



Data Recording Requirements

Data Recording Requirements for Youth Justice Services in England and Wales

April 2023 to March 2024

Version 1.0

Data Recording Requirements

Change log

Version	Date	Section	Details of change

Data Recording Requirements

Contents



Contents

[Introduction](#)

[Changes to Data Collection](#)

[Data Quality Focus](#)

[Data Submission Procedure](#)

[Mandatory Case Level Data](#)

[Key Performance Indicators – case level data fields](#)

[Budget and Staffing](#)

[Annex A: YJB Data Categories](#)

[Annex B: Case Level Data – Further Information](#)

[Annex C: YJS OU Codes](#)



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.

New Key Performance Indicators (KPIs) are being introduced from 1st April 2023. The Data Recording Requirements sets out the new fields being introduced into case management systems that will be used to record data against these KPIs. As previously communicated, we have extended the data submission deadline for quarter one (covering the period 1st April 2023 to 30th June 2023), by one month to 31st August 2023 to give as many YJSs as possible, the opportunity to submit KPI data via their case level data returns rather than having to complete the KPI template.

In addition to the new data being collected around the KPIs, there are some updates to reference data and other new fields being introduced, most of which are due to changes arising from the Police, Crime, Sentencing and Courts Act 2022.

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@necsws.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 statistics@yjb.gov.uk.



Changes to data collection – Key Performance Indicators

New KPIs for YJSs are being introduced from April 2023. The Ministry of Justice developed these new KPIs to reflect areas that are strategically important in delivering effective services for children and will provide an understanding of how YJS partnerships are responding to this different context.

While some of the data required for the new KPIs can be derived from existing fields, other data required needed new fields to be developed. The YJB have been working closely with CMS suppliers to ensure that data can be recorded in the most appropriate places within the CMS. Until YJSs have the relevant updates to their CMS, this data should be recorded on the KPI template. Further information on the new fields being used can be found [here](#).

The new KPIs are

- **Accommodation** – this KPI focuses on the type of provision children are in at the start and end of their orders and the suitability of accommodation.
- **Education, Training and Employment** – this KPI looks at children in full time and part time ETE at the start of their orders, whether ETE provision was suitable and the type of provision they're in as well as the number of hours offered and attended.
- **Special Educational Needs (England) / Additional Learning Needs (Wales)** – this KPI looks at the number of children with SEND for England or ALN for Wales by type of order, whether they have a formal plan in place and whether they are in suitable ETE.
- **Mental Health and Emotional Wellbeing** – this KPI requires YJSs to record how many children are screened or assessed to understand their mental health and emotional wellbeing needs.
- **Substance Misuse** - this KPI looks at the number of children with a screened or identified need for an intervention or treatment to address substance misuse and of that, the number of planned/offered treatment and the number of children attending intervention/treatment.
- **Out of Court Disposals** - this KPI requires YJSs to record: the number of children with interventions ending in the period, the number of children who completed the intervention programmes in the quarter and the number of children who did not complete intervention programmes in the quarter.
- **Wider Services** - this KPI requires YJSs to record children who are classified as a currently care experienced child (known in statute as a 'Looked After Child'), a 'Child in Need' or who are on a 'Child Protection Plan', an 'Early Intervention Plan' or who are referred to Early Help services.
- **Management Board Attendance** - this KPI requires YJSs to record the number of senior partners attending the quarterly meetings, and of those senior partners was data presented which identified areas of disproportionality.
- **Serious Violence** - this KPI requires YJSs to record children cautioned or convicted of Serious Violence on the YJS caseload.
- **Victims** - this KPI looks at the number of victims resulting from offences committed by children on the YJS caseload, the number contacted, and the number engaged in restorative justice opportunities as well as those who requested and were given further information and support.



