Youth Protection Site Visit | Program Administration

P.A.1 | Administration- Registration Is the program or activity accurately and completely registered?

**Guidance:** Activities & programs with youth/minor participants are required to register programs at least 4 weeks prior to the start of program operations.

**Testing:** Site Visitor and Program Administrator will review registration elements during the site visit.

P.A.2 | Administration- Registration Did the program register 60 calendar days in advance of program operations?

**Guidance:** It is expected that programs will be registered 60 calendar days ahead of the first occurrence of program operations

**Testing:** Site visitor will pull registration date and first date of program operations prior to visit.

P.A.3 | Administration- Supervision Is the program sufficiently staffed to maintain CCC with the number of staff and volunteers supervising minors?

**Guidance:** Programs must have adequate staffing to maintain CCC for the duration of their program. Some programs may have specific supervision ratios based on regulatory or program policies.

**Testing:** Site visitor and program administrator should review any supervision ratio policies and verify ratios are being maintained during the site visit.

P.A.4 | Administration- Noncompliance: Are program administrators aware of penalties for policy noncompliance?

**Guidance:** All actions taken to recruit females, ethnic/racial minorities, individuals with a disability, and veterans must be documented and assessed for effectiveness and impact.

**Testing:** Each effort was documented, and the documentation includes the date of activity, targeted demographic(s), contact for activity, and impact (was it successful, will it be repeated, etc.).

P.A. 5 | Administration- Registration

**Guidance:** Accountability measures for noncompliance can be found in section VI of the Youth Activities & Programs Policy

**Testing:** Discuss with program administrator

P.A. 6 | Administration- Privacy: Have program administrators reviewed the OSU youth privacy principles?

**Guidance:** As part of the Standards of Behavior, program administrators and personnel are required to review the youth privacy principles.

**Testing:** Discuss with program administrator

P.A. 7 | Administration- Compliance Self-Check: Has the program administrator completed the compliance self-check on the youth programs registration site?

**Guidance:** Program administrators are required to complete a compliance self-check prior to the start of program operations.

**Testing:** Review compliance self-check prior to visit