



# AssetPlus

last updated for the Summer 2020 release 3.72

Handbook

**CAPITA**

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

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# 01 | Document Change Control

Date	Release	Description
Summer 2020	3.72	<p><b>Countersignature</b></p> <p>The Countersignature functionality in the software has been improved to better support working practice for users who request and/or sign off AssetPlus stages.</p> <p>Changes included are:</p> <ul style="list-style-type: none"> <li>■ Practitioners can choose whether to request sign off for Explanations and Conclusions, Pathways and Planning, or both sections</li> <li>■ Practitioners can select which user to send the request for sign off to (from a list of all users who have permission to sign off, regardless of who may be assigned as their manager)</li> <li>■ Users with permission to sign off can see and action any requests for Countersignature, regardless of which users are assigned to which managers and cover of absent colleagues</li> <li>■ New practitioner 'My Sign-Off Requests' Homepage panel displays to users with the existing permission to 'request sign off' of AssetPlus stages</li> <li>■ New Managers/Senior Practitioners 'Countersignatures Required' Homepage panel displays to users with the existing permission to 'sign off' AssetPlus stages</li> <li>■ New Countersignature Details screens accessed via the Homepage panels, to enable users to monitor and action Countersignature activity</li> <li>■ New ability to record notes against the stage, that will pass between the practitioner requesting sign off and the manager reviewing and signing off or requesting changes</li> <li>■ More detailed Countersignature history is displayed within the AssetPlus stage summary and fully reportable</li> </ul> <p>For more information see: <a href="#">Countersignature Overview Page 44</a></p>

# 02 | Document Purpose

## Introduction

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

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

## What's Included

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

- YMJIS schema that includes AssetPlus.

## Reporting of Issues and Queries

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

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

## List of Icons

Button/Icon	Name	Function
	+	Enables you to add to a section.
 Signoff	<b>Stage Signoff</b>	Enables authorised users to sign off a stage.
	x	Enables you to delete an item.
	<b>Edit</b>	Enables you to edit an item.
	<b>Cross AssetPlus</b>	Links to the subsection where the data used in a certain field is held.

## 03 | Things to do when Implementing AssetPlus

### Update Offence Types

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

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

### Update Intervention Programme Types

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

### Decide on Sign-off Process

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

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

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

### Create Security Groups

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

### Enable AssetPlus

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

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

### Phase Out Asset

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

### Decommission Asset

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

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

# 04 | General YJ Case Enhancements

## Introduction

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

## Client Summary AssetPlus Fields

### Religion

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

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

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

Current Situation	On	Hours	Suitable	Impact
Statutory Education Year 11	01/09/2016	0	✓	

### Third Telephone Number

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

**Contact Details**

Primary Contact No.:  
  Preferred Contact

Mobile No.:  
  Preferred Contact \* Please ensure a valid Mobile number is entered if you wish to use the messaging functionality.

Mobile No. Extra Info:

Other/Work No.:  
  Preferred Contact

E-Mail:

Language at Home:

Nationality:

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

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

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

**Client Summary** more ▾ change ▶ ↻

**Date of Birth:** 01/09/2000 (Age 16)

**Gender:** Female

**Ethnicity:** WBRI - White British  (Preferred) 01111 111111

**Language at Home:** English 07777 777777 (mobile)

**Religion:** Other Religion 02222 222222

**YOT Residence Status:** Local, effective from 24/03/2014

Current Situation	On	Hours	Suitable	Impact
Statutory Education Year 11	01/09/2016	0	✓	

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

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

### Parent / Carer Contact AssetPlus Fields

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

**Contact Details**

Primary Contact No.:  
  Preferred Contact

Mobile No.:  
  Preferred Contact

Other/Work No.:  
  Preferred Contact

E-Mail:

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

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

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

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

## Offence AssetPlus Fields

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

- **Specified Offence** (single select lookup)
- **Location** (single select lookup)
- **Others Involved** (single select lookup)
- **Victim Deliberately Targeted** (single select lookup)
- **Behaviours Involved** (multiple select lookup, responses are added using the + button)
- **Other** (multiple entry free text field for **Behaviours Involved** field, responses are added using the + button).

The **New Offence** screen:

**New Offence**
back continue

Offence:

⊕

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:  ⊕

Notes: insert

back
continue

## General YJ Case Enhancements

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

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

## ASB Incidents

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

No ASB Incidents	<a href="#">new</a>
------------------	---------------------

ASB incidents are created in the **New ASB Incident** screen:

New ASB Incident		<a href="#">back</a>	<a href="#">continue</a>
Description:	<input type="text"/>		
Start:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
End:	<input type="text"/> <input type="text"/> <input type="text"/>		
Postcode:	<input type="text"/>		
Location:	<input type="text" value="(none)"/>		
Others Involved:	<input type="text" value="(none)"/>		
Victim Deliberately Targeted:	<input type="text" value="(none)"/>		
Notes:	<input type="text"/>	<a href="#">insert</a>	

The saved ASB incident is displayed in the panel:

ASB Incidents: 2 incidents			<a href="#">more</a>	<a href="#">new</a>
Description	Start Date	End Date		
Disruptive Behaviour	31/05/2017	01/06/2017		
Aggressive behaviour	29/05/2017	29/05/2017		

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

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

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



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

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

Permission Name	Function
YJ Case-ASB Incident	Displays the <b>new</b> button in the <b>ASB Incidents</b> section, and enables users to add new ASB incidents.

The following report permissions are also available:

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

## Define Case Stages to be Displayed

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

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

AssetPlus <span style="float: right;">more ▾ details ▶</span>				
Stage Name	Open Date	Close Date	Owner	Proxy Owner
Transfer to Probation	14/03/2016		Naz Juna	
Transfer YOT to YOT	13/03/2016	15/03/2016	Naz Juna	

The expanded view displays all stages:

AssetPlus <span style="float: right;">less ▸ details ▶</span>				
Stage Name	Open Date	Close Date	Owner	Proxy Owner
Transfer to Probation	14/03/2016		Naz Juna	
Transfer YOT to YOT	13/03/2016	15/03/2016	Naz Juna	
Pre-Release from Custody	12/03/2016	15/03/2016	Naz Juna	
Entering into Custody	11/03/2016	15/03/2016	Naz Juna	
Pre Sentence Report (All options)	05/03/2016	14/03/2016	Naz Juna	
Bail Recommendation	01/03/2016		Naz Juna	

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

## Deactivating Asset

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

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

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

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

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

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

My Aspire		
<b>My Assets</b>	Provides access to the <b>My Assets</b> portal in <b>my homepage</b> .	

Youth Justice		
<b>YJ - Countersign Asset Assessments</b>	Provides the ability to countersign a Youth Justice assessment.	
<b>YJ – Plan - Countersign</b>	Provides the ability to countersign a Youth Justice plan.	
<b>YJ Plan Review – Sign</b>	Provides the ability to sign a Youth Justice plan review.	

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

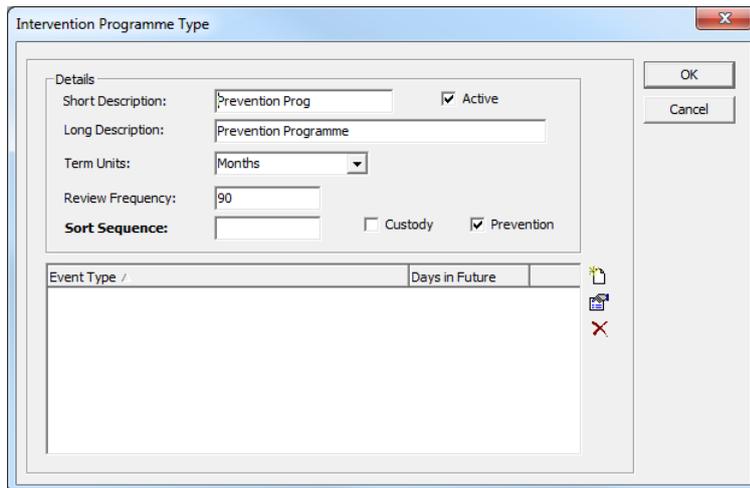
# 06 | Lookups

## Intervention Programme Type

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

- **Custody**
- **Prevention.**

The System Administration Intervention Programme Type dialog:



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

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

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

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

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

## Offences: Master Codes Information

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

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

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

- Each customer's list was different. This made the mapping/migration task complex.
- The mapping would have changed existing data.

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

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

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

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

## Lookups

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

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

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

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

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

- Offence types cannot be added or deleted.
- Asset review months can be changed for all offences.
- YOGRS category can be changed for non-PNLD offences only.
- Active flag can be changed for PNLD offences only.
- CJS code can be changed for non-PNLD offences only.
- PNLD reference can be changed for non-PNLD offences only.
- PNC code can be changed for non-PNLD offences only.
- Sub-category can be changed for non-PNLD offences only and can only be changed to a non PNLD sub category.

## Changes for Offence Type

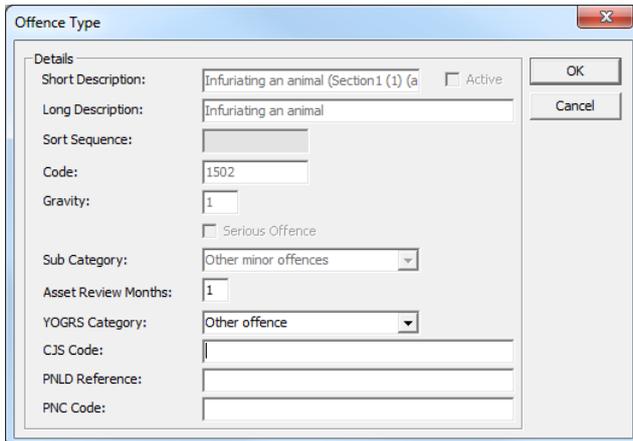
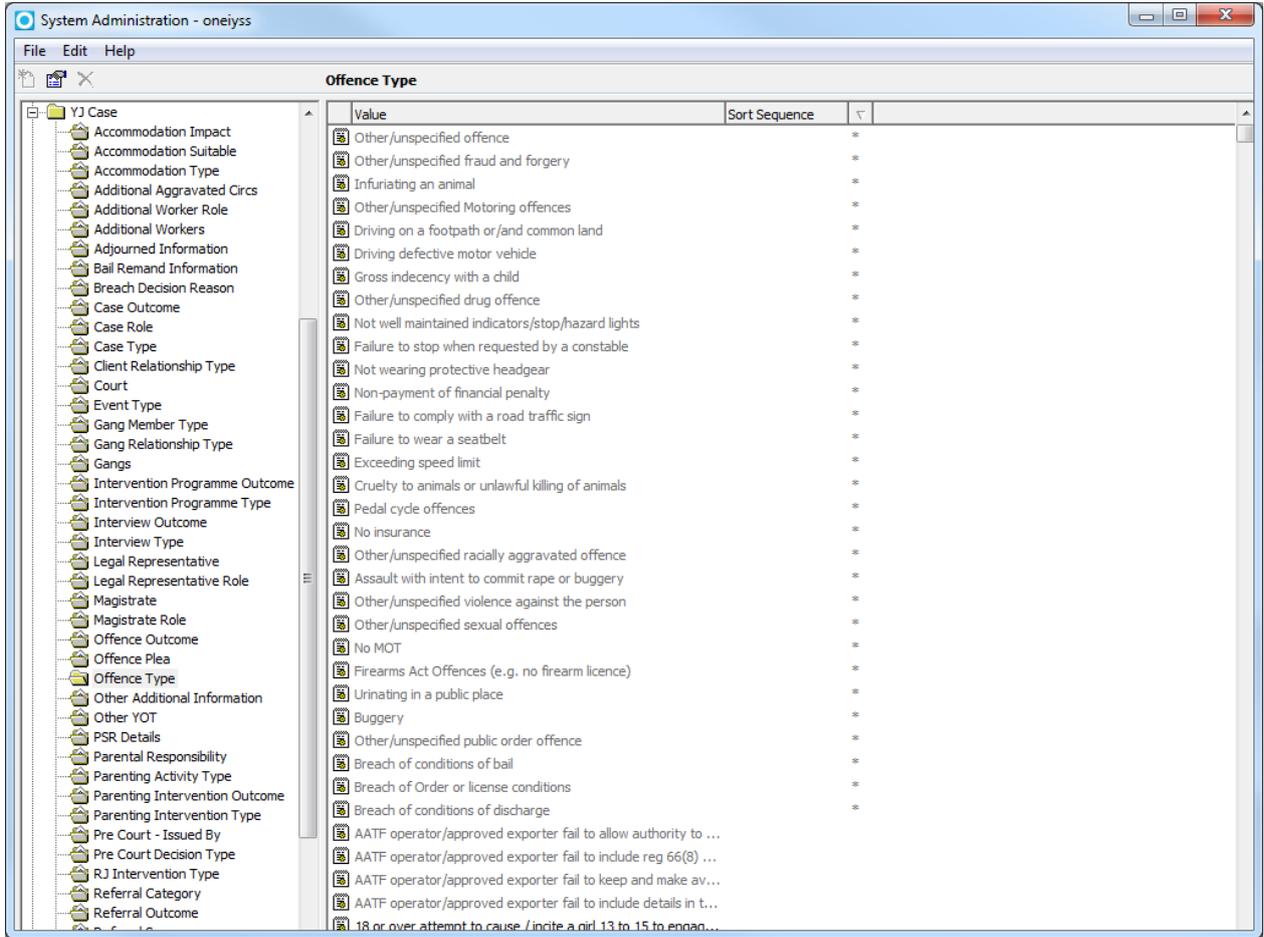
The offences table has an additional column that displays an asterisk (\*) for offences with missing data. The table can be sorted using this column to display all offences missing information.

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

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

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

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



# 07 | Sign-off Configuration

## Configuring Stage Signoff

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

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

- Pathways and Planning
- Explanations and Conclusions.

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

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

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

System	YJ - Referrals Received in last Number of Days	7
Client ID Description	YJ - Signoff Criteria Explanations	None
Lookup Header	YJ - Signoff Criteria Pathways	None
System Value	YJ - Situation Hours Required for <=16	0
Useful Links		

Available settings for both system values:

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

## Rules That Can Be Applied

### Explanation and Conclusions

A combination of AND and OR can be used.

- ROSH: N/A, Low, Medium, High, Very High
- Indicative likelihood of re-offending: Low , Medium, High
- Likelihood of re-offending: Low, Medium, High
- Where there is a difference between section 2 and 3 above
- Overall safety and well-being concern values: Low, Medium, High, V High.

### Pathways and Planning

A combination of AND and OR can be used.

- Apply rules from Explanations section above
- Scaled Approach intervention level: Enhanced, Intensive, Standard
- Difference between Scaled Approach intervention level and Indicative Scaled Approach intervention level.

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

# 08 | Mandating Fields

## Configuring Local Mandatory Fields

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

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

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

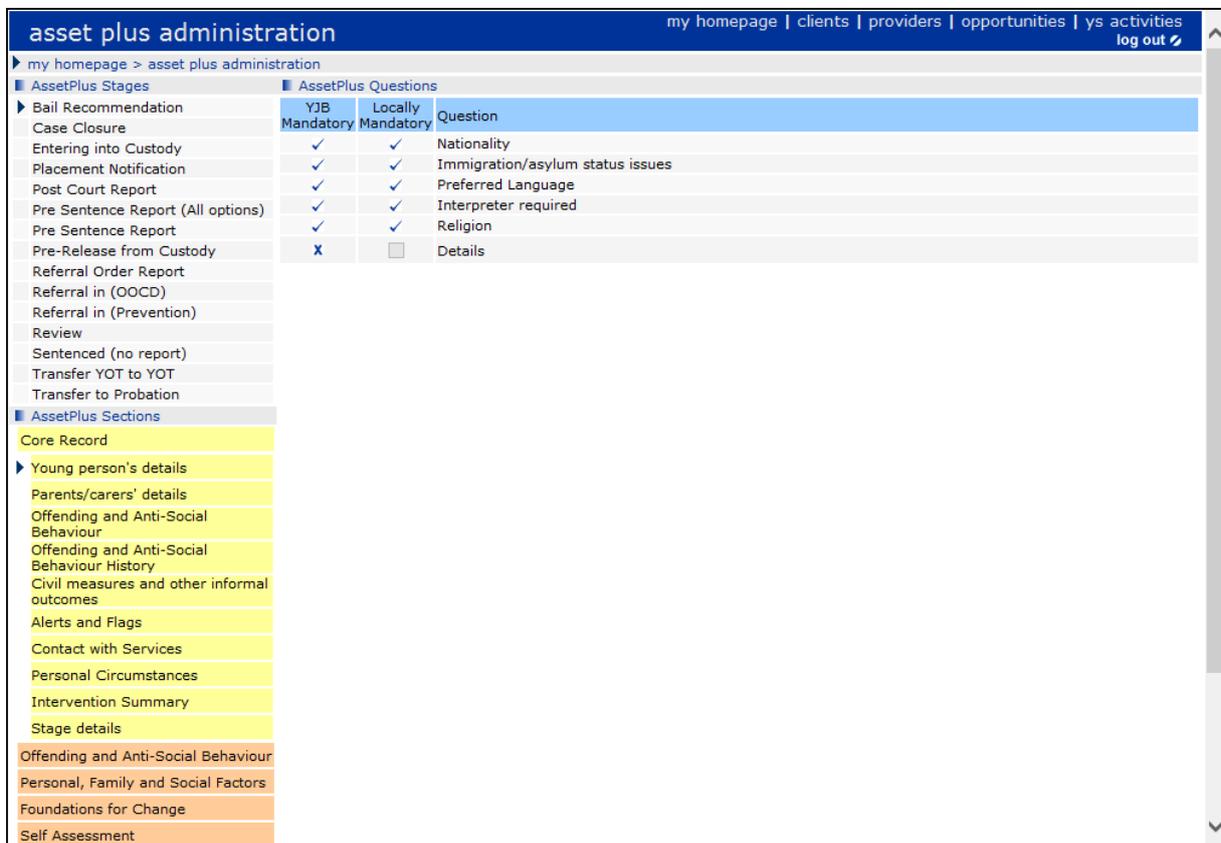
Fields can be made mandatory in specific case stages and subsections. The same question can have a different mandatory status in different stages, and in different subsections within the same stage.

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

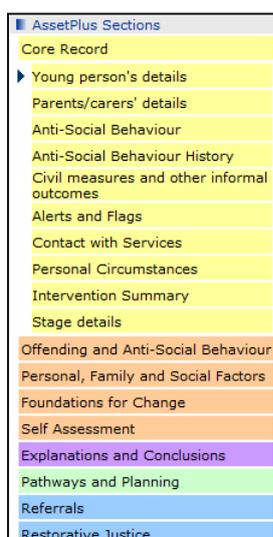
**NOTE:** Mandatory fields only need to be completed at the **Complete Stage** point. Users can continue working through sections without completing the mandatory fields (as per the YJB requirements), but cannot complete the stage until all mandatory fields have been completed. This means that a lack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

To configure mandatory fields:

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



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



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

YJB Mandatory	Locally Mandatory	Question
X	<input type="checkbox"/>	Do you have any particular concerns about the way that the young person has tried to justify his/her behaviour?
X	<input type="checkbox"/>	What are the main similarities/differences in the nature and characteristics of behaviour e.g of day and place of offending over time, presence of alcohol, same friends?
X	<input type="checkbox"/>	What do the young person's parents/carers think about his/her offending?
X	<input type="checkbox"/>	Do you have any particular concerns about the way that the young person has tried to justify his/her offending?
X	<input type="checkbox"/>	What are the main similarities/differences in the nature and characteristics of behaviour e.g of day and place of incidents over time, presence of alcohol, same friends?
✓	✓	Do you have any particular concerns about the way that the young person has tried to justify his/her behaviour/offending Please provide as much detail as possible here:
X	<input type="checkbox"/>	What does the young person think about his/her behaviour?
✓	✓	Do you have any particular concerns about the way that the young person has tried to justify his/her behaviour/offending Further Exploration:

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

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

The screenshot shows the AssetPlus Questions panel with a table. The first row has a checkmark in the YJB Mandatory column and a checkmark in the Locally Mandatory column. The question is: "Health is being put at risk through his/her own behaviour? Please provide as much detail as possible here:"

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

The screenshot shows the AssetPlus Questions panel with a table. The first row has a checkmark in the YJB Mandatory column and an unchecked checkbox in the Locally Mandatory column. The question is: "Is the young person being adversely affected by specific local tensions, pressures or issues?"

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

# 09 | Calculated Fields

## Calculated Fields in AssetPlus

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

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

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

## YOGRS

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

### General information from the YJB

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

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

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

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

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

# 10 | Creating New Reports

## Creating New Reports in AssetPlus

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

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

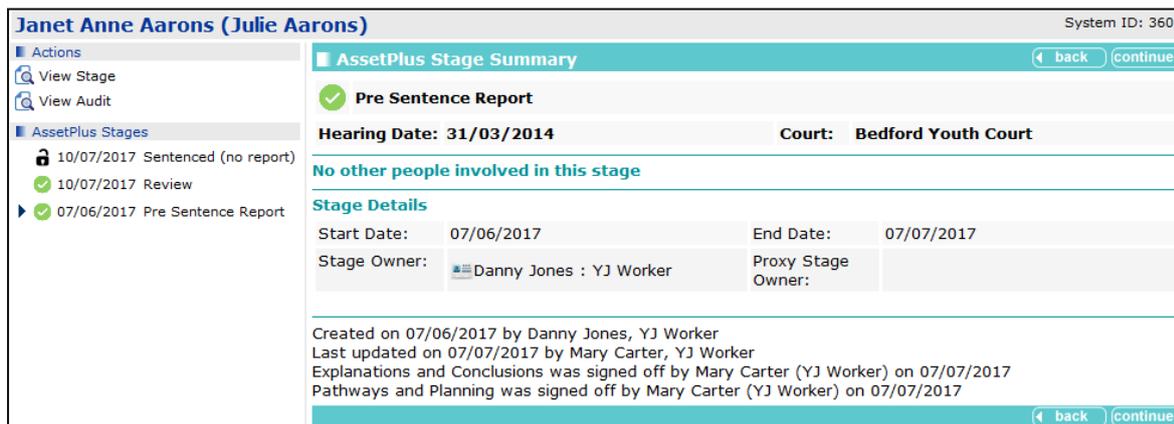
# 11 | Audit

## Auditing Case Changes

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

To access audit data:

1. Navigate to the required AssetPlus stage summary.



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



3. Select the stage you want to audit.
4. Enter, or select from the calendar, the required **From Date** and **To Date**.

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

**Audit**

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

Janet Anne Aarons (Julie Aarons) System ID: 3601

**AssetPlus Audit**

10/07/2017 Sentenced (no report)
  10/07/2017 Review
  07/06/2017 Pre Sentence Report

**From Date:** 07/06/2017 **To Date:** 10/07/2017 search ▶

<b>Date Change Made:</b>	07/06/2017	<b>User:</b>	Danny Jones	<b>Change Type:</b>	Insert	⌵
<b>Date Change Made:</b>	07/07/2017	<b>User:</b>	Mary Carter	<b>Change Type:</b>	Insert	⌵
<b>Date Change Made:</b>	07/06/2017	<b>User:</b>	Danny Jones	<b>Change Type:</b>	Update	⌵
<b>Date Change Made:</b>	08/06/2017	<b>User:</b>	Danny Jones	<b>Change Type:</b>	Update	⌵
<b>Date Change Made:</b>	30/06/2017	<b>User:</b>	Danny Jones	<b>Change Type:</b>	Insert	⌵
<b>Date Change Made:</b>	07/07/2017	<b>User:</b>	Danny Jones	<b>Change Type:</b>	Insert	⌵
<b>Date Change Made:</b>	07/07/2017	<b>User:</b>	Mary Carter	<b>Change Type:</b>	Update	⌵

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

**Date Change Made:** 07/07/2017 **User:** Mary Carter **Change Type:** Update ⌵

Scroll Both:

Original Version:	New Version:
</DTEARLIESTRELEASEDATE>	<IDIMMIGRATIONSTATUS>
<IDIMMIGRATIONSTATUS>	</IDIMMIGRATIONSTATUS>
</IDIMMIGRATIONSTATUS>	<IDINTERPRETERREQUIRED>
<IDINTERPRETERREQUIRED>	</IDINTERPRETERREQUIRED>
</IDINTERPRETERREQUIRED>	<TXDIVERSITYCONSIDERATIONS>
<TXDIVERSITYCONSIDERATIONS>	</TXDIVERSITYCONSIDERATIONS>
</TXDIVERSITYCONSIDERATIONS>	<TXPARENTCARECONTACTISSUE>
<TXPARENTCARECONTACTISSUE>	</TXPARENTCARECONTACTISSUE>
</TXPARENTCARECONTACTISSUE>	<DTLASTCOURTREPORT>
<DTLASTCOURTREPORT>	</DTLASTCOURTREPORT>
</DTLASTCOURTREPORT>	<DTPSRREQUESTED>
<DTPSRREQUESTED>	</DTPSRREQUESTED>
</DTPSRREQUESTED>	<DTPSRDUE>
<DTPSRDUE>	</DTPSRDUE>
</DTPSRDUE>	<IDROSHJUDGEMENT>
<IDROSHJUDGEMENT>	</IDROSHJUDGEMENT>
</IDROSHJUDGEMENT>	<INYOGRS>18</INYOGRS>
<INYOGRS>15</INYOGRS>	<IDLIKELIHOODREOFFENDING>
<IDLIKELIHOODREOFFENDING>	</IDLIKELIHOODREOFFENDING>
</IDLIKELIHOODREOFFENDING>	<IDRISKTOCHILDREN>
<IDRISKTOCHILDREN>	</IDRISKTOCHILDREN>

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

# 12 | Prepopulation of Stage Data

## Configuring Prepopulation Rules

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

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

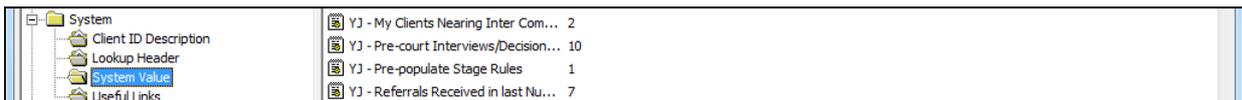
- Type 1: Always prepopulate from the main framework (as they are shared questions).
- Type 2: Hearing specific (applies only to Bail and Remand, Custody and PSR modules). Fields of this type prepopulate from a previous stage only if the date of hearing is the same, otherwise they are blank or derived as per rules in the data items worksheet. Many of the questions will be shared with other modules in the same stage.
- Type 3: Specific to the module. Always prepopulate from the same module in a previous stage.
- Type 4: Specific to the module. Do not prepopulate from the same module in a previous stage.

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

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

- Prepopulate always: 1
- Do not prepopulate: 2
- Allow the user to decide whether or not to prepopulate on a case-by-case basis: 3

The default is 1 (always prepopulate).



