

Texas Commercially Sexually Exploited Youth (CSEY) Advocacy Agency Minimum Standards

Organization Name: *

Point of Contact Name: *

Please Provide Your Email Address: *

Section 1 - Policies

P1. All organizational abuse and risk management policies are communicated verbally and in writing to all staff and volunteers, and staff and volunteers know and can describe these policies. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P2. The organization has a written policy that specifically prohibits the abuse, exploitation, or mistreatment of youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P3. The organization has a written policy that specifically prohibits the abuse, exploitation, or mistreatment of one youth by another youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P4. The organization has a written policy that specifically defines and includes examples of appropriate and inappropriate physical contact with youth. *

- ☐ Yes

- ☐ No
- ☐ In Progress

P5. The organization has a written policy that specifically defines and includes examples of appropriate and inappropriate verbal interactions between staff or volunteers and youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P6. The organization has a written policy that specifically defines how to manage risk when a staff member or volunteer must be alone with one youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P7. The policy clearly defines adult-to-youth physical, verbal, and emotional boundary violations and expressly prohibits such violations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P8. The organization has a written policy that specifically defines acceptable interactions between staff or volunteers and youth after all forms of case closure. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P9. The organization has a written policy that includes guidelines about the use of electronic communication between staff or volunteers and youth, including cell phones, text messages, emails and social networking sites. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P10. The policy includes examples of appropriate and inappropriate interactions with youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P11. The organization has a written policy that prohibits the access, display, production, possession, or distribution of pornography and child sexual abuse material. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P12. The organization has a written policy specifically stating that every suspicion or allegation of abuse is taken seriously and stating that there will be full cooperation with authorities. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P13. The organization has a written policy that specifically requires all staff and volunteers to read and sign a statement informing them of their duty to report suspected child abuse. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P14. The organization has a written policy that specifically requires all staff and volunteers to read and sign a statement indicating that they will cooperate fully with any investigation of, or by, the advocate agency and that failure to do so may be grounds for disciplinary action up to and including termination from employment. *

- ☐ Yes
- ☐ No
- ☐ In Progress

P15. The organization requires all staff and volunteers to sign a statement that they have read and agree to comply with all of the organization's policies, and a copy of the signed statement is kept in each individual's file. *

- ☐ Yes
- ☐ No

☐ In Progress

P16. The organization periodically reviews its policies and announces any policy updates at staff meetings and during training sessions. *

☐ Yes

☐ No

☐ In Progress

Section 2 - Personnel Screening and Selection

PSS1. The organization's job descriptions for positions that include access to youth include abuse risk management responsibilities. *

☐ Yes

☐ No

☐ In Progress

PSS2. The organization has a standardized personnel application that collects information about the applicant's work history, education, volunteer history, background, and suitability for a position working with youth. *

☐ Yes

☐ No

☐ In Progress

PSS3. Personnel applications are not accepted until all required information is supplied by the applicant. *

☐ Yes

☐ No

☐ In Progress

PSS4. As part of the screening and selection process, the organization requires applicants to read and sign a Code of Conduct which includes information about behavioral expectations of staff and volunteers including appropriate and inappropriate interactions with youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS5. A copy of the signed Code of Conduct is kept on file for each employee and volunteer. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS6. The organization conducts face-to-face interviews that include behaviorally based, standardized interview questions designed to assess employee and volunteer applicants for abuse risk potential. Under unique circumstances, interviews may be conducted on the telephone or virtually. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS7. The organization discusses its commitment to protect youth from sexual abuse during the applicant interview process. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS8. The organization documents all applicant interviews with notes from each interviewer. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS9. The organization checks a minimum of three references, both personal and professional, before an applicant is offered a position. *

- ☐ Yes

- ☐ No
- ☐ In Progress

PSS10. The organization contacts previous employers and attempts to gather comprehensive information beyond a basic employment verification. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS11. The organization uses questions during reference checks to assess the applicant's level of risk to abuse a youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS12. The organization documents all reference checks and considers them when making hiring decisions. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS13. The organization independently confirms the authenticity of written references that are supplied by candidates, and follows up on red flags or missing information. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS14. Prior to contact with youth, all new hires are required to undergo a criminal background check that meets or exceeds the following criteria: (a) a multi-state criminal records search; (b) a social security number trace and alias search; (c) an individual county-level search in every county the applicant has lived over the last seven years; (d) a national fingerprint-based check; (e) a DFPS history check; (f) a driver's record check; and (g) a DPS name-based criminal history check. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS15. Proof that the checks have been completed and have been reviewed by human resources staff is kept on file. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS16. The organization completes criminal background checks as identified previously, at least every two years on all continuously employed staff. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS17. For returning or seasonal staff, the organization completes background checks at re-hire or re-activation of employment activities. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS18. The organization conducts national sex offender registry checks on all applicants. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS19. The registry check is completed every two years or any time a staff member or volunteer has been absent for six months or longer. *

