

Data Recording Requirements

for youth justice services in England and Wales

April 2026 to March 2027

Version 1.1



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Change log

Version	Section	Details of change
1.0	Data submission and estimated publication dates	Dates updated. See section for further details.
1.0	Changes to data collection	<ul style="list-style-type: none">• Various updates. See section for further details.• YDS template introduced.
1.1	Changes to data collection	Inclusion of Outcome 23 and Youth Diversion Order

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](#)
- 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.

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 return. More than one PDAT can be completed for a child.
- 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.

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.
Summary level	All case level mandatory fields	Quarterly	If unable to submit YDS data via case level, submit a Data Return template via the YJ Services Returns.
Case level	All mandatory AssetPlus fields	Quarterly	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, concerns 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.
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: KPI recording guidance KPI technical guide (Available on the Youth Justice Application Framework YJAF)</p>

Data submission type	Data type	Reporting frequency	Description
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	YDS*	KPI dashboard
Q1 2026	01/04/2026 – 30/06/2026	31/07/2026	Case level, AssetPlus, PDAT, KPIs	07/09/2026	07/09/2026
Q2 2026	01/07/2026 – 30/09/2026	30/10/2026	Case level, AssetPlus, PDAT, KPIs	07/12/2026	07/12/2026
Q3 2026	01/10/2026 – 31/12/2026	29/01/2027	Case level, AssetPlus, PDAT, KPIs	08/03/2027	08/03/2027
Q4 2026	01/01/2027 – 31/03/2027	30/04/2027	Case level, AssetPlus, PDAT, KPIs	07/06/2027	07/06/2027

*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:

Unless otherwise stated, all new fields and enumerations apply from April 2026 and require no retrospective completion.

Useful materials:

- YJB Data Dictionary 26-27 -> Gov.uk
- YJB DRR and Data Transfer changes for 26-27 v1.5.xlsx -> YJAF library

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
Case level mandatory fields	Youth Data Summary (YDS) template	<p>New Youth Data Summary (YDS) template, available via the YJ Services Returns on YJAF.</p> <p>Suitable for small number of services experiencing issues entering YDS data in the CMS.</p> <p>This is no obligation for CMS providers.</p>	If unable to submit YDS data via case level, submit a Data Return template.
Case level mandatory fields	Exclusion vs Deletion of children	Clarification of two distinct mechanisms: exclusion and deletion.	<p>Exclusion (for cases never sent before)</p> <p>Use only when:</p> <ul style="list-style-type: none">• The child is a test case, or

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
			<ul style="list-style-type: none"> • A prevention case with no offence, and • The case has never been sent to YJAF/YJB. <p>What happens:</p> <ul style="list-style-type: none"> • No data is sent to YJB for this child. • The child will not appear in any YJB products. <p>Deletion (for cases already submitted)</p> <p>Use when:</p> <ul style="list-style-type: none"> • A case was incorrectly submitted, • A duplicate was sent, or • A test case was previously sent in error. <p>What happens:</p> <ul style="list-style-type: none"> • The child is removed from all YJB products, including past and future quarters. • The data is not deleted from YJAF; it is just flagged as deleted. <p>Do not use exclusion or deletion for any other reasons. The YJB applies its own filters to include or exclude children for each product (KPIs, YDS, FTEs).</p>
Case level mandatory fields	Intervention provision (multiple fields) • Intervention provision	Introduction of new data fields and reference data to record the type of intervention provision delivered (i.e., activities), the start and end dates, and whether the provision was completed.	YJSs must create an intervention programme record for every intervention, recording: <ul style="list-style-type: none"> • the provision type(s)