Changes to data collection – other changes

New reference data and fields

In addition to the new fields being added for the KPIs, there are several other new fields and reference data being introduced for the 2023/24 reporting year

- Reference data for diversionary outcomes have changed to include Outcome 22 outcomes and NFA Outcome 20/21 outcomes and the removal of 'Other informal action' outcomes. Further detail can be found [here](#)
- New ethnicity reference data to allow 'Roma' to be recorded as an ethnicity as per the 2021 census question.
- Addition of No religion to Religion enumerations
- A new list of Activity types that can be undertaken as part of a Referral Order or Youth Rehabilitation Order
- New reference data for new YRO requirement - 'electronic whereabouts monitoring' requirement
- New fields to record number of hours mandated during unpaid work requirements, and how far these are completed
- New MAPPA reference data with addition of Terrorist Offenders

Changes to practice and data no longer required

- Reparation Orders are no longer available for children – CMS suppliers have been asked to remove this as a legal outcome
- Education requirements: The PCSC Bill amends the YRO education requirement to specify that it can be imposed on offenders beyond compulsory school age, provided they are still of the age where they must participate in compulsory education or training.
- DTOs can now be of any length between four and 24 months
- The maximum number of hours of curfew orders has been increased from 16 to 20.
- YROs with Intensive Supervision and Surveillance (ISS) – extended activity requirements: The Bill extends the maximum length of the extended activity requirement of a YRO with ISS from 180 days to 365 days.



Data Quality Focus – Diversionary Outcomes

Diversionary outcomes

The recording of all YJS diversion work is mandatory. This is to provide a more complete picture of YJS caseloads and a better understanding of the type of diversionary work been undertaken by YJSs.

There are two types of informal Out of Court Disposals that YJS should be recording as diversion, neither of which result in a criminal record for the child:

1. Community Resolution (CR)
2. No Further Action (NFA)

These disposals will be recorded on police systems under the following outcome codes:

1. Community Resolution (CR): Outcome 8.
2. No Further Action (NFA): Outcome 22 - used when diversionary, educational or intervention activity has been undertaken and it is not in the public interest to take any further action. Requires joint decision making between police and YJS.
3. No Further Action (NFA): Outcome 21 & Outcome 20 - used when further investigation, that could provide sufficient evidence for charge, is not in the public interest (includes dealing with sexting offences without criminalising children), or where action resulting from a crime has been undertaken by another body/agency. Where these outcome codes are used diversionary intervention activity will be offered on an entirely voluntary basis, this may or may not be delivered by the YJS depending on local arrangements.

(It is acknowledged that other NFA outcome codes are used by police, but those listed above are considered specific to YJS diversion work and should be captured for diversion data recording purposes.)

We are aware that YJS may use different terms locally to describe their diversion work, but it is important that YJS ensure that they have clarity on the type of informal OoCD disposal issued to a child, and corresponding police outcome code used. This is to support accurate data recording in YJS case management systems.

Further recording guidance around these outcomes can be found [here](#).

Data Recording Requirements

Data quality focus



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.