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

# 13 | AssetPlus: Introduction

## YJ Case View

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

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



**AssetPlus** panel with AssetPlus stages recorded.

Collapsed:

AssetPlus: 4 stages				
Stage Name	Open Date	Close Date	Owner	Proxy Owner
Pre Sentence Report	10/07/2017		Danny Jones	
Case Closure	10/07/2017	10/07/2017	Danny Jones	

Expanded:

AssetPlus: 4 stages				
Stage Name	Open Date	Close Date	Owner	Proxy Owner
Pre Sentence Report	10/07/2017		Danny Jones	
Case Closure	10/07/2017	10/07/2017	Danny Jones	
Review	10/07/2017	10/07/2017	Danny Jones	
Pre Sentence Report	07/06/2017	07/07/2017	Danny Jones	

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

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

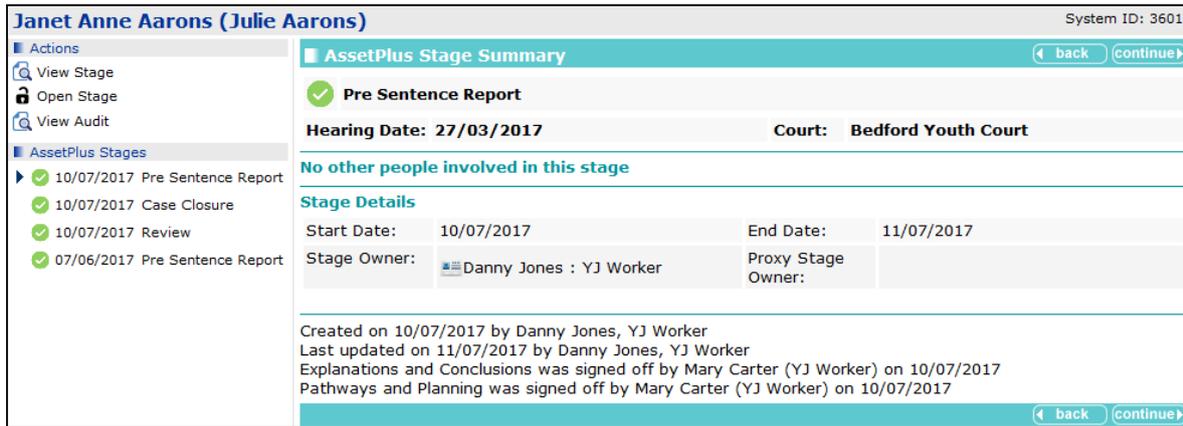
## AssetPlus Summary Screen

### Actions Available

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

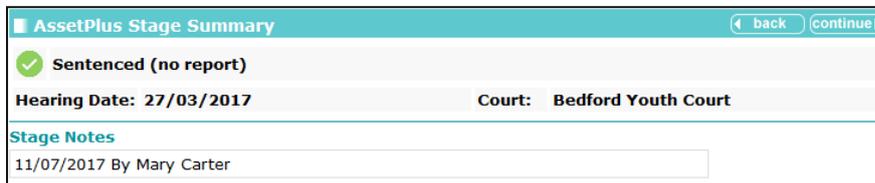
- **View Stage:** Opens the stage in read-only mode.
- **Change Stage:** Opens the stage for editing. Only displayed against the stage currently in progress.
- **Open Stage:** Creates a new AssetPlus stage. Only displayed if there are no stages currently in progress.
- **View Audit:** Displays an audit of changes made to the stage.

The **AssetPlus Stage Summary** screen:



### Stage Notes

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



### Default Number of Previous Stages Displayed

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

**AssetPlus Stages** panel, collapsed:



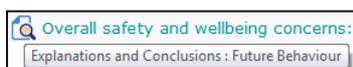
**AssetPlus Stages** panel, expanded:



## AssetPlus Wide Functionality

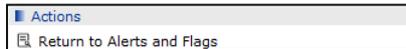
### Cross AssetPlus Links

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



## AssetPlus: Introduction

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



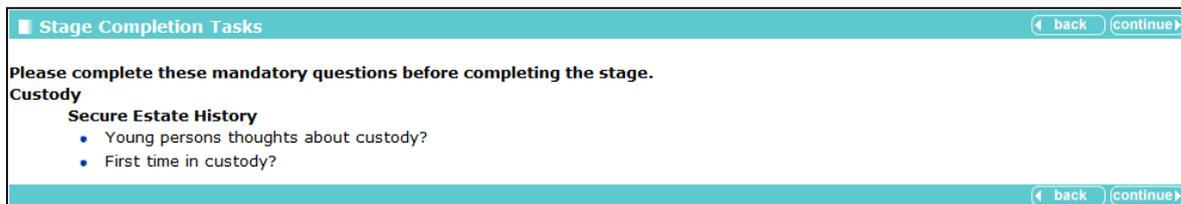
## Mandatory Fields

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



The screenshot shows a form titled "Custody : Secure Estate History". It contains two mandatory fields: "First time in custody?\*" with a dropdown menu showing "Please select", and "Young person's thoughts about custody?\*" with a text input field and an "insert" button. Navigation buttons for "previous" and "next" are visible at the top and bottom of the form.

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

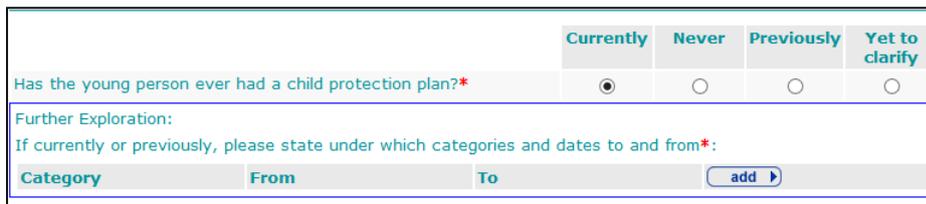


The screenshot shows the "Stage Completion Tasks" panel. It contains a list of mandatory questions for the "Secure Estate History" subsection: "Young persons thoughts about custody?" and "First time in custody?". Navigation buttons for "back" and "continue" are visible at the top and bottom of the panel.

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

## Trigger Questions

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



The screenshot shows a trigger question: "Has the young person ever had a child protection plan?\*" with radio buttons for "Currently", "Never", "Previously", and "Yet to clarify". Below it is a "Further Exploration" section with a blue border, containing a text input field and an "add" button.

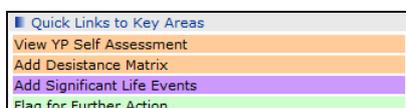
## Return to Previous Subsection Link

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



## Quick Links

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



## Attaching Documents

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

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

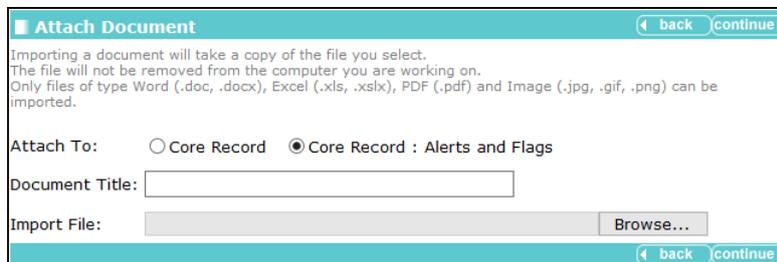
Section or Module	Subsection
Restorative Justice	<p>Key areas of Intervention</p> <p>Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only)</p> <p>Young Persons views</p> <p>Tailoring Interventions</p>
Pre Sentence Report	<p>Offence Analysis</p> <p>Assessment of the young person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

To attach a document:

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



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



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

2. Enter a **Document Title**.
3. Use the **Browse** button to locate and select the file.
4. Click the **continue** button to attach the file.

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

Documents can be retrieved by clicking the links.

- In view mode: Documents are opened in their native application.
- In change mode: You are presented with the view, replace and delete options:

**NOTES:** Attached documents are only displayed when you are in the section or subsection to which they are attached.

Documents uploaded into a case stage are only displayed in that case stage; they do not get copied into the next case stage opened, or display in the general **Document, Notes, Forms and Requests** section in the YJ case.

## Core Record : Stage Details

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

The **Stage Details** change screen:

To edit the other persons involved in the case stage:

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

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

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

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

Other persons involved in the stage				
Name	Job Title	Section	Sub-section	
Jane Templer	YJ Worker	Personal, Family and Social Factors	Young Person's Development	<input type="button" value="add"/> <input type="button" value="edit"/> <input type="button" value="delete"/>

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

To amend a row, click the edit icon.

## Creating a New AssetPlus Stage

### For a Client with No Previous Stages

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

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

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

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

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

3. Complete the fields as required.
4. Click the **Continue** button to display the **AssetPlus Stage Summary** screen.

## For a Client with Previous Stages

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

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

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

## AssetPlus: Introduction

3. Select the **Stage** from the drop-down.
4. If prompted, select a **Court Hearing**.
5. If required, change the **Stage Owner** and **Start Date**.

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

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

## Viewing a Stage

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

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

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

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

*Collapsed view:*



*Expanded View, Core Record:*



**NOTE:** The current section being viewed is indicated by ▶

## Countersignature Overview

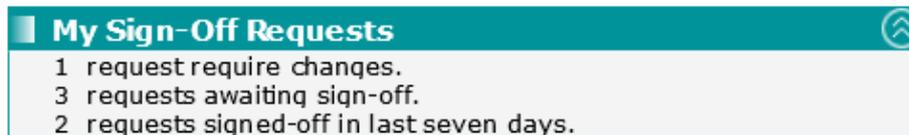
Practitioners can choose whether to request sign off for **Explanations and Conclusions**, **Pathways and Planning**, or both sections. Practitioners can also select which user to send the request for sign off to. The choice displayed is the list of all users who have permission to sign off, regardless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

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

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

- **Request sign off** (permission for practitioners)
- **Sign off AssetPlus Stage** (permission for Managers and Senior Practitioners)

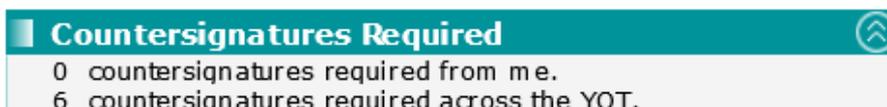
For users with the '**Request sign off**' permission, the new '**My Sign Off Requests**' panel will be displayed on the Homepage as shown in the graphic below:



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

- **Requests 'requiring changes'** refer to stages where a Manager/Senior Practitioner has opted to request changes rather than signing off the stage and also where a stage has been requested for countersignature, but the practitioner has returned to make further changes (and the request for sign off will need to be resubmitted).
- **Requests 'awaiting sign-off'** are where no further changes have been made by the practitioner since the request for sign off and further action is required by a Manager or Senior Practitioner.
- **Requests 'signed-off in the last seven days'** are requests that have been successfully sign off within the last week.

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



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

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

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

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

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

## Requesting Countersignature

Practitioner  
Request

- Action – Request Signoff
- Tick what to request and add notes
- Select Who will Countersign

**AssetPlus Stage Summary**

Referral in (OOC/D)

Case Type: Offending And Prevention

No other people involved in this stage

Stage Details

Start Date:	02/06/2020	End Date:	
Stage Owner:	Jane Templer : YJ Case Worker	Proxy Stage Owner:	

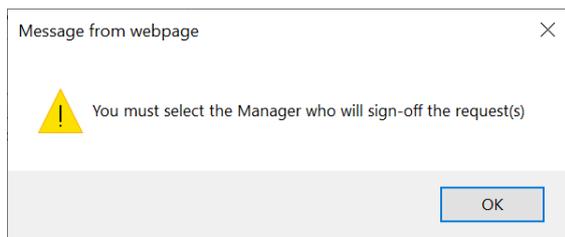
Created on 02/06/2020 by Jane Templer, YJ Case Worker  
 Last updated on 02/06/2020 by Jane Templer, YJ Case Worker  
 Explanations & Conclusions and Pathways & Planning sign-off requested by Jane Templer on 02/06/2020 16:18  
 Explanations & Conclusions sign-off requested by Jane Templer on 02/06/2020 15:56

## AssetPlus: Introduction

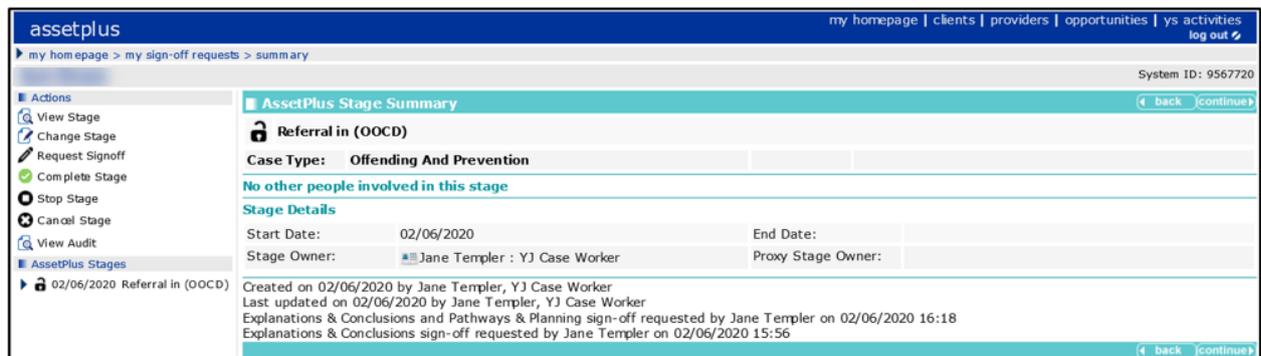
The process is as follow:

1. In the client record select the assetplus stage to be signed off.
2. On the **AssetPlus Stage summary** screen, click **Request Signoff** link to display the **Request sign-off** window.
3. Place a tick in the **Request sign-off** check box for the section(s) to be signed off. This can be either section or both.
4. In the **Notes** field, comments can be entered if required. These will be visible to the user you choose to sign off and to any other user with sign off permissions who may view or action the Countersignature request.
5. Clicking the **Insert** button enters a **date/time** stamp in the **Notes** field.
6. From the dropdown list in **Countersigner** section select the name of the person you want to send the sign off request to. The list displays all users who have the permissions to sign off AssetPlus stages. Although you are selecting someone to be responsible for performing the sign off, any other user with Sign off permissions can view your request and action it as required.
7. Click **continue** button to send the request to the selected person.

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



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



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

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

Practitioner View

- My Sign-Off Request on the homepage shows a count of practitioners requests
- My Sign Off Requests screen

**My Sign-Off Requests**

1 request require changes.  
 3 requests awaiting sign-off.  
 2 requests signed-off in last seven days.

my sign-off requests						
My sign-off requests						
Changes needed and sign-off to be requested again						
Date Sign-off Requested	Countersigner	Client	Stage Type	Section(s) requested	Status	Action
03/06/2020 11:23	Mary Carter	Dark Chocolate	Referral in (Prevention)	Pathways & Planning	Countersigner requested changes	<a href="#">View Stage</a> <a href="#">Notes</a>
Awaiting sign-off						
Date Sign-off Requested	Countersigner	Client	Stage Type	Section(s) requested	Status	Action
02/06/2020 16:18	Mary Carter	Jam Down	Referral in (OOC0)	Explanation & Conclusion and Pathways & Planning	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
03/06/2020 09:46	Terry Fellows	Sweet Mango	Referral in (Prevention)	Explanations & Conclusions	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
03/06/2020 09:48	Carly King	Sweet Mango	Referral in (Prevention)	Pathways & Planning	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
Signed-off						
Date Sign-off Requested	Countersigner	Client	Stage Type	Section(s) requested	Status	Action
03/06/2020 11:23	Mary Carter	Dark Chocolate	Referral in (Prevention)	Explanations & Conclusions	Signed off	<a href="#">View Stage</a> <a href="#">Notes</a>
03/06/2020 11:37	Mary Carter	Sugar Dumplin	Referral in (Prevention)	Pathways & Planning	Signed off	<a href="#">View Stage</a> <a href="#">Notes</a>

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

- **Changes needed and sign-off to be requested again.**
  - Requests where a Manager/Senior Practitioner has opted to request changes rather than signing off the stage and;
  - Requests where a stage has been requested for countersignature, but further changes have been made since the request was made.
  - In both of the above scenarios, the request for sign off will need to be resubmitted once changes are completed.
- **Awaiting sign-off**
  - Requests where no further changes have been made by the practitioner since the request for sign off and further action is required by a Manager or Senior Practitioner.
- **Signed-off**
  - Requests that have been successfully sign off
- For each **Status**, the following information is displayed:
  - Date and time of the request
  - Name of the person selected to sign off the request
  - Client name
  - AssetPlus Stage Type the request relates to
  - Section(s) requested for sign-off

- Current Status of the request
- Action column containing the following buttons:
  - **View Stage:** Click to navigate directly to the relevant AssetPlus stage summary screen
  - **Notes:** Click to view and/or add to the free text notes recorded by the person who requested sign off and anyone with sign off permissions who has added to the notes

## Countersignatures Required (Homepage Panel)

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

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

Manager View

- Countersignatures Required on manager's homepage shows a count of all requests
- Countersignatures Required screen
- Initially shows that manager's list
- Can select all requiring countersignature

**Countersignatures Required**

0 countersignatures required from me.  
 6 countersignatures required across the YOT.

countersignatures required
my homepage | clients | providers | opportunities | ys activities | log out

my homepage > countersignatures required
back

Awaiting sign-off  
 My countersignatures required  
 Countersignatures across YOT

Date Sign-off Requested	Countersigner	Client	Stage Type	Section(s) requested	Status	Action
22/05/2020 09:48	Mary Carter	Testing Sections	Review	Explanation & Conclusion and Pathways & Planning	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
25/05/2020 13:47	Mary Carter	CRC Client	Review	Pathways & Planning	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
26/05/2020 07:43	Mary Carter	CRC Cléat	Review	Explanations & Conclusions	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
26/05/2020 10:24	Mary Carter	Rebecca Cairns	Case Closure	Explanations & Conclusions	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>
27/05/2020 11:08	Mary Carter	Countersigner Client	Case Closure	Explanation & Conclusion and Pathways & Planning	Awaiting sign-off	<a href="#">View Stage</a> <a href="#">Notes</a>

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

My countersignatures required

Date Sign-off Requested	Countersigner	Client	Stage Type	Section(s) requested	Status	Action
21/05/2020 13:14	Mary Carter	Claire Cameron	Case Closure	Explanation & Conclusion and Pathways & Planning	Practitioner making changes	<a href="#">View Stage</a> <a href="#">Notes</a>
22/05/2020 12:10	Mary Carter	Elaina Errington	Case Closure	Pathways & Planning	Countersigner requested changes	<a href="#">View Stage</a> <a href="#">Notes</a>
22/05/2020 12:13	Mary Carter	Elaina Errington	Case Closure	Explanations & Conclusions	Countersigner requested changes	<a href="#">View Stage</a> <a href="#">Notes</a>
25/05/2020 13:23	Mary Carter	Laura Manard	Case Closure	Explanation & Conclusion and Pathways & Planning	Practitioner making changes	<a href="#">View Stage</a> <a href="#">Notes</a>
26/05/2020 10:07	Mary Carter	Johny Client	Case Closure	Explanations & Conclusions	Countersigner requested changes	<a href="#">View Stage</a> <a href="#">Notes</a>
27/05/2020 09:43	Mary Carter	Test Build	Case Closure	Explanation & Conclusion and Pathways & Planning	Practitioner making changes	<a href="#">View Stage</a> <a href="#">Notes</a>

**Signed-off**

My countersignatures required

Date Sign-off Requested	Countersigner	Client	Stage Type	Section(s) requested	Status	Action
-------------------------	---------------	--------	------------	----------------------	--------	--------

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

### ■ Awaiting sign-off

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

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AssetPlus Product Notes

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

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

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

### ■ Signed off

- Requests that have been successfully sign off.

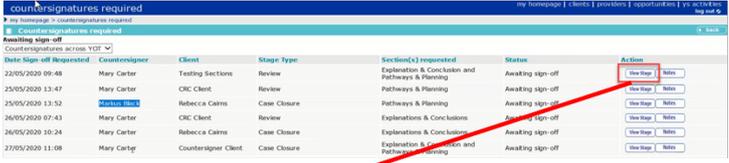
### ■ For each **Status**, the following information is displayed:

- Date and time of the request.
- Name of the Countersigner selected by the practitioner are the point of request.
- Client name.
- AssetPlus Stage Type the request relates to.
- Section(s) requested for sign-off.
- Current Status of the request.
- Action column containing the following buttons:
  - **View Stage:** Click to navigate directly to the relevant AssetPlus stage summary screen.
  - **Notes:** Click to view and/or add to the free text notes recorded by the person who requested sign off and anyone with sign off permissions who has added to the notes.

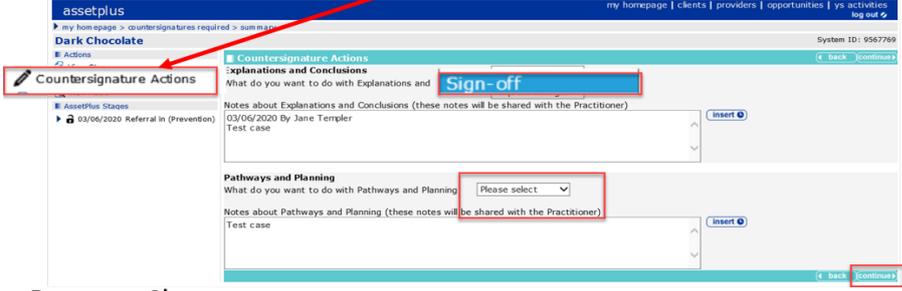
## Actioning Countersignature Requests

M  
anager Sign Off

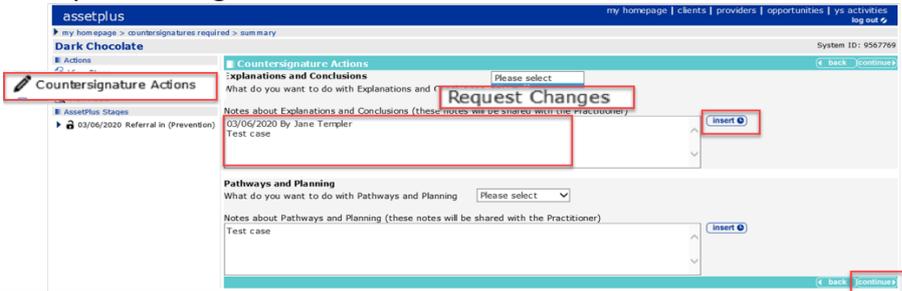
- Click View Stage button
- Select Countersignature Actions
  - Select Sign Off and Continue
  - or
  - Request Changes, add notes and Continue



**Sign Off**

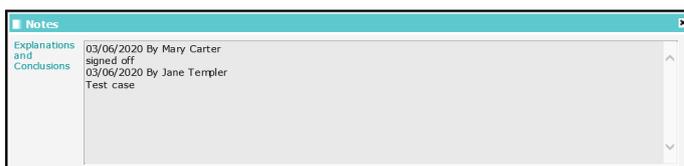


**Request Changes**



1. Click the **View Stage** button to navigate directly to the relevant AssetPlus Stage Summary screen.
2. On the **Actions** menu click '**Countersignature Actions**' to display the **Countersignature Actions** screen.
3. Select '**Sign off**' or '**Request Changes**' as appropriate against the relevant section(s).
4. Free text notes can be entered and on clicking '**Continue**', the status of the request is updated accordingly, and any notes entered are visible to the practitioner involved with the request. The Countersignature activity history is also updated on the relevant AssetPlus Stage Summary screen.

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



## Completing a Stage

To complete a case stage:

- In the **Actions** panel of the **AssetPlus Stage Summary** screen, click the **Complete Stage** hyperlink.
  - If the stage has outstanding mandatory questions or if it has not been signed off, the **Stage Completion Tasks** screen is displayed. You must complete these tasks before you can mark the stage as complete:

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

- In the **Complete AssetPlus Stage** screen, enter any notes you want displaying in the stage summary.
- Click the **continue** button to mark the stage as complete. This saves a snapshot of all data in the stage as it currently stands and locks the stage against future edits.

## Stopping a Stage

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

## Cancelling a Stage

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

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

# 14 | AssetPlus Sections

## Introduction

The following sections are presented in the Change Stage mode. Users with read-only permissions for a stage see the information presented as demonstrated in [Viewing a Stage](#) on page 42.

## Core Record

### Young Person’s Details

To amend the details in AssetPlus:

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

Core Record : Young person's details			
Surname:	Aarons		
First name(s):	Janet	Anne	
Other names/alias:	Julie	Aarons	
Gender:	<input type="radio"/> Not Specified <input checked="" type="radio"/> Female <input type="radio"/> Male		
Date of birth:	01	09	1997
Age:	19	⚠ Young person will turn 18 whilst subject to the active disposal	
Age at time of sentence:			
Current Young Person ID:	3601		
PNC Number:			
Address:			<a href="#">find address ▶</a>
Telephone Numbers:	<b>Telephone No.</b>	<b>Type</b>	<b>Preferred</b>
	<input type="text"/>	Landline	<input type="checkbox"/>
	<input type="text"/>	Mobile	<input type="checkbox"/>
	<input type="text"/>	Other	<input type="checkbox"/>

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

2. Edit the details as required.

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

## Parents/Carers Details

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

To select the parents and carers for the stage:

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

Include	Name	Address	Relationship
<input type="checkbox"/>	Keith Aarons		Father
<input type="checkbox"/>	Marie Aarons		Mother
<input type="checkbox"/>	Stephen Green		Step Father

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

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

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

### Linking a New Parent or Carer

To link a new parent or carer contact:

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

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

**Add Parent Carer** (continue) X

Please select the relationship type and then Search and Select the required carer.

Relationship to Young Person:

Search Carer Name:  (search)

Date of Birth: (dd/mm/yyyy)  System ID:

Name	Date of Birth	Postcode / Address	
<input type="radio"/> Keith Aarons - 5005	-	MK43 7HW	(v)
<input type="radio"/> Keith Aarons - 3597	-	SR2 7EE	(v)

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

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

### Changing Parent or Carer Details

To change parent or carer details:

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

**Parent Carer** (change) X

Emergency contact  Medical consent  Parental responsibility

Title\*:  Gender\*:  Not Specified  Female  Male

Surname:

First name(s):

Other names/alias:

Telephone No.	Type	Preferred
<input type="text" value="03333 333333"/>	Landline	<input checked="" type="checkbox"/>
<input type="text" value="07777 888888"/>	Mobile	<input type="checkbox"/>
<input type="text" value="04444 444444"/>	Other	<input type="checkbox"/>

Relationship to Young Person:   Contact approved

2. Edit the fields as required.
3. Click the **change** button.

### Deleting Parents or Carers

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

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

### Parent and Carer Addresses

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

**Core Record : Parents/carers' details** (previous) (next)

To select/deselect existing Parent Carer details click (select)

To add new Parent Carer details click (new)

**Parent Carer Details** (find address)

Title:	Mr	Gender:	Male
Surname:	Aarons		X Emergency Contact

## Offending and Anti-Social Behaviour

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

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

Core Record : Offending and Anti-Social Behaviour							
Active Substantive Outcomes without YOT Interventions							
Substantive Outcome	Start date	End date					
Section 90-92 Detention	27/03/2017	27/05/2017					
Fine	09/01/2017						
YRO Requirements							
Requirement	Start date	End date					
No Active Requirements							
Active Interventions							
Intervention	Start date	End date					
Conditional Caution	01/01/2017	31/05/2017					
YRO Requirements							
Requirement	Start date	End date					
No Active Requirements							
Offence(s)							
create episode		add to existing episode					
Episode	Offence Details	Offence Start	Offence End	Seriousness	Plea	Disposal Start	Disposal Type
1706301653	Violence Against The Person : Other wounding : Assault occasioning actual bodily harm (ABH) : 4	01/01/2017 22:00		4		01/01/2017	Community Resolution
ASB Incident(s)							
create episode		add to existing episode					
Episode	Incident	Incident Start	Incident End				
1706301653	Disruptive Behaviour	31/05/2017	01/06/2017				
Outstanding Charges							
Offence Details	Offence Start	Offence End	Plea	Next Court appearance	Status		
Violence Against The Person : Common assault : Common assault : 3	06/07/2017 00:00	06/07/2017					
Date of last court report:							

Only current offences are available to add to an episode.

