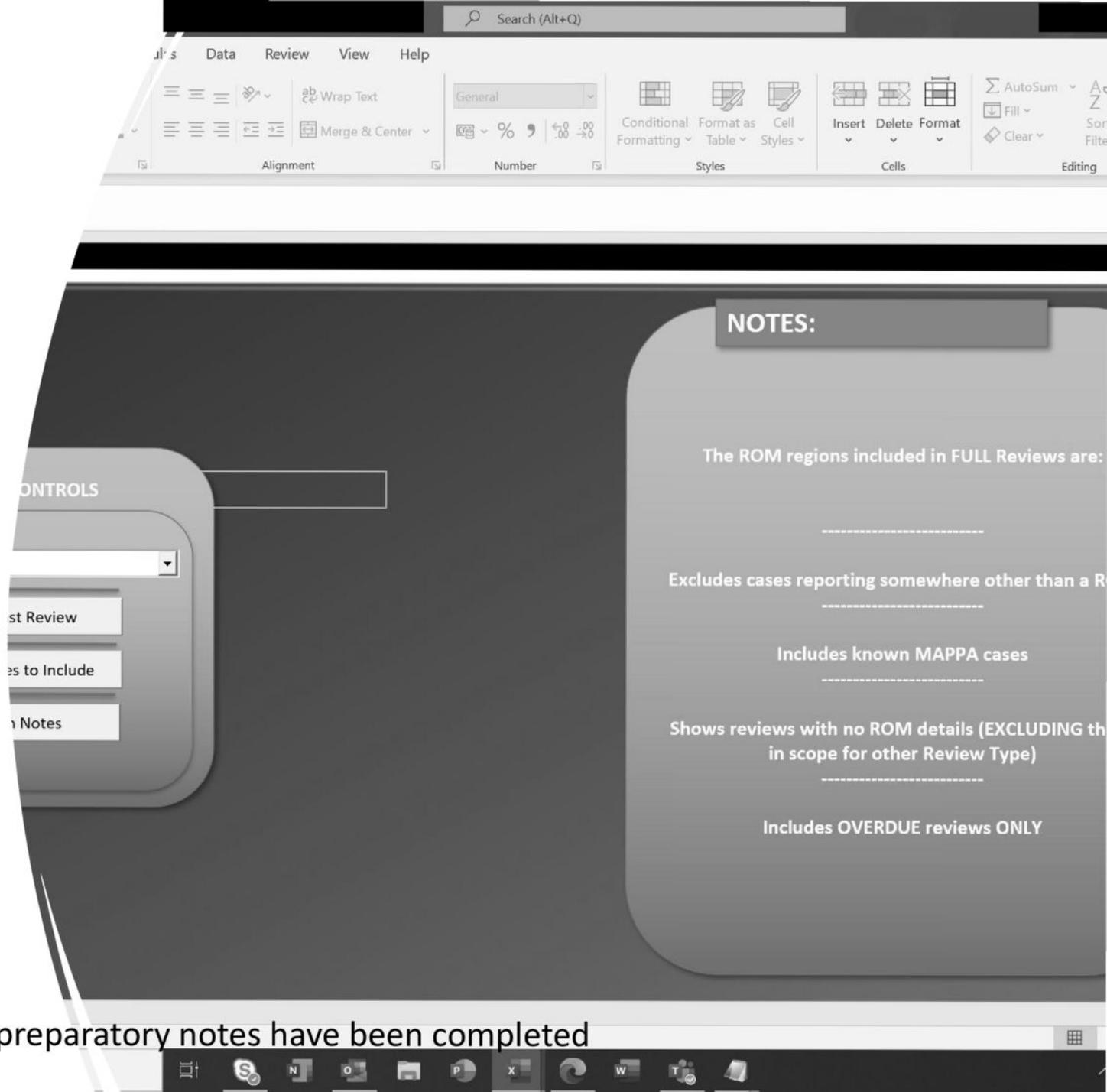


# EM Review Tool

Introduction Screen

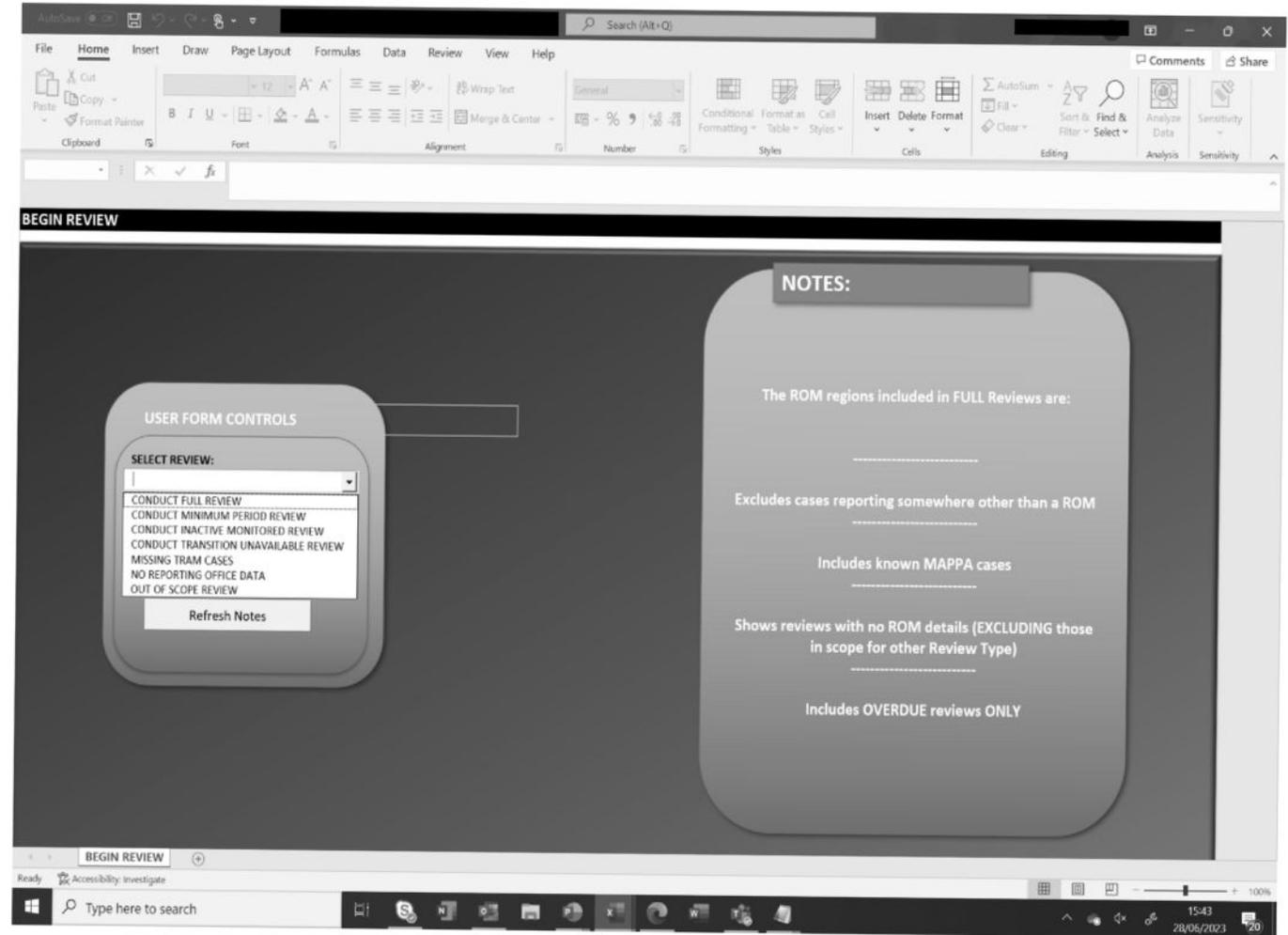


This should only be used once all preparatory notes have been completed

# Process

**The tool should only be used once all preparatory notes have been completed – See ‘Gathering Information Doc’ for further guidance.**

On the first screen you are required to select the review type required. Click on drop down box for options as shown. Generally it will be ‘Full Review’ as the other options require updates.



