

PREA Online Audit System

PREA Coordinator User Manual

MAY 2016



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Introduction



Introduction

Welcome to the **PREA Online Audit System (OAS)**. The OAS is a website which provides an online interface for confinement facilities in the United States to complete audits pertaining to implementation of the U.S. Department of Justice's (DOJ) National PREA Standards.

The PREA Coordinator's Role in the OAS

As a PREA Coordinator, you are likely to complete the Pre-Audit Questionnaire (PAQ) on behalf of your agency (in the case of an agency audit), and assist with or complete the PAQ for one or more of your facilities (in the case of facility audits). Completing the PAQ includes responding to a number of questions, or "measures," throughout the PAQ regarding your agency's/facilit(ies)' characteristics, policies, procedures, staffing, etc. You will also be asked to upload relevant documentation for your auditor to review as part of the PREA agency/facility audit. You are not required to complete the PAQ, but doing so will streamline the audit process and make it more efficient.

This Manual

The PREA Coordinator's User Manual is divided into five sections:

The **Getting Started** section describes how to get into the OAS, including system requirements, the process for accessing the site through the security system, how to recover your access credentials if you have difficulty getting into the OAS, and gives you a tour of the various screens that you will work with. It will also walk you through the work flow of an audit and the various tools for managing the audit.

The Pre-Audit Questionnaire for an Agency Audit and **The Pre-Audit Questionnaire for a Facility Audit** sections walk you through the process of completing the PAQ in the OAS, including how to respond to questions, upload documents, and submit the PAQ for an agency audit and facility audit, respectively. There are some differences with the PAQ if you are completing an agency audit versus a facility audit.

The Uploading Documents section walks you through the process of uploading files for your audit, as well as removing files that have been uploaded, if necessary.

Introduction

The final section, **Accessing Agency Information for the Facility Audit**, goes through the process of accessing agency information for a facility audit, if your agency is in the process of conducting or has completed an Agency Audit.

Additional Help

For technology support with the PREA OAS, please contact the PRC's OAS technical support email (techsupport@PREAudit.org) or call the toll-free number (1-800-279-2216).

To request access to the OAS, complete the User Access/Audit Initiation form:

<https://survey.abtassociates.com/s/auditrequest/>

Getting Started

Section 1: Getting Started

This section provides information on system requirements, instructions for accessing the OAS, directions on logging into the OAS, and an overview of how to navigate through the instrument.

System Requirements

This OAS supports the latest versions of the following browsers: Chrome, Firefox, Safari and Internet Explorer. This site is not optimized for mobile phones or tablets.

Requesting Access to the System

As a PREA Coordinator, you or the PREA Compliance Manager will complete and submit the **User Access/Audit Initiation** form (<https://survey.abtassociates.com/s/auditrequest>) to request to access the OAS and initiate an audit. Once you submit the form, the PREA OAS administrator will send your supervisor (as indicated on the form) the Supervisor Confirmation Form to verify the request. When the PREA OAS administrator receives the signed Supervisor Confirmation Form, your supervisor will be contacted to confirm the request. Upon confirmation, you will receive an email from the OAS indicating that you have been given access.

Logging In

Initial Account Setup

Once your account has been created in the OAS, you will receive an email with your username and the link to set your password. This email will be sent to the email address you indicated on the User Access/Audit Initiation form.

It is strongly suggested that you keep this email for your records.

If you do not receive an email within a reasonable period of time, you should contact techsupport@PREAAudit.org.

RULE

You have 24 hours from when the email was sent to click on the link in the email to create your password. After 24 hours the link will become invalid. See the instructions below for more information.

TIP

If you do not receive an email, check your spam folder.

RULE

Passwords must:

- be between 8-20 characters
- contain letters, characters **and** numbers
- contain both upper and lowercase letters
- be reset every 90 days, which you will be prompted to do when it's time to change your password.

