname: [text input]

First name(s): [text input]

Other names/alias: [text input]

Telephone Numbers:

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

Relationship to Young Person: 0102-TABLE\_ID       Contact approved

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

## Episodes

### Introduction

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

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

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

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

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

### Creating an Episode

To create an episode:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

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

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

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

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

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

Episode numbers are in the YYMMDDHHMM format.

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

## Adding to an Existing Episode

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

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

Change Episode
change ▶

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

## Removing an Offence or Incident from an Episode

To remove an offence or incident from an episode:

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

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

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

## Attaching Documents

### Introduction

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

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



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

## Attaching Documents to a Stage

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

To attach a document to a stage section or subsection:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.

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

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

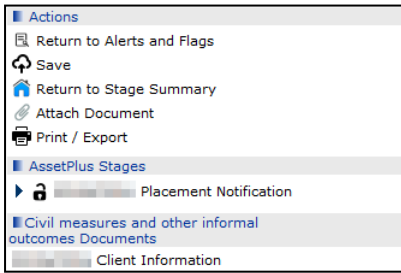
- Navigate to the required section or subsection.
- In the **Actions** menu on the left-hand side, click the **Attach Document** hyperlink.

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

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

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

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

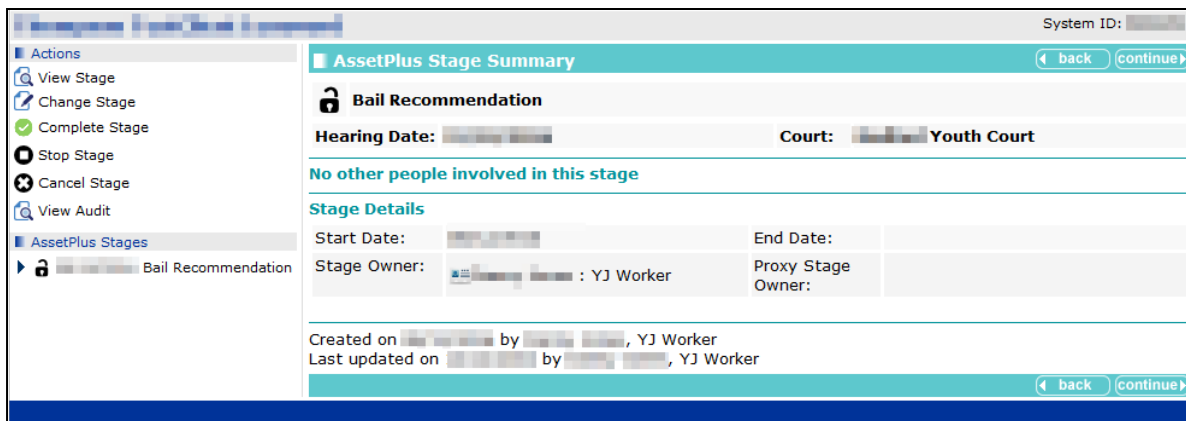


## Stopping an AssetPlus Stage

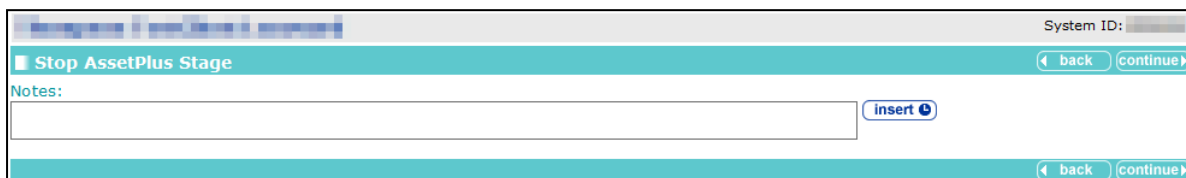
**WARNING:** If you stop an AssetPlus stage, you can no longer edit it and it cannot be completed or signed off. If you need to complete it, you will need to restart it in a new stage.

To stop a stage:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
- In the **AssetPlus** panel, click the **Details** button to display the **AssetPlus Stage Summary** screen.



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



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

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

The stage is now marked as stopped.

## Requesting Signoff for an AssetPlus Stage

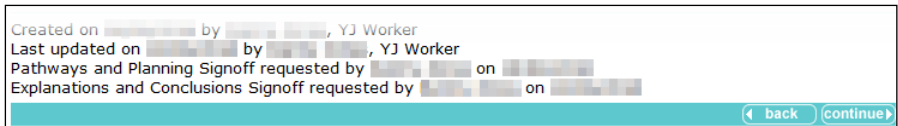
Stages may require managerial sign off. If this is the case, the **Request Signoff** hyperlink is displayed in the **Actions** menu of the **AssetPlus Stage Summary** screen.

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

To request signoff for a stage:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

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

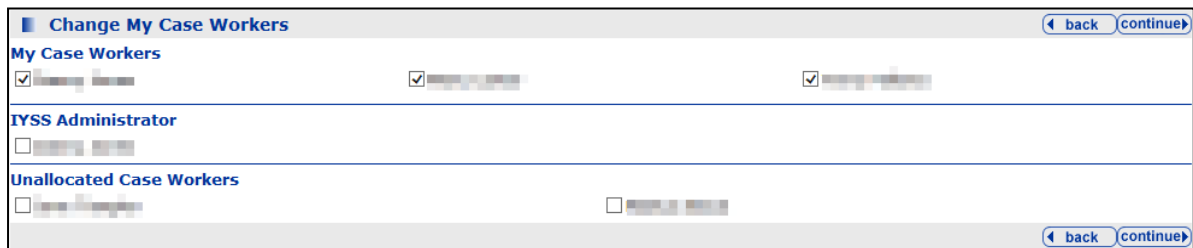


## Assigning Workers

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

To allocate workers to yourself:

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

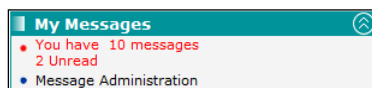


Users are displayed beneath their assigned managers or, if they have not been assigned to a manager, in the **Unallocated Case Workers** section.

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

## Signing Off an AssetPlus Stage

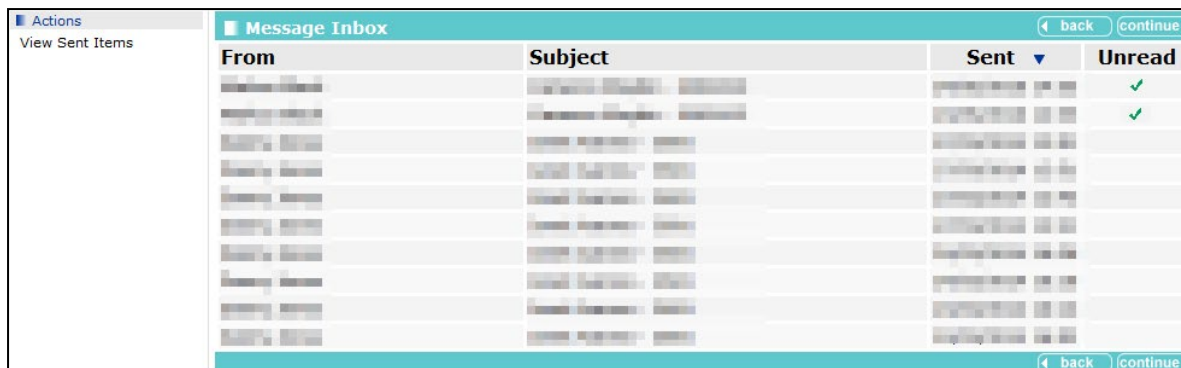
If you are authorised to complete signoff requests, they are received in your IYSS message inbox. An alert is displayed in the **My Messages** panel in my homepage:



## Accessing Messages

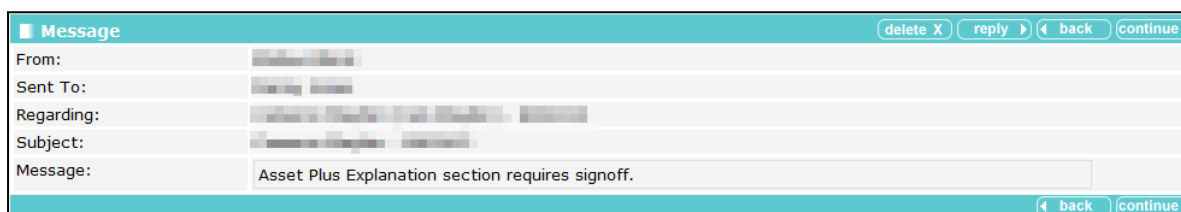
To access your messages:

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



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

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

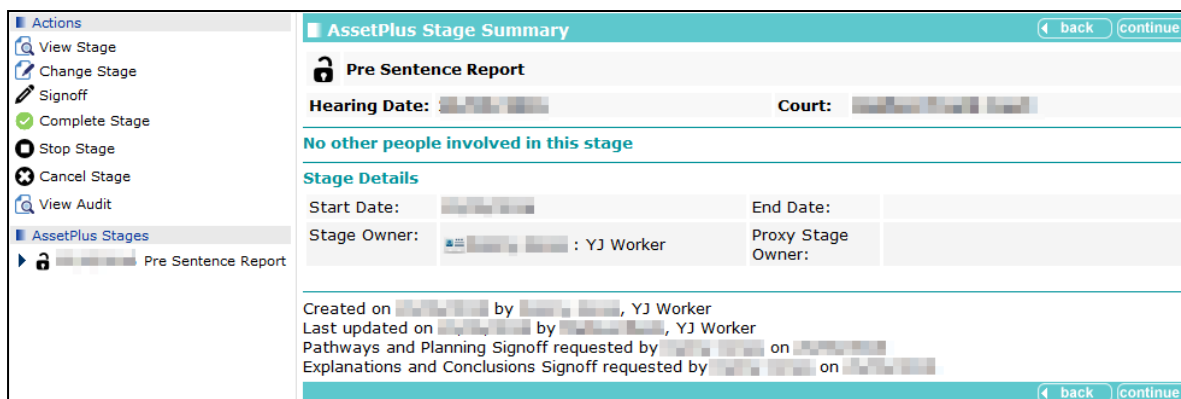


The name of the client whose stage needs signing off is displayed in the **Regarding** and **Subject** fields. After you have identified the client, you can sign off the stage.

## Signing Off the Stage

To sign off a stage:

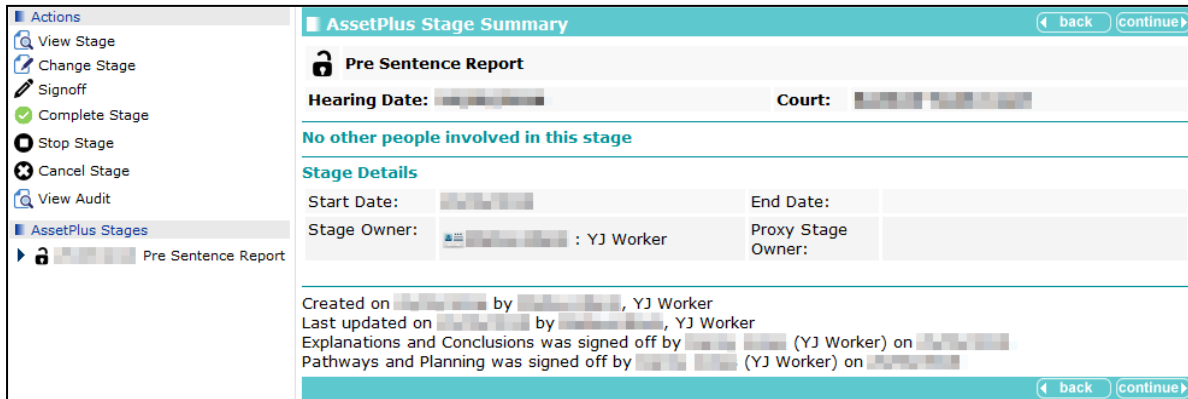
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen. The **Request Signoff** hyperlink is replaced by the **Signoff** hyperlink.



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



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



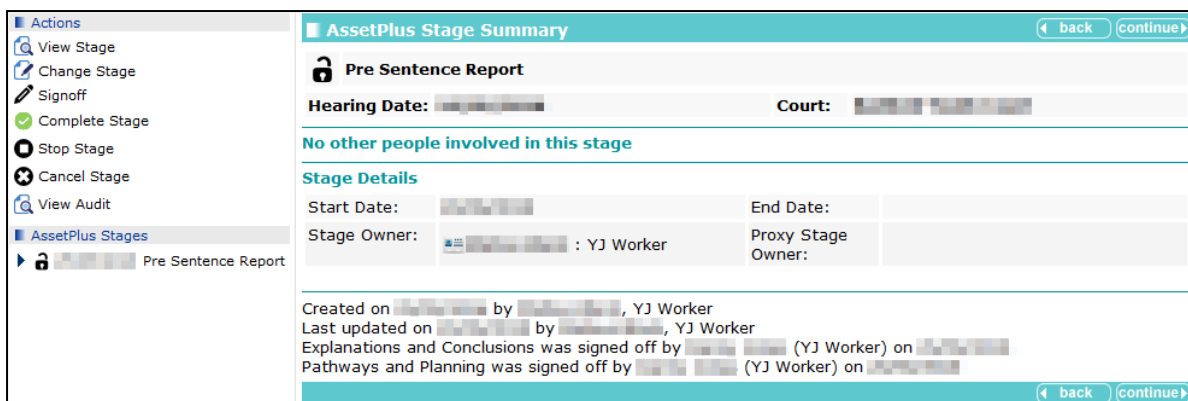
**NOTE:** If changes are made to signed off sections of the stage before it is completed, it must be signed off again.

