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| Service | Early Days & Discharge - Discharge | Version | P3.0 |
| Document | Service Specification | Sign-off Complete | SDWG 05-02-2015 |



National Offender
Management Service

Service Specification for

Early Days & Discharge - Discharge

Service Specification Document

This document defines the service, including the required outcome(s) and outputs. As part of an SLA or Contract, the national minimum outputs in this document are mandatory for all providers. The document can also contain optional outputs that are available for Commissioners to commission.

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| 1. Service Specification Document | 2. Operating Model | 3. Direct Service Costs & Assumptions Document | 4. Cost Spreadsheet |
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| Version Control Table | | |
|-----------------------|---|-------------|
| Version No. | Reason for Issue / Changes | Date Issued |
| P1.0 | Preview publication | 21/05/2010 |
| P2.0 | Go-live publication: references updated in line with new Prison Service Instruction; additional output included to reflect local risk assessment based searching – result of the ‘Searching the Person’ PSI | 11/10/2010 |
| P2.1 | Replaced term DOMs with Commissioners, changed the reference to KPT in row 1 of the national minimum, amended wording in row 11 of introductory section to correct error - DC | 10/03/2011 |
| P2.2 | Addition of new outputs at rows 7 and 8 covering the cancellation of known appointments/visits where a prisoner is moved at short notice. References updated in line with new PSIs issued. Minor editorial formatting. | 14/12/2011 |
| P2.3 | Supporting documents: reference to operating model, cost spreadsheet and direct service costs and assumptions removed, as these are now outdated. Minor updating of references, where required. | 09/01/2014 |
| P3.0 IP | Version prepared for internal publication only, in line with pre-election publication guidance. National Minimum Outputs: Rows 17, 18, 20: References to PSI 15/2015 on Adult Social Care and to DH Care and Support Statutory Guidance added in column for ‘Detailed Mandatory Instructions’. Social Care added as policy theme. Wording of output row 18 amended from “Necessary medication/ prescriptions are issued” to read: “Prisoners have the opportunity to access necessary medications/prescriptions and equipment issued by health and care services”. | 01/04/2015 |

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| | <p>Change is made to recognise that NOMS is not responsible for issue of medication/prescriptions, as this is a healthcare responsibility.</p> <p>Minor updating of references, where required, including PSI 7/2011 Management of Transsexual Prisoners added at output rows 13, 14 and 15; PSO 1025 Person Escort Record added to output rows 20 and 21. Reference to NSF 7 External Escorts; Accounting and Control; PSI to be published added to output rows 6 and 9.</p> <p>Reference to Discharge Standard removed from Strategic Context as no longer in force.</p> <p>Out of Scope Service Elements: Minor editorial updating.</p> | |
| P3.0 | Post-election publication version. No new changes made. | 18-05-2015 |

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Introduction to the Early Days & Discharge - Discharge Specification

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| 1. | Service Name | Early Days & Discharge - Discharge |
| 2. | Key Outcome(s) for the Service | The correct prisoner is discharged to the correct location on the correct date and time. |
| 3. | Definition of Service | The Discharge Specification confines itself to the “reception out” procedures; the activity that takes place in reception to physically discharge the prisoner from the prison, whether it is a final discharge, a prison transfer or other discharge type, such as Court, Release on Temporary Licence (ROTL) or unescorted absence. |
| 4. | Service Elements | <ul style="list-style-type: none"> • Prisoner documentation and arrangements check • ID check • Provision of grants, travel and clothing • Search (prisoner and in-possession property) • Health assessment • Management of prisoners at risk to self and/or others • Handover to escort provider |
| 5. | Out of Scope Service Elements | <ul style="list-style-type: none"> • Young people (aged 15-17). For split sites, the specification appropriate to the individual’s circumstances should be applied • Detailing of staff to the service and performing overt management checks/observation • Escort of prisoners to/from the activity (see Internal Prisoner Movements specification) • Procurement of goods/stationery • Staff training |
| 6. | Dependent Service Elements | <ul style="list-style-type: none"> • Internal prisoner movement (see the ‘Provision of Secure Operating Environment’ group of specifications) • Resettlement issues (see the specifications ‘Rehabilitation Services – In Custody’ and ‘Rehabilitation Services – In the Community’) • Fourteen and two day sentence calculation checks are contained in the ‘Manage the Custodial |