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

- There is a plea of guilty, found guilty or offence admitted recorded in any court appearance and no outcome recorded against the offence.
- or
- It has a substantive outcome but no linked intervention programme and has not been included in an episode within a previously completed AssetPlus stage (as they could be in a previously completed stage as current but without being included in an episode in a stage that was completed).
- or
- It has a substantive outcome and a current intervention programme (based on the current data and the intervention programme start and end dates to define current).

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

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

To create an episode:

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

Offence(s)							
create episode >		add to existing episode >					
Episode	Offence Details	Offence Start	Offence End	Seriousness	Plea	Disposal Start	Disposal Type
<input checked="" type="checkbox"/>	Vehicle Theft / Unauthorised Taking : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4	01/02/2014 18:45		4	Guilty	01/02/2014	Conditional Caution with YOT Programme
<input checked="" type="checkbox"/>	Vehicle Theft / Unauthorised Taking : Vehicle taking : Theft of motor vehicle : 4	01/02/2014 18:45		4	Guilty	01/02/2014	Conditional Caution with YOT Programme
<input checked="" type="checkbox"/>	Theft And Handling Stolen Goods : Other theft : Attempt theft - other - including by theft ' finding ' : 3	02/12/2016 00:00	02/12/2016	3	Offence Admitted	09/01/2017	Fine
<input type="checkbox"/>	Drugs : Trafficking class A drug : Possess with intent to supply a controlled drug of Class A - LSD : 6	01/03/2017 00:00	01/03/2017	6	Found Guilty	27/03/2017	Section 90-92 Detention
<input type="checkbox"/>	Drugs : Trafficking class A drug : Supply a controlled drug of Class A - LSD : 6	01/03/2017 00:00	01/03/2017	6	Found Guilty	27/03/2017	Section 90-92 Detention

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

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

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

Offence(s)							
create episode >		add to existing episode >					
Episode	Offence Details	Offence Start	Offence End	Seriousness	Plea	Disposal Start	Disposal Type
1707181232	Vehicle Theft / Unauthorised Taking : Other/unspecified vehicle theft/taking : Other/unspecified vehicle theft/taking : 4	01/02/2014 18:45		4	Guilty	01/02/2014	Conditional Caution with YOT Programme
1707181232	Vehicle Theft / Unauthorised Taking : Vehicle taking : Theft of motor vehicle : 4	01/02/2014 18:45		4	Guilty	01/02/2014	Conditional Caution with YOT Programme
1707181232	Theft And Handling Stolen Goods : Other theft : Attempt theft - other - including by theft ' finding ' : 3	02/12/2016 00:00	02/12/2016	3	Offence Admitted	09/01/2017	Fine
<input type="checkbox"/>	Drugs : Trafficking class A drug : Possess with intent to supply a controlled drug of Class A - LSD : 6	01/03/2017 00:00	01/03/2017	6	Found Guilty	27/03/2017	Section 90-92 Detention
<input type="checkbox"/>	Drugs : Trafficking class A drug : Supply a controlled drug of Class A - LSD : 6	01/03/2017 00:00	01/03/2017	6	Found Guilty	27/03/2017	Section 90-92 Detention

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

## Offending and Anti-Social Behaviour History

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

Prevention stages include references to ASB only.

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

(Fines, Youth Cautions, etc.)

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

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

(Fines, Youth Cautions, etc.)

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

**Criteria for active interventions:**

- A linked current intervention programme.

**Criteria for previous interventions:**

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

The offending and anti-social behaviour history change screen:

Core Record : Offending and Anti-Social Behaviour History						
<b>Previous Substantive Outcomes without YOT Interventions</b>						
<b>Substantive Outcome</b>	<b>Start date</b>	<b>End date</b>				
No Previous Substantive Outcomes						
<b>Previous Interventions</b>						
<b>Intervention</b>	<b>Start date</b>	<b>End date</b>				
Youth Rehabilitation Order	01/02/2014	31/01/2015				
<b>Offending History</b>						
Age at first official sanction:	13	Age at first conviction:	0			
Number of previous convictions:	0	Number of previous convictions (override):	<input type="text"/>			
<b>Episode</b>	<b>Offence Details</b>	<b>Offence Start</b>	<b>Offence End</b>	<b>Seriousness</b>	<b>Disposal Type</b>	<b>Disposal Start</b>
No Offence Episode History.						
<b>ASB History</b>						
<b>Episode</b>	<b>Incident</b>				<b>Incident Start</b>	<b>Incident End</b>
No ASB Episode History.						

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

**Civil Measures and Other Informal Outcomes**

This screen is not prepopulated with any data.

Core Record : Civil measures and other informal outcomes			
e.g. ASBOs, ABCs, SOPOs etc			
<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>add</b>

To add new civil measures or other informal outcomes:

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

2. Enter the **Type**, **Date** and **Details**.
3. Click the **continue** button to save the new outcome.

Type	Date	Details
ASBO	18/07/2017	Banned from High Street

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

To amend an outcome, click the edit icon

## Alerts and Flags

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

**Risks and concerns**

- ROSH judgement:
- YOGRS: 17%
- Likelihood of Reoffending:
- Assessed as a risk to children?

Previous safeguarding or public protection incidents? Please select

**Overall safety and wellbeing concerns:**

	No	Yes
Risk of self-harm:	<input type="radio"/>	<input type="radio"/>
Risk of suicide:	<input type="radio"/>	<input type="radio"/>

Gang associations: Yet to clarify

Concerns regarding a specific known victim: Please select

Staff safety concerns/considerations: Please select

Other (locally-defined) risks associated with the young person: Please select

Physical health concerns or disability: Yet to Clarify

Mental health concerns: Yet to Clarify

Substance misuse concerns: Yet to Clarify

Trigger questions included in this screen:

- **Concerns regarding a specific known victim**
- **Staff safety concerns/considerations**
- **Other (locally –defined) risks associated with the young person**
- **Allergies and Dietary Needs.**

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

Concerns regarding a specific known victim: Yes

Please provide as much detail as possible here\*:

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

## Contact with Services

The **Contact with Services** panel:

**Core Record : Contact with Services**

Relevant previous assessments (including YOT):

Nature of assessment	Organisation completing assessment	Date of assessment	Person completing assessment	<input type="button" value="add"/>

Other professionals/services involved with the young person:

Name	Service/Organisation	Date of contact	Contact details	<input type="button" value="add"/>

**GP contact details:**

Name of Doctor/Practice:

Address:

Postcode:

Telephone No:

**Sources of Information**

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

Information still to be obtained:

To add previous assessments:

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

**Previous Assessment**

Nature of assessment:

Organisation completing assessment:

Date of assessment:

Person completing assessment:

2. Complete the relevant fields.
3. Click the **continue** button to add the assessment to the **Contacts with Services** subsection:

Relevant previous assessments (including YOT):

Nature of assessment	Organisation completing assessment	Date of assessment	Person completing assessment	<input type="button" value="add"/>
Substance Misuse	RUOK	01/05/2015	Janet Smith	<input type="button" value="edit"/> <input type="button" value="delete"/>

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

## AssetPlus Sections

To amend an assessment, click the edit icon.

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

Professional/Service
continue > ✕

Name:

Service/Organisation:

Date contact started:

Date contact ended:

Contact details:

## Personal Circumstances

The **Personal Circumstances** change screen:

07/06/2017 Pre Sentence Report
Core Record : Personal Circumstances ← previous next →

- Core Record
- Young person's details
- Parents/carers' details
- Offending and Anti-Social Behaviour
- Offending and Anti-Social Behaviour History
- Civil measures and other informal outcomes
- Alerts and Flags
- Contact with Services
- Personal Circumstances
- Intervention Summary
- Stage details
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
- Referrals
- Restorative Justice
- Pre Sentence Report
- Actions**
- Return to Contact with Services
- Return to Stage Summary
- Print / Export
- AssetPlus Stages**
- 07/06/2017 Pre Sentence Report

Core Record : Personal Circumstances
← previous next →

**Living Arrangements**

Young person's current accommodation:

Concerns about the young person's current accommodation situation:

---

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

Type of ETE Provision	ETE Status	Name of School / ETE Provider
Total Hours engaged in ETE per week: 0		
Attendance/participation issues: <input style="width: 100%;" type="text"/>		

**Caring Responsibilities**

Young person's parental status:

Other Caring responsibilities:  No

---

**Care History**

Please indicate whether any of the following apply to the young person:

	Currently/Never/Previously/Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	Yet to clarify
Identified Child in Need (s.17 Children Act 1989)	Yet to clarify
Subject to a care order (s.31 Children Act 1989)	Yet to clarify
Remand to local authority accommodation	Yet to clarify
Remand to Youth Detention accommodation	Yet to clarify

Has the young person ever had a child protection plan? Currently/Never/Previously/Yet to clarify

---

Any Children's Services involvement with siblings? Currently/Never/Previously/Yet to clarify

Details of care history and previous Children's Services involvement  
Include details of corporate parent, age first taken into care, care periods, whether in contact with parents

Known to have been a victim of parental/carer abuse? Yet to clarify

Known to have witnessed domestic abuse? Yet to clarify

← previous
next →

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

<b>Care History</b>				
Please indicate whether any of the following apply to the young person:				
	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accomodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to Youth Detention accomodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Currently	Never	Previously	Yet to clarify
Has the young person ever had a child protection plan?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

<b>Care History</b>				
Please indicate whether any of the following apply to the young person:				
	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accomodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to Youth Detention accomodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above:			
	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

	Currently	Never	Previously	Yet to clarify
Has the young person ever had a child protection plan?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Further Exploration:				
If currently or previously, please state under which categories and dates to and from:				
Category	From	To	add ▶	

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

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

**Care History**
continue ▶ ✕

Category:

From:

To:

2. Select a **Category** and enter the **From** and **To** dates.
3. Click the **continue** button to add the information to the record:

Further Exploration:				
If currently or previously, please state under which categories and dates to and from:				
Category	From	To	add ▶	
Neglect	31/08/2014	01/06/2015	<input type="button" value="edit"/> <input type="button" value="✕"/>	

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

To amend a row, click the edit icon.

## Intervention Summary

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

## Stage Details

Prepopulated with data entered previously in the stage.

To add additional people to the stage:

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

2. Complete the **User**, **Section** and **Sub-section** fields.
3. Click the **continue** button to add the contributor to the record:

Other persons involved in the stage			
Name	Job Title	Section	Sub-section
Karen Orman	YJ Case Worker	Personal, Family and Social Factors	Living Arrangements and Environmental factors

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

## Offending and Anti-Social Behaviour

### Offending and Anti-Social Behaviour

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



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

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

## Other Behaviours of Particular Concern

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

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

# Personal Family and Social Factors

## Living Arrangements and Environmental Factors

The Living Arrangements and Environmental Factors change screen:

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

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

# Parenting Family and Relationships

Parenting Family and Relationships change screen:

**Parenting, care and supervision**

State who is involved in providing primary care and supervision for the young person, and outline the key dynamics of these relationships  
Details e.g. attachment and stability, communication, boundary setting, positives etc

Do you have any concerns about the ability of the parents/carers to care for and supervise the young person appropriately? Please select ▼

Do you have any concerns about behaviours/situations within the family which may impact on the young person's safety and wellbeing? Please select ▼

**Care history and Children's Services involvement**

Please indicate whether any of the following apply to the young person:

	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accommodation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to Youth Detention accommodation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

**Further Exploration:**

Parental/carer alcohol use       Parental/carer health or mental health       Other parental/carer substance use

Caring for other family members       Specific circumstantial stresses       Other

Please provide as much detail as possible here\*:

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

**Further Exploration:**

The young person's basic care needs not being met       Other serious concerns regarding care or supervision       Parental/carer violence or abuse towards the young

Witnessing domestic violence or abuse       Other concerns

Please provide as much detail as possible here\*:

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

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

Please indicate whether any of the following apply to the young person:

	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accommodation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Remand to Youth Detention accommodation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above:

	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

Has the young person ever had a child protection plan?

	Currently	Never	Previously	Yet to clarify
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Further Exploration:  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	
			<input type="button" value="add"/>

To add care history:

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

**Care History**

Category:

From:

To:

2. Select a **Category** and enter the **From** and **To** dates.
3. Click the **continue** button to add the information to the record:

Further Exploration:  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	
Neglect	31/08/2014	01/06/2015	<input type="button" value="add"/> <input type="button" value="edit"/> <input type="button" value="x"/>

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

To amend a row, click the edit icon.

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

To add relationships:

1. Click the **add** button.

**Family and wider networks**

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

**Individual** **Relationship significance and influence on the young person.**

The **Significant Relationship** dialog is displayed:

**Significant Relationship**

Individual:

Significance:

**AssetPlus Sections**

2. Complete the **Individual** and **Significance** fields.
3. Click the **continue** button to add the relationship information to the record.

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

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

To amend a row, click the edit icon.

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

Do you have any concerns about the young person’s significant relationships? Yes ▼

**Further Exploration:**

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

Please provide as much detail as possible here\*:  
 insert ⓘ

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

To add a group or network:

1. Click the **add** button.

Network/Group	Significance and influence on the young person	Gang associations	add ▶
Outline the key networks/groups in the young person’s life (both current and previous). Describe the positive and negative influence of these on the young person			

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

**Network / Group**
continue ▶

Network/Group:

Significance and influence on the young person:

Gang associations: Please select ▼

2. Complete the fields as required.
3. Click the **continue** button to add the network or group information to the record.

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

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

Network/Group	Significance and influence on the young person	Gang associations	add ▶
Yorkshire Massive	Gang member. used as courier	Yes	
<p><b>Further Exploration:</b>                      Please provide as much detail as possible here e.g. when/where the gang operates, key features of gang behaviours, specific influence on the young person and extent of his/her involvement, whether or not the young person’s family are involved in gang activity</p> <input style="width: 100%; height: 40px;" type="text"/> <span style="float: right;">insert ⓘ</span>			

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

To amend a row, click the edit icon.

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

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

**Further Exploration:**

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

Please provide as much detail as possible here\*:

insert

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

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

**Further Exploration:**

Please provide as much detail as possible here\*:

insert

## Young Person’s Development

Young Person’s Development change screen:

07/06/2017 Pre Sentence Report (0)

**Personal, Family and Social Factors : Young Person's Development** (previous) next

Core Record

Offending and Anti-Social Behaviour

Personal, Family and Social Factors

Living Arrangements and Environmental factors  
 Parenting Family and Relationships  
 **Young Person's Development**  
 Learning, Education, Training and Employment

Foundations for Change

Self Assessment

Explanations and Conclusions

Pathways and Planning

Referrals

Restorative Justice

Pre Sentence Report

Quick Links to Key Areas  
 View YP Self Assessment  
 Add Desistance Matrix  
 Add Significant Life Events  
 Flag for Further Action

**Actions**

Return to Parenting Family and Relationships  
 Save  
 Return to Stage Summary  
 Attach Document  
 Print / Export

---

**Health**

**Physical health and development**

Please indicate whether the following apply to the young person:

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is pregnant or could be pregnant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health is being put at risk through his/her own behaviour?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note any positives, and/or any other concerns that require further investigation, referral or action:  
(including registration with GP, lack of access to appropriate services, concerns expressed by the young person and parents/carers etc).

insert

---

**Speech, Language, Communication and Neuro-disability**

Please indicate whether the following apply to the young person:

**Speaking**

	Yes	No	Sometimes
Have difficulty thinking of the words he/she wants to say?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Only use very simple vocabulary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have difficulties explaining things?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? e.g. breathing problems, chest pains, seizures	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Health is being put at risk through his/her own behaviour?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Further Exploration:  
Please provide as much detail as possible here\*:

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

Have any Special Educational Needs been identified?

Further Exploration:  
Please provide details of special educational needs here:

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

If you need to enter any additional special educational needs:

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

Identified SEN: Please select

Responses to identified SEN:

Education, Health and Care Plan     Learning Difficulty Assessment     Other - please specify

Statement of SEN

2. Select the **Identified SEN** and the **Responses to identified SEN**.
3. Click the **continue** button to add the information to the record.

Identified SEN: Behaviour, Emotional and Social Difficulty (BESD)

Responses to identified SEN: Education, Health and Care Plan

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

To amend a row, click the edit icon.

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

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

Traumatic Brain Injury	No	Yes	Yet to clarify
Head injury that caused him/her to be knocked out or dazed or confused?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Further Exploration:</b>                      Please provide as much detail as possible here*:                      e.g. is there something unusual about the way the individual communicates? Please give examples such as 'difficult to have a conversation with them/fixed smile/reluctant to talk'.</p> <p style="text-align: right;"><a href="#">insert</a></p>			

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

Emotional development and mental health	No	Yes	Yet to clarify
Please indicate whether the following apply to the young person:			
Any formal diagnosed mental health condition? <small>(current/previous)</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Any contact with mental health services?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Any prescribed medication for mental health problems? <small>(current/previous)</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Has current feelings of sadness, anxiety/stress or irritability?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Feels constantly in low mood?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Feels hopeless about the future?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Has flashbacks of past traumatic events?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Experiencing unusual thoughts?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sees or hears things that other people cannot?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Has longstanding symptoms of overactivity, inattention and impulsivity in multiple settings? <small>(e.g. home, school etc.)</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Has history of deliberate self-harm?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Has previously attempted suicide?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Has current thoughts to self-harm or wish to commit suicide?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Looks depressed or is behaving unusually?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Risks/ concerns from others (family/professionals) about young person's mental health?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Further Exploration:</b>                      Please provide as much detail as possible here*:                      including: the events/circumstances; nature of emotions arising (anger, grief, fear etc); impact on young person's life etc.</p> <p style="text-align: right;"><a href="#">insert</a></p>			

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

Do you have any concerns about how the young person spends his/her time and/or other addictive behaviours?	No	Yes	Yet to clarify
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Further Exploration:</b></p> <p><input type="checkbox"/> Gambling</p> <p><input type="checkbox"/> Inappropriate use of technology (e.g. excessive use / cyber-bullying)</p> <p><input type="checkbox"/> Risk-based games</p> <p><input type="checkbox"/> Non-constructive use of time</p> <p><input type="checkbox"/> Other (please specify below)</p>			

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

Further Exploration:

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

**Gambling**

- Negative impact on the young person's finances, relationships, own safety etc
- Does the thought of not doing it make him/her worried, angry or depressed?
- Evidence of the young person chasing losses/needing to bet more and more money?
- Evidence of situations where the young person has lied to people important to them about how much they gamble?

Please provide as much detail as possible here\*:

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

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

Further Exploration:

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

**Other behaviours**

Please provide as much detail as possible here\*:

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

**Substance Misuse**

	No	Yes	Yet to clarify
Is there any evidence of substance misuse?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Further Exploration:  
Please select from the following list substances which the young person is known/suspected to have used:

Substance Type	Current/Previous/Suspected	Age at first use	<input type="button" value="add"/>
Please provide as much detail as possible here including when used, who with, cost and how funded*:			
<input type="text"/>			<input type="button" value="insert"/>
What needs/goals is the young person trying to achieve through using substances?			
<input type="text"/>			<input type="button" value="insert"/>

To list substances:

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

**Substance Use**

Substance Type:

Current/Previous/Suspected:

Age at first use:

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

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

Further Exploration:  
Please select from the following list substances which the young person is known/suspected to have used:

Substance Type	Current/Previous/Suspected	Age at first use	
Alcohol	Currently	13	
Cannabis	Currently	14	

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

To amend a row, click the corresponding edit icon.

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

**Alcohol**  
Please select from the following list substances which the young person is known/suspected to have used:

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

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

**Drugs**

- Regular drug Use
- Currently/recently injecting
- Poly-drug use
- Sharing equipment
- Drug use leading to loss of consciousness or increase in aggression
- Excessive use whilst alone
- Experienced withdrawal symptoms or at risk of withdrawal
- Currently taking prescribed medication for substance misuse issues
- Other

Please provide as much detail as possible here:

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

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

**Young person as a parent**

Young person's parental status Parent-to-be

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

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

## Learning, Education, Training and Employment

Learning, Education, Training and Employment change screen:

To add **Community Provision** information:

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

2. Select the ETE type and status, and enter the **Name of school/ETE provider**.
3. Click the **continue** button to add the information to the record.

Type of ETE Provision	ETE status	Name of school/ETE provider	add
Mainstream school	Full-time	Alcester High School Yr 11	

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

To amend a row, click the corresponding edit icon.

To add qualifications:

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

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

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

What qualifications has the young person achieved or is working towards?			
Qualification type	Qualification level	Achieved/working towards	<a href="#">add</a>
GCSEs D-G	Level 1	Working towards	<a href="#">edit</a> <a href="#">delete</a>
Astro Physics	Pre-entry Level	Working towards	<a href="#">edit</a> <a href="#">delete</a>

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

To amend a row, click the corresponding edit icon.

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

Have any Special Educational Needs been identified?	No	Yes	Yet to clarify
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Further Exploration: Please provide details of special educational needs here:			
<b>Identified SEN</b>	<b>Responses to identified SEN</b>	<a href="#">add</a>	

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

To add details of special educational needs:

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

**Identified SEN** [continue](#) [x](#)

Identified SEN:

Responses to identified SEN:

Education, Health and Care Plan     Learning Difficulty Assessment     Other - please specify

Statement of SEN

- Select the **Identified SEN** and the **Responses to identified SEN**.
- Click the **continue** button to add the information to the record.

Further Exploration: Please provide details of special educational needs here:			
<b>Identified SEN</b>	<b>Responses to identified SEN</b>	<a href="#">add</a>	
Behaviour, Emotional and Social Difficulty (BESD)	Education, Health and Care Plan	<a href="#">edit</a> <a href="#">delete</a>	

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

To amend a row, click the corresponding edit icon.

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

Do you have any other concerns related to the young person's education, training or employment?	No	Yes	Yet to clarify
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Concerns about unidentified/undiagnosed need or difficulties <input type="checkbox"/> Complex history e.g. moves, disruptions, previous exclusions <input type="checkbox"/> Deliberate intent to disrupt or jeopardise placement <input type="checkbox"/> Victim of bullying in ETE settings <input type="checkbox"/> Offending on or near school/ETE premises <input type="checkbox"/> Other			
Please provide as much detail as possible here:			<a href="#">insert</a>

# Foundations for Change

## Resilience and Goals

The Resilience and Goals change screen:

07/06/2017 Pre Sentence Report (0)

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
  - Resilience and Goals
  - Opportunities
  - Engagement and Participation
  - Factors affecting Desistance
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
- Referrals
- Restorative Justice

### Foundations for Change : Resilience and Goals

What does the young person do to cope with problems and difficulties in his/her life?  
Give specific examples where possible, positive and negative

insert

To what extent does the young person understand the potentially negative consequences of further ASB/offending for his/her future? Please select

To what extent does the young person think it is possible to achieve positive change / avoid further ASB/offending? Please select

Does the young person have some positive goals and aspirations? Please select

Details

insert

There are no trigger questions in this subsection.

## Opportunities

The Opportunities change screen:

07/06/2017 Pre Sentence Report (0)

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
  - Resilience and Goals
  - Opportunities
  - Engagement and Participation
  - Factors affecting Desistance
- Self Assessment

### Foundations for Change : Opportunities

Opportunities and external resources to help the young person achieve positive outcomes:  
What is currently available?  
What is currently missing?  
How much does the young person know about what is available and how to access it?

insert

There are no trigger questions in this subsection.

# Engagement and Participation

The Engagement and Participation change screen:

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

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

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

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

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

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

## AssetPlus Sections

- Describe the area in the free text field.
- Click the **continue** button to add the text to the record.

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

To amend a row, click the corresponding edit icon.

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

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

## Factors Affecting Desistance

The **Factors affecting Desistance** change screen:

To add factors for and against desistance:

- Click the **add** button in the relevant table:

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

2. Enter a description of the **Factor** and select a **Category** for it.
3. Click the **continue** button to add the factor to the record:

To delete a row, click the corresponding x icon.

To amend a row, click the corresponding edit icon.

## Self-Assessment

### Young Person Self-Assessment

The Young Person self-assessment change screen:

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

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

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

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

**Working with Probation**

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

[insert](#)

Have you been to this or another YOT before?:

Please select

What is it that you are worried about?:

[insert](#)

Would you like to know more about what happens when you move to Probation?:

Please select

If yes, what would you like to know?:

[insert](#)

# Parent Self-Assessment

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

Self Assessment - Parent
Save | Cancel

---

**Bail/Remand**

Do you think she/he will be able to keep the bail conditions? Please select ▼

If no, what do you think would help him/her keep the bail conditions?:

insert

Do you have any concerns about him/her receiving bail? Please select ▼

If yes, what are these concerns?:

insert

If he/she is remanded today, is there anything that would make it difficult for you to visit? Please select ▼

If yes, please say why it would be difficult.:

insert

If he/she is remanded, would he/she be able to return home afterwards? Please select ▼

If no, please explain why.:

insert

Do you understand what happened at court today? Please select ▼

Do you understand the bail conditions/reasons for remand? Please select ▼

---

**About your child**

I find it easy to talk to my child about their behaviour: Please select ▼

I think that my child's behaviour causes problems at home: Please select ▼

I worry that my child stays out late or away from home: Please select ▼

---

**Health/Lifestyle**

I am concerned that my child may be using alcohol or drugs: Please select ▼

I am concerned about my child's health: Please select ▼

I am concerned that my child is anxious or unhappy: Please select ▼

I think my child chooses good friends: Please select ▼

I usually know where my child is or who they are with: Please select ▼

---

**School, college and work**

I know how my child is getting on at school/college/work: Please select ▼

I have concerns about my child's education: Please select ▼

---

**At home**

I find it easy to make time to do things I enjoy: Please select ▼

I think that I manage my child's behaviour well: Please select ▼

There are problems in my life which make parenting difficult: Please select ▼

I would like some help with things at home: Please select ▼

If so, what sort of help would you like?:

insert

---

**Behaviour**

How do you feel about your child's behaviour?:

insert

What will help your child stay out of trouble?:

insert

What would you like the YOT to do to help with this?:

insert

---

**Offending**

Why do you think your child committed their offence?:

insert

How do you feel about your child's offence/behaviour?:

insert

What will help your child stay out of trouble?:

insert

What would you like the YOT to do to help with this?:

insert

---

**Strengths and interests**

What things is your child good at?:

insert

Does your child have any interests that the YOT could support (sport, music, volunteering etc):

insert

---

**Working with the YOT**

Is there anything that could make it difficult for you to get to the YOT? Please select ▼

Is there anything else that the YOT can do to help you as a parent or carer? Please select ▼

If yes, please say how the YOT could help you:

insert

---

On this line, please give some significant positive and negative family events that have happened over the last few years.:

**Timeline**

Short description of family event	Date from	Date to	
<input type="text"/>	<input type="text"/>	<input type="text"/>	add

Previous Next

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

## AssetPlus Sections

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

To add a family event:

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

Timeline			
Short description of family event	Date from	Date to	<b>add</b>

The **Timeline** dialog is displayed.

