



Data Recording Requirements

Data Recording Requirements for Youth Justice Services in England and Wales

April 2022 to March 2023

Version 1.0

Data Recording Requirements

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Introduction

The Data Recording Requirements for Youth Justice Service describes both how Youth Justice Services (YJSs) submit data to the Youth Justice Board for England and Wales (YJB) and detail around what is collected and how it's recorded.

In addition, the document details changes to data recording from the previous including new fields and additional guidance to some existing fields.

The term Youth Justice Services has replaced the term Youth Offending Teams. The statutory definition of a local youth justice service is contained in the Crime and Disorder Act 1998. In statute these are known as Youth Offending Teams. However, as services have evolved, they have become known by different names. For this reason, we now prefer to use the term Youth Justice Services (YJSs). Within this document, the term YOT is used when it refers to a table or field that has not yet changed, for example the YOT field in the case level data or the Budget and Staffing Tables. These will be changed as part of next year's Data Recording Requirements.

A case-level submission to the YJB of data for individual children is the principal requirement for YJSs. Some data must still be submitted at summary-level via web-forms. The [Data Submission Procedure](#) section of this guidance provides the details of how these submissions take place.

YJSs should always submit case level data via Connectivity. YJSs having issues with Connectivity should contact their CMS supplier in the first instance and then contact i2nsupport@northgateps.com if the supplier is unable to help. If it is not possible to submit via Connectivity, a secure email with all XML parts in a single zip file will be accepted.

YJSs are reminded of their legal obligation to provide the YJB with quarterly data in a timely and accurate manner. Failure to do so can result in delays or withdrawal of the YJB grant.

There are some changes to data requirements this year. These changes are provided in more detail on the next page. Thanks to all YJS colleagues who helped to contribute towards this.

The Data Recording Requirements may be updated during the year, not with new requirements, but specific guidance around improving data quality if identified. YJSs will be notified when any changes to the DRR document are made.

For queries or feedback on any aspect of the YJS Data Recording Requirements, please email informationandanalysis@yjb.gov.uk.

Data Recording Requirements

Mandatory Case Level Data

Changes to data collection

There are some additional data requirements this year, which will help support the YJB's priorities programme and aim to lead to better outcomes for children. Youth Justice Services should ensure they're compliant with the latest version of the schema at the earliest opportunity.

Changes to Case Management System recording

- Additional enumerations for non-substantive/Civil Legal Outcome Types (Criminal Behaviour Order, Gang Injunction, Community Protection Notice, Anti-Social Behaviour Injunction, Knife Crime Protection Order, Sexual Harm Prevention Order and Stalking Protection Order).
- Change of field name from Gender to Sex and addition of two new questions to enable YJSs to record the distinction between biological sex and gender identity of child, if different to biological sex.

Changes to AssetPlus Leaving Custody Module around Resettlement

- Addition of new question in the Leaving Custody module around accommodation type on release. There will be an exhaustive list of accommodation types that can be selected (At Home, Bail Hostel, Bed & Breakfast, Foster Care (LA), Foster Care (Private) Foyer, Homeless, Homeless Hostel, Hospital, Living with Friends, Residential Unit (LA), Residential Unit (Private), Residential Unit (Secure), Traveller site, Other).
- Addition of questions around resettlement pathway needs including accommodation, ETE, Physical Health, Mental Health, Substance Misuse, Finance, Benefit and Debt and Families, and Relationship support.
- Addition of Resettlement pathways action taken reference data (Outreach support, Appointment on release, Referral, Other (please specify), Not applicable)
- New reference data around ETE provision upon release (Education part time, Education full time, Training/ Apprenticeships Full time, Training/ Apprenticeships part time, Employment part time, Employment full time, Other, Yet to clarify).
- Addition of Date Last Updated fields in the YP Self-Assessment and Parent Self-Assessment sections.
- Removal of three questions in the Leaving Custody module ("Has the child been meaningfully involved in identifying subsequent placements?", "If placed in Local Authority Accommodation, how much does the accommodation placement cost per week?", "If placed in Local Authority Accommodation, how much does the accommodation placement cost per week?").

Data Recording Requirements

Mandatory Case Level Data

Data Quality Focus - PNC Numbers

There has been a renewed focus on this important data item recently as it's needed to match across datasets including the PNC itself for research purposes. Better match rates will contribute to better research, which will hopefully lead to better outcomes for children.

YJSs should have robust processes in place to ensure PNC numbers for children cautioned or sentenced are both initially received in documents from the police or courts and where they are missing, a way to obtain them via the police secondee or through other means. As part of quarterly data validation, the YJB will upload a list of CYPIDs, dates of birth and invalid PNC IDs to assist YJSs with this process, where resubmissions can be made once the missing IDs have been input or invalid PNC IDs changed to valid PNC IDs.

The Information and Analysis Team carried out an assessment of completeness of PNC IDs and found this identified the following as the main issues affecting data quality for this field:

Dummy PNC IDs

The most common reason for invalid PNCs, accounting for over 70% of cases, is dummy PNC IDs being used (for example 0000/0000000A). This guidance suggests using a dummy PNC ID if it has not been possible to obtain the actual PNC ID. This should be only be used in exceptional circumstances and YJSs should contact police colleagues to obtain the PNC ID where possible if it hasn't been provided via charge sheets or in court documents.

Withheld or Missing

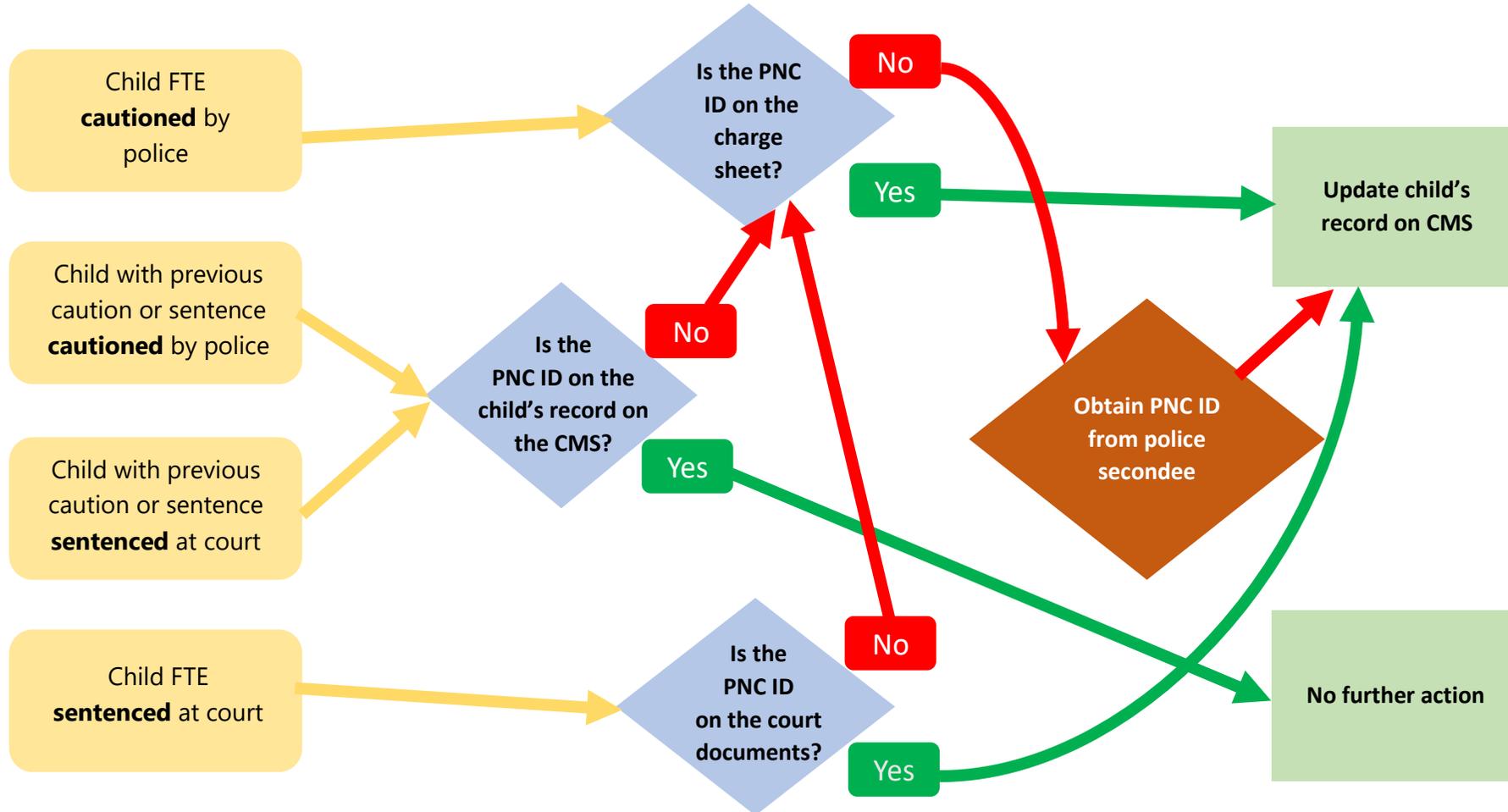
Several YJSs have Withheld or Missing PNC IDs. Where this is happening, YJSs should contact their Case Management System supplier to ask them to enable PNC IDs to come through as part of quarterly returns. For those cases where PNC numbers aren't being received on charge sheets, please contact your police secondee or local police force and ask them to ensure these are filled in before passing onto the YJS.

Incomplete Years

The first part of the PNC ID is a year code (e.g. 2022). A small proportion of PNC IDs are coming through with incomplete PNC IDs (e.g. 0022 or 2200). Where PNC numbers come through from the police or courts in this format, YJSs should ensure the complete and correct year code is entered.

Data Quality Focus - PNC Numbers – example process map

The process map below is an example of how YJSs could initially obtain PNC IDs and what could be done if it isn't received at first. YJSs are free to follow any process they wish around this but should ensure PNC IDs are input on the CMS for all children who are cautioned or sentenced.



Data Quality Focus – Diversionary Outcomes

Last year, the YJB started collecting data on diversionary outcomes with YJS intervention. The guidance around these has been updated to ensure recording consistency across YJSs. The YJB are aware that diversion practice is a growing area of work for YJSs and diversionary data reporting will provide formal evidence and recognition of the work taking place and contribute to better consistency and research. There is a range of terminology in use for diversion outcomes and interventions. To help provide clarity the YJB has published definitions following consultation with stakeholders.

