

AssetPlus



AssetPlus Working Practices

Local Approach to AssetPlus

Sutton 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 & Timescales

Where a young person is at the start of a Statutory Order, Youth Caution or Youth Conditional Caution, Practitioners should complete an AssetPlus assessment.

In regards to the order of completion and timescales for completing each stage, Practitioners should follow the respective flowcharts outlined in Appendix 1.

1.2 Use of 'Yet to clarify' questions

Any *Yet to Clarify* questions will need to be resolved in time for the 1st Review.

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.

1.3 Transition from Asset to AssetPlus

An AssetPlus Assessment should be completed for any new Disposal/Order made after the Go Live date of 26th September 2016. (I.e. Young People who are not already open to the YOT).

An AssetPlus Assessment should be completed for any cases where the young person re-offends and/or receives a new Order after the Go Live date.

Orders that will expire in less than 3 months after the Go-Live date (before 1st January 2017) and where the young person does not re-offend or receive a new order in this period can continue to be assessed via Asset.

Any Orders that have more than 3 months outstanding at the point of Go Live will need to be reassessed using Assetplus. This reassessment can take place at the next scheduled review date, as agreed in supervision with line management.

1.4 System configurations

1.4.1 Mandatory Questions

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. In addition to this the following must be completed.

Screening questions

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

Explanations and Conclusions

All questions relating to 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.

1.4.2 Automatic pull forward on closed cases

All new AssetPlus Assessments can be pre populated from the previous AssetPlus. 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. Special consideration must be made if the previous asset is older than 6 months.

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

2.2 Local approach

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

AssetPlus Role	YOT groups
Managers	YOT Manager, Operational Managers and (due to countersigning responsibilities)
Stage Owners	Case Managers (Social Workers, Prevention and Probation Officer)
Contributors	Contributors can be allocated specific sections to complete with Asset Plus. The Contributor role is allocated on a case-by case basis. Staff working in the following areas may undertake the contributor role: Education, Mental Health, School Nurse, Speech and Language and Victim Work

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 (V3)	Guidance document	'N' Drive- Assetplus folder/Assetplus Guidance folder	Section 2 (p17)

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").

Stage Owners should check Assetplus Guidance (p126) and Training Manual for guidance on rating definitions.

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 should clearly justify the predicted impacts of adverse outcomes for the young person. In 'Context likelihood and imminence', practitioners should also justify likelihood predictions, highlight the imminence of risks and use this evidence box to outline the justification for the final safety and well-being judgement.

3.2 Local approach

3.2.1 Sharing Information

Social Care – The allocated YOT Case Manager should ensure that for any Young Person open to Children's Social Care their Core Record, Explanations & Conclusions and Pathway & Planning sections of Assetplus are shared with the allocated Social Worker. This should take place upon completion or review of assessments.

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. The YOT-Probation Transfer Self Assessment should be completed with the young person before point of transfer for any young people transferring to NPS or CRC.

SWITCH – It is the responsibility of the YOT Case Manager to ensure that the appropriate information in relation to the Risk of Serious Harm and Safety and Well Being judgements is shared with colleagues within SWITCH.

CAMHS - It is the responsibility of the seconded CAMHS Practitioner to ensure that the appropriate information in relation to the Risk of Serious Harm and Safety and Well Being judgements is shared with colleagues within CAMHS.

Education - It is the responsibility of the YOT Education Worker to ensure that the appropriate information in relation to the Risk of Serious Harm and Safety and Well Being judgements is shared with colleagues within the relevant education establishments.

4. Specialist Screening Tools and Assessments

4.1 Background

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 recommendations given regarding the need for further assessment or support.

4.2 Local approach

It is expected that all screening tools will be completed for every initial Assetplus assessment. Reviews of the Physical and Mental Health Screening and AUDIT should be completed for any subsequent initial Assessment i.e. where a young person returns to YOT intervention.

