

AssetPlus working practices

Local Approach to AssetPlus

Barnet Youth Offending Team

Purpose of the document

This document provides a framework for Youth Offending Teams to document local practice in relation to the use of AssetPlus.

For each working practice area, the document outlines:

- **Background** – an overview of the key changes brought about by AssetPlus and their influence on practice.
- **Local Approach** – a section outlining local recording practice and the local approach to business practices involving the use of AssetPlus.
- **System configurations** – references to locally defined system configurations.
- **Related documents** – a section listing all related documents to the working practice area. This provides staff with an easy reference to further guidance.

The document is intended to support the wider AssetPlus Guidance and training material. It should also be used in conjunction with:

- [Case Management Guidance \(YJB, 2014\)](#)
- [National Protocol for Case Responsibility \(YJB, 2014\)](#)
- [National Standards for Youth Justice Services \(YJB, 2013\)](#)

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1. Defining the Local Approach

1.1 Order of completion

Where a young person is at the start of a Statutory Order, Youth Caution or Youth Conditional Caution, Practitioners should complete AssetPlus in the following order:

1. Young person and carers self-assessment. (This should open dialogue between the practitioner and young person and carer).
2. Personal, Family and Social Factors.
3. Core record offending and Anti-social behaviour section (episodes)
4. Offending and Anti-Social Behaviour.
5. Foundations for Change
6. Explanations and Conclusions
7. Pathways and Planning.
8. Core Record completion (the Core Record is largely pre-populated by other sections of AssetPlus. However, some parts of the Core record will need to be completed at this stage).

1.2 Timescales

An AssetPlus stage (including assessment and plan) should be completed and countersigned within National Standards timescales of 15 working days. This timescale also applies to AssetPlus Review stages and Case Closure stages. However, in relation to intervention planning, the expectation is that after the first appointment from court when the young person and their parent carers sign the rules and regulations and the breach process is explained, the expectation is that the second appointment is used to start the intervention plan.

AssetPlus Assessments should not remain in 'In Progress' for prolonged periods of time.

1.3 Use of 'Yet to clarify'

Overuse of Yet to Clarify answers may result in an AssetPlus not being countersigned by a Manager and staff will be requested to complete the assessment further before it is countersigned.

1.4 Transition from Asset to AssetPlus

- An AssetPlus Assessment should be completed for any new Orders made after the Go Live date of 13/4/16. (Young People who may not be currently open to the YOT).

- An AssetPlus Assessment should be completed for any cases that are due for review after the Go Live date.
- An AssetPlus Assessment should be completed for any cases where the young person re-offends and receives a new order after the Go-live date.

Continued use of Asset

YOT staff should continue to use Asset until any of the above triggers are met. Following AssetPlus go-live, there may be situations where an end or review Assessment can be completed using Asset and not AssetPlus. For example, where a review is required but the order is ending a short time later (within 6 months if low/medium risk).

It is anticipated that AssetPlus will be fully in use by 30th June 2016. This is the date when all YOTs are expected to be on AssetPlus. After 30th June Asset will be available as Read Only.

Note: Managers will aim to review all cases open to the YOT after the Go Live date and inform staff of which cases are due for review and state whether Asset or AssetPlus should be used.

1.5 System configurations (see also Annex A)

1.5.1 Mandating of questions in the CMS

All fields should be completed in AssetPlus stages, however, specific fields will be set as mandatory either by the YJB or locally by Barnet YOT, with completion of these required in order to complete the stage. The areas with mandated questions are:

Personal, Family and Social Factors.

Further exploration questions

Any question that opens a further exploration box must be completed. These are mainly contained in the Personal, Family and Social Factors Section of AssetPlus and include the question on Child Sexual Exploitation (CSE), Gangs and Missing.

In addition, the AssetPlus system contains a fixed mandatory rule that forces you to complete a further exploration text box where you have answered 'yes' to the further exploration question.

Screening questions

All questions in the Screening Tools (where the Screening Tools are required) should be completed.

Offending and Anti-Social Behaviour

All further exploration questions.

