

Document History

Version Number	Release Date	Author	Description
v1	25/01/2019	<div></div>	Based on the anticipated release features of IPIC for ISD
v2	11/02/2019		Changes made following IPIC interaction designer and business analyst review and comments
v3	18/02/2019		Changes made following IPIC product owner review and comments <div></div> recommendation criteria included

Contents Page

- **ISD Case Reviewer**
 - [REDACTED] - 5
- **ISD Manager – 10**
 - Accepted – 11
 - Rejected – 14
- **Reports - 18**

Review

Recommended



ISD Case Reviewer starts here

When you log on to IPIC, you will get one of the 2 screens below,


Identify and prioritise immigration cases

[Review](#) [Reports](#)

This month's review is complete

[This month's] data set has already been created.

Ask your manager to find out if it's been shared with departments.



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ALL

This screen means there are no cases to review.

OR

Identify and prioritise immigration cases

[Review](#) [Reports](#)


Review

[Accepted](#) [Rejected](#)

These must be completed before [this month's] data set can be shared.

[Get case](#)

Last updated: 12 Jan 2019



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ISD Case Reviewers

This screen means there are cases available to review, click '**Get Case**'

ISD Managers

You can either

- review cases, click '**Get Case**'
- dip sample the already accepted and rejected cases if any, click '**Accepted**' or '**Rejected**'



Identify and prioritise immigration cases

Review

Reports

Back to Recommended

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability

Accept

Reject

Person details

Full name

Home Office reference

Person ID

Date of birth


Country of nationality

Gender

Red notice status

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Case Details and Decisions

After clicking 'Get Case', on the screen that comes up there is a menu on the left side of the page.

There are 2 types of information on the menu.

Above the line are case details to be reviewed and used in addition to CID, CRS and the ISD flow guidance notes to inform the decision on how to proceed with the case

Below the line are two decisions – Accept and Reject

Under the individual's name are the IPIC is recommending a case can be shared with..

The criteria for this recommendation(s) are as follows:

-
-
-



Decision: Accept

Identify and prioritise immigration cases

Review

Reports

[← Back to Recommended](#)

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability

Accept

Reject

Person details

Full name

Home Office reference

Person ID

Date of birth

Country of nationality

Gender

Red notice status



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If after reviewing the case details in IPIC, CID, CRS and using the ISD flow guidance notes the decision is that the case is suitable for sharing with the relevant government agency.

click **'Accept'** from the menu on the left.

Identify and prioritise immigration cases

Review


Reports

[← Back to Recommended](#)

Accepted

[View accepted cases](#)

[Get next case](#)



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Confirmation

This screen confirms that the case has been accepted (so is suitable for sharing).

Click the **'Get Next Case'** link..

Decision: Reject

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability

Accept

Reject

Why do you want to reject this?



Details
Explain your reason(s).

500 characters remaining

Submit

If after reviewing the case details in IPIC, CID, CRS and using the ISD flow guidance notes the decision is that the case is NOT suitable for sharing with [REDACTED]

click **'Reject'** from the menu on the left.

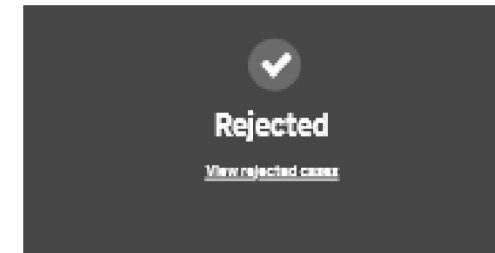
You then either select all the reasons that apply from the list of rejection reasons or select 'reason not listed'.

Using the 'Details' text box – Please give further detail to support selected option(s). Once happy....Click **'Submit'**

Identify and prioritise immigration cases

Review Reports

[Back to Recommended](#)



[Get next case](#)

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Confirmation

This screen confirms that the case has been rejected (so is NOT suitable for sharing).

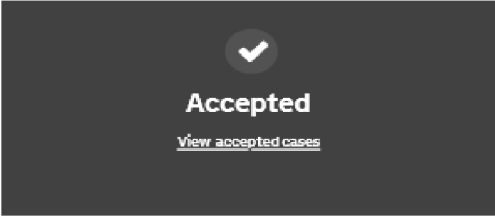
Click the **'Get Next Case'** link..

