



HM Prison &
Probation Service



Prisoner Escort and Custody Services (PECS) Generation 4 Programme

Digital Person Escort Record (dPER) User Guide

- Healthcare Staff

Version 2.0

November 2020

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1. Version Control

Version	Author	Date	Changes
V1.0	Simon Tooth	09.10.2020	Initial release
V2.0	Simon Tooth	02.11.2020	Updated to include PER pre-fill and display NOMIS alerts in PER

2. Overview

This guide is to assist you using the HMPPS Digital Prison Services (DPS) Book a secure move (BaSM) platform for completing the digital Person Escort Record (dPER) forms for moves carried out by the Prisoner Escort and Custody Services (PECS) suppliers.

The service replaces:

- paper Person Escort Record (PER) forms for PECS supplier moves;
- electronic PER (ePER) - Moving People Safely product piloted in five prisons.

Moves not involving PECS suppliers (e.g. where prison staff provide the escort) are not booked through BaSM and paper PERs will continue to be completed for these moves.

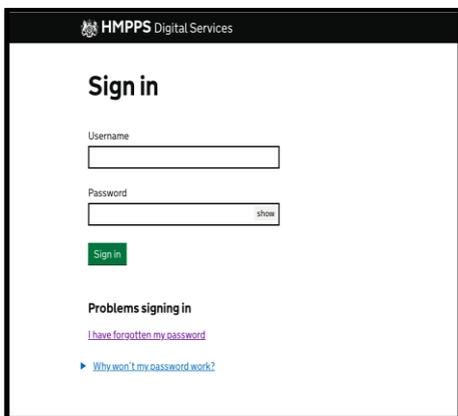
2.1. Accessing BaSM

You will be able to access the web-based service at <https://bookasecuremove.service.justice.gov.uk>.

Log in with your NOMIS account.

To note:

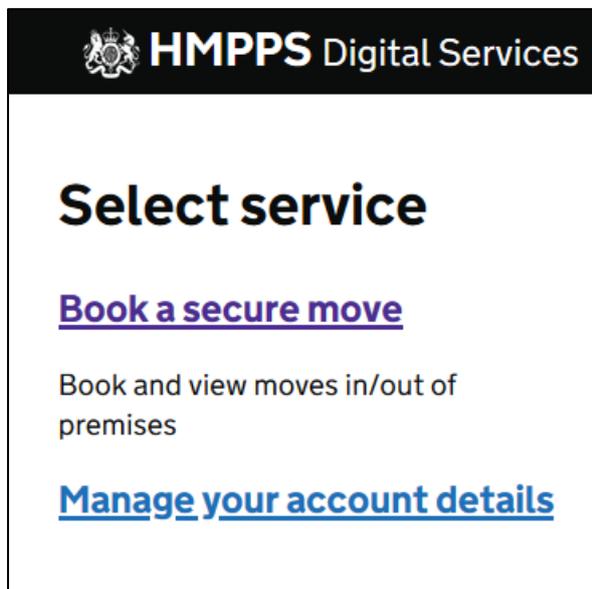
- all healthcare staff will need an active NOMIS account to access BaSM;
- no NOMIS training is required;
- the prison Local System Administrators (LSAs) will manage the accounts for both prison and healthcare staff;
- the web-based BaSM platform can be accessed by the healthcare staff on their current work computers with no need for a Quantum ID;
- a link has been added to SystemOne that will take healthcare staff through to the Sign in page



The screenshot shows the 'Sign in' page for HMPPS Digital Services. At the top left, there is a logo and the text 'HMPPS Digital Services'. Below this, the heading 'Sign in' is displayed. There are two input fields: 'Username' and 'Password'. The 'Password' field has a 'show' link next to it. Below the input fields is a green 'Sign in' button. At the bottom, there is a section titled 'Problems signing in' with two links: 'I have forgotten my password' and 'Why won't my password work?'.

If you cannot access the web page, please contact your local prison IT for support.

