

2375 DATA COLLECTION AND REVIEW FOR PREA

Chapter: **Sununu Youth Services Center**

Section: **Documentation and Records**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **14-34**

Approved:

Effective Date: **June 2014**

Handwritten signature of Maggie Bishop in black ink.

Scheduled Review Date:

Maggie Bishop, DCYF Director

Related Statute(s): [RSA 621](#), and [RSA 621-A](#)

Related Form(s): [FORM 2055](#)

Related Admin Rule(s):

Bridges' Screen(s) and Attachment(s):

Related Federal Regulation(s): [P.L. 108-79](#)

PREA Standards [115.387\(a\)](#), [387\(b\)](#), [387\(c\)](#), [387\(d\)](#), [387\(e\)](#), [387\(f\)](#), [388\(a1\)](#), [388\(a2\)](#), [388\(a3\)](#), [388\(b\)](#), [388\(c\)](#), [388\(d\)](#), [389\(a\)](#), [389\(b\)](#), [389\(c\)](#), [389\(d\)](#)

The Sununu Youth Services Center (SYSC) is committed to meeting the requirements of PREA to ensure zero-tolerance towards all forms of sexual abuse and sexual harassment within the juvenile justice community including standards for data collection, review, storage, publication, and destruction. Understanding this effort extends beyond the SYSC, the Division for Children, Youth and Families (DCYF) has dedicated the resources of the Bureau of Organizational Learning and Quality Improvement (BOLQI) and the Bureau of Community and Family Support to ensure coordination and data accuracy with other eligible juvenile justice residential providers in New Hampshire which provide treatment to youth who have been adjudicated delinquent.

Purpose

This policy establishes the Sununu Youth Services Center's (SYSC) practice for collection, review, storage, publication, and destruction of data as required by the Prison Rape Elimination Act of 2003 (PREA).

Definitions

"BOLQI" means the Bureau of Organizational Learning and Quality Improvement under DCYF.

"CourtStream" means the web-based automated information system used by DCYF staff to document and track information regarding youth committed or detained at the SYSC.

"DCYF" or the **"Division"** means the DHHS Division for Children, Youth and Families.

"DHHS" or the **"Department"** means the New Hampshire Department of Health and Human Services.

"Eligible Residential Provider" means Residential Treatment Programs which are certified based on RSA 170-G:4, XVIII and which by the Division's calculation, provide for a youth population comprised of 50% or more delinquent youth.

"PREA" means the standards enacted on August 20th, 2012 and enforced by the U.S. Department of Justice to eliminate prison rape pursuant to the Prison Rape Elimination Act of 2003.

"PREA Data" means data collected on sexual abuse and harassment allegations as required by the Prison Rape Elimination Act of 2003.

"SYSC" or the **"John H. Sununu Youth Services Center"** means the architecturally secure juvenile treatment facility administered by the DHHS Division for Children, Youth and Families.

Policy

I. PREA DATA COLLECTION

- A. All allegations of sexual abuse at the SYSC shall be documented in a CourtStream Incident Report and Form 2055 "REPORTING FORM FOR SEXUAL ABUSE, SEXUAL ASSAULT, AND SEXUAL HARASSMENT" according to the provisions of [Policy 2055 "Sexual Abuse and Sexual Harassment"](#) (115.387(a)).
- B. DCYF shall ensure all CourtStream Incident Reports alleging sexual abuse are aggregated at least annually (115.387(b)).
- C. DCYF shall ensure the CourtStream Incident Report includes the data fields necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice (115.387(c)). In addition, DCYF shall ensure collection of other applicable data that is not included in the CourtStream Incident Report, for example data from the SYSC Ombudsman or DCYF Special Investigations, to meet applicable reporting requirements of PREA.
- D. DCYF shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews according to the provision of [Policy 2055 "Sexual Abuse and Sexual Harassment"](#) (115.387(d)).
- E. DCYF shall obtain incident-based and aggregated data alleging sexual abuse from other eligible residential providers for delinquent youth as applicable (115.387(e)).
- F. Upon request, DCYF shall provide all such data from the previous calendar year to the United States Department of Justice no later than June 30 (115.387(f)).

II. PREA AGGREGATE DATA COLLECTION, REVIEW FOR CORRECTIVE ACTION, AND PUBLICATION

- A. The aggregate data review team shall include:
 - 1. SYSC PREA Coordinator (chair);
 - 2. SYSC Bureau Chief of Clinical and Residential Services;
 - 3. BOLQI Improvement, Quality Improvement Administrator;
 - 4. BOLQI Training Specialist;
 - 5. SYSC Internal Investigator; and
 - 6. The aggregate data review team shall include staff such as SYSC Administrators, Supervisors, and other BOLQI staff as applicable.
- B. The aggregate data review team, working in conjunction with the Bureau of Community and Family Support and the SYSC Director or designee, shall review data collected and

aggregated pursuant to Section I above in order to assess and improve the program's effectiveness at sexual abuse prevention, detection, and response, as well as policies, practices, and training, including (115.388 (a)):

1. Identifying problem areas in meeting PREA standards (a1);
2. Taking corrective action on an ongoing basis (a2); and
3. Preparing an annual report of its findings and corrective actions for the SYSC, as well as the agency as a whole (a3). The SYSC PREA Coordinator shall ensure data collected from the eligible residential providers is included in the annual report.
 - (a) Such report shall include: a comparison of the current year's data and corrective actions with those from prior years, provide an assessment of the SYSC's and other eligible residential provider's progress in addressing sexual abuse, and shall include all aggregated sexual abuse data (115.388 (b), 389 (b)).
 - (1) Before making aggregated sexual abuse data publicly available, all personal identifiers must be removed (115.389 (c)).
 - (b) The report shall be approved by the DCYF Director or designee and made readily available to the public through the DCYF website (115.388 (c)).
 - (c) Specific information may be redacted from the report when publication would present a clear and specific threat to the safety and security of a facility, but must indicate the nature of the material redacted (115.388 (d)).

III. PREA DATA STORAGE AND DESTRUCTION

- A. PREA data collected pursuant to Section II above shall be securely retained (115.389 (a)) according to the type of data:
 1. SYSC PREA data and data in electronic format shall be securely retained on a password protected, secure server with limited, defined access; and
 2. PREA data collected on paper by DCYF, including from other eligible residential providers, shall be securely retained with restricted access.
- B. PREA data collected pursuant to Section II shall be retained for at least 10 years after the date of its initial collection (115.389 (d)) and destroyed according to standard DCYF practices.