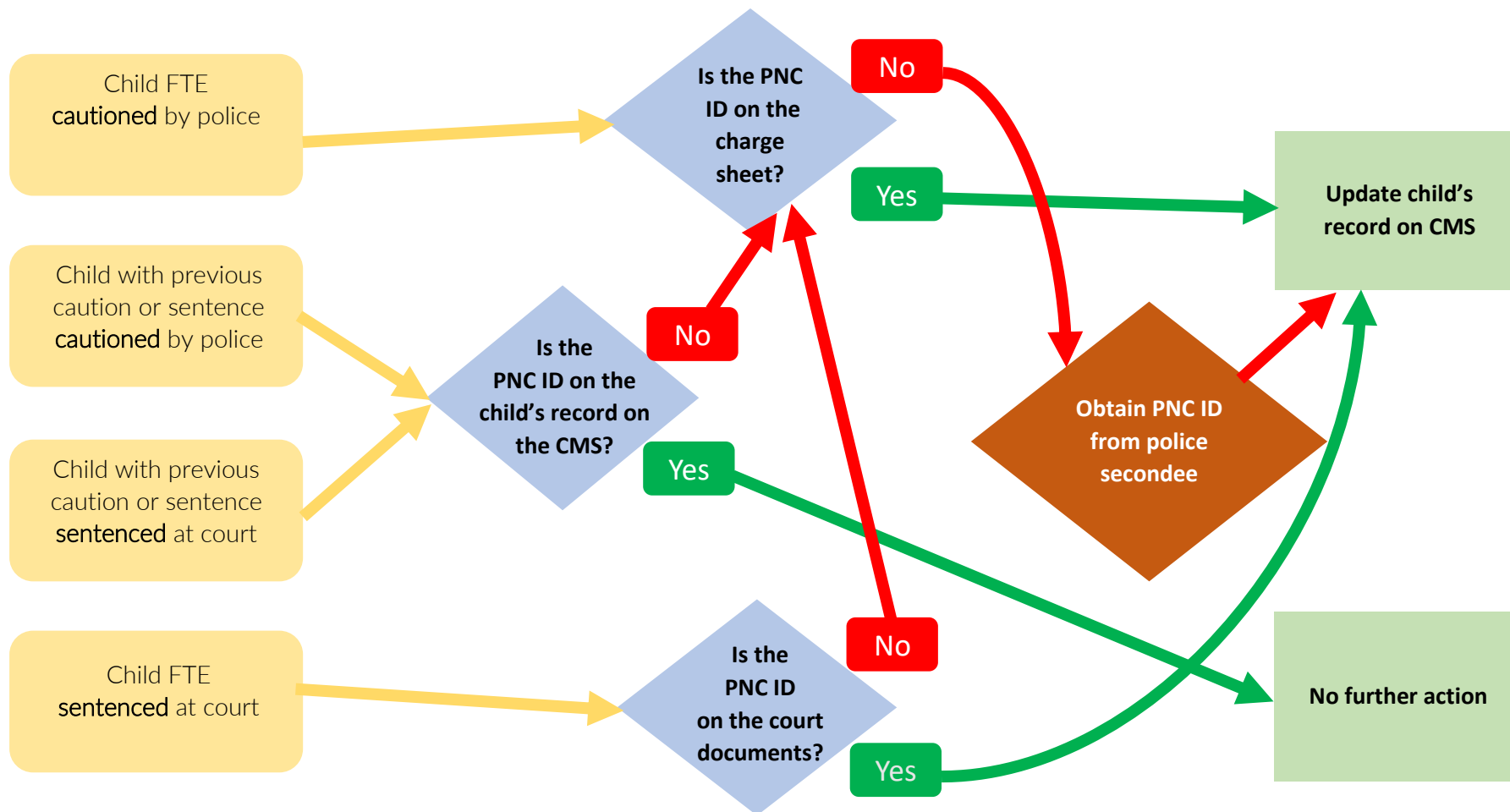
Incomplete Years

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 Recording Requirements

Data submission procedure

Data Submission Procedure

All YJSs must make a **quarterly case-level submission** by the required deadline. As mentioned in the introduction, for 2023/24, the quarter one submission has been set one month later than usual to allow as many YJSs as possible to submit the new KPI data as part of their case level return rather than through the KPI template. The case-level submission must include data for the quarter ending one month before (or two months before in the case of quarter one) 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. CMSs 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.

For those not able to submit KPI data via case level data, YJSs will be required to submit their **KPI returns** via the KPI template which will be able to be submitted using the KPI tile on YJAF.

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.

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 and KPIs)	Budget and Staffing Return 2023/24	KPI Template (if not able to submit via CLD)	Draft YDS	Final YDS
Q1	01/04/2023 – 30/06/2023	31/08/2023	✓	✓	✓	20/09/2023	29/09/2023
Q2	01/07/2023 – 30/09/2023	31/10/2023	✓		✓	29/11/2023	08/12/2023
Q3	01/10/2023 – 31/12/2023	31/01/2024	✓		✓	28/02/2024	08/03/2024
Q4	01/01/2024 – 31/03/2024	30/04/2024	✓		✓	29/05/2024	07/06/2024

Mandatory Case Level Data

YJSs record data on children, offences, legal outcomes, court hearings, intervention programmes, and other areas such as AssetPlus and KPI data. YJSs must submit case-level data, which the YJB can aggregate and then derive reports from. See Annex B 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 8.0. 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 Roma W5 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	Further Info

Data Recording Requirements

Mandatory Case Level Data

			<p>A4 Chinese</p> <p>A5 Any other Asian background</p> <p>B1 African</p> <p>B2 Caribbean</p> <p>B3 Any other Black background</p> <p>O1 Arab</p> <p>O2 Other</p> <p>N1 Not Known/Not Stated</p>	
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	<p>Asylum seeker</p> <p>Granted asylum</p> <p>Exceptional leave to remain</p> <p>Unknown status Asylum seeker</p> <p>Unaccompanied Asylum seeker</p> <p>Refugee</p>	
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	