Timeline
continue
✕

Short description of family event:

Date from:

End to:

2. Enter the event details.
3. Click the **continue** button to add the event to the record.

Timeline			
Short description of family event	Date from	Date to	<b>add</b>
Families First Event	01/10/2015	03/10/2015	<input type="button" value="✎"/> <input type="button" value="✕"/>

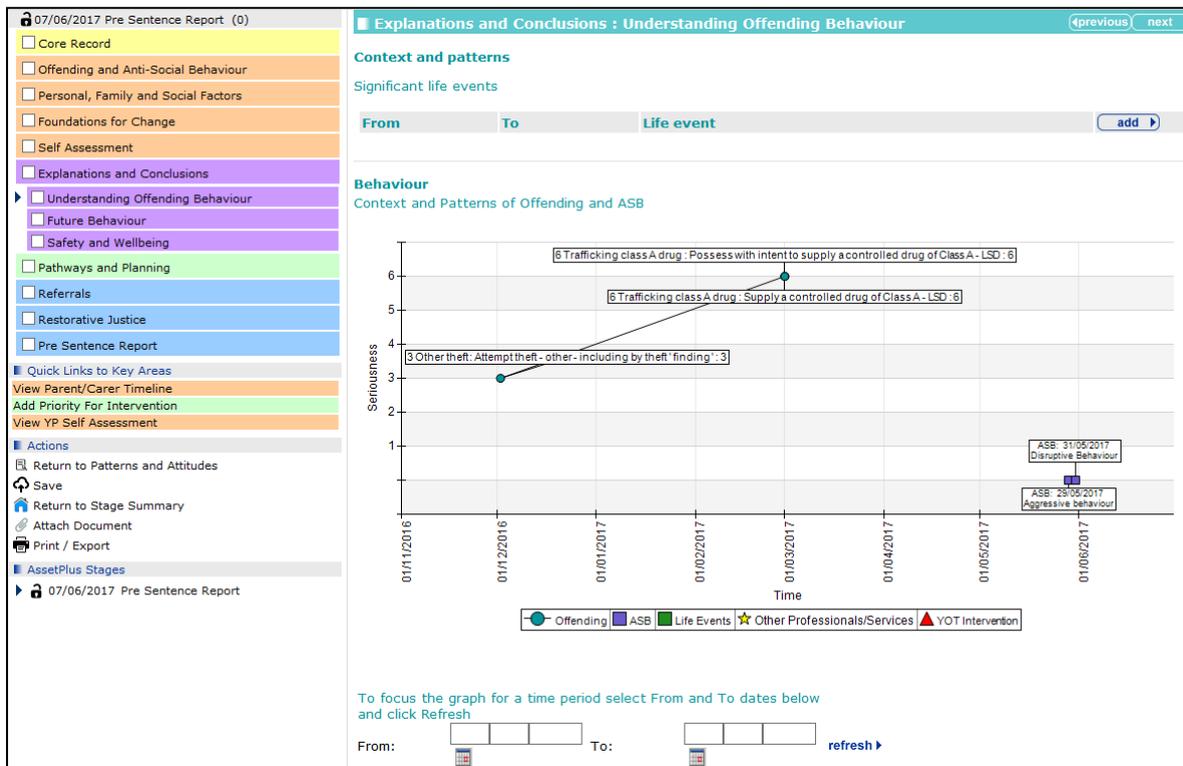
To delete a row, click the corresponding **x** icon.

To amend a row, click the corresponding edit icon.

## Explanations and Conclusions

### Understanding Offending Behaviour

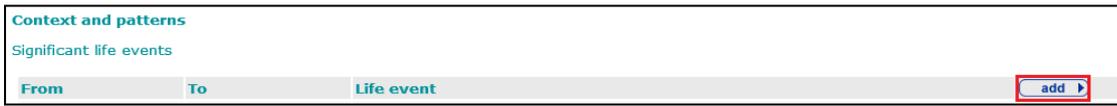
The **Understanding Offending Behaviour** change screen:



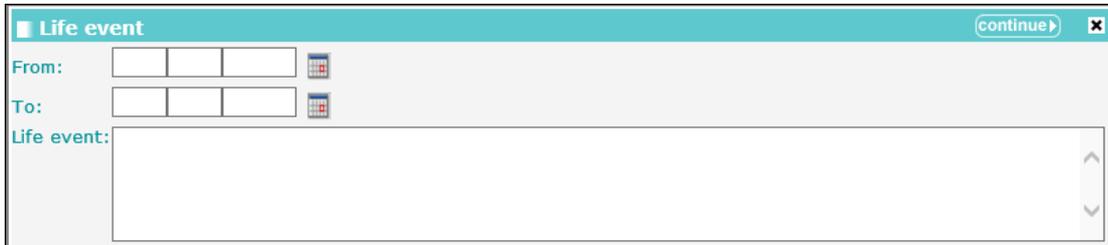
**NOTE:** You can filter this graph to focus on a certain time period using the **From** and **To** date fields.

To add significant life events:

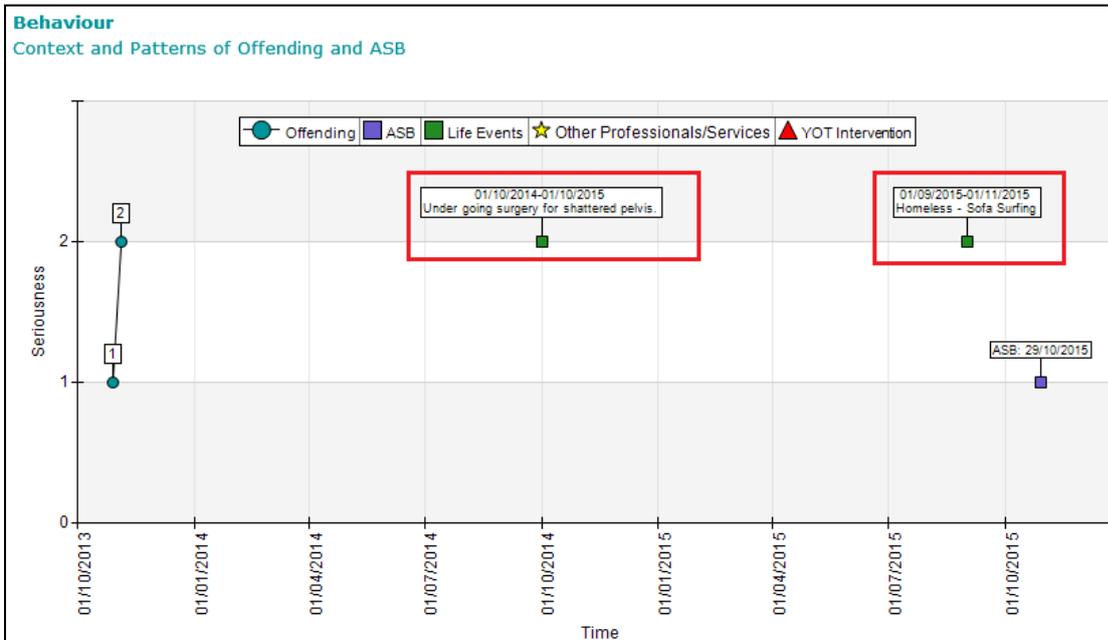
1. In the **Significant life events** table, click the **add** button.



The **Life event** dialog is displayed.



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



From	To	Life event	add
01/09/2015	01/11/2015	Homeless - Sofa Surfing	
01/10/2014	01/10/2015	Under going surgery for shattered pelvis.	

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

To amend a row, click the corresponding edit icon.

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

Moving on to look at the future, use the table below to identify and compare the key factors for and against desistance in the young person's life.

Rating	Category	Factors for desistance	<a href="#">add</a>
	Attitudes of Offending/Behaviours	Test 1	<a href="#">edit</a> <a href="#">delete</a>
	Features of Lifestyle	Test 2	<a href="#">edit</a> <a href="#">delete</a>
Rating	Category	Factors against desistance	<a href="#">add</a>
	Learning, Education, Training & Employment	Test A	<a href="#">edit</a> <a href="#">delete</a>
	Care History	Test B	<a href="#">edit</a> <a href="#">delete</a>

To delete a row, click the corresponding x icon.

To amend a row, click the corresponding edit icon.

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

**Factor against desistance** [change](#) [x](#)

Factor:

Category:

Rating:

## Future Behaviour

The **Future Behaviour** change screen:

07/06/2017 Pre Sentence Report (0)

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
  - Understanding Offending Behaviour
  - Future Behaviour**
  - Safety and Wellbeing
- Pathways and Planning
- Referrals
- Restorative Justice
- Pre Sentence Report

Quick Links to Key Areas

Add Priority For Intervention

View YP Self Assessment

Actions

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

AssetPlus Stages

**Explanations and Conclusions : Future Behaviour** [previous](#) [next](#)

**Indicators of risk of serious harm to others**

Do any of the following apply to the young person in relation to their offending:

	No	Yes	Yet to clarify
The young person has been convicted of a serious specified offence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person is being sentenced in the Crown Court for a specified offence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person has been previously assessed as presenting 'a risk to children'?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An assessment of dangerousness is required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?

Assessed as a risk to children?

ROSH judgement:

YOGRS: 15%

Indicative Likelihood of Reoffending: Low

Likelihood of Reoffending:

Please provide reasons for the ROSH judgement:

[insert](#)

How do your own judgements compare with the YOGRS indicator and indicative Likelihood of Reoffending above? If

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

	No	Yes	Yet to clarify
The young person has been convicted of a serious specified offence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person is being sentenced in the Crown Court for a specified offence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person has been previously assessed as presenting 'a risk to children'?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
An assessment of dangerousness is required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

	No	Yes	Yet to clarify
The young person has been convicted of a serious specified offence?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person is being sentenced in the Crown Court for a specified offence?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person has been previously assessed as presenting 'a risk to children'?		Yes	
An assessment of dangerousness is required?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? No

If 'No', please summarise your reasons:

---

**Dangerousness**

If the young person were to commit a specified offence, what would it be and in what circumstances would it happen?

How likely is this to occur? Please select

What would be the impact? On whom?

Are there realistic circumstances in which this could result in serious harm?

What is the likelihood of the specified offences causing serious harm? Please select

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

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? No

If 'No', please summarise your reasons:

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

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? Yes ▾

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

- Think about the possibility of the young person committing offences/behaving in ways similar to their current offence(s)/behaviour.
- Now think about the possibility of the young person committing other types of offences / behaving differently (either more or less serious)
- Consider the possibility of other behaviours that would hurt or harm other people e.g. bullying, aggression, with the family or home setting

Behaviour/offence	Victim	Impact on others	add ▶
Nature of behaviour: Include any particular concerns regarding targeting or vulnerable victims			
			insert ⓘ
<b>Context for behaviour, likelihood and imminence</b>			
When might the behaviour occur and in what circumstances? Please consider the following: Circumstances; Context; Capacity; Creating opportunities; Imminence			
			insert ⓘ
Please now rate the likelihood of these behaviours occurring:			
Behaviour/offence	Victim	Impact on others	Likelihood
			Community/custody

To add behaviour and offence details:

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

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? Yes ▾

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

- Think about the possibility of the young person committing offences/behaving in ways similar to their current offence(s)/behaviour.
- Now think about the possibility of the young person committing other types of offences / behaving differently (either more or less serious)
- Consider the possibility of other behaviours that would hurt or harm other people e.g. bullying, aggression, with the family or home setting

Behaviour/offence	Victim	Impact on others	add ▶

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

**Behaviour/offence details** continue ▶ ✕

Behaviour/offence: Please select ▾

Victim: Please select ▾

Impact on others: Please select ▾

2. Select the appropriate options from the drop-downs.
3. Click the **continue** button to add the details to the record.

Behaviour/offence	Victim	Impact on others	add ▶
Sexual Offences/ Inappropriate behaviour	Younger children	Major	edit ✎ ✕

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

To amend a row, click the corresponding edit icon.

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

Please now rate the likelihood of these behaviours occurring:

Behaviour/offence	Victim	Impact on others	Likelihood	Community/custody
Sexual Offences/ Inappropriate behaviour	Younger children	Major	Almost certain/Certain	Community and custody 

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

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

**Behaviour/offence details** change  

Likelihood:

Community/custody:

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

**Summary section**

Matrix of impact / likelihood judgements: Community

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

Matrix of impact / likelihood judgements: Custody

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

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

**MAPPA**

MAPPA Category:

MAPPA Level:

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

01/12/2015 By Naz Juna  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum  
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## Safety and Wellbeing

The **Safety and Wellbeing** change screen:

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

- Concerns have been identified within the family
- Concerns have been identified with Sexual Exploitation

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

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

To add adverse outcomes:

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

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

2. Select the **Adverse Outcome** and an **Impact**.
3. Click the **continue** button to add the outcome to the record.

Adverse Outcome	Impact	add
Emotional abuse	Major	
Bullying	Medium	
Neglect	Critical	
Homelessness	Critical	

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

To amend a row, click the corresponding edit icon.

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

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

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

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

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

**Adverse outcome details** change ▶ ✕

Likelihood:

Community/custody:

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

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

Summary section					
Matrix of impact / likelihood judgements: Community					
	Unlikely	Possible	Likely	Very likely	Almost certain/Certain
Slight					
Minor					
Medium					
Major					Emotional abuse
Critical		Homelessness	Neglect		
Matrix of impact / likelihood judgements: Custody					
	Unlikely	Possible	Likely	Very likely	Almost certain/Certain
Slight					
Minor					
Medium		Bullying			
Major					
Critical					

## Pathways and Planning

### Intervention Indicators

The **Intervention Indicators** change screen:

07/06/2017 Pre Sentence Report (0)
**Pathways and Planning : Intervention Indicators** ◀previous next▶

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
  - Intervention Indicators
  - Key areas of Intervention
  - Resources and Proposals
  - Tailoring Interventions
  - Our Intervention Plan
  - My Future Targets
  - Other Information
  - Additional External controls/actions
  - Additional Information
  - Dealing with changing circumstances

YOGRS\*: 15%

Likelihood of Reoffending:

ROSH judgement:

Assessed as a risk to children?

Overall Safety and Wellbeing concerns:

MAPPa Category:

Indicative Scaled Approach Intervention level:

Scaled Approach Intervention level:

Summarise key conclusions from other relevant assessments (e.g. AIM/SAVRY)

Other plans in place

◀previous next▶

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

## AssetPlus Sections

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

Scaled Approach Intervention level: Enhanced ▼

If the Scaled Approach intervention level has been amended, please give reasons:  insert

## Key Areas of Intervention

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

07/06/2017 Pre Sentence Report (0)Pathways and Planning : Key areas of Intervention◀previous next▶

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
  - Intervention Indicators
  - Key areas of Intervention
    - Resources and Proposals
    - Tailoring Interventions
    - Our Intervention Plan
    - My Future Targets
    - Other Information
    - Additional External controls/actions
    - Additional Information

State briefly the main priorities for intervention:

Goals and life opportunities  insert

Not Offending  insert

Not Hurting Others  insert

Keeping Safe  insert

Repairing Harm  insert

restorative justice ▶

◀previous next▶

## Resources and Proposals

The **Resources and Proposals** change screen:

07/06/2017 Pre Sentence Report (0)Pathways and Planning : Resources and Proposals◀previous next▶

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
  - Intervention Indicators
  - Key areas of Intervention
  - Resources and Proposals
    - Tailoring Interventions
    - Our Intervention Plan
    - My Future Targets
    - Other Information
    - Additional External controls/actions
    - Additional Information
    - Dealing with changing circumstances
  - Referrals
  - Restorative Justice

Which of the young person's needs/risks can be addressed through voluntary contacts or other services?  insert

How can identified strengths and resources be used to support change?  insert

Review of areas possibly requiring further action

Section	Sub-section	Referrals	Notes		
				add ▶	
Referrals					
Nature of Referral	Date Referral made	Referral outcome	Section	Sub-section	Notes
add ▶					

Proposed Intervention Type:  Please select ▼

Please state the reasons for your decision:  insert

◀previous next▶

To add new reviews of areas potentially requiring further action:

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

2. Select the **Section** from the drop-down.  
The **Sub-section** is automatically populated based on the **Section**.
3. Click the **continue** button to add the review to the record:

Review of areas possibly requiring further action				
Section	Sub-section	Referrals	Notes	
Offending and Anti-Social Behaviour	Patterns and Attitudes	referral ▶	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	add ▶ edit x

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

To amend a row, click the corresponding edit icon.

To add referrals:

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

2. Complete the fields as required.
3. Click the **continue** button to add the referral to the record:

Referrals						
Nature of Referral	Date Referral made	Referral outcome	Section	Sub-section	Notes	
Substance misuse	25/01/2016	Withdrawn	Core Record	Personal Circumstances	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	add ▶ edit x referral ▶

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

To amend a row, click the corresponding edit icon.

# Tailoring Interventions

The Tailoring Interventions change screen:

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

	No	Yes	Yet to clarify
Have any Special Educational Needs been identified?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Identified SEN	Responses to identified SEN	add
		<input type="button" value="add"/>

To add special educational needs:

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

2. Select the appropriate options.
3. Click the **continue** button to add the **Identified SEN** to the record.

	No	Yes	Yet to clarify
Have any Special Educational Needs been identified?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Identified SEN	Responses to identified SEN	add
ADHD	Education, Health and Care Plan Learning Difficulty Assessment	<input type="button" value="add"/>
Autistic Spectrum Disorder (ASD)	Education, Health and Care Plan	<input type="button" value="add"/>

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

To amend a row, click the corresponding edit icon.

To add specific needs:

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

Specific need	How addressed	add
		<input type="button" value="add"/>

The **Specific need** dialog is displayed.

2. Describe the need and how it is being addressed.
3. Click the **continue** button to add the information to the record:

Specific need	How addressed	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ^~!;!E\$%^&*()_+={}:@~;'#<>?./ \	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ^~!;!E\$%^&*()_+={}:@~;'#<>?./ \	add ▶ ↻ ✕
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ^~!;!E\$%^&*()_+={}:@~;'#<>?./ \	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ^~!;!E\$%^&*()_+={}:@~;'#<>?./ \	↻ ✕

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

To amend a row, click the corresponding edit icon.

## Our Intervention Plan

Our Intervention Plan change screen:

To add a target:

1. Click the **add** button.

The **My Target** dialog is displayed:

**My Target**
continue ▶ ✕

**My Target is:**

**Young person actions:** To do this I will...

**Parent/carer actions:** To help you , I/we will...

**YOT/others actions:** To help you , the YOT or others will...

How will we know I am successful/doing well?

**Outcomes:**

Goals and opportunities

Not Offending

Not hurting others

Keeping Safe

Repairing harm

**Other details:**

Method:	Frequency:	Start date:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Target date:	<input type="text"/>
Co-ordinator:	Provider:	Last reviewed:	<input type="text"/>
<input type="text" value="Please select"/>	<input type="text"/>	Completed:	<input type="text"/>

**Review/progress:**

Progress:	Status:
<input type="text"/>	<input type="text" value="Please select"/>

2. Complete the fields as required.

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

**My Target is:**

Not to reoffend again

**Parent/carer actions:** To help you Not to reoffend again, I/we will...

**YOT/others actions:** To help you Not to reoffend again, the YOT or others will...

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

**Pathways and Planning : Our Intervention Plan** ←previous next →

**My Targets**

What we are going to work on while you are working with the YOT?

To Add a new Target click

**My Target is:** ✎ ✕

Not to reoffend again	<b>Outcomes:</b> <ul style="list-style-type: none"> <li>✓ Goals and opportunities</li> <li>✓ Not Offending</li> <li>✓ Not hurting others</li> <li>✓ Keeping Safe</li> <li>✓ Repairing harm</li> </ul>
-----------------------	---

**Young person actions:** To do this I will...

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

**Parent/carer actions:** To help you Not to reoffend again, I/we will...

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

**YOT/others actions:** To help you Not to reoffend again, the YOT or others will...

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

**How will we know I am successful/doing well?**

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

**Other details:**

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

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

To amend a row, click the corresponding edit icon.

## My Future Targets

The **My Future Targets** change screen:

07/06/2017 Pre Sentence Report (0)

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
  - Intervention Indicators
  - Key areas of Intervention
  - Resources and Proposals
  - Tailoring Interventions
  - Our Intervention Plan
  - My Future Targets

**Pathways and Planning : My Future Targets** ←previous next →

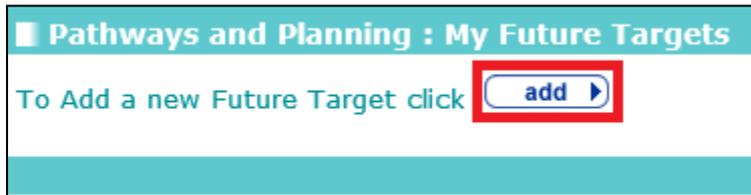
To Add a new Future Target click

←previous next →

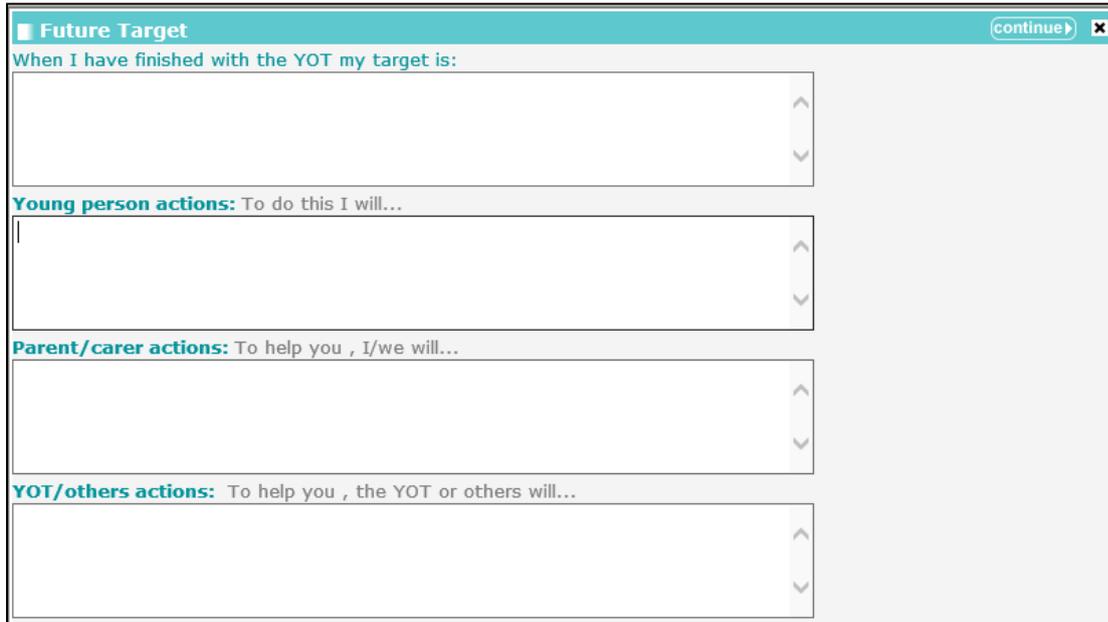
## AssetPlus Sections

To add a new future target:

1. Click the **add** button.

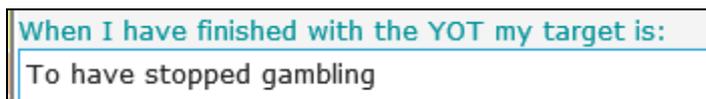


The **Future Target** dialog is displayed.

A screenshot of a "Future Target" dialog box. The title bar includes "Future Target" and a "continue" button with a close icon. The dialog contains four text input fields, each with a label and a placeholder: "When I have finished with the YOT my target is:", "Young person actions: To do this I will...", "Parent/carer actions: To help you , I/we will...", and "YOT/others actions: To help you , the YOT or others will...". Each field has a vertical scrollbar on its right side.

2. Complete the fields as required.

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

A screenshot of a text input field with the label "When I have finished with the YOT my target is:". The field contains the text "To have stopped gambling".A screenshot of a text input field with the label "Parent/carer actions: To help you". The field contains the text "To have stopped gambling, I/we will...".A screenshot of a text input field with the label "YOT/others actions: To help you". The field contains the text "To have stopped gambling, the YOT or others will...".

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

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

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

To amend a row, click the corresponding edit icon.

## Other Information

The **Other Information** change screen:

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

- Click the **add** button.

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

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record:

Other Things that the YOT or other people will do to help you...	Name	Service	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	Claire Worker	Northern YOT	add edit delete

To delete a row, click the corresponding x icon.

To amend a row, click the corresponding edit icon.

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

## Additional External Controls and Actions

Additional External controls/actions change screen:

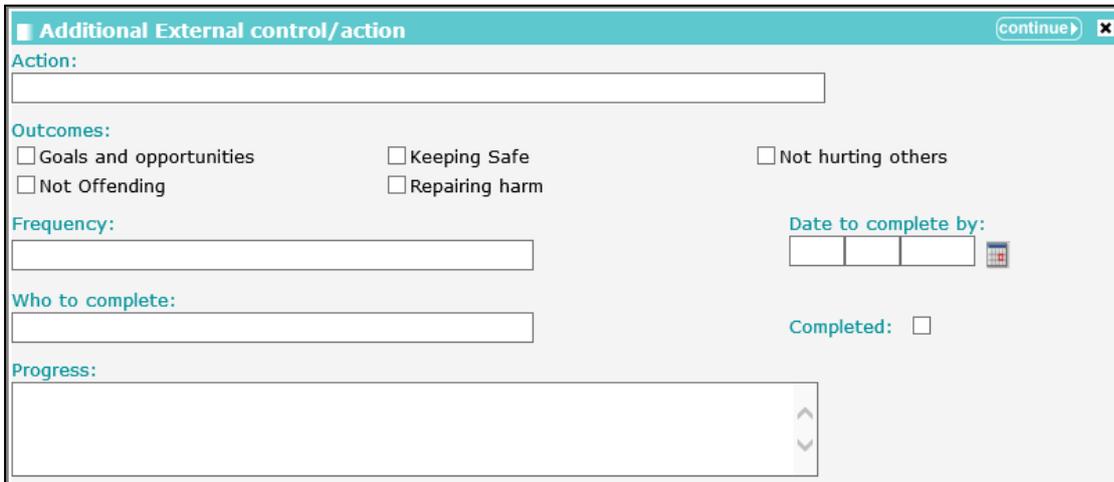
Any additional actions that have been entered via the **Bail and Remand - Community Package Proposal** section are automatically available for selection here.