Outcome Type	Mandatory or Voluntary	Description
Community Resolution – YOT involvement	Mandatory	Outcome 8 Community Resolutions (CRs) facilitated by or partly by the YJS. A CR is a diversionary OOC that can only be used by Police when children have accepted responsibility for an offence. A process of multi-agency decision making supports the consideration of referrals into the service to determine the outcome for children, proportionate to their assessed level of need. This may involve the YJS delivering support/intervention that may or may not be voluntary. All support should be proportionate, aimed at addressing unmet needs and supporting prosocial life choices.
Community Resolution – No YOT involvement	Voluntary	CRs facilitated solely by the Police with no YJS involvement. This may include, for example, Street Restorative Justice carried out by police officers or community support officers who have been trained to facilitate a conversation between perpetrators, victims and other stakeholders at the time of attendance at the incident. Depending on local practice, police may or may not pass the details of these CRs to YJS.
Community Resolution – Other agency facilitated	Voluntary	CRs facilitated for the most part by another agency that is suited to meeting the needs of the child, e.g. social care or health services. Depending on local practice, police and facilitating agencies may or may not pass the details of these CRs to YJS.
Other Informal Action – YOT involvement	Mandatory	Other diversionary outcomes given by the police where intervention/support may be offered to children to address identified needs and facilitated by or partly by YJS. These outcomes include but are not limited to No Further Action – Outcome 22. No Further Action – Outcome 21. No Further Action – Outcome 20 . Detailed definitions are available on the YJB Resource Hub. Local practice around these outcomes may vary across different YJS or police force areas and may or may not be captured on YJS case management systems.
Other Informal Action – No YOT involvement	Voluntary	Other diversionary outcomes given by the police where intervention/support may be offered to children to address identified needs and facilitated by another agency with no YJS involvement. These outcomes include but are not limited to No Further Action – Outcome 22. No Further Action – Outcome 21. No Further Action – Outcome 20 . Detailed definitions are available on the YJB Resource Hub. Depending on local practice, police and facilitating agencies may or may not pass the details of these outcomes to YJS.

Data Recording Requirements

Mandatory Case Level Data

Data Submission Procedure

All YJSs must make a **quarterly case-level submission** by the last working day of the month following the end of each quarter. The case-level submission must include data for the quarter ending one month before the submission deadline that is as accurate and up to date as possible. By default, data relating to certain items in the YJS case-level data schema will be excluded. YJSs must not alter the default setting to include any of these items unless advised. YJSs must validate data before submission to the YJB. CMS's have validation functions which YJSs must use to ensure data is accurate. YJSs are not normally required to validate data relating to periods prior to the most recent quarter but may wish to consider limited validation of historical data.

YJSs should submit their quarterly case level data submission via Connectivity. YJSs having issues with Connectivity should contact their CMS supplier in the first instance and then contact i2nsupport@northgateps.com if the supplier is unable to help.

All YJSs must make a summary-level submission annually on **Budget and Staffing**. Annual summary-level submissions for Budget and Staffing data must be made via web-forms to the YJB in the [Budget and Staffing module of YJAF](#) however an alternate address may apply locally, as access is no longer via the open web, and YJSs should check with local IT providers. The data must conform to validation checks on the web-form, which prevent submission if not observed.

Welsh YJSs must make a summary-level submission quarterly based on the four **Welsh Youth Justice Indicators** by the last working day of the month following the end of each quarter. This should be done using the [Welsh Indicator Submission page](#) in YJAF.

While every effort will be made to publish to the proposed publication dates below, technical issues affecting YJS data at CMS or YJAF level may prevent this. This depends on a variety of factors, including completeness of returns. If the proposed dates change during the year, YJSs will be notified and the dates in this guidance will be updated.

Data Submission Deadlines and Proposed YDS Publication Dates

Quarter and Deadline			Required Data			Proposed YDS Publication Dates	
Quarter	Dates Covered	Submission Deadline	Case Level Data (inc AssetPlus)	Budget and Staffing Return 2022/23	Welsh Youth Justice Indicators	Draft YDS	Final YDS
Q1	01/04/2022 – 30/06/2022	31/07/2022	✓	✓	✓	31/08/2022	09/09/2022
Q2	01/07/2022 – 30/09/2022	31/10/2022	✓		✓	30/11/2022	09/12/2022
Q3	01/10/2022 – 31/12/2022	31/01/2023	✓		✓	22/02/2023	03/03/2023
Q4	01/01/2023 – 31/03/2023	30/04/2023	✓		✓	31/05/2023	09/06/2023

Data Recording Requirements

Mandatory Case Level Data

Mandatory Case Level Data

YJSs record data on children, offences, legal outcomes, court hearings, intervention programmes, and other areas such as AssetPlus. YJSs must submit case-level data, which the YJB can aggregate and then derive reports from. See Annex D for further details of case-level data reporting.

When YJSs make their case-level submission as described in the data submission procedure section, data will be submitted for those children on the case management system (CMS) for whom new recording for any item in the YJS case-level data schema took place during the return period selected. For these children, a full case-history will be included in the submission.

This section lists the data items in schema 7.0. Only items for which data is sent from the YJS CMS to the YJB are described here; items calculated within YJAF are excluded, e.g. Age at arrest.

YJSs must also record case-level schema items in line with guidance from CMS providers. For many items, such as Date of Birth, the schema item maps straightforwardly to the relevant CMS field and it is obvious which field this is. For other items it may not be obvious, particularly where recording differs significantly in each CMS, and YJSs should refer to CMS guidance to ensure correct recording.

YJSs are required to record all items in this section on a routine and regular basis, so that YJAF will contain the data the YJB needs to meet its statutory responsibilities.

Data Recording Requirements

Mandatory Case Level Data

Item	Description	Field type	Available values	Further Info
Date of birth	YJSs must ensure the dates of birth of children on their CMS are recorded accurately. They should use CMS to check if any children are recorded as having a date of birth which falls outside expected values.	Date - dd/mm/yyyy	N/A	
Sex	YJSs must ensure the sex of each child on their CMS is recorded. They should use the CMS to check if gender is recorded as unknown for any children.	Drop-down	Male Female Not Known	
Is the gender you identify with the same as your sex registered at birth?	YJSs should ensure children whose details are being entered onto the CMS for the first time are asked this question. YJSs can choose to ask existing children on the caseload this question if they choose to but we are conscious of reporting burden	Drop-down	Yes No	
If you answered "No", please give the term you use to describe your gender.	Free text	Free text	Free text	
Ethnicity	YJSs must accurately record the self-defined ethnicity of each child on their CMS according to the 18+1 classification (see Annex B). The 18+1 classifications include Gypsy or Irish Traveller and Arab. This will be held as the Ethnicity, and the YJ Application Framework will calculate the ethnicity according to the 5+1 classification and hold this as the Ethnic group.	Drop-down	W1 English/Welsh/Scottish/Northern Irish/British W2 Irish W3 Gypsy or Irish Traveller W4 Any other White background M1 White and Black Caribbean M2 White and Black African M3 White and Asian M4 Any other Mixed background A1 Indian A2 Pakistani A3 Bangladeshi A4 Chinese A5 Any other Asian background	Further Info

Data Recording Requirements

Mandatory Case Level Data

			B1 African B2 Caribbean B3 Any other Black background O1 Arab O2 Other N1 Not Known/Not Stated	
Nationality	YJSs should record the nationality of each child on their CMS according to the CMS dropdown list	Drop-down	As per YJS CMS	
Religion	YJSs should record the religion of each child on their CMS according to the CMS dropdown list	Drop-down	As per YJS CMS	
Immigration status	Where a child isn't a British citizen, an EU national or doesn't have indefinite leave to remain, YJSs should record the immigration status of children based on the available values in their CMS	Drop-down	Asylum seeker Granted asylum Exceptional leave to remain Unknown status Asylum seeker Unaccompanied Asylum seeker Refugee	
Preferred Language	YJSs should record the preferred language of each child on their CMS as per the standard list	Drop-down	As per YJS CMS	
YOT	YJSs' CMS will automatically submit the name of the YJS making the submission when the case-level submission is made. YJSs are not required to record this separately.	N/A	N/A	
Current young person ID number	The Current Young Person ID (CYPID) is the ID number assigned to each child by the YJS's CMS. YJSs do not need to record this as it is created automatically by the CMS. YJSs should check regularly that no child has data recorded in two different records, and therefore has more than one CYPID, as if they were two separate children. Where such cases are found, the multiple records should be merged, and all duplicate records deleted.	N/A	N/A	

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Mandatory Case Level Data

Originating young person ID number	YJSs must record the Originating Young Person ID (OYPID) where applicable, in line with CMS guidance. If recorded reliably, together with Transfer in date and Transfer out date, it will help link records in the YJAF for children who move between YJSs or are Looked-after Children placed out of area, and assign data to the YJS or local authority responsible for them at different times.	N/A	N/A	Further info
PNC number	PNC numbers must be sent in the following format (where 'y' represents a year, 'n' a numerical value and 'A' represents a text value). 'yyyy/nnnnnnA' If the PNC ID hasn't been received and if after contacting police colleagues, YJSs still don't have the ID, the value should be set as '0000/0000000A'	yyyy/nnnnnnnA	N/A	Further info
Arrest date	YJSs must try to ensure the arrest date of each offence on CMS is recorded accurately. This is most important where the arrest date occurs considerably later than the offence date, and particularly if a child's birthday falls between the offence and arrest dates. Where arrest dates are not recorded, standard YJB reports that need to refer to this date must use offence date instead, which can lead to anomalous data.	Date	dd/mm/yyyy	Further info
Local/other status	YJSs must record, in line with CMS guidance, whether children recorded on their CMS have local area status or not. Some YJSs have the choice of 'Other' or the name of one or more local areas for this field. Others can record 'Local' or 'Other' in relation to multiple dates, in which case a full history is submitted.	N/A	N/A	Further info
Residence on Legal Outcome Date	YJSs must record in line with CMS guidance, the residence on each legal outcome date of children in the CMS, which should be mapped to 'Local' if the YJS was responsible for the child on the legal outcome date or 'Other' if they were caretaking a child on another YJS's behalf.	N/A	N/A	
Offence	For each offence, YJSs must record the CMS Offence description from the list of offences on their CMS. The CMS will map each offence to a YJB Offence type (see Annex B). Both the YJB offence type assigned by the CMS, and the CMS offence description recorded by YJSs will be sent to YJAF when the case-level submission is made.	N/A	N/A	Further info
(CMS description & YJB type)		Free text	N/A	