# Stage 1

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The option brings the pop-up screen as shown to enter the PID reference number. This is provided when you receive your allocations for review. The record set at the top is left as the default Name in alphabetic order.

The screenshot displays a software interface for conducting a full review. The main window is titled "CONDUCT FULL REVIEW" and contains several sections:

- USER FORM CONTROLS:** A panel on the left with a "SELECT REVIEW:" dropdown, "Undo Last Review" button, "Select Cases to Include" button, and "Refresh Notes" button.
- CONDUCT FULL REVIEW:** The main configuration area with a "Change Record Sort" dropdown set to "Name (Alphabetically)".
- Identify Review:** Fields for "Type PID" and "Select Name".
- ROM Reporting at is:** Fields for "ROM Region Responsible is:", "Date of Last Review:", and "Indicative date transition due:".
- Add Longest Sentence:** A dropdown menu for "years" and a "See Offending History" button. Below this are three bullet points: "\* If all Non-custodial = 0", "\* If sentence <1 year = 1", and "\* If sentence >1 year = Round down to closest # of years".
- NOTES:** A large text area on the right containing the following text:
  - The ROM regions included in FULL Reviews
  - Excludes cases reporting somewhere other than
  - Includes known MAPPAs cases
  - Shows reviews with no ROM details (EXCLUDING in scope for other Review Type)
  - Includes OVERDUE reviews ONLY
- Navigation:** "PREVIOUS", "NEXT", and "EXIT" buttons at the bottom.

The background shows a Microsoft Excel ribbon with tabs: "me", "Insert", "Draw", "Page Layout", "Formulas", "Data", "Review", "View", and "Help". The taskbar at the bottom includes a search bar and various application icons.

# Stage 2

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Once you have entered the PID the other fields will populate automatically with name and length of sentence. You can click the 'See Offending History' button for detail but this is not normally necessary as it is auto-filled on the review form created at the end.

NB: In some instances the offending history and length of sentence will not auto-populate. In these cases you will need to refer to your notes or look at the relevant documents (Bail 505/Detention Review) on Atlas to see sentencing. In cases with multiple sentences you will use is the longest single sentence not cumulative.

<REDACTED>

# Stage 3

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You will get a prompt pop-up as per screenshot which is a message stating does not meet criteria but click 'Yes' as this is a workaround for a known anomaly on the tool. This will initiate the pop-up on the next slide.

<REDACTED>

# Stage 4

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This pop-up is confirming gender, age and surname of the person you will be doing your review on. If all is complete/correct then click next to progress to next stage.

It is worth noting that if the sentence length was blank on the Stage 2 screen then your gender and name field may not be complete. In these cases click the active button next to the gender and complete the surname in the bottom field the appropriate title will be completed based on gender chosen. If you don't do this then you will end up with blanks or 'None' auto-filled on your generated review form.

<REDACTED>

# Stage 5

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Now you are prompted to complete the supplementary conditions and bail type.

**Supplementary conditions** - most cases no longer have curfews or inclusion\exclusion zones. You can check this on the daily dial in report. You will need to select the relevant option from the drop-down list.

**Bail Type** - you would only select 'Yes' if it is IJ Retained. If it was IJ Bail – Transferred to SoS or SoS Bail then you would select no.

If it is an IJ Retained case, then you would select 'No' for the second box - *'Are changes to bail conditions planned that IJ would need to approve'*.

Please note that transition to an NFD (Non-fitted device) does not require Permission (as per the Exception note in the bottom section).

<REDACTED>

# Stage 6

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This pop-up then comes up which is just a Yes\No option. This will mostly be answered as 'No' because if a challenge to EM had been received, the review would be completed by the EM Hub Legal Stream.