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| | | <p>Sentence- Manage the Custodial and Post Release Periods' specification (under output row 30)</p> <ul style="list-style-type: none"> • Prisoners' property (see the 'Prisoner Property Services' specification) • Prisoner Finance, including the arrangement/ eligibility of grants and personal monies by discipline departments (see the 'Manage Prisoner Finance' specification) • Prisoner complaints (see the 'Processing & Resolution of Prisoner Complaints' specification) • The prison roll and gate book are contained within the 'Provision of Secure Operating Environment' group of specifications • Person Escort Record (PER)/Risk Assessment preparation are contained in the 'Provision of Secure Operating Environment' group of specifications • Escort transport search (see the 'Provision of Secure Operating Environment' group of specifications) |
| 7. | Strategic Context | The aims of the discharge process are to ensure that the discharge of prisoners is carried out effectively and that the correct prisoner is discharged on the correct date and time to the correct place. |
| 8. | Flexibility | All the outputs in this specification are mandatory – referred to as the National Minimum . |
| 9. | Reference to Supporting Documents | None. |
| 10. | Example Measurement/ Assurance Method for Commissioners | <p>The specifications identify examples of methods for Commissioners to measure / obtain assurance on the delivery of the outputs/output features. Where an output/output feature does not have Performance Indicator(s) or Management Information associated with it, then it is proposed that it should be covered by Assurance Statements and Contract/SLA Management and/or more specific audits of the service.</p> <p>Assurance Statements will be one of the means by which Commissioners can get assurance that providers are delivering the outcomes and outputs of the Service Specification. Contract/SLA Management refers to the Commissioner, under the terms of the Contract/SLA, exercising appropriate oversight and monitoring of Contract/SLA compliance against the service as a whole. Audit may refer to individual reviews of compliance commissioned by Commissioners or to service wide reviews, by MOJ Internal Audit and Assurance, of a key process contributing to the delivery of an outcome in a Service Specification.</p> <p>Security Audit and Self Harm Audit both feature as separate elements within the Prison Rating System (PRS).</p> |

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| 11. | References for Detailed Mandatory Instructions | <p>Mandatory actions relating to Discharge in the following should be adhered to in delivering this specification (specific references can be found in the specification output table):</p> <ul style="list-style-type: none"> • PSI 72/2011 Discharge • PSI 15/2015/ AI 10/2015/ PI 11/2015 Adult Social Care • Care and Support Statutory Guidance Issued under the Care Act 2014; Chapter 17. Prisons, approved premises and bail accommodation (DH, October 2014) • PSO 1025 Person Escort Record • PSI 13/2015 ROTL • PSI 37/2013 /AI 15/2013 NOMS Finance Manual • PSI 01/2012 Manage Prisoner Finance • PSI 64/2011 Management of prisoners at risk of harm to self, to others and from others (Safer Custody) • NSF 3.1: PSI 67/2011 Searching of the Person • PSI 7/2011 Management of Transsexual Prisoners (para. 6) • NSF 7 External Escorts; Accounting and Control; PSI to be published • PSI 13/2013 Sentence Calculation |
| 12. | Reference to Non Mandatory Guidance | All references are contained in the detailed mandatory instructions column. |
| 13. | Review | Review cycle to be determined. |

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Specification

National Minimum

| Row # | Service Elements | Outputs/Output Features | Applicable Prisoner Types | Policy Theme | Example Measurement/ Assurance Method for Commissioners | References for Detailed Mandatory Instructions | References for Non-Mandatory Guidance |
|--------------|---|--|----------------------------------|--|--|---|--|
| 1. | Prisoner documentation and arrangements check | Prisoners are discharged on the correct date and time to the correct place. | All Prisoners | Public Protection | Self / Independent Assessment Service Delivery Requirement Levels as per SLA/Contract | PSI 72/2011 Discharge (para. 2.1-5) PSI 13/2013 Sentence Calculation | |
| 2. | Prisoner documentation and arrangements check | Prisoners are aware of and understand their community arrangements, reporting instructions, licence conditions, and/or MAPPA arrangements to which they will be subject. | All Prisoners | Children and families of Prisoners pathway Accommodation pathway Skills and Employment pathway | Self / Independent Assessment Measuring the Quality of Prison Life (MQPL) | PSI 72/2011 Discharge (para. 2.6-13, Annex A) | |
| 3. | Prisoner documentation and arrangements check | Where identified, a prisoner is aware of the need to attend the police station regarding the Sex Offenders register. | All Final Discharges | Public Protection | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.14-15) | |
| 4. | Prisoner documentation and arrangements check | Where appropriate, the Firearms Certificate is signed by the prisoner to whom it applies. | All Final Discharges | Public Protection | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.16) | |
| 5. | Prisoner documentation and arrangements check | Where appropriate, prisoners are reminded of the requirements of the Disqualification Order. | All Final Discharges | Public Protection | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.17-2.19) | |