To add an additional external control or action:

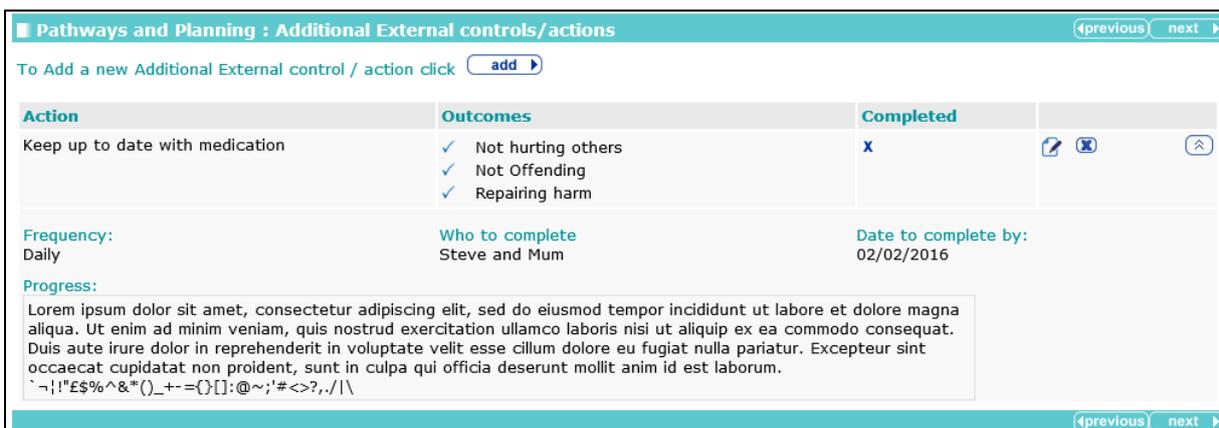
1. Click the **add** button.



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



2. Complete the fields as required.
3. Click the **continue** button to add the information to the record:



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

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

To amend a row, click the corresponding edit icon.

## Additional Information

The **Additional Information** change screen:

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

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

## Temporary Release

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

The **Temporary Release** change screen:

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

**Pathways and Planning : Temporary Release** (previous next)

Is Temporary Release an appropriate option to support any needs, targets or outcomes? **No**

**Further Exploration:**  
If 'No', please summarise your reasons:

insert

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

**Pathways and Planning : Temporary Release** (previous next)

Is Temporary Release an appropriate option to support any needs, targets or outcomes? **Yes**

**Further Exploration:**  
Please provide details and YOT and SE practitioner views on the young persons suitability for Temporary Release

insert

## Dealing with Changing Circumstances

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

**07/06/2017 Pre Sentence Report (0)**

- Core Record
- Offending and Anti-Social Behaviour
- Personal, Family and Social Factors
- Foundations for Change
- Self Assessment
- Explanations and Conclusions
- Pathways and Planning
  - Intervention Indicators
  - Key areas of Intervention
  - Resources and Proposals
  - Tailoring Interventions
  - Our Intervention Plan
  - My Future Targets
  - Other Information
  - Additional External controls/actions
  - Additional Information
  - Dealing with changing circumstances
- Referrals

**Pathways and Planning : Dealing with changing circumstances** (previous next)

**Risk to others**

- What factors or changes in circumstances would result in a significant increase or decrease in the risk of harm or serious harm which the young person presents to others?
- If changes occurred, what action would need to be taken and how quickly could this be done?

insert

**Young person's safety and wellbeing**

- What factors or changes in circumstances would result in a significantly increased or decreased risk to the young person's safety?
- If changes occurred, what action would need to be taken and how quickly could this be done?

insert

(previous next)

# 15 | Modules

## General

All case stages include the following sections and modules:

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

Case stages also include additional modules as follows:

Case Stage	Modules
Bail Recommendation	Bail and Remand 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 (O OCD)	
Referral in (Prevention)	
Review	Referral Order Panel Report (if Disposal is ROR)
Sentenced (no report)	
Transfer YOT to YOT	YOT to YOT
Transfer to Probation	Youth to Adult Services
Case Closure	Referral Order Panel Report (if Disposal is ROR)

Modules contain the following subsections:

Module	Subsections
Bail and Remand	<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>
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>

**Modules**

Module	Subsections
Restorative Justice	Young person's details Parents/carers' details Key areas of Intervention Offending and Anti-Social Behaviour (or Anti-Social Behaviour if Prevention only) Young Persons views Tailoring Interventions
Pre Sentence Report	Front screen Sources of information Offence Analysis Assessment of the young person Assessment of the need for parenting support Assessment of the risk to the community Conclusion and proposal for sentencing Assessment of Dangerousness
Referral Order Panel Report	Front screen Sources of information Offence Analysis Assessment of the young person Assessment of the risk to the community Introduction Elements of contract and progress Conclusion
YOT to Adult Services	
YOT to YOT Transfer	

## Common Sections within Multiple Modules

### Young Person’s Details

The Young person’s details change screen:

Core Record : Young person's details
←previous next →

Surname:	<input type="text" value="Aarons"/>		
First name(s):	<input type="text" value="Janet"/>	<input type="text" value="Anne"/>	
Other names/alias:	<input type="text" value="Julie"/>	<input type="text" value="Aarons"/>	
Gender:	<input type="radio"/> Not Specified <input checked="" type="radio"/> Female <input type="radio"/> Male		
Date of birth:	<input type="text" value="01"/>	<input type="text" value="09"/>	<input type="text" value="1997"/>
Age:	19 <span style="color: yellow;">⚠</span> Young person will turn 18 whilst subject to the active disposal		
Age at time of sentence:	<input type="text"/>		
Current Young Person ID:	<input type="text" value="3601"/>		
PNC Number:	<input type="text"/>		
Address:	<input type="text"/>		<a href="#">find address ▶</a>
Telephone Numbers:	<b>Telephone No.</b>	<b>Type</b>	<b>Preferred</b>
	<input type="text"/>	Landline	<input type="checkbox"/>
	<input type="text"/>	Mobile	<input type="checkbox"/>
	<input type="text"/>	Other	<input type="checkbox"/>

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

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

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

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

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

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

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

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

To link a new parent or carer contact:

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

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

Name	Date of Birth	Postcode / Address
<input type="radio"/> Janet Aarons (Julie Aarons) - 3601	01/09/1997 (Age 18)	MK42 0AL
<input type="radio"/> Julie Aarons - 5003	16/01/1998 (Age 18)	BT15 1ED
<input type="radio"/> Keith Aarons - 5005	-	MK43 7HW
<input type="radio"/> Marie Aarons - 3600	10/10/1923 (Age 92)	MK42 0AL
<input type="radio"/> Thomas Aarons - 3596	07/03/1991 (Age 25)	MK43 7BS
<input type="radio"/> (Keith Aarons) - 3597	-	MK42 0AL

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

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

## YOT Details

The **YOT Details** change screen:

**Bail and Remand : YOT details** (previous next)

Home YOT\*:  Telephone No\*:

Sub-division:  Secure email address\*:

Home YOT worker\*:

Currently supervised by another YOT?\*

Court designated local authority\*:

Previously supervised by any other YOT?

(previous next)

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

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

**Bail and Remand : YOT details** (previous next)

Home YOT\*:  Telephone No\*:

Sub-division:  Secure email address\*:

Home YOT worker\*:

Currently supervised by another YOT?\*

**If yes, please state which YOT\*:**

Host YOT worker\*:  Telephone No\*:

Secure email address\*:

Who has been consulted in the Home YOT\*:

Court designated local authority\*:

Previously supervised by any other YOT?

(previous next)

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

**Bail and Remand : YOT details** (previous next)

Home YOT\*:  Telephone No\*:

Sub-division:  Secure email address\*:

Home YOT worker\*:

Currently supervised by another YOT?\*

**If yes, please state which YOT(s)\*:**

Host YOT worker\*:  Telephone No\*:

Secure email address\*:

Who has been consulted in the Home YOT\*:

Court designated local authority\*:

Previously supervised by any other YOT?

**If yes, please state which YOT(s)\*:**

YOT	Telephone No.	Secure email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

(previous next)

## Modules

To add additional YOT information:

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

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

YOT	Telephone No.	Secure email address	add
Leeds	0113 2259000	ad@leeds.co.uk	

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

To amend a row, click the corresponding edit icon.

## Personal Circumstances

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

The **Personal Circumstances** change screen:

**Care History**  
Please indicate whether any of the following apply to the young person:

	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accommodation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Remand to Youth Detention accommodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above:

	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If 'no', is s/he a 'relevant child'? <small>(has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17)</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Has the young person ever had a child protection plan?

	Currently	Never	Previously	Yet to clarify
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Further Exploration:**  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	add
Emotional	01/01/2015	01/10/2015	

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

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

Total Hours engaged in ETE per week:

Attendance/participation issues:

**NOTE:** In the **Custody** module, this screen contains an additional question about the young person's sexual behaviour. This is detailed in the [Custody](#) section.

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

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

	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accommodation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Remand to Youth Detention accommodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above:

	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If 'no', is s/he a 'relevant child'? <small>(has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17)</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

	Currently	Never	Previously	Yet to clarify
Has the young person ever had a child protection plan?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Further Exploration:  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	add ▶

To add child protection plan categories and dates:

1. Click the **add** button.

Category	From	To	add ▶
			<input checked="" type="button" value="add ▶"/>

The **Care History** dialog is displayed:

**Care History**
continue ▶ ✕

Category: Please select ▼

From:          📅

To:          📅

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

## Modules

- Click the **continue** button to add the information to the record:

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

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

To amend a row, click the corresponding edit icon.

To add community provision information:

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

ETE
continue ▶

Type of ETE provision:

ETE Status:

Name of school/ETE provider:

- Select the type and status of the ETE provision from the drop-downs and enter the **Name of school/ETE provider**.
- Click the **continue** button to add the information to the record:

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

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

To amend a row, click the corresponding edit icon.

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

Have any Special Educational Needs been identified?

---

Further Exploration:  
Please provide details of special educational needs here:

Identified SEN	Responses to identified SEN	add ▶

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

To add details of special educational needs:

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

Identified SEN
continue ▶

Identified SEN:

Responses to identified SEN:

Education, Health and Care Plan     Learning Difficulty Assessment     Other - please specify

Statement of SEN

- Select the **Identified SEN** and **Responses to Identified SEN** as appropriate.
- Click the **continue** button to add the information to the record.

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

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

To amend a row, click the corresponding edit icon.

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

**Family and wider networks:**

Are there parents/carers or significant others that are actively engaged with the young person? Yes ▾

If yes, will distance from home significantly impact on resettlement or the ability to visit? Yes ▾

To add a network or group:

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

**Family and wider networks:**

Are there parents/carers or significant others that are actively engaged with the young person? No ▾

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

Network/Group	Significance and influence on the young person	Gang associations	
			<span style="border: 1px solid red; padding: 2px;">add</span> ▸

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

**Network / Group** continue ▸ x

Network/Group:

Significance and influence on the young person:

Gang associations: Please select ▾

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

Network/Group	Significance and influence on the young person	Gang associations	
Friends from school	Offend together and part of same gang	Yes	<span style="border: 1px solid gray; padding: 2px;">add</span> ▸ <span style="font-size: 0.8em;">✎ ✕</span>
Brothers	Has 4 brothers all of whom have offended and see this as a way of life	No	<span style="font-size: 0.8em;">✎ ✕</span>

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

To amend a row, click the corresponding edit icon.

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

**Lifestyle, peers and networks:**

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

Network/Group	Significance and influence on the young person	Gang associations	
Friends from school	Offend together and part of same gang	Yes	<span style="border: 1px solid gray; padding: 2px;">add</span> ▸ <span style="font-size: 0.8em;">✎ ✕</span>
Brothers	Has 4 brothers all of whom have offended and see this as a way of life	No	<span style="font-size: 0.8em;">✎ ✕</span>

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

## Modules

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

**How young person relates to others:**

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

Further Exploration:

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

Please provide as much detail as possible here:  insert

Is there any evidence of personal or emotional distress or fragility? Yes

Further Exploration:

Please give details of any sources e.g. bereavement, parental separation, child protection or exploitation:  insert

Is the young person at risk of sexual exploitation? Yes

Further Exploration:

Please provide as much detail as possible here:  insert

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

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

**Young person as a parent**

Young person's parental status Parent-to-be

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

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

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

**Young Person Sexual Behaviour**

Is the young person on the sex offender register? Yes

Is there evidence that the young person is engaged in sexually harmful behaviour towards others? Currently

Further Exploration:

Please provide as much detail as possible here:  insert

## Bail and Remand

### Young Person's Details

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

### Parent/Carer/Significant Adult Details

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

## Court and Alleged Offence Details

Court and Alleged Offence change screen:

Bail and Remand : Court and alleged offence details																					
Court Name:	Birmingham Crown Court	Solicitor's name/firm:	John Lomas : Lomas & Partners																		
Court Type:	Crown Court	Solicitor's Telephone No:	01789 220201																		
Date of Hearing:	01/04/2015																				
Current Status:	Remand to Youth Detention																				
Expected Outcome:	Remand to Youth Detention																				
<b>Alleged Offence(s)</b>																					
Offence Category	Offence Type	Offence Start Date	Offence End Date																		
Drugs Offences	Other/unspecified drug offence : Other/unspecified drug offence : 2	04/11/2013																			
Racially Aggravated Offences	Other wounding - racially aggravated : Common assault - racially aggravated : 3	28/10/2013																			
Brief outline of alleged offence(s):																					
<table border="1"> <thead> <tr> <th>Offence Details</th> <th>Offence Start</th> <th>Offence End</th> <th>Plea</th> <th>Next Court appearance</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Drugs Offences : Other/unspecified drug offence : Other/unspecified drug offence : 2</td> <td>04/11/2013 10:00</td> <td></td> <td></td> <td>28/11/2013</td> <td>Remand in custody</td> </tr> <tr> <td>Racially Aggravated Offences : Other wounding - racially aggravated : Common assault - racially aggravated : 3</td> <td>28/10/2013 19:00</td> <td></td> <td>Not Guilty</td> <td>01/04/2015</td> <td>Remand in custody</td> </tr> </tbody> </table>				Offence Details	Offence Start	Offence End	Plea	Next Court appearance	Status	Drugs Offences : Other/unspecified drug offence : Other/unspecified drug offence : 2	04/11/2013 10:00			28/11/2013	Remand in custody	Racially Aggravated Offences : Other wounding - racially aggravated : Common assault - racially aggravated : 3	28/10/2013 19:00		Not Guilty	01/04/2015	Remand in custody
Offence Details	Offence Start	Offence End	Plea	Next Court appearance	Status																
Drugs Offences : Other/unspecified drug offence : Other/unspecified drug offence : 2	04/11/2013 10:00			28/11/2013	Remand in custody																
Racially Aggravated Offences : Other wounding - racially aggravated : Common assault - racially aggravated : 3	28/10/2013 19:00		Not Guilty	01/04/2015	Remand in custody																

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

## Objections to Bail

The Court and Alleged Offence change screen:

Bail and Remand : Objections to Bail			
Has CPS objected to Bail?	Please select		
	No	Yes	Yet to clarify
Any evidence of previous offending whilst on Bail?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any evidence of previous failure to appear?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any previous intimidation of witnesses whilst on Bail?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Bail and Remand : Objections to Bail	
Has CPS objected to Bail?	Yes
Further Exploration:	
CPS objections to Bail:	
CPS objections to Bail	add
Additional CPS comments:	
insert	

To add CPS objections:

1. Click the **add** button.

Further Exploration:	
CPS objections to Bail:	
CPS objections to Bail	add

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

CPS Objection to Bail	
CPS objection to Bail:	Please select

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

## Modules

- If you selected **Other / please specify**, complete the **Other objection to Bail** field that is now displayed.
- Click the **continue** button to add the information to the record.

Further Exploration:  
CPS objections to Bail:

CPS objections to Bail	add ▶
Obstructing the course of justice	
Intimidate victims	

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

To amend a row, click the corresponding edit icon.

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

- **Any evidence of previous offending whilst on Bail?**
- **Any evidence of previous failure to appear?**
- **Any previous intimidation of witnesses whilst on Bail?**

	No	Yes	Yet to clarify
Any evidence of previous offending whilst on Bail?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Any evidence of previous failure to appear?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any previous intimidation of witnesses whilst on Bail?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Further Exploration:  
Please provide as much detail as possible here

insert

## YOT Details

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

## Contact with Services

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

The **Contact with Services** change screen:

**Bail and Remand : Contact with Services** ◀previous next▶

Other professionals/services involved with the young person:

Name	Service/Organisation	Date of contact	Contact details	add ▶
Sources of Information				
<input type="checkbox"/> Interview	<input type="checkbox"/> Victim	<input type="checkbox"/> Residential home/hostel		
<input type="checkbox"/> General Practitioner	<input type="checkbox"/> Family/carer	<input type="checkbox"/> Police		
<input type="checkbox"/> Housing association	<input type="checkbox"/> Other health service	<input type="checkbox"/> Case record		
<input type="checkbox"/> Crown Prosecution Service	<input type="checkbox"/> Local education authority	<input type="checkbox"/> Substance misuse service		
<input type="checkbox"/> School	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Careers guidance service		
<input type="checkbox"/> Secure establishment	<input type="checkbox"/> Children's Services department	<input type="checkbox"/> Previous convictions		
<input type="checkbox"/> Mental health service	<input type="checkbox"/> Other	<input type="checkbox"/> Voluntary organisation		
<input type="checkbox"/> Lead professional				

◀previous next▶

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

- Click the **add** button.

**Bail and Remand : Contact with Services** ◀previous next▶

Other professionals/services involved with the young person:

Name	Service/Organisation	Date of contact	Contact details	add ▶
				<b>add ▶</b>

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

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

Other professionals/services involved with the young person:				
Name	Service/Organisation	Date of contact	Contact details	add
Wendy Farrar	YAP	01/01/2016 - Present		
Rebecca Healey	Nextsteps	01/11/2016 - 31/12/2016	t: 01132525212	

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

To amend a row, click the corresponding edit icon.

## Accommodation for Bail

The **Accommodation and Bail** change screen:

To add an address:

1. Click the **Find Address** hyperlink to display the **Find Address** dialog.
2. Search for the required address.
3. Select the address.
4. Click the **continue** button to add the address to the record.

## Personal Circumstances

The **Personal Circumstances** change screen:

**Bail and Remand : Personal Circumstances**
←previous   next→

**Care History**  
Please indicate whether any of the following apply to the young person:

	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Remand to local authority accommodation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Remand to Youth Detention accommodation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

---

	Currently	Never	Previously	Yet to clarify
Has the young person ever had a child protection plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Type of ETE Provision	ETE Status	Name of School / ETE Provider
Total Hours engaged in ETE per week:	<input type="text" value="0"/>	
Attendance/participation issues:	Please select ▼	
Have any Special Educational Needs been identified?	Please select ▼	

**Details**  
(including recent patterns of attendance, behaviour at school/college or work, any services and support provided in response to identified special educational needs, attitudes to ETE, parent/carer attitudes to ETE)

insert ↕

---

**Substance Misuse**

	No	Yes	Yet to clarify
Is there any evidence of substance misuse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

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

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

---

**Young person as a parent**

Young person's parental status Please select ▼

---

Give details of how any of the above personal circumstance factors may impact on compliance with a bail package:

insert ↕

←previous
next→

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

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

**Bail and Remand : Personal Circumstances** (previous) next

**Care History**  
Please indicate whether any of the following apply to the young person:

	Currently	Never	Previously	Yet to clarify
Accommodated by voluntary agreement with parents (s.20 Children Act 1989)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified Child in Need (s.17 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject to a care order (s.31 Children Act 1989)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remand to local authority accomodation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Remand to Youth Detention accomodation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above:

	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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

If the young person is 16 or 17 and you have selected either 'currently' or 'previously' above:

	No	Yes	Yet to clarify
Is s/he an 'eligible child'? <small>(still in care and looked after for at least 13 weeks since the age of 14)</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If 'no', is s/he a 'relevant child' ? <small>(has left care but was looked after for at least 13 weeks from the age of 14, and for some time while 16 or 17)</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

Has the young person ever had a child protection plan?

	Currently	Never	Previously	Yet to clarify
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Further Exploration:**  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	add
			<input type="button" value="add"/>

To add categories and dates:

1. Click the **add** button.

**Further Exploration:**  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	add
			<input type="button" value="add"/>

The **Care History** dialog is displayed.

**Care History** (continue) x

Category:

From:

To:

2. Select a **Category** and enter the **From** and **To** dates.
3. Click the **continue** button to add the information to the record.

**Further Exploration:**  
If currently or previously, please state under which categories and dates to and from:

Category	From	To	add
Physical	01/01/2014	06/06/2014	<input type="button" value="add"/> <input type="button" value="edit"/> <input type="button" value="delete"/>
Emotional	01/01/2015	06/06/2015	<input type="button" value="add"/> <input type="button" value="edit"/> <input type="button" value="delete"/>

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

To amend a row, click the corresponding edit icon.

## Modules

To add ETE provision:

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

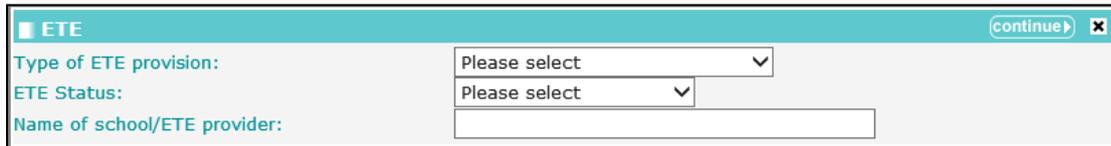


Learning, Education, Training and Employment (Community provision)

Community Provision

Type of ETE Provision	ETE status	Name of school/ETE provider	add ▶
-----------------------	------------	-----------------------------	-------

The **ETE** dialog is displayed.



ETE

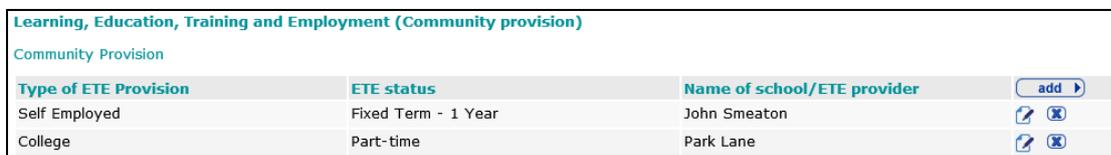
Type of ETE provision: Please select ▼

ETE Status: Please select ▼

Name of school/ETE provider:

continue ▶ x

2. Select the ETE type and status and enter the **Name of school/ETE provider**.
3. Click the **continue** button to add the information to the record.



Learning, Education, Training and Employment (Community provision)

Community Provision

Type of ETE Provision	ETE status	Name of school/ETE provider	add ▶
Self Employed	Fixed Term - 1 Year	John Smeaton	edit x
College	Part-time	Park Lane	edit x

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

To amend a row, click the corresponding edit icon.

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



Have any Special Educational Needs been identified? Yes ▼

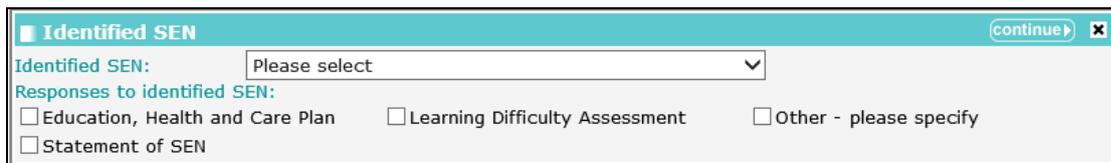
Further Exploration:  
Please provide details of special educational needs here:

Identified SEN	Responses to identified SEN	add ▶
----------------	-----------------------------	-------

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

To add details of special educational needs:

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



Identified SEN

Identified SEN: Please select ▼

Responses to identified SEN:

Education, Health and Care Plan     Learning Difficulty Assessment     Other - please specify

Statement of SEN

continue ▶ x

2. Select an **Identified SEN** and any relevant **Responses to identified SEN**.
3. Click the **continue** button to add the information to the record:



Further Exploration:  
Please provide details of special educational needs here:

Identified SEN	Responses to identified SEN	add ▶
Behaviour, Emotional and Social Difficulty (BESD)	Education, Health and Care Plan	edit x

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

To amend a row, click the corresponding edit icon.

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

**Substance Misuse**

Is there any evidence of substance misuse?

No  **Yes**  Yet to clarify

Further Exploration:  
Please select from the following list substances which the young person is known/suspected to have used:

Substance Type	Current/Previous/Suspected	Age at first use	
			add ▶

Please provide as much detail as possible here including when used, who with, cost and how funded\*:

insert ⓘ

What needs/goals is the young person trying to achieve through using substances?

insert ⓘ

To add substances:

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

**Substance Use** [continue] [x]

Substance Type: Please select ▼

Current/Previous/Suspected: Please select ▼

Age at first use:

2. Select the **Substance Type** and usage, and enter the **Age at first use**.
3. Click the **continue** button to add the information to the record.

Further Exploration:  
Please select from the following list substances which the young person is known/suspected to have used:

Substance Type	Current/Previous/Suspected	Age at first use	
Alcohol	Currently	13	edit [x]
Cannabis	Currently	14	edit [x]

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

To amend a row, click the corresponding edit icon.

To add a network or group:

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

**Lifestyle, peers and networks:**

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

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

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

**Network / Group** [continue] [x]

Network/Group:

Significance and influence on the young person:

Gang associations: Please select ▼

2. Complete the fields as appropriate.

## Modules

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

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

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

To amend a row, click the corresponding edit icon.

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

**Lifestyle, peers and networks:**

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

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

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



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

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

**Young person as a parent**

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

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



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

# Health

The **Health** change screen:

**Bail and Remand : Health**

**Physical health and development**

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health is being put at risk through his/her own behaviour?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note any positives, and/or any other concerns that require further investigation, referral or action.\*:  
(including registration with GP, lack of access to appropriate services, concerns expressed by the young person and parents/carers etc).

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**Emotional development and mental health**

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

Give details of how any of the above health factors may impact on compliance with a bail package:

previous
next

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

**Physical health and development**

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Health is being put at risk through his/her own behaviour?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Further Exploration:

Please provide as much detail as possible here\*:

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

## Modules

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

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

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

## Safety and Wellbeing

The **Safety and Wellbeing** change screen:

**Bail and Remand : Safety and Wellbeing**

Are there any other concerns/risks regarding the young person's safety whilst on a bail package?

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

**Bail and Remand : Safety and Wellbeing**

Are there any other concerns/risks regarding the young person's safety whilst on a bail package?

**Further Exploration:**  
Please provide as much detail as possible here:

Where any concerns have been identified above, please state how these would be managed during a period of bail

## Risk to Others

The **Risk to others** change screen:

**Bail and Remand : Risk to others**

Is the young person on the sex offender register?

Is there anything about the current alleged offence which suggests that the young person presents a risk of harm or serious harm or changes a previous RoSH judgement if one exists?  
Details e.g. potential victims, triggers and situational factors

Where any concerns have been identified above, please state how these would be managed during a period of bail

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

# MAPPA

The **MAPPA** change screen:

A screenshot of the 'Bail and Remand : MAPPA' screen. It features a dropdown menu for 'MAPPA Category:' with the text 'Please select' and a downward arrow. Navigation buttons for 'previous' and 'next' are visible on the right side.

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

A screenshot of the 'Bail and Remand : MAPPA' screen. The 'MAPPA Category:' dropdown is set to '3 - Other Dangerous Offenders'. Below it, the 'MAPPA Level:' dropdown is set to 'Level 1'. A 'Further Exploration:' section contains a text area with placeholder text and an 'insert' button.