- ☐ Yes

- ☐ No
- ☐ In Progress

PSS20. The organization involves at least three people in the screening and selection process. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS21. The organization includes feedback from all persons involved in the screening process along with information obtained from the application, references, background and registry checks, and interviews, before extending an offer of employment. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS22. The organization has a review committee responsible for responding to convictions revealed through criminal background checks, or any other concerns raised during the hiring process. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS23. The organization requires staff and volunteers to immediately notify their supervisor and human resources if they are arrested or convicted of a crime while they are employed by the organization. *

- ☐ Yes
- ☐ No
- ☐ In Progress

PSS24. The organization has mechanisms in place to ensure an alcohol and drug-free environment. *

- ☐ Yes
- ☐ No
- ☐ In Progress

Section 3 - Training

T1. The organization maintains abuse prevention training requirements that are written and readily available for review. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T2. Abuse prevention training curricula includes learning objectives and content acquisition measures. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T3. All trainings are documented, and training records are kept for each employee and volunteer. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T4. Staff who fail to meet training requirements are subject to a progressive discipline policy. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T5. Volunteers who fail to meet training requirements are no longer permitted to volunteer. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T6. All staff and volunteers in roles where they have regular access or unsupervised contact with children in DFPS conservatorship receive training in accordance with a training plan and curriculum approved by DFPS. *

- ☐ Yes

- ☐ No
- ☐ In Progress

T7. The organization requires staff and volunteers who work with youth to complete annual training on abuse prevention. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T8. The organization requires all staff and volunteers to complete training in how to respond to suspicious or inappropriate behaviors and/or policy violations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T9. The training includes mandated reporting requirements. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T10. The organization requires staff and volunteers who work with youth to complete annual training on trauma-informed care. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T11. The organization requires staff and volunteers who work with youth to complete annual training on runaway prevention. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T12. The organization requires staff and volunteers who work with youth to complete annual training on psychotropic medications. *

- ☐ Yes

- ☐ No
- ☐ In Progress

T13. The organization requires staff and volunteers who work with youth to complete the Texas DFPS Mandatory Reporting Community Response for Youth and Families training. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T14. The training includes information on the increased risk of abuse experienced by youth with disabilities. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T15. The organization requires staff and volunteers who supervise youth to complete training on how to prevent youth-to-youth abuse. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T16. The organization provides supervisors with training on effective supervision practices related to abuse risk management. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T17. The organization requires staff involved in the hiring process to complete screening and selection training that includes techniques to screen out potential offenders. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T18. The organization requires supervisors who respond to suspicious or inappropriate behaviors or allegations of abuse to complete specialized training. *

- ☐ Yes
- ☐ No
- ☐ In Progress

T19. The specialized training includes how to recognize red flags and boundary violations; high risk circumstances for boundary violations; increased risk and vulnerability of youth with disabilities to abuse and boundary violations; how staff and volunteers should respond to boundary violations, suspicious or inappropriate interactions, or policy violations; creating a culture for responding and reporting; and steps to take when staff or volunteers report suspicious or inappropriate behaviors. *

