

# Advice Note: 22082022 – Automatic Releases and Return to Custody in NDelius for Adult Licences

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## Introduction

This Advice Note provides all Probation Staff information on automated releases within NDelius.

## Background

When a person is released from a particular institution a release record is created in NOMIS along with the reason for release, dates and other relevant details.

NDelius users are currently reliant on a manual process to add the release information to NDelius by re-keying the same information.

This process is labour-intensive and results in only half of all releases being recorded in the first 24hrs after release and there being missing dates every month. It is thought that replacing the manual re-keying process with an automated data transfer will result in improved data quality and reduced workload overhead when cases are in an incorrect state at the point of recall, termination, or transition to the PSS Period.

This process aims to improve:

- The timeliness of recording
- A reduction of the number of missing release dates per-month
- A reduction of the incorrect release dates in NDelius
- A reduction in the number of hours spent on updating and checking release dates in NDelius
- Actuate Prison Locations post Return to Custody

What it currently won't do at present:

- **Add Licence Conditions** – this will still require manual entry into NDelius but the automatic addition of licence conditions as recorded in the Create and Vary a Licence service is planned as a future improvement that this change will enable.
- **Any other type of release i.e. ROTL, Release to IRC** – these will still require a manual input
- **Guarantee to capture all release** – some conditions, such as multiple custodial events, currently defeat the automation, although once the service is live we will look to continually improve it to pick up more and more of the exceptions over time.

**Note** - The Release Diary will continue to show all those cases that have an Expected Release Date stored within the Throughcare section of the custody sentence. Therefore, the Community Practitioner will see be aware of who is due for release at any given time. Refer to CRI012 – Throughcare and Briefing Note 23 – Introduction to Automated DSS for full guidance.

## What automation service will do - Releases

When a release is triggered within NOMIS it will send the relevant information to NDelius and will update the following areas:

- The NDelius Header Bar - updates the Date of Release

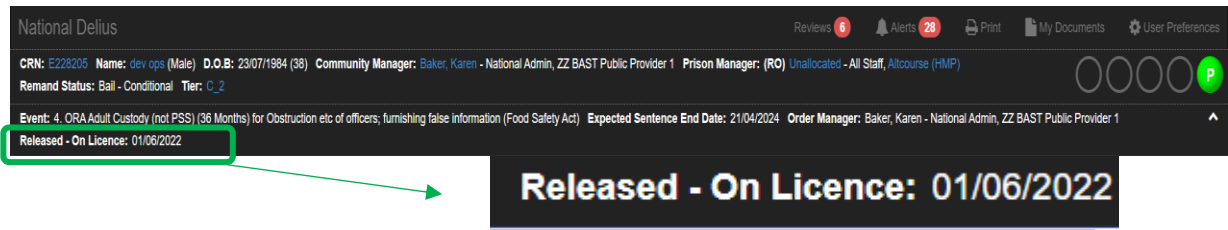


Figure 1 - Header Bar

- Event Details screen

**TERMINATION DETAILS**  
**Calculated Expected End Date:** 21/04/2024  
**Entered Expected End Date:**  
**Terminated:**  
**Termination Reason:**  

**Release Date:** 01/06/2022  
**Release Reason:** Adult Licence

**Return To Custody Date:**  
**Return To Custody Reason:**

**CPS DOCUMENTS**  
**CPS Pack Date:** There are no CPS Documents. [upload](#)

Figure 2 - Event Details screen

- Throughcare Details screen

Throughcare Details

THROUGHCHARE DETAILS

**Current Status:** Released - On Licence

**Status Date:** 01/06/2022

**Current Location:** In the Community

**Location Start Date:** 01/06/2022

**NOMS Number:**

**Prisoner Number:**

**Parole Number:**

**Community Practitioner:**

**Telephone Number:**

**Prison Officer:**

**Telephone Number:**

THROUGHCHARE DATES

**Sentence Date:** 22/04/2021

**Release Date:** 01/06/2022

**Previous Release Date:** 25/05/2022

**Return To Custody Date:** 29/05/2022

**Sentence Expiry Date:**

**Licence Expiry Date:**


Figure 3 - Throughcare screen

- Throughcare History screen

30/06/2022	Change Prison Location	In the Community
30/06/2022	Throughcare Status Change	Released on Licence

Figure 4 - Throughcare History details

- Contact Log


4 - ORA Adult Custody (not PSS)

01/06/2022 00:00
Release from Custody

Service, N [view](#)

Notes:

Release Type: Release Type: Adult Licence

Figure 5 - Contact List screen

In addition, there will also be a corresponding NOMIS Case Note added to NDelius at the point of release from NOMIS.