Explanations and Conclusions

All questions related to the Risk of Serious Harm, Likelihood of Re-offending and Safety and Well Being ratings.

Custody module

The custody module contains a number of YJB mandated fields. These are listed in the back of AssetPlus guidance.

Mandatory questions will be reviewed in six months following the implementation of AssetPlus.

1.5.2 Automatic pull forward on closed cases

All new AssetPlus Assessments can be pre populated from the previous AssetPlus (stages). This will allow aspects of AssetPlus such as Significant Life Events to be carried forward and to be considered in the new assessment. There will also be information that is historical and requires review and updating. Staff completing the assessment are responsible for the information at that time and must accept ownership of the information recorded.

1.6 Related documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S Drive (ASSET Plus folder)	All

2. AssetPlus Roles

2.1 Background

AssetPlus introduces more control over access to the assessment and plan.

- The **stage owner** creates and manages all updates to the assessment stage for a young person
- **Managers** are also able to access and update the stage
- **Proxy users** can be nominated to complete an AssetPlus stage on behalf of a stage owner

- **Contributors** can be assigned sub-sections by the stage owner to complete

2.2 Local approach

The table below sets out Barnet YOT's usage of the various roles available within AssetPlus.

AssetPlus Role	Staff groups
Managers	YOT Manager, Operational Managers
Stage Owners	YOT Officers
Proxy users	<p>All YOT Officers and Admin to be allocated as a Proxy User, to be able to deal with the following circumstances:</p> <ul style="list-style-type: none"> • Where Admin staff input information, i.e. young person and carer self-assessments • To progress a stage where the stage owner is on short term leave • AssetPlus information to Placements. Stage owners will need to validate and complete stages, however, they can be sent by anyone with access to the menu items.
Contributors	<p>Contributors can be allocated specific sections to complete within AssetPlus. YOT Officers must seek Operational manager approval for allocation of the Contributor Role.</p> <p>This Contributor role is allocated on a case-by-case basis. The following roles may be allocated as contributors:</p> <ul style="list-style-type: none"> • Business support officer. • ISS officer • RJ and victim co-ordinator • Parenting worker

2.3 Re-allocation of case due to sickness

Where a case is to be re-allocated due to sickness, if a stage is 'In progress' a manager will stop the stage. The new case manager will access AssetPlus and start a new stage. Where a case has no in progress stage, the new case manager will be able to access AssetPlus immediately and start a new stage.

2.4 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document		Section 2.2.2 - AssetPlus Key Concepts

3. Use of AssetPlus Judgements and Ratings

3.1 Background

Desistance

- Factors for and against desistance will be identified and rated in AssetPlus

Each factor is rated based on the extent of its influence on the young person (factor for e.g. “Living in stable accommodation”, rated “strong”, factor against e.g. “Dependency on alcohol”, rated “moderate”)

Any boxes of further exploration completed, the headings ticked above the respective box should be used in the explanation box.

Future Behaviour

- All future behaviour (that may potentially lead to any harm) will be analysed in AssetPlus with respect to the impact on the victim, likelihood, context and imminence
- Risk of Serious Harm (RoSH) judgement is retained and is required in all cases
- YOGRS will be calculated for out of court and statutory cases based on 10 static factors and estimates the % probability that offenders with a given history will be re-sanctioned for any recordable offence within a two year period
- Indicative Likelihood of Reoffending (LoR) is a “High”, “Medium” or “Low” rating that is automatically calculated based on YOGRS (not applicable to prevention cases)
- Likelihood of (Re)Offending is based on professional judgement based on the Indicative LoR and other dynamic factors considered in the overall assessment

Safety and Well-being

- The term ‘safety and well-being’ is used instead of vulnerability. This is defined as:
‘the risk that a young person’s safety and well-being is now or in the future

may be compromised through his or her own behaviour, personal circumstances or because of the acts or omissions of others'

- Practitioners identify and record all possible adverse outcomes, likelihood and impact for the young person
- The overall concerns rating is based on professional judgement

3.2 Local approach

3.21 Sharing information

Social Care - In the case where the Young Person is LAC, the most recent AssetPlus stage should be shared with Social Care.