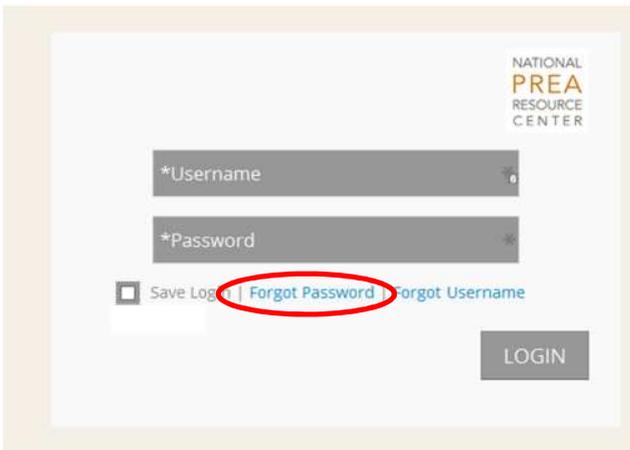
TIP

Do not write your passwords down. Passwords should be long enough and complex enough to be hard to guess, but not so complex that you can't remember them. The best passwords are passwords that are parts of phrases which replace letters with numbers and symbols such as W@terK00ler.

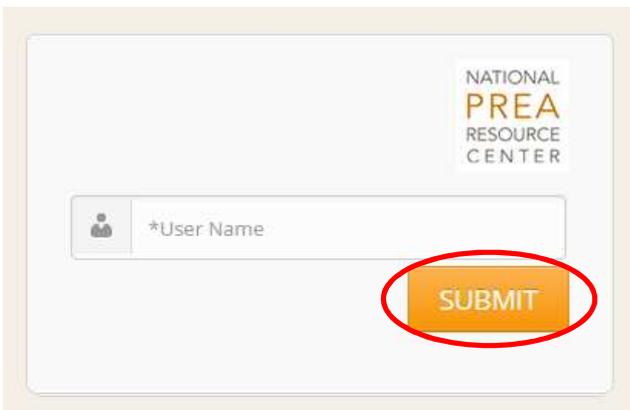
Getting Started

Expired Link

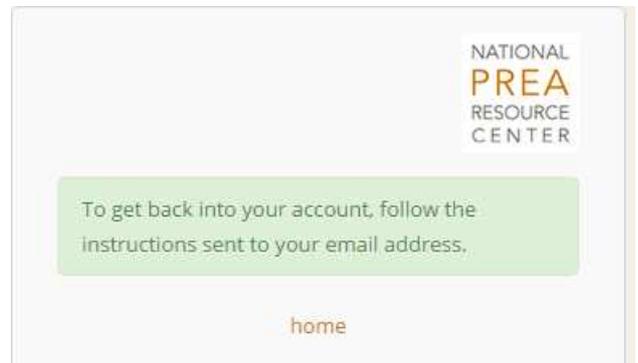
If your link expired because too much time passed, you will see a message that the link has expired. If this happens, go to www.PREAaudit.org and click on **Forgot Password**.



Enter the **Username** that was provided in the original email you received and click on **SUBMIT**.



The OAS will send you an email with a new link to reset your password.

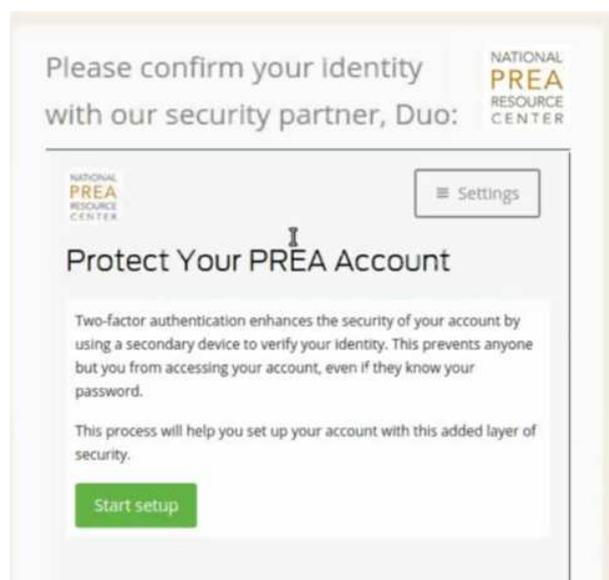


RULE

You have 24 hours from when the email was sent to click on the link in the email to reset your password. After 24 hours this new link will become invalid.