Data Recording Requirements

Mandatory Case Level Data

Offence date	YJSs must try to ensure the offence date of each offence on CMS is recorded accurately particularly if a child's birthday falls between the offence and arrest dates.	Date	dd/mm/yyyy	Further info	
Offence knife-enabled status	YJSs must record whether any offence was 'knife-related', in line with CMS guidance. This field will be auto populated based on the offence selected but YJSs will still be able to manually check the box if necessary.	Tick-box	Yes No Don't know	Further info	
Offence seriousness score	The CMS will automatically submit the Offence seriousness score for each offence recorded by YJSs when the case-level submission is made. This data will allow the YJB to review seriousness scores in future.	N/A			
Hearing date	YJSs must ensure the date of each hearing on their CMS is recorded accurately. They should use CMS or YJB exception reports to check if any hearing is recorded as having a date which falls outside expected values.	Date	dd/mm/yyyy		
Plea	YJSs should record the plea of the child if applicable	Drop-down	Guilty Not Guilty No Plea Unknown Changed to Guilty Changed to Not Guilty Found Guilty		
Remand decision	The remand status that a court applies to a child must be recorded for each hearing, from the lists available on CMS, unless sentence is passed. The CMS will map each remand decision to a YJB Remand decision type (see Annex B).	N/A	Community remand	Unconditional bail Conditional bail	Further info
			Community remand with intervention	Conditional bail with tag Bail supervision and support Bail supervision and support with radio tag Bail supervision and support with GPS tag ISS bail ISS bail with radio tag ISS bail with GPS tag Remand to local authority accommodation Remand to local authority accommodation with radio tag	

Data Recording Requirements

Mandatory Case Level Data

				Remand to local authority accommodation with GPS tag	
			Custodial remand	Remand to youth detention accommodation	
(CMS description & YJB type)		Free text			
Sentence proposal	YJSs must record the main proposal for sentence they make to the court for all cases that lead to a substantive outcome, i.e. the proposed sentence ranked highest in the list of substantive outcomes in Annex B. The CMS will map each sentence proposal to a YJB Sentence proposal type.	N/A			Further Info
(CMS description & YJB type)		Drop-down	Varies by CMS		
Sentence proposal requirement	YJSs must record the main proposal for sentence they make to the court for all cases that lead to a substantive outcome, i.e. the proposed sentence ranked highest in the list of substantive outcomes in Annex B. The CMS will map each sentence proposal to a YJB Sentence proposal type.	N/A			Further Info
		Drop-down	Varies by CMS		
Court type	YJSs must record the type of court at which each hearing recorded on their CMS takes place, from the lists available on their CMS.	N/A			
(CMS description & YJB type)		Drop-down	Civil Crown Magistrates Youth		
Legal outcome	YJSs must record the legal outcome of each offence, pre-court or court, from the lists available on their CMS if a child is cautioned or found guilty at court, for all children they supervise. The CMS will also map each outcome to one of the YJB outcome types (see Annex B).	N/A	Civil orders Criminal Behaviour Order Gang Injunction Community Protection Notice Anti-Social Behaviour Injunction Knife Crime Protection Order Sexual Harm Prevention Orders Stalking Protection Orders Non-substantive outcomes Community resolution with YOT intervention – mandatory Community resolution – police facilitated - voluntary Community resolution – other agency facilitated - voluntary		Further Info

Data Recording Requirements

Mandatory Case Level Data

			Out of court substantive Youth caution Youth conditional caution First Tier Absolute Discharge Conditional Discharge Fine Bind Over Compensation Order Referral Order Reparation Order Action Plan Order Community Youth Rehabilitation Order Custody Detention and Training Order Section 250 Section 254 Section 259	
(CMS description & YJB type)		Drop-down	Varies by CMS	
Legal outcome date	The outcome date of each legal outcome must be recorded. The date must be the actual date the outcome was imposed, and not, for example, the date the YJS was informed of a pre-court decision.	Date	dd/mm/yyyy	
Legal outcome requirement	For Youth Rehabilitation Orders (YRO), YJSs must record each requirement imposed, which will be passed to the data field Legal outcome requirement.	Tick-box	Activity Attendance Centre Curfew Drug Testing Drug Treatment Education Electronic Monitoring – radio tag Electronic Monitoring – GPS tag Exclusion Intensive Fostering Intoxicating Substance Treatment Local Authority Residence Mental Health Treatment Programme Prohibited Activity	Further Info

Data Recording Requirements

Mandatory Case Level Data

			Residence Supervision Unpaid Work	
Legal outcome term	The term that the court imposes for each court outcome must be recorded, in hours, weeks or months as appropriate. Where a court imposes more than one disposal of the same type to run consecutively, the individual term for each outcome should be recorded against each individual outcome, rather than the combined term being recorded against one of the outcomes. The Outcome term is not required for pre-court outcomes. In YJAF, the Outcome term is held in five fields, for terms in years, months, weeks, days and hours.	Years		
		Months		
		Weeks		
		Days		
		Hours		
Outcome requirement term	For Youth Rehabilitation Orders (YRO), YJSs must record the Outcome requirement term of each individual requirement imposed.	Free text	N/A	
Outcome main/other	Where more than one outcome is given for any one offence, CMS guidance describes how YJSs should record which outcome is the 'main' outcome, which should be that ranked highest in the list of substantive outcomes in Annex B, where such an outcome is given. This data will be passed to the YJB when the case-level submission is made.	Drop-down	MAIN OTHER	
Intervention programme	YJSs must create a (intervention) programme record and record the programme type, from the lists available on their CMS, for all programmes which they manage. The CMS will also map each programme to one of the YJB programme types.			Further info
(CMS description & YJB type)		Drop-down	Varies by CMS	
Programme requirement	For Youth Rehabilitation Orders (YRO), YJSs must record each requirement imposed, which will be passed to the data field Programme requirement.	Drop-down	Activity Attendance Centre Curfew Drug Testing Drug Treatment Education Electronic Monitoring – radio tag Electronic Monitoring – GPS tag Exclusion Intensive Fostering	Further info

Data Recording Requirements

Mandatory Case Level Data

			Intoxicating Substance Treatment Local Authority Residence Mental Health Treatment Programme Prohibited Activity Residence Supervision Unpaid Work	
Programme start/end date Requirement start/end date	The Programme start and end date must be recorded for all recorded programmes. For Bail Supervision and Support programmes, the start date must be the date of the first contact with the child after the court has made BSS a condition of bail, which should normally be the same day. For court outcomes, the Programme start date should be the same as the corresponding Legal outcome date.	Date	dd/mm/yyyy	Further info
Intervention plan sign-off date	The date the intervention plan for the programme is signed off must be recorded.	Date	dd/mm/yyyy	
Accommodation start/end disposal	Recording for Accommodation at end of programme must be undertaken, in line with CMS guidance. The YJS's CMS may allow a value of 'Satisfactory' or 'Not Satisfactory' to be recorded for this item directly against the programme, in which case these will be mapped to the YJB values 'Suitable' and 'Unsuitable' by the CMS when the case-level submission is made. Otherwise, this item will be derived from 'Suitable' or 'Unsuitable' categories recorded against any address recorded for a child with a start date earlier than the programme end date and an end date later than the programme end date or blank; if multiple entries meet date requirements and any are 'Unsuitable', then the item will be calculated as 'Unsuitable'.	Drop-down	Suitable Unsuitable Unknown	Further info
ETE description, hours and start/end date	YJS's must record whether children on relevant disposals are actively engaged in suitable education, training and employment (ETE) when the disposal closes. 'Active engagement' is defined as 25 or more hours for children of school age and 16 or more hours for those above statutory school age. 'Relevant youth justice disposals' are defined as programmes resulting from a Youth Conditional Cautions, Referral Orders, Youth Rehabilitation Orders or the community element of a custodial sentence.	Drop-down		Further info
		Date – dd/mm/yyyy		



Data Recording Requirements

Mandatory AssetPlus Fields

Mandatory AssetPlus Fields

AssetPlus is a comprehensive end-to-end assessment and planning framework for use with children across England and Wales by YJSs and the secure estate. It aims to identify strengths, needs, risks and issues and to facilitate the planning of appropriate interventions for children who have offended or are at risk of offending, both in the community and custody.

From 2021/22, the YJB started collecting data from all closed question fields. These included 611 constrained value data items (drop down boxes, tick boxes and date fields).

The benefits of collecting this additional data include

- Supporting the development of more sophisticated models for improving outcomes for children.
- Facilitating evaluation, joint analysis and policy formation.
- Enabling the YJB to consider more child first approaches to offending rather than punitive.
- Strengthening the evidence base for effective oversight of the YJS.

Practitioners should ensure that stages are completed. Stages that have been stopped or not completed will not come through in the quarterly returns and this means that the most up to date assessment data relating to a particular outcome will not be reflected in any analysis.



Annual Budget and Staffing Return

This section provides guidance on completing the annual budget and staffing return due as part of the quarter one returns.

YJSs must submit budget and staffing data for 2022/23 by 31st July 2022 via YJAF, as described in the data submission procedure section. It is particularly important that Budget and Staffing data is returned accurately and on a consistent basis in accordance with this guidance as the data is to be used to provide YJSs with a tool to analyse their funding and outcomes as compared to national average and similar YJSs of their choice.

The tables required are:

- **B5 YOT Budget Costs and Contributions**
- **B7 Staffing of the YOT by Contract Type**
- **B8 Staffing of the YOT by Gender and Ethnicity**

Data Recording Requirements

Budget and Staffing



Table B5: YOT Budget Costs and Contributions 2022/23

Record financial contributions to the YJS budget for the financial year 2022/23 using standard currency format, i.e. £50,000 as opposed to £50k, etc.

Click on hyperlinks for further information.

Agency	Staffing Costs	Payments in kind	Other delegated funds	Total
Police	£	£	£	0
Police and Crime Commissioner	£	£	£	0
Probation	£	£	£	0
Health	£	£	£	0
Local Authority	£	£	£	0
Wales Assembly Government*	£	£	£	0
YJB	£	£	£	0
Other	£	£	£	0
Total	0	0	0	0

* Only Welsh YJSs need to complete this section.

In relation to services shared by consortia, the proportion of the funds that are attributable to the services used by the YJS should be included. Where, for example, YJSs A, B and C share a service with a budget of £250,000, and management information, e.g. caseload, indicates a split of services of 30% used by YJS A, 45% by YJS B and 25% by YJS C, then the budget for this service should be split as follows:

YJS A	YJS B	YJS C	TOTAL
£75,000	£112,500	£62,500	£250,000

Data Recording Requirements

Budget and Staffing



Table B8: Staffing of the YOT by gender and ethnicity as of 30th June 2022

Click on hyperlinks for further information.

Ethnicity Group	Managers Strategic		Managers Operational		Practitioners		Administrative		Sessional		Student		Referral Order Panel Volunteer		Other Volunteer		Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Asian or Asian British																		0	0
Black or Black British																		0	0
Mixed																		0	0
Chinese or Other																		0	0
White or White British																		0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Welsh Speakers*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Only Welsh YJSs need to complete this section.