Probation and other YOTs - Where a young is being transferred to Probation or another Youth Offending Service. The most recent AssetPlus stage should be shared.

YPDAS – All substance misuse information and Risk of Serious Harm and Safety and Well Being judgements should be shared with YPDAS.

CAMHS – All Health information and Risk of Serious Harm and Safety and Well Being judgements should be shared with CAMHS.

Education – All Risk of Serious Harm and Safety and Well Being judgements should be shared with Education Providers.

3.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document		Section 8 - Explanations and Conclusions

4. Specialist Screening Tools and Assessments

4.1 Background

- The specialist health screening questions in AssetPlus are intended to be used as a screening tool by YOT staff. They can be printed separately.
- Specific screening tools included within AssetPlus are:
 1. Speech, Language, Communication and Neuro-disability screening
 2. Physical and mental health
 3. AUDIT (Alcohol Use Disorders Identification Test)
- A positive answer to any of the screening questions should be followed up with additional information in the 'further exploration' evidence box at the end of the sub section and a referral to a specialist health worker, the Substance misuse Provider or CAHMS.

4.2 Local approach

The YOT Officer or Stage Owner will be responsible for the completion of the Screening Tool when undertaking an AssetPlus Assessment where there is an identified need for screening in relation to the alcohol screening tool (AUDIT). The Screening tools for Speech, Language, Communication and Neuro Disability and the Physical and Mental Health Screening tools should be completed in all cases. The table below outlines the detail around completion of the screening tools:

Screening Tool	Completed by	Information gathered from	Referral trigger	Referral to/Support from
Speech, Language, Communication and Neuro-disability	YOT Worker	Young Person, Parents and Carers, School SEN department, School Attendance Services, Social Care or custodial facilities.	The Further Exploration Box should be completed for an answer of Yes to any question or any other concerns highlighted by the screening tool. Referral Pathway to be	Senior specialist SALT therapist.

			determined.	
Physical and Mental Health screening	YOT Worker	Young Person, Parents / Carers and other agencies including School, Social Care, custodial facilities and substance misuse provider	Physical Health - An answer of Yes to any question or any other concerns highlighted by the screening tool. Mental Health – An answer of Yes to any question or any other concerns highlighted should trigger a referral or the YOT Mental Health Worker if the young person is not currently open to mental health services.	Referral to Health provision Referral to YOT CAMHS worker.
AUDIT (Alcohol Use Disorders Identification Test)	YOT Worker	Young Person, Parents/ Carers and other agencies including School, Social Care, custodial facilities or the substance misuse	Any positive answer to any question should trigger explanation in the further exploration box. The young person should be referred to the drug and alcohol; service. It may be appropriate to refer to the	Substance misuse provider, YOT health provision and/or LAC Nurse.

		provider.	YOT health Worker or the LAC Nurse if the young person is looked after for further assessment and intervention.	
Substance misuse Assessment (screening is part of the AUDIT screening tool)	YOT Worker	Young Person, Parents/ Carers and other agencies including School, Social Care, custodial facilities and the substance misuse provider.	Substance Misuse Intervention.	YOT worker or Substance Misuse Worker.

4.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S Drive	Section 4.3.3 -Young Person's Development

5. Self-Assessment

5.1 Background

- In AssetPlus, the self-assessment sections are designed to collate the views of the young person and their parents or carers at various stages throughout their involvement in the youth justice system. The young person self-assessments are available in first and third person.
- The self-assessment will remain dynamic and relevant in that the questions will change depending on the assessment stage.

5.2 Local approach

Case managers hold responsibility for ensuring the completion of the young person and carer's self assessments with the young person and carer. This information should then be transferred to AssetPlus by YOTO or Business Support officer.

The self-assessment tools should be referenced during information gathering and used to trigger referrals to Drug and Alcohol Service, CAMHS, CHANNEL, Gangs Exit strategy, Parenting worker, Education mentors/providers, or any other required service.

