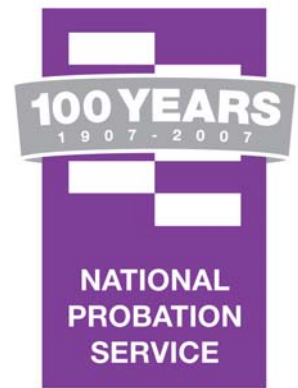


Probation Circular



PC09/2007 DEFINITION OF PROGRAMME COMPLETIONS FOR ACCREDITED OFFENDING BEHAVIOUR PROGRAMMES

IMPLEMENTATION DATE: 4 May 2007

EXPIRY DATE: May 2012

TO: Chairs of Probation Boards, Chief Officers of Probation, Secretaries of Probation Boards
CC: Board Treasurers, Regional Managers

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

ATTACHED: Annex A – IAPS Screen Display
 Annex B – Equality Impact Assessment Form

RELEVANT PREVIOUS PROBATION CIRCULARS

PC03/2004

CONTACT FOR ENQUIRIES

IAPS/C-NOMIS enquires Liz.calvert@noms.gov.uk or 020 7217 0505

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PURPOSE

To require Chief Officers of Probation to implement new procedures for counting the completion of accredited offending Behaviour Programmes

ACTION

Chief Officers are asked to ensure that the new method of counting completions is disseminated to relevant senior managers. This applies to completions from April 2007.

SUMMARY

In order to align NPS areas with prison-based accredited programmes and to strengthen links between interventions and Offender Managers, areas will not be able to count a completion until all the following have been completed:

- 1) Post Programme Evaluation Measures completed and
- 2) The Post programme Report completed and
- 3) Post programme Report sent to Offender manager and
- 4) Post programme Report details recorded on IAPS

This clarification in counting has been decided in consultation with the NOMS Performance Management Unit.

Introduction and background

The post programme report is an account of the offender's progress against treatment targets of the programme and identifies the offender's strengths and remaining weaknesses. It enables the facilitator to present a structured report of progress against each target, using evidence demonstrated during and outside the sessions. It should provide evidence for the level of understanding of each skill area; progress made during practice time and evidence of the individual's application of newly acquired skills.

The Post Programme Report cannot make a full assessment of risk: this is the duty of the offender manager, using OASys and other risk/needs assessment tools. The report feeds into this process by providing evidence of deficits prior to the programme, skills developed during the programme and an account of progress made. It must also identify remaining areas of skill deficit that could contribute to an increase in the risk of reoffending. It should do this by indicating the likely scenarios for relapse and by proposing what steps could be taken to overcome these. The report must link to the OASys planning and review process.

The offender manager must use the report in establishing future objectives. Facilitators should aim to evidence progress during the programme by looking to a number of sources:

1. Offender participation during sessions
2. Offender feedback on sessions and the whole programme
3. Course work, assignments and practice work
4. Self report or report from others e.g. hostel staff, UPW staff, significant others
5. Descriptions of managing real life situations
6. Baseline assessments from IAPS/OASys/PSR

The Post Programme Review meeting aims to build upon the Post Programme Report and establish specifically how progress made during a programme will be taken forward during the remainder of the offenders order or licence.

The facilitator, the offender and the offender manager should be present at the progress review meeting but other significant individuals pertinent to the case can also attend

Process

- 1) Post programme Report / Evaluation Measures completed within two weeks of the end of the core programme and recorded in IAPS. If the Post Programme Report has been prepared in IAPS, an entry will be generated in the offender contact log. The Post Programme Report phase must be completed on the offender referral document. Evaluation Measures where appropriate should be entered into IAPS and a contact log entry will be generated.
- 2) Post programme report sent to Offender manager within 3 weeks of the end of programme and recorded within the IAPS referral document. The Post Programme Phase will be used as an indication that the post programme report has been sent to the offender manager. This means that there is no longer a need to record that the post programme sessions with the offender manager have been completed.
- 3) Areas will not be allowed to double count in the change over period i.e. completions recorded up to 31 March 2007 and counted as complete under the previous procedure

UNCLASSIFIED

i.e. completed having attended the last core session but the post programme report is completed post April 2007.

- 4) is acknowledged that during this change over there may be a slow down in completions at the beginning of the financial year but we do not expect this to impinge on targets in the longer term as many areas are already under best practice completing the required documentation.
- 5) The NPD Monthly Throughput Report is being amended to take account of the new procedures and will be available when the IAPS 3.5 Reports are released.

Annex A

Completion dates for all phases have been recorded on the offender referral document.
See below.

The screenshot shows a 'Completion' dialog box with the following data:

Completion Status	Date Completed
<input checked="" type="checkbox"/> Pre-programme	15/04/2005 16
<input checked="" type="checkbox"/> Evaluation Measures-pre	21/04/2005 16
<input checked="" type="checkbox"/> Main	15/08/2005 16
<input checked="" type="checkbox"/> Evaluation Measures-post	23/08/2005 16
<input checked="" type="checkbox"/> Post-programme Report	30/08/2005 16
<input checked="" type="checkbox"/> Post-programme	21/09/2005 16

Other fields in the dialog box include:

- Authorising Team: [Empty dropdown]
- Authorised By: * DAVIES Marcus
- Date: [Empty date field]
- Comments: [Empty text area]

A green callout box points to the 'Post-programme' row with the text: "It is this field that will be used to identify completions".

A. INITIAL SCREENING

1. Title of function, policy or practice (including common practice)

PC instructing areas to take a consistent approach to counting completions of accredited programmes

2. Aims, purpose and outcomes of function, policy or practice

The aim of this PC is to direct areas to count a programme as complete when the required documentation (programme report) is sent to the respective offender manager.

3. Target groups

Who is the policy aimed at? Which specific groups are likely to be affected by its implementation? This could be staff, service users, partners, contractors.

For each equality target group, think about possible positive or negative impact, benefits or disadvantages, and if negative impact is this at a high medium or low level. Give reasons for your assessment. This could be existing knowledge or monitoring, national research, through talking to the groups concerned, etc. If there is possible negative impact a full impact assessment is needed. The high, medium or low impact will indicate level of priority to give the full assessment. Please use the table below to do this.

Equality target group	Positive impact - could benefit	Negative impact - could disadvantage H/M/L	Reason for assessment and explanation of possible impact
Women	yes		The PC is designed to ensure that all completed programmes are counted as agreed by accreditation standards.
Men	yes		As Above
Asian/Asian British people	yes		As Above
Black/Black British people	yes		As Above
Chinese people or other groups	yes		As Above
People of mixed race	yes		As Above
White people (inc. Irish people)	yes		As Above
Travellers or Gypsies	yes		As Above
Disabled people	yes		As Above
Lesbians, gay men ,bisexual people	yes		As Above
Transgender people	yes		As Above
Older people over 60	yes		As Above
Young people (17-25) and children	Yes		As Above – programme for those 18 or above only.
Faith groups			As above

4. Further research/questions to answer

As a result of the above, indicate what questions might need to be answered in the full impact assessment and what additional research or evidence might be needed to do this.

It is anticipated that this 'change' in counting will not cause too many problems as many are already doing this work as part of best practice. The key driver for the PC is that we will be operating on the same basis as programmes completed in custody.

Initial screening done by:

Name/position

Philip McNerney
Project Manager
ABT Team
NOMS ISAU

Date. 17th April 2007