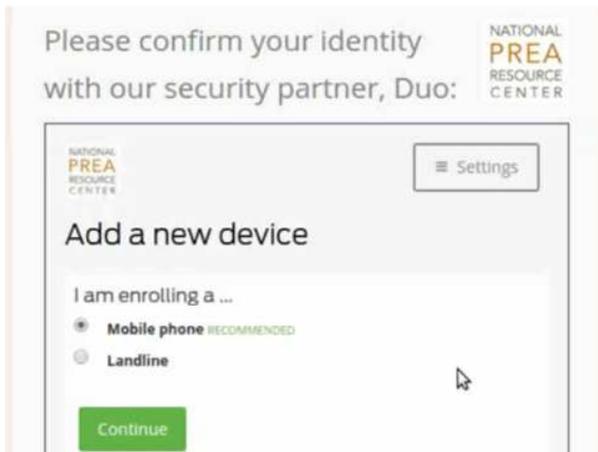
Security Setup

The first time you login to your account you will be taken to the **Protect Your PREA Account** security screen to set up a special security feature called two-factor authentication. What this means is that two devices, your computer and a phone, are used to make sure that you are who you say you are. Click on **Start Setup**.



Getting Started

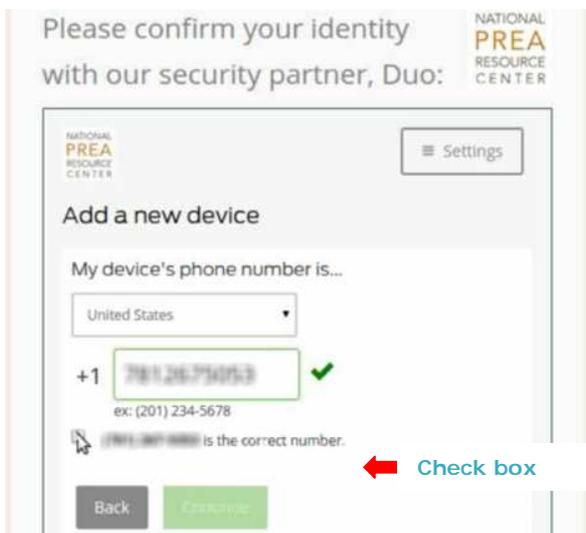
On the **Add a new device** screen, select whether you want the calls to go to your **mobile phone** or your **landline**. You do NOT have to have a smart phone to use the mobile phone option.



TIP

A mobile phone is recommended if you always have your phone with you.

Enter the phone number you wish to use. Check the **“is the correct number”** box once you have verified that the phone number is correct. Select **Continue**.



RULE

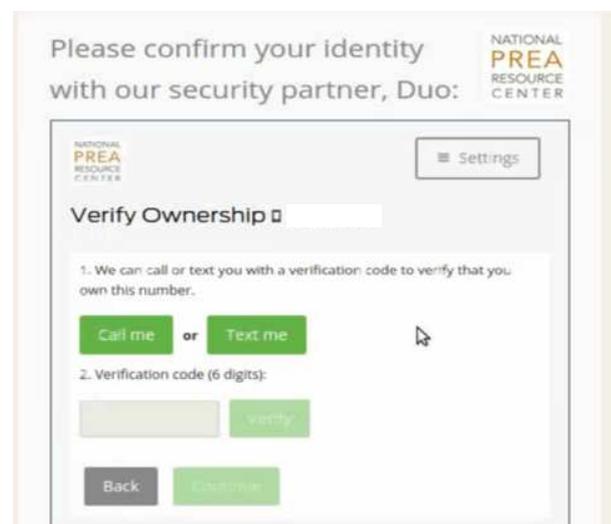
You must check the **“is the correct number”** box before you can select continue.

You will be asked to prove that that phone is yours in the **Verify Ownership** screen. You can choose to receive an automated call by clicking on **Call me** or a text message by clicking on **Text me**.