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
	<ul style="list-style-type: none"> • Intervention provision start date • Intervention provision end date • Intervention provision completion status <p>Location: Intervention Programme</p>	<p>The MOJ aims to better understand:</p> <ul style="list-style-type: none"> • The types of intervention activities being delivered across YJSs. • Which intervention activities are being implemented for knife-possession offences. • How intervention activity relates to reoffending rates. <p>Intervention provision – enumerations:</p> <ul style="list-style-type: none"> • Educational and vocational • Interventions to meet wider family need • Knife crime intervention programme • Mental health and therapeutic • Mentoring and supportive relationships • Music and arts-based recreation activities • Practical life skills • Restorative justice • Social and emotional interventions • Sports-based recreation activities • Substance misuse • Other <p>More than one provision type can be chosen.</p> <p>(For additional recording guidance see YJB Data Dictionary 26-27 – Data Dictionary sheet, Intervention Provision row)</p> <p>Intervention provision completion status enumerations:</p> <ul style="list-style-type: none"> • Completed 	<ul style="list-style-type: none"> • the start and end dates • the completion status <p>This applies to all interventions, including but not limited to OOCs.</p> <p>Recording starts from April 2026.</p> <ul style="list-style-type: none"> • YJSs are not required to record intervention provision retrospectively for work completed before 31 March 2026. • From April 2026 onwards, this requirement applies to both open and new orders/interventions.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<ul style="list-style-type: none"> Not completed <p>Definition: <i>Completed</i> = the child attended enough sessions for the practitioner to consider the intervention provision completed.</p>	
Case level mandatory fields	Legal outcome Disposal type	<p>New outcomes/interventions to be recorded:</p> <p>Outcome 23: A new diversion outcome for deferred prosecution in knife possession cases. It will count as a positive outcome for police forces and is expected to be introduced by the Home Office from Spring 2026.</p> <p>Youth Diversion Order (YDO): A new civil order enabling courts to impose measures to prevent involvement in terrorism-related activity. It is expected to come into force in Autumn 2026.</p>	Please note Outcome 23 and YDO may not be available in all CMSs this reporting year.
Case level mandatory fields	Legal outcome Disposal type	<p>Outcome 22 recording clarification:</p> <p>Legal outcome/ disposal type - enumerations:</p> <ul style="list-style-type: none"> No Further Action Outcome 22 Deferred Prosecution/ Caution With YJS Involvement, No Further Action Outcome 22 With YJS Involvement, No Further Action Outcome 22 No YJS Involvement. 	<p>Where a child receives a deferred prosecution, record as No Further Action Outcome 22 Deferred Prosecution.</p> <p>Where a child receives Outcome 22 and it is not a deferred prosecution or caution, record as No Further Action Outcome 22 (with YJS involvement) or No Further Action Outcome 22 (no YJS involvement), as applicable.</p>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
KPI	Accommodation type Location: Residence	New enumerations added: • Prison • Secure school	Record only when the child's current accommodation type is Prison or Secure School.
KPI	Accommodation reason Location: Residence	New data field: Reason for not being placed in suitable accommodation. Enumerations: • Child refused accommodation • No appropriate accommodation available • Temporary accommodation • Short order • Other • Not applicable	If accommodation is suitable, select 'Not applicable'.
KPI	Accommodation arranged date Location: Intervention Programme	Date field 'Accommodation arranged date' for children on custodial sentences, which will enable the number of days accommodation was arranged in advance of the release date to be calculated.	Record for children on custodial sentences. Where possible, this date may be populated automatically from existing CMS data.
KPI	ETE reason Location: ETE Status	New data field: Reason for not being placed in suitable ETE. Enumerations: • Child refused or is not attending ETE placement • No appropriate provision available • Other • Not applicable	If ETE is suitable, select 'Not applicable'.
KPI	ETE Provision Type Location: ETE Status	The previous <i>full-time</i> and <i>part-time</i> versions of Provision Type have been removed. It is now a simplified list, and full-time/part-	YJSs do not need to record full-time/part-time.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<p>time will instead be derived automatically from the child's hours and age.</p> <p>Updated enumerations:</p> <ul style="list-style-type: none"> • School • Alternative provision – Pupil Referral Unit • Alternative provision – Other • Employment <p>These replace the old full-time/part-time options, e.g. School (full-time), School (part-time), AP PRU (full-time), Employment (part-time), etc.</p>	
KPI	<p>SEND ALN</p> <p>KPI3 No Formal Plan Reason</p> <p>Location: SEND_ALN</p>	<p>New data field: Reason for not having a formal plan in place.</p> <p>Enumerations:</p> <ul style="list-style-type: none"> • Incomplete record of SEND when in education • Missing from school • Waiting for assessment or diagnosis • Other • Not applicable 	<p>If there is a formal plan in place, select 'Not applicable'.</p>
KPI	<p>Mental Health (MH)</p> <p>KPI4_MH_DateNeedIdentified</p> <p>Location: MentalHealth/KPI4_MentalHealthWellbeing</p>	<p>New date fields to distinguish between 'date screened' and 'date need identified':</p> <p>KPI4_MH_DateNeedIdentified: Date on which the need for treatment to address mental health needs was identified.</p>	<p>YJSs must record:</p> <ul style="list-style-type: none"> • the date the child was screened for MH/SM, and • the date a need was identified, if applicable. <p>These are separate fields and must be completed independently based on the new definitions.</p>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
	<p>Substance Misuse (SM)</p> <p>KPI5_SM_DateNeedIdentified Location: SubstanceMisuse/KPI5_SubstanceMisuse</p>	<p>KPI5_SM_DateNeedIdentified: Date on which the need for treatment to address substance misuse was identified.</p> <p>Existing data fields – updated definitions:</p> <p>KPI4_MH_DateScreened: Date the child was screened for mental health or emotional wellbeing needs.</p> <p>KPI5_SM_DateScreened: Date the child was screened for substance misuse needs.</p>	
KPI	<p>Mental Health (MH)</p> <p>KPI4_MH_NonAttendanceReason Location: MentalHealth/KPI4_MentalHealthWellbeing</p> <p>Substance Misuse (SM)</p> <p>KPI5_SM_NonAttendanceReason Location: SubstanceMisuse/KPI5_SubstanceMisuse</p>	<p>New data fields: Reason for non-attendance to MH (Mental Health)/ SM (Substance misuse) interventions.</p> <p>Enumerations:</p> <ul style="list-style-type: none"> • Child refused treatment • Awaiting response from child • Waiting list for treatment offer • Waiting for treatment to start • Limited YJS resources • Other • Not applicable 	If MH/SM intervention took place, select 'Not applicable'.
KPI	<p>Reason for non-engagement in RJ</p> <p>Location: Victim Intervention</p>	<p>New data field reason for non-engagement in RJ (Restorative Justice).</p> <p>Enumerations:</p>	If RJ took place, select 'Not applicable'.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<ul style="list-style-type: none"> • Victim did not respond or legally cannot be contacted • Victim actively declined or withdrew from RJ process • Child refused RJ • Child went to custody • Other • Not applicable 	
KPI	KPI10 Victim Engagement in RJ: Location: Victim Intervention/Engaged RJ Victim Intervention/Engaged RJ Start	What activities count as being engaged in RJ? Whether the victim requested, accepted, received, started, or completed any of the below: <ul style="list-style-type: none"> • RJ letter, apology letter, victim-child letter, • Verbal apology • Direct reparation • Indirect reparation / community reparation as requested by the victim • RJ mediation/ shuttle mediation/ conference/ panel/ face-to-face meeting 	YJSs to ensure that the cases submitted as 'Engaged RJ' = 'Yes' meet the criteria for restorative justice.
