

10. Guidance on AssetPlus modules

10.1 Purpose

An AssetPlus assessment is started by selecting an assessment stage. The **assessment stage** is a point in time where an update to AssetPlus is required. It describes the reason **why** the update is being made.

During case management, there are specific tasks and processes that need to be carried out at particular points during a young person's involvement with the youth justice system (for example, transferring information to the YJB Placement Service, or completing a pre-sentence report). Discrete modules have been incorporated into the framework to fulfil this purpose, but not all will be applicable to all cases. The modules provide a distilled view of the framework for the YOT practitioner, specific to events or a young person's current point in the youth justice system, and focus on the information needed for that purpose or point in time.

10.2 Overview

The available modules are outlined below:

- **Bail and Remand**

The core assessment framework has been aligned to accommodate the level of assessment required for a bail assessment (therefore reducing unnecessary duplication). This information is presented in the Bail and Remand module to address the objections to bail and recommend suitable bail packages to the court.

- **Custody**

This module, pre-populated by the main framework where appropriate, is to be completed when the assessment and relevant placement information are required by YJB Placement Service. It also includes a section for completion by the secure establishment upon the young person's arrival. It aims to provide the secure establishment with key information when a young person arrives in custody, including identification of risk to the young person's safety and the risk of harmful behaviour to others. There are a number of mandatory fields within the custody module which are listed in Appendix 6.

- **Leaving Custody**

This module enables the recording of all required release information and arrangements and the supports the generation of the appropriate Notice of Supervision/Licence for the young person.

- **Referrals**

This module is populated with relevant information from the main framework in order to facilitate referrals.

- **Reports: Pre-Sentence Report, Referral Order Report**

These are similar in structure to the current reports and practitioners may have the option of pre-populating relevant sections of the report from the young person's assessment.

- **Restorative Justice**

The Restorative Justice (RJ) module is a compulsory module triggered from the Pathways and Planning section of the framework. The majority of the module will be pre-populated with responses from elsewhere in the framework, bringing together relevant information about the young person's attitudes to offending, the victim and response to previous RJ interventions, as well as any identified priorities for repairing harm. Additional questions within the module itself will encourage practitioners to think about any specific victim safety concerns and the young person's views about possible RJ interventions. It is intended that the RJ module will act as a precursor to more detailed, local RJ assessments undertaken by victim or RJ workers. The module should provide information to assist decision-making regarding suitability for the full range of RJ interventions.

- **Transfers (between YOTs or to adult services)**

These modules include relevant questions in order to facilitate case transfers.

10.3 Assessment stage triggers of AssetPlus modules

The selected assessment stage will trigger the associated modules as shown in the table below:

Table 18: Assessment stage triggers of AssetPlus modules

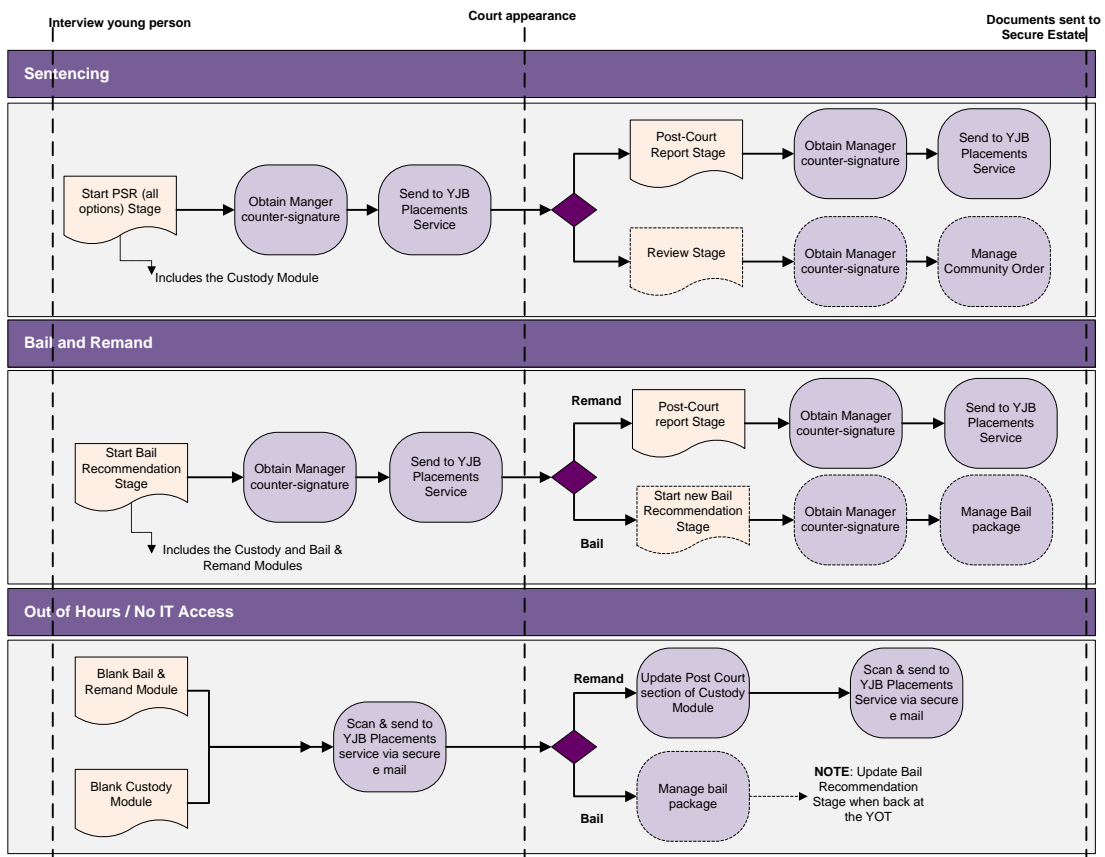
Stage	When to use it	Modules triggered
Referral In (Prevention)	To complete an initial assessment when the young person is referred for a prevention intervention	None
Referral In (O OCD)	To complete an initial assessment when the young person is referred for an out-of-court disposal	None
Placement Notification	To be used as an exception to provide a notification to YJB Placement Service if the young person may enter custody, e.g. for a young person being recalled	Custody
Bail Recommendation	To prepare and recommend a bail package for a young person appearing in court for a bail hearing	Bail and Remand Custody
Sentenced (No Report)	When a young person is sentenced without a formal report to the court	None
Pre-Sentence Report	To prepare a pre-sentence report for a young person where the outcome will be a community order	Pre-Sentence Report
Pre-Sentence Report (all options)	To prepare a pre-sentence report for a young person where the outcome could include a custodial sentence	Pre-Sentence Report Custody
Post-Court Report	To complete a post-court report	Bail and Remand Custody (Post Court Report)
Referral Order Report	To complete a referral order panel report for an initial panel	Referral Order Panel Report
Pre-Release from Custody (YOT and secure estate)	To prepare for the young person's release from custody	Leaving Custody
Review (YOT and secure estate)	To complete a standard review or review based on change of circumstances	Referral Order Report (only if disposal is Referral Order)

Transfer to Probation	To complete a review in preparation for the young person transfer to adult services	Youth to Adult Services
Transfer YOT to YOT	To complete a review in preparation for the young person transfer to another YOT	YOT to YOT
Case Closure	To complete a final end of Intervention review	Referral Order Report (only if disposal is Referral Order)
Entering Custody (Secure estate only)	To complete a review when the young person arrives in a secure establishment	Custody

10.3.1 Single stage approach

For young people entering custody a single stage approach should be used in order to minimise any duplication of information. The figure below demonstrates how stages should be used in order to trigger the appropriate modules for the young person's journey from community to custody.

Figure 6: The use of PSR and Bail Recommendation stages



10.4 Module population

The AssetPlus modules will pre-populate with information from the last completed assessment stage (where one exists). It is recommended that, where possible, the main sections of AssetPlus are completed prior to any relevant module.

The following guidance on AssetPlus modules references the relevant sections of the main framework where information will pre-populate from, and where detailed guidance can be found on the completion of those questions.

Where the young person is not known to the YOT and there is no pre-existing assessment stage for the modules to pre-populate from, practitioners should complete the relevant module and then go back to complete the remainder of the framework.

Important: AssetPlus is a dynamic assessment, where a single assessment record is updated and maintained. Therefore, in instances where a young person has previously been known to the YOT, and the last assessment stage contains historical information, when entering new information via either the Custody or Bail and Remand module, the practitioner should check the whole AssetPlus record prior to sending it to the YJB Placement Service to ensure that the assessment as a whole is up to date and does not contain a mix of the current and historical information.