Review self-assessments should be used to gauge young person and parent views of the YOT. Local reports on the service can be produced and provide information on this.

5.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S Drive	Section 7 – Self-assessment

6. Integrated Planning

6.1 Background

- AssetPlus provides a single area in the Pathways and Planning section to record all targets and actions
- Pathways and Planning replaces a number of existing plans, including: the Intervention Plan, Risk Management Plan, Vulnerability Management Plan and the Sentence/Remand Management Plan

6.2 Local approach

When a young person’s Intervention Plan, Risk management Plan or Vulnerability Management Plan is due for review; the guidance outlined for Transition to AssetPlus from Asset should be applied. In this instance staff should fully complete an AssetPlus review stage.

Following completion of the stage, which should include the Pathways and Planning Section, the Asset based Intervention Plan, VMP and RMP will no longer be used for that case.

If a young person is assessed as high risk of harm, safety and wellbeing or very high risk of reoffending, a Case Planning Forum (CPF) should be arranged with an Operational Manager within 15 working days of the start of the order to allow sufficient time for any amendments for the plan to be completed, for the plan to be countersigned and the stage completed. Given Looked After Children (LAC) are considered to be at higher risk of re-offending, a Case Planning Forum is to take place for all LAC. The CPF is to be chaired by an Operational manager.

When the plan has been agreed, the young person should sign the Plan and be provided with a copy of this. A signed copy should also be uploaded to the paperclip. This process should be applied to all orders except Referral Orders, where the signed Referral Order Contract should be uploaded following the Initial Panel meeting. A CW contact should be recorded on the young person’s case file to indicate that they have seen, agreed to and signed the plan.

6.21 Case closure

When a young person’s involvement with the YOT ends, referrals to other agencies or services such as TYS (Targeted Youth Support Service), BEETS or DWP, Education and Employment Advisors or a Step Down CAF should be considered. The Case Closure Stage of AssetPlus should be completed within 15 working days of the young person’s involvement with the service ending. Referrals to other agencies should form part of the Plan in the Pathways and Planning Section.

Information can be pulled through at the Case Closure Stage but the Stage Owner is responsible for the accuracy and completion of the information at that stage.

Countersigning.

All plans are to be countersigned by an Operational Manager.

6.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S Drive	Section 9 – Pathways and Planning

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7. Restorative Justice

7.1 Background

- The AssetPlus framework will incorporate a Restorative Justice (RJ) module to strengthen consideration of RJ in assessments.
- The module is intended to pre-populate all relevant young person information for RJ work into a single module.
- The content of the RJ module will be relevant to case managers and victim/restorative justice workers when determining the appropriateness of specific RJ options.
- The RJ module will not include victim information.

7.2 Local approach

The Restorative Justice Module should be completed by the case manager. There are a small number of fields to complete on the young person's attitudes towards the victim. This must be completed for each offending or ASB episode and if they have undertaken previous RJ work. The RJ module can be sent separately to the victim worker and anyone undertaking RJ work with YP.

The information in the RJ module should be considered when exploring reparation with the young person and the victim. This will be particularly important when assessing the young person for restorative conferences and should be used in the assessment for this.

7.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S Drive	Section 16 – Restorative Justice

8. Reports

8.1 Background

- The AssetPlus framework has built-in standard Pre-Sentence Report and Referral Order Panel Report templates based on the ‘Making it Count in Court’ guidance produced by the YJB in collaboration with HMCTS.
- The court report modules have the ability to be populated using information in the assessment and provides a consistent structure to Pre-Sentence Reports and Referral Order Panel Reports across YOTs.

8.2 Local approach

- Staff can use the AssetPlus modules to complete Pre Sentence Reports and Referral Order Panel Reports, or staff can continue to use the old templates.

8.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive	Section 15 – Pre-Sentence Report Section 17 – Referral Order Report

9. Referrals

9.1 Background

- The AssetPlus framework has a built-in referral module which can be used to replace existing forms.
- The AssetPlus framework does not use Asset domain scores.