TIP

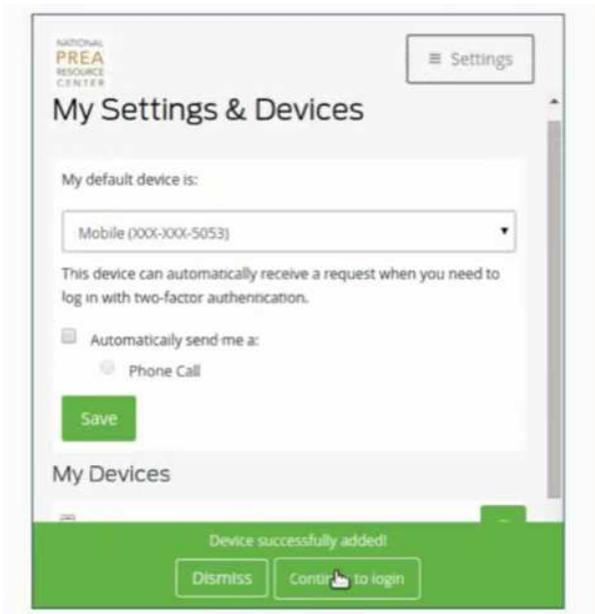
If you choose to have text message sent, standard message rates will apply.

Once you receive a call or text with the verification code, enter the code. Once you enter the correct code, you will be able to click **Continue**.



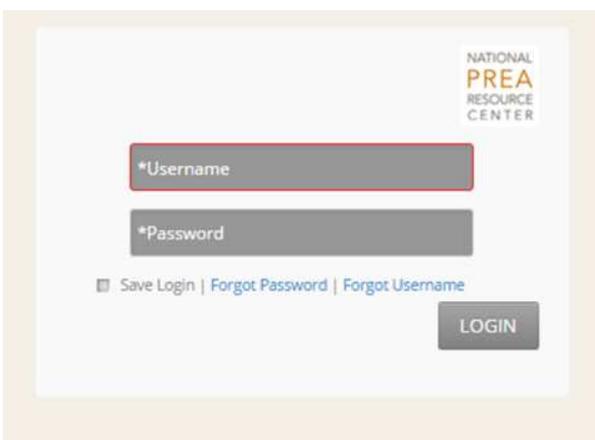
Getting Started

Select the **Save** option in the **My Settings & Devices** screen. You will receive a message that your **Device has been successfully added**. Select **Dismiss** or **Continue to login** to login to the system.

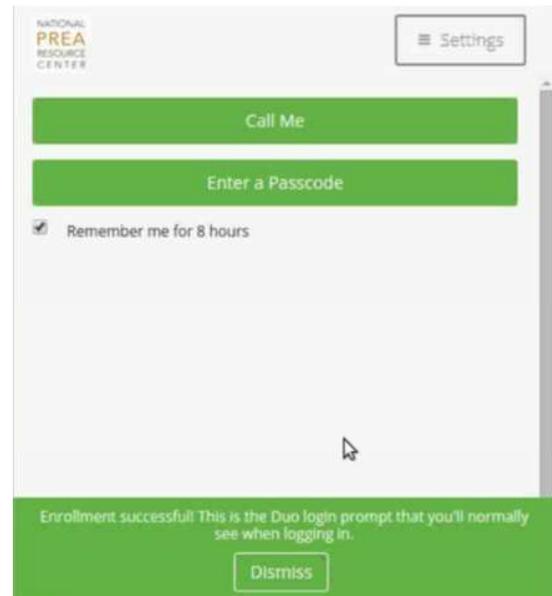


Logging In After Initial Account Set-up

To access the OAS in the future, go to the address www.PREAaudit.org to login. You will be brought to the login screen. Enter your **Username** and **Password** and click **LOGIN**.



You will be taken to the security screen and will receive a prompt to click **Call Me** or **Enter a Passcode**.



TIP

We recommend you select the **Call Me** option since it is faster, you simply answer your phone and press any number.

TIP

We recommend, you check the box **Remember me for 8 hours**. This means that the system will not require the phone validation for eight hours. You will only need to give your username and password to access the system.

If you select **Call Me**, when you get the call, the automated voice will tell you to press any number on the keypad on your phone. Once you press a number, you will have access to the OAS on your computer.

Getting Started

If you select **Enter a Passcode**, you will receive a code by either text or voice message. Once you enter the passcode provided, you will have access to the OAS on your computer.