Data Recording Requirements

Mandatory Case Level Data

Current young person ID number	<p>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.</p> <p>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.</p>	N/A	N/A	
Originating young person ID number	<p>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.</p>	N/A	N/A	Further info
PNC number	<p>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/nnnnnnnA'</p> <p>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'</p>	yyyy/nnnnnnnA	N/A	Further info
Arrest date	<p>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.</p>	Date	dd/mm/yyyy	Further info
Local/other status	<p>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.</p>	N/A	N/A	Further info
Residence on Legal Outcome Date	<p>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.</p>	N/A	N/A	

Data Recording Requirements

Mandatory Case Level Data

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		
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 with radio tag Bail supervision and support with GPS tag	

Data Recording Requirements

Mandatory Case Level Data

				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	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		N/A			
(CMS description & YJB 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.	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	N/A	Civil orders -Criminal Behaviour Order -Gang Injunction		Further Info

Data Recording Requirements

Mandatory Case Level Data

	at court, for all children they supervise. The CMS will also map each outcome to one of the YJB outcome types (see Annex B).		<ul style="list-style-type: none"> -Community Protection Notice -Anti-Social Behaviour Injunction -Knife Crime Protection Order -Sexual Harm Prevention Orders -Stalking Protection Orders Diversionsary outcomes -Community Resolution with YOT Involvement -Community Resolution no YOT Involvement -No Further Action Outcome 22 with YOT Involvement -No Further Action Outcome 22 Deferred Prosecution/Caution with YOT Involvement -No Further Action Outcome 20/21 with YOT Involvement Out of court substantive Youth caution Youth conditional caution First Tier Absolute Discharge Conditional Discharge Fine Bind Over Compensation Order Referral 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	

Data Recording Requirements

Mandatory Case Level Data

<p>Legal outcome requirement</p>	<p>For Youth Rehabilitation Orders (YRO), YJSs must record each requirement imposed, which will be passed to the data field Legal outcome requirement.</p>	<p>Tick-box</p>	<p>Activity Attendance Centre Curfew Drug Testing Drug Treatment Education Electronic Monitoring Whereabouts Electronic Monitoring – radio tag Electronic Monitoring – GPS tag Exclusion Intensive Fostering Intoxicating Substance Treatment Local Authority Residence Mental Health Treatment Programme Prohibited Activity Residence Supervision Unpaid Work</p>	<p>Further Info</p>
<p>Legal outcome term</p>	<p>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.</p>	<p>Years Months Weeks Days Hours</p>		
<p>Outcome requirement term</p>	<p>For Youth Rehabilitation Orders (YRO), YJSs must record the Outcome requirement term of each individual requirement imposed.</p>	<p>Free text</p>	<p>N/A</p>	

Data Recording Requirements

Mandatory Case Level Data

Activity requirement for YROs and Referral Orders	For YROs and Referral Orders with an Activity requirement, the type of activity must be recorded	Drop-down	<ul style="list-style-type: none"> - Restorative justice involving contact with the victim - Community reparation activity (e.g. short-term or one-off volunteering in a local service) - Training or skills-based activity - Engagement with peer support - Activity involving wider family involvement - Other 	
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	<p>MAIN</p> <p>OTHER</p>	
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	<p>Activity</p> <p>Attendance Centre</p> <p>Curfew</p> <p>Drug Testing</p> <p>Drug Treatment</p> <p>Education</p> <p>Electronic Monitoring Whereabouts</p> <p>Electronic Monitoring – radio tag</p> <p>Electronic Monitoring – GPS tag</p> <p>Exclusion</p> <p>Intensive Fostering</p> <p>Intoxicating Substance Treatment</p> <p>Local Authority Residence</p> <p>Mental Health Treatment</p> <p>Programme</p> <p>Prohibited Activity</p> <p>Residence</p> <p>Supervision</p> <p>Unpaid Work</p>	Further info
Programme start/end date	The Programme start and end date must be recorded for all recorded programmes.	Date	dd/mm/yyyy	Further info

Data Recording Requirements

Mandatory Case Level Data

Requirement start/end date	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.			
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