KPI	View Prior Location: Victim Intervention	There are situations where it is not appropriate or not possible to obtain the victim's views. To reflect this, a new enumeration "Not appropriate" has been added. Services also fed back that victim views are often not available before OOCR decision-making, but can usually be captured during planning. For this reason, the definition has been updated to focus on whether the victim's views were captured	Record data considering new definitions.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<p>during planning, rather than only before the OOCR decision.</p> <p>Updated definition: “Have the victim’s views been captured in the planning of out-of-court and/or statutory court orders?” (Previously focused only on whether views were captured prior to OOCR decision-making.)</p> <p>Enumerations:</p> <ul style="list-style-type: none"> • Yes • No • Yet to clarify • Not appropriate (new). 	
KPI	Consent YJS Contact YJS Contact Date Engaged RJ Start Location: Victim Intervention	<p>Definitions clarification added to YJB Data dictionary.</p> <p>kpi10_consent_yjs_contact: Indicates whether the victim has consented to YJS contact. Record as ‘Yes’ if consent is given or not required (e.g., commercial victims).</p> <p>kpi10_yjs_contact_date: The date the YJS attempted to contact the victim via letter or phone call for restorative justice, case updates, safeguarding, victim support, or service feedback. Contact attempt is recorded regardless of the victim’s response.</p>	Record data considering new definitions.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<p>kpi10_engaged_rj_start: Once the victim accepted the RJ offer from the YJS, the date the engagement with restorative justice started.</p> <p>(See YJB Data Dictionary 26-27).</p>	
KPI	<ul style="list-style-type: none"> •Victim intervention start date •Victim intervention end date <p>Location: Victim Intervention</p>	<p>For KPI10 (Victims), YJB will use victim intervention dates (rather than child intervention dates).</p> <p>Schema additions (fields already exist in CMSs):</p> <ul style="list-style-type: none"> •Victim intervention start date •Victim intervention end date 	
KPI	<p>Progress Request Progress Request Date Progress Provided Date Additional Support Request</p> <p>Location: Victim Intervention</p>	<p>Removal of unused KPI data fields from the schema and, where not used by services, from the CMS (without affecting historical cases).</p>	
Prevention and Diversion Assessment tool (PDAT)	All	<p>The PDAT dataset has been expanded to include all close-ended questions from PDAT v7.4, ensuring these questions from the assessment are captured consistently in quarterly returns.</p> <p>New questions have been added following sector feedback sessions.</p>	<p>YJSs must complete the PDAT tool for all children with a diversionary outcome where an assessment has been requested.</p> <p>A countersignature at exit of the PDAT is required for the assessment to be closed and included in the quarterly return.</p>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<p>New reference data has also been added for Turnaround cases.</p> <p>New reference data (Turnaround closing codes):</p> <ul style="list-style-type: none"> • Discharged from court • Acquitted at court • Fined at court • No further action (or other closing code) <p>(See 'YJB DRR and Data Transfer changes for 26-27' – 'PDAT fields for CLD' tab)</p>	
AssetPlus (AP)	Nationality	<p>Replacement of the existing country code with a new code list that reflects true nationality rather than country of residence/origin.</p> <p>This change is mapping existing country codes (maintained through ISO-3166 to the Nationality list on gov.uk).</p>	<p>YJSs will record a child's nationality using the new Nationality code list.</p> <p>For new cases and new AssetPlus assessments, users must select a code from the updated nationality list instead of the old country code list.</p> <p>For existing cases or in-progress assessment stages, the previously recorded country code will remain valid, but future updates to the record should use the new nationality code.</p>
AssetPlus (AP)	Identified SEN/ EHCP Review Date	EHCP Review Date field changed to <i>optional</i> .	YJSs do not need to enter an EHCP Review Date where a child has not yet had a review.
AssetPlus (AP)	Identified SEN	Addition of Attention Deficit Hyperactivity Disorder (ADHD) to the Identified SEND enumeration.	YJSs will be able to select ADHD as a SEND category where appropriate to the child's assessed needs.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
AssetPlus (AP)	Assessment dates (Assessment_Date, Stage_Start_Date, Stage_End_Date)	Assessment date fields made mandatory.	<p>When an AssetPlus assessment stage is completed, YJSs must ensure that the following date fields are recorded:</p> <ul style="list-style-type: none"> • Assessment_Date • Stage_Start_Date • Stage_End_Date
AssetPlus (AP)	Youth Offender Group Reconviction Scale (YOGRS) and Scaled Approach fields	<p>YOGRS, Scaled Approach fields and related variables have been removed.</p> <p>(See 'YJB DRR and Data Transfer changes for 26-27' – AP changes tab – YOGRS / Scaled approach column 'U')</p>	YJSs will no longer complete YOGRS or Scaled Approach fields.
AssetPlus (AP)	AssetPlus question wording (multiple fields)	<p>AssetPlus wording has been updated to reflect the Child First approach. The revised terminology now appears across CMS systems and in PDF outputs.</p> <p>Key wording changes include:</p> <ul style="list-style-type: none"> • <i>young person/young people</i> -> <i>child/children</i> • <i>YOT</i> -> <i>YJS</i> • References to <i>risk</i> -> <i>concerns about</i> <p>(See 'YJB DRR and Data Transfer changes for 26-27' – AP changes tab – language columns 'P-T')</p>	No YJS action, YJSs will be able to record using revised terminology.
AssetPlus (AP)	Pathways & Planning	The existing Pathways & Planning approach has been replaced with a new PDAT-aligned	YJSs will begin recording planning information using the new PDAT-style planning section.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
	Intervention Summary (Core Record)	<p>planning section, following sector feedback that this model is clearer and better reflects current practice.</p> <ul style="list-style-type: none"> • <i>Our Intervention Plan</i> → Replaced by new PDAT-based planning section. <p>Removed entirely:</p> <ul style="list-style-type: none"> • Intervention Summary fields in the Core Record: <ul style="list-style-type: none"> ○ Target ○ Co-ordinator ○ Status ○ Date of next review 	
AssetPlus (AP)	AP stage types	PDAT now replaces the use of AssetPlus for prevention and out-of-court resolution (OOCR) cases. Therefore, the AP stage types <i>Referral in (OOCR)</i> and <i>Referral in (Prevention)</i> will be removed from CMSs.	YJSs should use PDAT instead.
AssetPlus (AP)	NRM question	<p>To align with the new Key Placement Factor (KPF) requirements on modern slavery, the old NRM responses are being replaced with a new set of NRM status categories.</p> <p>Old response → New NRM status</p> <p>Yes → Been opened</p>	YJSs will record the child's NRM referral status using the new status options.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<p>No → Not applicable</p> <p>Yet to clarify → Null (blank)</p> <p>(No old value) → Due to be opened</p>	
AssetPlus (AP)	PFS	<p>New PFS questions added to AssetPlus, reflecting sector feedback and aligning AP more closely with PDAT.</p> <p>(See 'YJB DRR and Data Transfer changes for 26-27' – AP changes tab - Field type and Format standard in columns 'K' and 'L')</p>	YJSs must complete the new PFS questions as part of their AssetPlus assessments.
AssetPlus (AP)	Self-Assessment – suicide-related questions	<p>Suicide-related questions, “I have thought about killing myself” and “Some children have thought about killing themselves” have been removed from the Self-Assessment section following a Coroner’s instruction to ensure safer, more appropriate assessment language.</p>	YJS practitioners will no longer complete or view these questions as part of the Self-Assessment.
AssetPlus (AP)	GCSE grades	<p>Update GCSE reference data to include the current 1–9 grading system used in England.</p> <p>The GCSE reference data will be updated as follows:</p> <p>New values for England:</p> <ul style="list-style-type: none"> GCSEs 1–3 (fail grades) 	English YJSs will record GCSE attainment using the new 1–9 scale. Welsh YJSs will continue using A*–C and D–G until further change.

