

Probation Circular



PC43/2006 – C-NOMIS: IAPS DATA, PREPARATION FOR MIGRATION TO C-NOMIS

IMPLEMENTATION DATE: January 2007

EXPIRY DATE: December 2009

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

CC: Board Treasures, Regional Managers

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ATTACHED: N/A

RELEVANT PREVIOUS PROBATION CIRCULARS

N/A

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PURPOSE

To notify areas of activities required for successful migration of IAPS accredited programmes data into C-NOMIS.

ACTION

Chief Officers must ensure that:

1. All offender records that are current on or after 1 April 2005 on IAPS have a valid PNC number and can be matched to the legacy Case Management system.
2. All sentence details on IAPS for offender records that are current on or after 1 April 2005 match the legacy Case Management system data.
3. Real time data entry systems are in place before data migration starts.
4. All IAPS data for current offenders is up to date at time of migration to C-NOMIS.

SUMMARY

The circular details activities to be undertaken by areas to ensure that all offender records marked for migration to C-NOMIS match with legacy case management systems and facilitate successful migration of IAPS data into C-NOMIS.

Scope of data to be migrated to C-NOMIS

1. The objective is that IAPS Offender data will be migrated to C-NOMIS as follows:
 - For High Risk offenders, all accredited programmes data will be targeted for migration
 - For non-High Risk Offenders, accredited programmes data where the programme ended on or after 1 April 2005 will be targeted for migration

IAPS data will only be migrated to C-NOMIS where it can be traced back to the corresponding offenders in the Area's legacy Case Management system. In practice this will require that the PNC number is entered in both IAPS and the legacy system.

2. C-NOMIS is a real time data entry system. This principally relates to any events that are associated with scheduling and maintaining the offender diary such as accredited programmes, unpaid work and Drug Rehabilitation Requirement. If the programme schedule has not been created before the start date, it cannot be entered retrospectively, similarly if the offender has not been allocated (enrolled) before the start date, s/he cannot be added retrospectively.
3. It is therefore essential that Areas have their data up to date and are entering data into IAPS in real time (i.e. as the programme activity/event has occurred or as soon as possible afterwards) before data migration starts, as they will not be able to commence courses or enter attendances retrospectively.
4. Data migration from area legacy systems will utilise the following fields for matching offender details:
 - Surname
 - Forename
 - Date of birth
 - PNC number

Sentence details for an offender in IAPS and legacy case management systems must be the same in order for them to be matched correctly before data migration to C-NOMIS.

5. All data entered into IAPS up to the migration date of an area to C-NOMIS will be stored in IAPS ORACLE databases at the centre and on local area reports servers for historical data searches, research and reporting.

Mandatory actions required by areas to ensure successful migration of IAPS data to C-NOMIS

6. In order to match and merge offender data correctly between the area case management system and IAPS, areas must ensure that: a valid PNC number is present for each offender eligible for data migration to C-NOMIS¹.

Actions required:

- Start entering PNC numbers on all new IAPS records now
- Review current IAPS records for missing PNC numbers and enter missing numbers
- Make sure PNC numbers in IAPS and legacy systems match.
- Reconcile sentence data differences between local Case management systems and IAPS prior to data migration.
- Ensure that all offender data on IAPS is up to date and offenders have been allocated to courses prior to data migration

NOTE - In IAPS the Missing PNC numbers view (on the Offender navigator bar) shows which records have PNC numbers missing.

Consequences of mis-matched data for migration to C-NOMIS

7. The consequences of having data not properly matched are;
 - Failure to reconcile Sentence details will result in two legal cases in C-NOMIS. Current cases in C-NOMIS can be corrected after data migration. In historic cases the anomaly cannot be corrected.
 - Mis-matched offender data will not be loaded to C-NOMIS which may impact negatively on performance reporting and consequently performance payments.
 - Where the offender programme record is not up to date, data cannot be added retrospectively and this may have a negative impact on performance reporting in the future.

¹ The C-NOMIS data migration team is investigating the possibility of providing assistance with this by running the HO PNC database against the IAPS database in a similar way that has been applied to the legacy case management systems. The process will be subject to change request control and cannot be guaranteed approval.