Key Performance Indicator fields



Key Performance Indicators – case level data fields

KPI measure	Field name in schema	Description / question in KPIs	New field(s) needed to support data collection?	Data Type / Reference data	Reference data (if applicable)
Accommodation	KPI1_AccommodationPrimaryResidence	Tick box for primary address	Yes	Boolean	N/A
Accommodation	KPI1_AccommodationStartDate ('Date' in schema)	Accommodation suitability at start of disposal	No	Date	N/A
Accommodation	KPI1_AccommodationEndDate	Accommodation suitability at end of disposal	No	Date	N/A
Accommodation	KPI1_AccommodationType	Accommodation type for young person	Yes	AccommodationTypeType	At Home Bail Hostel Bed & Breakfast Foster Care (LA) Foster Care (Private) Foyer Homeless Homeless Hostel Hospital Independent living Living with family (not parents) Living with Friends Living with parent(s) No fixed abode Other Residential Unit (LA) Residential Unit (Private) Residential Unit (Secure) Supported accommodation/supported lodgings Temporary accommodation Traveller site Unknown
Accommodation	KPI1_AccommodationSuitability	Suitability of accommodation for young person	Yes	SuitabilityType	Suitable Unsuitable Unknown

Data Recording Requirements

Key Performance Indicator fields

Accommodation	KPI1_AccommodationDateSecured	Date accommodation secured (in advance of release from custody)	Yes	Date	N/A
ETE	ProvisionType	Type of ETE provision	Yes	Provision_Type	Alternative Provision (above school age) Alternative Provision Other (full time) Alternative Provision Other (part time) Alternative Provision PRU (full time) Alternative Provision PRU (part time) Apprenticeship College Education re-engagement programme Electively home educated Full-time employment Mentoring circle None Other Part-time employment School (full-time) School (part time) Self-employment Supported Internship Traineeship University Voluntary work
ETE	StartDate	Start date of ETE provision (multiple ETE provision for each YP)	No	Date	N/A
ETE	EndDate	End date of ETE provision (multiple ETE provision for each YP)	No	Date	N/A
ETE	Suitability	Suitability of individual ETE provision	Yes	SuitabilityType	
ETE	HoursOffered	Hours offered per week of ETE provision	Yes	Decimal	N/A
ETE	Hours	Hours attended per week of ETE provision (existing field in schema)	No	Decimal	N/A
SEND / ALN	KPI3_SEND_Identified_SENDALN	Does the young person have an identified SEND/ALN?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
SEND / ALN	KPI3_SENDFormalPlan	Does the young person have a formal plan in place for the current academic year?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify

Data Recording Requirements

Key Performance Indicator fields

SEND / ALN	KPI3_SENDSStartDate	Start date of SEND plan	Yes	Date	N/A
SEND / ALN	KPI3_SENDEndDate	End date of SEND plan	Yes	Date	N/A
Mental Health and Emotional Wellbeing	KPI4_MH_Intervention_Type	Type of MH intervention / referral	Yes	KPI4_MH_InterventionType	Getting advice Getting help Getting additional help Getting risk support
Mental Health and Emotional Wellbeing	KPI4_MH_DateScreened	Date screened for mental health and emotional difficulties	Yes	Date	N/A
Mental Health and Emotional Wellbeing	KPI4_MH_DateReferred	Date referred for mental health and emotional needs	Yes	Date	N/A
Mental Health and Emotional Wellbeing	KPI4_MH_DateOffered	Date intervention for mental health offered to young person	Yes	Date	N/A
Mental Health and Emotional Wellbeing	KPI4_MH_DateAttendedStart	Start date of young person engaging with intervention for mental health	Yes	Date	N/A
Mental Health and Emotional Wellbeing	KPI4_MH_DateAttendedEnd	End date of young person engaging with intervention for mental health	Yes	Date	N/A
Substance Misuse	KPI5_SM_Intervention_Type	Type of SM intervention / referral	Yes	KPI5_SM_InterventionType	Targeted intervention Specialist substance misuse treatment Complex care
Substance Misuse	KPI5_SM_DateScreened	Date screened for substance misuse and emotional difficulties	Yes	Date	N/A
Substance Misuse	KPI5_SM_DateReferred	Date referred for substance misuse and emotional needs	Yes	Date	N/A
Substance Misuse	KPI5_SM_DateOffered	Date intervention for substance misuse offered to young person	Yes	Date	N/A
Substance Misuse	KPI5_SM_DateAttendedStart	Start date of young person engaging with intervention for substance misuse	Yes	Date	N/A
Substance Misuse	KPI5_SM_DateAttendedEnd	End date of young person engaging with intervention for substance misuse	Yes	Date	N/A
OOCD	KPI6_Successfully_Completed	Did the young person successfully complete the intervention / programme?	Yes	Boolean	N/A