- ☐ Yes
- ☐ No
- ☐ In Progress

Section 4 - Monitoring & Supervision

MS1. All monitoring and supervision procedures are communicated in writing and verbally to all staff and volunteers. All staff and volunteers know and can describe these procedures. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS2. Program supervisors and administrators perform scheduled and random observations of all programs, program locations and buildings. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS3. Program supervisors and administrators engage in spontaneous and scheduled conversations with staff, volunteers, and youth to determine compliance with program policies regarding safety. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS4. Program supervisors and administrators conduct group and/or individual supervision sessions. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS5. Program supervisors and administrators review program documentation at least annually to ensure that safety standards are in place. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS6. The organization includes abuse risk management responsibilities as items on staff performance evaluations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS7. The organization has written procedures for supervising and monitoring bathrooms. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS8. The organization has written procedures reflecting established best practices when transporting youth and young adults. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS9. The organization adheres to specific procedures for monitoring staff/volunteer and youth relationships including procedures for monitoring the amount of time staff/volunteers spend with youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS10. Staff and volunteers wear organization attire and/or photo ID badges that clearly distinguish them as authorized representatives of the organization. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS11. The organization uses discretion to decide when and under what circumstances it may waive the requirement for staff or volunteers to visually identify themselves as agency employees, for example, when it may present a safety issue. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS12. The organization systematically identifies areas where facility architecture may compromise supervision, such as unused, out-of-the-way or isolated locations, and develops methods to minimize and monitor these risks. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS13. Supervisors closely monitor staff and volunteer computer and internet use, and use technological protections such as filtering, firewalls, and encryption. *

- ☐ Yes
- ☐ No
- ☐ In Progress

MS14. The organization has written procedures governing overnight activities. *

- ☐ Yes
- ☐ No
- ☐ In Progress

Section 5 - Internal Feedback Systems

IF1. Staff and volunteers are told in writing and verbally how to report their concerns or complaints, including observations of others whose interactions may be suspicious or inappropriate, particularly when involving youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

IF2. Staff and volunteers are provided with an opportunity to report concerns or grievances anonymously. *

- ☐ Yes
- ☐ No
- ☐ In Progress

IF3. Staff and volunteers are provided with the names and contact information for at least two supervisory personnel they can contact with concerns. *

- ☐ Yes
- ☐ No
- ☐ In Progress

IF4. The organization compiles data related to complaints and investigations to inform abuse risk management policies and procedures and highlight training needs. *

- ☐ Yes
- ☐ No
- ☐ In Progress

IF5. The organization collects survey data from youth, parents/caregivers, and staff regarding program satisfaction and quality. *

- ☐ Yes
- ☐ No
- ☐ In Progress

IF6. The organization analyzes survey data from youth, parents/caregivers, and staff regarding program satisfaction and quality. *

- ☐ Yes
- ☐ No
- ☐ In Progress

IF7. The organization uses survey data from youth, parents/caregivers, and staff to improve program satisfaction and quality. *

- ☐ Yes
- ☐ No
- ☐ In Progress

Section 6 - Client Participation

CP1. All information provided to youth is developmentally appropriate, considers Limited English Proficiency, and is translated when necessary. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP2. The organization provides information to youth about appropriate boundaries between adults and youth. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP3. The organization provides information to youth about organizational policies guiding interactions between staff, volunteers and clients. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP4. The organization provides information to youth about steps they can take if a staff member or volunteer violates procedures or boundaries. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP5. The organization provides youth with several ways to report their concerns, including an option for anonymous reporting, and for youth in the foster care system, information about the Texas Health and Human Services Commission Foster Care Ombudsman. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP6. The organization provides youth with the names and contact information for at least two levels of supervisory staff to whom they can report concerns. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP7. The organization provides parents and caregivers with an opportunity to observe and learn about the program and activities their youth is engaged in. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP8. The organization provides parents and caregivers with information about the organization's abuse risk management procedures. The information considers Limited English Proficiency and is translated when necessary. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP9. The organization provides parents and caregivers with information on how to recognize signs of abuse and exploitation. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP10. The organization provides parents and caregivers with information on how to protect their youth from abuse and exploitation both within and outside of the organization. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP11. The organization provides parents and caregivers with information on how to respond to their youth if they suspect abuse or exploitation. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP12. The organization provides parents and caregivers with several ways to report concerns, including an option for anonymous reporting. *

- ☐ Yes
- ☐ No
- ☐ In Progress

CP13. The organization provides parents and caregivers with the names and contact information of at least two supervisory staff to whom they can report concerns. *

- ☐ Yes
- ☐ No
- ☐ In Progress

Section 7 - Responding

R1. All "Responding" procedures are communicated in writing and verbally to all staff and volunteers. All staff and volunteers know and can describe these procedures. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R2. The organization has a written procedure that describes what constitutes red-flag or inappropriate behaviors or policy violations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R3. The procedure complies with all state-mandated reporting requirements and contractual reporting requirements. *