Forgot Your Password or Username

If you forget your username, click on the link **Forgot Username** on the login screen. You will be prompted to enter your email. Click **SUBMIT**. You will receive an email with your username.

If you forget your password, click on the link **Forgot Password** on the login screen. You will be prompted to enter your username (remember this is not the same as your email address). Click **SUBMIT**. You will receive an email with a link to reset your password.

Navigating through the OAS

This section provides an overview of how to navigate through the OAS.

OAS Pages

When you login to your account, you will be taken to the main screen in the OAS, the **Audits List**. The **Audits List** page allows you to edit the PAQ in preparation for an agency or facility audit or view a completed PAQ.

From the **Audits List** page, you are able to navigate to the other pages (i.e., Edit Agency Profile) by clicking on the icons at the top. The text of the icon for the page you are currently in will be highlighted in blue. The next section will go into details about each of these pages.

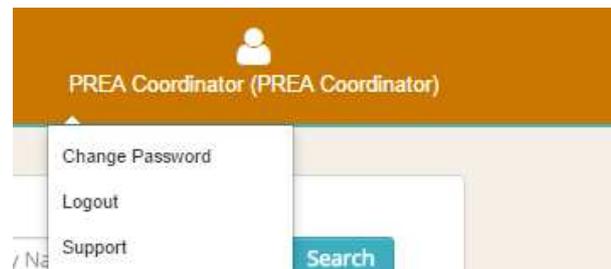
Edit Agency Profile

To edit agency profile, click the **Edit Agency Profile** tab at the top of the page. This information will be available for all of the facilities within your agency during their audits.

Fill out all of the information that is applicable on this screen. If you are not finished filling out this page but you need to stop for some reason, scroll to the bottom and click the **Save** button. You can click the **Cancel** button, if you do not want to keep the changes you have made.

Changing Your Password/Logging Out

You can change your password and logout of the system by clicking on the  icon at the top right corner. A drop-down will appear to select **Change Password** or **Logout**.



It is important to protect the security of the OAS. If you do not logout, the system will automatically log you out after 30 minutes of inactivity. It is highly recommended that you log out of the system when you are not using it.

Support

Click on the  icon at the top right corner and select **Support** to access contact information for technology support with the PREA Audit System. The OAS User Manuals can also be accessed using the  icon.

Search

In the **Audits List** page, you can **search** by a Facility or Agency by typing the facility or agency name in the search box in the top right corner.

Getting Started

Sort and Filter

Each page has a table that summarizes pertinent information related to that page.

On the **Audits List** page, you have the ability to filter the data by specific variables in the table. In the **filter by** section, click on the arrows for a drop-down list to filter by Auditor, Facility Type,

and/or Status. You are able to filter by multiple fields. To clear filters click on **clear all**.

You are also able to **sort** the information in tables in both the Audits List and **Edit Agency Profile** pages by clicking on a column heading at the top of the table. You are able to sort by multiple fields.

The screenshot displays the PREA Audit System interface. At the top, there is a navigation bar with icons for 'Audits' and 'Edit Agency Profile', and a 'Change password or logout' button. Below the navigation bar, there is a search bar labeled 'Search' with the placeholder text 'Facility Name or Agency Name'. The main content area is titled 'Audits List' and features a 'Filter By: (clear all)' section with dropdown menus for Auditor, Facility type, Agency, and Status. Below the filter section is a table with columns for Audit Type, Agency, Facility, Facility Type, Start Date, Status, Days at Status, Auditor, Supplemental Files for Audit, and Pre-Audit Questionnaire. The table contains two rows of data. The first row shows an Agency audit on 04/14/2016 with a status of PRE AUDIT, 8 days at status, and an Auditor, Certified. The second row shows a Facility audit on 04/14/2016 with a status of AUDIT, 4 days at status, and an Auditor, Certified. Blue callouts point to various UI elements: 'Navigation icons' points to the top navigation bar, 'Change password or logout' points to the top right button, 'Search' points to the search bar, 'Filter' points to the filter section, and 'Sort' points to the table headers.

