

# Data Recording Requirements

for youth justice services in England and Wales

April 2025 to March 2026

Version 1.1





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# Change log

Version	Section	Details of change
1.0	Data submission procedure: Mandatory data fields	Inclusion of the YJB Data Dictionary.
1.0	Data submission and estimated publication dates	New records created after the submission deadline might not be included in the quarter.
1.0	Changes to data collection	Various updates and changes. See section for further details.
1.0	Further recording guidance: Unique Identifiers	Guidance has been reviewed.
1.1	Data submission procedure: Mandatory data fields	YJB Data Dictionary. Additional explanation on rationale behind changes and how to use.

# Introduction

The Data Recording Requirements (DRR) describes how youth justice services (YJSs) submit data to the Youth Justice Board for England and Wales (YJB). This document provides details around:

- Estimated dates for data submission and publication.
- Changes to data recording from previous years.
- Data fields collected and corresponding recording guidance.
- Guidance on improving data quality.

Please note that detailed recording guidance on the new key performance indicators (KPIs) is published separately:

- [KPI recording guidance and frequently asked questions](#)
- KPI technical guide (Available on the Youth Justice Application Framework YJAF)

YJSs are reminded of their legal obligation to provide the YJB with quarterly data in a timely and accurate manner. Failure to do so can result in delays or withdrawal of the YJB grant.

For any queries or feedback, please contact [statistics@yjb.gov.uk](mailto:statistics@yjb.gov.uk).

# Data submission procedure

## Types of data submission

### Case level:

- Row level data.
- Submitted via Connectivity, an XML file transfer system.

### Data submission considerations:

- Data will be submitted for those children for whom new recording for any item took place during the return period selected. For these children, a full case-history will be included in the submission.
- Keep the default settings unless advised otherwise. It is expected for certain items to be excluded from the return.
- Exclude sensitive free text data from your return.
- Validate data before submission, utilize the CMSs validation functions.
- For AssetPlus, ensure that all the required stages are completed. Stages that have been stopped or not completed will not come through in the return.
- For the Prevention and Diversion tool (PDAT), only fields with recorded data (for the close question list of fields) from countersigned sections of PDAT will pass into the XML. More than one PDAT can be completed for a young person.
- If unable to submit via Connectivity, a secure e-mail with all XML parts in a single zip file will be accepted.
- If you experience any issues with Connectivity, contact:
  - Your case management system (CMS) supplier.
  - The Youth Justice Application Framework (YJAF) [yjafsupport@necsws.com](mailto:yjafsupport@necsws.com).

### Summary level:

- Aggregated template data.
- Submitted via web-forms.

### Data submission considerations:

- The data must conform to validation checks on the web-form.

## Data types, reporting frequency and their description

Data submission type	Data type	Reporting frequency	Description
Case level	All case level mandatory fields	Quarterly	Contains data on children such as offences, legal outcomes (incl. targeted prevention and diversion), court hearings, and intervention programmes.
Case level	All mandatory AssetPlus fields	Quarterly	<p>AssetPlus is a comprehensive end-to-end assessment and planning framework for use with children across England and Wales by YJSs and the secure estate. It aims to identify strengths, needs, risks and issues and to facilitate the planning of appropriate interventions for children who have offended or are at risk of offending, both in the community and custody.</p> <p>Consists of 611 constrained value data items.</p>
Case level	Prevention and Diversion tool	Quarterly	Assessment tool for use with children subject to prevention and diversion intervention.
Case level	KPI	Quarterly	<p>The new KPIs provide intelligence across key areas to address the needs of children and tackle reoffending.</p> <p>Case level is the preferred method of submission.</p> <p>For further guidance refer to:  <a href="#">KPI recording guidance and frequently asked questions</a>                      KPI technical guide (Available on the Youth Justice Application Framework YJAF)</p>
Summary level	KPI	Quarterly	If unable to submit via case level, submit a KPI template via the KPI module of YJAF.

