# 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