## Completing an AssetPlus Stage

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

To complete a stage:

- Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
- In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



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

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

## Auditing Stage History

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

To run an audit of the stage update history:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

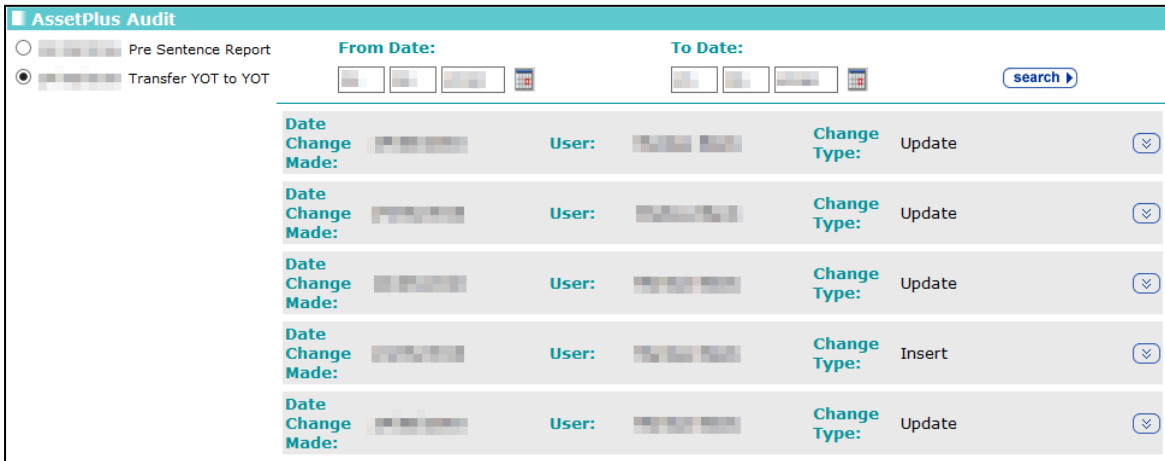
3. In the **Actions** menu, click the **View Audit** hyperlink to display the **AssetPlus Audit** screen.

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

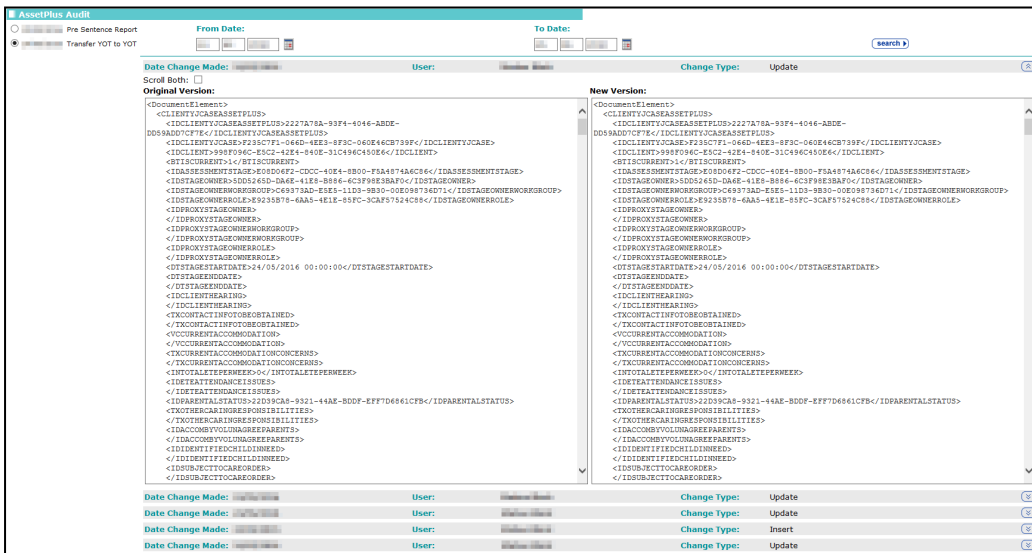
**NOTE:** The **From Date** must be on or after the date the stage was created.



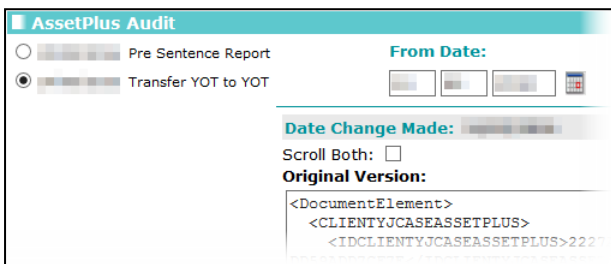
6. Click the **search** button to display the audit.



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



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



## Printing and Exporting Stages

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

To print or export a PDF from a stage:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

The screenshot shows the 'AssetPlus Stage Summary' interface. On the left is a navigation menu with 'Actions' (View Stage, Open Stage, View Audit) and 'AssetPlus Stages' (16/04/2018 Bail Recommendation, 03/04/2018 Bail Recommendation). The main content area displays the following information:

- System ID:** 9567042
- AssetPlus Stage Summary** (with back and continue buttons)
- Bail Recommendation**
- Hearing Date:** 15/12/2017 **Court:** Youth Court
- Stage Notes:** 20/04/2018 By [redacted]
- No other people involved in this stage**
- Stage Details:**
  - Start Date: 16/04/2018 End Date: 20/04/2018
  - Stage Owner: [redacted] : YJ Case Worker Proxy Stage Owner:
- Created on 16/04/2018 by [redacted], YJ Case Worker
- Last updated on 20/04/2018 by [redacted], YJ Case Worker

Back and continue buttons are located at the bottom right of the summary area.

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

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

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

AssetPlus

Youth Justice Board  
Bwrdd Cyfiawnder Ieuenctid

Young person name: [Redacted]  
Stopped by: [Redacted]

Date of Birth: [Redacted]  
Assessment stage start date: [Redacted]

### Core Record

#### Young person's details

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

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

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

Address: Cross Farm [Redacted] B

Telephone Numbers:

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

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

**Select Sections to Print**
continue ✕

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

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

# 15 | Intervention Programmes

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

## Entering a New Intervention Programme

To enter a new intervention programme:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Current Intervention Programmes** panel, click the **new** button to display the **New Intervention Programme** screen.

3. Select the **Type** of intervention from the menu.
4. If required, select the **Is Main Programme** check box.
5. If appropriate, enter the number of times the client has failed to comply in the **FTC Count** field.

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

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

To link an outcome or hearing:

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

Outcome	Offences / Requirements
<input type="checkbox"/> : Fine : 500 : M : Single	: Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4 Compensation: £50.00
<input type="checkbox"/> : Youth Conditional Caution : M : Single	: Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4
<input type="checkbox"/> : Other : M : Single	: Guilty : Vehicle taking : Theft of motor vehicle : H406 : 4 : Guilty : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : H434 : 4 Supervision
<input type="checkbox"/> : Conditional Caution with YOT Programme : M : Single	: Vehicle taking : Theft of motor vehicle : H406 : 4 : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : H434 : 4 Supervision
<input type="checkbox"/> : Community Resolution : M : Single	: Other wounding : Assault occasioning actual bodily harm (ABH) : H479 : 4 Supervision

- b. If there is no suitable outcome, select the **Link Hearing only** radio button to display hearings with no recorded outcome.
- c. Select the appropriate outcomes or hearings.
- d. Click the **continue** button to save the outcomes or hearings and return to the **New Intervention Programme** screen.

Outcome / Hearing	Offences / Requirements
<input type="checkbox"/> : Fine : M	: Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4 Compensation: £50.00
<input type="checkbox"/> : Youth Conditional Caution : M	: Burglary in a non-dwelling : Conspiracy to commit burglary of a non-dwelling : H1860 : 4

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

Outcome / Hearing	Offences / Requirements	Supervision
<input type="checkbox"/> : Conditional Caution with YOT Programme : M	: Vehicle taking : Theft of motor vehicle : H406 : 4 : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : H434 : 4	Supervision : 0 01 02 [calendar icon] 01 02 [calendar icon] (none) [dropdown arrow]

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

## Updating Intervention Programmes

To update an intervention programme:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Current Intervention Programmes** panel, click the name of the required programme to display the **Change Intervention Programme** screen.
3. Update the required fields.
4. Click the **continue** button to save the event and return to the client record.

## Deleting an Intervention Programme

To delete an intervention programme:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Current Intervention Programmes** panel, click the name of the required programme to display the **Change Intervention Programme** screen.

3. In the **Change Intervention Programme** panel header, click the **delete** button.
4. A warning message is displayed. Click the **OK** button to delete the intervention programme.

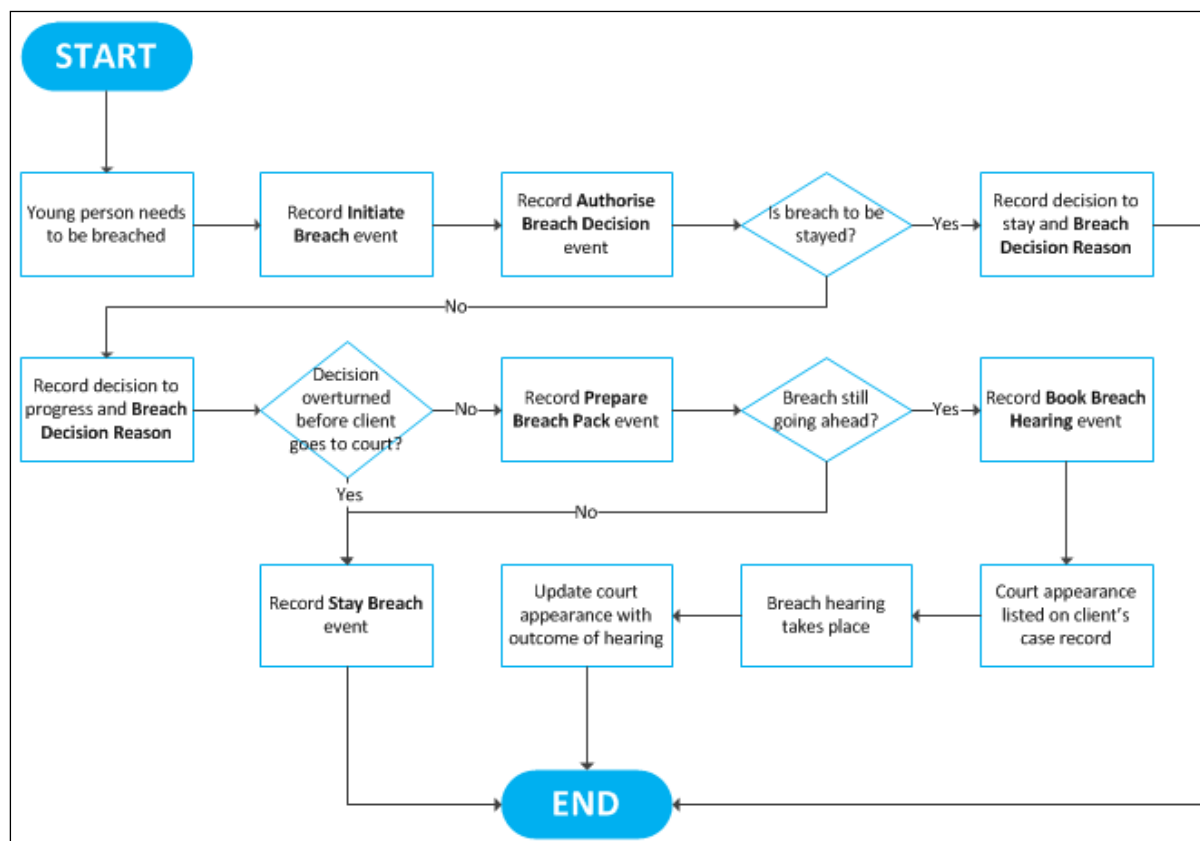
**WARNING:** *If the intervention programme is linked to an event, deleting it removes any links it had to the event. You cannot undo this. The event is not deleted.*



# 16 | Managing Breaches

## Breach Process Flowchart

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



## Creating a Breach Process Initiation

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

To initiate a breach:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 35.
3. In the **Type** field, start typing 'Initiate Breach' until it is displayed as a menu option.
4. Select **Initiate Breach** from the menu.
5. Add any further information.
6. Click the **continue** button to save the breach and return to the client record.

## Creating a Breach Decision Authorisation

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

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

To authorise a breach:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 35.
3. In the **Type** field, begin typing 'Authorise Breach Decision' until it is displayed as a menu option.
4. Select **Authorise Breach Decision** from the menu.
5. Complete the **Compliance** field.
6. Select **Breach** from the **Breach Decision** field.
7. Select the **Breach Decision Reason**.
8. If required, explain why the decision was taken to progress the breach in the **Breach Authorisation Notes** field.
9. Click **continue** to save the event and return to the client record.

## Creating a Breach Pack Preparation

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

The screenshot displays the 'Current Intervention Programmes' section with three rows: 'Youth Rehabilitation Order : 12 months', 'Bail Support and Supervision : 40 months', and 'Conditional Caution : FTC Count 1 : Manually Breached : Awaiting Breach Pack : 365 months'. Below this is the 'Events' table with the following data:

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

To prepare a breach pack:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 35.
3. In the **Type** field, begin typing 'Prepare Breach Pack' until it is displayed as a menu option.
4. Select **Prepare Breach Pack** from the menu
5. Complete the **Compliance** field.
6. Click the **continue** button to save the event and return to the client record.

