

Probation Circular



PC06/2008 (REVISED) – ACCREDITED OFFENDING BEHAVIOUR PROGRAMMES: DATA ENTRY AMENDMENTS AND DEFINITION OF ‘REAL TIME’

IMPLEMENTATION DATE: 1 July 2008

EXPIRY DATE: July 2013

TO: Chairs of Probation Boards, Chief Officers of Probation, Secretaries of Probation Boards

CC: Board Treasurers, Improvement and Development Managers

AUTHORISED BY: Sarah Mann, Head of Interventions and Substance Abuse Unit

ATTACHED: Annex A: Equality Impact Assessment Form

RELEVANT PREVIOUS PROBATION CIRCULARS

PC30/2005, PC57/2002

CONTACT FOR ENQUIRIES

Jo.Day@justice.gsi.gov.uk or 0207 217 8999

Joe.Longman@justice.gsi.gov.uk or 0207 217 0676

Evaluation Measures test booklets: Razak.Moghal@homeoffice.gsi.gov.uk or 0207 217 0679

IAPS i2n helpdesk: 0870 444 0574

PURPOSE

To notify areas of a reduction in the number of evaluation measures to be used for Substance Misuse Programmes. To inform areas that Treatment Manager Video monitoring Reviews and the evaluation measures for IDAP and CDVP must now be entered onto IAPS. To notify areas that CALM and ART evaluation measures must be entered onto excel spreadsheets. To provide areas with a definition of ‘real time’ data entry for IAPS.

ACTION

Chief Officers are asked to ensure that:

- Treatment Manager Reviews and IDAP and CDVP evaluation measures are entered onto IAPS in accordance with this guidance from the 1st July 2008 (optionally back date to 1st April 2007) (Para 2 and Para 3);
- The reduction of Substance Misuse evaluation measures is implemented by 1st July 2008 (Para 4).
- CALM and ART evaluation measures are no longer sent to NOMS. Instead they must be input onto an excel spreadsheet from 1st July 2008 (Para 5);
- Relevant programme, IT and IAPS staff are made aware of the definition of ‘real time’ data entry (Para 6).

SUMMARY

The circular proposes some changes to the ways in which data about programmes is collected.

The reasons for the changes are:

- To ensure a streamlined and consistent approach to data entry across all accredited offending behaviour programmes
- The continuing need to use IAPS now that C-NOMIS is not going to be rolled out to probation areas
- To ensure that only those measures which are valid, reliable and useful are used to assist with the evaluation of programmes and
- To improve the availability of programme data at all levels.

The circular announces a reduction in the number of evaluation measures to be used for Substance Misuse Programmes. It states that it is no longer a national requirement for areas to use paper or excel spreadsheets versions to record Treatment Manager Reviews and they must now be entered onto IAPS. It provides information and guidance on entering IDAP and CDVP psychometric assessments data onto IAPS and how to manage assessments where the pre booklet has been completed by an offender but not the post booklet. It informs areas that CALM and ART evaluation measures should no longer be sent into NOMS ATB team and must be entered onto excel spreadsheets which provide scoring and interpretation.

This circular describes the steps areas should take to implement this change. Finally, a definition of 'real time' data entry into IAPS (or any alternative local database) is provided. We estimate that these changes will be broadly cost-neutral over all.

1. Rationale for the Changes

The changes are a result of ongoing work to ensure consistency in the way that all accredited programmes data is entered and managed by the National Probation Service. Because of the non-deployment of C-NOMIS to probation areas the Interim Accredited Programmes System (IAPS) will be required for the foreseeable future.

Changes to the IAPS system and the development of excel spreadsheets for CALM and ART psychometric tests mean that it is now possible for local probation areas to enter data locally. The reasons for this change are a) to streamline and improve efficiency and consistency of programmes data entry by Areas and NOMS and b) to improve the availability of data to be used at an Area, Regional and National Level for management information, evaluation and quality assurance/audit purposes.

The key changes are:

- Treatment Manager Session Review Forms and the IDAP and CDVP evaluation measures are now available on IAPS to be entered by Areas.
- The CALM and ART evaluation measures are now available on excel spreadsheets to be entered by Areas and then sent securely to NOMS Attitude Thinking and Behaviour (ATB) team.
- There is a reduction in the number of evaluation measures to be completed for the Substance Misuse programmes.
- Clarification is provided on the definition of 'real time' data entry on the request of probation areas.

2. Guidance on the entering Treatment Manager Review forms & Tutor Session Review Forms onto IAPS

Areas are required to enter Treatment Manager Session Review Forms into IAPS from 1 July 2008 for **ALL** programmes ***except the one tutor review form used for the one to one programme***. Areas can, if they wish to, backdate entry of forms completed on or after 1st April 2007 as per guidance already posted onto EPIC in the video monitoring section.

