

## DATA COLLECTION AND REVIEW

### Sexual abuse incident reviews:

**115.386 (a-e)** The PREA Coordinator or designee will conduct a formal leadership review of the sexual abuse incident. Reviews will occur with all staff, referring agents, associate parties involved with incident. The incidents of sexual abuse reviews will be conducted within 30 business days of the incident date. The review team shall consider whether there is a need to change policy or practice, the motivation for the incident, assess blind spots/physical barriers, staffing levels, video monitoring and disclose findings to the Director of Residential Services.

### Data collection:

**115.387** The SOD responsible for the campus in which the incident occurred will gather all data with the support of the PREA Coordinator and Director of Residential Services. The sexual abuse checklist will be used as a guide to collect the data. All data will be kept in a hot file until completion of the investigation. The file will be kept with the PREA Coordinator.

**115.387(a-c) - 1.** At least annually, Outside In collects accurate, uniform data for every allegation of sexual abuse at facilities under its direct control.

**115.387(a & c)-2.** Outside In utilizes the Department of Justice's *Survey of Sexual Victimization* and the *Survey of Sexual Victimization Incident Form (Juvenile)*.

**115.387 (d & f)** Outside In shall maintain, review, and collect data as needed from all available incident based documents including reports, investigation files and sexual abuse incident reviews. Such data from the previous calendar year shall be made available to the Department of Justice no later than June 30, if requested.

**115.387 (e)** Outside In does not utilize private facilities for the confinement of its students.

### Data review for corrective action:

**115.388 (a & b)** All incidents of sexual abuse will be reviewed annually with the Director of Compliance and Residential Leadership Team to assess and improve the effectiveness of its sexual prevention, detection and response polices, practices and training including problem areas, corrective actions and annual report preparation of the findings and corrective actions for each facility as well as the agency as a whole. Said report will include a caparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the agency's progress in addressing sexual abuse.

**115.388 (c)** Outside In makes its annual report available to the public via the agency website.

**115.388 (d)** Outside In may redact specific material from the reports when the information would present a clear and specific threat of the safety and security of a facility. But the report will indicate the nature of the material redacted.

### Data storage, publication, and destruction:

**115.389 (a)** All collected data regarding sexual abuse and harassment shall be securely retained in the Director of Residential Services' office and Outside In's server.

**115.389 (b)** At least annually, Outside In makes its aggregated sexual abuse data available to the public via the agency website.

**115.389 (c & d)** All data of sexual abuse will be kept on file for 10 years. Outside In will remove all personal identifiers before any incidents are posted on website. Outside in will destroy all evidence of such sexual abuse incidents after 10 years of data collection.

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### Outside In School of Experiential Education, Inc.