## Creating a Breach Hearing

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

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

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

To create a breach hearing record:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. Create a new event. For more information on creating an event, see [Creating a New Event](#) on page 35.
3. In the **Type** field, begin typing 'Book Breach Hearing' until it is displayed as a menu option.
4. Select **Book Breach Hearing** from the menu.
5. Complete the **Compliance** field.
6. Enter the hearing date in the **Date** field.
7. Click the **continue** button to save the event and return to the client record.

## Updating a Breach Hearing

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

For more information on updating court appearances, see [Editing Court Appearances](#) on page 45.

For more information on updating offence records, see [Updating an Existing Offence](#) on page 28.

**NOTE:** A **Breach of Order or Licence Conditions** offence can be recorded at any point in the process, within the **Offences** panel on the young person's case record. For more information on creating offences, see [Entering a New Offence](#) on page 25.

## Staying a Breach

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

To confirm that the breach is to be stayed:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. Create a new event. For more information on creating events, see [Creating a New Event](#) on page 35.
3. Begin entering the word 'Breach' into the **Type** menu to display the available breach options.
4. If **Authorise Breach Decision** is displayed in the menu:

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

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

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

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

# 17 | New Referrals

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

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

## Creating a New Referral

To create a new referral:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Referrals** panel, click the **new** button to display the **New Referral** screen.

New Referral
back continue

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

Referral Date:

Referred By:

Referred To:  new additional worker

Category:

Notes:  insert

Referral Stage add

back
continue

3. Select the **Intervention Programme**.
4. If required, amend the **Referral Date** and **Referred By** fields.
5. If the person to whom your client has been referred is known on Youth Justice, enter their name in the **Referred To** field and select the appropriate person from the menu.
6. If the person to whom your client has been referred is not already known on Youth Justice, click the **new additional worker** button to enter their details manually. For more information on adding new workers, see step 4 of [Allocating Workers](#) on page 23.
7. Select the referral reason from the **Category** menu.
8. If required, add any further information in the **Notes** field.
9. To record the third party response:
  - a. Click the **add** button to display the **Referral Stage** dialog.

Referral Stage
continue

Date:

Stage:

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

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

## Updating a Referral

To update a referral:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Referrals** panel, click the relevant date in the **Referred** column to display the **Change Referral** screen.

Date	Stage	By
	Accepted	

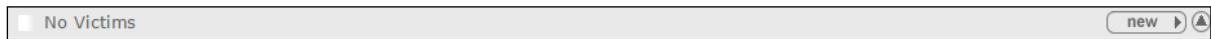
3. Click the **add** button to display the **Referral Stage** dialog.

Date:	
Stage:	(None)

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

# 18 | Recording Victims

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



## Adding a Victim to an Offence

To add a victim:

1. Access the client record to which you want to add a victim. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Victims** panel, click the **new** button to display the **New Case Victim** screen.

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



## Recording Victims

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

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

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

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

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

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

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

## Victim Process Recording

To update reparation information:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Victims** panel, click the relevant record to display the **Change Case Victim** screen.

Change Case Victim <span style="float: right;">(delete X) back (continue)</span>			
Victim:	<input checked="" type="checkbox"/> D: (00000001) : Person <span style="float: right;">Notes: (insert)</span>		
Victim Identified:	<input type="radio"/> None <input checked="" type="radio"/> Yes <input type="radio"/> No Date: 28 10 2013		
Victim Contacted:	<input type="radio"/> None <input checked="" type="radio"/> Yes <input type="radio"/> No Date: 23 11 2013		
RJ Offered:	<input type="radio"/> None <input type="radio"/> Direct <input checked="" type="radio"/> Indirect <input type="radio"/> Both Date: 23 11 2013		
RJ Accepted:	<input checked="" type="radio"/> None <input type="radio"/> Yes <input type="radio"/> No Date: [ ] [ ] [ ]		
RJ Intervention Types:	<input checked="" type="checkbox"/> Indirect Reparation (none) [ + ]		
Victim Commented:	<input checked="" type="radio"/> None <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Withheld Date: [ ] [ ] [ ]		
Victim Satisfaction Level:	(none) [ v ]		
Victim Case Closed:	[ ] [ ] [ ] [ ]		
Offences <span style="float: right;">link offence remove offence</span>			
<b>Main</b> <b>Date</b> <b>Offence</b> <b>Charged</b>			
<input type="checkbox"/>	25/10/2013	Wounding with intent to cause grievous bodily harm : Wounding with intent to cause grievous bodily harm : 7	26/10/2013
back (continue)			

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

## Recording Victims

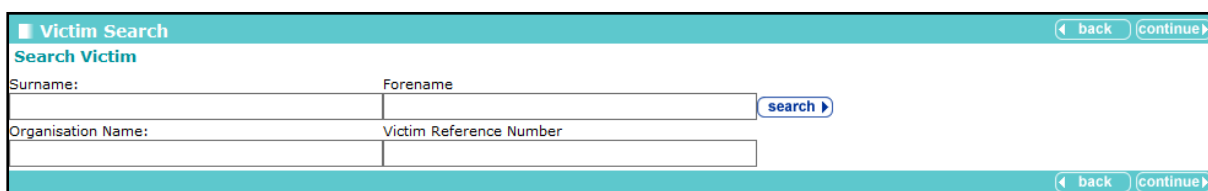
- b. Click the + icon to add it to the record.
  - c. Repeat steps a-b as necessary.
5. Click the **continue** button to save the updated information and return to the client record.

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

## Deleting a Victim Record

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

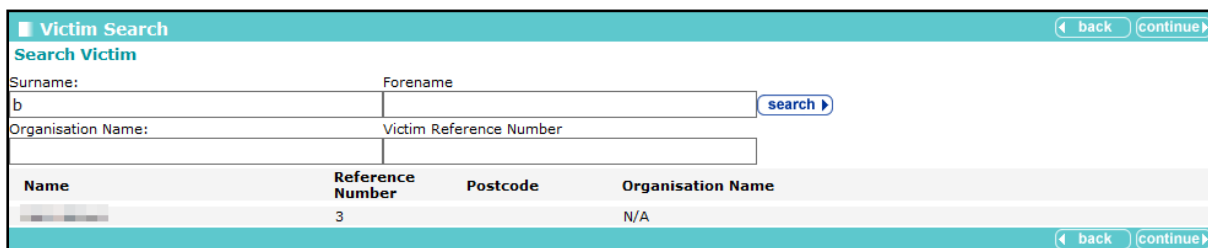
1. From the **IYSS Links** section of the homepage, select the Victim Search hyperlink to display the **Victim Search** panel.



The screenshot shows the 'Victim Search' panel with the following fields and buttons:

- Buttons: back, continue
- Section: Search Victim
- Fields: Surname, Forename, Organisation Name, Victim Reference Number
- Buttons: search
- Buttons: back, continue

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

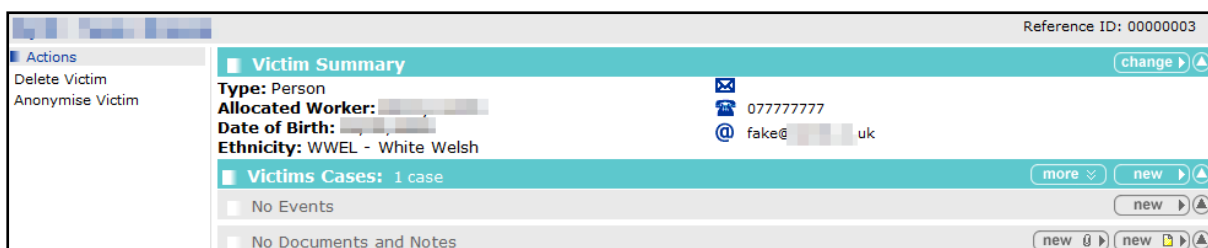


The screenshot shows the 'Victim Search' panel with search criteria entered and results displayed:

- Fields: Surname (b), Forename, Organisation Name, Victim Reference Number
- Buttons: search
- Buttons: back, continue
- Table of results:

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

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



The screenshot shows the 'Victim Summary' panel with the following details:

- Reference ID: 0000003
- Buttons: change
- Actions menu: Delete Victim, Anonymise Victim
- Victim Summary: Type: Person, Allocated Worker: [Redacted], Date of Birth: [Redacted], Ethnicity: WWEL - White Welsh
- Contact: 0777777777, fake@[Redacted].uk
- Victims Cases: 1 case
- Buttons: more, new
- No Events
- No Documents and Notes
- Buttons: new, new

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

## Anonymising a Victim Record

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

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

**Victim Search** back continue

**Search Victim**

Surname:  Forename:  search ▶

Organisation Name:  Victim Reference Number:

back continue

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

**Victim Search** back continue

**Search Victim**

Surname:  Forename:  search ▶

Organisation Name:  Victim Reference Number:

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

back continue

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

Reference ID: 00000003

**Actions**

- Delete Victim
- Anonymise Victim

**Victim Summary** change ▶

Type: Person

Allocated Worker: [REDACTED] ✉ 0777777777

Date of Birth: [REDACTED] @ fake@[REDACTED].uk

Ethnicity: WWEL - White Welsh

**Victims Cases: 1 case** more ▾ new ▶

- No Events new ▶
- No Documents and Notes new 📄 ▶ new 📄 ▶

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

**Victim 00000003** Reference ID: 00000003

**Actions**

- Delete Victim
- Anonymise Victim

**Victim Summary** change ▶

Type: Person

Allocated Worker: Danny Jones ✉

**Victims Cases: 1 case** more ▾ new ▶

- No Events new ▶
- No Documents and Notes new 📄 ▶ new 📄 ▶

# 19 | Parenting Orders

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

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

## Adding a New Parent or Carer

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Carer Contacts** panel, click the **change** button to display the **Change Carer Contacts** screen.

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

add new carer contact ▶

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

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

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

9. If the person is already on the system:
  - a. Select the radio button for the appropriate carer.
  - b. Click the **continue** button to add the person to the **Change Carer Contacts** screen.
10. If a **No Clients Found** message is displayed:
  - a. Click the **add new carer contact** button to display the **Add Carer Contact** screen.

The screenshot shows a web application interface for adding a carer contact. The page title is 'client' and the breadcrumb trail is 'my homepage > client > youth justice case > client carer'. The main heading is 'Add Carer Contact' with 'back' and 'continue' buttons. The form fields are as follows:

- Relationship to the Client \***: A dropdown menu with '(None)' selected.
- Date of Birth**: Three input boxes for day, month, and year.
- Gender \***: Radio buttons for 'Not Specified', 'Female', and 'Male'.
- Title \***: A dropdown menu with '(None)' selected.
- Name \***: Input fields for 'Forename', 'Middle Name', and 'Surname', each with a corresponding 'Chosen' field.
- Contact Address**: Radio buttons for 'Address Details', 'Unknown', and 'No Fixed Abode'.
- Post Code**: An input field with a 'find address' button.

- b. Complete all known fields.
  - c. To enter the address:
    - i. Enter the **Post Code**.
    - ii. Enter the house number and street name on the **Address Line**.
    - iii. Click the **find address** button.
    - iv. Select the correct address from the **Addresses found** menu.
  - d. Click the **continue** button to add the person to the **Change Carer Contacts** screen.
11. If required, select the **Parental Responsibility** check box.
12. If required, select the **Financial Responsibility** check box.
13. If required, complete the **Contact Order** field.
14. Click the **continue** button to save the carer details and return to the client record.



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

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

## Accessing Parent/Carer Records

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

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

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

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

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



## Parenting Orders

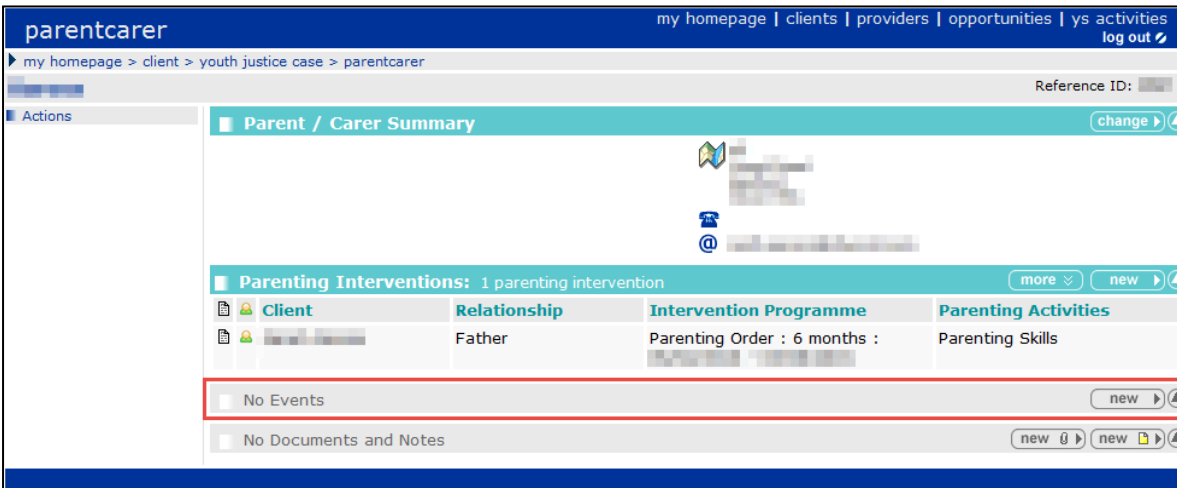
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Parenting Interventions** panel, click the **Person** icon next to the name of the required parent or carer to display the **parentcarer** screen.