9.2 Local approach

Referral area	AssetPlus Trigger question/approach	Referral pathway
Child Sexual Exploitation	Personal, Family and Social Factors – Parenting, Family and Relationships – How the young person relates to others: Is the young	MASE

	person at risk of sexual exploitation?	
Violent extremism	Personal, Family and Social Factors – Parenting, Family and Relationships – Family and Wider networks: Network/group	Channel (discuss with Operational Manager)
The referral form can be used for ANY external referrals if the referral agency accepts them, they are helpful as it pulls through all the relevant information such as parents details telephone number etc. and also keeps a record on ASSETPlus. It could be used for a referral to DWP, Transitions, Wrap Around, Parenting support or groups.	Personal, Family and Social Factors – Parenting, Family and Relationships – Family and Wider networks including custodial facilities: Network/group. Young Person and Carer’s Self-Assessment.	Send to relevant referral agency if they are happy with our internal referral forms, which can be specific
Substance Misuse	Personal, Family and Social Factors – Parenting, Family and Relationships – Family and Wider networks including custodial facilities: Network/group. Young Person and Carer’s Self Assessment.	AUDIT Screening Tool, which has a trigger question for substance misuse. Referral to the substance misuse provider.
Multi-Systemic Therapy	Personal, Family and Social Factors – Parenting, Family and Relationships – Family and Wider networks including the custodial facilities: Network/group. Young Person and Carer’s Self Assessment.	MST Referral to Step Change, screening will be at the MST surgery.
Social Care	Personal, Family and Social Factors –	Referral to MASH/or allocated social

	Parenting, Family and Relationships – Family and Wider networks, including custodial facilities: Network/group. Young Person and Carer’s Self Assessment.	worker/manager/duty officer.
Accommodation	Personal, Family and Social Factors – Parenting, Family and Relationships – Family and Wider networks including custodial facilities: Network/group. Young Person and Carer’s Self Assessment.	Housing referral for joint assessment with social care
Mental Health	Personal, Family and Social Factors – Parenting, Family and Relationships – Family and Wider networks, including custodial facilities: Network/group. Young Person and Carer’s Self Assessment.	CAHMS Referral Form or other counselling services.

9.4 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive	Section 14 - Referrals

SECTION 10 IS NOT RELEVANT FOR THE YOT, IT IS ONLY FOR PREVENTION CASES.

10. Prevention and Out of Court Disposals

10.1 Background

- AssetPlus replaces the Onset and adapts automatically for prevention and triage cases with references to offending and sentences being replaced with the terms incidents and/or anti-social behaviour.
- Offences resulting in NFA, including Triage related offences, should be entered into AssetPlus as 'Other behaviours of particular concern'.

10.2 Local approach

- This is to be determined by the Prevention Team n/a for YOT cases

10.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document		Section 2.1.2.4 Young People Engaged with prevention programmes/interventions
Out of Court Disposals Guidance	Guidance Document		

11. Court and Placement Notification

11.1 Background

- Placement Information Forms and Post Court Reports are completed in the Custody module
- Bail assessment and recommendation is completed in the Bail and Remand module
- The custody and bail and remand modules are available in paper format for completion at court

11.2 Local approach

11.2.1 Sentencing.

Where a young person is being sentenced and is at risk of custody, the PSR (all options) stage should be completed. This stage contains the Custody Module and required key placement factors for submission to the Youth Justice Board as part of the placement notification process. Manager countersignature will be required before the stage can be sent to the

Placements Team by Connectivity 2 days before the young person attends Court for sentence. This will be reviewed following implementation of Asset Plus if this presents any difficulties.

Following sentence, if the young person receives a custodial sentence, the Post Court Report Stage should be completed. As long as there is no stage currently open – which there shouldn't be as the last one should have been PSR (all options) – the court worker would start the new PCR stage (as a stage owner) and then send for countersignature. In order to complete the stage, the Stage Owner should assess the young person in the cells following sentence. Once completed the Post Court Report Stage should be sent to the Placements Team the same day.

The duty manager will check the custody module and would complete the stage after countersignature and send the stage via connectivity (or request another member of the team to send it). You don't need to be a stage owner to send the stage.