There is no longer a requirement for Areas to complete the session review forms on paper or excel spreadsheets ***except the one tutor review form used for the one to one programme***. (They may continue to do so this if they wish to).

It is optional for areas to record the tutor session review forms due to the resource and cost implications.

With immediate effect there is no longer a requirement for Areas to send in Completion of Programme Notification forms to Lesley Smith at the Attitudes Thinking and Behaviour Team, NOMS Interventions Substance Abuse Unit ***including the one to one programme***.

The one tutor session review form on IAPS currently does not let areas access any items in section 3 of the form. A request for change has been submitted to address this problem and it should be rectified in the next maintenance release of IAPS (version 3.6)

and forms should then be entered by areas. Until this is resolved the one tutor session review forms for the one to one programme can be kept in paper version or electronically using the excel spreadsheet for the one tutor session review.

3. Guidance on entering IDAP & CDVP psychometric assessment booklets onto IAPS

From the 1st July 2008 probation areas should no longer send IDAP and CDVP evaluation measure booklets to NOMS ATB team. All new pre-programme and post programme evaluation measure booklets from 1st July 2008 should be entered onto IAPS¹ – **except for the victim booklets and the Paulhus Deception Scale.**

For information, the CDVP and IDAP pre and post programme evaluation measures currently available on IAPS are the:

- Quality of Life Interview – offender version only
- RATOS: Revised Attitudes to Offence Scale
- IBWB: Inventory of Beliefs that support Wife Beating
- ARI: Abusive Relationships Inventory
- IRS: Interpersonal Relationship Scale
- Relationship Style Questionnaire
- LCB Scale: Locus of Control
- CBI: Controlling Behaviours Index
- IAI: Injury Assessment Index
- VAI: Violence Assessment Index

Matching post programme evaluation measures: In cases where the pre-programme evaluation measures have already been sent to the Attitudes Thinking and Behaviour Programmes (ATB) Team in NOMS it is acceptable for the matched post programme-evaluation measures to be entered onto IAPS as the data will be extracted from IAPS, matched and merged centrally by the NOMS ATB Team.

6 month follow-up post programme evaluation measures: These can also be entered into IAPS as post-programme since they can be distinguished using the dates. Please input into IAPS as a post measure and ensure that the date is correct for the immediate post evaluation measure and the follow-up evaluation measure so that it can be worked out centrally or locally which measure is immediately post and which is follow-up.

The Victim booklets and the Paulhus Deception Scale cannot be entered onto IAPS and areas must continue to send them to ATB Team securely. This is due to the licensing and sensitivity of information issues in relation to these particular measures. In line with the restricted protective marking policy please send in double envelopes using recorded/registered delivery to:

Joe Longman, Research Officer
Attitudes Thinking and Behaviour Team
NOMS ISAU
1st Floor Abell House
John Islip Street

¹ Greater Manchester will need to use their local alternative database

London SW1P 4LH

4. **Guidance on the reduction of substance misuse programmes evaluation measures**

Following a review of reliability and validity we are reducing the number of measures that have to be completed by offenders.

The following measures are being removed from the substance misuse programmes:

- The Short Alcohol Dependence Data Questionnaire (SADD). This was found to have poor validity.
- The Drug Abuse Screening Test (DAST). This was found to have poor validity.
- Stages of change. This was found to be complicated in its interpretation at aggregate level and given the need to reduce the number of measures to those most meaningful and valuable it was recommended that it was no longer used.

The following measures remain, with some amendments:

- The CAGE and the Severity of Dependence Scale (SDS) needs to be completed ***pre programme only***.
- The BIS-11 'total' scale only will be used in evaluation and management information reports
- The Positive Problem Orientation (PPO) and Rational Problem Solving (RPS) scales only from the Social Problem-Solving Inventory - Short Form (SPSI-R – short form).
- Locus of control

This change is to be implemented from 1st July 2008. The new booklet will be available from 1st June 2008 and the changes to IAPS will come into effect on 30th June 2008.

It is essential that all programme and IAPS staff and administrators of the measures are familiar with these changes, the new booklet of measures and are ready to implement the changes by the 1st July 2008.

If an offender has completed the old booklet pre programme it is acceptable to administer the new booklet post programme. Please wait to enter data from the new booklet until after 30th June 2008 when the amendments to IAPS will have been made. For the social problem solving inventory – short form in the old booklet the item numbers that need entering into IAPS are: 4, 5, 9, 10, 15, 12, 16, 19, 21, 23.