Audit Type	Agency	Facility	Facility Type	Start Date	Status	Days at Status	Auditor	Supplemental Files for Audit	Pre-Audit Questionnaire
Agency	Agency Name	n/a	Prison / Jail	04/14/2016	PRE AUDIT	8	Auditor, Certified	files	
Facility	Agency Name	Facility Name	Prison / Jail	04/14/2016	AUDIT	4	Auditor, Certified	files	

Other

If you put your mouse over words in **blue font**, a pop-up will appear that defines the word.

Blue icons indicate something that can be opened.

The **magnifying glass icon** () indicates items that can be viewed only. The **pencil icon** () indicates items that can be edited.

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

Section 2: The Pre-Audit Questionnaire (PAQ) for an Agency Audit

This section describes how to navigate through the PAQ for an agency audit, including completing information on agency policies and other documentation, answering questions about your agency for each PREA standard, and submitting the PAQ for your agency audit.

Starting the PAQ

To start your PAQ, click the pencil icon (✎) for your audit on the **Audits List** page. The **Audit Overview** page will open.

From this page, you can complete the **AGENCY POLICIES AND OTHER DOCUMENTATION** section, respond to questions in the PAQ, and upload supporting documentation for each standard under each topic area (e.g., Prevention Planning).

The screenshot shows the PREA Audit System interface. At the top, there is a navigation bar with the PREA Audit System logo, 'Audits', 'Edit Agency Profile', and 'PREA Coordinator (PREA Coordinator)'. Below this is the 'Audits List' page, which includes a search bar for 'Facility Name or Agency Name' and a filter section with dropdown menus for Auditor, Facility type, Agency, and Status. A table lists audit entries with columns for Audit Type, Agency, Facility, Facility Type, Start Date, Status, Days at Status, Auditor, Supplemental Files for Audit, and Pre-Audit Questionnaire. A blue callout box highlights the 'View/Print Pre-Audit Questionnaire' button and a detailed view of the questionnaire for a 'PRE AUDIT' entry. This detailed view includes a 'Submit' button and a table with the following data:

Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Incomplete	✎
Prevention Planning	Incomplete	✎
Official Response Following an Inmate Report	Incomplete	✎
Data Collection and Review	Incomplete	✎

Agency Policies and Other Documentation

The information completed in this section will be used by the facilities within your agency to complete their PAQ as part of their facility audits (if applicable).

To complete this section, click the pencil icon (✎) for **AGENCY POLICIES AND OTHER DOCUMENTATION** on the Audit Overview page.

Complete the information, including:

- Uploading relevant policies/documents by clicking **UPLOAD FILE**.

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

- Indicating if the agency does not have requested policy/documentation by checking the box (if applicable).
- Providing any applicable additional information in the comments section provided.

If you are not finished filling out this page, but you need to stop for some reason, scroll to the top or bottom and click the **Save & Continue** button. If you have no more to add, click the **Check box if agency files ready for audit** option and then **Save & Continue**.

Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Incomplete	

PRISON / JAIL - AGENCY POLICIES AND OTHER DOCUMENTATION

Please provide the following relevant policies/documents (or indicate if the agency does not have requested policy/documentation) and provide any applicable additional information in the comments section provided. This information, if applicable, will be used by the facilities within your agency to complete their pre-audit questionnaire as part of their audits.

Check box if agency files ready for audit **Save & Continue**

115.11 - Zero tolerance of sexual abuse and sexual harassment; PREA coordinator		
The agency's written policy mandating zero tolerance toward all forms of sexual abuse and sexual harassment in facilities it operates directly or under contract. (115.11(a))	UPLOAD/SELECT ZERO TOLERANCE POLICY: <input type="button" value="UPLOAD FILE"/> <i>Uncheck files to remove</i>	The agency does not have a zero tolerance policy. <input checked="" type="checkbox"/> Comments: <input type="text"/>
Agency organization chart depicting the Facility Compliance Managers' positions within the agency's organizational structure. (115.11(c))	UPLOAD/SELECT ORGANIZATION CHART: <input checked="" type="checkbox"/> Agency Org Chart.docx <input type="button" value="UPLOAD FILE"/> <i>Uncheck files to remove</i>	The agency does not have a chart depicting the Facility Compliance Managers' positions within the agency's organizational structure. <input type="checkbox"/> Comments: <input type="text"/>

When you select the check box for the agency information, even if all of the fields are not complete, the topic will show that it is **Ready**.