Breach of Order, There is no breach report module or specific stage within AssetPlus. As such, breach reports will need to be completed separately. Where the young person is at risk of custody, a Placement Notification stage should be completed (which includes the Custody module). Prior to the breach hearing, the stage should be sent to the YJB Placement service as outlined above.

11.22 Bail and Remand

The Stage Owner should start a Bail Recommendation Stage including the Custody and Bail and Remand Modules. These stages should be completed and countersigned by a manager. Once countersigned the stage will be sent to the YJB Placement Service via Connectivity or secure email.

Remand.

If a young person is remanded into custody, the Post Court Report Stage outlined above should be completed, countersigned and sent to the YJB Placements Service.

Bail.

If a young person is given Bail, a new Bail Recommendation Stage should begin and the bail package managed.

Saturday Court and Bank Holidays.

If a young person is at risk of remand on a Saturday or Out of Hours (Bank Holiday), the YOT Officer, where possible, will need to complete the Bail Recommendation stage and request this is countersigned by the Duty Manager prior to the hearing. This should then be sent to the YJB Placement Service via Connectivity. In the event that there is a stage that is In Progress,

the duty manager will need to access the AssetPlus of the young person and stop the stage. The Bail recommendation stage will then be completed along with the Custody module.

Where it is not possible to access IT, the member of staff at Court can write (or type) the Custody and Bail and Remand modules and send these to Placements by secure email. Where this takes place, the information should be transferred to AssetPlus at the earliest opportunity, i.e the next working day. The documents should be countersigned and sent to the YJB Placements Team via connectivity.

If the young person is remanded. The same process should be followed for completing the Post Court Report stage.

Access rights for sending documents

Stage owners will need to validate and complete stages, however, they can be sent by anyone with access to the menu items.

11.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive (ASSETPlus folder)	Section 11 - Bail and Remand Section 12 - Custody
AssetPlus Parallel Running Guidance.	Guidance	S Drive and Paper Copy	Sections 3a, 3b and 3c.

12. YOT/Secure Estate Joint Working

12.1 Background

- AssetPlus will be implemented across custody and community as a joint end to end assessment and planning tool that will incorporate the PIF, Post Court Report, Risk Assessment and Management form and remand and sentence planning forms.
- Secure estate and YOT staff will both have access to AssetPlus to enter information and share updates whilst the young person is in custody.

- The key principle to joint working will be open dialogue between all parties involved with the young person prior to any system updates.

12.2 Local approach

Asset Plus is **not yet available in the secure estate**. It is intended that Asset Plus will follow a young person from the community into custody and back to the community. It is anticipated Asset Plus will be available in the secure estate by 2017, at which time guidance will be provided. In the interim period, staff should continue to use the e-Asset facility to access information from the secure estate where possible.

Placement type	Process		
	Initial Planning Meeting	Review meeting	Release
Secure Children's Home	Within 10 working days of sentence.	No longer than 3 months from date of the initial Planning Meeting. Welfare visits should be undertaken on a monthly basis between planning meetings.	Within 14 days of release from custody.
Secure Training Centre	Within 10 working days of sentence.	No longer than 3 months from date of the initial Planning Meeting. Welfare visits should be undertaken on a monthly basis between planning meetings.	Within 14 days of release from custody.
Young Offender Institution	Within 10 working days of sentence.	No longer than 3 months from date of the initial Planning Meeting. Welfare visits should be undertaken on a monthly basis between planning meetings.	Within 14 days of release from custody.

12.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive and paper copy	Section 11 - Bail and Remand Section 12 - Custody Section 13 - Leaving Custody
Parallel Running	Guidance Document	S Drive and Paper Copy	
National Standards for Youth Justice Services.	Policy document.	S Drive	National Standard 9. Planning and Delivering interventions in custody and resettlement into the community.

13. Case Transfers

13.1 Background

- YOT to YOT Transfer will be possible between AssetPlus enabled YOT case management systems i.e. YOTs will be able to transfer a case electronically to any other YOT and vice versa.
- AssetPlus transfers to the National Probation Service will be possible via the Y2A (Youth to Adult) portal.
- The key principle to joint working will be open dialogue between all parties involved with the young person prior to any system updates.