Screening Tool	Completed by	Information gathered from	Referral trigger	Referral to/Support from
Speech, Language, Communication and Neuro-disability	SALT	Young Person, Parents and Carers, School SEN Department, Attendance Services	The further exploration box should be completed for an answer of yes to any question or any other concerns highlighted by the screening tool.	SALT will make recommendation regarding support needs following completion of screening.
Physical and Mental Health screening	YOT School Nurse and YOT Case Manager	Young person, parents/carers and other agencies including school, social care	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 to the YOT Psychologist	YOT School Nurse will make recommendation regarding support needs or need for further assessment. These recommendations to be followed up by YOT Case Manager Referral to CAMHS for further assessment/intervention as required
AUDIT (Alcohol Use Disorders Identification Test)	YOT Case Manager	Young person, parents/carers and other agencies including school, social care and SWITCH	Any positive answer to any of the questions should trigger explanation in the further exploration box. The young	YOT Case Manager should make a referral to SWITCH for further assessment/intervention.

			person should be referred to SWITCH if evidence of regular or risky use.	
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4.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive-Assetplus folder/Assetplus Guidance folder	Section 4.3.3 - Young Person's Development (p63)
Screening Tools Guidance	Guidance documents	'N' Drive/Assetplus folder/Screening Tools folder	

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

Self-assessments should be completed in the first person. 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 inputted by the YOT Case Manager.

The self-assessment tools should be referenced during information gathering and used to trigger referrals to Drug and Alcohol Service, CAMHS or any other required service.

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

5.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive-Assetplus folder/Assetplus Guidance folder	Section 7 – Self-assessment (p116)

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.

For the timing of completion of the Pathways and Planning section- see the relevant flowchart for the relevant Order/Disposal (Appendix 1).

Where a young person is assessed as high risk of harm, safety and wellbeing or very high risk of reoffending, a Risk Management Panel should be arranged with the Operations Manager ASAP to allow sufficient time for these actions to be incorporated in the plan before it is countersigned and the stage completed, being mindful of National Standards timescales.

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 Young Person's file. This process should be applied to all orders except Referral Orders, where the signed Referral Order Contract will be uploaded following the Initial Panel Meeting by the Restorative Justice Coordinator. A Contact should be recorded on the young person's case file to indicate that they have seen, agreed to and signed the plan.

6.2.1 Case closure

When a young person's involvement with the YOT ends, referrals to other agencies or services such as Targeted Youth Support to support the young person in desisting from further offending should be completed. The Case Closure Stage of AssetPlus should be completed within 10 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.

6.3 Related documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive-Assetplus folder/Assetplus Guidance folder	Section 9 – Pathways and Planning (p150)

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 and if they have undertaken previous RJ work. This must be completed for each offending or ASB episode. The RJ module can be sent separately to the victim worker and anyone undertaking RJ work with the young person.

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 (V3)	Guidance document	'N' Drive-Assetplus folder/Assetplus Guidance folder	Section 16 – Restorative Justice (p208)

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 will need to use the relevant AssetPlus stage when completing Pre Sentence Reports and Referral Order Panel Reports.

We will trial the option of AssetPlus pre-populating the templates for Pre Sentence Reports and Referral Order Panel Reports in 2016 and use feedback from young people, parents/carers, Panel members and Magistrates to decide whether to continue use of these templates for future reports.

8.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive-Assetplus folder/Assetplus Guidance folder	Section 15 – Pre-Sentence Report (p203) Section 17 – Referral Order Report (p212)

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

Sutton will not use the Referral Module for the foreseeable future, however it is expected that Stage Owners will record what referrals need to be made in the Pathways and Planning section under Resources and Proposals. The following is the referral pathways locally for different issues identified.

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 person at risk of sexual exploitation?	Referral form sent to MASH
Missing	Persona, Family and Social Factors- Living Arrangements, Housing- Do you have any concerns about YP's current accommodation status?	Referral form
Violent Extremism	Personal, Family and Social Factors –Family and wider networks Network/groups-How the young person relates to others	Referral form sent to MASH (discuss with Operations Manager)
Substance Misuse	Personal, Family and Social Factors- Lifestyle, Identity, Behaviour- Substance Misuse. Young Person and Carer's self-assessment.	AUDIT Screening Tool; SWITCH referral
Accommodation	Personal, Family and Social Factors - Living Arrangements, Housing- Young Person and Carer's Self Assessment.	Referral Form to MASH
Mental Health	Personal, Family and Social Factors – Emotional Development and Mental Health, Young Person Self Assessment & Physical and Mental Health Screening.	CAMHS Single point of access Referral Form.