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| 6. | Prisoner documentation and arrangements check | Escort Risk Assessments are in place. | Transfers Out by non-HMPS escorts and HMPS escorts and ROTL Prisoners | Public Protection | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.20) NSF Function 7; Accounting and Control; PSI to be published. | |
| 7. | Prisoner documentation and arrangements check | Where a prisoner is moved at short notice, efforts are made to cancel known appointments and visits before the prisoner has arrived at their destination. | All Prisoners except Cat A, Restricted Status and E-List prisoners | Decency | Self / Independent Assessment | PSI 72/2011 Discharge (para 2.21-2.23) | |
| 8. | Prisoner documentation and arrangements check | Where a prisoner is moved at short notice, every effort is made to cancel known appointments and visits as soon as possible after the prisoner has arrived at their destination. | Cat A, Restricted Status and E-List prisoners | Decency | Self / Independent Assessment | PSI 72/2011 Discharge (para 2.24-2.25) | |
| 9. | ID Check | The prisoner's identity is verified. | All Prisoners | | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.26-27) PSO 1025 Person Escort Record NSF Function 7; Accounting and Control; PSI to be published. | |
| 10. | Provision of grants, travel and clothing | Eligible prisoners receive a discharge grant, travel warrant, appropriate clothing and/or subsistence. | All Prisoners | Children and families of Prisoners pathway Accommodation pathway Skills and Employment pathway | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.28-31, Annex B) PSI 13/2015 ROTL PSI 37/2013 NOMS Finance Manual (Chapter 15) | |

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| 11. | Provision of grants, travel and clothing | Prisoners receive their valuable property, stored property, documents and other cash. | All Final Discharges and ROTL Prisoners | Children and families of Prisoners pathway Accommodation pathway | Self / Independent Assessment | PSI 72/2011 Discharge (para.2.32-38) PSI 37/2013 NOMS Finance Manual (Chapter 15) PSI 01/2012 Manage Prisoner Finance (para 2.26) | |
| 12. | Provision of grants, travel and clothing | Valuable property, stored property, documents and other cash is transferred to the escorting staff or receiving establishment. | Transfers Out by non-HMPS escorts and HMPS escorts | Accommodation pathway Children and families of Prisoners pathway | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.39-42) PSI 37/2013 NOMS Finance Manual (Chapter 15) PSI 01/2012 Manage Prisoner Finance (para 2.27) | |
| 13. | Search | Female prisoners receive a gender specific search. | Female Prisoners | Public Protection Safer Custody | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.43) PSI 7/2011 Management of Transsexual Prisoners (para. 6) NSF 3.1: PSI 67/2011 (para. 2.43-2.46) | NSF – Preservation of Evidence |
| 14. | Search | Prisoners receive a full search. | Male Transfers Out by non-HMPS escorts and HMPS escorts | Public Protection Safer Custody | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.44) PSI 7/2011 Management of Transsexual Prisoners (para. 6) NSF 3.1: PSI 67/2011 para. 2.27, | NSF – Preservation of Evidence |

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| 15. | Search | Prisoners are searched based on local risk assessment. | All Final Discharges and ROTL Prisoners | Public Protection Safer Custody | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.45) PSI 7/2011 Management of Transsexual Prisoners (para. 6) NSF 3.1: PSI 67/2011 para.2.28 | NSF – Preservation of Evidence |
| 16. | Search | Prisoners' in-possession property is searched. | Transfers Out by non-HMPS escorts or HMPS escorts | Public Protection Safer Custody | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.46) NSF 3.1: 67/2011 (para. 2.54) | NSF – Preservation of Evidence |
| 17. | Health Assessment | Prisoners are seen by a Healthcare practitioner prior to discharge. | All Prisoners | Health inequalities pathway Drugs and Alcohol pathway Social Care | Self / Independent Assessment MQPL | PSI 72/2011 Discharge (para. 2.47) PSI 15/2015 Adult Social Care Care and Support Statutory Guidance, Chapter 17 (DH 2014) | |
| 18. | Health Assessment | Prisoners have the opportunity to access necessary medications/prescriptions and equipment issued by health and care services. | All Prisoners | Health inequalities pathway Drugs and Alcohol pathway Social Care | Self / Independent Assessment MQPL | PSI 72/2011 Discharge (para. 2.48) PSI 15/2015 Adult Social Care, para 17.5 Care and Support Statutory Guidance, Chapter 17 (DH 2014) | |
| 19. | Management of prisoners at risk | Relevant agencies have been informed about a prisoner's physical and mental health needs and risks of harm. | All Prisoners | Health inequalities pathway Drugs and Alcohol pathway Safer Custody | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.49-51) PSI 64/2011 Safer Custody PSO 1025 Person Escort Record | |

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| 20. | Handover to escort provider | The escort provider receives all relevant documentation, property and medication. | Transfers Out by non-HMPS escorts and HMPS escorts | Health inequalities pathway Drugs and Alcohol pathway Safer Custody Social Care | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.52-56) PSI 15/2015 Adult Social Care Care and Support Statutory Guidance, Chapter 17 (DH 2014) PSO 1025 Person Escort Record | |
| 21. | Handover to escort provider | Escorting staff are aware of any security arrangements, risk to self and/or others and other relevant information. | Transfers Out by non-HMPS escorts and HMPS escorts | Safer Custody Public Protection | Self / Independent Assessment | PSI 72/2011 Discharge (para. 2.57-60) PSI 64/2011 Safer Custody PSO 1025 Person Escort Record | |