13.2 Local approach

13.21 Sending transfers

Transfers in and out, including related documents will be sent by the business support officer or YOTO via Connectivity. Managers **will QA and sign off all transfers**. Staff will be required to complete the relevant Transfer stage before sending.

13.22 Receiving and accepting and rejecting transfers

Operational Managers should be cited on all transfers received. The National Protocol for Case Responsibility outlines the YOTs responsibilities with respect to transfers. Operational managers can choose to 'Accept' or 'Reject' transferred information (this is not the same as accepting or rejecting the case').

13.23 Caretaking arrangements

Where a caretaking arrangement has been entered into with another YOT or the secure estate. The arrangement should only be ended on the system through agreement with Operational Managers. Regular updates should be sought on cases where Barnet is the home YOT. Likewise Barnet YOT should provide regular updates to the home YOT where holding the host YOT role. Updates can be provided by sending the most recent AssetPlus stage.

13.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive	Section 2.2.2 AssetPlus key concepts
National protocol for Case responsibility	National Guidance	<u>National Protocol for Case Responsibility (YJB, 2014)</u>	All

14. Ongoing AssetPlus training

14.1 Background

- Youth Offending Teams will be required to train any new staff in AssetPlus.
- The YOT may wish to identify a schedule for ongoing refresher training.

14.2 Local approach

All new staff entering the service will be required to undertake a comprehensive induction on AssetPlus as well as the Case Management System. This should be undertaken by a Operational Manager or an appointed YOT Officer and should take place prior to the new member of staff completing an AssetPlus Assessment. The

YJILS based Assessment and Planning Foundation Training should also be completed.

As a new assessment tool, AssetPlus is likely to require ongoing refresher training for staff, particularly in key areas including Risk of Harm, Safety and Well Being and identifying desistance factors. Training will be provided to staff following a period of implementation and review. This is likely to be within 3 to 6 months of the implementation of AssetPlus when the assessment when areas for development have been identified.

14.3 Related Documents

Document	Type	Location	Document section
AssetPlus Training materials	PowerPoint training slides	S-Drive (ASSETPlus folder)	

15. Management Oversight

15.1 Background

- AssetPlus increases the level of professional judgement in the assessment and planning process with regard to:
 - flexibility in completion
 - level of further exploration
 - key judgements (likelihood of reoffending/risk of serious harm/safety and well-being)
- Where a stage meets the criteria for sign-off, it will not be possible to complete a stage until countersignature has been completed.

15.2 Local approach

15.3 Countersignature criteria

All AssetPlus stages will be countersigned by an Operational Manager.

Risk of Serious Harm Ratings.

The Stage Owner will request an Operational Manager Countersign the Risk of Serious Harm Rating through the AssetPlus, or via a email.

Likelihood of Re-Offending.

Where the indicative reoffending level is higher or lower than practitioner judgement and the practitioner wishes to override the indicative level, this will require countersignature by an Operational Manager.

Safety and Wellbeing.

The Stage Owner will then request an Operational Manager Countersign the Safety and Well Being Rating through the AssetPlus prompt.

15.4 System Configurations

15.3.1 Criteria for sign-off for Explanations and Conclusions and Pathways and Planning

Explanations and Conclusions	
Rating or judgement	Countersignature criteria
1. RoSH judgement	All RoSH Ratings to be countersigned
2. Where there is a difference between Indicative LoR and LoR (increase or decrease)	Where the indicative re-offending level is higher than practitioner judgement.
3. Indicative Likelihood of Reoffending (LoR)	Does not require countersignature.
4. Likelihood of Reoffending (LoR)	Does not require countersignature.
5. Overall Safety and Well-being Concerns Judgement	All Safety and Wellbeing ratings to be countersigned

Pathways and Planning	
Rating or judgement	Countersignature criteria
1. Countersign all, none or where Explanations and Conclusions has been countersigned	Both
2. Scaled Approach Intervention Level	Where Scaled Approach Level is Standard or higher. As plans will be integrated in Asset Plus, this is where Risk Management Plans are countersigned.
3. Where professional override has been applied to the Scaled Approach Intervention level	Where scaled approach level has been reduced or decreased. This should be countersigned by an Operational Manager.