# Community Package Proposal

The **Community Package** change screen:

A screenshot of the 'Bail and Remand : Community Package Proposal' screen. It features a dropdown menu for 'Is YOT Intervention required to meet objections to Bail?' with the text 'Please select' and a downward arrow. Navigation buttons for 'previous' and 'next' are visible on the right side.

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

A screenshot of the 'Bail and Remand : Community Package Proposal' screen. The 'Is YOT Intervention required to meet objections to Bail?' dropdown is set to 'No'. Below it, a 'Further Exploration:' section contains a text area with the prompt 'If no bail package is offered, provide reasons:' and an 'insert' button.

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

A screenshot of the 'Bail and Remand : Community Package Proposal' screen. The 'Is YOT Intervention required to meet objections to bail?' dropdown is set to 'Yes'. Below it, a section titled 'If 'Yes' is selected, please complete the sections below:' contains several questions with radio button options for 'No', 'Yes', and 'Yet to clarify'. There is also a table for 'Target' and 'Objections to bail met' with an 'add' button, and a 'Community package to be offered to the Court:' dropdown at the bottom.

**Modules**

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

Does the young person have experience of previous YOT supervision/contact?	No	<b>Yes</b>	Yet to clarify
<input type="radio"/> No <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> Yet to clarify			
<b>Further Exploration:</b> Please provide as much detail as possible here: e.g. extent of compliance, how well did s/he engage with interventions, any particular actions taken by the YOT to assist him/her with compliance and participation, anything which the YOT did/didn't do that made engagement more difficult.			
<input type="text"/>			<input type="button" value="insert"/>

To add targets:

1. Click the **add** button.

Target	Objections to bail met	<input type="button" value="add"/>
--------	------------------------	------------------------------------

The **Proposed Target** dialog is displayed:

**Proposed Target**
change

Target:

Objections to bail met:

Failure to surrender

Witness intimidation

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

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

Target	Objections to bail met	<input type="button" value="add"/>
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. <small>^~!*"£\$%^&amp;*()_+-={} :~;#&lt;&gt;?,./\</small>	<input checked="" type="checkbox"/> Witness intimidation <input checked="" type="checkbox"/> Failure to surrender	<input type="button" value="edit"/> <input type="button" value="x"/>
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. <small>^~!*"£\$%^&amp;*()_+-={} :~;#&lt;&gt;?,./\</small>	<input checked="" type="checkbox"/> Failure to surrender	<input type="button" value="edit"/> <input type="button" value="x"/>

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

To amend a row, click the corresponding edit icon.

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

Are further external controls (i.e. electronic monitoring) required to manage risks in relation to the objections to bail?	No	Yes	Yet to clarify
<input checked="" type="radio"/> <b>No</b> <input type="radio"/> Yes <input type="radio"/> Yet to clarify			
<input checked="" type="checkbox"/> <b>Consider Bail Supervision and Support</b>			

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

To add additional actions:

1. Click the **add** button.

The **Additional Actions** dialog is displayed:

2. Enter the **Action**.
3. Click the **continue** button to add the information to the record.

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

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

To amend a row, click the corresponding edit icon.

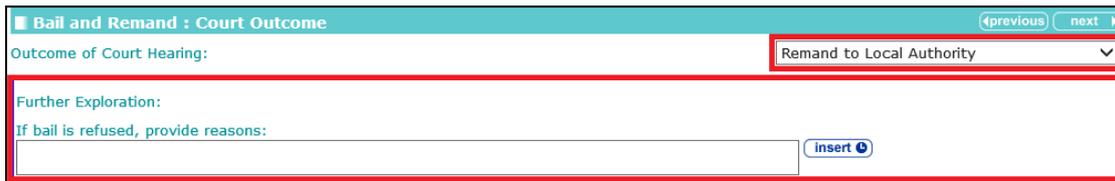
## Court Outcome

The **Court Outcome** change screen:

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

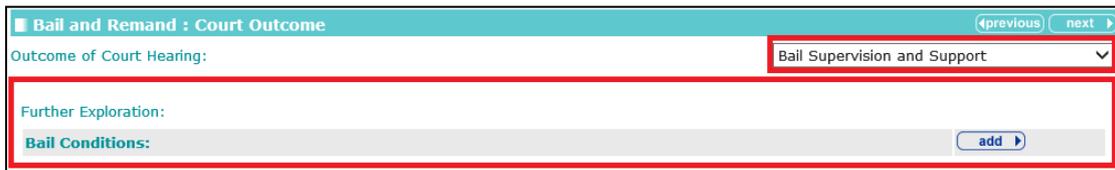
- Remand to Youth Detention
- Remand to Local Authority
- Remand to Local Authority with Conditions.

## Modules



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

- **Bail ISS**
- **Bail Supervision and Support**
- **Conditional Bail**
- **Unconditional Bail.**



To add a bail condition:

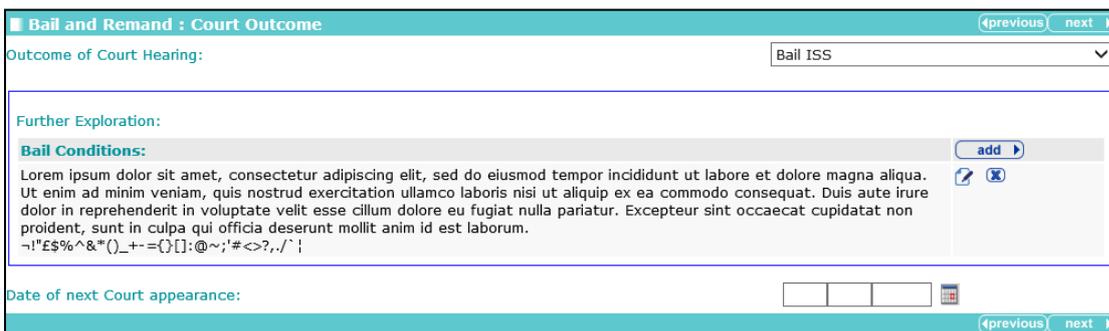
1. Click the add button.



The **Bail Conditions** dialog is displayed:



2. Enter the Bail Conditions.
3. Click the continue button to add the information to the record.



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

To amend a row, click the corresponding edit icon.

# Custody

## Young Person’s Details

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

## Parent/Carer/Significant Adult Details

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

## YOT Details

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

The following question is also displayed:

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

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

## Contact with Services

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

The **Contact with Services** change screen:

## Modules

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

1. Click the **add** button.

Name	Service/Organisation	Date of contact	Contact details
------	----------------------	-----------------	-----------------

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

Name:

Service/Organisation:

Date contact started:

Date contact ended:

Contact details:

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

Name	Service/Organisation	Date of contact	Contact details
Wendy Farrar	YAP	01/01/2016 - Present	
Rebecca Healey	Nextsteps	01/11/2016 - 31/12/2016	t: 01132525212

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

To amend a row, click the corresponding edit icon.

## Court and Alleged Offence Details

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

Court Name: Birmingham Crown Court      Solicitor's name/firm: Andy L'Gall : Ladders

Court Type: Crown Court      Solicitor's Telephone No: 019052259000

Date of Hearing: 20/03/2015

Current Status: (none)

Expected Outcome: (none)

Offence Category	Offence Type	Offence Start Date	Offence End Date
Vehicle Theft	Vehicle taking : Theft of motor vehicle : 4	01/04/2013	

Brief outline of alleged offence(s):

Offence Details	Offence Start	Offence End	Plea	Next Court appearance	Status
No outstanding charges recorded.					

### NOTES:

**Alleged Offence(s)** are any offences linked to the selected hearing.

**Outstanding Charges** are offences where there is no **Plea of Guilty, Found Guilty or Offence Admitted** recorded in any court appearance and the offences have no **Outcome** recorded against them.

This screen changes depending on the case stage selected.

## Secure Estate History

The **Secure Estate History** change screen:

**Custody : Secure Estate History** [previous] [next]

First time in custody? Please select

Young person's thoughts about custody: [insert]

[previous] [next]

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

**Custody : Secure Estate History** [previous] [next]

First time in custody? No

**Further Exploration:**

Previous STC       Previous SCH       Previous YOI

Please provide as much detail as possible here including details about previous care placements: [insert]

Young person's thoughts about custody: [insert]

[previous] [next]

## Placement Recommendation

The **Placement Recommendation** change screen:

**Custody : Placement Recommendation** [previous] [next]

Initial placement recommendation: Please select

Please specify reasons: [insert]

Is there a specific establishment where the young person should not be placed? Please select

Please specify reasons: [insert]

Does the young person have any co-defendants? Please select

Is there anything else Placements should know? [insert]

[previous] [next]

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

Does the young person have any co-defendants? Yes

**Further Exploration:**

Please provide as much detail as possible here including details of who the co-defendants are? has the CPS specified that they should not be placed together? [insert]

# Health

The **Health** change screen:

Custody : Health
←previous next →

**Physical Development:**

What is the approximate height and weight of the young person?

Height:

Weight:

Physical maturity: Please select ▼

Give details of the young person's build and maturity:

insert ↴

Allergies: Please select ▼

Dietary needs: Please select ▼

---

**Physical Health:**

Please indicate whether the following apply to the young person:

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is pregnant or could be pregnant?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Health is being put at risk through his/her own behaviour?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Further Exploration:**

Please provide as much detail as possible here:

insert ↴

Note any positives, and/or any other concerns that require further investigation, referral or action.  
(including registration with GP, lack of access to appropriate services, concerns expressed by the young person and parents/carers etc).

insert ↴

Is the health condition likely to impact on the placement decision? Please select ▼

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

- **Is pregnant or could be pregnant?**
- **Have any Special Educational Needs been identified?**
- **Substance misuse.**

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

Allergies: Yes ▼

Dietary needs: Yes ▼

**Further Exploration:**

Please provide as much detail as possible here:

insert ↴

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

**Physical Health:**  
Please indicate whether the following apply to the young person:

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is pregnant or could be pregnant?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health is being put at risk through his/her own behaviour?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Further Exploration:  
Please provide as much detail as possible here:

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

**Physical Health:**  
Please indicate whether the following apply to the young person:

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If yes, do they have it with them?

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

**Physical Health:**  
Please indicate whether the following apply to the young person:

	No	Yes	Yet to clarify
Has a diagnosed physical health condition?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Experiencing current physical health symptoms? <small>e.g. breathing problems, chest pains, seizures</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Currently taking prescribed medication for a physical illness?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has any current contact with GP or hospitals in relation to a major physical illness?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If yes, any outstanding medical appointments?

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

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

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

	No	Yes	Yet to clarify
Have any Special Educational Needs been identified?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Further Exploration:  
Please provide details of special educational needs here:

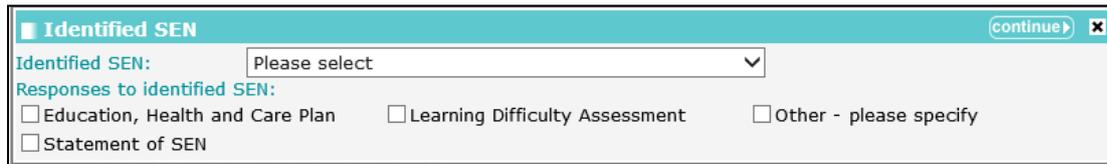
Identified SEN	Responses to identified SEN	<input type="button" value="add"/>

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

## Modules

To add details of special educational needs:

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



The dialog box titled "Identified SEN" has a teal header with a "continue" button and a close "x" icon. Below the header, there is a dropdown menu for "Identified SEN:" with the text "Please select". Underneath, the section "Responses to identified SEN:" contains three checkboxes: "Education, Health and Care Plan", "Learning Difficulty Assessment", and "Other - please specify". A fourth checkbox, "Statement of SEN", is located below these three.

2. Select an **Identified SEN** and any relevant **Responses to identified SEN**.
3. Click the **continue** button to add the information to the record:

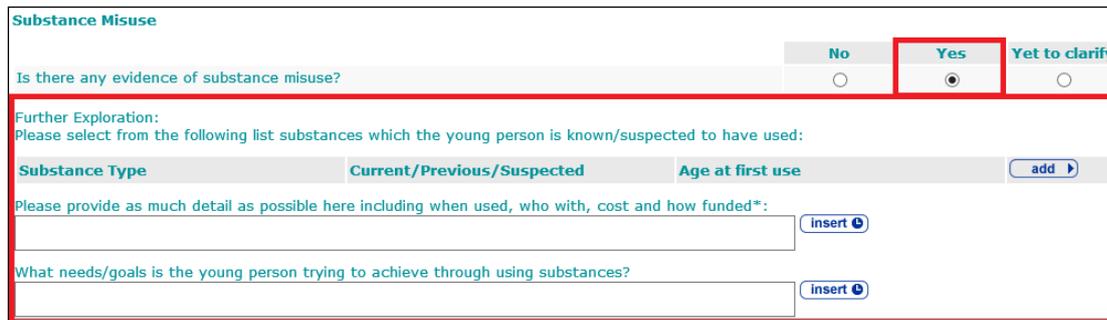


The "Further Exploration:" section contains the instruction "Please provide details of special educational needs here:". Below this is a table with two columns: "Identified SEN" and "Responses to identified SEN". The first row shows "Behaviour, Emotional and Social Difficulty (BESD)" under the first column and "Education, Health and Care Plan" under the second. To the right of the table is an "add" button with a right-pointing arrow. Below the table are edit and delete icons.

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

To amend a row, click the corresponding edit icon.

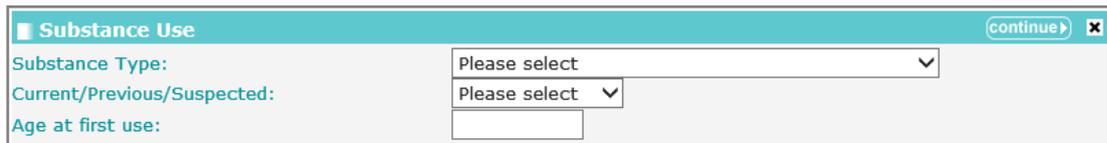
Selecting the **Yes** radio button for the **Is there any evidence of substance misuse?** question triggers the **Substance Type** questions.



The "Substance Misuse" section has three radio buttons: "No", "Yes", and "Yet to clarify". The "Yes" button is selected and highlighted with a red box. Below the radio buttons is the question "Is there any evidence of substance misuse?". Underneath is a "Further Exploration:" section with the instruction "Please select from the following list substances which the young person is known/suspected to have used:". This section contains a table with columns "Substance Type", "Current/Previous/Suspected", and "Age at first use", and an "add" button. Below the table are two text input fields with "insert" buttons.

To add substances:

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



The dialog box titled "Substance Use" has a teal header with a "continue" button and a close "x" icon. Below the header, there are three fields: "Substance Type:" with a dropdown menu showing "Please select", "Current/Previous/Suspected:" with a dropdown menu showing "Please select", and "Age at first use:" with a text input field.

2. Select the **Substance Type** and usage and enter the **Age at first use**.
3. Click the **continue** button to add the information to the record.



The "Further Exploration:" section contains the instruction "Please select from the following list substances which the young person is known/suspected to have used:". Below this is a table with three columns: "Substance Type", "Current/Previous/Suspected", and "Age at first use". The first row shows "Alcohol", "Currently", and "13". The second row shows "Cannabis", "Currently", and "14". To the right of the table is an "add" button with a right-pointing arrow. Below the table are edit and delete icons for each row.

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

To amend a row, click the corresponding edit icon.

Selecting **Alcohol** or **Opiates** as the **Substance Type** triggers the question **Is Detox for drug dependency required? (Heroin or alcohol only)**.

If triggered, selecting **Yes** from the **Is Detox for drug dependency required? (Heroin or alcohol only)** drop-down triggers an additional details free text field.

Is Detox for drug dependency required? (Heroin or alcohol only) Yes ▾

Please provide as much detail as possible here: insert

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

**Emotional development and mental health**  
Please indicate whether the following apply to the young person:

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

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

insert

## Personal Circumstances

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

The **Custody** module contains additional questions under the **Young Person Sexual Behaviour** heading.

Selecting **Yes**, **Currently** or **Previously** from the **Is the Young Person on the Sex Offender Register?** or **Is there evidence that the young person is engaged in sexually harmful behaviour towards others?** drop-downs trigger a **Further Exploration** question.

**Young Person Sexual Behaviour**

Is the young person on the sex offender register? Yes ▾

Is there evidence that the young person is engaged in sexually harmful behaviour towards others? Currently ▾

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

## Safety and Wellbeing

The **Safety and Wellbeing** change screen:

**Custody : Safety and Wellbeing** ←previous next →

⚠ Concerns have been identified with Sexual Exploitation 🔍

Based on your assessment, do you have any concerns about the young person's safety and wellbeing? (none) ▾

Overall Safety and wellbeing concerns: Please select ▾

←previous next →

## Modules

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

**Custody : Safety and Wellbeing** [previous] [next]

⚠ Concerns have been identified with Sexual Exploitation 🔍

Based on your assessment, do you have any concerns about the young person's safety and wellbeing? **No** ▾

If 'No', please summarise your reasons:

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

**Custody : Safety and Wellbeing** [previous] [next]

Based on your assessment, do you have any concerns about the young person's safety and wellbeing? **Yes** ▾

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

**Adverse outcome, impact and cause**

**Adverse Outcome** **Impact**

What is the nature and cause(s) of the problem?(previous history in custody, things parents/carers have said etc)  
What are your reasons for concern? (Including analysis of situational factors and the inter-connections between the young person's behaviour and behaviour of others)  
Identify (where relevant) any specific individuals or groups who might hurt the young person/compromise their safety

**Context, likelihood and imminence**

When might the problem occur and in what circumstances?

- Possible trigger events/other significant changes in circumstance looming
- Current constraints on others who might hurt him/her will be imposed / removed in near future
- Likely to get into situations where could experience harm

**Adverse Outcome** **Impact** **Likelihood** **Community/custody**

**Summary section**

Matrix of impact / likelihood judgements: Community

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

Matrix of impact / likelihood judgements: Custody

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

Overall Safety and wellbeing concerns:   [previous] [next]

To add adverse outcomes:

1. In the **Adverse outcome, impact and cause** table, click the **add** button.

**Adverse outcome, impact and cause**

**Adverse Outcome** **Impact**

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

**Adverse outcome details** [continue] [x]

Adverse Outcome:  ▾

Impact:  ▾

2. Select the **Adverse Outcome** and the **Impact**.
3. Click the **continue** button to add the information to the record.

**Adverse outcome, impact and cause**

**Adverse Outcome** **Impact**

Emotional abuse	Major	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Bullying	Medium	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Neglect	Critical	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Homelessness	Critical	<input type="button" value="edit"/>	<input type="button" value="delete"/>

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

To amend a row, click the corresponding edit icon.

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

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

You cannot delete the adverse outcome from this area. You can add **Likelihood** and **Community/custody** information by clicking the edit icon to display the **Adverse outcome details** dialog.

Adverse outcome details
change

Likelihood:

Community/custody:

The **Likelihood** and adverse outcome responses are displayed in the **Matrix of impact**.

Summary section					
Matrix of impact / likelihood judgements: Community					
	Unlikely	Possible	Likely	Very likely	Almost certain/Certain
<b>Slight</b>					
<b>Minor</b>					
<b>Medium</b>					
<b>Major</b>				Emotional abuse	
<b>Critical</b>			Neglect Homelessness		
Matrix of impact / likelihood judgements: Custody					
	Unlikely	Possible	Likely	Very likely	Almost certain/Certain
<b>Slight</b>					
<b>Minor</b>					
<b>Medium</b>		Bullying			
<b>Major</b>				Emotional abuse	
<b>Critical</b>					

## Future Behaviour

**NOTE:** Data in this subsection is also shared with the **Future Behaviour** subsection in **Explanations and Conclusions**.

The **Future Behaviour** change screen:

Custody : Future Behaviour
previous next

**Indicators of risk of serious harm to others**

Do any of the following apply to the young person in relation to their offending:

	No	Yes	Yet to clarify
The young person has been convicted of a serious specified offence?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person is being sentenced in the Crown Court for a specified offence?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person has been previously assessed as presenting 'a risk to children'?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? (none) v

Assessed as a risk to children?	No v	ROSH judgement:	Low v
YOGRS:	89%	Indicative Likelihood of Reoffending:	High
		Likelihood of Reoffending:	Medium v

Please provide reasons for the ROSH judgement: insert

How do your own judgements compare with the YOGRS indicator and indicative Likelihood of Reoffending above? If different, consider the reasons why (e.g. recent change in dynamic factors) and whether, based on your assessment, the indicative Likelihood of Reoffending is correct. insert

**MAPPA**

MAPPA Category: N/A v

previous
next

**Modules**

For Pre Sentence Report and Pre Sentence Report (All options) stages only, the question **An assessment of dangerousness is required?** is displayed.

Selecting the **Yes** radio button for this question triggers the **Dangerousness** panel.

	No	Yes	Yet to clarify
The young person has been convicted of a serious specified offence?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person is being sentenced in the Crown Court for a specified offence?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The young person has been previously assessed as presenting 'a risk to children'?		Yes	
An assessment of dangerousness is required?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?

If 'No', please summarise your reasons:

**Dangerousness**

If the young person were to commit a specified offence, what would it be and in what circumstances would it happen?

How likely is this to occur?

What would be the impact? On whom?

Are there realistic circumstances in which this could result in serious harm?

What is the likelihood of the specified offences causing serious harm?

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

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events?

If 'No', please summarise your reasons:

Selecting **Yes** from this drop-down triggers further questions.

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? Yes ▾

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

- Think about the possibility of the young person committing offences/behaving in ways similar to their current offence(s)/behaviour.
- Now think about the possibility of the young person committing other types of offences / behaving differently (either more or less serious)
- Consider the possibility of other behaviours that would hurt or harm other people e.g. bullying, aggression, with the family or home setting

Behaviour/offence	Victim	Impact on others	add ▶
Nature of behaviour: Include any particular concerns regarding targetting or vulnerable victims			
			insert ⓘ
<b>Context for behaviour, likelihood and imminence</b>			
When might the behaviour occur and in what circumstances? Please consider the following: Circumstances; Context; Capacity; Creating opportunities; Imminence			
			insert ⓘ
Please now rate the likelihood of these behaviours occurring:			
Behaviour/offence	Victim	Impact on others	Likelihood
			Community/custody

To add behaviour and offence details:

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

**Type of behaviour and impact on others**

Based on your assessment, is there evidence that the young person may commit offences and/or behave in ways that hurt/harm other people in the near future or at certain times/events? Yes ▾

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

- Think about the possibility of the young person committing offences/behaving in ways similar to their current offence(s)/behaviour.
- Now think about the possibility of the young person committing other types of offences / behaving differently (either more or less serious)
- Consider the possibility of other behaviours that would hurt or harm other people e.g. bullying, aggression, with the family or home setting

Behaviour/offence	Victim	Impact on others	add ▶

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

**Behaviour/offence details** continue ▶ ✕

Behaviour/offence: Please select ▾

Victim: Please select ▾

Impact on others: Please select ▾

2. Select the relevant details.
3. Click the **continue** button to add the information to the record.

Behaviour/offence	Victim	Impact on others	add ▶
Sexual Offences/ Inappropriate behaviour	Younger children	Major	edit ✕

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

To amend a row, click the corresponding edit icon.

**Modules**

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

Please now rate the likelihood of these behaviours occurring:

Behaviour/offence	Victim	Impact on others	Likelihood	Community/custody
Sexual Offences/ Inappropriate behaviour	Younger children	Major	Almost certain/Certain	Community and custody 

You cannot delete the behaviour or offence from this area. You can add **Likelihood** and **Community/custody** information by clicking the edit icon to display the **Behaviour/offence details** dialog.

**Behaviour/offence details** change  

Likelihood:

Community/custody:

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

Summary section

Matrix of impact / likelihood judgements: Community

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

Matrix of impact / likelihood judgements: Custody

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

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

**MAPPA**

MAPPA Category:

MAPPA Level:

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

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



## Post Court

**NOTE:** Only displayed in **Placement Notification, Bail Recommendation, Post Court Report and Entering Custody** stages. Subsection is read-only in **Entering Custody** stage

The **Post Court** change screen:

Selecting **Yes** from the **Have you referred to the PER?** drop-down triggers a **Further Exploration** free text field.

## Arrival in Custody

**NOTE:** This subsection is only displayed for an **Entering Custody** stage.

The **Arrival in Custody** change screen:

Selecting **Yes** from the **Has the young person expressed any immediate concerns to you about their detention or length of sentence?** triggers a **Further Exploration** free text field.

Selecting **Yes** from the **Are there any issues within the establishment that would increase any identified safety and wellbeing concerns?** drop-down triggers a **Further Exploration** free text field.

## Modules

Selecting **Yes** from the **Having interviewed the young person, are there any additions or amendments that need to be made to the assessment?** drop-down triggers a **Further Exploration** free text field:

Having interviewed the young person, are there any additions or amendments that need to be made to the assessment? **Yes** ▼

Further Exploration:  
Please provide as much detail as possible here:

## Leaving Custody

### Young Person's Details

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

### Parent/Carer/Significant Adult Details

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

### Notice of Supervision/Licence

The **Notice of Supervision / Licence** change screen:

Leaving Custody : Notice of Supervision / Licence

Sentence Type: DTO ▼

Are additional conditions required? Please select ▼

Are curfew conditions required? Please select ▼

Selecting **Yes** from the **Are additional conditions required?** or **Are curfew conditions required?** drop-downs triggers **Further Exploration** free text fields.

Leaving Custody : Notice of Supervision / Licence

Sentence Type: DTO ▼

Are additional conditions required? **Yes** ▼

Further Exploration:  
Please provide as much detail as possible of extra conditions here  
Any conditions that should be placed upon the young person under the Notice of Supervision/Licence in order for the community part of the sentence to be effective.

Are curfew conditions required? **Yes** ▼

Further Exploration:  
Please provide as much details as possible of Curfew requirements here including: locations; dates; times etc:

# Release Arrangements

The **Release Arrangements** change screen:

Selecting **Yes** from the **Is the young person’s release address different to their main address?** drop-down triggers a **find address** question.

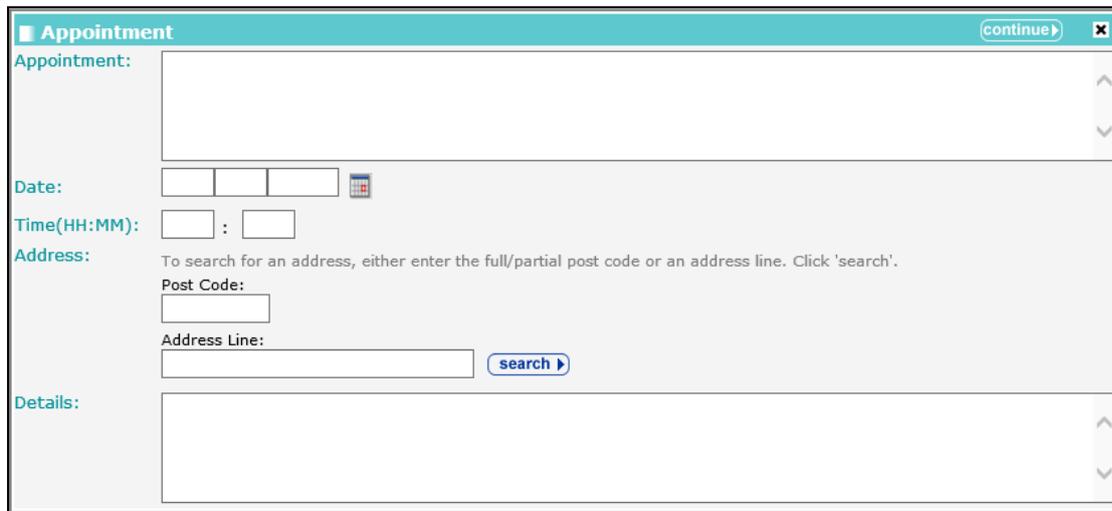
The address can be added using the **find address** hyperlink, which adds the selected address to the record.