 Person icon

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

## Recording a New Event for a Parent/Carer

Events are created and linked to the parent/carer record in the same way as they are for the client record. The **Parenting Interventions' Events** panel is accessed through the **parent / carer** screen. For more information about adding an event, see [Creating a New Event](#) on page 35.

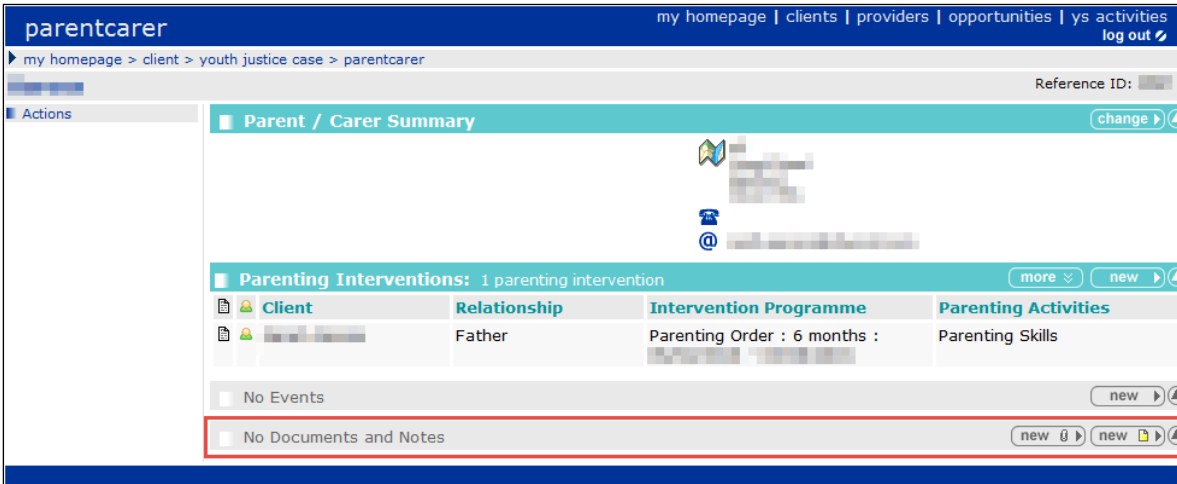


The screenshot shows the 'parentcarer' interface. At the top, there is a navigation bar with 'my homepage | clients | providers | opportunities | ys activities' and a 'log out' button. Below this is a breadcrumb trail: 'my homepage > client > youth justice case > parentcarer'. A 'Reference ID:' field is visible on the right. The main content area is divided into several sections:

- Parent / Carer Summary:** This section contains a 'change' button and a person icon.
- Parenting Interventions:** This section shows '1 parenting intervention' and includes a 'more' dropdown and a 'new' button.
- Table:** A table with four columns: 'Client', 'Relationship', 'Intervention Programme', and 'Parenting Activities'. The 'Client' column contains a person icon and a name. The 'Relationship' column contains 'Father'. The 'Intervention Programme' column contains 'Parenting Order : 6 months :'. The 'Parenting Activities' column contains 'Parenting Skills'.
- No Events:** A section with a 'new' button.
- No Documents and Notes:** A section with 'new' buttons and document icons.

## Adding Documents to a Parent/Carer Record

Documents can be added to a parent/carer record in the same way as they are attached to a young person's record. The **Parenting Interventions' Documents and Notes** panel is accessed through the **parentcarer** screen. For more information, see [Adding Documents to a Young Person's Record](#) on page 113.



This screenshot is identical to the one above, showing the 'parentcarer' interface. The 'No Documents and Notes' section at the bottom is highlighted with a red box, indicating where to click to add documents.

## Editing Parent/Carer Details

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

1. Access the required parent/carers record. For more information on doing this, see [Accessing Parent/Carer Records](#) on page 89.
2. In the **Parent / Carer Summary** panel, click the **change** button to display the **Change Parent / Carer Contact** screen.

**Change Parent / Carer Contact** back continue

Allocated Worker: (None) ▾

Date of Birth:

Gender:  Not Specified  Female  Male

Title:  ▾

Forename:

Chosen Forename:

Middle Name:

Surname:

Chosen Surname:

Mobile No.:

E-Mail:

[find address](#)

Delete	Address	Mail	Telephone	Type	Start	End
<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	<input type="text"/>	Home Address ▾	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	<input type="text"/>	Home Address ▾	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	<input type="text"/>	Bank ▾	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	<input type="text"/>	Home Address ▾	<input type="text"/>	<input type="text"/>

back continue

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

**Change Carer Contact** back continue

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

Post Code:

Address Line:  [find address](#)

Click on an address in the list to select.

Addresses found:

(None) ▾

[select address](#)

back continue

- b. Enter the Post Code
- c. In the **Address Line** field, enter the house number and street name.
- d. Click the **find address** button to display a list of options in the **Addresses found** field

### ***Parenting Orders***

- e. Select the appropriate address.
6. Click the **continue** button to add the address to the record.
7. Click the **continue** button to save the record and return to the **Parent / Carer Summary** screen.

# 20 | Asset Completion

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

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

## Creating a New Asset Assessment (Complete)

Completing a full asset assessment can be a lengthy process. If you only have limited information or time available, please refer to the [Creating a New Asset Assessment \(Incomplete\)](#) section on page 95.

To create a complete new asset:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Assessments, Plans and Reviews** panel, click the **new** button to display the **Record New Assessment** screen.

**Record New Assessment** back continue

Select the method of recording the assessment and click Continue

Record basic assessment details

or select a template to record full assessment details

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

back continue

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

## Asset Completion

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

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

**NOTE:** *Living Arrangements, and all other elements until and including Motivation to Change must be rated in terms of their connection with the risk of re-offending. There is an option to **Include this element in plan**. If you wish to create an intervention plan select this check box (see [Creating an Intervention Plan from the Asset Assessment](#) on page 97), If you rate any element as 3 or 4, the check box is automatically selected.*

## Creating a New Asset Assessment (Incomplete)

If you have a limited amount of information or time, and cannot work through the entire assessment, you can complete select sections. To revisit or complete the assessment at a later date, see [Viewing and Editing an Asset Assessment](#) on page 96.

To create an incomplete new asset:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Assessments, Plans and Reviews** panel, click the **new** button to display the **Record New Assessment** screen.

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

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

## Asset Completion

- If required, complete other areas the same way.

**NOTE: Living Arrangements, and all other elements until and including Motivation to Change must be rated in terms of their connection with the risk of re-offending. There is an option to Include this element in plan. If you wish to create an intervention plan select this check box (see [Creating an Intervention Plan from the Asset Assessment](#) on page 97), If you rate any element as 3 or 4, the check box is automatically selected.**

## Viewing and Editing an Asset Assessment

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

- Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
- In the **Assessments, Plans and Reviews** panel, click the date of the required assessment to display the **Asset Core Profile : Assessment Summary** screen.

The screenshot displays the 'Asset Core Profile : Assessment Summary' screen. The top navigation bar includes 'my homepage | clients | providers | opportunities | ys activities' and a 'log out' link. The breadcrumb trail is 'my homepage > client > youth justice case > assessment summary'. The page title is 'asset assessment'. The main content area is divided into two columns. The left column contains a navigation menu with sections: 'Actions' (View Assessment Details, Change Assessment, Print Assessment, Delete Assessment, Sign Assessment, Save Assessment As, Change Author, Additional Editors, New Intervention Plan, New Risk Mgt Plan, New Vulnerability Mgt Plan), 'Assessments' (Asset Core Profile), and 'Key - Value' (0 Not Associated at all, 1 Slight Association, 2 Moderate Association, 3 Quite Strongly Associated, 4 Very Strongly Associated). The right column displays the assessment details: 'Assessment Date: [ ]', 'Dynamic Factors: 21/48', 'Static Factors: 0/16', 'Assessment Score: 21/64 (Medium)', 'Risk: Medium', 'Vulnerability: Medium', 'Intervention Level: Enhanced', and 'FOC (1st 3 Months/Remainder): 4/2'. Below these are several rows of factors with green checkmarks, such as 'Information/Offence Analysis', 'Physical Health', 'Criminal History', 'Emotional and Mental Health', 'Care History', 'Perception of Self and Others', 'Living Arrangements', 'Thinking and Behaviour', 'Family and Personal Relationships', 'Attitudes to Offending', 'Education, Training and Employment', 'Motivation to Change', 'Neighbourhood', 'Positive Factors', 'Lifestyle', 'Indicators of Vulnerability', and 'Substance Use', 'Indicators of Risk of Serious Harm to Others'. At the bottom, there is an 'Assessment' section with 'Created on [ ] by [ ], Workgroup 2' and 'Last updated on [ ] by [ ], Workgroup 2', followed by an 'Additional Editors' section. The bottom right corner has 'back' and 'continue' buttons.

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

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

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

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

**NOTE:** *Living Arrangements*, and all other elements until and including *Motivation to Change* must be rated in terms of their connection with the risk of re-offending. There is an option to **Include this element in plan**. If you wish to create an intervention plan select this check box (see [Creating an Intervention Plan from the Asset Assessment](#) on page 97), If you rate any element as 3 or 4, the check box is automatically selected.

## Creating an Intervention Plan from the Asset Assessment

To create a new intervention plan from the asset assessment:

- Access the required assessment. For more information on opening asset assessments, see [Viewing and Editing an Asset Assessment](#) on page 96.



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

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

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

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

## Completing an Intervention Plan Review

Once created, intervention plans can be accessed directly from the client record. They are displayed in the **Assessments, Plans and Reviews** panel, immediately below the assessment from which they were created.

Assessments, Plans and Reviews : Filter Applied							
Date	Assessment	Score	Dynamic	Static	Risk	Vulnerability	Level
	Asset Core Profile (Referral Order)	44/64 (High)	35/48	9/16	Very High	Medium	Enhanced
	Intervention Plan on						
	Asset Core Profile	2/64 (Low)	0/48	2/16	No Information		
	Asset Core Profile	47/64 (High)	42/48	5/16	No Information		Intensive

To complete an intervention plan review:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Assessments, Plans and Reviews** panel, click the required intervention plan to display the **Intervention Plan** screen.
3. In the **Actions** menu on the left-hand side, click the **Add Intervention Review** hyperlink to display the **Add : Intervention Review** screen.

4. Complete the relevant sections.
5. If required, review the **Plan Targets**:
  - a. Click the relevant target in the **Plan Targets** panel to display the **Plan Review** screen.

- b. As required, complete the fields under the **Success** header.
- c. Click the **continue** button to save the information and return to the **Add : Intervention Review** screen.

## Asset Completion

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

**Intervention Review**

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

Review Date: [ ] Next Review Date: [ ]

**What has happened?**

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

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

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

How do you think things are going? Very well.

**Targets**

No targets have currently been reviewed.

**Review**

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

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

## Removing Plan Targets from Intervention Plans

To remove a plan target:

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

**Intervention Plan**

The sentence means you have to: [ ]

**Main objective**

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

Anything else you think we should be doing: [ ]

**Plan Targets**

- Working on fixing family relationships

**Future Targets**

[ ]

**Contact Details**

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

Plan Date: [ ] Review Date: [ ]

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

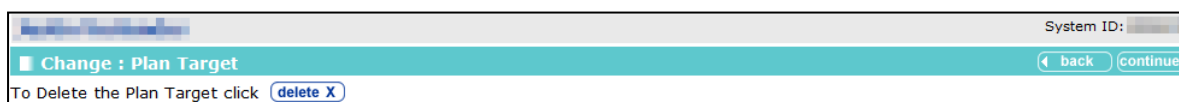
**Reviews**

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

**Plan**

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

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



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

## Updating an Assessment

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

To update the assessment:

- Access the required **Assessment Summary**. For more information on this, see [Viewing and Editing an Asset Assessment](#) on page 96.

The screenshot displays the 'asset assessment' interface. The main content area is titled 'Asset Core Profile : Assessment Summary'. It shows the following metrics:

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

Below these metrics, there is a list of associated factors with checkmarks:

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

The page also includes sections for 'Plans and Reviews' and 'Assessment' with details on when and by whom the assessment was created and updated.

- To edit an assessment:
  - In the **Actions** menu click the **Change Assessment** hyperlink to display the **Asset Core Profile**. For more information on completing this section, see [Creating an Intervention Plan from the Asset Assessment](#) on page 97.
- To sign off an assessment, if all assessment scoring is complete:
  - In the **Actions** menu click the **Sign Assessment** hyperlink to display a confirmation dialog.
  - Click the **OK** button to confirm sign off.
- To delete an assessment:
  - In the **Actions** menu, click the **Delete Assessment** button to display a confirmation dialog.
  - Click the **OK** button to confirm deletion.

## Asset Completion

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

## Adding Multiple Editors to an Assessment

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

To assign multiple editors:

1. Ensure you have the required permission to make the changes.
2. Access the required Assessment Summary. For more information on this, see [Viewing and Editing an Asset Assessment](#) on page 96.
3. In the **Actions** menu, click the **Additional Editors** hyperlink to display the **Additional Editors** panel.



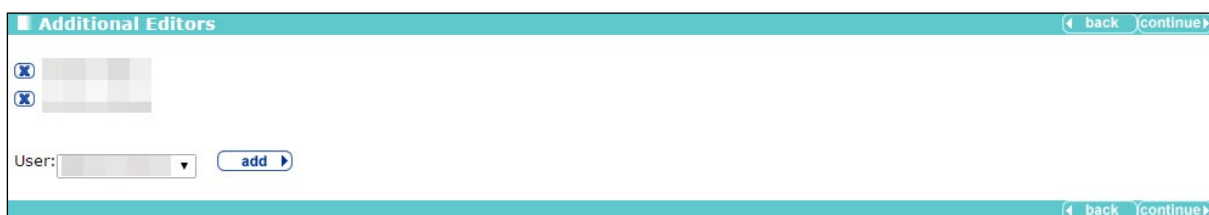
4. Select the required editor from the **User** menu.
5. Click the **add** button to add them to the list of editors.
6. Click the **continue** button to save the update and return to the client record.

