

# Issue log instructions

The PREA Resource Center is excited to announce a new Online Audit System feature called the Issue Log. The goal of this new tool is to streamline communication between the auditor and the facility/agency after the Pre-Audit Questionnaire has been submitted until the audit is complete. Auditors can use the Issue Log to indicate where clarification(s) and/or additional documentation is being requested from the agency/facility and provide context or instructions via the notes field. The Issue Log fields can be updated at any time, and auditors can generate the Issue Log (via the "Generate Issue Log" button on the Auditor Compliance Tool) as many times as is needed throughout the life of the audit. **Please note, the Issue Log checkboxes and the Issue Log notes fields will not appear in the Interim or Final audit reports.**

## Instructions

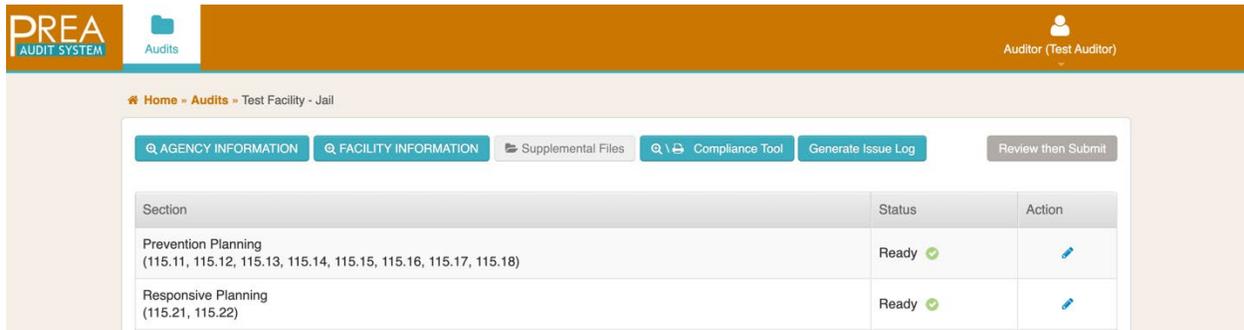
The Issue Log Notes sections have two checkboxes: a clarification requested box and an additional documentation requested box. Below these checkboxes is the open text field where auditors can provide details regarding the issues identified.

Standard (2 of 8)

115.12 (a) A public agency that contracts for the confinement of its inmates with private agencies or other entities, including other government agencies, shall include in any new contract or contract renewal the entity's obligation to adopt and comply with the PREA standards.

Pre-Audit			Issue Log Notes
Review uploaded policies and other documentation			
Section	Question Text	Agency/Facility Response	
115.12 (a)-1	<p>The agency has entered into or renewed a contract for the confinement of inmates on or after August 20, 2012, or since the last PREA audit, whichever is later. If "No", skip to 115.13.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Upload/select contracts for the confinement of inmates entered into (or renewed) after August 20, 2012, or since the last PREA audit</p> </div>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Enter Comment</p> <p>Enter Page(s)/Section(s)</p>	<p>The text and checkboxes below can be used to populate an audit Issue Log that identifies clarifications or additional documentation requested by the auditor. Note: this text will not be included in the interim or final reports.</p> <p><input type="checkbox"/> Clarification requested</p> <p><input type="checkbox"/> Additional documentation requested</p>
115.12 (a)-2	<p>All of the above contracts require contractors to adopt and comply with PREA standards.</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Enter Comment</p> <p>Enter Page(s)/Section(s)</p>	

Once a checkbox has been marked or text has been added under **any** of the Issue Log Notes, the "Generate Issue Log" button is enabled on the Auditor Compliance Tool homepage. Auditors should click this button to generate the Issue Log.



Once generated, the Issue Log information will be displayed in a table format. The Issue Log will include the information from all of the provisions where an issue was identified (via the checkboxes and/or the Issue Log Notes) and provide a space for the agency/facility response.

The Issue Log can be saved as a PDF and then exported to a Word document (we recommend exporting the document and saving as a Word document so the facility can work within the Issue Log document where clarification is requested).

Standard#	Issue(s) Identified	Agency/Facility Response
115.11b	<input type="checkbox"/> Clarification requested <input checked="" type="checkbox"/> Additional documentation requested Need further documentation.	
115.11c	<input checked="" type="checkbox"/> Clarification requested <input type="checkbox"/> Additional documentation requested Can you expand on your response for 115.11 (c)-1?	

To save the Issue Log as a PDF: when the “Generate Issue Log” button is clicked, the system will automatically generate the Issue Log and open a print window. In the print window, select “Save as PDF” from the “Destination” options (see screenshot below). Select the location where the Issue Log should be saved

Print 1 page

Destination: Save as PDF

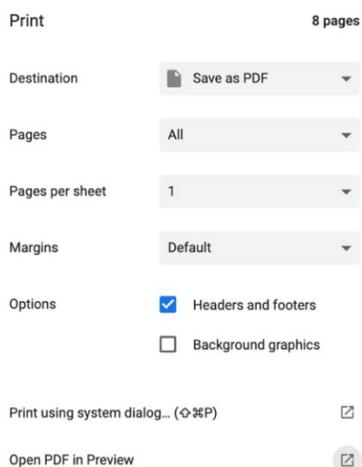
Pages: All

Pages per sheet: 1

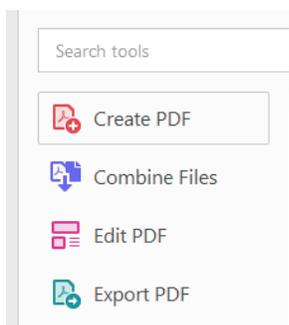
Margins: None

Options:  Background graphics

Mac Users can also save the Issue Log as a PDF by selecting “Open PDF in Preview” (see screenshot below) at the bottom of the print window. This will open a PDF version of the Issue Log. Once opened, you can save the Issue Log to any location on your computer by selecting “File” and “Save As.”



To export the Issue Log PDF to a Word document: open the Issue Log PDF and select “Export PDF” from the right hand “Tools” column.



Select “Microsoft Word” from the “Export your PDF to any format.” Click “Export” and select the location where the Issue Log Word document should be saved. For additional instructions on converting PDFs to Word documents see: <https://www.adobe.com/acrobat/online/pdf-to-word.html>. Auditors may also want to review PDF requirements and instructions for Final PREA Audit Reports outlined in the Auditor Handbook, see page 71.

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