## Data submission and estimated publication dates

Quarter	Period covered	Submission deadline	Required data	Draft YDS*	Final YDS	KPI dashboard
Q1 2025	01/04/2025 – 30/06/2025	31/07/2025	Case level, AssetPlus, PDAT, KPIs	29/08/2025	08/09/2025	09/2025
Q2 2025	01/07/2025 – 30/09/2025	31/10/2025	Case level, AssetPlus, PDAT, KPIs	28/11/2025	08/12/2025	12/2025
Q3 2025	01/10/2025 – 31/12/2025	31/01/2026	Case level, AssetPlus, PDAT, KPIs	27/02/2026	09/03/2026	03/2026
Q4 2025	01/01/2026 – 31/03/2026	30/04/2026	Case level, AssetPlus, PDAT, KPIs	29/05/2026	08/06/2026	06/2026

\*YDS= Youth Justice Service Data Summary. A product that brings together data from YJS case level and Ministry of Justice (MoJ), with the aim to conduct performance monitoring and analysis.

YJSs will be notified if any of the proposed publication dates change during the year.

All YJSs must send their returns by the submission deadline. Submissions must include data for the quarter ending one month before the submission deadline. New records created after the submission deadline might not be included in the quarter.





## Changes to data collection

This section provides a summary of the changes to data collection this year:

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
Budget and Staffing	All	Removal of annual 'Budget and Staffing' from data collection.	YJSs will now submit 'Budget and Staffing' data through different established YJAF methods: Audit Certificates and YJ Plans.
Prevention and Diversion Assessment tool (PADT)	All	Constrained fields to be added in case level data. See full list in 'YJB Data Dictionary: PADT'.	<p>YJS are required to complete the PADT tool for all children with a diversionary outcome where an assessment has been requested.</p> <p>Please note that information entered on the PADT will not automatically feed into the KPIs. KPIs data must be recorded as usual.</p> <ul style="list-style-type: none"> <li>• Only fields with recorded data (for the close question list of fields) from countersigned sections of PADT will pass into the XML. <ul style="list-style-type: none"> <li>◦ If only one section of the assessment has been countersigned at the point of generating the return, only completed questions from that section will pass into the XML.</li> <li>◦ Any fields recorded in sections of the assessment that have not been countersigned will not pass into the XML.</li> </ul> </li> <li>• More than one PADT can be completed for a young person, and those assessments can all</li> </ul>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
			be included as individual assessments within the young person's record in case level data.
All	All	Clarification on updating child records	When a child's record is updated in the CMS, the changes are automatically applied, so resubmission is not required.
Case level mandatory fields	ReturnStartDate, ReturnEndDate,	Amend of previous DRR 24/25 section 'Capturing orders in the reporting quarter input after the reporting period', since it introduced errors in the logic of reading in resubmissions.	<p>All YJSs must send their returns by the submission deadline. Submissions must include data for the quarter ending one month before the submission deadline. New records created after the submission deadline might not be included in the quarter.</p> <p>ReturnStartDate: must be the first day of the quarter ReturnEndDate: must be the last day of the quarter</p>
Case level mandatory fields	Child record exclusion	Clarification on the scenarios in which it is appropriate to temporarily exclude a child from a quarterly return.	<p>Temporary exclusion should be used only for test cases and children without an offence.</p> <p>Please note that we apply filters to the data to exclude children based on the product (e.g., KPIs, YDS, FTEs). For example, new KPIs only count certain 'legal outcome' categories as defined in the KPI technical guide. Therefore, it is not necessary for YJSs to exclude children on their side unless they meet the above criteria.</p>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
Case level mandatory fields: Targeted Prevention activity	<p><b>LegalOutcome, DisposalType:</b></p> <ul style="list-style-type: none"> <li>•Acceptable Behaviour Contracts</li> <li>•Community Protection/Warning Notices</li> <li>•Anti-Social Behaviour Injunctions</li> <li>•Other Voluntary Intervention (ABS)</li> </ul> <p><b>Police Bail:</b></p> <ul style="list-style-type: none"> <li>•Police Bail Status start date</li> <li>•Police Bail Status end date</li> <li>•Police Bail Status: Released Under Investigation (RUI), Pre-charge Bail.</li> </ul>	<p>Mandatory recording. Where recorded, it will pass into the return.</p> <p>Location of fields related to Police Bail status to be kept within the 'Offence' entity.</p>	<p>YJS are required to record targeted prevention activity for all children who:</p> <ul style="list-style-type: none"> <li>•Have been referred and assessed for additional support from the YJS.</li> <li>•Are not currently being supported through diversion, an out of court disposal or statutory order.</li> </ul>
KPI	All	Schema v10 changes and use of 23/25 data	<p>Once YJSs update their CMS to the latest schema v10 to incorporate changes, there is no expectation for YJSs to resubmit all KPI returns from Q1 2023.</p> <p>There are quality issues with data from 2023/24 and 2024/25, and we will not require services to resubmit their data for these years due to the burden this would cause. This also means that the data we hold from 23/24 and 24/25 will remain low quality and cannot be used for monitoring and decision making.</p>
KPI	All	Alignment of CMS aggregated tables and YJB KPI dashboard	We will be working with CMS providers to align the aggregated tables and KPI dashboard to