## Removing Editors from an Assessment

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

To remove editors:

1. Ensure you have the required permission to make the changes.
2. Access the required **Assessment Summary**. For more information on this, see [Viewing and Editing an Asset Assessment](#) on page 96.
3. In the **Actions** menu, click the **Additional Editors** hyperlink to display the **Additional Editors** panel.



4. Click the **x** icon next to the name of the editor you want to remove.

5. Click the **continue** button to save the update and return to the client record.

# 21 | Recording a Risk of Serious Harm

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Assessments, Plans and Reviews** panel, click the **new** button to display the **Record New Assessment** screen.

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

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

8. Repeat steps 6 and 7 until the **Conclusion** is reached.
9. Select the relevant **Current risk of serious harm to others** radio button.

10. Select the appropriate **MAPPA Level**.
11. Click the **continue** button to save the assessment and display the **Assessment Review** screen.



# 22 | RMP and VMP Completion

To complete a risk or vulnerability plan:

1. Access the required assessment. For more information on opening asset assessments, see [Viewing and Editing an Asset Assessment](#) on page 96.

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

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

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

**NOTE:** To duplicate a plan, see step 5 of [Updating an Assessment](#) on page 101. Ensure that all information in the duplicate is updated to reflect the current date and case stage. All new plans must be created from the duplicate. When duplicating a plan to create a new one, do not alter the original.

## 23 | Gangs and Relationships


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

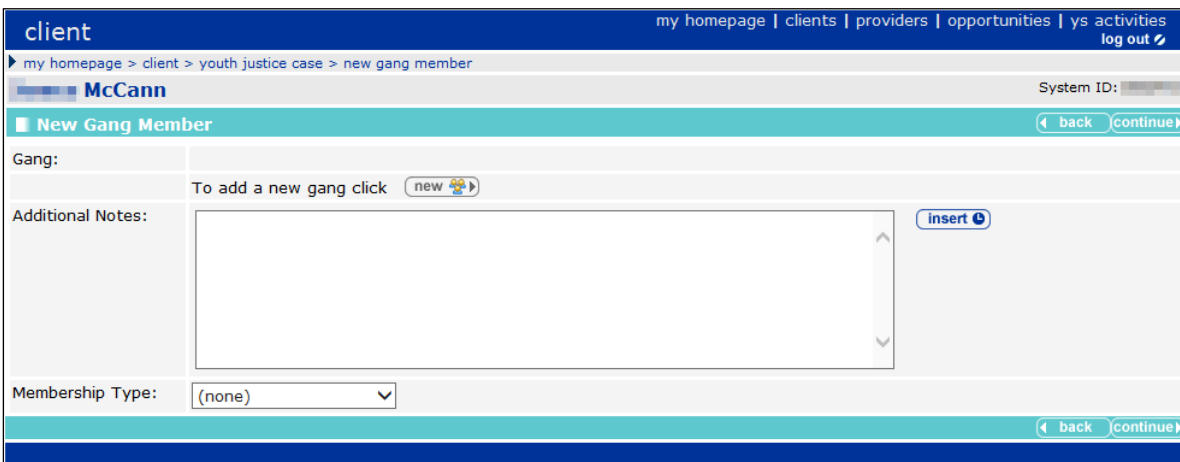
Gangs and Relationships: 1 gang , 1 relationship	
Name	Relationship
Bus Shelter Massive	Knows Gang Members
F (8-9)	Known Associate

### Creating New Gangs

To add a client to a gang:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Gangs and Relationships** panel, click the **Add a new gang** button to display the **New Gang Member** screen.

 Add a new gang button

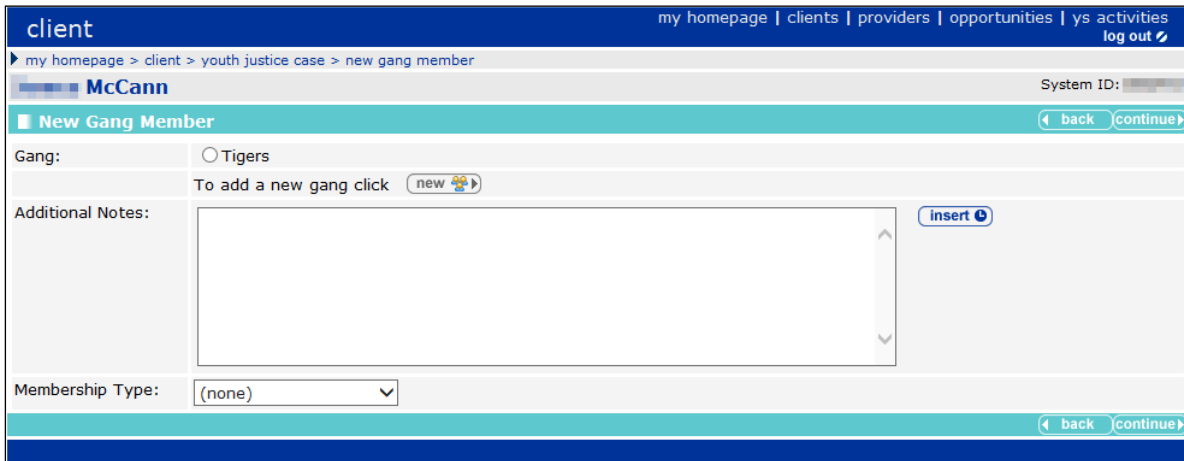


The screenshot shows the 'New Gang Member' screen within a client record for 'McCann'. The breadcrumb trail is 'my homepage > client > youth justice case > new gang member'. The 'Gang:' field is empty, with a 'new' button to its right. Below it is an 'Additional Notes:' text area with an 'insert' button. At the bottom, the 'Membership Type:' dropdown is set to '(none)'. Navigation buttons 'back' and 'continue' are present at the top and bottom of the form.

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

## Gangs and Relationships

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



The screenshot shows a web interface for adding a new gang member. At the top, there is a navigation bar with 'client' and 'my homepage | clients | providers | opportunities | ys activities | log out'. Below this is a breadcrumb trail: 'my homepage > client > youth justice case > new gang member'. The user's name 'McCann' and 'System ID' are displayed. The main form is titled 'New Gang Member' and includes a 'Gang:' section with a radio button for 'Tigers' and a 'new' button. Below this is an 'Additional Notes' section with a text area and an 'insert' button. At the bottom, there is a 'Membership Type:' dropdown menu set to '(none)'. Navigation buttons 'back' and 'continue' are present at the top and bottom of the form.

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

## Viewing Gang Details

To view a summary of the gang:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Gangs and Relationships** panel, click the gang icon of the appropriate gang to display the **Gang** dialog.

 *Gang icon*



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

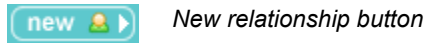
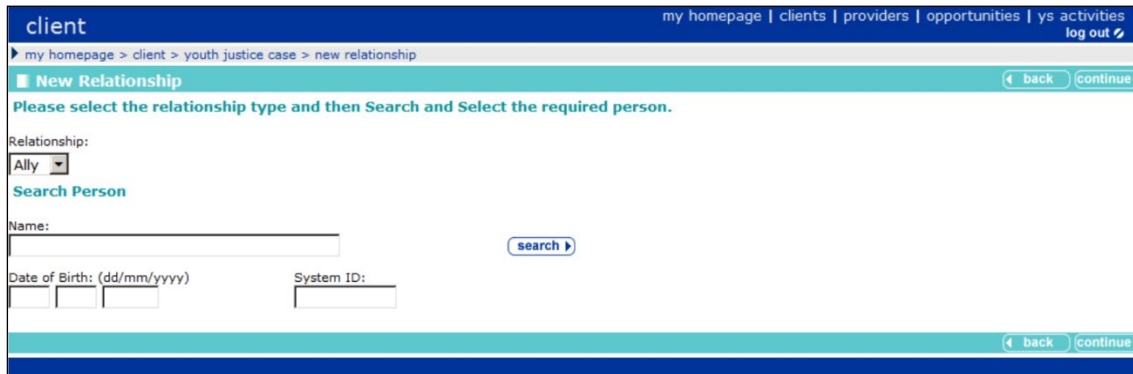
## Creating a New Relationship

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

To create a relationship:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.

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



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

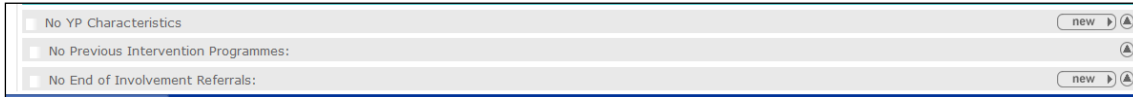
- Select the **Relationship** from the menu.
- In the **Search Person** section, enter as much information as you know in the relevant fields.
- Click the **search** button to display a list of people with matching information.
- Select the appropriate person by clicking the radio button next to their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



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

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

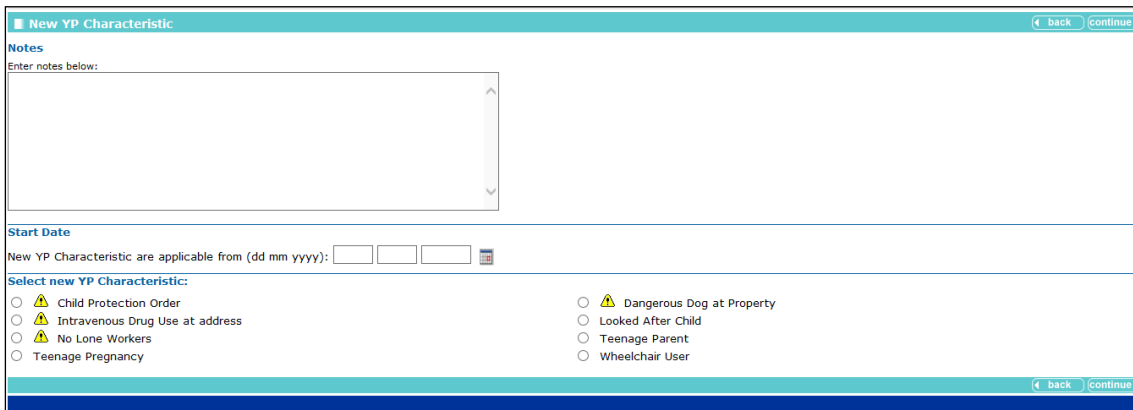
Characteristics are listed within the **YP Characteristics** panel. Until your client has any characteristics recorded, the panel header is grey and reads **No YP Characteristics**. If you require new characteristics creating to suit a particular case, contact your System Administrator. A yellow warning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



## Adding New Characteristics

To add new characteristics:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **YP Characteristics** panel, click the new button to display the **New YP Characteristic** screen.



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

## Removing a Characteristic

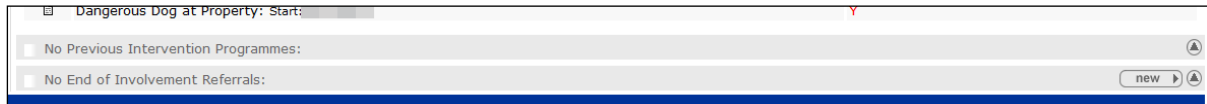
1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **YP Characteristics** panel, click the **change** button to display the **Change YP Characteristic** screen.

The screenshot shows a web interface for editing a characteristic. The header includes the title 'Change YP Characteristics' and navigation buttons 'back' and 'continue'. A link 'add new characteristics >' is visible. The characteristic being edited is 'Dangerous Dog at Property', indicated by a warning icon. The 'Value' is set to 'Yes' in a dropdown menu. There are 'Start Date' and 'End Date' fields, each with a calendar icon. At the bottom right, there are 'back' and 'continue' buttons.

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

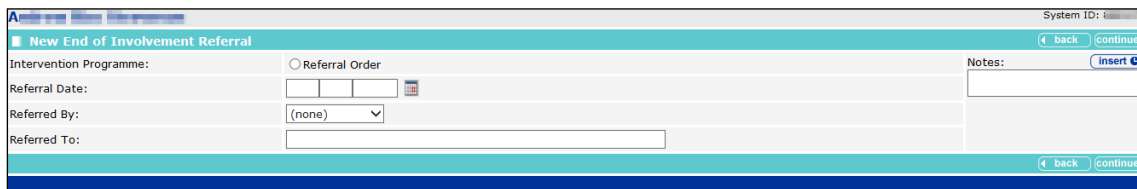
# 25 | End of Involvement Referrals

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



To record an end of involvement referral:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **End of Involvement Referrals** panel, click the **new** button to display the **New End of Involvement** screen.