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<ul style="list-style-type: none"> • GCSEs 4–9 (pass grades) <p>Existing values retained for Wales:</p> <ul style="list-style-type: none"> • GCSEs A–C* • GCSEs D–G 	
AssetPlus (AP)	Substance Type	<p>Addition of vape-related substances to the Substance Type enumeration.</p> <p>New enumeration values will be added:</p> <ul style="list-style-type: none"> • Vape (other) • Vape (tobacco) • Vape (THC / other psychoactive) 	Where relevant, YJSs should record specific vape types under Substance_Type to improve accuracy of substance-use data.
PNLD	Offence groups	<p>Merging existing offence groups</p> <ul style="list-style-type: none"> • <i>Domestic Burglary</i> and <i>Non-Domestic Burglary</i> → Burglary • <i>Breach of Statutory Order, Breach of Bail</i> and <i>Breach of Conditional Discharge</i> → Breach of Orders • <i>Criminal Damage</i> and <i>Arson</i> → Criminal Damage and Arson <p>New offence group created</p> <ul style="list-style-type: none"> • A new Possession of Weapons offence group has been introduced. Weapon possession offences have 	<p>No change to how YJSs record offences in CMS; changes affect how offences are grouped for reporting and analysis.</p> <p>YJS to check with their CMS supplier about whether the new offence groupings will be implemented as part of the 26/27 release, or in a subsequent release of their software.</p>