Data Recording Requirements

Budget and Staffing



Table	Field or Column	Description/Counting rules
B5	Staffing Costs	Refers to any finances earmarked for staff salaries. This would include the total cost of the secondee to the employer, including on-going costs e.g. a Police officer seconded to the YJS
B5	Payments in Kind	Refers to payments made in the form of goods and services, rather than cash. Examples would include a YJS using local authority office accommodation or the probation service providing unpaid work placements. Although the YJS is not charged for these services, they are contributions in kind and their value should be included in the budget calculations. For services with variable take-up and no fixed budget, such as unpaid work placements and remand placements, the value of the previous years' service should be used.
B5	Other Delegated Funds	Refers to direct monetary contributions made by a partner agency to the YJS budget, i.e. all cash contributions from partner agencies for service delivery excluding any recorded under Staffing Costs above.
B5	Police	Contributions specifically from the Police budget as distinct from the PCC budget
B5	Police and Crime Commissioner	Include contributions specifically from the PCC budget as distinct from the Police budget
B5	Probation	Contributions from the National Probation Service
B5	Health	Contributions from the Department for Health
B5	Local Authority	Contributions from the Local Authority
B5	Wales Assembly Government	For Welsh YJSs only. English YJSs should ensure this data is not recorded in this field.
B5	Youth Justice Board	Record all services commissioned or delivered by the YJS which are funded by way of the single YJS grant. In relation to services shared by consortia, the proportion of the funds that are attributable to the services used by the YJS should be included.
B5	Other	Record all funding for services commissioned or delivered by the YJS which are funded from any other sources. However, only include funding for core YJS services, i.e. targeted youth crime prevention and interventions arising from court orders. Do not, for example, include all Family Intervention Project funding here if the YJS Manager merely manages the service and the budget on behalf of a wider parenting partnership.

Data Recording Requirements

Budget and Staffing



Table	Field or Column	Description/Counting rules
B7	Full time (FT)	Each full-time member of staff must be counted once.
B7	Part time (PT)	Each part-time (PT) member of staff should be counted in terms of their fulltime equivalent in the four 'PT' columns in Table B7. For example, if one member of staff works three days per week and another four days per week, count these as 1.4 staff (0.6 + 0.8).
B7	Permanent	Staff who are permanent employees of the local authority or other, broader organisation within which the YJS sits, but who are seconded to the YJS, should not be counted as permanent YJS staff. For example, a 'children and families' social worker who has a permanent contract with the County Council but who is seconded to a YJS for three years should be counted as a Social Services Seconded.
B7	Fixed-term	Staff who are employed on fixed-term contracts of more than a year. This category may include posts which are renewed on a regular basis but should not include secondees.
B7 and B8	Strategic Managers	A strategic manager is taken to be the manager with overall responsibility for the YJS.
B7 and B8	Operational Managers	Operational managers are the next level of YJS management, where this exists. Count team leaders, specialist coordinators, practice supervisors and similar in this category.
B7 and B8	Practitioners	This category includes youth justice practitioners or caseworkers and is likely to contain the bulk of the workforce. Count staff in the relevant column for full-time or part-time. This category should include senior practitioners, i.e. not operational managers or other staff with a supervisory role, but rather those senior staff who retain a case-work role.
B7 and B8	Administrative Staff	Non-practitioner support staff who do not have direct contact with children other than in an administrative role.
B7 and B8	Sessional	Sessional staff may provide specific, targeted help to the YJS on particular matters, on an occasional or part-time basis.
B7 and B8	Students/Trainees	Staff on placements and traineeships.

Data Recording Requirements

Budget and Staffing



Table	Field or Column	Description/Counting rules
B8	Referral Order Panel Volunteer	Unpaid Referral Order panel volunteers (although some YJSs may pay subsistence and travel). This category should only include Referral Order panel volunteers.
B8	Other Volunteer	<p>Unpaid volunteer workers (although some YJSs may pay subsistence and travel). This category should exclude Referral Order panel volunteers and only include other staff working with the YJS or its outsourced services on a voluntary basis, such as mentors, appropriate adults and victim support staff.</p> <p>This category does not include paid staff from the voluntary sector (e.g. Nacro ISS workers), who are covered under the section Outsourced. Count volunteers in table B8 only, not in table B7.</p>
B7	Outsourced	<p>Staff who work in areas of the service which are contracted out to outside agencies. These staff would not be on the YJS payroll directly but would form part of a bought-in service. These services may perform statutory YJS functions, as with ISS or bail supervision contracts. Where prevention services such as YIPs and YISPs are outsourced rather than delivered in house, these staff would also fall into this category.</p> <p>In order to avoid double counting, where an outsourced service is shared by two or more YJSs, it is important to apportion staff between the YJSs appropriately. This can be achieved using the proportion of services used by each of the YJSs in the consortia. Where there is confusion YJS managers will need to agree the staff numbers to be attributed to each YJS in the consortia.</p>
B7	Temporary	Temporary or casual staff, such as agency staff, should be included in this category. Do not include staff on temporary secondments or those with fixed term contracts of over a year.
B7	Vacant	Count all posts which are vacant on 30th June 2020.
B7	Seconded Children's Services	<p>Where staff have a time-limited secondment to the YJS in their contract, they should be recorded as a seconded even though their substantive post might be as a permanent employee of the broader organisation within which the YJS sits.</p> <p>Where Education and Social Services departments have been merged, enter staff under Education. Where a seconded worker's parent organisation does not fit into one of the traditional categories, please use 'Other' (i.e. Housing, Victim Support, etc.).</p> <p>Health Secondees must be counted in the relevant sub-categories for 'Substance Misuse', 'Mental Health', 'Physical Health' (e.g. a general health nurse), Speech and Language therapists where appropriate.</p> <p>If staff cover more than one category, count the amount of time spent in each category (e.g. if a staff member works in substance misuse half of their time and in mental health the other half, count 0.5 in each category).</p> <p>If the job description does not correspond to the listed categories, if staff cover multiple categories and the split cannot be determined or for other reasons the category cannot be determined, count in the Other/unspecified Seconded Health row.</p>
B7	Seconded Probation	
B7	Seconded Police	
B7	Seconded Health (Substance misuse)	
B7	Seconded Health (Mental health)	
B7	Seconded Health (Physical health)	
B7	Seconded Health (Speech/language)	
B7	Seconded Health (Other/Unspecified)	
B7	Seconded Education	
B7	Seconded Connexions	
B7	Seconded Other	
B7	Disabled	Count the number of staff who define themselves as disabled in the last row of Table B7.

Welsh Youth Justice Indicators

Welsh YJSs must submit this data quarterly at summary-level, according to the rules in this section, via the web-form process described in the [data submission procedure section](#).

The summary-level data counting rules for each of the indicators describe how YJSs must apply the rules, themselves and via reporting functionality in their case management system (CMS).

WYJI 4: Engagement in education, training and employment for children in the youth justice system

The percentage change in the average number of hours of suitable education, training or employment received while within the youth justice system by children of statutory school age, and those above statutory school age.

WYJI 5: Access to suitable accommodation for children in the youth justice system

The percentage change in the proportion of children with suitable accommodation at the end of their court order compared with before the start of their court order, and upon their release from custody compared with before the start of their custodial sentence.

WYJI 6: Access to substance misuse services for children in the youth justice system

The percentage of children identified as requiring a substance misuse assessment that commence the assessment within five working days of the referral date, and if the child has been identified as requiring substance misuse treatment, this is received within 10 working days of assessment.

WYJI 7: Access to mental health services for children in the youth justice system

The percentage of children identified as requiring a mental health assessment that received a mental health assessment within 28 days of referral date, and if the child has been identified as requiring mental health treatment, this is received within 28 days of assessment.

WYJI 4 (SCY001): Engagement in education, training and employment for children in the Youth Justice System

Engagement in education, training and employment (ETE)

- 1.1 The objective of the Education, Training and Employment (ETE) performance measure is to compare the average number of hours ETE at the start of each court disposal compared with the average ETE hours at the end. This is separated into three categories, one for school age children, one for above school age children and one for children who were of school age at the start of their order and above school age at the end of their order.
- 1.2 To assist in monitoring performance the review stages of the intervention are also collected.
- 1.3 Where a child is unable to receive all the hours of ETE planned in the week before the start, review or before the end of their programme due to physical incapacity or holidays (public, school or employment), provision should be counted for the last week where they were able.
- 1.4 Suitable employment entails full-time, part-time, temporary or agency work or work experience, including periods of paid holiday or leave under a contract of employment. Suitable education and training entail face-to-face contact between a teacher or instructor and the child.
- 1.5 The following are not considered suitable:
 - 1.6 Distance, online or self-supported learning unless this is so closely supervised as to allow the number of hours to be accurately recorded;
 - 1.7 Medical and similar interventions such as CAMHS or substance misuse treatment;
 - 1.8 Time spent on outdoor, leisure or sporting activities unless also part of a programme of ETE as defined below;
 - 1.9 Time awaiting a work placement or offer of employment, including from an employment agency.
- 1.10 YJS practitioners must assess the suitability of different types of ETE activity in relation to the child's needs and circumstances. Suitable education and training provision are further defined as that which is broadly in pursuit of legitimate educational objectives, part of a developmental plan overseen by a recognised body or organisation. This may include activities in pursuit of softer outcomes designed to lead ultimately to engagement in more formal learning.
- 1.11 Provision may only count as educational for children excluded from school, for those children with special education needs or as an alternative provision provided by the local authority or an LSC-funded provider where this provision has been identified in individual learning plans.
- 1.12 If the YJS has been unable to ascertain the number of hours the child is offered and/or attended, a zero hour must be recorded for their information.

Data Recording Requirements

Welsh Youth Justice Indicators



Table 1 counts those interventions where the child was of school age throughout the community or custodial sentence.

Table 2 counts those interventions where the child was above school age throughout the community or custodial sentence.

Table 3 counts those interventions where the child was at school age at the start of the intervention but above school age at the end. The child could be at or above school age at the review stage.

WYJI 4 Table - Engagement in ETE

		Community Penalties		
a	Number of interventions closing			
	Of the above	Start	Review	End
b	Number of hours offered			
c	Number of hours attended			
	Number of Average Hrs Offered			
	Number of Average Hrs Attended			

Custodial Sentence		
Start	Release	End

Community Penalties		
Number of closed community penalties in the period		
Start	Review	End
The rate of ETE hours offered or attended one week prior to the start of the relevant Court order	The rate of ETE hours offered or attended one week prior to the review date. Review date is when the YJS worker does a first review of the order; this will vary by order type, length and YJS procedures.	The rate of ETE hours offered or attended one week prior to the end of the Court order.

Custodial Sentences		
Number of closed custodial sentences in the period		
Start	Release	End
The rate of ETE hours offered or attended one week prior to starting custodial sentence.	The rate of ETE hours offered or attended one week after release	The rate of ETE hours offered or attended one week prior to the end of the community element of the intervention.

Access to suitable accommodation

2.1 The objective of the Accommodation Performance Measure is to report from the court disposals closing, whether the child was in suitable or unsuitable accommodation at the start and end points. For custodial sentences, the start, release and end points of the court disposal will be monitored.

2.2 Suitable accommodation means accommodation:

- which so far as reasonably practicable is suitable for the child in the light of their needs, including their health needs and any needs arising from any disability;
- in respect of which the responsible authority has satisfied itself as to the character and suitability of the landlord or other provider; and
- in respect of which the responsible authority has so far as reasonably practicable taken into account the child's wishes and feelings; and education, training or employment needs.