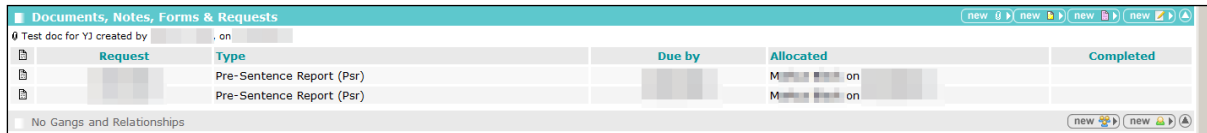


3. Complete all relevant fields.
4. Click the **continue** button to save the referral and return to the client record.

# 26 | Adding Documents to a Young Person's Record

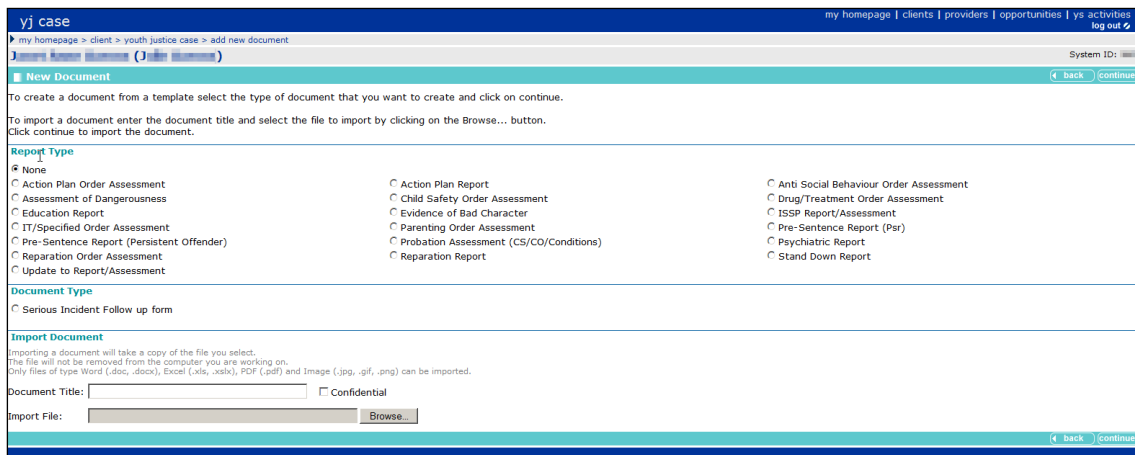
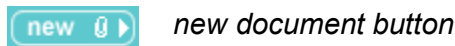
## Adding a New Document

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



To add a new document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Documents, Notes, Forms & Requests** panel, click the **new document** button to display the **New Document** screen.

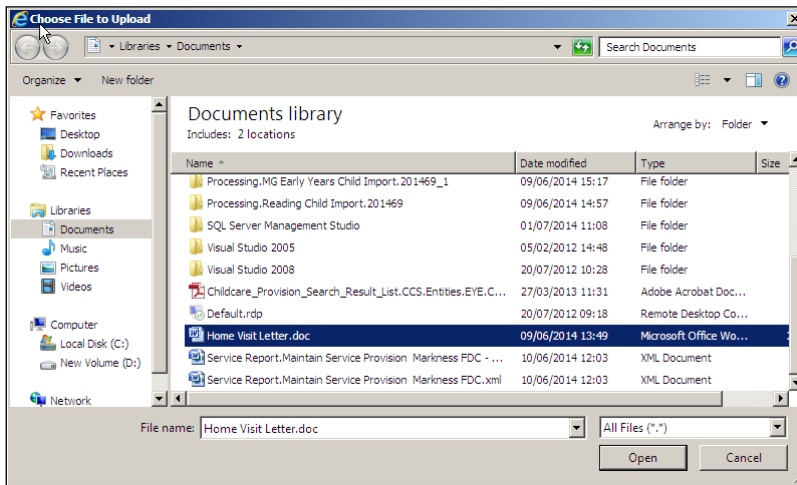


3. Select the **Report** or **Document Type**.
4. Enter a name in the **Document Title** field.
5. If required, select the **Confidential** check box.



## Adding Documents to a Young Person's Record

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

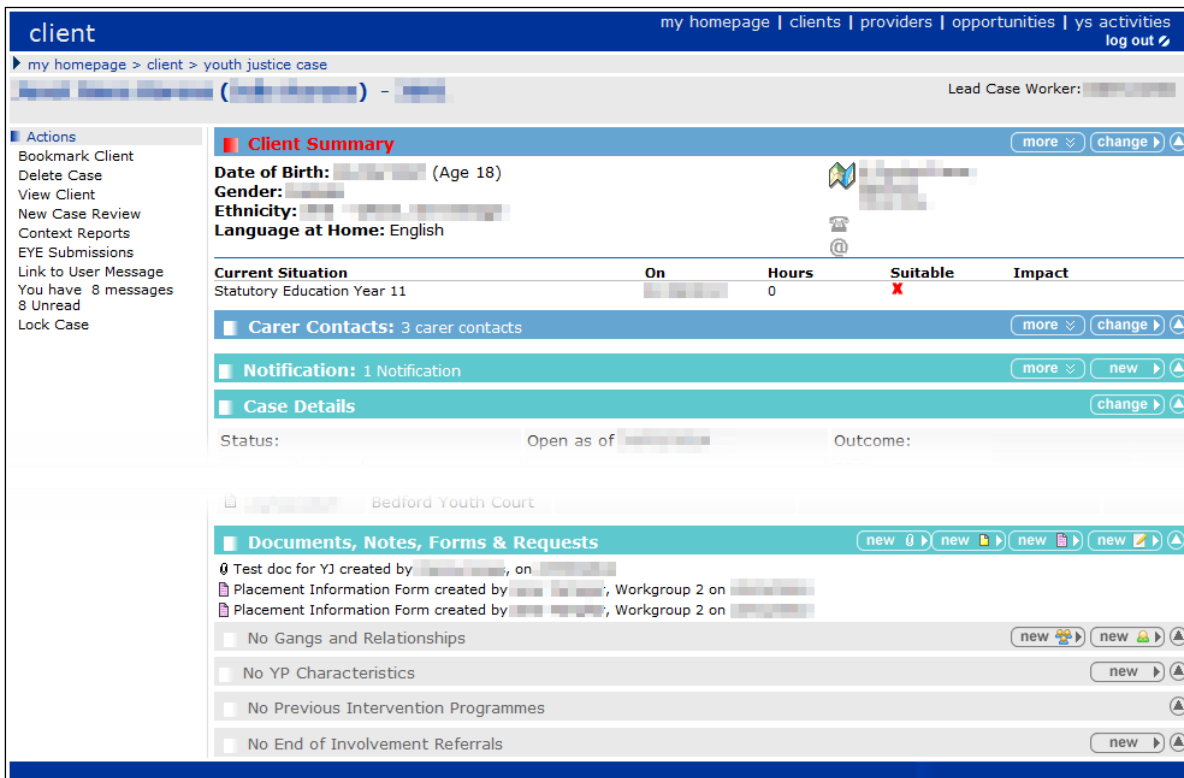


- b. Locate the required document on your computer.
    - c. Double-click the document title to upload it to Youth Justice.
7. Click the **continue** button to attach the document and return to the client record.

## Viewing a document

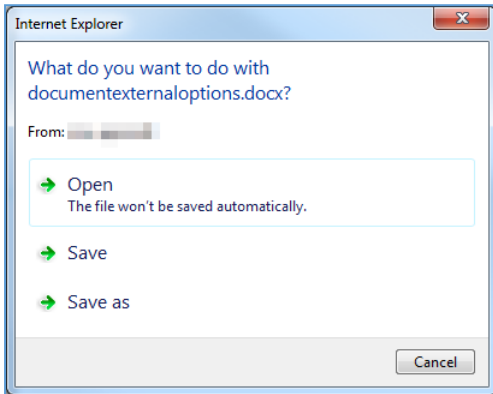
To view a document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.



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

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



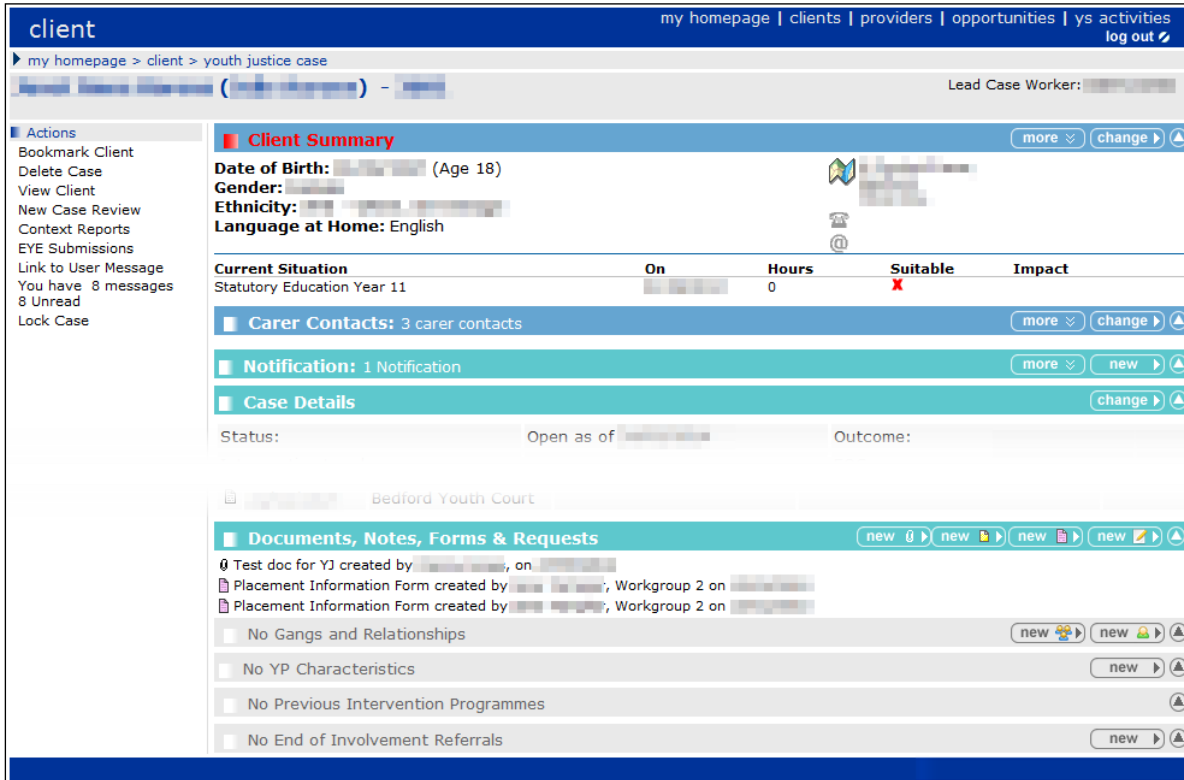
- Click the required option:
  - Open** displays the document without saving.
  - Save** downloads and saves the document to your default downloads folder under the name displayed in the dialog, in this example “documentexternaloptions.docx”.
  - Save as** displays the **Save As** dialog enabling you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

## Editing a document

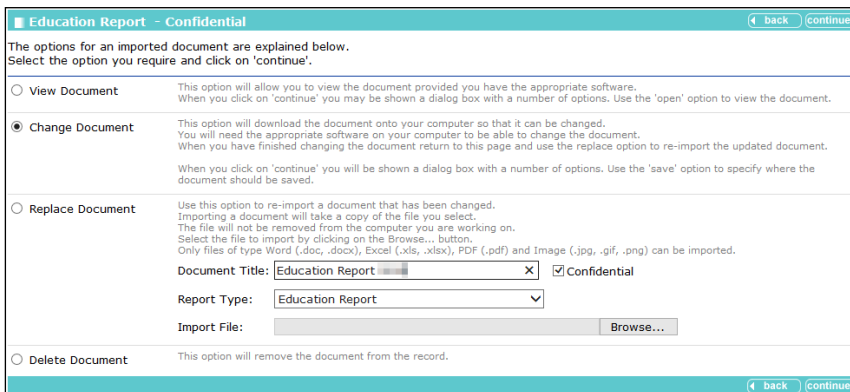
To edit a document:

**NOTE:** This option is not displayed for image files.

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.



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



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



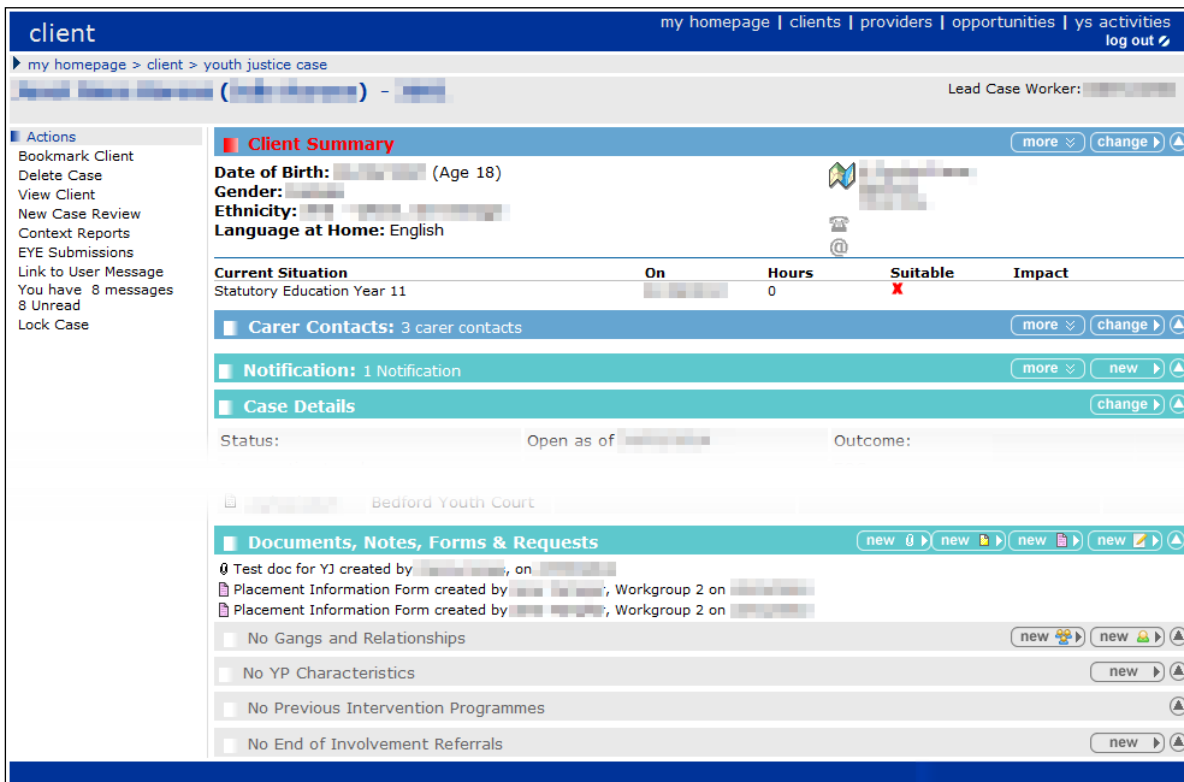
5. Click **Open**, or select an option from the **Save** menu to download the document to your computer.
6. If the document does not open automatically, locate it on your machine and open it manually.