To add appointments:

1. In the **Appointment** table click the **add** button.

## Modules

The **Appointment** dialog is displayed:



The Appointment dialog is a form with a teal header and a close button. It contains the following fields:

- Appointment:** A large text area for notes.
- Date:** A date picker.
- Time(HH:MM):** Two input fields for hours and minutes.
- Address:** A section with a search instruction: "To search for an address, either enter the full/partial post code or an address line. Click 'search'". It includes a **Post Code:** field and an **Address Line:** field with a **search** button.
- Details:** A large text area for additional information.

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

What appointments must the young person keep when they return to the community?				
Appointment	Date/Time	Address	Details	
See Connexions adviser in order to attempt to claim benefits	29/02/2016 10:00	133, Armstrong Close, Bedford, Beds, MK42 9JW	Ask for Maria Tooley.	<a href="#">add</a> <a href="#">edit</a> <a href="#">x</a>

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

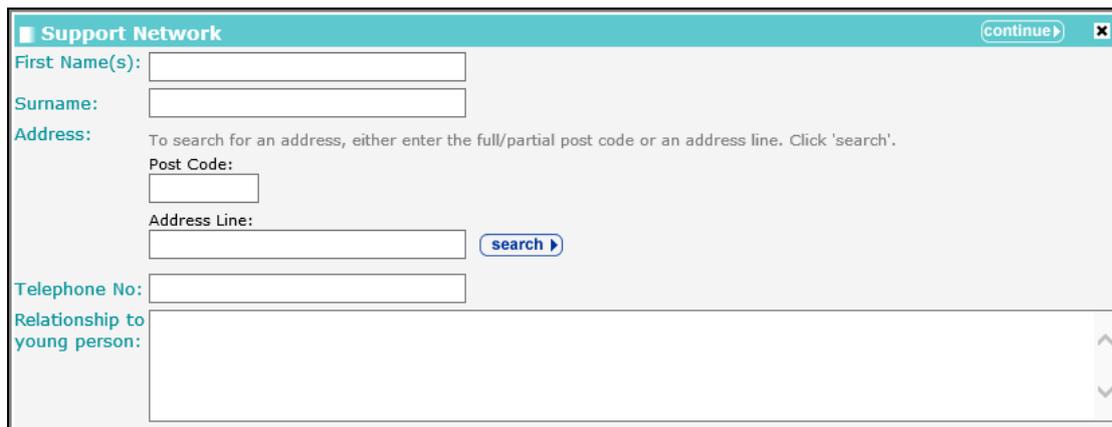
To amend a row, click the corresponding edit icon.

To add a support network:

1. In the support network table, click the **add** button.

Support network for the young person on their return to the community:				
First Name(s)	Surname	Address	Telephone No	Relationship to young person
				<a href="#">add</a>

The **Support Network** dialog is displayed:



The Support Network dialog is a form with a teal header and a close button. It contains the following fields:

- First Name(s):** Input field.
- Surname:** Input field.
- Address:** A section with a search instruction: "To search for an address, either enter the full/partial post code or an address line. Click 'search'". It includes a **Post Code:** field and an **Address Line:** field with a **search** button.
- Telephone No:** Input field.
- Relationship to young person:** Large text area for notes.

2. Complete the fields as required.
3. Click the **continue** button to add the information to the record.

Support network for the young person on their return to the community:				
First Name(s)	Surname	Address	Telephone No	Relationship to young person
Oliver James	Brown	1a, Lancaster Avenue, Bedford, MK42 0UB	019052259000 ext 2	Social Worker

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

To amend a row, click the corresponding edit icon.

When adding a **YOT Case Manager**, the **Job Title** defaults to the role entered in the person’s user account and cannot be changed.

YOT Case Manager			
Name:	Karen Orman ▼		
Job Title:	YJ Case Worker	Date:	15 03 2016

**NOTE:** You might want to review the roles in user accounts to make them more explicit and less generic.

## Referrals

### Young Person’s Details

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

### Parent/Carer/Significant Adult Details

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

### Referral Details

Referral details change screen:

Referrals : Referral details
◀previous next▶

To Add a new Referral Detail click add ▶

◀previous next▶

To add referral details:

1. Click the **add** button.

Referrals : Referral details
◀previous next▶

To Add a new Referral Detail click add ▶

◀previous next▶

The **Referral Details** dialog is displayed:

Referral Details:
continue ▶ ✕

Nature of referral: Please select ▼

Referral outcome: Please select ▼

Reason for referral / concerns:

Date Referral made:         

Referral made by: Naz Juna ▼

Establishment/Service: Workgroup 1 ▼

2. Complete the fields as required.

## Modules

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

Referrals : Referral details

To Add a new Referral Detail click [add](#)

**Nature of referral:** Accommodation **Referral outcome:** Accepted

**Reason for referral / concerns:**  
Threat of homelessness

**Date referral made:** 22/07/2016  
**Referral made by:** Naz Juna  
**Establishment/Service:** Workgroup 1

The details can be condensed by clicking the chevrons.

Referrals : Referral details

To Add a new Referral Detail click [add](#)

**Nature of referral:** Accommodation **Referral outcome:** Accepted

## Restorative Justice

### Young Person's Details

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

### Parent/Carer/Significant Adult Details

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

### Key Areas of Intervention

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

Restorative Justice : Key areas of Intervention

What are the main priorities for Repairing Harm? [insert](#)

Has the young person been involved with restorative processes before? Please select

Selecting **Yes** from the **Has the young person been involved with restorative processes before?** drop-down triggers a **Further Exploration** free text field.

Has the young person been involved with restorative processes before? Yes

**Further Exploration:**  
Please provide details of type of previous interventions (e.g. face-to-face, conferencing, direct or indirect reparation) and successes/problems. [insert](#)

## Offending and Anti-Social Behaviour

Offending and Anti-Social Behaviour change screen:

**NOTE:** For Prevention stages, only ASB episodes are displayed.

Restorative Justice : Offending and Anti-Social Behaviour
(previous) next

---

**Offending Episode(s)**

1606291142

**Vehicle Theft / Unauthorised Taking : Theft from a vehicle : Attempt theft from motor vehicle : 3**

Offence Start: 30/05/2016 00:00      Offence End:

Victim Deliberately Targeted:

---

**What Happened**

Please provide an outline of what happened, including a description of the impact on the victim(s) (where known). Please also pay particular attention to differences in accounts e.g. between the CPS/Police view and the young person's account, or between the accounts of the young person and the victim(s).

Vehicle Theft / Unauthorised Taking : Theft from a vehicle : Attempt theft from motor vehicle insert

---

• What was s/he feeling before, during and immediately after the offence(s)?  
 • What were his/her intentions? What information or knowledge did s/he have, take account of or ignore?  
 • What choices and decisions did s/he make at the time?

G wanted to steal something to be cool. insert

---

**Attitudes to Offence(s)**

• What does the young person now think about the offence(s) s/he committed? e.g. remorse, lack of concern, pride  
 • How does this compare with what they were thinking at the time the offence(s) happened and immediately afterwards?  
 • Is s/he able to recognise the impact/seriousness of the offence(s)? e.g. on others, the victim(s), family  
 • How do his/her parents/carers view the offence(s)?

G very sorry and realises she needs to make amends now. insert

---

Is there anything else about the offence/s and/or the young person's attitudes which causes you particular concern, or indicates that the behaviour was more serious than the charge implies? Yes

**Further Exploration:**  
 Please indicate if any of these apply\*:

<input checked="" type="checkbox"/> Recklessness	<input checked="" type="checkbox"/> Loss of self-control
<input type="checkbox"/> Unduly sophisticated methods for his/her age	<input type="checkbox"/> Ritual or bizarre elements
<input type="checkbox"/> Excessive influence by young person over others	<input type="checkbox"/> Appears to be practice for more serious offending
<input type="checkbox"/> Particular cruelty or callousness	<input type="checkbox"/> Anything else unusual or disconcerting
<input type="checkbox"/> Other concerns	<input type="checkbox"/> None of the above

Please provide as much detail as possible here:  
 30/06/2016 By Naz Juna insert

---

**Young Person's View**

What is the young person's current attitude towards the victim?

She feels she should make up for what she did insert

---

What are the young person's views about: face-to-face contact with the victim/ other RJ options (eg reparation; shuttle mediation; letter of apology)?

She would be willing insert

---

Are there any victim safety concerns that need to be considered when determining appropriate RJ interventions? No

---

**ASB Episode(s)**

1606291143

**graffiti**

Incident Start Date/Time: 01/05/2016 00:00      Incident End: 01/05/2016

---

**What Happened**

Please provide an outline of what happened, including a description of the impact on the victim(s) (where known). insert

---

• What was s/he feeling before, during and immediately after the incident(s)?  
 • What were his/her intentions? What information or knowledge did s/he have, take account of or ignore?  
 • What choices and decisions did s/he make at the time?

insert

---

**Attitudes to ASB**

• What does the young person now think about the behaviour/ASB? e.g. remorse, lack of concern, pride  
 • How does this compare with what they were thinking at the time the incident happened and immediately afterwards?  
 • Is s/he able to recognise the impact/seriousness of the incident? e.g. on others, the victim(s), family  
 • How do his/her parents/carers view the current behaviour/ASB?

insert

---

Is there anything else about the behaviour which causes you particular concern? Yes

**Further Exploration:**  
 Please indicate if any of these apply:

<input type="checkbox"/> Recklessness	<input type="checkbox"/> Loss of self-control
<input type="checkbox"/> Unduly sophisticated methods for his/her age	<input type="checkbox"/> Ritual or bizarre elements
<input type="checkbox"/> Excessive influence by young person over others	<input type="checkbox"/> Appears to be practice for more serious offending
<input type="checkbox"/> Particular cruelty or callousness	<input type="checkbox"/> Anything else unusual or disconcerting
<input type="checkbox"/> Other concerns	<input type="checkbox"/> None of the above

Please provide as much detail as possible here:  
insert

---

**Young Person's View**

What is the young person's current attitude towards the victim?

insert

---

What are the young person's views about: face-to-face contact with the victim/ other RJ options (eg reparation; shuttle mediation; letter of apology)?

insert

---

Are there any victim safety concerns that need to be considered when determining appropriate RJ interventions? No

Some of the fields in this screen are shared with the **Offending and Anti-Social Behaviour** subsection of the **Offending and Anti-Social Behaviour** section. The data can be updated from either subsection.

Clicking the edit icon for an episode's offence displays the **Client Offence** dialog. You can complete the **Victim Deliberately Targeted** field in this dialog.

The screenshot shows a table of episode(s) with the following details:

- Episode(s):** 1604041620
- Public Order : Drunk and Disorderly : Drunk and Disorderly : 1**
  - Offence Start: 28/10/2013 19:00
  - Offence End:
  - Victim Deliberately Targeted:
- Drugs Offences : Other/unspecified drug offence : Other/unspecified drug offence : 2**
  - Offence Start: 04/11/2013 10:00
  - Offence End:
  - Victim Deliberately Targeted:

The **Client Offence** dialog:

The Client Offence dialog contains the following fields:

- Offence Category:** Public Order
- Offence Type:** Drunk and Disorderly : Drunk and Disorderly : 1
- Offence Start:** 28/10/2013 19:00
- Offence End:**
- Victim Deliberately Targeted:** (none) [dropdown menu]

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

The Further Exploration section includes a dropdown menu set to 'Yes' and a list of checkboxes to indicate concerns:

- Recklessness
- Ritual or bizarre elements
- Particular cruelty or callousness
- None of the above
- Loss of self-control
- Excessive influence by young person over others
- Anything else unusual or disconcerting
- Unduly sophisticated methods for his/her age
- Appears to be practice for more serious offending
- Other concerns

Below the checkboxes is a text field with the prompt "Please provide as much detail as possible here\*" and an "insert" button.

There is also a section for the young person's views and attitudes to be recorded:

The Young Person's View section contains two text input fields:

- What is the young person's current attitude towards the victim? [insert button]
- What are the young person's views about: face-to-face contact with the victim/ other RJ options (eg reparation; shuttle mediation; letter of apology)? [insert button]

Selecting **Yes** from the **Are there any victim safety concerns that need to be considered when determining appropriate RJ interventions?** drop-down triggers a **Further Exploration** free text field.

The Further Exploration section for victim safety concerns includes a dropdown menu set to 'Yes' and a text input field with the prompt "Please provide as much detail here:" and an "insert" button.

## Tailoring Interventions

Tailoring Interventions change screen:

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

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

To add details of special educational needs:

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

2. Select an **Identified SEN** and any relevant **Responses to identified SEN**.
3. Click the **continue** button to add the information to the record:

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

To amend a row, click the corresponding edit icon.

Concerns flags are set depending on the responses to **Personal Family and Social Factors | Young Persons Development**. The flags are set to:

- **Yes:** If response to any of the questions under related module headings is **Yes**.
- **Yet to Clarify:** If there are no **Yes** responses but there are any **Yet to Clarify** responses or unanswered questions under related module headings.
- **No:** If there are no **Yes** or **Yet to Clarify** responses and all questions are answered under related module headings.

**Restorative Justice : Tailoring Interventions** previous next

Interpreter required: Yes

Have any Special Educational Needs been identified? Yes

Identified SEN	Responses to identified SEN
Behaviour, Emotional and Social Difficulty (BESD)	Education, Health and Care Plan
Physical health concerns or disability:	Yes
Mental health concerns:	Yes
Substance misuse concerns:	Yes
Speech, Language, Communication & Neuro-disability concerns:	Yes

previous next

## Pre-Sentence Report

### Front Page

The **Front page** change screen:

**Pre Sentence Report : Front page** previous next

Surname: Errington

First name(s): Steven

Other names/alias: Steven Errington

Date of birth: 14 07 1994

Age: 21 ⚠ Young person will turn/was 20 on date of hearing

Age at time of sentence: 21

Address: 501 Putnoe Lane, Bedford, MK42 6BZ find address

Episode	Offence Category	Offence Type	Offence Start Date	Offence End Date
	Drugs Offences	Other/unspecified drug offence : Other/unspecified drug offence : 2	04/11/2013	
	Racially Aggravated Offences	Other wounding - racially aggravated : Common assault - racially aggravated : 3	28/10/2013	

Criminal Justice Area: Please select

Court name: Birmingham Crown Court

Date PSR requested: 01 01 0001

Date of Hearing: 01/04/2015

Stage Owner: Naz Juna

Job Title: YJ Case Manager

previous next

### Sources of Information

The **Sources of Information** change screen:

**Pre Sentence Report : Sources of information** previous next

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

previous next

## Offence Analysis

The **Offence Analysis** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Offence Analysis** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of the Young Person

The **Assessment of the Young Person** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of Young Person** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of the Need for Parenting Support

The **Assessment of the need for parenting support** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of the need for parenting support** field has been edited, the prepopulated data is saved as it stands. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of Risk to the Community

The **Assessment of the risk to the community** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of the risk to the community** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Conclusions and Proposals for Sentencing

The **Conclusions and proposal for sentencing** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Conclusions and proposal for sentencing** field has been edited, the prepopulated data is saved as it stands. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of Dangerousness

**NOTE:** This section is only displayed if **Yes** has been recorded against the **Explanations and Conclusions | Future Behaviour | An assessment of dangerousness is required?** field.

The **Assessment of Dangerousness** change screen:

Pre Sentence Report : Assessment of Dangerousness
◀previous next▶

**Likelihood of committing further specified offences**  
 If the young person were to commit a specified offence, what would it be and in what circumstances would it happen?  
 insert ↓

How likely is this to occur? Please select ▼

---

**Impact of further specified offences**  
 What would be the impact? On whom?  
 insert ↓

Are there realistic circumstances in which this could result in serious harm?  
 insert ↓

What is the likelihood of the specified offences causing serious harm?  
Please select ▼

◀previous next▶

## Referral Order Panel Report

### Front Page

The **Front page** change screen:

Referral Order Panel Report : Front page
◀previous next▶

Surname:

First name(s):

Other names/alias:

Date of birth:

Age: 16 ⚠️ Young person will turn/was 16 on date of panel

Age at time of sentence: 16

Address: Dungee Farm, Dungee Road, Odell, Bedford, MK43 7AH find address ▶

**Offence(s)**

Episode	Offence Category	Offence Type	Offence Start Date	Offence End Date
		Other wounding : Assault occasioning actual bodily harm (ABH) : 4	01/02/2016	

Date of Panel: 03/02/2016

Report Author: Naz Juna

Job Title: YJ Case Manager

◀previous next▶

## Sources of Information

The **Sources of Information** change screen:

Referral Order Panel Report : Sources of information
◀previous next▶

Interview

Victim

Residential home/hostel

General Practitioner

Family/carer

Police

Housing association

Other health service

Case record

Crown Prosecution Service

Local education authority

Substance misuse service

School

Solicitor

Careers guidance service

Secure establishment

Children's Services department

Previous convictions

Mental health service

Other

Voluntary organisation

Lead professional

◀previous next▶

## Offence Analysis

The **Offence Analysis** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Offence Analysis** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of Young Person

The **Assessment of Young Person** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

After the **Assessment of the Young Person** field has been edited, the prepopulated data is saved as it stands. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Assessment of the Risk to the Community

The **Assessment of the Risk to the Community** change screen:

This screen consists of a large text field that is populated from other text fields completed within the assessment. Descriptions of the contributing text fields are included to indicate where data was originally entered.

## Modules

After the **Assessment of risk to the community** field has been edited, the prepopulated data is saved. This means that any changes made in the contributing fields have no effect on the text brought into in this field.

## Introduction

**NOTE:** This only displayed in **Review** and **Case Closure** stages if disposal is **Referral Order**.

The **Introduction** change screen:



The screenshot shows a teal header bar with the text "Referral Order Panel Report : Introduction" on the left and "previous" and "next" navigation buttons on the right. Below the header is a large white text input field. To the right of the input field is a blue "insert" button with a downward arrow icon. At the bottom of the screen, there is another teal bar with "previous" and "next" navigation buttons.

## Elements of Contract and Progress

**NOTE:** This only displayed in **Review** and **Case Closure** stages if the disposal is **Referral Order**.

The **Elements of Contract and Progress** change screen



The screenshot shows a teal header bar with the text "Referral Order Panel Report : Elements of contract and progress" on the left and "previous" and "next" navigation buttons on the right. Below the header is a large white text input field. To the right of the input field is a blue "insert" button with a downward arrow icon. At the bottom of the screen, there is another teal bar with "previous" and "next" navigation buttons.

## Conclusion

The **Conclusion** change screen:



The screenshot shows a teal header bar with the text "Referral Order Panel Report : Conclusion" on the left and "previous" and "next" navigation buttons on the right. Below the header is a large white text input field. To the right of the input field is a blue "insert" button with a downward arrow icon. At the bottom of the screen, there is another teal bar with "previous" and "next" navigation buttons.

Unlike other subsections in the **Referral Order Panel Report** section, this field is not prepopulated with data from other screens.

## YOT to YOT : YOT to YOT Transfer

**NOTE:** Only displayed on **Transfer YOT to YOT** case stages.

The **YOT to YOT Transfer** change screen:

YOT to YOT : YOT to YOT Transfer
◀previous next▶

Reason for Transfer:

How well do you think s/he will cope with the change of supervisory relationship?  
 insert ↕

What help do you think the young person might need in managing the transition?  
 (e.g. reminders about appointments, names/phone numbers of people to contact)  
 insert ↕

Based on your assessment, are there any specific needs that need to be considered?  
 (e.g. LAC status, diversity issues, contact with family etc)  
 insert ↕

Of the other services currently working with the young person:

i) which will continue to offer support/services:  
 insert ↕

ii) what alternative or replacement provision will need to be found:  
 insert ↕

Please give detail of any compliance issues or pending breach matters?  
 insert ↕

Can the current intervention requirements be fulfilled by the Receiving/Host YOT? If not, what action will be taken?  
 insert ↕

◀previous next▶

## YOT to Adult Services : Transfer to Adult Services

**NOTE:** Only appears on **Transfer to Probation** case stages.

The **Transfer to Adult Services** change screen:

Youth to Adult Services : Transfer to Adult Services
◀previous next▶

Of the other services currently working with the young person:

i) which will continue to offer support/services?  
 (e.g. leaving care services for those yp who are eligible, CAMHS to Adult mental health services etc)  
 insert ↕

ii) which services will no longer be provided once s/he is over 18? When is this likely to happen?  
 insert ↕

iii) are there any services where it is unclear whether provision will be available / negotiations are still ongoing?  
 insert ↕

Based on your assessment, are there any specific needs that need to be considered?  
 (e.g. LAC status, diversity issues, contact with family etc)  
 insert ↕

How well do you think s/he will cope with the change of supervisory relationship?  
 insert ↕

How will s/he adjust to being in an environment with adult offenders?  
 insert ↕

What help do you think the young person might need in managing the transition?  
 (e.g. reminders about appointments, names/phone numbers of people to contact)  
 insert ↕

◀previous next▶

# 16 | EYE for Assetplus: Connectivity and Print

## Overview

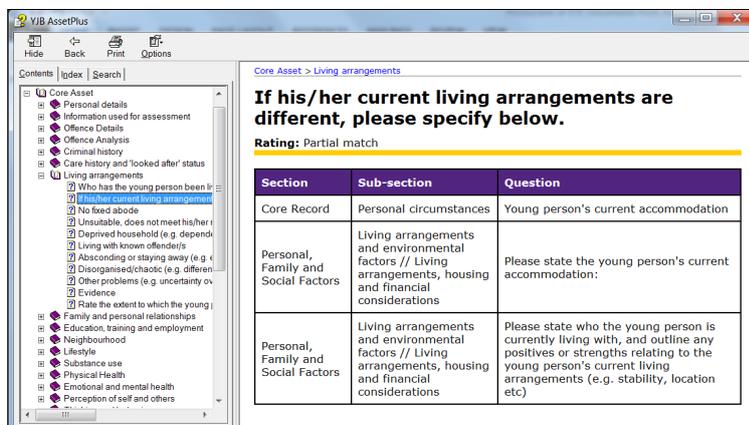
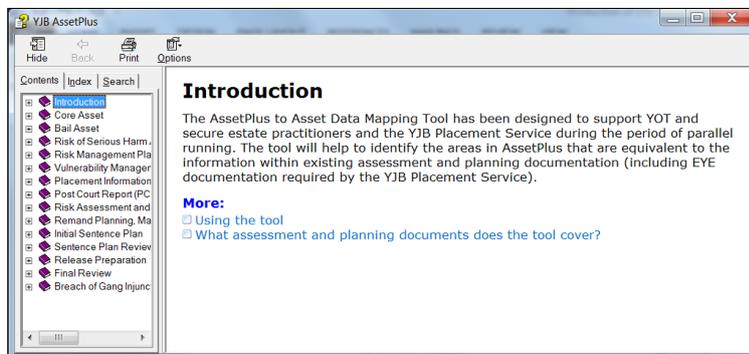
The EYE document templates for AssetPlus, both XML for Connectivity and the EYE Documents for print, have not changed from the previous Asset format, as specified by the YJB.

The YJB requirements define which of the Asset data fields map to the AssetPlus data fields. Sometimes there is an exact mapping, sometimes the mapping is not exact and sometimes there is no mapping at all.

The detail of this is contained in two documents. The first, *AssetPlus to Asset Data Mapping tool*, should be used by end users to understand what data from AssetPlus is being fed into the Asset templates. The second is a more detailed spreadsheet used by the developers.

- *AssetPlus to Asset Data Mapping tool*: an MS help file designed to support YOT and secure estate practitioners and the YJB Placement Service during the period of parallel running. The tool helps to identify the areas in AssetPlus that are equivalent to the information within existing assessment and planning documentation (including EYE documentation required by the YJB Placement Service).
- Data Mapping-v150121-1: a complex and detailed spreadsheet describing the source of each EYE document data item using AssetPlus data items and/or calculations.

## Example AssetPlus to Asset Data Mapping Tool Screenshots



## EYE Process

The process to produce EYE documents from Asset remains the same as it was prior to the AssetPlus upgrade.

To produce EYE documents in either format from AssetPlus, you must have a completed stage on the young person's record.

The YJB rules define that the following EYE documents can be produced from the most recent completed stage:

EYE Document	Stage Type
Core Asset	Any stage
ROSH	Any stage
Bail Asset	Bail Recommendation stage
PCR	Any stage with custody module
VMP	Any stage
PIF	Any stage with custody module
PSR	PSR all options stage
RMP	Any stage

## XML for Connectivity

This is done via the existing **EYE Submissions** link in the **YJ Case View Actions** bar. If the client has a completed AssetPlus stage then it is displayed in the **New EYE Submission** screen.

You are prompted to select the **Destination** and the required **EYE Documents**. The list of EYE documents depends on the AssetPlus stage type.

When you have selected the **Destination** and the **EYE Document Type(s)**, and clicked the **continue** button, the application attempts to generate the XML. As with the current functionality, any issues raised by the data mapping process or failure of the XML to validate against the schema are displayed against the specific document type.

If the XML is successfully generated for all selected document types then you are returned to the **EYE Submissions** screen where the new submission is displayed.

**IMPORTANT NOTE:** *The YJB-specified validation to complete a stage does not correlate in any way to the YJB-specified validation of the EYE documents created from a completed stage.*

# EYE Submission (for ASSET and AssetPlus XML for Connectivity)

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

my homepage > client > youth justice case

**Georgia Lindstrom (8889351)** Service: Youth Justice  
Lead Case Worker: Karen Orman

another one

**Client Summary** more

**Date of Birth:** 31/01/2000 (Age 16)  
**Gender:** Female  
**Ethnicity:** MOTM - Other mixed background  
**Ethnicity Source:** Child  
**Nationality:** British  
**Language at Home:** English  
**Religion:** Refused  
**Accommodation Type / Suitability:** Parents/Relatives / Yes  
**Accommodation Impact:** Positive  
**Parental Responsibility:** Birth Mother  
**YOT Residence Status:** Local, effective from 29/06/2016

24 Green Lane,  
Wolverton,  
Milton Keynes,  
MK12 5EZ

Current Situation	On	Hours	Suitable	Impact
Statutory Education Year 11	01/09/2015	20	✓	Positive

To create an EYE submission:

1. If the client has a completed stage in AssetPlus, click the **EYE Submissions** link in the **Actions** panel to display the following screen:

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

my homepage > client > youth justice case > eye documents > eye submissions > new eye submission

**Georgia Lindstrom** Service: Youth Justice  
System ID: 8889351

**EYE Submission** back continue

Destination: (none)

**Latest Complete AssetPlus Stage**  
Stage Description: Review Owned by: Karen Orman, Workgroup 1 Updated by: Naz Juna, Workgroup 1 on 29/06/2016

**EYE Document**

- Core Asset
- ROSH
- Vulnerability Management Plan
- Risk Management Plan

back continue

2. Select the **Destination** and **EYE Document**.
3. Click the **continue** button to submit it for validation. Any errors occurring will have originated from the relevant Asset, and will need to be tracked from the original Asset field to its mapped AssetPlus field using the *AssetPlus to Asset Data Mapping tool*.