Data Recording Requirements

Key Performance Indicator fields



Wider Services	KPI17_WS_CareStatusType (Actual current fieldname "Status")	Type of care status of young person	No	CareStatusType	<ul style="list-style-type: none"> -Accommodated by voluntary agreement with parents (s20 Children Act 1989) -Accommodated Under an Agreed Series of Short-Term Breaks (Voluntary accommodation Wales) -Child Protection Plan -Early Help referral -Early Intervention Plan -Emergency protection order (EPO) -Freeing order granted (D1) -Freeing Order Granted (Free for Adoption Wales - D1) -Full care order (C2) -Identified Child in Need (s.17 Children Act 1989) -Interim care order (C1) -Other -Placed in LA acc under PACE 1984, including secure acc. (J2) -Placement order granted (E1) -Remand to local authority accommodation or to youth detention accommodation -Remanded to LA accommodation or to youth detention accommodation (or committed for trial Wales) (J1) -Sentenced to YRO with residence or Intensive Fostering (J3) -Single Period of Accommodation Under Section 20 (Section 76 Wales) -Social Services and Well-being (Wales) -Subject to a care order (s31 Children Act 1989) -Under child assessment order and in local authority accommodation (L3) -Under police protection and in local authority accommodation (L1) -Wardship granted in High Court and child in LA - Accommodation (Wales only) (W1)
Wider Services	KPI17_WS_CareStatusStart (Actual current fieldname "StartDate")	Start date of care status of young person (statutory and non-statutory)	No	Date	N/A
Wider Services	KPI17_WS_CareStatusEnd (Actual current fieldname "End")	End date of care status of young person (statutory and non-statutory)	No	Date	N/A

Data Recording Requirements

Key Performance Indicator fields

Victims	VictimInterventionID	ID of intervention on CMS	No	GUID	N/A
Victims	IdentifiedVictim	Does the young persons order closing have an identified victim or victims of youth crime?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	VictimID	ID of victim on CMS	Yes	GUID	
Victims	ConsentYJSContact	Has the victim consented to being contacted by the YJS?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	YJSContactDate	Date YJS contacted victim	Yes	Date	N/A
Victims	EngagedRJStart	Start date victim engaged with restorative justice opportunities	Yes	Date	N/A
Victims	EngagedRJEnd	End date victim engaged with restorative justice opportunities	Yes	Date	N/A
Victims	EngagedRJ	Has the victim engaged with restorative justice opportunities?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	ViewPrior	Has the victim been asked their view prior to OOC decision-making and planning for statutory court orders?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	ProgressRequest	Has the victim requested information about the progress of the child's case?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	ProgressRequestDate	Date victim requested case progress information	Yes	Date	N/A
Victims	ProgressProvided	If yes, has the victim been provided with information about the progress of the child's case?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	ProgressProvidedDate	Date victim provided case progress information	Yes	Date	N/A
Victims	AdditionalSupportRequest	Has the victim asked for additional support?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify
Victims	AdditionalSupportProvided	If yes, has the victim been provided with information on appropriate support services?	Yes	Closed_Ended_Question_Response_1	Yes No Yet to Clarify

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	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. 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.
B7	Outsourced	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. 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.
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 Secondeds 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.

