

YOUTH SERVICES POLICY

Title: Diana Screen Next Annual Review Date: 07/14/2017	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.68
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References: US DOJ PREA Standards 115.317(a), 115.317(b), 115.317(c), 115.317(d), 115.317(e), 115.317(f), 115.317(g), and 115.317(h); A.2.1 "Employee Manual", A.2.10 Hiring, Reallocation to or Promotion of a Juvenile Justice Specialist" and A.2.12 "Personnel Records"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 07/14/2015

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To select the best possible employees and to screen out individuals who have sexually abused youth or who are at risk to abuse.

III. APPLICABILITY:

All prospective employees, interns, contracted health care and treatment providers, and educational staff.

Each Unit Head shall be responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Contract Provider – An outside entity or company, inclusive of all employees, that provides materials and services on a contract under the supervision of YS.

Diana Screen – A child safety screen which assists in identifying adults who fail to recognize adult-child sexual boundaries or who are at high risk for having sexually abused a child in the past.

Intern - An advanced student or recent graduate undergoing supervised practical training.

Unit Head - For purposes of this policy, Unit Head refers to Deputy Secretary, Deputy Undersecretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors and Regional Managers.

YS Employee – For the purposes of this policy, a YS employee includes employees, contract providers (and their employees), educational staff, and/or interns.

V. POLICY:

It is the Deputy Secretary's policy that effective July 14, 2014, all prospective YS employees, interns, contracted health care and treatment providers, and educational staff complete the Diana Screen as part of the interview process, prior to receiving an offer of employment and undergoing a criminal record check during the pre-employment process.

VI. DIANA SCREEN PROCEDURES:

- A. The Diana Screen is a scientifically validated computer-based risk management screening tool that:
1. Is confidential;
 2. Helps screen the safest staff to care for youth;
 3. Helps screen out applicants who fail to recognize sexual boundaries between adults and youth and those at high risk to have sexually abused a child;
 4. Takes approximately 30 minutes to complete
 5. Is on a 4th Grade reading level; and
 6. Generates immediate pass/fail results.
- B. Administration of the Diana Screen is part of the interview process. Each applicant shall take the Diana Screen immediately following their interview for employment. Prior to administering the Diana Screen, the applicant must sign the "Office of Juvenile Justice (OJJ) Diana Screen Consent Form" [see Attachment A.2.68 (a)]. A copy of the signed consent shall be retained by the unit's HR Liaison.
- C. Each Unit shall have a primary and secondary administrator trained on the Diana Screen on a designated computer. Only the primary administrator shall have access to the screening results.
- D. Each applicant shall be provided with a confidential identification number in order to complete the screen.
- E. Following completion of the screen, the primary / secondary administrator shall share the results with the hiring manager. Those applicants with a passing score are eligible to continue to the next step of the application process. The results of the Diana Screen are to be considered concurrently with the results of the interview. Passing the Diana Screen does not ensure a conditional offer of employment. Any subsequent offer of employment shall be based on both the results of the Diana Screen and the outcome of the applicant's interview.

- F. Those applicants whose results indicate a failing score shall be not be considered for employment with YS and shall not be offered employment. The hiring manager shall discontinue the pre-employment process at that time.

VII. RECORD KEEPING:

- A Documentation regarding the applicant's consent to take the Diana Screen shall be maintained by the unit's HR Liaison for all screening results for three (3) completed fiscal years following the administration of the Diana Screen.

Pass/fail results of the Diana Screen are confidential and are not disclosed to the applicant.

- B. The unit's HR Liaison shall ensure that a record of all applicants administered the Diana Screen is maintained at the unit level, and captures the following data, retrievable upon request:

1. Test Taker's Number;
2. Prospective Employee's Name; and
3. Test Date.

- C. Pass/fail results are stored electronically by the company that reviews the results of the Diana Screen and are stored only by the randomly assigned number of the test-taker.

Previous Regulation/Policy Number: A.2.68

Previous Effective Date: 07/14/2014



Attachments/References:

Form 07-01-14.doc

A.2.68 (a) Diana Screen Consent