9.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive- Assetplus folder/Assetplus Guidance folder	Section 14 – Referrals (p203)
Sutton Practice Directive 18 - Prevent / Radicalisation	Practice Directive	http://suttoncs.proceduresonline.com/chapters/docs_library.html	
Practice Directive 12 - Need to Know - Missing Notification Template	Practice Directive	http://suttoncs.proceduresonline.com/chapters/docs_library.html	
Sutton Missing Children Protocol	Protocol	http://suttoncs.proceduresonline.com/chapters/docs_library.html	
Missing Practice Directive - September 2016	Practice Directive	http://suttoncs.proceduresonline.com/chapters/docs_library.html	
LSCB CSE Practice Toolkit	Toolkit	http://suttoncs.proceduresonline.com/chapters/docs_library.html	
London Child Protection Procedures	Guidance document	http://www.londoncp.co.uk/	Part B3- Chapter 6 (Extremism) Part B3- Chapter 7 (CSE)

10. Prevention, Triage & 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

The AssetPlus stage Referral In/(Preventions/OOCD) should be completed for all young people who are subject to a Youth Caution, Youth Conditional Caution or will be receiving long term Prevention support from Youththink.

Triage cases will continue to be assessed using the ONSET R&S form due to the limited time available to complete the assessment.

The process for completion is outlined in the Prevention, YC and YCC Flowcharts- see Appendix 1.

10.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive- Assetplus folder/Assetplus Guidance folder	Section 2.1.2.1 (p13)
Out of court Disposals Guidance	Guidance Document	'N' Drive- Out of Court Disposals folder	Guidance on Conditional Caution Process
Triage Guidance	Guidance Document	'N' Drive- Prevention- Triage & YC Clinic Folder	Information & Forms

11. Court and Placement Notification

11.2 Background

11.2.1 Sentencing

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

11.2.2 Local approach

Pre-Sentence

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 information for submission to the Youth Justice Board as part of the placement notification process. Manager countersignature will be required before the

stage can be completed and sent to the Placements Team by Connectivity the day before the young person attends Court for sentence.

If there are any issues with Connectivity, the Assetplus should be saved as a Word or PDF document and securely emailed to the Placements Team.

Post- Sentence

Following sentence, if the young person receives a custodial sentence, the Post Court Report Stage should be completed. Checks need to be made to ensure that there is no stage currently open - which there shouldn't be as the last one should have been PSR (all options).

In order to complete the PCR stage, the Court Duty Officer should assess the young person in the cells following sentence. Once this assessment has been completed, they will start the new PCR stage (as the Stage Owner) or pass the relevant information back to the Case Manager at Sutton YOT to complete the PCR stage. The Stage Owner will send the completed Assetplus to a manager for countersignature.

The Operations Manager will check the Custody module and complete the stage after countersignature and send the PCR stage to the Placements Team via connectivity or secure email (word or PDF document). 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.

11.2.3 Bail and Remand

If a young person is in the Court cells and consideration is being given to a possible remand, the Court Duty Officer (Stage Owner) should start a Bail Recommendation Stage including the Custody and Bail and Remand Modules. If the young person is not previously known to Sutton YOT and is a Sutton YP, they will need to be added as a Client onto CareDirector by an Administration Officer.

The Court Duty Officer will interview the YP and complete the required stages before requesting countersignature by a manager. Once countersigned and completed the stage will be sent to the YJB Placement Service via Connectivity.

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 a bail package, 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 Case Manager will, where possible, need to complete the Bail Recommendation stage and request this is countersigned by the Operations 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 Operations Manager will need to access the AssetPlus of the young person and stop the stage. A Bail Recommendation stage should then be completed along with the Custody module by the On Call Court Duty Officer- this will need to be countersigned by an Operations Manager and sent to the YJB via Connectivity.