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

my homepage > client > youth justice case > eye documents > eye submissions > new eye submission

**Georgia Lindstrom** Service: Youth Justice  
System ID: 8889351

**EYE Submission** back continue

Destination: (none)

**Latest Complete AssetPlus Stage**  
Stage Description: Review Owned by: Karen Orman, Workgroup 1 Updated by: Naz Juna, Workgroup 1 on 29/06/2016

**EYE Document**

- Core Asset
- ROSH
- Vulnerability Management Plan
- Risk Management Plan

back continue

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

my homepage > client > youth justice case > eye documents > eye submissions > new eye submission

**Georgia Lindstrom** Service: Youth Justice  
System ID: 8889351

**EYE Submission** back continue

Destination: (none)

**Latest Complete AssetPlus Stage**  
Stage Description: Review

**EYE Document**

- Core Asset
- ROSH
- Vulnerability Management Plan
- Risk Management Plan

**EYE Submission Notes**

XML Node:http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset/AssessmentInfo  
Severity:ERROR: The element 'AssessmentInfo' in namespace 'http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset' has invalid child element 'OtherAssessmentInfo\_A015' in namespace 'http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset'. List of possible elements expected: 'InfoUsed\_A014' in namespace 'http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset'.

XML Node:http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset/OutlineOfOffences\_A023  
Severity:ERROR: The 'http://www.youth-justice-board.gov.uk/youthjusticeboard/QTypes:answer' element is invalid - The value '' is invalid according to its datatype 'http://www.youth-justice-board.gov.uk/youthjusticeboard/Base:PopulatedTextType' - The actual length is less than the MinLength value.

XML Node:http://www.youth-justice-board.gov.uk/youthjusticeboard/asset/CoreAsset/OffenceAnalysis\_A027  
Severity:ERROR: The 'http://www.youth-justice-board.gov.uk/youthjusticeboard/QTypes:answer' element is invalid - The value '' is invalid

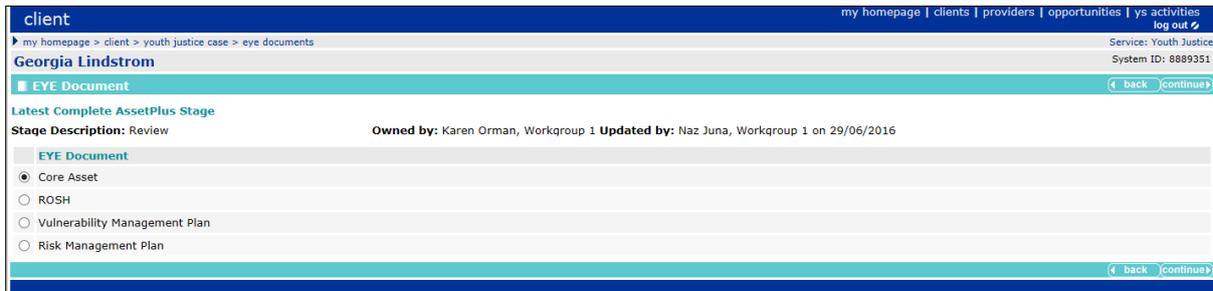
back continue

## Printing EYE Documents

This is done via a new option called **EYE Documents** in the YJ case view **Actions** panel. It is only displayed to users who have the **YJ - EYE Submission** permission in their security group and when the selected client has a completed AssetPlus stage.

To print an EYE document:

1. In the **Actions** panel, click the **EYE Documents** hyperlink to display the **EYE Documents** screen in a new browser tab to display details of the last completed AssetPlus stage.



2. Select the required **EYE Document**.

**NOTE:** The list of EYE documents available depends on the AssetPlus stage type.

Click the **continue** button to generate a PDF that you can print or save for transmission via secure email.



**NOTE: EYE Document (PRINT) for Asset remains the same and is accessed from Assessments and Forms as appropriate.**

# 17 | Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections

## Introduction

This appendix should be used as a starting point to troubleshoot issues with the **Core Record : Offending and Anti-Social Behaviour** and **Core Record : Offending and Anti-Social Behaviour History** subsections. If the information displayed in these subsections is not as expected, check for the solution in this appendix before logging a call with One Application Support.

The following common questions are answered here:

- What is displayed in a client's first AssetPlus stage?
- Are new offences and ASB incidents displayed while the stage is in progress?
- How do offences and ASB incidents move around while a stage is in progress?
- When do offences and ASB incidents display as historical?

## A Client's First AssetPlus Stage

When the first AssetPlus stage is created for a young person, no offences or ASB incidents are displayed as historical, even if they are end-dated or linked to a Previous Intervention Programme.

Old offences or ASB incidents display as current in the first stage because they must have been included in an episode within a completed stage before they can be displayed as historical. This YJB-enforced rule is in place to ensure that once AssetPlus is up and running, no offences or ASB incidents can be missed and moved to historical without having first been assessed in a completed stage.

**YJB ADVICE:** *The YJB advise that in this scenario you include all old offences in a single episode and all ASB incidents in a single ASB episode, and leave the associated questions blank or include a note such as 'historical' or 'n/a'.*

## Creating subsequent stages for a young person

When a new AssetPlus stage is created, any episodes from the last stopped or completed stage (where available) can be copied forwards, depending on the status of the offences or ASB incidents linked to the episode:

- If all offences or ASB incidents linked to the episode have become historical since the last stage was stopped or completed, the episode will not copy forward. The offences or ASB incidents linked to the episode in the last stage are displayed as historical in the new stage.
- If all offences or ASB incidents linked to the episode are still current when the new stage is created, the episode will copy forward in full, with the linked offences or ASB incidents and the associated free text for the episode's associated questions.
- If some of the offences or ASB incidents linked to the episode are still current, but others have become historical:

- Offences and ASB incidents that are still current are copied forward with the episode and will still be linked to the episode in the new stage.
- Offences and ASB incidents that have become historical will not copy forward as part of the episode, but are displayed as historical in the new stage.
- Free text for the episode's associated questions will copy forward in full.

**NOTE:** Some of the free text copied from the previous stage might relate to offences or ASB incidents that have become historical in the new stage, so you should review the auto-populated information for every new stage.

## While a Stage is in Progress

### New Offences and ASB Incidents

- ASB incidents can be added to the system after a stage has been created, and these are displayed as current while the stage is still in progress.
- Offences can be added to the system after a stage has been created, and these are displayed as outstanding or current while the stage is in progress.

Depending on the circumstances, new offences are displayed as outstanding or current. This can be affected by whether the client pleads or is found guilty, or if they are immediately sentenced, for example.

### Changing Status of Existing Offences and ASB Incidents

Offences can progress from outstanding to current while a stage is in progress, depending on the circumstances of the offence.

**NOTE:** Offence statuses can only progress towards becoming historical, i.e. outstanding can become current, and current can become historical. Offences do not need to begin as outstanding, and current offences cannot become outstanding.

Offences or ASB incidents can be current when the stage is created, and become historical by meeting the criteria outlined in the following sections while the stage is still in progress (becoming historical by definition). Where an offence or ASB incident becomes historical while a stage is in progress, it is displayed as follows:

- If it is linked to an episode, it remains in the episode as current. It only becomes historical when the stage is completed and a new stage is created.
- If it is removed from the episode while the stage is in progress, it immediately becomes historical.
- If it was displayed as current but not linked to an episode in the stage, when it becomes historical by definition it is immediately displayed as historical.

For details on how an offence or ASB incident is defined as current/active or historical (or outstanding for offences), see the appropriate table below.

### Active Substantive Outcomes without YOT Interventions

Active substantive outcomes without YOT interventions display outcomes that are:

- Substantive outcomes, and
- Not linked to an intervention programme, and
- Linked to an offence that has not yet been included in an episode within a completed stage.

## Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections

Where multiple offences lead to a single substantive outcome, but are not all included in an episode in a previously completed stage, the outcome will continue to be listed as active/current until all linked offences have been used in episodes in completed stages.

These are YJB rules to ensure that all offences are assessed by the YOT in at least one completed stage before they become historical, even if there is no YOT involvement in the young person's sentenced outcome.

The **Active Substantive Outcomes without YOT Interventions** section automatically updates to include any new substantive outcomes without YOT interventions that have been recorded while the stage is in progress.

Core Record : Offending and Anti-Social Behaviour		
<b>Active Substantive Outcomes without YOT Interventions</b>		
Substantive Outcome	Start date	End date
Youth Caution plus voluntary intervention	02/01/2016	02/01/2016
<b>YRO Requirements</b>		
Requirement	Start date	End date
No Active Requirements		

<b>Substantive Outcome</b>	Displays the offence outcome type recorded in the court appearance or pre-court decision as appropriate.
<b>Start Date</b>	For court outcomes, this displays the hearing date of the court appearance where the offence outcome was recorded.  For pre-court outcomes, this displays the decision date of the pre-court decision where the offence outcome was recorded.
<b>End Date</b>	For outcomes that have a term or duration, the <b>End Date</b> is calculated by adding the recorded term to the hearing date of the court appearance where the offence outcome was recorded.  For outcomes that do not have a term/duration, the <b>End Date</b> displays blank.

### YRO Requirements

If any of the above active substantive outcomes are a YRO without an intervention programme, the requirements related to the YRO are listed in the following table:

<b>Requirement</b>	Displays the requirement types for the offence outcome in the court appearance where the YRO offence outcome was recorded.
<b>Start Date</b>	Displays the hearing date of the court appearance where the YRO offence outcome was recorded.
<b>End Date</b>	Calculates the hearing date of the court appearance where the YRO offence outcome was recorded, plus the term recorded against the requirement against the offence outcome, to display an <b>End Date</b> .

### Active Interventions

Displays all current intervention programmes, both with and without linked offences (including prevention intervention programmes). This section automatically updates to include any new current intervention programmes that have been recorded while the stage is in progress.

<b>Active Interventions</b>		
Intervention	Start date	End date
Youth Rehabilitation Order	06/03/2017	05/03/2018
<b>YRO Requirements</b>		
Requirement	Start date	End date
Activity	06/03/2017	22/09/2017
Supervision	06/03/2017	05/03/2018

<b>Intervention</b>	<p>For current intervention programmes that <u>are linked</u> to a custodial offence outcome, the offence outcome type from the linked court appearance is displayed here, e.g. Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228, Youth Offending Institution.</p> <p>For current intervention programmes that <u>are not linked</u> to a custodial offence outcome, the intervention programme type is displayed here.</p>
<b>Start Date</b>	<p>For current intervention programmes that <u>are linked</u> to a custodial offence outcome, this displays the hearing date of the court appearance where the outcome was recorded.</p> <p>For current intervention programmes that <u>are not linked</u> to a custodial offence outcome, <u>and are not a referral order</u>, the start date recorded in the intervention programme is displayed here.</p> <p>For <u>referral order</u> current intervention programmes, the panel date recorded in the intervention programme is displayed here.</p>
<b>End Date</b>	<p>Where multiple intervention programmes <u>are linked</u> to a custodial offence outcome, the end date recorded in the linked licence-type intervention programme is displayed here. This ignores the custody-type intervention programme.</p> <p>For current intervention programmes that <u>are not linked</u> to a custodial offence outcome, the end date recorded in the intervention programme is displayed here.</p>

## YRO Requirements

If any of the above current intervention programmes are a YRO, the requirements related to the YRO Intervention Programme are listed in the following table:

<b>Requirement</b>	Displays the requirement types recorded in the current YRO intervention programme.
<b>Start Date</b>	Displays the start date recorded against the requirement in the intervention programme.
<b>End Date</b>	Displays the end date recorded against the requirement in the intervention programme.

## Offence(s)

This section displays offences classed by the YJB as currently relevant, so that they can be included in episodes. Offences displayed here for this purpose are:

- Not linked to a substantive outcome but have a plea of guilty, found guilty or offence admitted recorded against them at some point, e.g. if a young person has been found guilty of an offence but has not been sentenced yet.

Or,

- Linked to a substantive outcome but have no linked intervention programme and have not been included in an episode within a previously completed stage, e.g. if the young person received a fine or suspended sentence.

Or,

- Linked to a substantive outcome and a current intervention programme, such as a referral order or YRO that is still ongoing.

Or,

## Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections

- Linked to a substantive outcome or a previous intervention programme and have not been included in an episode within a previously completed stage, such as old referral orders or YROs, that ended before you started using AssetPlus.

**NOTE:** When working on the first AssetPlus stage for an existing case that has previously used Asset, any offences that belong to old/ended intervention programmes will display here as currently relevant, because they have not been used in AssetPlus before. This is by design.

This section automatically updates to include any additional offences that qualify as current while the stage is in progress. This could include:

- Offences recorded while the stage is in progress that have a plea of guilty, found guilty or offence admitted recorded against them.
- Outstanding offences with pleas of guilty, found guilty or offence admitted recorded against them while the stage is in progress and that now qualify as current.

The **Offence(s)** section:

Offence(s)		add to existing episode ▶						
Episode	Offence Details	Offence Start	Offence End	Seriousness	Plea	Disposal Start	Disposal Type	
<input type="checkbox"/>	Public Order : Public nuisance and similar summary offences : Cause without reasonable excuse on NHS premises a nuisance / disturbance : 2	02/01/2016 00:00	02/01/2016	2	Offence Admitted	02/01/2016	Youth Caution plus voluntary Intervention	
1605251117	Motoring Offences : Driving under the influence of drink/drugs : Drive whilst unfit through drink : 2	11/01/2016 00:00	11/01/2016	2	Found Guilty	02/02/2016	Referral Order	
1605251117	Motoring Offences : Other motoring : Use a motor vehicle on a road / public place without third party insurance : 2	11/01/2016 00:00	11/01/2016	2	Found Guilty	02/02/2016	Referral Order	
1605251117	Vehicle Theft / Unauthorised Taking : Theft or unauthorised taking of a motor vehicle : Theft of motor vehicle : 3	11/01/2016 00:00	11/01/2016	3	Found Guilty	02/02/2016	Referral Order	
1605251117	Motoring Offences : Other motoring : Use a vehicle without a valid vehicle licence : 2	11/01/2016 00:00	11/01/2016	2	Found Guilty	02/02/2016	Referral Order	
1705221156	Criminal Damage : Criminal damage under £5000 : Criminal damage to property valued under £5000 : 2	01/05/2016 00:00	01/05/2016	2	Found Guilty	19/05/2016	Youth Rehabilitation Order	
1705221156	Criminal Damage : Criminal damage endangering life : Criminal damage - recklessly endangering life : 6	02/03/2017 00:00	02/03/2017	6	Guilty	06/03/2017	Youth Rehabilitation Order	

<b>Episode</b>	If the offence is included in an episode, the episode ID displays here. If this is blank, the offence is not included in any episode within the stage.
<b>Offence Details</b>	Displays the offence type description.
<b>Offence Start</b>	Displays the offence date recorded in the <b>Offence</b> screen.
<b>Offence End</b>	Displays the offence end date recorded in the <b>Offence</b> screen.
<b>Seriousness</b>	Displays the YJB-defined gravity score for the offence type.
<b>Plea</b>	Displays the most recently recorded plea for the offence in any linked court appearances.  <b>NOTE:</b> The plea displayed here may be a different plea to the one that classifies the offence as currently relevant. For example, if the most recent plea displayed here is not guilty and the offence has no substantive outcome, then the young person will have a plea of guilty or offence admitted at some point prior, which causes the offence to be displayed as current and not as outstanding.

<p><b>Disposal Start</b></p>	<p>For offences linked to a court substantive outcome with <u>no</u> linked intervention programme, or a substantive outcome of a custodial type, this displays the hearing date of the court appearance where the offence outcome was recorded.</p> <p><b>NOTE:</b> Custodial type substantive outcomes include Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228 and Youth Offending Institution.</p> <p>For offences linked to a pre-court substantive outcome with <u>no</u> linked intervention programme, the decision date recorded in the pre-court decision is displayed here.</p> <p>For offences linked to a substantive outcome with a current intervention programme that is not a referral order, the start date recorded in the intervention programme is displayed here.</p> <p>For offences linked to a referral order substantive outcome, the panel date recorded in the linked current intervention programme is displayed here.</p>
<p><b>Disposal Type</b></p>	<p>For offences linked to a substantive outcome with <u>no</u> linked intervention programme, or a substantive outcome of a custodial type, the offence outcome type recorded in the court appearance or pre-court decision (as relevant) is displayed here.</p> <p><b>NOTE:</b> Custodial type substantive outcomes include Detention and Training Order, Section 90-91, Section 226 and Section 228.</p> <p>For offences linked to a non-custodial substantive outcome with a current intervention programme, the intervention programme type is displayed here.</p>

The YJB recommends that you include all old offences in a single episode and adopting a local policy about whether you leave the associated questions for the episode blank or enter a standard response such as 'historical' or similar.

When a stage has been completed with the old offences included in an episode, the old offences become historical and are moved to the **Offending and ASB History** subsection the next time a stage is created.

## ASB Incidents

Active and historical ASB incidents are not automatically calculated by the system. The YJB specifies that ASB incidents must remain active and are available to include in episodes until a practitioner decides that they are no longer current.

You can flag an ASB incident as historical by selecting a check box that is displayed within the **ASB Incident** screen once the incident has been included in an episode within a completed stage.

ASB Incident(s) 			
create episode ▶		add to existing episode ▶	
Episode	Incident	Incident Start	Incident End
<input type="checkbox"/>	Graffiti	31/05/2016	31/05/2016
1705221157 	Underage drinking in local park	30/04/2016	01/05/2016

<p><b>Episode</b></p>	<p>If the ASB incident is included in an episode, the episode ID displays here. If this is blank, the ASB incident is not currently included in any episode.</p>
<p><b>Incident</b></p>	<p>Displays the free text description of the incident recorded in the <b>ASB Incident</b> screen.</p>
<p><b>Incident Start</b></p>	<p>Displays the start date recorded against the ASB Incident.</p>
<p><b>Incident End</b></p>	<p>Displays the end date recorded against the ASB Incident.</p>

## Outstanding Charges

This section displays offences that are still progressing through the court system and have not been proven. The young person has not been found guilty, nor have they admitted to committing the offence. These are offences that are:

- Not linked to a substantive outcome, and
- Have no plea of guilty, found guilty or offence admitted against them at any point

Outstanding Charges					
Offence Details	Offence Start	Offence End	Plea	Next Court appearance	Status
Theft And Handling Stolen Goods : Other theft : Theft from a meter / automatic machine : 3	31/05/2016 00:00				
Date of last court report:					
Date PSR requested: 03/05/2016					
Date PSR due: 19/05/2016					

<b>Offence Details</b>	Displays the offence type description.
<b>Offence Start</b>	Displays the offence date recorded in the <b>Offence</b> screen.
<b>Offence End</b>	Displays the offence end date recorded in the <b>Offence</b> screen.
<b>Plea</b>	Displays the most recently recorded plea for the offence. If no pleas have been recorded, this is blank.
<b>Next Court Appearance</b>	Displays the hearing date for the next chronological court appearance in the future (from the current date).
<b>Status</b>	Displays the most recently recorded bail or remand status from the court appearances that the offence is linked to. If no bail or remand statuses have been recorded, this is blank.

This section automatically updates to include any additional offences that qualify as outstanding while the stage is in progress, such as new offences that do not have a plea of guilty, found guilty or offence admitted recorded against them. Offences that become current while the stage is in progress are removed.

Date of last court report:	
Date PSR requested:	03/05/2016
Date PSR due:	19/05/2016

<b>Date of last court report:</b>	To be manually entered.
<b>Date PSR requested:</b>	Displays the date the most recent PSR court report was requested (taken from the <b>Date Requested</b> field).
<b>Date PSR Due:</b>	Displays the date the PSR court report is due (taken from the <b>Due Date</b> field).

## Core Record: Offending and Anti-Social Behaviour History

### Previous Substantive Outcomes without YOT Interventions

This section displays outcomes that are:

- Substantive outcomes, and
- Not linked to any intervention programmes, and
- Linked to an offence that is included in an episode within a completed stage

If any offences linked to a substantive outcome have not been included in an episode in a previously completed stage, the outcome is listed as active/current until all linked offences have been used in episodes in completed stages.

Core Record : Offending and Anti-Social Behaviour History		
Previous Substantive Outcomes without YOT Interventions		
Substantive Outcome	Start date	End date
Referral Order	12/01/2016	12/07/2017

<b>Substantive Outcome</b>	Displays the offence outcome type recorded in the court appearance or pre-court decision as appropriate.
<b>Start Date</b>	For court outcomes, this displays the hearing date of the court appearance where the offence outcome was recorded.  For pre-court outcomes, this displays the decision date of the pre-court decision where the offence outcome was recorded.
<b>End Date</b>	For outcomes that have a term/duration, the <b>End Date</b> is calculated by adding the recorded term to the hearing date of the court appearance where the offence outcome was recorded.  For outcomes that do not have a term/duration, the <b>End Date</b> is blank.

### Previous Interventions

This section displays all previous intervention programmes, both with and without linked offences. This includes prevention intervention programmes.

Previous Interventions		
Intervention	Start date	End date
Referral Order	02/02/2016	19/05/2016
Youth Rehabilitation Order	19/05/2016	18/11/2016

<b>Intervention</b>	For previous intervention programmes that <u>are linked</u> to a custodial offence outcome, the offence outcome type from the linked court appearance is displayed here, e.g. Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228, Youth Offending Institution.  For all previous intervention programmes that <u>are not linked</u> to a custodial offence outcome, the intervention programme type is displayed here.
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<p><b>Start Date</b></p>	<p>For previous intervention programmes that <u>are linked</u> to a custodial offence outcome, this displays the hearing date of the court appearance where the outcome was recorded.</p> <p>For all previous intervention programmes that <u>are not linked</u> to a custodial offence outcome, <u>and are not a referral order</u>, the start date recorded in the intervention programme is displayed here.</p> <p>For all referral order previous intervention programmes, the panel date recorded in the intervention programme is displayed here.</p>
<p><b>End Date</b></p>	<p>Where multiple previous intervention programmes <u>are linked</u> to a custodial offence outcome, the end date recorded in the linked licence-type intervention programme is displayed here. This ignores the custody-type intervention programme.</p> <p>For all previous intervention programmes that <u>are not linked</u> to a custodial offence outcome, the end date recorded in the intervention programme is displayed here.</p>

## Offending History

This section displays offences classed by the YJB as historical. Historical offences can no longer be included in episodes. Offences displayed here are:

- Linked to a substantive outcome but have no linked intervention programme and have been included in an episode within a previously completed stage, e.g. fine, suspended sentence.
- Or,
- Linked to a substantive outcome and a previous intervention programme, e.g. referral order, YRO, and have been included in an episode within a previously completed stage, e.g. referral order, YRO.

**NOTE:** When working on the first AssetPlus stage for an existing case that has previously used Asset, any offences that belong to old/ended intervention programmes will not display here as historical. They will display as currently relevant because they have not been used in AssetPlus before. This is by design.

The YJB recommends that you include all old offences in a single episode, and adopting a local policy about whether you leave the associated questions for the episode blank or enter a standard response such as 'historical' or similar.

When a stage has been completed with the old offences included in an episode, the old offences become historical and are moved to the **Offending and ASB History** section the next time a stage is created.

Offending History						
Age at first official sanction:	14	Age at first conviction:	14			
Number of previous convictions:	6					
Episode	Offence Details	Offence Start	Offence End	Seriousness	Disposal Type	Disposal Start
No Offence Episode History.						

<p><b>Age at first official sanction:</b></p>	<p>Displays the young person's age at their first outcome, calculated from their DOB and the pre-court decision date (pre-court) or hearing date (court) of the outcome.</p>
<p><b>Age at first conviction:</b></p>	<p>Displays the young person's age at their first conviction, calculated from their DOB and the pre-court decision date (pre-court) or hearing date (court) of the substantive outcome.</p>
<p><b>Number of previous convictions:</b></p>	<p>Displays the number of previous convictions, calculated by totalling the substantive outcomes recorded for the young person in pre-court decisions and court appearances.</p>

<b>Episode</b>	Displays the episode ID for the last episode that the offence was included in.
<b>Offence Details</b>	Displays the offence type description.
<b>Offence Start</b>	Displays the offence date recorded in the <b>Offence</b> screen.
<b>Offence End</b>	Displays the offence end date recorded in the <b>Offence</b> screen.
<b>Seriousness</b>	Displays the YJB-defined gravity score for the offence type.
<b>Disposal Type</b>	<p>For offences linked to a substantive outcome with <u>no</u> linked intervention programme, or a substantive outcome of a custodial type, the offence outcome type recorded in the court appearance or pre-court decision is displayed here. Custodial-type substantive outcomes include Detention and Training Order, Section 90-91, Section 226 and Section 228.</p> <p>For offences linked to a non-custodial substantive outcome with a current intervention programme, the intervention programme type is displayed here.</p>
<b>Disposal Start</b>	<p>For offences linked to a court substantive outcome with <u>no</u> linked intervention programme, or a substantive outcome of a custodial type, this displays the hearing date of the court appearance where the offence outcome was recorded. Custodial-type substantive outcomes include Detention and Training Order, Section 90-91, Section 226, Section 226b, Section 228 and Youth Offending Institution.</p> <p>For offences linked to a pre-court substantive outcome with <u>no</u> linked intervention programme, the decision date recorded in the pre-court decision is displayed here.</p> <p>For offences linked to a substantive outcome <u>with</u> a current intervention programme that is <u>not</u> a referral order, the start date recorded in the intervention programme is displayed here.</p> <p>For offences linked to a referral order substantive outcome, the panel date recorded in the linked current intervention programme is displayed here.</p>

## ASB History

Active and historical ASB incidents are not automatically calculated by the system. The YJB specifies that ASB incidents remain active and are available to include in episodes until a practitioner decides that they are no longer current.

You can flag an ASB incident as historical by selecting the **Historic** check box that is displayed within the **Change ASB Incident** screen after the incident has been included in an episode within a completed stage.

If the historical check box is not displayed in the ASB incident, the incident has not yet been included in an episode within a completed stage.

Once an ASB incident has been made historical (the check box selected and the record saved), they cannot be made current again.

ASB History	
Episode	Incident
No ASB Episode History.	
	Incident Start    Incident End
<b>Episode</b>	<p>If the ASB incident is included in an episode, the episode ID displays here.</p> <p>If this is blank, the ASB Incident is not currently included in any episode.</p>
<b>Incident</b>	Displays the free text description of the incident recorded in the <b>ASB Incident</b> screen.

**Appendix A: General Rules for the Core Record : Offending and Anti-Social Behaviour Subsections**

<b>Incident Start</b>	Displays the start date recorded against the ASB incident.
<b>Incident End</b>	Displays the end date recorded against the ASB incident.



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