15.4 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive	Section 2.3 - Management Oversight

16. Quality Assurance

16.1 Background

16.2 Local approach

The YJB AssetPlus QA tool has been developed to incorporate other areas of practice that Barnet YOT have been measuring in the QA process. This will form the basis for auditing and quality assurance of AssetPlus Assessments. Other areas for quality assurance are likely to be developed when the YOT Management Team and staff have become more familiar with the assessment framework.

AssetPlus areas of focus for QA:

- Use of self-assessment
- Personal Family and Social Factors (specifically use of Yet to clarify and further exploration)
- Offending and Anti-social behaviour (specifically use of episodes)
- Foundations for Change (specifically use of Desistance factors)
- Explanations and Conclusions (specifically analysis and interconnections between offending behaviour and significant life events)
- Safety & Well-being adverse outcomes and judgements
- Future Behaviours and judgements
- Pathways & Planning
- Bail & Remand and Custody
- Management Oversight/countersignature
- Intervention and Review
- Outcomes

16.4 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive	Section 2.3.1 - AssetPlus Quality Assurance Tool

17. Performance and data quality reporting

17.1 Background

A series of performance and data quality reports will be developed alongside the implementation of AssetPlus. The table below outlines aspirational reports to be developed to monitor AssetPlus quality.

Measure to report on	Type of report	AssetPlus section/sub-section/ Question	Locally developed or CMS supplied	Schedule for running	Audience
1. AssetPlus stages in progress	Data quality	All	Local	Weekly	YOT staff and managers
2. Under use of further exploration and over use of yet to clarify.	Data quality	All	Local	Monthly	YOT staff and managers
3.			Local	Monthly	YOT staff and managers
4. Missing ratings and judgements	Data quality	All	Local	Monthly	YOT staff and managers

17.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	S-Drive	All

Annex A

Overview of system configuration

No	Local Configuration	Working Practice area
1	User access levels	Number Roles and Responsibilities
2.	Criteria for Managerial sign-off	Management Oversight and Countersignature
3.	Mandatory AssetPlus questions	General principles for completing AssetPlus
4.	Questions that should prompt a flag for referral	Referrals out
5.	Should AssetPlus pre-populate from the previous stage if it was "case closure" (i.e. the intervention ended)	General principles for completing AssetPlus

5. Completion of self-assessment	Data quality	All
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Annex B

Example Trigger/ Further Exploration questions:	AssetPlus section/sub section	Indicative of referral to
Do you have any concerns about the young person's current accommodation situation? (yes/no)	PFS/ Living Arrangements and Environmental Factors	Housing/ Children's Services
Is the young person being adversely affected by specific local tensions, pressures or issues?	PFS/ Living Arrangements and Environmental Factors	Local 'Prevent' services or the Police and Children's Services.
Do you have any concerns about the ability of the parents/carers to care for and supervise the young person appropriately?	PFS/ Parenting, Family and Relationships	Parenting/ Children's Services
Gang associations? – if 'yes'	PFS /Parenting, Family and Relationships	Gangs worker/ Police or Children's Services
Physical Health screen (yes to any question)	PFS/ Young person development	Health worker
Speech, Language, Communication and Neuro-disability screen (yes to any question)	PFS/ Young person development	Health worker/ Speech and Language specialist
Emotional Development and Mental Health screen (yes to any question)	PFS/ Young person development	Mental Health worker
Is there any evidence of substance misuse? (yes/no)	PFS/ Young person development	Substance Misuse worker
Are there any concerns about the young person's ability to care for the child? (yes/no)	PFS/ Young person development	Children's Services
Do you have any other concerns related to the young person's education, training or employment? (yes/no)	PFS/ Learning, Education, Training and Employment	Education worker (in the YOT) or local Education department