



YOUTH PROGRAM DESK AUDIT PROTOCOL

PURPOSE

The following protocol is to be used for official notice and documentation of desk audits which are conducted by the Office of Institutional Equity (OIE) to effectuate the university [Youth Activities and Programs Policy](#).

SCOPE

The university's Youth Activities and Programs policy gives OIE the authority to conduct desk audits to evaluate compliance with the associated policy requirements. Based on desk audit results, OIE has the authority to direct the program to remedy identified concerns to meet requirements of and operate in alignment with the Youth Activities and Programs policy and other applicable requirements.

PROCEDURES

1. Notification
 - a. Program administrators will generally not be made aware that a desk audit is being undertaken, but will receive notification of desk audit results.
2. Desk audit Operations
 - a. Desk audits are generally conducted within 10 days of the date listed as the "Activity/Program start date" on the [program registration page](#).
 - b. During a desk audit, the Director of Youth Protection or designee will use the Youth Programs Registry to evaluate the program based on:
 - BCI/FBI Background Check Completion
 - Completion of the *Youth Protection at Ohio State University* training module (for those with care, custody and control) and/or the *Non-Care, Custody and Control training* form (for those who do not have care, custody and control).
 - Completion of the review and signing of the [Standards of Behavior agreement](#)
3. **DESK AUDIT RESULTS**
 - a. If a desk audit has no significant findings of noncompliance, a summary will be emailed to the program administrator and the audit closed.
 - b. If noncompliance is found, an initial summary will be emailed to the program administrator within five business days following the desk audit.
 - c. Program administrators will have 5 business days to respond to the initial summary and correct any clerical errors or noncompletion of compliance requirements.
 - d. The final summary of the desk audit will be provided to the program



administrator. In some cases, these findings may lead to immediate directives to alter or cease program operations.

- e. If immediate directives are made, the OHR business partner and unit leader will be notified as soon as possible.
- f. Possible violations of the Youth Activities and Programs policy (or other university policies) will be reported to OIE or another appropriate university office.

FAILURE TO COMPLY

1. Failure to comply with desk audit requirements or directives issued to meet policy compliance may result in cancellation or alteration of the program or activity.