ISD Case Reviewer ends here

Identify and prioritise immigration cases

[Review](#) [Reports](#)

[← Back to Recommended](#)



Accepted


[View accepted cases](#)

All cases have been reviewed.

You can now:

- check and change case decisions
- find out if this month's data set is ready

[Continue](#)



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Confirmation

This screen confirms that [REDACTED] has been accepted/rejected (depending on your decision – the screen above is an example) and all cases have been reviewed.

Click the '**Continue**' link..

Identify and prioritise immigration cases

[Review](#) [Reports](#)


All cases have been reviewed

Your last case has not been submitted.

You can now:

- check and change case decisions
- find out if this month's data set is ready

[Continue](#)



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This screen also means [REDACTED] has been reviewed.

Click the '**Continue**' link..



ISD Manager starts here

Identify and prioritise immigration cases

Review Reports

Review

[Redacted]

All cases have been reviewed

You can still check and change accepted and rejected cases.

☐ By ticking this box, you confirm the case decisions are correct. You cannot change them after this point.

Approve case decisions

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After clicking 'Continue', this screen comes up:

ISD Case Reviewers

It means there are no more cases to review.
Please inform your manager of the message on the screen.

ISD Managers

- Dip sample the already accepted and rejected cases, click '**Accepted**' or '**Rejected**'
- If happy with the case decisions,
 - **AND** [Redacted] Please contact the IEBR team informing them that too many cases have [Redacted]
 - **AND** [Redacted] tick the box to confirm case decisions are correct and click '**Approve case decisions**'




Identify and prioritise immigration cases

Review
Reports

All cases have been reviewed

You cannot get this month's data set because too many cases have been rejected.

The manager should escalate as per current guidance.



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ISD Case Reviewers

This screen means there are no more cases to review.
Please inform your manager of the message on the screen.

ISD Managers

Please contact the IEBR team informing them that too many cases have been rejected

OR

Identify and prioritise immigration cases

Review
Reports

Reports

[This month]'s data set

[Download file \(.xls\)](#)

MI report

From

1 September 2018

To

30 November 2018

Create report

Person report

Enter a Person ID (PID) to check if their details have ever been shared with other government departments.

PID

For 'This Month's data set'

Click the '**Download File**' link..

This will download an excel spreadsheets with all the cases recommended by IPIC for sharing.

Please note that any cases rejected during the review [REDACTED] [REDACTED] NOT be included in the downloaded data set.

Review

Accepted





List of Accepted cases

The Accepted Tab will show all accepted cases (cases accepted as suitable for sharing).

ISD Case Reviewers

Come to this list to change your decision about a case from 'accept to reject'.

ISD Managers

Come to this list to dip sample the already accepted cases and either leave the case accepted or reject if required.

To review a case, you can either click **on the Individual's name** from the accepted cases list or find a particular case by searching the 'Person ID using 'ctrl+f' .



Case Details and Decisions

On the screen that comes up there is a menu on the left side of the page.

There are 2 types of information on the menu.

Above the line are case details to be reviewed and used in addition to CID, CRS and the ISD flow guidance notes to inform the decision on how to proceed with the case

Below the line is one decision - Reject

Identify and prioritise immigration cases

Review

Reports

[Back to Accepted](#)

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability


Reject

Details

Explain your reason(s).

500 characters remaining

Submit



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If after reviewing the case details in IPIC, CID, CRS and using the ISD flow guidance notes the decision is that the case is NOT suitable for sharing with [REDACTED]

click **‘Reject’** from the menu on the left.

Then either select all the reasons that apply from the list of rejection reasons or select ‘reason not listed’.

Using the ‘Details’ text box – Please give further detail to support selected option(s). Once happy....Click **‘Submit’**



Immigration Enforcement

Decision: Reject

Identify and prioritise immigration cases

Review

Reports


[Back to Recommended](#)

✓

Rejected

[View rejected cases](#)

[Get next case](#)



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Confirmation

This screen confirms that the case has been rejected (so is NOT suitable for sharing).