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
			ensure both products are displaying the same information.
KPI	Intervention completion status: CompletionStatus	<p>'Intervention completion status' to be included within the Intervention Programme entity of the case level data schema.</p> <p>This new data field provides information on whether each intervention programme was completed or not and the reason.</p> <p>See full list '<a href="#">Intervention completion status</a>'.</p>	<p>Further guidance will be included in a later version of the KPI technical guide. This will include:</p> <ul style="list-style-type: none"> <li>• KPI cohort: Exclusion criteria based on 'Intervention completion status'.</li> <li>• KPI6: 'Intervention completion status' categories that count as successfully completed OOCs.</li> <li>• How to record partially completed missed sessions.</li> </ul>
KPI	KPI6_SuccessfullyCompleted	Field to be removed and replaced with 'Intervention_completion_status'.	
KPI	KPI1_AccommodationType	Removal of 'At home' option since it did not provide enough detail on the child's type of accommodation.	
KPI	KPI10 Victim Engagement in Restorative Justice: VictimIntervention/EngagedRJ VictimIntervention/EngagedRJ Start	<p>Only the categories below should be considered as engagement in restorative justice:</p> <ul style="list-style-type: none"> <li>• Letter Received or Sent between the victim and the child (apology letter, victim-child letter, RJ letter),</li> <li>• Direct Reparation Completed,</li> <li>• Indirect Reparation Completed,</li> <li>• Victim Attends Mediation/ Conference/ Panel or Face to Face Meeting,</li> </ul>	YJSs to ensure that the cases submitted as 'EngagedRJ' = 'Yes' meet the criteria for restorative justice.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
		<ul style="list-style-type: none"> <li>• Victim Receives Verbal Apology</li> </ul> <p>Categories that do <u>not</u> denote engagement in restorative justice:</p> <ul style="list-style-type: none"> <li>• Victim Consulted,</li> <li>• Victim Offered Direct Reparation,</li> <li>• Victim Offered Indirect Reparation,</li> <li>• Victim Offered Mediation</li> </ul>	
<p>Case level mandatory fields, KPI</p>	<p>CMSLegalOutcome LegalOutcome</p> <p>Intervention programme: CMSDisposalType DisposalType</p>	<p>Reference data has been refined to only include legal outcome and disposal type/ intervention programme type that are still up to date. Discontinued enumerations have been removed. For an up-to-date list, see YJB Data Dictionary: 'legal outcome' and 'disposal or programme' sheets.</p> <p>Incorrect mappings between 'CMSLegalOutcome' to 'LegalOutcome' and 'CMSDisposalType' to 'DisposalType' have been discussed with CMS providers and amended.</p> <p>For Outcome_22 cases, new reference data has been added to distinguish if there has been YJS involvement or not:</p> <ul style="list-style-type: none"> <li>•No Further Action Outcome 22 Deferred Prosecution/Caution with YJS Involvement - already available.</li> <li>•No Further Action Outcome 22 with YJS Involvement - not available everywhere.</li> <li>•No Further Action Outcome 22 with no YJS Involvement - added.</li> </ul>	<p>YJSs should not select a CMSLegalOutcome/ LegalOutcome and CMSDisposalType/DisposalType that is marked as 'Not available in CMS' (See YJB Data Dictionary: 'legal outcome' and 'disposal or programme' sheets).</p> <p>For Outcome_22 cases, always specify if there was YJS involvement or not.</p>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
		New reference data has been added to support recording of Section 252a (terrorism offences for children under 18).	
Case level mandatory fields, KPI	Intervention programme: CMSDisposalType DisposalType	For Section 250, 254 and 259, new reference data has been added to distinguish between custody and license parts.	For the intervention programmes with sections 250, 254 and 259, always specify if custody or license.
Case level mandatory fields, KPI	LegalOutcome	Updated guidance on the recording of legal outcome for Youth Caution, Youth Condition Cautions and Community Resolutions.	In cases where the child has been given a Youth Caution, Youth Condition Cautions and Community Resolutions, YJSs should record the 'LegalOutcome' as 'Unknown' until it has been administered. Once the order has been administered, update the 'LegalOutcome' accordingly.
Case level mandatory fields, KPI	LegalOutcomeID	New ID per legal outcome. This will be used by the YJB to link the custodial and licence elements of custodial sentences.  All disposal types related to the same 'legal outcome' would be linked to the 'legal outcome id'.	
Case level mandatory fields, KPI	Transfer/Date Transfer/Description	Enumerations for children who have transferred have been standardised:  Description:  Transfer In, Temporary Transfer/Caretaking for Another YJS,	YJSs to ensure they are recoding transfers routinely and consistently, as current numbers are quite low.  YJSs to contact their CMS provider if unsure of where transfers are recorded in their system.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
		Transfer out to another YJS, Transfer to probation	
Case level mandatory fields	Date of death: DateOfDeath	New data field to identify a deceased child and date of death.	YJSs to ensure they start recording this new data field when applicable.
Case level mandatory fields	PNCNumber	CMS to restrict options that can be entered for dummy PNC IDs: '0000/0000000A'.	See ' <a href="#">Further recording guidance: Unique identifiers, PNCID</a> '.
Case level mandatory fields, AssetPlus	Preferred_Language	Inclusion of options British Sign Language and Sign language (other).	
AssetPlus	Identified_SEND	Added reference data for Wales:  Additional Learning Needs (ALN)	
AssetPlus	SEN_Response	Added reference data for Wales:  Individual Development Plan – School Led, Individual Development Plan – LA Led, Individual Learning Plan (ILP)	
AssetPlus	Rejection_Reason	AssetPlus 'rejection reason' field to be enforced as mandatory in CMS.	
AssetPlus	Learning_Education_Training_And_Employment	Typo correction. AssetPlus updated reference data 'Key_Stage_Type', to support collection of data on school exclusions:  - Key Stage 1 (ages 5-7 / years 1-2) - Key Stage 2 (ages 7-11 / years 3-6) (updated)	