The evaluation manual for the Substance Misuse programmes has already been updated to reflect the changes and is available on EPIC.

5. **Guidance on entering CALM AND ART evaluation measures onto excel spreadsheets**

UNCLASSIFIED

Prior to the review of C-NOMIS, a decision was made by NOMS ATB team for excel spreadsheets to be developed so that areas could enter and score CALM and ART evaluation measures locally. This was due to the cost implications of including CALM and ART measures onto IAPS.

From the 1st July 2008 Probation areas should no longer send CALM and ART booklets to NOMS ATB team. All new pre and post booklets from the 1st July 2008 should be entered onto excel spreadsheets. The spreadsheets and guidance are available from:

Joe Longman
Research Officer
Attitudes Thinking and Behaviour Team
NOMS ISAU
1st Floor Abell House
John Islip Street
London
SW1P 4LH

Email: Joe.Longman@justice.gov.uk
Tel: 020 7217 0676

Areas are required to send quarterly the excel spreadsheets securely in line with the restricted protective marking policy to NOMS ATB Team using the method for alternative local database as noted in section 4.1 of the revised assessment and evaluation manuals for CALM and ART on EPIC.

6. IAPS 'Real time' data entry definition

Areas have asked for a definition of 'real time' data entry in relation to IAPS. This is as follows:

'Data entry can be considered 'real time' if data is entered onto IAPS by relevant staff within 4 weeks of being collected'.

'Relevant staff' includes all field and programme unit staff who are involved in the referral process and delivery of accredited programmes. Therefore new referrals, commencements, evaluation measures, attendances and completions must be entered within 4 weeks of the activity to be considered 'real time'.

7. Resource impact assessment

The resource impact assessment noted a need for areas to review their systems for recording session reviews by treatment managers. It noted that, providing sufficient data entry administration resource is already in existence for programme data entry, the additional cost per area is minimal, amounting to an average cost per area of approximately £65 per annum. This is because the resource impact is offset by efficiencies in terms of changing the methods of data collection, the reduction in substance misuse measures and the previous reduction of evaluation measures for the Drink Impaired Drivers programme. In addition, there are non-cost benefits to these changes including improved access and use of integrity, evaluation, monitoring and audit programme data electronically at a local, regional and national level.



Equality Impact Assessment

Preliminary Screening

Statistics & Research

Gathering Evidence through Community Engagement

Assessment & Analysis

Action Plan

The EIA Report

EQUALITY IMPACT ASSESSMENT
Group
Performance and Improvement
Public Protection Unit

PRELIMINARY SCREENING

Date of Screening	13 th February 2008
Name of Policy Writer	Jo Day
Director General	

Implementation of Provisions of Domestic Violence, Crime and Victims Act 2004		This is a new policy
	✓	This is a change to an existing policy
		This is an existing policy

Policy Aims, Objectives & Projected Outcomes

To note changes to existing data collection policy in relation to the assessment and evaluation of accredited offending behaviour programmes. Session review forms and some of the IDAP and CDVP evaluation measures can be entered onto IAPS from the end of March 2008. Areas are notified of reductions in the number of measures for OSAP and ASRO and guidance is given on how manage this change. A definition of 'real time' data entry onto IAPS is provided.

Will the policy have an impact on national or local people/staff?	The advice is aimed at managers and staff involved in the delivery of OBPs NPS
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy	No. Guidance exists on diversity issues in administration training of evaluation measures and training staff in completing treatment manager session review forms.
Are there any aspects of the policy that could contribute to	No

equality or inequality?	
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	No
If this is an amendment of an existing policy, was the original policy impact assessed?	No

If your answer to any of these questions is **YES, go on to the full EIA.**

If you have answered **NO to any particular questions**, please provide explanatory evidence.

If you have answered **NO to all of these questions** then you must also attach the following statement to all future submissions that are related to this policy and ensure it is signed off by senior management. You must also include this statement within any regulatory impact assessment that is related to this policy.

“This policy was screened for impact on equalities on 13th February 2008. The following evidence [Evidence] has been considered. As a result of this screening, it has been decided that a full equality impact assessment is not required. “

FULL IMPACT ASSESSMENT

STATISTICS & RESEARCH

What relevant quantitative & qualitative data do you have in relation to this policy?

Please site any quantitative (e.g. statistical research) and qualitative evidence (monitoring data, complaints, satisfaction surveys, focus groups, questionnaires, meetings, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy area.

