



HM Prison &
Probation Service

Manage incentives on DPS

User guide



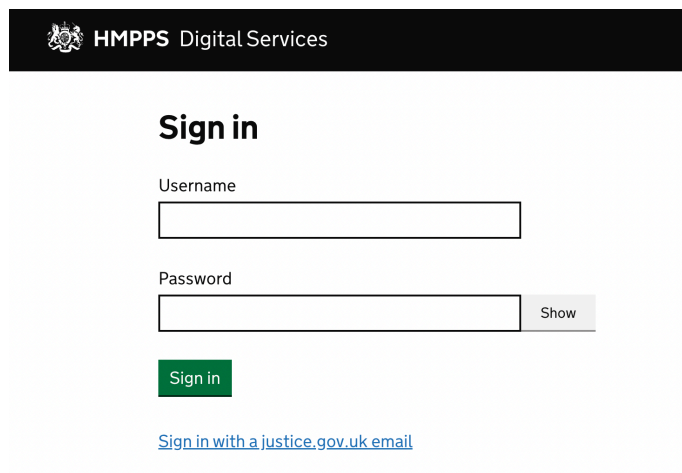
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How to access Manage incentives on DPS

1. Sign in to DPS.

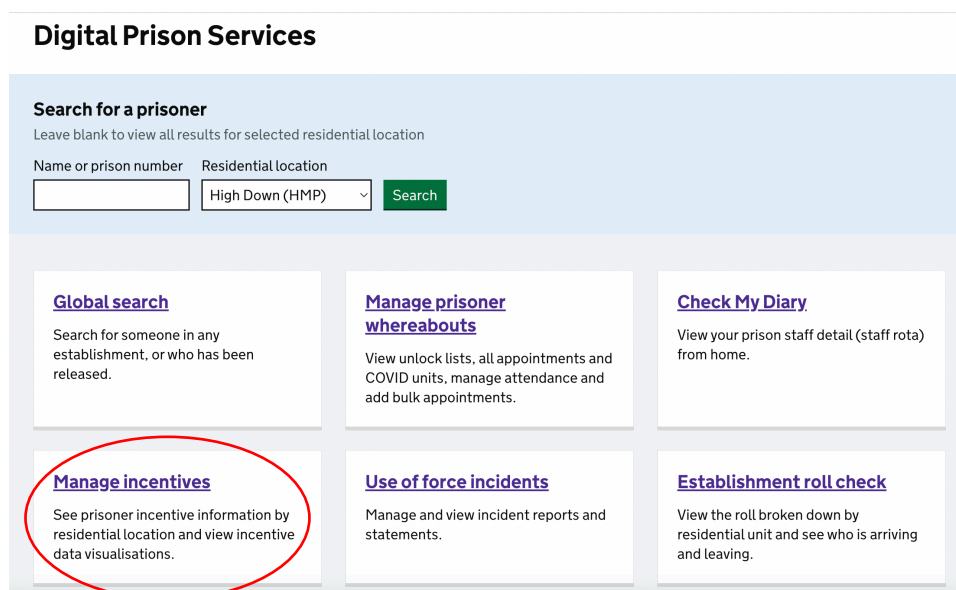
You can access DPS via the icon on your desktop.



The image shows the HMPPS Digital Services sign-in interface. At the top, there is a black header with the HMPPS logo and the text "HMPPS Digital Services". Below this, the heading "Sign in" is displayed. There are two input fields: "Username" and "Password". The "Password" field has a "Show" button next to it. Below the input fields is a green "Sign in" button. At the bottom, there is a link that says "Sign in with a justice.gov.uk email".

2. Select the Manage incentives card.

Your screen may look different, depending on which services you have access to.



The image shows the "Digital Prison Services" dashboard. At the top, there is a section titled "Search for a prisoner" with a subtext "Leave blank to view all results for selected residential location". Below this, there are two input fields: "Name or prison number" and "Residential location". The "Residential location" field has a dropdown menu showing "High Down (HMP)". There is a green "Search" button. Below the search section, there are six cards arranged in a 2x3 grid. The first card is "Global search" with the description "Search for someone in any establishment, or who has been released." The second card is "Manage prisoner whereabouts" with the description "View unlock lists, all appointments and COVID units, manage attendance and add bulk appointments." The third card is "Check My Diary" with the description "View your prison staff detail (staff rota) from home." The fourth card is "Manage incentives" with the description "See prisoner incentive information by residential location and view incentive data visualisations." This card is circled in red. The fifth card is "Use of force incidents" with the description "Manage and view incident reports and statements." The sixth card is "Establishment roll check" with the description "View the roll broken down by residential unit and see who is arriving and leaving."

3. From the Manage incentives page, select Manage incentive reviews.

Manage incentives

Incentive levels by prisoner

[Manage incentive reviews](#)

See and record incentive levels, recent behaviour entries and overdue reviews for prisoners in your residential location.

Data visualisations

[Incentive levels and behaviour entry charts](#)

Data visualisation for incentive levels and behaviour entries at establishment level, including protected characteristics.