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 transfer rights (i.e. Case Managers, Admin and Operations Managers).

11.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	'N' Drive-Assetplus-Assetplus Guidance folder	Section 11 - Bail and Remand (p172) Section 12 – Custody (p182)
AssetPlus Parallel Running Guidance	Guidance	'N' Drive-Assetplus-Custody & Bail/Remand folder	

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. It is intended that AssetPlus will follow a young person from the community into custody and back to the community

Secure estate and YOS 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

AssetPlus is not yet available in the secure estate. Timescales for the rollout to the secure estate are yet to be confirmed but likely to be in 2017.

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 Meeting	Planning	Review meeting	Release
Secure Children's Homes, Secure Training Centres, Young Offender Institutions	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 (V3)	Guidance document	'N' drive Assetplus-Assetplus Guidance folder	Section 11 - Bail and Remand (p172) Section 12 - Custody (p182) Section 13 - Leaving Custody (p199)
AssetPlus Parallel Running Guidance	Guidance	'N' Drive-Assetplus-Custody & Bail/Remand folder	
National Standards for Youth Justice services	Policy Document	'N' Drive-National Standards folder	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

13.2.1 Sending transfers

Staff will be required to complete the relevant Transfer stage, including the relevant young person self-assessment before transferring a case to another YOT or Adult Service.

Transfers will be sent by the allocated Case Manager via Connectivity.

Managers should be fully cited on all transfers.

13.2.2 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').

13.2.3 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.

A minimum of monthly updates should be sought on all cases where Sutton is the Home YOT. Likewise Sutton YOT will provide regular updates to the Home YOT where holding the Host YOT role. These updates will be provided by secure email and include details on compliance, further offending and engagement with interventions.

Sutton YOT will undertake Breach reports, PSRs and the relevant initial Assetplus stage

on any Sutton LAC young people placed outside of Sutton (unless otherwise negotiated with a host YOT). Any subsequent Assetplus stages (i.e. Reviews) will be undertaken by the Host YOT and sent to Sutton via Connectivity or secure email immediately upon completion. Sutton will offer/expect reciprocal arrangements for any out of borough young people hosted by Sutton.

13.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance (V3)	Guidance document	‘N’ drive Assetplus-Assetplus Guidance folder	Section 18- Youth to Adult Services (p214) Section 19- YOT to YOT Transfers (p216)
National Protocol for Case Responsibility	National Guidance	National Protocol for Case Responsibility YJB 2014	All
Sutton’s Caretaking Policy	Policy	‘N’ drive- Case Management folder	

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 case managers entering the service will be required to undertake a comprehensive induction on AssetPlus, as well as CareDirector. This training will take place prior to the case manager completing an AssetPlus Assessment. The YJLS Assessment and Planning Foundation Training will be completed on the Youth Justice Effective Practice Hub as a starting point for any new YOT team members, as part of their induction timetable.

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. Workshops will be provided to case managers on an as needs basis following Go Live and will be facilitated by the Assetplus Train the Trainers.

AssetPlus working practices will also be reviewed after 6 months, i.e. 1st April 2017.

14.3 Related Documents

Document	Type	Location	Document section
AssetPlus Training materials	PowerPoint training slides	'N' Drive-Assetplus folder-Training Materials folder	

15. Quality Assurance

16.1 Background

In AssetPlus, quality assurance is designed to be a collaborative approach to improving the quality of practice between practitioners and managers.

An AssetPlus Quality Assurance Tool has been developed to act as a guide to assist managers in the scrutiny and audit of assessments and plans completed using AssetPlus. Whilst use of the tool is not compulsory, as a minimum it is expected that services will use it as a basis to develop their own quality assurance and audit tools to meet local needs and expectations around assessment and planning interventions. The tool has been designed to align with the HMI Probation Inspection Criteria for Full Joint Inspections and Short Quality Screenings 2014 and therefore measures sufficiency.

Each area of AssetPlus is quality assured.

16.2 Local approach

Sutton YOT will use the YJB Assetplus Quality Assurance Tool as a guide for quality assurance.

