Non-associations on DPS

The new service replaces non-associations screens in NOMIS. It has been designed following research with prison staff and we welcome your feedback.

How to find non-associations

To access DPS, click the DPS icon on your desktop and sign in.

Search for a prisoner and go to their profile.

Non-associations are shown on the prisoner's profile on the Overview page. Click through to view a list of their non-associations in all establishments.

Check you have the right level of access

All DPS users can **view** non-association records.

Staff who **add** or **update** non-associations need a certain role added to their account.

Ask your local system administrator (LSA) to give you the 'Non-associations' role.

Once you have the role, you can see Update and Close buttons on each non-association.

If you have trouble getting access, you can email the team at
non-associations-team@digital.justice.gov.uk

Features of the new service

The new screen shows a prisoner's non-associations arranged by their location. The tabs show open (current) records and closed (historic) records.

Select 'View details' to see all the information about a non-association record.

Add a non-association

When adding a new non-association, you need to provide:

- each prisoner's role
- the reason for the non-association
- comments, including an IR number if you have one

When you save, the non-association is applied to both prisoners' records and will show on both profiles.

Feedback and questions

If you have any problems accessing or using the service, email the team at non-associations-team@digital.justice.gov.uk

You can also provide feedback using the link at the top of the page.