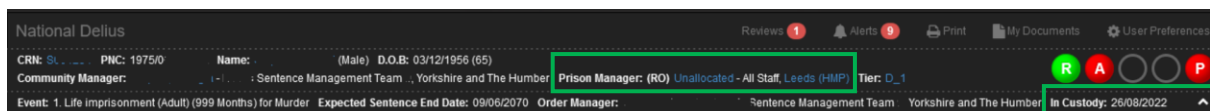
## What the automation will do – Return to Custody

At the same time, just as change of custody locations are automatically updated into NDelius already, admissions for the reason of recall will also now come through for the simple case of setting a prison location following a recall. As with other automated processes this has limitations and so will not cope with all possible conditions at this time, but in most cases, this will record the return to custody following recall and will immediately provide information on where the person recalled is now in custody.

Just as when a recall is manually entered, licence conditions will be end-dated for the reason of Recall because of this update. The update will be recorded on the day and so if you find by other means about a previous return to custody, please record that as usual. The system is imperfect, but it should add benefit through timely recording in most cases and it will improve over time.

The Following updates will be carried out in NDelius:

- NDelius Header – After automatic Return to Custody



The screenshot shows the NDelius header for a user. Key fields include: CRN: 197510, PNC: 197510, Name: (Male), D.O.B: 03/12/1956 (65), Community Manager: Sentence Management Team, Yorkshire and The Humber, Prison Manager: (RO) Unallocated - All Staff, Leeds (HMP), Tier: D\_1, Event: 1 Life Imprisonment (Adult) (999 Months) for Murder, Expected Sentence End Date: 09/06/2070, Order Manager: Sentence Management Team, Yorkshire and The Humber, and In Custody: 26/08/2022. The 'In Custody' field is highlighted with a green box.

Figure 6 - NDelius Header – After automatic Return to Custody

- Event Details – after automatic Return to Custody



The screenshot shows the 'TERMINATION DETAILS' section of the NDelius interface. It includes fields for: Calculated Expected End Date: 09/06/2070, Entered Expected End Date, Terminated, Termination Reason, Release Date: 26/07/2012, Release Reason: Adult Licence, Return To Custody Date: 26/08/2022, and Return To Custody Reason: Notified by Custodial Establishment. The 'Return To Custody' section is highlighted with a green box. Below this is the 'CPS DOCUMENTS' section, which shows 'CPS Pack Date: There are no CPS Documents.' and an 'upload' button.

Figure 7 - Event Details – after automatic Return to Custody

- Throughcare Details - after automatic return to custody

Community Manager: Sentence Management Team Yorkshire and The Humber Prison Manager: (RO) Unallocated - All Staff, Leeds (HMP) Tier: D\_1

Event: 1. Life imprisonment (Adult) (999 Months) for Murder Expected Sentence End Date: 09/06/2070 Order Manager: Sentence Management Team Yorkshire and The Humber In Custody: 26/08/2022

### Throughcare Details

THROUGHCHARE DETAILS

Current Status: In Custody  
Status Date: 26/08/2022  
Current Location: Leeds (HMP)  
Location Start Date: 26/08/2022  
NOMS Number: A2938AC  
Prisoner Number: T05382  
Parole Number:

### THROUGHCHARE DATES

Sentence Date: 10/03/1987  
Release Date: 26/07/2012  
Previous Release Date:  
Return To Custody Date: 26/08/2022  
Sentence Expiry Date:  
Licence Expiry Date:

### PRISON MANAGER

Current/Latest Prison: Leeds (HMP)  
Team: All Staff  
Prison Offender Manager: Unallocated  
Contact Email:  
Contact Phone:  
Date Allocated: 26-Aug-2022  
Allocation Reason: Automatic Transfer