If you can login but do not see the option for Book a secure move (shown below), please contact your LSA, who will be able to give the appropriate permissions to submit move requests. Roles available are shown at 2.2 below.



2.2. Information for LSAs

The following table summarises the roles healthcare staff will require to use BaSM and what this enables them to do.

Role title	Description
PECS_PRISON	Individuals require this role to access BaSM and submit single requests.
PECS Person Record Auth	Individuals require this role to complete a dPER form for a move carried out by PECS suppliers.

2.3. Continuous improvement

The BaSM service is in development and ongoing releases should be expected based on feedback received from users. Please make service improvement suggestions via our survey link <https://www.research.net/r/5WLH3PX>.

2.4. Technical support and system unavailability

- **Access issues** - for any issues with accessing BaSM, please contact your LSA.
- **Technical issues** - if you require any other support with using BaSM, please email bookasecuremove@digital.justice.gov.uk or contact the service desk at 0800 917 5148.
- **Service unavailable** - if BaSM is unavailable, a Service currently unavailable page will be displayed.

If the system is unavailable to complete the dPER prior to the move taking place, you must complete a paper PER.

3. Dashboard - Outgoing and Incoming moves

3.1. Home

After logging into BaSM, you will land on the Home page shown below. The options in the toolbar will take you to the relevant dashboards:

- **Outgoing** - dashboard showing day by day approved moves from your prison to other locations;
- **Incoming** - dashboard showing day by day planned moves into your prison from other locations;
- **Single requests** - a weekly view of single requests (pending, approved and rejected).
- **Allocation** - a weekly view of allocation requests

Under the **Your overview** header, you will see an overview of Outgoing and Incoming moves for today, together with any Single requests and Allocation requests for the current week.

The screenshot shows the BaSM Home dashboard for Nottingham (HMP). At the top, there is a navigation bar with links for Home, Outgoing, Incoming, Single requests, and Allocations. Below the navigation bar, the location is identified as NOTTINGHAM (HMP) with a 'Switch location' link. The main section is titled 'Your overview' and contains four summary cards:

- Outgoing for Monday 5 Oct 2020 (Today):** 0 outgoing moves.
- Incoming for Monday 5 Oct 2020 (Today):** 0 incoming moves.
- Single requests sent 5 to 11 Oct 2020 (This week):** 0 pending review, 0 approved, and 0 rejected.
- Allocations for 5 to 11 Oct 2020 (This week):** 0 total allocations, 0 filled allocations, and 0 unfilled allocations.

3.2. Viewing Outgoing moves on the dashboard

You will see moves and their details displayed on the BaSM service dashboard.

To note:

- prisoner moves are ordered by destination;
- for each destination, the latest created move is displayed at the top of the list;
- the status of the move is displayed on the right side of the screen.

Outgoing moves for
Monday 28 Sep 2020

[Download moves \(.csv\)](#)
[Print moves](#)

[← Previous day](#) [Today](#) [Next day →](#)

[Create a move >](#)

Move to
Guildford MC



[LASTNAME, FIRSTNAME](#)
Reference: FEH6734X MOVE REQUESTED

Date of birth
20 May 2000 (Age 20)

Gender
Female

HEALTH ISSUE

Move to
Minehead MC



[THREE, EXAMPLE](#)
Reference: VUC2519F MOVE REQUESTED

Date of birth
20 May 2001 (Age 19)

Gender
Female

Warnings will display once a Person Escort Record has been completed

4. Digital Person Escort Record (dPER)

A dPER must be completed for all prisoners going on an external escort movement to any destination, in line with PSO 1025. If you have any queries on the policy, please contact SOCT.Procedure@justice.gov.uk

To start a dPER linked to a PECS supplier move, you will need to have the **PECS PER Author** role.

PERs for non-PECS supplier moves are not currently supported within the BaSM platform, therefore you will continue to complete paper PERs for these moves.

4.1. Starting a dPER

After selecting a person from the Outgoing dashboard, you will see their profile page.

If you have not started the dPER at all, you will have the option to **Start Person Escort Record**.