2.3 Practitioners should make a professional judgement based on the individual needs and circumstances of each child. Therefore, accommodation may only be deemed to be suitable if:

- The support needs of the individual child are being met to assist them to sustain the accommodation.
- Where appropriate, there is a clear strategy to assist the child to move on towards independent living.



WYJI 5 Table 1 Access to suitable accommodation – Community Interventions

	TABLE 1 - SUITABILITY OF ACCOMMODATION COMMUNITY INTERVENTIONS	Suitability 10-15 years				Suitability 16-17+ years				Counting Rules
		Start		End		Start		End		
		Yes	No	Yes	No	Yes	No	Yes	No	
a	At Home									Practitioner’s discretion is to be used to determine whether the accommodation is suitable for each individual child within the cohort for the period. For rows a to k – count the number of interventions ending with the children living in each type of accommodation. Using the practitioner’s discretion, enter the number of children living in each type of accommodation. If the accommodation type is not clearly identifiable or unknown, please record in row k.
b	Foster Care									
c	Independent Living									
d	Living with Friends									
e	Residential Unit									
f	Supported Accommodation/ Lodgings									
g	Traveller site									
h	Other									
i	Bed & Breakfast									
j	No Fixed Abode									
k	Unknown									

2.4 Table 1 requires the data to be split by age, those aged 10 to 15 and those aged 16 to 17+ years. The table counts the number of relevant community interventions, what their accommodation type was at the start and end of the intervention and whether that accommodation type was suitable or not.

2.5 Definitions: to avoid any ambiguity, three categories of accommodation type which could be misinterpreted, are described in detail below, namely:

- At Home - this can include where a child spends time with both parents by an agreed arrangement although it may be two different addresses.
- Homeless - a child with no permanent address, this can include those staying in multiple, non-permanent addresses e.g. 'sofa-surfing'.
- Living with friends - a child living permanently with a friend/s i.e. having one address. Children living with a family member can be added in this row.



WYJI 5 Table 2 Access to suitable accommodation – Custodial Sentences

	TABLE 2 - SUITABILITY OF ACCOMMODATION CUSTODY	Suitability 10-15 years						Suitability 16-17+ years						Counting Rules
		Start		Release		End		Start		Release		End		
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
a	At Home													<p>Practitioner’s discretion is to be used to determine whether the accommodation is suitable for each individual child within the cohort for the period.</p> <p>Row a-k - count the number of interventions ending in which the children are living in each type of accommodation. Using the practitioner’s discretion, enter the number who are living in suitable (yes) or not suitable (no) accommodation at the start, release date and the end of their intervention.</p> <p>The ‘start’ is defined as the week before going into the custodial establishment, the ‘release’ point refers to the week of leaving the custodial establishment and the ‘end’ refers to the week before the end date of the community element of the custodial sentence.</p>
b	Foster Care													
c	Independent Living													
d	Living with Friends													
e	Residential Unit													
f	Supported Accommodation/ Lodgings													
g	Traveller site													
h	Other													
i	Bed & Breakfast													
j	No Fixed Abode													
k	Unknown													

2.6 Table 2 requires the data to be spilt by age, those aged 10 to 15 and those aged 16 to 17+ years. This table counts the number of custodial sentences ending.

WYJI 6 (SCY003): Access to appropriate specialist assessment and treatment services for children in the Youth Justice System with identified substance misuse needs

Access to substance misuse services

3.1 The objective of Substance Misuse Performance Measure is to report the percentage of referrals:

- Receiving a substance misuse assessment within five working days of the referral date
- If the child has been identified as requiring substance misuse treatment, this is received within 10 working days of assessment.

3.2 Information relating to the Tiers of treatment types for children will also be measured.

3.3 The substance misuse indicator is counting the number of interventions closing. The relevant interventions are Referral Orders, Youth Rehabilitation Orders and custodial sentences.

3.4 The indicator splits the data by the age of the children: those aged 10 to 15 years and those aged 16 to 17+ years.

3.5 'Substance' refers to illicit or illegal drugs, alcohol, volatile substances (gas, glue and solvents), over the counter medicines and prescription medicines.

3.6 The YJB approved assessment and planning tool should be used by YJSs to screen and assess children for substance misuse.

Tier Definition:

3.7 **Tier 1:** information and advice, screening and referral to specialist drug treatment services, provided by non-drug specialists (e.g. primary care)

3.8 **Tier 2:** information and advice by specialist drug services, triage assessment, referral to structured drug treatment, brief psychosocial interventions, harm reduction services (such as needle exchange) and aftercare

3.9 **Tier 3:** community-based drug assessment and structured treatment (including community prescribing, psychosocial interventions, and day programmes)

3.10 **Tier 4:** residential treatment, such as NHS inpatient units and voluntary sector rehabs.

Data Recording Requirements

Welsh Youth Justice Indicators



WYJI 6: Substance misuse

	TABLE 1 - SUBSTANCE MISUSE	10-15yrs	16-17+yrs	Counting Rules
a	Number of interventions closing			Count all relevant interventions closing in the period (i.e. Referral Orders, Youth Rehabilitation Orders and Custodial sentences).
	Of the above:			
b	Number identified by screening requiring SM assessment			Of 'A' record number identified by screening requiring a substance misuse assessment (including those already receiving a service). Screening tool within the YJB approved assessment and planning tool.
c	Number currently in receipt of a SM service - therefore deemed another referral for assessment is not required			Of 'B' number of children where an assessment has highlighted a SM issue, but the child is currently in receipt of a service and it is therefore deemed another referral is not required.
d	Number referred to SM Service for assessment			Of 'B' the number referred to a substance misuse service for assessment (excludes C).
e	Number refusing a SM Service (includes non-attendance at appointment)			Of 'D' record those children who have refused a service including those who have been referred but did not attend for SM assessment.
f	Number commencing a SM assessment			Of 'D' the number commencing an assessment (excluding E).
g	Number commencing a SM assessment within 5 days of referral date			Of 'F' the number commencing an assessment within 5 working days of receipt of referral (count does not include weekends).
h	Number of children identified through assessment requiring treatment			Of 'F' the number identified as requiring treatment.
i	Number receiving Tier 2 Service within 10 days of SM assessment			Of 'H' the number receiving Tier 2 service within 10 working days (excludes weekends) of substance misuse assessment.
j	Number receiving Tier 3 Service within 10 days of SM assessment			Of 'H' the number receiving Tier 3 service within 10 working days (excludes weekends) of substance misuse assessment.
k	Number receiving Tier 4 Service within 10 days of SM assessment			Of 'H' the number receiving Tier 4 service within 10 working days (excludes weekends) of substance misuse assessment.

WYJI 7 (SCY003): Access to appropriate specialist assessment and treatment services for children in the Youth Justice System with identified mental health needs

Access to mental health services

- 4.1 The objective of the Mental Health Performance Measure is to report the percentage of children in the youth justice system identified requiring a mental health assessment:
- Receiving a mental health assessment within 28 days of referral date.
 - If the child has been identified as requiring mental health treatment, this is received within 28 days of assessment.
- 4.2 Information relating to the Tiers of treatment types for children will also be measured.
- 4.3 The indicator is divided by the age of the children: those aged 10 to 15 years and those aged 16 to 17+ years.
- 4.4 YJSs to record the date of screening, date of referral, the date MH assessment commenced, and the Tier of service identified for all children referred for specialist mental health assessment. YJSs must record these items on their main CMS in line with CMS guidance.
- 4.5 The definition of CAMHS (Child and Adolescent Mental Health Service) embraces tiers 1-4 services or any other local arrangements e.g. Adult Mental Health Services.
- 4.6 Initial screening may be done using the YJB approved assessment and planning tool, while specialist assessment should be undertaken with a specific mental health assessment tool.
- 4.7 The Mental Health referral date should be the date of the actual receipt of the referral, i.e. the date that the mail/e-mail/facsimile arrives at the CAMHS work address.
- 4.8 The Mental Health assessment date should be the date that CAMHS first engages with the child and or their family/carers as part of the CAMHS following referral from the YJS. This may take the form of a home visit, clinical outpatients' appointment, appointment at the YJS, or an appointment in any other appropriate setting, e.g. at a school, pupil referral unit, a youth centre, or GP surgery, etc.
- 4.9 The assessment date recorded should be the date a child attended, and not an appointment offered which the child did not attend.
- 4.10 Assessment for a specific tier service should be carried out by a YJS health worker who is formally recognised as a member of the local CAMHS authorised to carry out assessment for that tier service. Their role is identified in a protocol agreement between the YJS and CAMHS, which must state that when the YJS based CAMHS worker undertakes assessment on behalf of the CAMHS for a specific tier service, that they receive supervision from that tier service and regularly attend CAMHS case meetings for that tier service.
- 4.11 The YJB approved assessment and planning tool should be used by YJSs to screen and assess children for mental health.

Tier Definitions

- 4.12 **Tier 1:** A primary level, which includes interventions by general practitioners, health visitors, residential social workers, youth justice workers, school nurses, teachers, social services and voluntary agencies. Tier 1 non-specialist staff identify mental health problems early in their development, offer general advice, and in certain cases, treatment for less severe mental health problems. Tier 1 staff also pursue opportunities for promoting mental health.
- 4.13 **Tier 2:** This level of service is provided by professionals working on their own, rather than with a team, who relate to others through a network. They include clinical child psychologists, educational psychologists, paediatricians, community child psychiatric nurses, child and adolescent psychiatrists, and YJS mental health workers. Such professionals offer training and consultation for other professionals and families, identify severe or complex needs and provide assessment that may trigger treatment at this level or in a different tier.
- 4.14 **Tier 3:** A specialist or team working at this level will deal with more severe, complex and persistent disorders. This level usually involves a multi-disciplinary team or service working in a community child mental health clinic or child psychiatry outpatient service. This level of service provides assessment and treatment of child mental health disorders, assessment for referral to Tier 4, contributions to the services, consultation and training at Tiers 1 and 2, and participation in research and development projects.
- 4.15 **Tier 4:** Services at this level deal with inpatient units and provide highly specialised services for those with severe or complex mental health problems. These services may need to be provided on a supra-district level, as not all districts can offer this level of expertise. A specialist working at this level might expect to provide services for adolescent inpatient units, specialist services for children with learning difficulties, outpatient teams for risk assessment, offence-specific treatments and specialist teams for neuro-psychiatric problems, and specialist supra-regional teams for children with sensory impairments.