- ☐ Yes

- ☐ No
- ☐ In Progress

R4. The procedure includes the steps to be followed if an incident occurs, notification procedures, and information that must be obtained for documentation purposes. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R5. The procedure specifies staff who are responsible for internal review of red-flag or inappropriate behaviors, and policy violations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R6. The organization has a progressive discipline policy that can be applied to red-flag or inappropriate behaviors and policy violations. The policy outlines a continuum of responses from verbal warnings through termination. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R7. The organization has a written procedure that outlines steps for responding to potential knowledge of or receipt of inappropriate or illegal digital images and videos. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R8. The organization has a written procedure that outlines what constitutes youth-to-youth sexual activity. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R9. The organization has a written procedure that outlines the appropriate staff response to youth-to-youth sexual activity. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R10. The procedure describes the steps supervisors must take in response to a report of youth-to-youth sexual activity, including management of youth involved in the incident, notification requirements, information that must be obtained for documentation purposes, and mandated reporting requirements. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R11. The procedure complies with all state-mandated reporting requirements and contractual reporting obligations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R12. The organization has a written procedure outlining the steps supervisors and administrators must take in response to an allegation or incident of abuse, including notification requirements, information that must be obtained for documentation purposes, and mandated reporting requirements. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R13. The procedure specifies that any staff member accused of abuse must be removed from access to youth in the organization's care pending internal review and investigation. *

- ☐ Yes
- ☐ No
- ☐ In Progress

R14. The procedure includes a progressive discipline policy and procedure including a range of responses up to and including immediate suspension and/or immediate termination. *

- ☐ Yes
- ☐ No

☐ In Progress

R15. The organization maintains a comprehensive critical-incident management plan that delineates what events trigger a critical-incident response. *

☐ Yes

☐ No

☐ In Progress

R16. The comprehensive critical-incident management plan includes the persons responsible for managing the plan implementation, notification procedures, and steps that must be followed for each type of critical incident. *

☐ Yes

☐ No

☐ In Progress

R17. The comprehensive critical-incident management plan is updated annually and easily accessible. *

☐ Yes

☐ No

☐ In Progress

R18. Leadership and board members are familiar with the comprehensive critical-incident management plan. *

☐ Yes

☐ No

☐ In Progress

Section 8 - Administrative Practices

AP1. The organization has a designated person who is immediately informed and subsequently updated about any issues related to the prevention of abuse, and responses to incidents of abuse. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP2. The designated person receives training to stay current with abuse risk management and response best practices. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP3. The organization's board of directors routinely receives information and training relevant to abuse risk management policies and procedures. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP4. The organization's board of directors routinely receives updates about issues related to abuse risk management, including complaints, investigations, standards and policy violations. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP5. The organization's board of directors includes a standing committee on abuse risk management. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP6. The abuse risk management committee meets regularly to review any issues related to potential exposures, pending incidents or litigation, media involvement, prevention efforts, and insurance coverage. *

- ☐ Yes

- ☐ No
- ☐ In Progress

AP7. The organization's board of directors is immediately notified about any incident or allegation of abuse and kept informed throughout the investigation. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP8. The organization's programs that are subject to third-party and contractual standards meet all standards and remain in good standing. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP9. The organization considers potential risks and consequences of collaborating with other organizations and works with counsel to assess contractual terms and protections. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP10. The organization provides collaborators and contractors with information about the organization's commitment to abuse risk management standards. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP11. Administrators and supervisors monitor incident reports, reports from staff, youth and family members, reports from outside auditors, and other sources of information, including direct observation, to ensure compliance with organization best practices and standards required by licensing bodies, accrediting bodies, or contractual relationships. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP12. The organization has established relationships with local media, child protective services, the children's advocacy center, and the sex crimes division of the governing police departments. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP13. New programs within the organization require a written request specifying the need for the program, benefit to the organization and youth, financial viability, potential risks of the program, and how the program will be safely managed. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP14. Routine program observations and inspections are conducted at scheduled intervals, random intervals, and in response to complaints. *

- ☐ Yes
- ☐ No
- ☐ In Progress

AP15. If program observations and inspections yield gaps or shortcomings, a corrective plan is prepared and the program supervisor held accountable to improvement. *

- ☐ Yes
- ☐ No
- ☐ In Progress

Submit