Once a Stage Owner finishes an Assetplus stage they will notify the Operations Manager (or YOT Manager in their absence) and submit hard copies of any associating documentation (i.e. Copies of CPS papers, Screening tools, etc).

The QA manager will read over every section of Assetplus paying particular attention to the following:

- Use of self-assessments
- Personal Family and Social Factors (specifically use of Yet to clarify and any further exploration questions)
- Offending and Anti-social behaviour (specifically use of episodes)
- Foundations for Change (specifically use of and rating of Desistance factors and

Diversity considerations)

- 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
- Custody modules

Feedback will be provided within Assetplus- using the Comments speech bubbles- throughout the document. This feedback will also be collated on a word document and attached to the young person's file on CareDirector.

Document	Type	Location	Document section
YJB QA Tool	Tool	'N' Drive-Assetplus folder- QA resources folder	
Assetplus Guidance (V3)	Guidance document	'N' Drive-Assetplus folder- Assetplus Guidance	Section 2.3.3 - AssetPlus Quality Assurance Tool

16. Management Oversight

16.1 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)

Local criteria is required for management sign-off. If specific criteria is not set locally, all assessments and plans will automatically require managerial sign-off.

Where a stage meets the criteria for sign-off, it will not be possible to complete a stage until countersignature has been completed.

16.2 Local approach

Once a Stage Owner has finished an Assetplus and it has been quality assured by a manager, the AssetPlus stage will be countersigned by the Operations Manager or in

their absence, the YOT Manager.

Sutton have chosen to not set local criteria for sign off and thus all assessments and plans will require managerial sign off.

Once countersignature has been obtained the stage owner can complete the stage. If a manager has countersigned a section and the owner makes a further change to that section, countersignature will be required again before that stage can be completed.

16.3 Related Documents

Document	Type	Location	Document section
AssetPlus Guidance	Guidance document	'N' Drive-Assetplus folder-Assetplus Guidance folder	Section 2..2.3 – Managerial Countersignature (p23)

Appendix 1- Referral Order Flowchart

Days 1 – 5 (week 1)	Days 6 – 15 (week 2-3)	Days 15– 20 (week 3-4)	Review stages	Case closure stage
<ol style="list-style-type: none"> 1. Allocated- Case manager creates Referral Order stage and co-assigns Edu & SALT sections. 2. Assessment Clinic <ul style="list-style-type: none"> - Complete screenings: a) Edu Worker- Learning styles b) Nurse- Physical and mental health c) SALT- SLCN screening 3. Police check & Framework check 4. Request CPS papers 5. Home visit - Use Information Gathering interview prompt sheet <ul style="list-style-type: none"> - Complete Parent/carer & YP self-assessments - AUDIT 6. Office visit (YP Alone)- Use Info Gathering Interview prompt sheet <ul style="list-style-type: none"> - Diversity form 	<ol style="list-style-type: none"> 1. Case manager ends co-assignees. 2. Complete Information Gathering section – use Information Gathering interview prompt sheet, Screenings and Self Assessments 3. Complete Explanation and Conclusions section 4. Send to Line Manager for countersignature of E&C. 5. Complete Pathways & Planning section 6. Send to Line Manager for countersignature of P&P. 7. Complete Initial Referral Order Panel Report module 	<ol style="list-style-type: none"> 1. Initial panel held 2. RO Contract agreed, signed and attached to docs by RJ Coordinator. 3. First session post panel- Case manager meets with young person to go through contract of behaviour and the agreed RO Contract. 4. Check info in Pathways and Planning section matches agreed RO contract. If contract differs, amend Pathways and Planning section and resubmit for countersignature. 5. Complete RO stage 	<ol style="list-style-type: none"> 1. Deliver intervention 2. Create a Review stage if circumstances change. 3. Create relevant stage as and when required (i.e. Bail Recommendation) 4. Complete monthly home visits. 5. 2 weeks prior to Review Panel, meet with YP to complete Review Self-Assessment. 6. Review Info Gathering section and update any 'yet to clarify' questions. 7. Update Explanation and Conclusions and Pathways and Planning sections. 8. Send to Line Manager for countersignature 9. Complete RO Review panel report 10. Review Panel takes place- Contract reviewed, signed and attached to docs by RJ Coordinator. 11. Complete Review stage 	<ol style="list-style-type: none"> 1. Create Case Closure stage 2. 2 weeks prior to Final Panel, meet with YP and complete Case Closure Self-Assessment. 3. Review Info Gathering section and update Explanation and Conclusions and Pathways and Planning – complete future targets (exit strategy) 4. Send to Line Manager for countersignature 5. Complete Final Panel report. 6. Final Panel meeting held. 7. Complete Case Closure stage 8. Complete case closure contact on CareDirector and request closure.

