OMiC Team v8

**OMiC Case Allocation – Quick Guide**

This guidance is relevant to England and Wales

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| **Step 1** | Search for the individual (normal process) |
| **Step 2** | If the person is not known – complete offender details and add new event (normal process)If the person is known – check that the existing details remain accurate and update as necessary |
| **Step 3** | The CAS screen on Delius will be auto-populated using information that has already been inputted into the system.* The CAS will continue to show the case allocation as either ‘Retained/Enhanced Resourcing’, denoting allocation based upon legacy NPS allocation criteria, or ‘Allocated/Normal Resourcing’, denoting allocation based upon legacy CRC allocation criteria.
* The above terminology has been retained due to its interface with well-established OMiC processes.
* Cases recorded as being managed by a Wales PDU will all default to ‘Retained/Enhanced Resourcing’, reflecting that Wales remains an early adopter of the resettlement model.
* The RSR and OSP scores must still be entered manually onto the CAS screen by the assessor.
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| **Step 4** | **Case Allocation on Delius** Allocate to the **PDU OMIC record** if the following applies:* Legacy NPS (Retained/Enhanced Resourcing) and sentenced to 20 months + custody
* Legacy CRC (Allocated/Normal Resourcing) and sentenced to 24 weeks + custody

In terms of choosing the right OMIC team to allocate to, this should be the OMIC team which mirrors the live area the individual is resident in, NOT the prison they have gone to. This will ensure that the case is linked to the correct community office for automatic handover without attracting workloads measurement points. Allocate to **PDU** where they reside if the following applies:* Legacy NPS (Retained/Enhanced Resourcing) and sentenced to under 20 months custody - these individuals will require immediate COM allocation.
* Legacy CRC (Allocated/Normal Resourcing) and sentenced to under 24 weeks custody - these individuals will require immediate COM allocation.
* Recalled case (Recalled on current sentence and appearing before the court on new matters and receives a concurrent sentence. These remain with the existing Community Offender Manager, as the COM needs to complete Part B/C reports for the Parole Board).
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| **Step 5** | **Allocation complete** |