Data type	Data field name	Details of change	Recording guidance/ YJSs required actions 26/27
		<p>been moved from <i>Violence Against the Person</i> into this new group.</p> <p>Removal and reassignment of some offence groups</p> <ul style="list-style-type: none"> • <i>Death or Injury by Dangerous Driving</i> → moved into Violence Against the Person • <i>Racially Aggravated</i> → offences redistributed across Criminal Damage and Arson, Public Order and Violence Against the Person, with a “racially aggravated” flag added so they can still be identified • <i>Fraud and Forgery</i> → moved into Other • <i>Vehicle Theft</i> → offences reassigned into Criminal Damage and Arson, Theft and Handling, and Violence Against the Person 	
Other	Replacement of O OCD with O OCR	General terminology: references to O OCD (out-of-court disposals) are being replaced with O OCR (out-of-court resolutions) in line with national policy changes.	YJSs do not need to change how they record cases, only note the updated terminology.

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 26-27' - available on the YJAF Library

What does it contain?

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

Excel sheet name	Description
Data Dictionary	Information on case level data fields, including name in schema, definition, expected values, and recording guidance.
PDAT	Case level data fields from the Prevention and Diversion tool.
YJS code list	Correspondence table which includes YJS name, YJS code, and two letter code.
Data categories	Information on Ethnic classifications.
Legal outcome	Information on legal outcome categories, including definition, severity ranking, and discontinuation status.
Disposal or programme	Information on disposal type categories and their discontinuation status.
xpaths	Schema paths for each variable, latest schema version.
Change log	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"> • Out of area • Looked-after status • Not previously supervised by another YJS 	<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"> • OYPID recorded with 'LAC' • Who later ceases to have looked-after status 	<p>Example: 1111AZ-AA-LAC</p>	<p>The OYPID should not be changed.</p>
<p>A child:</p> <ul style="list-style-type: none"> • Supervised by a previous YJS • OYPID recorded 	<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"> • Supervised by a previous YJS • The previous YJS has no OYPID recorded 	<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"> • Supervised by a previous YJS • Previous YJS unknown 	<p><u>current</u> CYPID + XX. Separated by a dash.</p> <p>Example: 1111AZ-XX</p>	<p>Current YJS to record OYPID.</p>