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
		<ul style="list-style-type: none"> <li>- Key Stage 3 (ages 11-14 / years 7-9) (updated)</li> <li>- Key Stage 4 (ages 14-16 / years 10-11)</li> </ul>	
AssetPlus	Concerns_YP_Current_Accommodation_Details	Field size increase to 100,000 characters	
AssetPlus	Type of behaviour and impact on others.	<p>Removal Soliciting or prostitution as an option to be selected from AssetPlus for questions: 5.2.2, 5.2.8, 9.12.13, 9.12.19, in the Type of behaviour and impact on others subsections of Explanations &amp; Conclusions and the Custody module.</p> <p>The use of the term "Soliciting or prostitution" is no longer considered appropriate for children.</p>	
AssetPlus	Referral in (OOCD)  Referral in (Prevention)	As CMS suppliers will be building the capability for users to produce PDAT assessments, for each instance of the CMS where this functionality is enabled, the CMS is also to correspondingly disable users from being able to start a new Referral In (Prevention) and (Referral In (OOCD) stage types.	
AssetPlus	Identified Child in Need (s.17 Children Act 1989)	Change to legislation in Wales. Updated label for field (Identified Child in Need (s.17 Children Act 1989)) to:	



Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 25/26
		"Identified Child in Need (England - s.17 Children Act 1989) / Children in need of care and support (Wales)"	

# Data Dictionary

A data dictionary is a structured reference document that defines data elements and how they should be recorded.