Appendix 2- PSR/YRO Flowchart

Pre-Sentence Stage Days 1 – 5 (week 1)	Pre - Sentence Stage Days 6 -15 (week 2-3)	YRO Days 1 – 10 (week 1-3)	YRO Days 11-15 (week 3)	Review Stages	Case closure stage
<p>1. Allocated (within 48 hours) – Case manager creates Pre-Sentence Report or Pre-Sentence Report (All Options) stage and co-assigns Education & SALT sections.</p> <p>2. At Assessment Clinic the following screenings to be completed:</p> <ul style="list-style-type: none"> - Edu Worker- Learning styles - Nurse- Physical and mental health - SALT- SLCN screening <p>3. Police check & Framework Checks to be completed.</p> <p>4. Request CPS papers.</p> <p>5. <i>Home visit – Use the Information Gathering interview prompt sheet.</i></p> <ul style="list-style-type: none"> - <i>Complete Parent/carer & YP self-assessments</i> - <i>AUDIT</i> <p>6. Office visit (YP Alone)- Use the Info Gathering Interview prompt sheet and diversity form.</p>	<p>1. Case manager ends co-assignees.</p> <p>2. Complete Information Gathering section – use Information Gathering interview prompt sheet, Screenings and Self Assessments.</p> <p>3. Complete Explanation and Conclusions section.</p> <p>4. Send Explanation and Conclusions section to Line Manager for countersignature.</p> <p>5. Complete Pathways & Planning section with draft plan.</p> <p>6. Send to Line Manager for countersignature of Pathway and planning section.</p> <p>7. Complete Pre-Sentence report or Pre-Sentence report all options module</p> <p>8. Complete Custody Module for PSR ‘All Options Stage’.</p> <p>9. Complete PSR or PSR All options stage.</p> <p>10. For all options – send connectively stage to YJB Placements.</p>	<p>1. First session Case Manager meets with Young Person to go through the contract of behaviour.</p>	<p>1. Create Review Stage.</p> <p>2. YRO planning meeting to be held within 15 days of sentence. At meeting YP and network to confirm Intervention Plan.</p> <p>3. Complete Pathways and Planning section to reflect agreed IP.</p> <p>4. Send Assetplus to line manager for countersignature</p> <p>5. Complete Review stage.</p>	<p>1. Deliver intervention</p> <p>2. Create a Review stage if circumstances change</p> <p>3. Create relevant stage as and when required (i.e. Bail Recommendation)</p> <p>4. Complete monthly home visits.</p> <p>5. 2 weeks prior to Intervention Review Planning meeting - meet with YP to complete Review Self-Assessment.</p> <p>6. Review Information Gathering section and update any ‘yet to clarify’ questions.</p> <p>7. Update Explanation and Conclusions sections.</p> <p>8. Send to Line Manager for countersignature.</p> <p>9. YRO Review Planning Meeting held with young person and network. Contract is reviewed and progress noted.</p> <p>10. Update the Pathways and Planning sections.</p> <p>11. Send to Line Manager for countersignature</p> <p>12. Complete Review stage.</p>	<p>1. Create Case Closure Stage.</p> <p>2. 2 weeks prior to the end of the YP’s Order, meet with the YP and complete end self-assessment.</p> <p>3. Review Info Gathering section and update Explanation and Conclusions sections.</p> <p>4. Send for countersignature</p> <p>5. Final YRO Planning Meeting is held with YP and network.</p> <p>6. Update Pathways and Planning section– complete future targets (exit strategy)</p> <p>7. Send to line manager for countersignature</p> <p>8. Complete Case Closure stage.</p> <p>9. Complete case Closure contact on CareDirector Youth and request closure.</p>