Data Recording Requirements

YJB Data Categories



Annex A: YJB Data Categories

Ethnic classifications

5 + 1 category	19 + 1 category
White	White British
	White Irish
	White Gypsy or Irish Traveller
	Roma
	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 - Diversionary Outcomes

Outcome Type	Mandatory or Voluntary	Description
Community Resolution with YOT Involvement	Mandatory	Community Resolutions (CR) facilitated by or partly by the YJS. A CR is an informal Out of Court Disposal that can be used when a child has accepted responsibility for an offence. The YJS will be working with the child to provide diversionary support/intervention to address unmet needs and prevent reoffending.
Community Resolution no YOT Involvement	Voluntary	Community Resolutions (CR) where upon notification by Police the YJS does not offer diversionary support/intervention to the child.
No Further Action Outcome 22 with YOT Involvement	Mandatory	No Further Action (NFA) Outcome 22 facilitated by or partly by the YJS. Outcome 22 is an informal Out of Court Disposal that results in No Further Action. It is used when diversionary, educational or intervention activity has been undertaken with a child to address offending behaviour or prevent further offending.
No Further Action Outcome 22 Deferred Prosecution/Caution with YOT Involvement	Mandatory	NFA Outcome 22 used as a Deferred Prosecution or Deferred Caution, facilitated by or partly by the YJS. NFA Outcome 22 used in place of formal OoCDs and low-level Community Orders as a deferred prosecution, or deferred caution. If the child fails to engage with diversionary activity, then the joint decision panel may decide to issue a formal caution or charge as an alternative.
No Further Action Outcome 20/21 with YOT Involvement	Mandatory	No Further Action (NFA) Outcome 20/21 facilitated by or partly by the YJS. Local practice around these outcomes may vary across different YJS. YJS may or may not provide diversionary support to children given these outcomes, where they do this will be entirely voluntary.

Data Recording Requirements

YJB Data Categories



Legal Outcome Types - 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 19+1 classification (see Annex B). The 19+1 classifications include Gypsy or Irish Traveller, Roma 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 19+1 is required for the Minimum Data Set agenda.

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

YJSs are asked to record ethnicity at the 19+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*.

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.

Data Recording Requirements

Case Level Data Further Information



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

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.

Data Recording Requirements

Case Level Data Further Information



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.

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.

Data Recording Requirements

Case Level Data Further Information



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.

Data Recording Requirements

Annex C: YJS OU Codes

YJS Name	YJS OU Code	Two letter code for OYPID
Barking and Dagenham	FOOBK00	BK
Barnet	FOOBT00	BT
Barnsley	FOOBA00	BA
Bath and North East Somerset	FOOBN00	BN
Bedfordshire	FOOBE00	BE
Bexley	FOOBX00	BX
Birmingham	FOOBI00	BI
Blackburn with Darwen	FOOBD00	BD
Blackpool	FOOBL00	BL
Blaenau Gwent and Caerphilly	FOOCB00	CB
Bolton	FOOBO00	BO
Bracknell Forest	FOOBF00	BF
Bradford	FOOBR00	BR
Brent	FOOBZ00	BZ
Bridgend	FOOBG00	BG
Brighton and Hove	FOOBQ00	BQ
Bristol	FOOBS00	BS
Bromley	FOOBH00	BH
Buckinghamshire	FOOBU00	BU
Bury and Rochdale	FOORB00	RB
Calderdale	FOOCA00	CA
Cambridgeshire	FOOCM00	CM
Camden	FOOCD00	CD
Cardiff	FOOCR00	CR
Carmarthenshire	FOOCS00	CS

Data Recording Requirements

YJS OU Codes



Ceredigion	F00MC00	MC
Cheshire East, Cheshire West, Halton and Warrington	F00WG00	WG
Conwy and Denbighshire	F00CN00	CN
Cornwall	F00CO00	CO
Coventry	F00CV00	CV
Croydon	F00CY00	CY
Cumbria	F00CU00	CU
Cwm Taf	F00CT00	CT
Darlington	F00DA00	DA
Derby	F00DB00	DB
Derbyshire	F00DY00	DY
Devon	F00DV00	DV
Doncaster	F00DO00	DO
Dorset Combined YOS	F00DT00	DT
Dudley	F00DU00	DU
Durham	F00DC00	DC
Ealing	F00EA00	EA
East Riding of Yorkshire	F00EY00	EY
East Sussex	F00ES00	ES
Enfield	F00EN00	EN
Essex	F00EX00	EX
Flintshire	F00FL00	FL
Gateshead	F00GA00	GA
Gloucestershire	F00GL00	GL
Greenwich	F00GW00	GW
Gwynedd & Ynys Mon	F00GY00	GY
Hackney	F00HY00	HY
Hammersmith and Fulham	F00HF00	HF
Hampshire	F00WE00	WE

