

19. YOT to YOT transfer

19.1 Purpose

AssetPlus allows the entire framework, with its history, to be transferred between AssetPlus enabled YOTs, regardless of the case management systems being used. The YOT to YOT transfer module supports existing processes for preparing for transition of the young person from the YOT to another YOT.

In some circumstances, additional documents outside of AssetPlus may also be required to enable effective case transfer. The minimum document set is detailed in the Information Sharing Checklist in the YJB National Protocol for Case Responsibility (May 2014).

When a case is transferred between YOTs, it should be clear whether the case is being formally transferred or whether it is a 'caretaking' situation, with the home YOT retaining case responsibility. If the receiving (host) YOT has caretaking responsibility, the agreed roles between the home and host YOT need to be made clear. Existing protocols for transfer between YOTs and off-system dialogue will drive and manage the transfer process.

Practice Point

Whenever a case is being transferred between Youth Offending Teams, both organisations should adhere to the National Protocol for Case Responsibility.⁶⁶

19.2 Overview

Prior to transfer, AssetPlus should be reviewed thoroughly. The Transfer YOT to YOT stage triggers the YOT to YOT transfer module which contains additional questions to consider in preparation for the transition.

The case management system will enable you to transfer AssetPlus for a young person to another named YOT either as a complete transfer or as a temporary caretaking arrangement. If the transfer is rejected, the other YOT must provide a reason:

- No agreement to transfer in place*
- Wrong AssetPlus*
- Wrong YOT*
- Level of completeness
- Errors of fact
- Conflict in stages
- Caretaking has ended

⁶⁶ [National protocol for case responsibility - Publications - GOV.UK](#)

- Other - please specify

*applicable to initial Transfer request only

There are some additional points to be noted:

- Roles and responsibilities for a caretaking transfer are determined locally by the YOT.
- The system will not allow the user to make a complete transfer if the young person is a looked-after child.
- The case management system will clearly show whether the YOT is the home or host YOT for a caretaking transfer.
- The case management system will allow either the home or host YOT users to complete a new assessment stage and send the update to the other YOT.
- The case management system will allow the home YOT to end a caretaking arrangement. The end of a caretaking transfer can result in the young person returning to the home YOT or a complete transfer to the host YOT (then the receiving YOT).
- In the case of a young person where an address cannot be found but where later the home YOT is located and an assessment has been completed, the system will allow two copies of AssetPlus to be merged and resolve conflicts by using the latest data entered.

19.3 Section guidance

Q Reason for Transfer

Q How well do you think s/he will cope with the change of supervisory relationship?

You should describe:

- how the young person has dealt with supervisory changes before either in the YOT or other organisations,
- what is known about the young person and how best to build a relationship with them; and,
- any specific needs or barriers to engagement that the new supervisor should be aware of.

Q What help do you think the young person might need in managing the transition?

You should record any factors which may help the new case manager to engage the young person. Consider:

- reminders about appointments,
- names and phone numbers of people to contact; and,
- anything specific that has worked to engage the young person.

Q. Based on your assessment, are there any specific needs that need to be considered?

Consider:

- LAC status,
- diversity issues,
- speech, language or communication needs,
- contact with family; and,
- are there particular methods of supervision that the young person may benefit from, e.g. mentoring, one-to-one, intensive group work.

Q. Of the other services currently working with the young person:

- Which will continue to offer support or services?
- Who is the contact and how will this be arranged?
- What alternative or replacement provision will need to be found?
- Who will lead on identifying the required provision?

Q. Please give detail of any compliance issues or pending breach matters?

You should provide details on any reasons for failing to comply and any outstanding breach matters including any relevant court dates and the recommendation to be made to the court on the future of the sentence.

Information on previous compliance can also be found in the young person's engagement with services in Foundations for Change.

Q. Can the current intervention requirements be fulfilled by the receiving or host YOT? If not, what action will be taken?

You should record what the current intervention requirements are and whether they can be met by the other YOT. For example, with regards to YRO requirements you should record whether the receiving or caretaking YOT is able to complete the requirements associated with the order, e.g. drug testing. Where requirements are unable to be delivered, consideration should be given to what could be done, e.g. does the YRO need to be returned to court for amendment?