Appendix 3- DTO Flowchart (Custody)

Pre-Sentence Stage Days 1 – 5 (week 1)	Pre - Sentence Stage Days 6 -15 (week 2-3)	Day of sentence	Days 2 – 15 (week 1 - 3)	Delivery	Pre- Release
<p>1. Allocated (within 48 hours) Case manager creates Pre-Sentence Report (All Options) stage and co-assigns Education & SALT sections.</p> <p>2. At Assessment Clinic the following screenings to be completed:</p> <p>3. Edu Worker- Learning styles</p> <p>4. Nurse- Physical and mental health</p> <p>5. SALT- SLCN screening</p> <p>6. Police check & Frameworki Checks to be completed.</p> <p>7. Request CPS papers.</p> <p>8. Home visit – Use the Information Gathering interview prompt sheet.</p> <ul style="list-style-type: none"> - Complete Parent/carer & YP self-assessments - AUDIT <p>6. Office visit (YP Alone)- Use the Info Gathering Interview prompt sheet and diversity form.</p>	<p>1. Case manager ends co-assignees.</p> <p>2. Complete Information Gathering section – use Information Gathering interview prompt sheet, Screenings and Self Assessments.</p> <p>3. Complete Explanation and Conclusions section.</p> <p>4. Send Explanation and Conclusions section to Line Manager for countersignature.</p> <p>5. Complete Pathways & Planning section with draft plan.</p> <p>6. Send to Line Manager for countersignature of Pathway and Planning section.</p> <p>7. Complete Pre-Sentence report All Options module.</p> <p>8. Complete Custody Module</p> <p>9. Complete PSR All Options stage.</p> <p>10. Send via Connectivity to YJB Placements.</p>	<p>1. Create Post-Court Report Stage.</p> <p>2. Complete custody module.</p> <p>3. Send to line manager for countersignature</p> <p>4. Complete Post Court report stage.</p> <p>5. Send via Connectivity to YJB Placements.</p> <p>9. Secure Estate to create entering into Custody stage and complete.</p>	<p>1. Create Review Stage.</p> <p>2. Initial DTO planning meeting in Secure Estate (within 10 working days)</p> <p>3. Complete Pathways and Planning section.</p> <p>4. Send Assetplus to line manager for countersignature</p> <p>5. Complete Review stage.</p> <p>6. Complete monthly DTO visits and home visits when applicable.</p> <p>7. Submit MAPP referral 6 months prior to release, where applicable.</p>	<p>1. DTO Review Meetings held in line with National Standards.</p> <p>2. 2 weeks prior to The DTO Review Planning Meeting, meet with YP to complete Review Self-Assessment.</p> <p>3. Review Information Gathering section and update any 'yet to clarify' questions.</p> <p>4. Update Explanations and Conclusions, Pathways and Planning.</p> <p>5. Send to line manager for countersignature</p> <p>6. Complete Review Stage.</p>	<p>1. Create Pre-Release stage – 15 days prior to release</p> <p>2. Hold Risk Panel Meeting/Professionals meeting to confirm licence conditions. This to be completed in conjunction with the YOT Police Officer. Case Worker to ensure all release preparation is complete.</p> <p>3. Complete Leaving Custody module.</p> <p>4. Send to Line Manager for countersignature</p> <p>5. Complete Pre Release stage.</p>

Appendix 3- DTO Flowchart (Community)