7. Make the necessary changes to the document and save it.
8. Re-upload the document to the system using the **Replace Document** function. For more information, see [Replacing a document](#) on page 117.

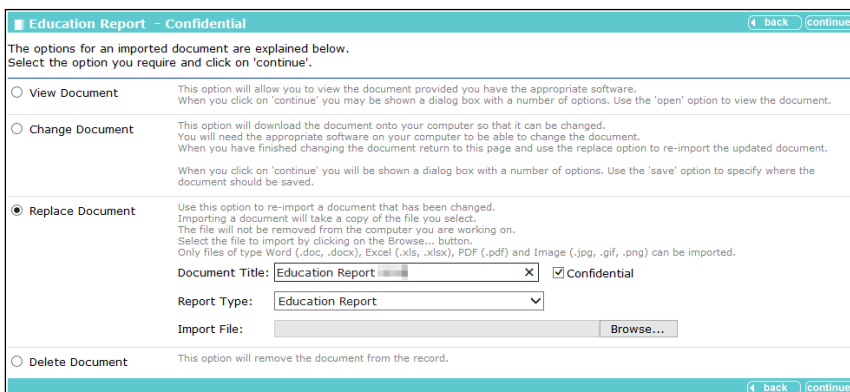
## Replacing a document

To replace a document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.



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



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

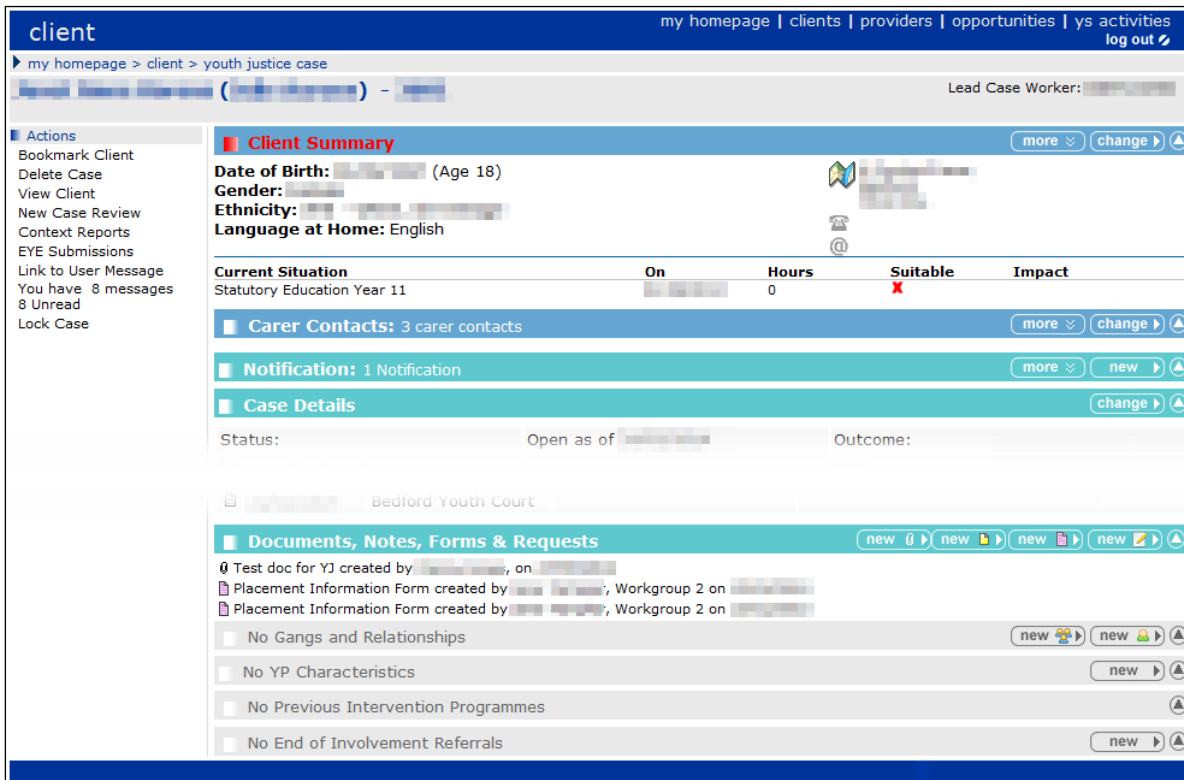
## Adding Documents to a Young Person's Record

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

## Deleting a document

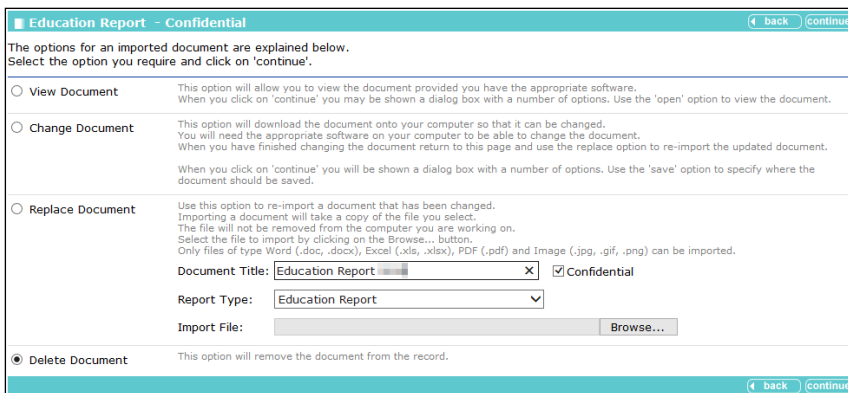
To delete a document:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.



The screenshot shows the 'client' interface with a navigation menu on the left and a main content area. The 'Client Summary' section displays personal information like Date of Birth, Gender, and Ethnicity. Below this is a 'Current Situation' table with columns for On, Hours, Suitable, and Impact. The 'Documents, Notes, Forms & Requests' panel is expanded, showing a list of documents with 'new' buttons next to each. The first document is 'Test doc for YJ created by...', followed by two 'Placement Information Form' documents, and several 'No' documents like 'No Gangs and Relationships'.

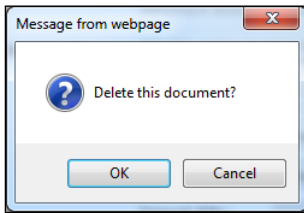
2. In the **Documents, Notes, Forms & Requests** panel, click the name of the required document to display a panel of document actions.



The screenshot shows a form titled 'Education Report - Confidential' with a 'back' and 'continue' button at the top right. Below the title, there is a message: 'The options for an imported document are explained below. Select the option you require and click on 'continue''. There are four radio button options: 'View Document', 'Change Document', 'Replace Document', and 'Delete Document'. The 'Delete Document' option is selected. Below the 'Replace Document' option, there are fields for 'Document Title' (Education Report), 'Report Type' (Education Report), and 'Import File' with a 'Browse...' button. At the bottom, there is a 'Delete Document' radio button and a 'back' and 'continue' button.

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

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



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

# 27 | Appointment Timetables

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

To create an appointment timetable:

1. Access the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Actions** menu, click the **Context Reports** hyperlink to display the **Print / Export Template** screen.

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

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

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

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

# 28 | YJ Case Manager Tool

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

To view caseload:

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

Case Workers	Lead Case Worker	Intensive	Enhanced	Standard	Not Known	Additional Worker
Daniel [redacted]	0	0	0	0	0	0
Dennis [redacted]	9	0	4	0	4	0
John [redacted]	0	0	0	0	0	0
Nathan [redacted]	0	0	0	0	0	0
Nelson [redacted]	0	0	0	0	0	0
Michelle [redacted]	0	0	0	0	0	0
Timothy [redacted]	0	0	0	0	0	0
Total	9	0	4	0	4	0

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

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

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

Lead Case Worker	Appearing in Court	Reports Due in Court	Assets for Review	Referrals Received	Intervention Nearing Completion
Daniel [redacted]	0	0	0	0	0
Dennis [redacted]	0	0	0	0	0
John [redacted]	0	0	0	0	0
Nathan [redacted]	0	0	0	0	0
Nelson [redacted]	0	0	0	0	0
Michelle [redacted]	0	0	0	0	0
Timothy [redacted]	0	0	0	0	0
Total	0	0	0	0	0



# 29 | Submitting an AssetPlus stage to the YJB

## Submitting an AssetPlus stage overview

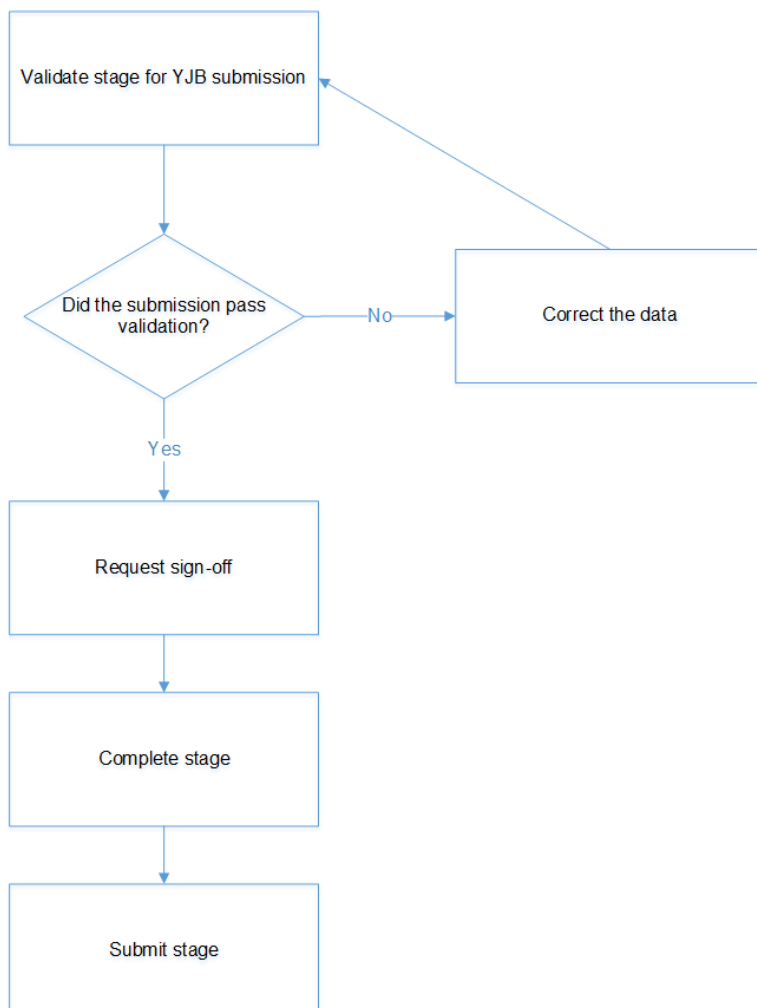
**WARNING!** Before using this facility, you must run a series of test submissions. Further guidance from Capita and the YJB on the testing process will be issued. Do not attempt to submit a stage to the YJB until after you complete the test submission process.

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

You can transfer four types of AssetPlus stages:

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

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



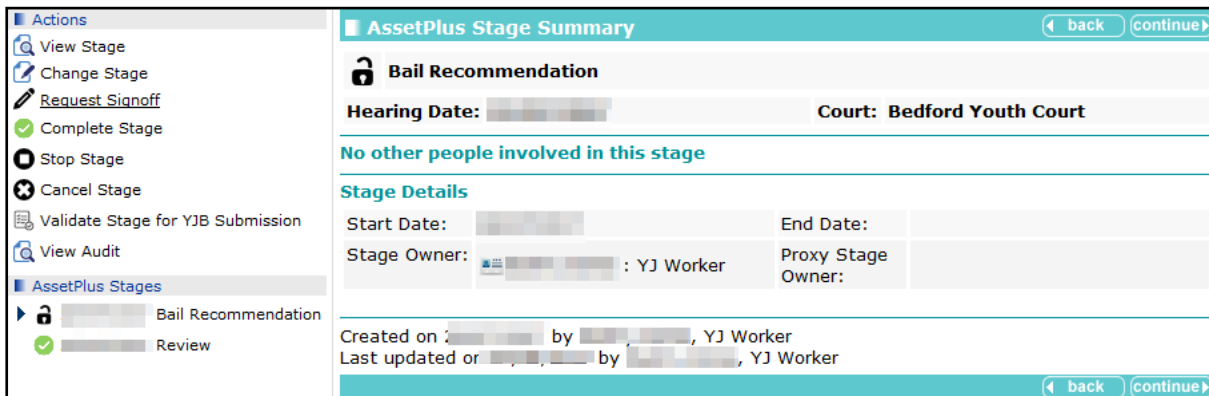
The YJB submission process is only available for clients with a completed AssetPlus stage, and is only displayed to users who have the 'YJ - YJB Submission' permission assigned.