You can review the Notes & Communications, documents on ATLAS and search the EM Hub Legal Stream inbox to check for any challenges. Once selected it expands to the screen on the next slide.

<REDACTED>

## Stage 6 continued

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- You are now presented with a number of drop-down options.
- **Has another part of the business requested device transition** - this will more than likely be answered 'No' as it is only the EM Hub that deal with transitions at present.
- **Are there any Vulnerability/Exemptions/other reasons to consider early transition from this device?** If they have any safeguarding, recent mental health/medical concerns brought to light or have received a Positive Conclusive Grounds Decision, you would select 'Yes'. This will generate a further drop-down box included on the next slide.
- If none of the above apply then you would select 'No' and click next. You will note, as with other screens you always have the option at this stage to go back to previous or exit altogether if unsure.

<REDACTED>

## Stage 6 continued

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- **Are the reasons sufficient and suitably evidenced?** - You can select the relevant option which will bring up further screens.
- An example of this could be... Upon reviewing the detention review/safeguarding on ATLAS the FNO has previous history of mental health issues/self-harm or suicide. You could select 'No-vulnerability evidenced but does not affect capacity to comply with EM'.
- Or they have claimed EM is impacting their physical/mental health, but no medical evidence has been submitted to support this. In this instance you could select 'No – vulnerability unevidenced'.
- You can select whichever option you feel best describes the situation.
- The next slide shows what can be generated on the next screen depending on what option you select.

<REDACTED>

# Stage 6 continued

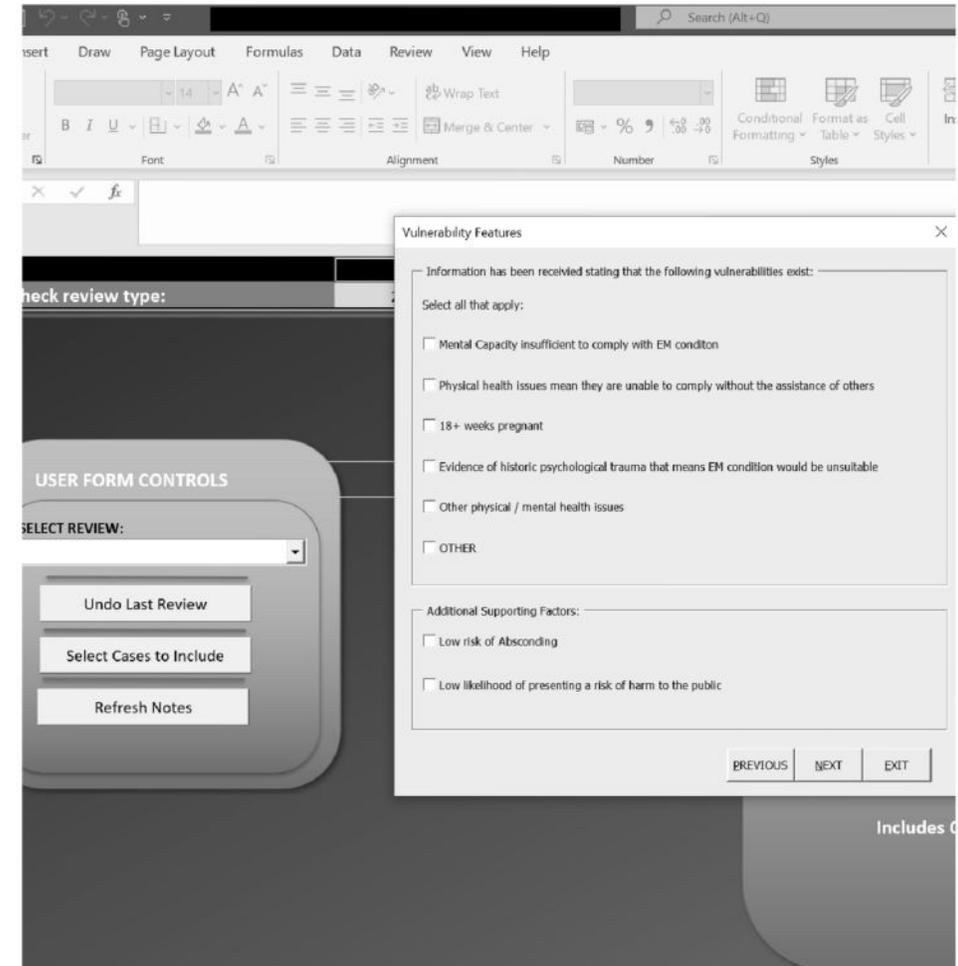
If selecting any of the following options on the previous screen:

- 'Yes - vulnerability warrants device transition & evidence provided'
- 'No - vulnerability unevidenced'
- 'No - vulnerability evidenced but does not affect capacity to comply with EM'
- 'No - vulnerability neither evidenced nor would it affect capacity to comply with EM'

This is the box that appears on the next screen. You can select the relevant option which will then auto-populate some wording on the following screen.

If you select:

- Yes - request is an instruction made by a sufficiently authorised person, then the box on the previous screen that asks 'Has another part of the business requested device transition' would need to be selected as 'Yes'. (This would only be an option if a Grade 7 or above has approved transition). This would then skip straight to the end and generate a Review Form without the need to complete any information about Compliance/Breaches etc.



The screenshot displays a software interface with a 'Vulnerability Features' dialog box open. The background shows a 'USER FORM CONTROLS' panel with a 'SELECT REVIEW:' dropdown menu and three buttons: 'Undo Last Review', 'Select Cases to Include', and 'Refresh Notes'. The 'Vulnerability Features' dialog box has a title bar with a search icon and the text 'Search (Alt+Q)'. Below the title bar is a ribbon with tabs for 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Help'. The main content area of the dialog box contains the following text and options:

Information has been received stating that the following vulnerabilities exist:

Select all that apply:

- Mental Capacity insufficient to comply with EM condition
- Physical health issues mean they are unable to comply without the assistance of others
- 18+ weeks pregnant
- Evidence of historic psychological trauma that means EM condition would be unsuitable
- Other physical / mental health issues
- OTHER:

Additional Supporting Factors:

- Low risk of Absconding
- Low likelihood of presenting a risk of harm to the public

At the bottom right of the dialog box are three buttons: 'PREVIOUS', 'NEXT', and 'EXIT'. The bottom right corner of the background interface shows the text 'Includes O'.

## Stage 6 continued

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After selecting the relevant option, you will be presented with this screen. The wording that will auto-populate is dependent on what option you selected on the two previous screens.

This is an example of what it would look like after selecting:

- No - vulnerability unevidenced
- And then
- 'Other Physical/Mental Health issues

Although the wording can be amended here, it is best practice to click 'Next' and then amend it at the end once the review form has generated (from past experiences it doesn't save any amendments to the text made at this point which means you would need to re-do at the end).

<REDACTED>

# Stage 7

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## Harm & Compliance

- Battery Breaches
- Strap Tamper Breaches
- New Offences Committed (only offences which have resulted in a court case and conviction/sentencing)
- Out of Contact Periods
- Missed Reporting Events

*(You will have gathered all this information prior to opening the tool so it should all be straightforward).*

Once inputted in the relevant fields for battery and tamper, the drop-down box below is to select if the compliance is sufficient, select Yes or No in line with the guidance. Example screen as per next slide.

<REDACTED>

# Stage 7 cont'd

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You will note the populated boxes to the right of the breaches entered, the text is essentially guidance for your decision on Yes or No.

The next section relates to 'Periods out of contact' you should select the option that is relevant to the case.

If there are periods out of contact, then you will need to complete the fields below your selection with the date \ number of instances and total number of days cumulatively. This will then generate relevant wording within the review.