Post-Release Days 1 – 15	Review stages	Case closure stage
<p>1. Create Review Stage</p> <p>2. On the day of release Case Manager meets with Young Person to go through licence conditions.</p> <p>3. DTO planning meeting (Within 10 working days) with young person and network. At meeting YP and network to confirm Intervention Plan.</p> <p>4. Complete Pathways and Planning section.</p> <p>5. Send Assetplus to line manager for countersignature</p> <p>6. Complete Review stage.</p>	<ol style="list-style-type: none"> 1. Deliver intervention 2. Create a Review stage if circumstances change or every 3 months into licence period 3. Create relevant stage as and when required (i.e. Bail Recommendation) 4. Complete monthly home visits 5. 2 weeks prior to Intervention Review Planning meeting - meet with YP to complete Review Self-Assessment. 6. Review Information Gathering section and update any 'yet to clarify' questions and update Explanation and Conclusion section. 7. Send to Line Manager for countersignature. 8. DTO Review Planning Meeting held with young person and network. Contract is reviewed and progress noted. 9. Update the Pathways and Planning section. 10. Send to Line Manager for countersignature 11. Complete Review stage. 	<p>1. Create Case Closure Stage.</p> <p>2. 2 weeks prior to the end of the YP's Order, meet with the YP and complete End Self-assessment.</p> <p>3. Review Info Gathering section and update Explanation and Conclusions sections.</p> <p>4. Send for countersignature</p> <p>5. Final DTO Planning Meeting is held with YP and network.</p> <p>6. Update Pathways and Planning section– complete future targets (exit strategy)</p> <p>7. Send to line manager for countersignature</p> <p>8. Complete Case Closure stage.</p> <p>9. Complete Case Closure contact on CareDirector Youth and request closure.</p>

Appendix 4- Youth Conditional Caution Flowchart

Days 1 – 5 (week 1)	Days 6 – 15 (week 2-3)	Days 15– 20 (week 3-4)	Delivery	Case closure stage
<p>1. Allocated Case manager creates Referral in OOC stage and co-assigns Education & SALT sections.</p> <p>2. Assessment Clinic Complete screenings:</p> <ul style="list-style-type: none"> - Edu Worker- <i>Learning styles</i> - Nurse- <i>Physical and mental health</i> - SALT- <i>SLCN screening</i> <p>3. Police check & Framework check</p> <p>4. Request CPS papers</p> <p>5. Home visit - Use Information Gathering interview prompt sheet</p> <ul style="list-style-type: none"> - Complete Prevention Parent/carer & YP self-assessments - AUDIT <p>6. Office visit (YP Alone)- Use Info Gathering Interview prompt sheet</p> <ul style="list-style-type: none"> - Diversity form 	<p>1. Case manager ends co-assignees.</p> <p>2. Complete Information Gathering section – use Information Gathering interview prompt sheet, Screenings and Self Assessments.</p> <p>3. Complete Explanation and Conclusions section.</p> <p>4. Send to Line Manager for countersignature of <i>Explanations and Conclusions</i> section.</p> <p>5. Complete Pathways & Planning section in draft.</p> <p>6. Send to Line Manager for countersignature of <i>Pathways and Planning</i> section.</p>	<p>1. YCC Initial panel held and YCC is administered by the YOT Police Officer. YCC Contract agreed, signed and attached to docs by RJ Coordinator.</p> <p>2. First session post panel- Case manager meets with young person to go through contract of behaviour and the agreed YCC Contract.</p> <p>3. Check info in Pathways and Planning section matches agreed YCC contract. If contract differs, amend Pathways and Planning section and resubmit for countersignature.</p> <p>4. Complete OOC stage</p>	<p>1. Deliver intervention</p> <p>2. Create a Review stage if circumstances change.</p> <p>3. Create relevant stage as and when required (i.e. Bail Recommendation)</p> <p>4. Complete monthly home visits.</p>	<p>1. Create Case Closure stage</p> <p>2. 2 weeks prior to YCC Final Panel, meet with YP and complete Case Closure Self-Assessment.</p> <p>3. Review Info Gathering section and update Explanation and Conclusions and Pathways and Planning – complete future targets (exit strategy)</p> <p>4. Send to Line Manager for countersignature</p> <p>5. Complete Final YCC Panel report.</p> <p>6. Final YCC Panel meeting held.</p> <p>7. Complete Case Closure stage</p> <p>8. Complete case closure contact on CareDirector and request closure.</p>

