



External Facility Report

Upon receipt of a report that a youth was sexual abused in another facility the PREA Coordinator or Facility Head shall notify the Facility or Agency where the alleged abuse occurred and ensure the following:

Date Reviewed

Staff Receiving Allegation:

PREA Coordinator or Facility Head Making Report

Facility Receiving Allegation

Facility Where Allegation was Reported to have Occurred

**PC or
Facility
Head
Initial**

Date

Description of Action Taken

		Report Received & Incident Report completed
		Call facility head to facility head to discuss report
		Ensure Criminal Referral was received and declined or completed
		If Declined: Attach documentation
		If Completed: List Case Number here and in Incident Report
		Ensure Administrative Investigation conducted when criminal was declined or completed. Attach documentation.
		Ensure all follow-up completed and communicated as indication on Incident Report
		If both Victim & Perpetrator are in the facility make a safety plan and communicate to both victim & Perpetrator
		Attach Incident Report