

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 or 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 or facility and provide context or instructions via the notes field. The issue log fields can be updated at any time. Auditors can generate the issue log (via the "Generate issue log" button on the Auditor Compliance Tool) as many times as 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	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.	<input type="radio"/> Yes <input type="radio"/> No <input type="text" value="Enter Comment"/> <input type="text" value="Enter Page(s)/Section(s)"/>	<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	All of the above contracts require contractors to adopt and comply with PREA standards.	<input type="radio"/> Yes <input type="radio"/> No <input type="text" value="Enter Comment"/> <input type="text" value="Enter Page(s)/Section(s)"/>	

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.

The screenshot shows the PREA Audit System interface. At the top, there's a navigation bar with the PREA logo, 'Audits' link, and a user profile for 'Auditor (Test Auditor)'. Below the navigation bar, a breadcrumb trail reads 'Home » Audits » Test Facility - Jail'. A row of buttons includes 'AGENCY INFORMATION', 'FACILITY INFORMATION', 'Supplemental Files', 'Compliance Tool', 'Generate Issue Log', and 'Review then Submit'. The 'Generate Issue Log' button is highlighted. Below the buttons is a table with three columns: 'Section', 'Status', and 'Action'.

Section	Status	Action
Prevention Planning (115.11, 115.12, 115.13, 115.14, 115.15, 115.16, 115.17, 115.18)	Ready	
Responsive Planning (115.21, 115.22)	Ready	

Once generated, the issue log information will be displayed in an html table format. The issue log will include the information from all the provisions where an issue was identified (via the checkboxes and/or the issue log notes) and provide a space for the agency or facility response. To send the issue log to the facility or agency, auditors should save the issue log as a PDF and then export 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?	

When the facility or agency is ready to provide their responses to the issue log, they can upload the issue log and any additional documentation via the Supplemental Files library (or provide their responses directly to the auditor, e.g., via email).

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