## Where can it be found?

Separate Excel file 'YJB Data dictionary v1' - available on the YJAF Library and Gov.uk

## What does it contain?

- All mandatory case-level data fields and further recording guidance, excluding AssetPlus.
- Additional information such as 'YJS code list' and 'Legal outcome' descriptions.

Excel sheet name	Description
<b>Data Dictionary</b>	Information on case level data fields, including name in schema, definition, expected values, and recording guidance.
<b>PDAT</b>	Case level data fields from the Prevention and Diversion tool.
<b>YJS code list</b>	Correspondence table which includes YJS name, YJS code, and two letter code.
<b>Data categories</b>	Information on Ethnic classifications.
<b>Legal outcome</b>	Information on legal outcome categories, including definition, severity ranking, and discontinuation status.
<b>Disposal or programme</b>	Information on disposal type categories and their discontinuation status.
<b>xpaths</b>	Schema paths for each variable, latest schema version.
<b>Change log</b>	Changes between versions of the YJB Data Dictionary.

## What are the benefits of a Data Dictionary?

- **Ease of use** – Excel allows searching and filtering, making it easy to manage and analyse large metadata.
- **Centralised reference** – Keeps all data field definitions and recording rules in one place for consistency.
- **Improved change management** – Easier to update and track changes, minimising errors.
- **Bridging the communication gap** – Helps services and YJB analysts align by ensuring we use consistent terminology.



## Further data recording guidance

### Intervention completion status

New data field used to record the completion status of the intervention programme and reason for completion.

Reference data	Recording guidance
Completed – successfully completed	Intervention programme successfully completed
Completed – good behaviour or progress/ early discharge	Intervention programme revoked for good behaviour
Completed – order breached but continued	Cases where there has been a breach, but the child continued and completed the intervention programme
Completed – missed sessions/ declined further participation	The child attended enough sessions for the intervention programme to be considered as completed by the practitioner
Completed – other	Any other reason for intervention programme completion
Not completed – order revoked	Intervention programme not completed due to order being revoked or revoked and resentenced
Not completed – order breached	Intervention programme not completed due to order being breached
Not completed – child deceased	Intervention programme not completed due to child death
Not completed – refused voluntary intervention programme: child declined/ no contact/ not started	Voluntary intervention programme not started or refused by child
Not completed – voluntary intervention programme: insufficient no. sessions completed	Assessment completed, voluntary intervention programme started but insufficient number of sessions completed
Not completed – statutory intervention programme: missed sessions/ non-compliance	Statutory intervention programme started but insufficient number of sessions completed
Not completed – intervention programme no longer appropriate/ child became ineligible	Intervention programme not started due to no longer being suitable for the child
Not completed – YJS declined/ resource constraints/ no intervention programme offered	Intervention programme not started or not offered due to YJSs' constraints
Not completed – Referral elsewhere/ transferred out	Intervention programme not completed due to child being transferred to another YJS
Not completed – other	Any other reason for intervention programme non-completion
Unknown	Cases where intervention completion status is unknown. Frequency should be low.

## Unique identifiers

An identifier that is unique among all identifiers used for a specific object and purpose.

### Why are unique identifiers important for our work?

Correct recording of unique identifiers for children allows us to:

- Track a child’s journey through the youth justice system, particularly if they are transferred from one YJS to another.
- Carry out data linkage to other data sets (e.g., education and MoJ).
- Better data linkage rates will contribute to better research and ultimately better outcomes for children.

### Type of unique identifiers

#### Police National Computer ID number (PNCID)

- The Police National Computer (PNC) is a computer system used by the police and other UK law enforcement organisations. It contains records of convictions, cautions, reprimands, and warnings for any offence punishable by imprisonment.
- PNCID number is the unique identifier given to an individual placed onto PNC. It is not available for individuals with diversionary outcomes and offences not prosecuted by the police.