Start the Person Escort Record

Once the Person Escort Record has been started you cannot edit the risk and health information provided below, but you can amend them when you complete the risk and health sections in the Person Escort Record.

[Start Person Escort Record](#)

MOVE REQUESTED

LAST NAME, FIRST NAME

Reference: JVT9758Y

Warnings will display once a Person Escort Record has been completed

Personal details [Change](#)

Date of birth	1 Jan 2004 (Age 16)
Gender	Male
Ethnicity	Asian/Asian British: Indian

Risk information [Change](#)

VIOLENT

staff assaulter

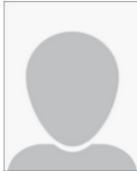
Health affecting transport [Change](#)

No health affecting transport

Information for the court [Change](#)

No information for the court

LAST NAME, FIRST NAME



From
Lincolnshire Secure Unit

To [Change](#)
Aberdare County Court

Date [Change](#)
Thursday 20 Aug 2020
(Yesterday)

Once you have clicked on **Start Person Escort Record**, you will see the following sections of the dPER:

Incomplete Person Escort Record

Risk information	NOT STARTED
Offence information	NOT STARTED
Health information	NOT STARTED
Property information	NOT STARTED

If the dPER has already been started, you will see the various sections of the dPER and the completion status. All sections need to be completed before the handover to the PECS supplier can take place.

Incomplete Person Escort Record

Risk information	IN PROGRESS
Offence information	COMPLETED
Health information	NOT STARTED
Property information	NOT STARTED

MOVE REQUESTED

TWO, EXAMPLE

Reference: JUF1394P

Warnings will display once a Person Escort Record has been completed

Personal details [Change](#)

Date of birth	31 May 2001 (Age 19)
Gender	Male
Ethnicity	Prefer not to say

Risk information [Review](#)

Warnings will display once this section has been completed

▶ [View information provided when move was requested](#)

Offence information [Review](#)

TWO, EXAMPLE

From
Guildford Custody Suite

To [Change](#)
Prison recall

4.2. Pre-filled information from a previous dPER

The dPER will show information from previously completed dPERs and will display the date and time of when the information was previously entered.

Some answers on this page need to be reviewed. They are from the last Person Escort Record confirmed on Wednesday 4 Nov 2020 (Yesterday) at 9:58am.

The system will prompt the user to review the information against each relevant question and staff must confirm and update the details accordingly to ensure that it is up to date and accurate.

Health information

Physical and mental health needs

Do they have any physical health needs?
For example, an illness or infection that may require treatment, or they may not be able to be handcuffed or have breathing difficulties. Also consider any mobility concerns, such as crutches or walking sticks.

This answer needs to be reviewed

Yes

Give details

pre-fill test

No

Certain questions within the PER will not be pre-filled from a previous PER. These are questions which are most likely to have changed since a previous move, for example, do they need to take any medication whilst moving, are they travelling with child, how recently did self-harm occur, property being moved.

4.3. Information integrated into the dPER from NOMIS

Where an individual has an active NOMIS alerts, reasonable adjustments or personal care needs, these will also be integrated and displayed on the PER from NOMIS. The following structured information will be displayed on the PER.

- **Alerts** - Alerts that are currently active will map to questions in the risk and offences sections.

- **Personal care needs** - Personal care needs that have not reached their end date and have a status of 'on' will be displayed against health and risk questions in the PER.
- **Reasonable adjustments** – Reasonable adjustments that have not reached their end date will be displayed primarily against questions in the health section.

The question is required to be answered and any further details provided.

Example NOMIS alert mapped against a Health question:

Health information

Any other health concerns

Is there any other information related to health you would like to include?

Active NOMIS information to be included
Last updated Friday 6 Nov 2020 (Today) at 10:37am

No Disability

Details not provided

Personal care need started on Thursday 2 Jun 2011

4.4. Health information

The Health information section should be completed by the healthcare staff.