Equality Target Areas	How does the data identify potential or known positive impacts? How does the data identify any potential or known adverse impacts?
Race (consider e.g. nationalities, Gypsies, Travellers, languages)	
Disability (consider social access and physical access)	
Gender	
Gender Identity	
Religion and Belief	
Sexual Orientation	
Age	

<p>What research have you considered commissioning to fill any data gaps?</p> <p>For example, you may need to ensure quantitative & qualitative data groups include stakeholders with respect to this policy. N.B Include any recommendations in your action plan</p>

<p>Who are the stakeholders, community groups, staff or customers for this policy area?</p>

<p>What are the overall trends and patterns in this qualitative & quantitative data?</p> <p>Disproportionality; regional variations; different levels of access, experiences or needs; combined impacts.</p>

<p>Please list the specific equality issues that may need to be addressed through consultation (and further research)?</p>
<ul style="list-style-type: none">•

GATHERING EVIDENCE THROUGH COMMUNITY ENGAGEMENT

INTERNAL STAKEHOLDER ENGAGEMENT: Consulting & involving Other Government Departments, Staff, Agencies & NDPBs

Does this policy affect the experiences of staff? How? What are their concerns?	
Staff	
Staff Networks & Associations	
Trade Unions	

How have you consulted, engaged and involved internal stakeholders in considering the impact of this proposal on other public policies and services?

For example your policy may affect access to housing, education, health, employment services.

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What positive and adverse impacts were identified by your internal consultees? Did they provide any examples?

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Feedback the results of this internal consultation and use it as a basis for work on external consultation

EXTERNAL CONSULTATION & INVOLVEMENT

How did your engagement exercise highlight positive and negative impacts on different communities?	
Voluntary Organisations	
Race	
Faith	
Disability Rights	
Gender	
Gender Identity	
Sexual Orientation	
Age	

Feedback the results of your community engagement (i.e. involvement and consultation) to all participants including internal and external stakeholders

ASSESSMENT & ANALYSIS

Does the EIA show a potential for differential impact on any group(s) if this proposal is introduced? If Yes, state briefly whether impact is adverse or positive and in what equality areas.

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What were the main findings of the engagement exercise and what weight should they carry?

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Does this policy have the potential to cause unlawful direct or indirect discrimination? Does this policy have the potential to exclude certain group of people from obtaining services, or limit their participation in any aspect of public life?

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How does the policy promote equality of opportunity?

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How does your policy promote good relations? How does this policy make it possible for different groups to work together, build bridges between parallel communities, or remove barriers that isolate groups and individuals from engaging in civic society more generally?

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How can the policy be revised, or additional measures taken, in order for the policy to achieve its aims without risking any adverse impact?

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Are there any concerns from data gathering, consultation and analysis that have not been taken on board?

Please justify and explain the reason for your decision.

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ENSURING ACCESS TO INFORMATION

How can you ensure that information used for this EIA is readily available in the future?

(N.B. You will need to include this in your action plan)

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How will you ensure your stakeholders continue to be involved/ engaged in shaping the development/ delivery of this policy?

(N.B. You will need to include this in your action plan)

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How will you monitor this policy to ensure that the policy delivers the equality commitments required?

(N.B. You will need to include this in your action plan)

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Now submit your EIA and related evidence to the Equality & Diversity Unit for quality assurance and clearance.

ACTION PLAN

Recommendations	Responsibility	Actions required	Success Indicators	Target Date	What progress has been made?
Data Collection					
Publication Arrangements					
Monitoring & Review Arrangements					
List other recommendations that are required					

Please ensure that the action plan is agreed by your Director/ Minister

THE EQUALITY IMPACT ASSESSMENT REPORT

The EIA report is a concise summary of the results of your EIA work. You should ensure that you cover the topics described below.

Background:

- Context of policy/programme
- Link to strategic aims and objectives
- Scope of the EIA work (e.g. if linked to previous EIA or work delivered by another Government Department)

Methodology:

- Approach to data collection and analysis
- Results of consideration of existing evidence

Consultation & Involvement:

- Stakeholder/community involvement in developing proposals
- List of organisations engaged (optional)

Assessment & analysis

- Key Findings from the data collection and community engagement
 - Positive impacts: existing or potential
 - Adverse impacts: existing or potential

Recommendations

- Describe how you will respond to the key findings by:
 - strengthening the potential for positive impact,
 - removing areas that may exacerbate or engender adverse impact
 - including measures to mitigate any adverse impact that may occur
 - including measures that ensure ongoing compliance with statutory obligations
 - monitoring arrangements
 - ensuring continued public access to information about the policy/programme.
 - action plan (optional)

Date of EIA Report

Date of Publication of Results

Ensure that the EIA Report is published on the NOMS/ MoJ website before your policy/programme is implemented.