Data Recording Requirements

Welsh Youth Justice Indicators



WYJI 7 - Mental Health

	TABLE 1 - MENTAL HEALTH	10-15 years	16-17+ years	Counting Rules
a	Number of Interventions Closing			Count all relevant interventions closing in the period (i.e. Referral orders, Youth Rehabilitation Orders and custodial sentences).
	Of the Above			
b	Number identified via screening requiring a MH Assessment			Of 'A' record number identified by screening requiring a mental health assessment. Screening tool is within the YJB approved assessment and planning tool.
c	Number currently in receipt of a MH service and it's therefore deemed another referral for assessment is not required			Of 'B' the number of children where an assessment has highlighted a SM issue, but the child is currently in receipt of a service and it is therefore deemed another referral is not required.
d	Number referred for MH Assessment			Of 'B' the number referred for MH Assessment (excludes C)
e	Number refusing a MH Service (includes non-attendance at appointment)			Of 'D' the number refusing a service with MH including those not attending any related appointments.
f	Number commencing MH assessment			Of 'D' the number commencing a mental health assessment (excludes E)
g	Number commencing MH Assessment (within 28 days of referral date)			Of 'F' those commencing MH Assessment within 28 days of referral date. The count is 28 consecutive days (count includes weekends).
h	Number of children identified through assessment requiring treatment			Of 'F' those children identified as requiring treatment.
i	Number receiving Tier 2 Service (within 28 days of MH Assessment)			Of 'H' the number receiving a Tier 2 service within 28 days of MH assessment. The count is 28 consecutive days (count includes weekends).
j	Number receiving Tier 3 Service (within 28 days of MH Assessment)			Of 'H' the number receiving a Tier 3 service within 28 days of MH assessment. The count is 28 consecutive days (count includes weekends).
k	Number receiving Tier 4 Service (within 28 days of MH Assessment)			Of 'H' the number receiving a Tier 4 service within 28 days of MH assessment. The count is 28 consecutive days (count includes weekends).

Counting rules

4.16 The table divides the data into those interventions for children aged 10 to 15 years and those aged 16 to 17+ years.

4.17 Age division to be counted as 10 to 15 years and 16 to 17+ years.

Data Recording Requirements

YJB Data Categories



Annex A: YJB Data Categories

Ethnic classifications

5 + 1 category	18 + 1 category
White	White British
	White Irish
	White Gypsy or Irish Traveller
	Any other White background
Mixed	White and Black Caribbean
	White and Black African
	White and Asian
	Any other Mixed background
Asian or Asian British	Asian Indian
	Asian Pakistani
	Asian Bangladeshi
	Asian Chinese
	Any other Asian background
Black or Black British	Black Caribbean
	Black African
	Black British or Any other Black background
Other ethnic group	Arab
	Any other background
Unknown	Unknown

Data Recording Requirements

YJB Data Categories



Offence groups

Group	Category
Person	Violence Against Person
	Racially Aggravated Offences
	Sexual Offences
Motoring	Death or Injury by Reckless Driving
	Motoring Offences
Theft	Robbery
	Domestic Burglary
	Non-Domestic Burglary
	Vehicle Theft
	Theft & Handling
	Fraud & Forgery
Other	Arson
	Criminal Damage
	Drugs Offences
	Public Order
	Other
Breach	Breach of Conditional Discharge
	Breach of Statutory Order
	Breach of Bail

Data Recording Requirements

YJB Data Categories



Bail and remand status

Group	Category
Community remand	Unconditional bail
	Conditional bail
Community remand with intervention	Conditional bail with radio tag
	Conditional bail with GPS tag
	Bail supervision and support
	Bail supervision and support with radio tag
	Bail supervision and support with GPS tag
	ISS bail
	ISS bail with radio tag
	ISS bail with GPS tag
	Remand to local authority accommodation
	Remand to local authority accommodation with radio tag
	Remand to local authority accommodation with GPS tag
Custodial remand	Youth Detention Accommodation

Data Recording Requirements

YJB Data Categories



Legal Outcome Types

Civil orders

The following civil orders are now available for YJSs to record:

Criminal Behaviour Order	<p>A CBO prohibits the child from doing anything described in the order (which might include a condition preventing specific acts which cause harassment, alarm or distress or preparatory acts which the offending history shows are likely to lead to offences (for example the individual entering a defined area));</p> <p>Requires the child to do anything described in the order (for example, attendance at a course to educate offenders on alcohol and its effects).</p>
Gang Injunction	<p>Gang injunctions allow courts to place a range of prohibitions and requirements on the behaviour and activities of a person involved in gang-related violence. These conditions could include prohibiting someone from being in a particular place or requiring them to participate in rehabilitative activities.</p>
Community Protection Notice	<p>A Community Protection Notice (CPN) is aimed to prevent unreasonable behaviour that is having a negative impact on the local community's quality of life.</p> <p>Any person aged 16 years or over can be issued with a notice, whether it is an individual or a business, and it will require the behaviour to stop and if necessary reasonable steps to be taken to ensure it is not repeated in the future.</p>
Anti-Social Behaviour Injunction	<p>An ASBI is a civil order made by the county court to compel an adult (over the age of 18) to do something, or to prevent a particular action or behaviour.</p> <p>They can be applied for by social landlords against tenants, owner-occupiers and non-tenants. Injunctions are used when someone is committing anti-social behaviour, including noise nuisance, verbal abuse, visitors causing nuisance to neighbours, untidy gardens and threats of violence or actual violence. Though ASBIs can't be given to children, they may still be given to those under YJS supervision</p>
Knife Crime Protection Order	<p>Knife Crime Prevention Orders (KCPOs) are an additional tool that the police can use to work with young people and others to help steer them away from knife crime and serious violence by using positive requirements to address factors in their lives that may increase the chances of offending, alongside measures to prohibit certain activities to help prevent future offending.</p>
Sexual Harm Prevention Order	<p>An SHPO is imposed either when an offender is being sentenced, or following a complaint made about a person previously convicted or cautioned of a sexual offence where their behaviour suggests they may reoffend, and it is deemed necessary to prevent this. Children as young as 10 can be given SHPOs</p>
Stalking Protection Order	<p>A SPO is a civil order which can be sought by the police for individuals who have carried out acts associated with stalking, those posing a risk of stalking and where there is reasonable cause to believe the order is necessary to protect the other person from that risk. Children as young as 10 can be given SPOs.</p>

Data Recording Requirements

YJB Data Categories

Legal Outcome Types

Diversiónary outcomes

The recording of Community Resolutions with YJS involvement is mandatory, as well as other informal action undertaken by YJSs that are recorded in case management systems. This is so a more complete picture of YJS caseloads can be seen and give a better idea of the diversionary work undertaken by YJSs. YJSs may also wish to record those community resolutions that they were notified about by the police or were facilitated mainly by another agency, but the recording of this information is voluntary.

Outcome Type	Mandatory or Voluntary	Description
Community Resolution – YOT involvement	Mandatory	Outcome 8 Community Resolutions (CRs) facilitated by or partly by the YJS. A CR is a diversionary OOC that can only be used by Police when children have accepted responsibility for an offence. A process of multi-agency decision making supports the consideration of referrals into the service to determine the outcome for children, proportionate to their assessed level of need. This may involve the YJS delivering support/intervention that may or may not be voluntary. All support should be proportionate, aimed at addressing unmet needs and supporting prosocial life choices.
Community Resolution – No YOT involvement	Voluntary	CRs facilitated solely by the Police with no YJS involvement. This may include, for example, Street Restorative Justice carried out by police officers or community support officers who have been trained to facilitate a conversation between perpetrators, victims and other stakeholders at the time of attendance at the incident. Depending on local practice, police may or may not pass the details of these CRs to YJS.
Community Resolution – Other agency facilitated	Voluntary	CRs facilitated for the most part by another agency that is suited to meeting the needs of the child, e.g. social care or health services. Depending on local practice, police and facilitating agencies may or may not pass the details of these CRs to YJS.
Other Informal Action – YOT involvement	Mandatory	Other diversionary outcomes given by the police where intervention/support may be offered to children to address identified needs and facilitated by or partly by YJS. These outcomes include but are not limited to No Further Action – Outcome 22. No Further Action – Outcome 21. No Further Action – Outcome 20 . Detailed definitions are available on the YJB Resource Hub. Local practice around these outcomes may vary across different YJS or police force areas and may or may not be captured on YJS case management systems.
Other Informal Action – No YOT involvement	Voluntary	Other diversionary outcomes given by the police where intervention/support may be offered to children to address identified needs and facilitated by another agency with no YJS involvement. These outcomes include but are not limited to No Further Action – Outcome 22. No Further Action – Outcome 21. No Further Action – Outcome 20 . Detailed definitions are available on the YJB Resource Hub. Depending on local practice, police and facilitating agencies may or may not pass the details of these outcomes to YJS.

Legal Outcome Types

Data Recording Requirements

YJB Data Categories



Substantive outcomes

Group	Category
Out of court disposals	Youth Caution
	Youth Conditional Caution
First-tier penalty	Sentence Deferred
	Absolute Discharge
	Conditional Discharge
	Bind Over
	Fine
	Compensation Order
	Referral Order
	Reparation Order
Community penalty*	Youth Rehabilitation Order
Custodial sentence	Detention and Training Order
	Section 250
	Section 254
	Section 259



Annex B: Case Level Data – Further Information

This annex contains further information around specific mandatory case level data fields.

This information can be accessed from the hyperlinks in the Mandatory Case Level Data section.

Ethnicity

YJSs must accurately record the self-defined ethnicity of each child on their CMS according to the 18+1 classification (see Annex B). The 18+1 classifications include Gypsy or Irish Traveller and Arab. This will be held as the *Ethnicity*, and the YJ Application Framework will calculate the ethnicity according to the 5+1 classification and hold this as the *Ethnic group*. The use of 18+1 is required for the Minimum Data Set agenda.

Gypsy or Irish Traveller includes Romany gypsies (see table below).

White: Gypsy or Irish Traveller	White: Gypsy or Irish Traveller
White: Gypsy/Romany	
White: Gypsy/Traveller	
White: Irish Traveller	
White: Scottish Traveller	
White: Traveller	
White: Welsh Traveller	

YJSs are asked to record ethnicity at the 18+1 level following forthcoming CMS releases. YJSs should continue to record ethnicity using the 16+1 categories in the meantime.

YJSs should make every effort to accurately determine the ethnicity of all children. Where YJSs are unable to do so, they should record the ethnicity as 'Not known', i.e. that the answer was not given by the child. YJSs must not record the ethnicity of a child using the 18+1 categories if the child has only been asked to self-define their ethnicity at the 5+1 level. Where YJSs have determined the ethnicity of a child only at the 5+1 level, they must also record 'Not known'.

PNC number

Mandatory data. Record in line with CMS guidance. Recording of PNC numbers locally may be helpful for YJSs for local PNC checks.

PNC numbers must be sent in the following format (where 'y' represents year, 'n' represents a numerical value and 'A' represents a text value).

'yyyy/nnnnnnnA'

YJSs should have robust processes in place to ensure accurate PNC numbers are input into the CMS for children who are cautioned or sentenced, however in exceptional circumstances where PNC numbers cannot be obtained, the value should be set as '0000/0000000A'.