[Prison group and national charts](#)

Data visualisation for incentive levels, behaviour entries and protected characteristics prison group and national level.

[About the data visualisations](#)

Information on how we collect, group and analyse data for the Manage incentive charts.

4. Choose your location and select Continue.

View by residential location

Select a location

Continue

You are now in the Manage incentive reviews tool:

Manage incentive reviews

A wing [Select another location](#)





Overdue reviews

Basic	Standard	Enhanced
0	2	29

Prisoner details and review status

Review dates are calculated according to national incentives policy.

Your local policy may require more frequent reviews.

Basic (0)			Standard (10)		Enhanced (61)	
Name and prison [†] number	Next review [▲] due by	Days since last review	Positive [†] behaviours since last review (up to 3 months)	Negative [†] behaviours since last review (up to 3 months)	Additional [†] information	
 Andrews, Mark A1235HG	12 Jun 2022 15 days overdue	20 days ago	<u>3</u>	<u>3</u>		
 Burnett, Tom B1234AB	10 Jul 2022 3 days overdue	20 days ago	<u>3</u>	<u>3</u>	ACCT open	
 Collins, Steven C1234AB	10 Aug 2022	0 days ago	<u>0</u>	<u>0</u>		
 Andrews, Mark A1235HG	13 Aug 2022	25 days ago	<u>1</u>	<u>1</u>		

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How to record an incentive level

1. Start from the prisoner's profile page. You can access this in different ways:
 - a. From the DPS homepage, type in a prisoner's name and select Search. Choose the prisoner from the list of search results to get to their profile.

Digital Prison Services

Search for a prisoner
Leave blank to view all results for selected residential location

Name or prison number	Residential location	
<input type="text"/>	<input type="text" value="High Down (HMP)"/>	<input type="button" value="Search"/>

- b. From the Manage incentive reviews table, select a prisoner's name and number to get to their profile.

Manage incentive reviews

A wing [Select another location](#)

Overdue reviews

Basic

0

Standard

2





Enhanced

29

Prisoner details and review status

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2. From the prisoner's profile, find the Incentive level and select View details.

Andrews, Mark



Prison number
G2911GC

Category
Cat C
[View category](#)

Incentive level
Basic
[View details](#)

Location
B-4-009
Leeds (HMP)
[View details](#)

CSRA
Standard - 10/05/2022
[View details](#)

Alerts
2 active, 12 inactive
[View alerts](#)

Key worker
John Smith
Last session
19 July 2022

Prison Offender Manager
David Mason

Add a case note

Add an appointment

Report use of force

3. When you're ready to record the outcome of a review, select the Record incentive level button.

Incentive level details for Mark Andrews

Current incentive level
Basic

Next review due by
16 December 2022
15 days overdue

Record incentive level

View by

Establishment

All

Incentive level

All

Date from

DD/MM/YYYY

Date to

DD/MM/YYYY

View

[Clear](#)

Incentive level history

Date and time	Incentive level	Reason for recording	Establishment	Staff member
24 Jul 2022 - 09:06	Basic	Review triggered following 2x behaviour warnings and pattern of poor behaviour - Lowered to Basic	Leeds (HMP)	Susan Robinson
3 September 2021 - 10:01	Standard	Not entered	Leeds (HMP)	Susan Robinson

4. Choose the incentive level and enter your reason into the text box.
Select Save to record the entry.

Record Mark Andrews' incentive level

Current incentive level

Basic

Record an incentive level

This could be a change in level, or keeping the prisoner at the same level

- ☐ Basic (current level)
- ☐ Standard
- ☐ Enhanced
- ☐ Enhanced 2
- ☐ Enhanced 3

Reason for recording

Add any details you'd like to support your decision

You have 240 characters left

[Save](#) [Cancel](#)

5. You will get a confirmation screen with the 'next review due by' date calculated.

**Mark Andrews' incentive level is
set to Standard**

Their next review is due by
30 August 2023

How review dates are calculated

The review date has been set according to national incentives policy.

Your local policy may require more frequent reviews.

[Return to manage incentive reviews](#) [Return to prisoner profile page](#)

Understanding the Manage incentive reviews table

How the dates are calculated

The dates in the tool are based on the minimum frequency of reviews described in the national incentives policy framework. Your local policy may require more frequent reviews, particularly for prisoners on Basic.

The policy states:

- all prisoners are entitled to an annual review, regardless of which level they are on
- young people who are new to prison must be reviewed within 1 month of arrival
- adults who are new to prison must be reviewed within 3 months of arrival

Using the table

Manage incentive reviews

A wing [Select another location](#)

Overdue reviews

Basic

0

Standard

2





Enhanced

29

Prisoner details and review status

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Review should be no later than this date, according to national policy

This is when a review was last recorded on the system

- The 'Next review due by' column shows the date based on the national policy maximum: the review should happen no later than this date.

- The 'Days since last review' column counts how long since a prisoner last had a review.

For example, you might use this to keep track of someone on Basic.

- You can sort the table by clicking the column headings.

For example, you might want to sort by the most negative behaviours since last review.

- You can click the tabs labelled Basic, Standard and Enhanced to see who is on which level.