## Validating a stage for YJB submission

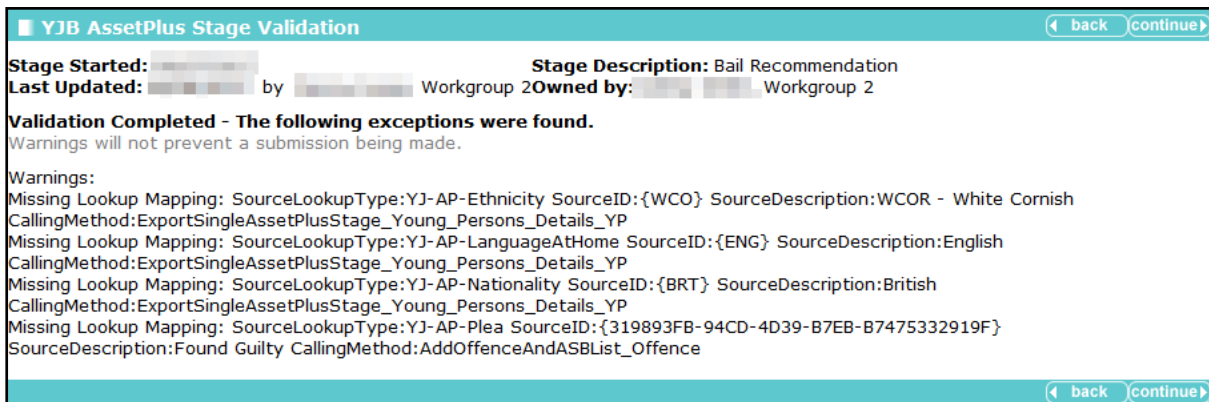
You can check the validity of AssetPlus stages prior to submitting them to the YJB. Validating a stage enables you to address any data issues before submitting. Although you can validate the data in a stage at any time, you cannot submit a stage to the YJB until the stage has been completed.

To validate a stage for YJB submission:

1. Open the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.



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



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

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

## Requesting signoff and completing a stage

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

## Submitting an AssetPlus stage to the YJB

### More Information:

[Signing Off an AssetPlus Stage](#) on page 62

[Completing an AssetPlus Stage](#) on page 64

## Submitting a stage to the YJB

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

1. Open the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **AssetPlus** panel, click the **Stage Name** of the required AssetPlus stage to display the **AssetPlus Stage Summary** screen.

**AssetPlus Stage Summary** [back] [continue]

**Bail Recommendation**

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

**No other people involved in this stage**

**Stage Details**

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

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

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

[back] [continue]

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

**YJB AssetPlus Stage Submission** [back] [continue]

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

**Destination** [redacted] v

[back] [continue]

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

**YJB AssetPlus Stage Submission** [back] [continue]

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

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

Warnings:

Missing Lookup Mapping: SourceLookupType:YJ-AP-Ethnicity SourceID:{WCO} SourceDescription:WCOR - White Cornish  
CallingMethod:ExportSingleAssetPlusStage\_Young\_Persons\_Details\_YP  
Missing Lookup Mapping: SourceLookupType:YJ-AP-LanguageAtHome SourceID:{ENG} SourceDescription:English  
CallingMethod:ExportSingleAssetPlusStage\_Young\_Persons\_Details\_YP  
Missing Lookup Mapping: SourceLookupType:YJ-AP-Nationality SourceID:{BRT} SourceDescription:British  
CallingMethod:ExportSingleAssetPlusStage\_Young\_Persons\_Details\_YP  
Missing Lookup Mapping: SourceLookupType:YJ-AP-Plea SourceID:{319893FB-94CD-4D39-B7EB-B7475332919F}  
SourceDescription:Found Guilty CallingMethod:AddOffenceAndASBList\_Offence

[back] [continue]

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

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

## Reviewing YJB submissions

To review the details of submitted AssetPlus stage submissions:

1. Open the required client record. For more information, see [Accessing Client Records](#) on page 6.
2. In the **Actions** menu, click the **Placement History** hyperlink to display the **YJB Submissions** page.

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

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

## YJB response to submissions

The YJB hub transmits 3 messages in acknowledgement to AssetPlus stages received for YJ Placement.

These messages are as follow:

1. The first message is to confirm the YJB hub has received the transmission.
2. The second message is to confirm the transmission conforms with a valid YJB schema.
3. The third message of 'Accept' is for the Local Authority to 'Accept' the transfer of data.

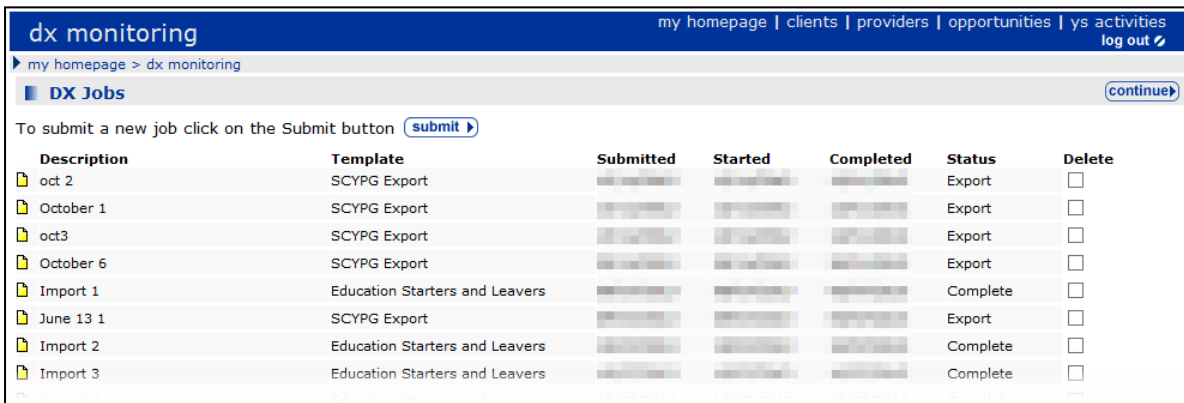
# 30 | Submitting YJMIS Returns

## Submitting a YJMIS Export Job

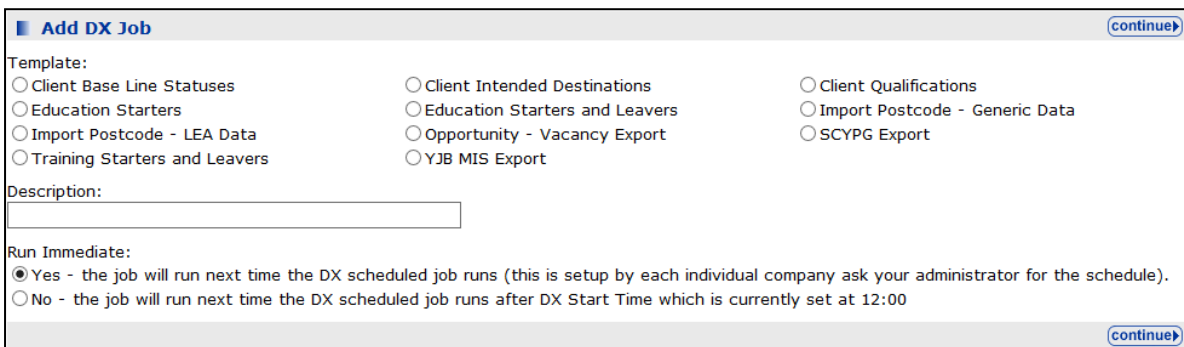
YJMIS export jobs are submitted through the One IYSS web application.

To submit a new YJMIS export job:

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



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



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

**Add DX Job** continue

Template: YJB MIS Export

Import Type: YJB MIS Export

Job Description: YJMIS Export June

Run Immediate: Yes

Reporting Period: (none) v

Reload All Data:

YJB Route: (none) v

continue

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

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

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

**DX Jobs** continue

To submit a new job click on the Submit button submit

Description	Template	Submitted	Started	Completed	Status	Delete
oct 2	SCYPG Export				Export	<input type="checkbox"/>
none	SCYPG Export				Export	<input type="checkbox"/>
December	SCYPG Export				Export	<input type="checkbox"/>
December	SCYPG Export				Export	<input type="checkbox"/>
YJMIS Export June	YJB MIS Export				Export	<input type="checkbox"/>
Dec NDTMS Extract	SM Export				Export	<input type="checkbox"/>

continue

## Downloading the YJMIS Return

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

To download a YJMIS export file:

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

**YJB Submissions and Messages** back continue

**Submissions**

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

**Messages**

No Messages.

back continue

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

# 31 | Appendix A: Offences and Episodes

## Criteria for Outstanding, Current and Historic Offences

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

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

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

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

Or

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

Or

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

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

- A substantive outcome and no linked intervention programme.

Or

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

## Episodes and Stage Pre-population

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

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

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

# 32 | Appendix B: ASB Incidents and Episodes

## Criteria for Current and Historic ASB Incidents

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

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

ASB incidents only become historic in AssetPlus when:

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

## Episodes and Stage Pre-population

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

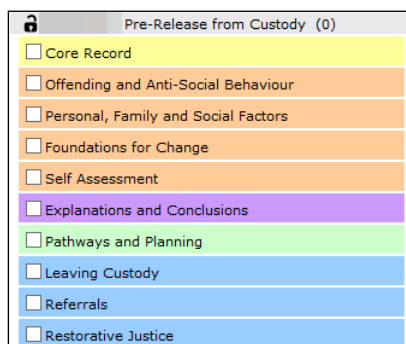
ASB incidents included in episodes in stages that have been stopped or completed are populated forward into new stages based on the following criteria:

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



# 33 | Appendix C: Additional AssetPlus Modules

Modules in AssetPlus are displayed in blue in the stage section panel in AssetPlus stages.



All case stages include the following sections and modules:

Sections	Modules
Core Record	Referrals
Offending and Anti Social Behaviour	Restorative Justice
Personal Family and Social Factors	
Foundations for Change	
Self Assessment	

Case stages also include additional modules as follows:

Case Stage	Modules
Bail Recommendation	Bail and Remand Custody
Entering into Custody	Custody
Placement Notification	Custody
Post Court Report	Custody
Pre Sentence Report (All Options)	Pre Sentence Report Custody
Pre Sentence Report	Pre Sentence Report
Pre-Release from Custody	Leaving Custody
Referral Order Report	Referral Order Panel Report
Referral in (OOC)	
Referral in (Prevention)	
Review	Referral Order Panel Report (if Disposal is ROR)

Case Stage	Modules
Sentenced (no report)	
Transfer YOT to YOT	YOT to YOT
Transfer to Probation	Youth to Adult Services
Case Closure	Referral Order Panel Report (if Disposal is ROR)

Modules contain the following subsections:

Module	Subsections
Bail and Remand	<ul style="list-style-type: none"> <li>Young person's details</li> <li>Parents/carers' / Significant adults details</li> <li>Court and alleged offence details</li> <li>Objections to Bail</li> <li>YOT details</li> <li>Contact with Services</li> <li>Accommodation for Bail</li> <li>Personal Circumstances</li> <li>Health</li> <li>Safety and Wellbeing</li> <li>Risk to others</li> <li>MAPPA</li> <li>Community Package Proposal</li> <li>Court Outcome</li> <li>Stage Owner details</li> </ul>
Custody	<ul style="list-style-type: none"> <li>Young person's details</li> <li>Parents/carers' details</li> <li>YOT details</li> <li>Contact with Services</li> <li>Court and Alleged Offence details</li> <li>Secure Estate History</li> <li>Placement Recommendation</li> <li>Health</li> <li>Personal Circumstances</li> <li>Safety and wellbeing</li> <li>Future Behaviour</li> <li>Post Court</li> <li>Arrival in Custody</li> <li>Stage Owner details</li> </ul>

**Appendix C: Additional AssetPlus Modules**

Module	Subsections
Leaving Custody	<ul style="list-style-type: none"> <li>Young person's details</li> <li>Parents/carers' details</li> <li>Notice of Supervision / Licence</li> <li>Release arrangements</li> </ul>
Referrals	<ul style="list-style-type: none"> <li>Young person's details</li> <li>Parents/carers' details</li> <li>Referral details</li> </ul>
Restorative Justice	<ul style="list-style-type: none"> <li>Young person's details</li> <li>Parents/carers' details</li> <li>Key areas of Intervention</li> <li>Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only)</li> <li>Young Persons views</li> <li>Tailoring Interventions</li> </ul>
Pre Sentence Report	<ul style="list-style-type: none"> <li>Front screen</li> <li>Sources of information</li> <li>Offence Analysis</li> <li>Assessment of the young person</li> <li>Assessment of the need for parenting support</li> <li>Assessment of the risk to the community</li> <li>Conclusion and proposal for sentencing</li> <li>Assessment of Dangerousness</li> </ul>
Referral Order Panel Report	<ul style="list-style-type: none"> <li>Front screen</li> <li>Sources of information</li> <li>Offence Analysis</li> <li>Assessment of the young person</li> <li>Assessment of the risk to the community</li> <li>Introduction</li> <li>Elements of contract and progress</li> <li>Conclusion</li> </ul>
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