Local/other status

YJSs must record, in line with CMS guidance, whether children recorded on their CMS have local area status or not. Some YJSs have the choice of 'Other' or the name of one or more local areas for this field. Others can record 'Local' or 'Other' in relation to multiple dates, in which case a full history is submitted.

Where a YJS (the 'Host' YJS) is caretaking a child who has not been formally transferred, the Host YJS should record them as 'Other'. The 'Home' YJS, for whom the Host YJS is caretaking, should retain 'Local' status for such children and ensure a complete record for the child is maintained periodically.

Where formal transfer of a child is anticipated but a test period is agreed to assess the stability of the placement, the Home YJS should also continue to record the child as 'Local' and the Host YJS as 'Other' until the transfer is formalised. When formal transfer takes place, the Home YJS must hold a complete data record up to the date of transfer, or to an earlier date from which data recording responsibility is passed on if this is agreed between the two YJSs. The new Home YJS must hold a complete record from this point forward.

For Looked-after Children, the YJS in the local authority that designated the child as a Looked-after Child should in all cases keep a historically complete record for the child and record them as 'Local'. The record should be complete for mandatory data items, but completeness is at YJSs' discretion for other data items. Any other YJSs working with these children should record them as 'Other' and should keep as complete a record for these children during the period they work with them as for their local children.

YJSs covering the areas of more than one local authority are required to record the local authority to which children on their CMS are allocated, and some such YJSs may choose to use Local/Other status for this purpose.

Note that although YJSs may use local methods for flagging out-of-area children, the YJB requires all YJSs to also record the Originating Young Person ID, Transfer in date and Transfer out date, as described in this guidance.



Offences

CMS Offence description

YJB Offence type

For each offence, YJSs must record the CMS Offence description from the list of offences on their CMS. The CMS will map each offence to a YJB Offence type (see Annex B). Both the YJB Offence type assigned by the CMS, and the CMS offence description recorded by YJSs will be sent to YJAF when the case-level submission is made.

All breach offences which reach the stage of being listed in court, and all other offences which result in a substantive outcome or Referral Order extension must be recorded. YJSs are not required to record offences which result in any other outcome, or which do not lead to an outcome because proceedings are withdrawn, dismissed, etc, though YJSs will likely record most of these prior to the outcome being decided.

The offence list reflects that of the Police National Legal Database (PNLD) and is in line with other criminal justice agencies.

Offence date

YJSs must ensure the date of each offence on their CMS is recorded accurately. They should use CMS or YJB exception reports to check if any offences are recorded as having a date which falls outside expected values.

Arrest date

YJSs must try to ensure the arrest date of each offence on CMS is recorded accurately. This is most important where the arrest date occurs considerably later than the offence date, and particularly if a child's birthday falls between the offence and arrest dates. Where arrest dates are not recorded, standard YJB reports that need to refer to this date must use offence date instead, which can lead to anomalous data.

CMS Remand decision description

YJB Remand decision type

The remand status that a court applies to a child must be recorded for each hearing, from the lists available on CMS, unless sentence is passed. The CMS will map each remand decision to a YJB Remand decision type (see Annex B).

Only the most restrictive remand status, i.e. that appearing latest in the list in Annex B, should be recorded in cases where different statuses are applied in relation to different offences at the same hearing. Alternatively, in these circumstances, YJSs may choose to create separate hearing records to record the more and less serious decisions separately.

For hearings at which sentence is passed, no remand status should be recorded, and the value 'Sentenced' will be passed to the YJB for this data item in these cases.

Offences for which sentence is not being passed should not be recorded against hearings at which sentence is passed for other offences. Again, in these circumstances, separate hearing records should be created to record separately those offences for which sentence is passed and those not.

Remand decisions where the child is electronically tagged must be recorded as such.

If a child is already serving a custodial sentence and appears in court in relation to another offence, then the 'technical' remand decision must also be recorded, regardless of whether it is remand to youth detention accommodation, conditional bail or any other decision.

CMS Sentence proposal description

YJB Sentence proposal type

YJSs must record the main proposal for sentence they make to the court for all cases that lead to a substantive outcome, i.e. the proposed sentence ranked highest in the list of substantive outcomes in Annex B. The CMS will map each sentence proposal to a YJB Sentence proposal type.

Both the YJB Sentence proposal type assigned by the CMS, and the CMS Sentence proposal description recorded by YJSs will be sent to YJAF when the case-level submission is made.

For cases that do not lead to a substantive outcome, YJSs are not required to record the proposal, though they will likely record it for these cases prior to the outcome being decided.



Legal outcomes

CMS Legal outcome description

YJB Legal outcome type

Legal outcome requirement

YJSs must record the legal outcome of each offence, pre-court or court, from the lists available on their CMS, except as noted below, for all children they supervise. The CMS will also map each outcome to one of the YJB outcome types (see Annex B).

For each outcome, both the YJB Legal outcome type assigned by the CMS and the CMS legal outcome description recorded by YJSs will be sent to the YJB when the case-level submission is made.

Cautions and conditional cautions must be recorded. Robust data-sharing processes must be in place to ensure information about these pre-court outcomes are obtained from police, including the gender, ethnicity (18+1 category), date of birth, offence(s) and outcome date, in timely fashion.

YJSs are now required to record diversionary outcomes with YJS intervention including Community Resolutions where the YJS works with the child and other informal action where work is carried out by the YJS with a child – see Annex B for more information.

YJSs are not required to record other pre-court outcomes, including community resolutions that are facilitated exclusively by the police or other agency, etc, for the purposes of the YJB's monitoring responsibility, though YJSs may choose to record some or all of these, particularly as police are encouraged to notify them of other pre-court disposals via Police Electronic Notification to YJSs (PENY).

Court outcomes defined as substantive outcomes (see Annex B) must be recorded. All such outcomes imposed in court, and not just the most restrictive on liberty, must be recorded.

Where a single outcome is given against more than one offence in court, the outcome must be recorded against each offence.

Where more than one outcome of the same type is imposed at the same sentencing occasion for each of a number of offences, in order to impose a longer sentence than the maximum allowed for the individual offences, then the outcome must also be recorded against each of the relevant offences.

Where an outcome is given for one offence and 'No separate penalty' is given in court for other offences at the same sentencing occasion, then 'No separate penalty' must be recorded against the relevant offences. 'No separate penalty' must not be recorded as an outcome of an offence unless it has specifically been given for that offence in court.

For the purposes of compiling data on numbers of outcomes, the YJB will count all outcomes of the same type given on the same outcome date as a single outcome.

Referral Order extensions must be recorded as such, in line with CMS guidance and not to be opened as a new referral order. This is in order to distinguish extensions from second Referral Orders which are allowed in certain circumstances under the provisions of the Criminal Justice and Immigration Act 2008.

For Youth Rehabilitation Orders (YRO), **YJSs must record each requirement imposed**, which will be passed to the data field *Legal outcome requirement*.

Data Recording Requirements

Case Level Data Further Information



For the Youth Default Order, YJSs must record whether the curfew, attendance centre or unpaid work requirements have been given. Requirements or conditions for other outcomes are not mandatory.

For YROs with Intensive Fostering or Intensive Supervision and Surveillance (ISS), **these must be specifically recorded as the legal outcome**, including for YRO ISS whether it is a 12-month extended or standard-length Band 1 or Band 2 regime. The *Legal outcome requirements* must also be recorded.

Where ISS is given with a Supervision Order or Community Rehabilitation Order, YJSs must select categories from CMS lists that reflect both the court order and the ISS.

The outcomes of all breach offences which have reached the stage of being listed in court must be recorded. Against all offences of breach of a statutory order where breach has been proved, in addition to any fine or other substantive outcome imposed, YJSs must record whether the previous order was revoked or allowed to continue (or varied).

If spent when the child is referred, these outcomes do not need to be recorded, though YJSs may choose to do so. Robust data-sharing processes should be in place to ensure information about these outcomes is obtained from other agencies involved in the process.

YJSs are not required, for the purposes of the YJB's monitoring commitments, to record other court outcomes which are not substantive outcomes, or outcomes where a finding of guilt is not established because the case is withdrawn, dismissed, etc., except as noted above for breach offences.

Where outcomes are quashed on appeal, YJSs must record any new outcomes that are given and, in line with CMS guidance, record against the original outcomes their status of 'quashed'.

As the recording of outcomes on two or more different dates against the same offence(s) may relate to appealed outcomes or to outcomes revoked for resentencing, YJSs should take care with recording these different scenarios.

The Sentencing Act 2020 brought together legislation from previous criminal justice acts and as a result the names of the long-term custodial sentences have changed to reflect the section of the Sentencing Act 2020, they are found in.

Sentencing Act 2020 sentence name	Formerly known as
Section 250	Section 91
Section 254	Section 226B
Section 259	Section 90



Offence knife-related status

YJS CMS's automatically populate this box when certain offences are recorded but YJSs still can check and uncheck this box themselves.

YJSs must record whether any offence was 'knife-related', in line with CMS guidance. YJSs should flag as knife-related any offences of 'Having a bladed article in a public place', or of 'Possession of an offensive weapon' where these relate to a knife, or any other offences where a knife or the threat of a knife was a feature of the offence, for example a robbery at knifepoint.

Offences involving other sharpened objects should also be recorded as knife related.

YJSs should record that an offence is knife-related only when the charges states this is part of the offence charges even if it's not the primary offence. If the original charges have this but are later removed, the recording of "Offence knife related status" must also be changed to reflect this and set as NO. Failure to do this can impact on the sentencing of children.



Originating Young Person ID

YJSs should record the Originating Young Person ID (OYPID) where applicable, in line with CMS guidance. If recorded reliably, together with Transfer in date and Transfer out date, it will help link records in the YJ Application Framework for children who move between YJSs or are Looked-after Children placed out of area, and assign data to the YJS or local authority responsible for them at different times.

YJSs must record all data for out of area Looked-after Children they supervise in the same way as for all other children they supervise. Note that the YJB still requires YJSs to pass data for out of area Looked-after Children to the YJS in the placing local authority.

OYPID must be recorded for children who received a substantive outcome (pre-court or court) at one or more previous YJSs and formally become the current YJS's responsibility, whether via direct transfer or sometime after leaving the previous YJS. It is not required for those who have not received any such outcome, or those the current YJS is only caretaking.

OYPID must also be recorded for Looked-after Children placed out of area. OYPID may be recorded for Looked-after Children from a YJS's own authority as well, at their discretion.

OYPID must be left unrecorded where, to the knowledge of the current YJS, a child has not previously been supervised by another YJS and is not an out of area Looked-after Child.

Where recorded, OYPID will always consist of a CYPID and a YJB two-letter YJS code (see Annex E), separated by a dash. In some cases, a further dash and the letters 'LAC' are appended. Note that since the CYPID itself sometimes ends in a two-letter code, an OYPID derived from such a CYPID will end with two sets of two letters (and '-LAC' if applicable). Note also that the OYPID must be entered for children who transfer between YJSs even when the CMS allows the CYPID itself to be transferred.