Also, within this screen you need to complete the other boxes for new offences committed, missed reporting events (how many?) and then click the drop-down below in regard mitigations which has several options as shown in next slide.

If you click on the next button before you have completed all necessary fields, then you will get a prompt via a pop-up message on the screen.

<REDACTED>

# Stage 7 cont'd

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- As you can see in this example screen-shot I had selected no periods out of contact, so fields below it remain blank
- The drop-down at the bottom of the screen is as referenced whether mitigations have been received for periods out of contact or missed reporting events.
- Once you are happy all is complete you will click next.
- Again, if all fields are not complete you will get a prompt and the required fields will be highlighted.

<REDACTED>

# Stage 8

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This is the pop-up you are presented with if you have no instances of periods out of contact and missed reporting events are within allowable numbers for relevant harm tier (this is calculated in the background).

**Removal Imminent** - relates to barriers, if the FNO has barriers to removal then this would be answered as 'No'. If they are barrier free you would select 'Yes'.

**Caseworker requested monitoring** - this is answered as 'No'

*Continuation on next slide*

<REDACTED>

# Stage 8 – cont'd

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## **Other risks deemed so high that decision is to maintain monitoring**

Here you are presented with options on the drop-down list.

Select the relevant option to your case.

If there are no 'High risk' elements and you want to maintain EM, then you would select 'Other'.

**MAPPA Case** – If not subject to Mappa select the 'No' box. If 'Yes' then you need to select the relevant option from drop-down below also. (Generally, as you have elected to maintain the existing monitoring then you would select the bottom option on the drop-down as no change will be happening)

<REDACTED>

# Stage 9

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This is the final pop-up you are presented with before production of the Excel Review Form.

- The Decision Recommendation at the top is the decision the tool has generated based on everything filled out previously.
- If the box is highlighted in RED this means the tool recommends to maintain EM by way of a fitted device
- If the box is highlighted in GREEN this means the tool recommends that the FNO is suitable for Transition to a Non-Fitted Device.
- The drop-down box next to this presents you with a number of options in relation as to what you want to do next (as per next slide).

<REDACTED>

# Stage 9 cont'd

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- If you agree with the decision recommended by the tool, then you would select the top option and then edit anything required in the Excel form. If not, then select the relevant option and proceed as required.
- If proceeding with the decision, you need to select your name from the 'Reviewed By' drop-down box. If your name is not in there, then you can simply type your name then click the Generate Review Form button.
- Note, if you do type in your name the form does not recognise it and so thinks the field is empty and gives you a pop-up prompt as per next slide.

<REDACTED>

# Stage 9 cont'd

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- Simply click 'Yes' to continue
- You will then get a prompt to add to Review Form – click OK
- The next pop-up prompt for things to check and reminded to expand some fields on the form so all text is visible.
- The final pop-up prompt will be for a Bail 206 generation and the main response to this will be 'No'
- The tool then generates the Excel Review Form for edit \ update with relevant data.

<REDACTED>

# Final Stage – Review Form

This is how the review form will look once populated. Most things pull through based on previous selections throughout the review tool process, however, below are the things you will need to manually input:

- HO Reference
- Address

If you previously entered that they had no breaches then these boxes will show blank. You can add '0' in to these.

If the tool was unable to locate the FNO at the beginning, then the offending history will be blank, you would obtain the full offence history from the Detention Review/Bail 505 and copy this into that box.

Please ensure that you check all fields are correctly completed and that the information is consistent throughout especially in relation to compliance.

<REDACTED>

The wording generated in the 'Compliance and Behaviour Assessment' and the 'Consideration' sections will differ depending on their compliance and decision given by the tool. These can be manually amended and additional information added that you feel will benefit the review.

Despite the tool asking previously if removal is imminent, there isn't a specific box to include any barriers, for best practice you can add these into the consideration box.

Once completed, save the Review to your desktop in the below format:

EM Review \_FNO Name\_ PID\_Date