However, you can still edit the Agency Policies and Other Documentation as indicated by the pencil icon.

Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Ready	
Prevention Planning	Incomplete	
Official Response Following an Inmate Report	Incomplete	
Data Collection and Review	Incomplete	

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

Understanding the Topics Pages of the PAQ

The next sections on the Audit Overview page are the main pages of the PAQ and are divided into the standard **topics** that are covered by the PREA standards, such as **Prevention Planning** and

Responsive Planning. This section walks you through the topics pages for the facility audit, but the agency audit looks similar (with fewer standards), and has the same functionality.

To open a topic, click on the pencil icon associated with that topic.

View/Print Pre-Audit Questionnaire Submit

Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Ready ✔	
Prevention Planning	Incomplete	
Official Response Following an Inmate Report	Incomplete	
Data Collection and Review	Incomplete	

Topics (points to the highlighted rows in the table)

The **topic** name and **standard** appear at the top of the page.

The **status bar** below the standard tells you the number of standards for that topic. For example, as shown on the following page, Prevention Planning (for Prisons and Jails) has three standards for an agency audit and 115.11 is the first standard.

TIP

There is one standard per page and each square represents a standard/page. A blue square represents the standard you are currently on.

Each standard is divided into **provisions**. Within each provision, there are **measures** associated with that provision and, if applicable, **instructions** for documents to upload. You enter your **response to the measure** and **select files to upload** to the right of the measure.

TIP

For each measure, you may select more than one file to upload. If you select a file or files to upload, you may **enter the page(s)/section(s)** in the uploaded file(s) that apply to the measure.

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

The screenshot shows the 'View/Print Pre-Audit Questionnaire' page. At the top, there is a 'View/Print Pre-Audit Questionnaire' button and a 'Submit' button. Below this is a table with columns for 'Section', 'Ready for Audit', and 'Action'. The table lists 'AGENCY POLICIES AND OTHER DOCUMENTATION' as 'Ready' and 'Prevention Planning' as 'Incomplete'. A large blue rounded rectangle highlights the main content area. On the left, several orange callout boxes with arrows point to specific parts of the interface: 'Topic' points to 'Prevention Planning', 'Standard' points to the standard text, 'Status bar' points to the 'Standard (1 of 3)' indicator, 'Provision' points to the table rows, 'Instructions' points to the 'Upload/select agency organizational chart' instruction, and 'Measures' points to the question text. On the right, two orange callout boxes point to the 'Response to measure' section, which includes 'Yes/No' radio buttons, an 'Enter Comment' field, and a 'Select file(s) to upload' button with a file input field.

Navigating through Pages

You can click on a gray square , click on the next page icon , or click [Save & Continue](#) to advance to another page/standard.

You can also click on **breadcrumbs** at the top of the page to navigate backwards. Clicking on **Audits** will take you to the Audits List page. Clicking on **Agency Name** will take you to the Audit Overview page.

The screenshot shows the breadcrumb navigation path at the top of the page. The path is: Home > Audits > Agency Name > Prevention Planning > zero tolerance of sexual abuse and sexual harassment; PREA coordinator. The 'Prevention Planning' part of the breadcrumb is highlighted with a blue box and labeled 'Breadcrumbs'. Below the breadcrumb is the 'Prevention Planning' section header, followed by the standard text and the 'Standard (1 of 3)' indicator. A 'Save & Continue' button is visible in the top right corner of the section.

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

Completing a Topic

Once you complete a topic and it is ready to be submitted for the audit (i.e., you have completed

all of the measures associated with a standard), select the **Check if Topic is Ready for Audit** checkbox at the top of each standard. You will need to do this for each topic once it is ready.