For out of area Looked-after Children not previously supervised by another YJS, the host YJS should contact and ask the YJS in the placing authority to create a record for them if one does not exist, and the CYPID and YJB two-letter code for the placing authority YJS, with '-LAC' added to the end, should be recorded by the host YJS as the OYPID. If this is not possible, the host YJS's local CYPID may be used.

Where a YJS ascertains that a child has been supervised by a previous YJS, they must try to obtain the OYPID or CYPID recorded for the child by the previous YJS.

If the previous YJS has an OYPID recorded for the child, then the current YJS must record the same OYPID for this child on their own CMS. If YJSs fail to do this, there is potential for a child being counted more than once.

If the previous YJS has no OYPID recorded for the child, then OYPID must be recorded as the CYPID from the previous YJS with the YJB two-letter code for the previous YJS added to the end. This should also be done if the previous YJS has failed to record an OYPID it should have (because the child came to them as an out of area Looked-after Child or was supervised still earlier by a further YJS). The current YJS is not required to obtain the OYPID from earlier YJSs if the immediately preceding YJS has not done so.

Where OYPID has been recorded with '-LAC' for a child who later ceases to be a Looked-after Child, the OYPID should not be changed.

Data Recording Requirements

Case Level Data Further Information



If a YJS is certain a child has been at a previous YJS but is unable to discover which one, OYPID may be recorded as the current CYPID, a dash, and the letters 'XX'.

The table overleaf gives examples of how OYPID should be recorded for a child referred to a YJS 'CC', who was previously supervised by YJS 'BB' and/or by YJS 'AA' still earlier, and/or was designated as a Looked-after Child by local authority 'AA'.

Child designated LAC in area AA	Child assigned CYPID 1111AZ by YJS AA	Child assigned CYPID 2222 by YJS BB	OYPID YJS CC must record for child assigned CYPID 3333CC by YJS CC
-	-	-	not recorded
-	-	yes	2222-BB
-	Yes	-	1111AZ-AA
-	Yes	yes	1111AZ-AA
yes	-	-	3333CC-AA-LAC
yes	-	yes	1111AZ-AA-LAC (or 3333CC-AA-LAC)
yes	yes	-	1111AZ-AA-LAC



Intervention programmes

CMS Programme description

YJB Programme type

Programme requirement

YJSs must create a (intervention) programme record and record the programme type, from the lists available on their CMS, for all programmes which they manage. The CMS will also map each programme to one of the YJB programme types.

For each programme, the CMS will submit both the *YJB Programme type* assigned by the CMS and the *CMS Programme description* recorded by the YJS.

YJSs must record Youth Conditional Cautions where at least one post-assessment contact with the child has occurred. They may also choose to record these where only the assessment contact has occurred, or the programme was agreed but later refused.

YJSs must record Bail Supervision and Support programmes if made as a condition of bail.

Programmes resulting from relevant community-based penalties (see Annex B) must be recorded. YJSs must also record Attendance Centre Order, Curfew, Community Punishment Order or Youth Default Order programmes where they are responsible for managing these. Where YJSs do not manage such programmes, they may still choose to record them locally.

Where a child receives more than one of the same types of sentence at the same sentence hearing, YJSs should record this as one programme.

Where a child receives more than one type of YJS-managed programme at the same hearing, both must be recorded.

Where a child on one programme starts on a second programme of the same type at a later date which is to run concurrently, YJSs must record a separate programme.

YJSs may consider adopting an approach of managing concurrent programmes using the most recent programme record only, and recording contacts, Assets and intervention plans only against this most recent programme. However, this should only be done where a full assessment of the impact on practice and performance has been undertaken, and the advice of the YJB sought.

As a minimum, separate programme records must be created and the end date of the 'non-active' programmes recorded. Local recording conventions that make clear to practitioners that concurrent programmes are being managed must also form part of such a strategy.

YJSs should consider assessing the impact of the introduction of the YRO before deciding if such an approach is desirable.

For Youth Rehabilitation Orders (YRO), **YJSs must record each requirement imposed**, which will be passed to the data field *Programme requirement*.

For the Youth Default Order, YJSs must record whether the curfew, attendance centre or unpaid work requirements have been given.

Requirements or conditions for other programmes are not mandatory.

Data Recording Requirements

Case Level Data Further Information



For YROs with Intensive Fostering or Intensive Supervision and Surveillance (ISS), **these must be specifically recorded as the *Programme type*** and for YRO ISS whether it is a 12-month extended or standard-length Band 1 or Band 2 regime. Each *Programme requirement* must also be recorded.

For ISS (as opposed to YRO ISS), YJSs must record a programme type from the lists on their CMS that reflects both the ISS and the substantive outcome. YJSs should follow CMS guidance where this states that separate programmes should be recorded for the substantive outcome and ISS element, and should only consider using a single programme to manage both elements where a full assessment of the impact is carried out, as described above.

The most important consideration is to distinguish between statutory and ISS contacts, and YJSs should refer to the Contacts and breach instigation section below for further guidance on recording contacts. YJSs should also consider assessing the impact of the introduction of YRO ISS before considering changes to ISS recording practice.

Programmes resulting from custodial sentences listed as substantive outcomes in [Annex B](#) must be recorded. Note that for the purposes of *YJB Programme type*, the custodial and community elements (or licence period) of custodial sentences are considered separate programmes.

Where a CMS treats them as a single programme, the CMS will map each such programme to the two separate elements when the case-level submission is made. Where a CMS treats them as two separate programmes, YJSs must create two separate programme records, one for the custodial and one for the community element.

Where still relevant, YJSs must record Integrated Resettlement Support programmes, managing them as a single programme rather than separate phases as was the case with the Resettlement and Aftercare Programme.

Programme start date

Programme end date

Programme requirement start date

Programme requirement end date

The Programme start date must be recorded for all recorded programmes.

For Bail Supervision and Support programmes, the start date must be the date of the first contact with the child after the court has made BSS a condition of bail, which should normally be the same day.

For court outcomes, the Programme start date should be the same as the corresponding Legal outcome date.

For Referral Orders, the date the Referral Order contract is agreed and signed should also be recorded, in line with CMS guidance, and it will be this date the contract is signed that is passed to the YJB as the Programme start date.

For Youth Rehabilitation Orders (YRO), YJSs must also record the individual Programme requirement start date and Programme requirement end date of each requirement.

Where Youth Default Orders are recorded, YJSs must also record start and end dates of each requirement given. This recording is not required for other programmes.

Note that in YJAF the custodial and community elements of custodial sentences are treated as separate programmes. Where a CMS treats them as a single programme, YJSs must record the dates that the custodial element starts, the release from custody occurs and the community element ends, and the release date will be mapped to both the custodial element Programme end date and the community element Programme start date.

Where a CMS treats the two elements as separate programmes, YJSs must record the release date as the end date for the custody programme and the start date of the community programme.

For Integrated Resettlement Support (IRS), the start date should be the date core provision starts, and not the date of initial engagement. IRS is to be managed as a single programme rather than separate core and aftercare phases. YJSs may choose whether to use IRS codes to manage any other resettlement programmes which are not formally IRS.

The Programme end date must be recorded for all programmes recorded by the YJS. Where a programme ends early for any reason, including revocation of the order, revocation for good progress, or transfer of the child to another YJS, to the Probation service or out of England and Wales, the end date recorded must be the date of revocation, transfer or other relevant date from which termination applies for any other reason.

Where more than one sentence of the same type is imposed at the same hearing to run concurrently, the Programme end date should reflect the longest sentence term imposed.

Where the sentences are to run consecutively, the end date should reflect the sum of the terms.



Accommodation

Suitable accommodation means accommodation:

- which so far as reasonably practicable is suitable for the child in the light of their needs, including their health needs and any needs arising from any disability;
- in respect of which the responsible authority has satisfied itself as to the character and suitability of the landlord or other provider; and
- in respect of which the responsible authority has so far as reasonably practicable considered the child's wishes and feelings; and education, training or employment needs.

Practitioners should make a professional judgement based on the individual needs and circumstances of each child. Therefore, accommodation may only be deemed to be suitable if:

- The support needs of the individual child are being met in order to assist them to sustain the accommodation.
- Where appropriate, there is a clear strategy to assist the child to move on towards independent living.

No fixed abode or bed and breakfast accommodation should never be deemed suitable.



ETE start date
ETE end date
ETE description
ETE hours

For each child on a relevant programme, details of their ETE provision in the last full working week of the programme must be recorded. As YJSs should aim to ensure that children of school age receive 25 hours and those above school age 16 hours of ETE a week throughout the programme,

YJSs may record ETE details in the last full working week prior to the start of the programme at their discretion. For each separate episode of different ETE provision recorded, record the start date from which the provision applies, a description of the provision, and the rate of hours per full working week that applies, in line with CMS guidance.

When an episode of ETE provision comes to an end the end date must be recorded, in line with CMS guidance. Details must be recorded for children whose programme closes because they have been sentenced to custody, or where they are transferred to another YJS.

For 18-year olds where the YJS retains supervision responsibility until the end of their programme, the programme end date should be recorded as the end date of the episode of ETE provision. For 18-year olds transferred to the Probation Service, the transfer date should be recorded as the programme end date, and hence as the ETE episode end date. For children who are not able to receive ETE, YJSs may choose to record an episode of ETE 'provision' with an ETE description of 'Unable to receive ETE', or similar values described in CMS guidance. This may be due to school holidays, study leave, annual leave from work, being physically incapable (due, for example, to hospitalisation or pregnancy), or being remanded or recalled to custody. The ETE description 'Unable to receive ETE', or similar, should not be recorded for children incapable of receiving ETE for any other reason without contacting the YJB.

An episode of 'Unable to receive ETE' should be recorded where a child is unable to receive ETE for the whole duration of their programme. YJSs may also choose to record an episode of 'Unable to receive ETE' in the middle of a child's programme if it lasts longer than a short period, perhaps three weeks. YJSs must record a rate of zero hours per week against any episodes of 'Unable to receive ETE'. However, they may record an episode of 'Unable to receive ETE' to run concurrently with another episode of ETE provision to indicate that a child is unable to receive a higher weekly rate of ETE, but only for the reasons listed above. For a child not returning to school following the summer school holidays, the current episode may be recorded as continuing up to the last day before the new school year start date. Do not record the number of hours of ETE planned where the child fails to attend. YJSs must seek verification that children are receiving the level of provision claimed in the last full working week of the programme. YJSs should keep a record of this verification check for audit purposes. Record the weekly rate of hours only for ETE provision which is judged to be suitable for the child. The suitability of ETE relates to the type of provision, not the number of hours provided. If a YJS wishes to record an ETE situation judged not to be suitable, the weekly rate of hours must be recorded as zero. The YJS may record the number of hours of such ETE elsewhere in the record, such as a free text field.