### ADDITIONAL THROUGHCHARE DATES

Figure 8 - Throughcare Details - after automatic return to custody

- Licence Conditions – terminated

Licence Conditions					
Imposed (Release) Date	Description†	Commenced	Terminated	Manager	
10/03/1987	ETE Vocational Skills		26/08/2022	Unallocated - ZZ_Awaiting Reassignment, North East Region	<a href="#">view</a> <a href="#">update</a>
10/03/1987	ETE Employment Prep	19/10/2012	26/08/2022	Unallocated - ZZ_Awaiting Reassignment, Yorkshire and The Humber	<a href="#">view</a> <a href="#">update</a>

Figure 9 - Licence Conditions – terminated

- Contact Log entry

1 - Life imprisonment (Adult) 26/08/2022 00:00 Recall / Return to Prison N [view](#) [update](#)

Notes:  
Comment added by National User on 26/08/2022 at 11:36  
Reason for Recall: Notified by Custodial Establishment

Figure 10 - Contact Log entry

- Contact Viewed

This will default to alert the PP via the alerts diary and can be removed in the normal way

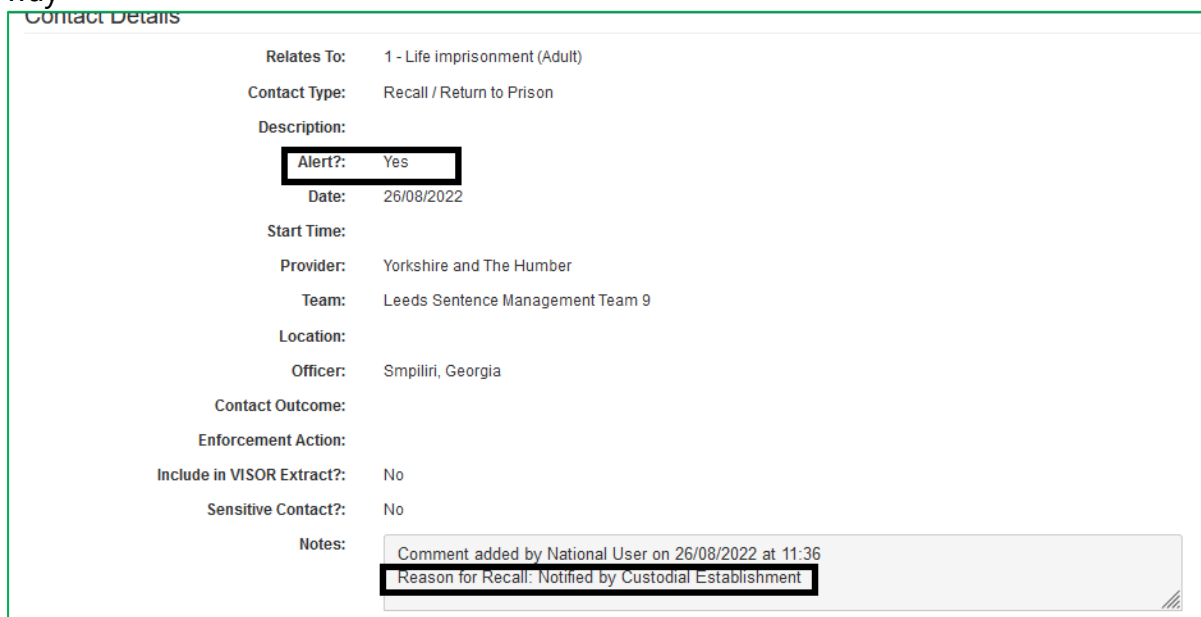


Figure 11 - View Contact entry

## FAQs

### Q1 – Why has my case not been released automatically as expected?

A1 – issue with NOMIS Number i.e. missing in NDelius, a duplicate NOMIS entry on another case record, case was not released from Prison.

### Q2 – What should I do if a release has been missed?

A2 – Manually record the release as you did previously. Refer to CRI030 – Throughcare for full details to do this.

### Q3 – What if I believe the release information to be incorrect?

A3 - Raise an incident via the Tech portal for incident management teams to investigate.

### Q4 – How can I feedback<sup>1</sup> on the service as it is currently developed?

A4 – Please use the 'Feedback<sup>2</sup>' button on the NDelius Home screen.

<sup>1</sup> This is not for issues or queries, just user feedback on the current functionality.

<sup>2</sup> Available in NDelius from the 4<sup>th</sup> September 2022

## Contacts

For queries relating to the process described in this Advice Note please contact:

**[NDeliusqueries@justice.gov.uk](mailto:NDeliusqueries@justice.gov.uk)**