

PREA SURVEY INSTRUCTIONS - Script process for the staff administering the survey

Prior to handing out the Survey... (current form should be 3/31/11)

- 1. Put the Facility Name is on the topic line.**
- 2. Put the reporting period. Months-Year**
 - a. July-Sept, completed in Oct (Detention Only)**
 - b. Oct-Dec, completed in Jan (Both Detention and Committed)**
 - c. Jan-Mar, completed in April (Detention Only)**
 - d. April-June, complete in July (Both Detention and Committed)**
- 3. Make copies from the one you wrote this information on.**

Staff must:

- 1) Be present at all times while the survey is being completed
- 2) Have them sit at separate tables, chairs or areas to provide some confidentiality
- 3) Provide everyone with a survey and pencil.
- 4) Inform youth that....
 - a. This is important and that we are asking for their participation and honesty.
 - b. This is not being conducted due to a "current situation" it is a basic survey that is conducted 4 times a year to be ensure we are collecting your feedback and to meet the requirements of the Prison Rape Elimination Act.
 - c. You have the ability to report this type of behavior at any time to anyone that you trust through the processes of the facility and noted on the survey.
 - d. This is a front and back survey and to complete both sides as appropriate.
 - e. That this is confidential and to please remain quiet until all youth have completed their survey.
 - f. Inform them that when they are done to put their individual survey in the envelope.
 - i. You can have them come up and/or walk to each of them and have them put it in the envelope.
 - g. Inform them that Mental Health staff is available at the time of the survey and/or they can request a referral at any time.
- 5) You may read questions to them and/or clarify the question if they do not understand it. DO NOT influence them in any way on how to respond to the question. You might remind them of the manner to which they would have received information about PREA and/or reporting such as information during their intake, handbook, what staff has educated them about and/or what is posted on the units. If they have questions about what a question is asking, they can ask and you can explain what the questions means.
- 6) Read the survey instructions as noted on the top of the survey
 - a. Ensure that they understand that the different sections as noted below.
 - i. They all completed A and B.
 - ii. If they answered No to questions in Section B, they are done.
 - iii. If they answered YES to anything in the Section B, then they will need complete the remaining sections of the survey.
- 7) Watch for youth reacting and approach them with the opportunity to receive counseling if they need it.
- 8) After all have been completed seal the envelope. You are not to touch, review and/or read any of the survey.
- 9) Sealed survey packets must be turned in to Director immediately after the survey is completed.