Review

Rejected



Identify and prioritise immigration cases

Review

Reports

Review

Rejected



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List of Rejected cases

The Rejected Tab will show all rejected cases (cases rejected as NOT suitable for sharing).

ISD Case Reviewers

Come to this list to change your decision about a case from 'reject to accept'.

ISD Managers

Come to this list to dip sample the already rejected cases and either leave the case rejected or accept if required.

To review a case, you can either click **on the Individual's name** from the rejected cases list or find a particular case by searching the 'Person ID using 'ctrl+f' .

Identify and prioritise immigration cases

Review

Reports

4 Back to Rejected

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability

View rejection reasons

Accept

Person details

Full name

Home Office reference


Person ID

Date of birth

Country of nationality

Gender

Red notice status



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Case Details and Decisions

On the screen that comes up there is a menu on the left side of the page.

There are 2 types of information on the menu.

Above the line are case details to be reviewed and used in addition to CID, CRS and the ISD flow guidance notes to inform the decision on how to proceed with the case

Below the line are two decisions – View rejection reasons and Accept

Identify and prioritise immigration cases

Review Reports

[← Back to Rejected](#)

[Redacted]

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability

View rejection reasons

Accept

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If after reviewing the case details in IPIC, CID, CRS and using the ISD flow guidance notes the decision is that the case's rejection reason(s) needs to be reviewed/updated.

click on '**View Rejection Reasons**' from the menu on the left.

On the reasons for rejecting the case screen that comes up; you can review the rejection reason(s) and details.

If happy.. Use the '**Back to rejected**' link at the top left to return to your list of rejected cases

If not happy... Click on the '**Edit these details**' link

Decision: View Rejection Reasons

Identify and prioritise immigration cases

Review Reports

[← Back to Rejected](#)

[Redacted]

Person details

Documentation

Reporting details

Barriers

Harm

Family status

Vulnerability

View rejection reasons

Accept

Details
Explain your reason(s).

500 characters remaining

Update

[Go back and don't update](#)

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On the edit screen you can change the rejection reason(s) that have been selected from the list and details in the textbox.

Once you change the selected reasons and/or details, click '**Update**'.

If you don't want to change any information, click on '**Go back and don't update**' which will take you back to the previous screen.

Identify and prioritise immigration cases

Review Reports

[← Back to Rejected](#)

Person details	Person details
Documentation	Full name
Reporting details	Home Office reference
Barriers	Person ID
Harm	Date of birth
Family status	Country of nationality
Vulnerability	Gender
View rejection reasons	Red notice status
Accept	

If after reviewing the case details in IPIC, CID, CRS and using the ISD flow guidance notes the decision is that the case is suitable for sharing with the relevant government agency.


click **'Accept'** from the menu on the left.

Decision: Accept

Identify and prioritise immigration cases

Review Reports

[← Back to Rejected](#)



Accepted

[View accepted cases](#)

[Get next case](#)

Confirmation

This screen confirms that the case has been accepted (so is suitable for sharing).



Reports



This Month's data set, MI report and Person report

When you click on / get directed to the Reports tab, you will get one of the 2 screens below,

Identify and prioritise immigration cases

[Review](#) [Reports](#)

Reports

[This month]'s data set

[Download file \(.xls\)](#)

MI report

From

1 September 2018

To

30 November 2018

Create report

Person report

Enter a Person ID (PID) to check if their details have ever been shared with other government departments.

PID

Identify and prioritise immigration cases

[Review](#) [Reports](#)

Reports

MI report

From

1 September 2018

To

30 November 2018

Create report

Person report

Enter a Person ID (PID) to check if their details have ever been shared with other government departments.

PID

SCREEN 1

For 'This Month's data set'

Click the '**Download File**' link..

This will download an excel spreadsheets with all the cases recommended by IPIC for sharing.

Please note that any cases rejected during the review of [REDACTED] will NOT be included in the downloaded data set.

SCREEN 2

Without 'This Month's data set'

On both screens, You can

- Create an MI report – Select your required date range and click '**Create report**'. This will create a link to download the requested report. This report will include all cases and their IPIC journey within the date range requested.
- Person report – Is able to use a PID to check if an individual has ever been recommended by IPIC for sharing with [REDACTED] and the month/year of sharing.