
	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u>  130.02	<u>PAGES:</u> 3
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; PREA Standard § 115.317 <i>Hiring and promotion decisions.</i>		
<u>SUBJECT:</u> The Diana Screen®			
<u>DATE:</u> January 1, 2018			

PURPOSE

It is the policy of the West Virginia Division of Juvenile Services to provide consistent administration of the pre-selection screening test. The Diana Screen® is a tool that helps to identify applicants who may pose a sexual risk or cross sexual boundaries with DJS youth.

CANCELLATION

This policy has been reviewed and supersedes Policy 130.02 dated July 1, 2017.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' staff.

DEFINITION

1. **Employee:** For the purpose of this policy, this shall include all persons working within the Division of Juvenile Services which shall include, but not be limited to: full time, part time, temporary, and permanent employees, contract workers, and volunteers within the Division.
2. **Primary Administrator:** Any individual who has been selected, properly trained and authorized to administer and/or review results of The Diana Screen®

PROCEDURES

1. The Diana Screen® will be administered to every applicant, volunteer, and intern that the Division of Juvenile Services interviews.

Chapter	Subject	Policy #	Page
Administration and Management	The Diana Screen®	130.02	2 of 3

2. A notice of the requirement to complete The Diana Screen® as part of the selection process will be included in the letter to schedule interviews.
3. Each Facility Superintendent/Director and YRC Program Director will designate at least two current employees trained as Facility Screeners to administer the program.
4. Only staff who have completed The Diana Screen® Administrator Training and passed a written Administrator Test may administer The Diana Screen®
5. Facility Screener's Responsibility:
 - a. Search OIS. If the applicant has already taken the screening and failed, no interview will be conducted. If the applicant has taken the screening and passed it then they may be considered for employment.
 - b. Explain to the applicant that the Division of Juvenile Services is obligated to provide the safest environment possible for the youth it serves and has a higher standard of care than that of a parent.
 - c. Ensure that the applicant will have no other access to any personal electronic devices while completing the Diana Screen®.
 - d. Allow the applicant access to a Division computer with reasonable privacy, except for continuous monitoring by the Facility Screener.
 - e. Ensure that the Diana Screen® is completed in one sitting.
6. Administration of The Diana Screen®:
 - a. Follow instructions on laminated The Diana Screen® Quick Guide.
 - b. Log into www.dianascreen.com.
 - c. Log in applicant to receive a computer-generated ID number.
 - d. Write down the ID number assigned to the applicant (program will prompt) on the Test ID page.
 - e. Upon completion, the Diana Screen® Program will close. The results will be available on the same day for the Primary Administrator, but will not be conveyed to the applicant.

Chapter	Subject	Policy #	Page
Administration and Management	The Diana Screen®	130.02	3 of 3

7. Results and Record Keeping of The Diana Screen®:

- a. The Facility Screener will email the applicants Test ID page, along with applicant Diana Screen® Consent Form to the Division’s PREA Coordinator or designee.
- b. Primary Administrators may view results by logging on to www.dianascreen.com, and clicking “View Results”, then click on the applicant’s ID number to view the pass or fail report.
- c. The Primary Administrators may share the result with the Facility Superintendent/Director or Program Director and the Division’s Human Resources Director only. These individuals are not to share the results with anyone.
- d. A “Fail” on the screen does not indicate the applicant has done anything wrong. However, it does automatically exclude an individual from being hired.
- e. The results of all Diana Screen® assessments will be maintained in OIS.

8. This policy will be adopted in its entirety and the facility will not create an operational procedure.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advanced notice, unless prohibited by law.

APPROVED:

William K. Marshall III
Director

Jan 1, 2018
Date