Data Recording Requirements

YJS OU Codes



Haringey	F00HG00	HG
Harrow	F00HR00	HR
Hartlepool	F00HL00	HL
Havering	F00HV00	HV
Hertfordshire	F00HE00	HE
Hillingdon	F00HI00	HI
Hounslow	F00HO00	HO
Isle of Wight	F00IW00	IW
Islington	F00IS00	IS
Kensington and Chelsea	F00KC00	KC
Kent	F00KE00	KE
Kingston and Richmond	F00KT00	KT
Kingston-upon-Hull	F00KH00	KH
Kirklees	F00KK00	KK
Knowsley	F00KN00	KN
Lambeth	F00LM00	LM
Lancashire	F00LA00	LA
Leeds	F00LE00	LE
Leicester City	F00LC00	LC
Leicestershire	F00LS00	LS
Lewisham	F00LW00	LW
Lincolnshire	F00LI00	LI
Liverpool	F00LV00	LV
Luton	F00LU00	LU
Manchester	F00MA00	MA
Medway	F00ME00	ME
Merton	F00MN00	MN
Milton Keynes	F00MK00	MK
Monmouthshire and Torfaen	F00TM00	TM
Neath Port Talbot	F00NP00	NP

Data Recording Requirements

YJS OU Codes



Newcastle upon Tyne	F00NT00	NT
Newham	F00NE00	NE
Newport	F00NO00	NO
Norfolk	F00NK00	NK
North East Lincolnshire	F00NL00	NL
North Lincolnshire	F00NR00	NR
North Somerset	F00NS00	NS
North Tyneside	F00NY00	NY
North Yorkshire	F00NX00	NX
Northamptonshire	F00NZ00	NZ
Northumberland	F00NH00	NH
Nottingham	F00NC00	NC
Nottinghamshire	F00NG00	NG
Oldham	F00OL00	OL
Oxfordshire	F00OX00	OX
Pembrokeshire	F00PE00	PE
Peterborough	F00PB00	PB
Plymouth	F00PY00	PY
Portsmouth	F00PO00	PO
Powys	F00MP00	MP
Reading	F00RE00	RE
Redbridge	F00RD00	RD
Rotherham	F00RT00	RT
Salford	F00SA00	SA
Sandwell	F00SN00	SN
Sefton	F00SE00	SE
Sheffield	F00SH00	SH
Slough	F00SL00	SL
Solihull	F00SO00	SO
Somerset	F00SM00	SM

Data Recording Requirements

YJS OU Codes



South Gloucestershire	F00SG00	SG
South Tees	F00SS00	SS
South Tyneside	F00SY00	SY
Southampton	F00SP00	SP
Southend-on-Sea	F00SD00	SD
Southwark	F00SW00	SW
St. Helens	F00SZ00	SZ
Staffordshire	F00SF00	SF
Stockport	F00SX00	SX
Stockton-on-Tees	F00SQ00	SQ
Stoke-on-Trent	F00SI00	SI
Suffolk	F00SU00	SU
Sunderland	F00SR00	SR
Surrey	F00SC00	SC
Sutton	F00SJ00	SJ
Swansea	F00SK00	SK
Swindon	F00SV00	SV
Tameside	F00TA00	TA
Thurrock	F00TH00	TH
Torbay	F00TO00	TO
Tower Hamlets and City of London	F00TC00	TC
Trafford	F00TR00	TR
Vale of Glamorgan	F00VA00	VA
Wakefield	F00WA00	WA
Walsall	F00WL00	WL
Waltham Forest	F00WF00	WF
Wandsworth	F00WW00	WW
Warwickshire	F00WK00	WK
West Berkshire	F00WB00	WB
West Mercia	F00WC00	WC

Data Recording Requirements

YJS OU Codes



West Sussex	F00WS00	WS
Westminster	F00CW00	CW
Wigan	F00WI00	WI
Wiltshire	F00WT00	WT
Windsor and Maidenhead	F00WM00	WM
Wirral	F00WR00	WR
Wokingham	F00RF00	RF
Wolverhampton	F00WO00	WO
Wrexham	F00WX00	WX
York	F00YO00	YO