### Where to find it?

- CMS records – reoffending cases.
- Charge sheet – all cases.
- Court documents – sentenced at court cases.
- Police secondee or local police force – when unavailable in sources above.
  - Request them to ensure PNCIDs on charge sheets are filled in before passing onto your YJS.

### How should they be recorded?

PNCID type	Format	Further guidance
Correct	YYYY/NNNNNNNA  YYYY = Year the individual was first recorded for an offence.  NNNNNNN = 7-digit serial part. Example: 0236206.	There should be a PNCID for all children who are cautioned or sentenced.  The year corresponds to the year the child was first recorded for an offence. Example: 2024.

PNCID type	Format	Further guidance
	A = 1 letter.	Do not use any other year formats such as 24, 0024, 2400.
Dummy	0000/0000000A  Do not use any other formats.	Should only be used in exceptional circumstances when the PNCID is not available at the time of submission.  YJS should implement a process where dummy PNCIDs submitted for the previous quarter are reviewed and replaced with the correct PNCID number.
Withheld	'Withheld'	Contact your CMS supplier to enable PNCIDs to come through as part of quarterly returns.
Missing	blank, null, '.'	Only accepted in cases with no PNCID due to specific offence and legal outcome types, such as diversionary outcomes and offences not prosecuted by the police.

### Current Young Person ID number (CYPID)

- The Current Young Person ID number (CYPID) is the ID assigned to each child by the CMS.
- This ID should be unique within the same YJS. However, it is not unique across YJSs.
- YJSs should check regularly that no child has data recorded in two different records, and therefore has more than one CYPID. Where such cases are found, the multiple records should be merged, and all duplicate records deleted.

### Originating Young Person ID number (OYPID)

- The OYPID is a unique ID assigned to each child by the YJS.
- This ID allows the linking of records of children who move between YJSs or have looked-after status placed out of area and assign data to the YJS or local authority responsible for them at different times.

## How should they be recorded?

All children should have an OYPID. It must be recorded in line with CMS guidance.

Scenario	OYPID format	Further guidance
<p>A child:</p> <ul style="list-style-type: none"> <li>• Out of area</li> <li>• Looked-after status</li> <li>• Not previously supervised by another YJS</li> </ul>	<p>CYPID + two-letter code <u>from the YJS placing authority</u> + 'LAC'. Separated by a dash.</p> <p>Example: 1111AZ-AA-LAC</p> <p>See 'Data dictionary - YJS code list' for details on the two-letter codes.</p>	<p>The host YJS should ask the YJS in the placing authority to create a record for the child if one does not exist. If not possible, the host YJS's local CYPID may be used.</p> <p>The Host YJS should record the OYPID following the proposed format.</p> <p>Record all data for out of area children with looked-after status you supervise in the same way as for all other supervised children. You must pass this data to the YJS in the placing local authority.</p>
<p>A child:</p> <ul style="list-style-type: none"> <li>• OYPID recorded with 'LAC'</li> <li>• Who later ceases to have looked-after status</li> </ul>	<p>Example: 1111AZ-AA-LAC</p>	<p>The OYPID should not be changed.</p>
<p>A child:</p> <ul style="list-style-type: none"> <li>• Supervised by a previous YJS</li> <li>• OYPID recorded</li> </ul>	<p>Examples:</p> <p>1111AZ-AA, 1111AZ-AA-LAC</p>	<p>Current YJS to obtain the OYPID from the previous YJS.</p>
<p>A child:</p> <ul style="list-style-type: none"> <li>• Supervised by a previous YJS</li> <li>• The previous YJS has no OYPID recorded</li> </ul>	<p>CYPID <u>from the previous YJS</u> + two-letter code for the <u>previous YJS</u>. Separated by a dash.</p> <p>Example: 1111AZ-AA</p>	<p>Current YJS to record OYPID.</p>
<p>A child:</p> <ul style="list-style-type: none"> <li>• Supervised by a previous YJS</li> <li>• Previous YJS unknown</li> </ul>	<p><u>current</u> CYPID + XX. Separated by a dash.</p> <p>Example: 1111AZ-XX</p>	<p>Current YJS to record OYPID.</p>