Select the **Health Information** link from the profile page and complete all the pages:

- **Health concerns** – physical or mental health issues, wheelchair user, pregnant;
- **Physical and mental health needs;**
- **Medical care**
 - Is there any sensitive medical information that needs to be shared with the healthcare staff at the receiving location? If so, this is to be provided outside of the dPER in a sealed envelope during handover.

To note: you can provide information for medication on the dPER or for sensitive medical information through physical documentation. If there are sensitive medical details to be provided, the platform will prompt you of how to provide this and what details to include.

- Do they need to take any medication whilst moving?
- Do they need or have they been prescribed any other medication not required while moving?
- **Dependencies** – are they experiencing or at risk of withdrawal from alcohol or other addictions that might affect them when they leave custody;
- **Allergies and intolerances** – do they have any known special diet or allergies?
- **Personal care;**

- **Special vehicle** – is there a reason why this person might need to travel in a specially adapted prison van;
- **Any other health concerns**;
- **Contact details** – for someone who can provide more information about the persons health information.

You can **Save and come back later** at the bottom of a page if you need to.

Once you have completed the health information questions, you will be presented with the following overview, with the option to change answers if required:

Health information overview

Health concerns

[Change](#)

Health issues	Yes
Wheelchair user	No
Pregnant	No

Physical and mental health needs

[Change](#)

Physical health needs	Yes — Should not be handcuffed due to XYZ
Mental health needs	No

Medical care

[Change](#)

Sensitive medical information	No
Medication while moving	No
Prescribed medication	No
Referred to a medical professional	No

Dependencies

[Change](#)

Alcohol withdrawal	Answer question
Addictions or dependencies	Answer question

Allergies and intolerances	Change
Special diet or allergies	Answer question
Personal care	Change
Help with personal tasks	Answer question
Requires female hygiene kit	Answer question
Special vehicle	Change
May require special vehicle	Answer question
Any other health concerns	Change
Other health information	Answer question
Contact details	Change
Custody contact number for health	Answer question

Once you have reviewed your answers, click on **Back to move** and you will see the completed status against the Health information section.

Incomplete Person Escort Record

Risk information	NOT STARTED
Offence information	NOT STARTED
Health information	COMPLETED
Property information	NOT STARTED

4.5. Confirm and complete the dPER

Once all sections of the PER have been completed you will see the option to **Provide confirmation**. This should be completed by a prison member of staff with the responsibility to confirm that the individual is fit to travel.

Incomplete Person Escort Record

Review risk information	COMPLETED
Review offence details	COMPLETED
Review health information	COMPLETED
Review property details	COMPLETED

Once you are confident the information provided is correct and won't change, provide your confirmation that this record is correct in order to print it.

[Provide confirmation](#)

Check the box to confirm that, to the best of your knowledge, all information provided in the dPER is correct.

Once confirmation is given, the dPER cannot be edited, therefore it is advised that the PER is not confirmed until you are confident that the information provided will not change.

Confirm and complete this Person Escort Record

Once you are confident the information below is correct and won't change, provide your confirmation that this record is correct in order to complete it.

! Once you confirm and complete the Person Escort Record you will no longer be able to update information.

Check this box to confirm that, to the best of your knowledge, all information provided in this Person Escort Record is correct.

[Confirm and complete record](#)

4.6. Print the dPER

Once all the dPER has been confirmed and completed, you can print it.

Prison staff must print the dPER to complete handover to the escort supplier officer.

Person Escort Record has been confirmed

All information in this Person Escort Record was confirmed at **9:19am** on **23 Sep 2020**.

 [Print Person Escort Record](#)

4.7. What will the escort officers receive?

When the individual is handed over, the following dPER documentation will be handed over:

- Printed copy of the dPER (containing Risk, Offence, Medical and Property information) as approved by the dispatching officer, together with any medical in confidence information in a sealed envelope.
- Blank copies of the paper PER including the handover, History and Record of Events and Red Flag pages for emerging or changing risk during escort (for completion, as required, by the Escort Officer while the individual is within the supplier's duty of care).