Prevention Planning

The screenshot shows the 'Prevention Planning' section of the PAQ. At the top right is a 'Save & Continue' button. Below it, the standard is identified as 'Standard: 115.11 - Zero tolerance of sexual abuse and sexual harassment; PREA coordinator'. A progress indicator shows 'Standard (1 of 3)' with three circles, the first of which is filled. A checkbox labeled 'Check if Topic is Ready for Audit' is circled in red. Below this is a table with columns for 'Standard', 'Question Text', and 'Response'.

Standard	Question Text	Response
115.11 (b)	The agency shall employ or designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all of its facilities.	

Once you check the box for a topic, the topic will show as **Ready** in the Audit Overview page. It

can still be edited if you want to go back and make changes.

The screenshot shows the 'Audit Overview' page. The top navigation bar includes 'PREA AUDIT SYSTEM', 'Audits', 'Edit Agency Profile', and 'PREA Coordinator (PREA Coordinator)'. The breadcrumb trail is 'Home » Audits » Agency Name'. A 'View/Print Pre-Audit Questionnaire' button is circled in red. Below is a table with columns for 'Section', 'Ready for Audit', and 'Action'.

Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Ready	
Prevention Planning	Ready	
Official Response Following an Inmate Report	Incomplete	
Data Collection and Review	Incomplete	

View/Save/Print the PAQ

You can view, save, or print the PAQ at any time by clicking the **View/Print Pre-Audit**

Questionnaire icon at the top of the Audit Overview page.

This is another screenshot of the 'Audit Overview' page, showing the 'View/Print Pre-Audit Questionnaire' button circled in red. The table below it shows the 'AGENCY POLICIES AND OTHER DOCUMENTATION' section as 'Ready' with a green checkmark.

Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Ready	

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

Submitting the Pre-Audit Questionnaire

When all of the topics and the facility information

are in Ready status, the Submit button becomes available (i.e., it will change from gray to blue).



When you click the Submit button, a prompt will appear reminding you that once you submit the PAQ (by clicking **Yes**), you will no longer be able to edit any of the responses and the PAQ will be submitted to the auditor for the agency audit.

When you submit the PAQ, your auditor will be notified that it is ready for review. The Audits List will show that the Audit is in Audit status and the magnifying glass icon indicates that it is no longer editable.



Audit Type	Agency	Facility	Facility Type	Start Date	Status	Days at Status	Auditor	Supplemental Files for Audit	Pre-Audit Questionnaire
Agency	Agency Name	n/a	Prison / Jail	04/14/2016	AUDIT	0	Auditor, Certified		

The Pre-Audit Questionnaire (PAQ) for an Agency Audit

If you click on the magnifying glass icon in the Audit List, you will see that all of the topics show as **Ready** in the Audit Overview page, but the Action icon has changed to a magnifying glass for all topics.

If you open a topic, all of the navigation works the same way, but you cannot modify any of the responses.



Section	Ready for Audit	Action
AGENCY POLICIES AND OTHER DOCUMENTATION	Ready	
Prevention Planning	Ready	
Official Response Following an Inmate Report	Ready	
Data Collection and Review	Ready	

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

Section 3: The Pre-Audit Questionnaire (PAQ) for a Facility Audit

This section describes how to navigate through the PAQ for a facility audit, including completing agency information, completing or reviewing facility information, answering questions about the facility for each PREA standard, and submitting the PAQ for the facility audit.

Starting the PAQ

To start your PAQ click the pencil icon (✎) for the facility audit on the **Audits List** page. The **Audit Overview** page will open. From this page you can complete the **AGENCY INFORMATION** (if the agency has not been or is not in the process of being audited); complete, update or review the **FACILITY'S INFORMATION**; respond to questions in the PAQ, and upload supporting documentation for each standard under each topic area (e.g., Prevention Planning).

PREA AUDIT SYSTEM Audits Edit Agency Profile PREA Coordinator (PREA Coordinator)

Audits List Facility Name or Agency Name Search

Filter By: (clear all)

Auditor: --All-- Facility type: --All-- Agency: --All-- Status: --All--

Audit Type	Agency	Facility	Facility Type	Start Date	Status	Days at Status	Auditor	Supplemental Files for Audit	Pre-Audit Questionnaire
Agency	Agency Name	n/a	Prison / Jail	04/14/2016	PRE AUDIT	8	Auditor, Certified	files	✎

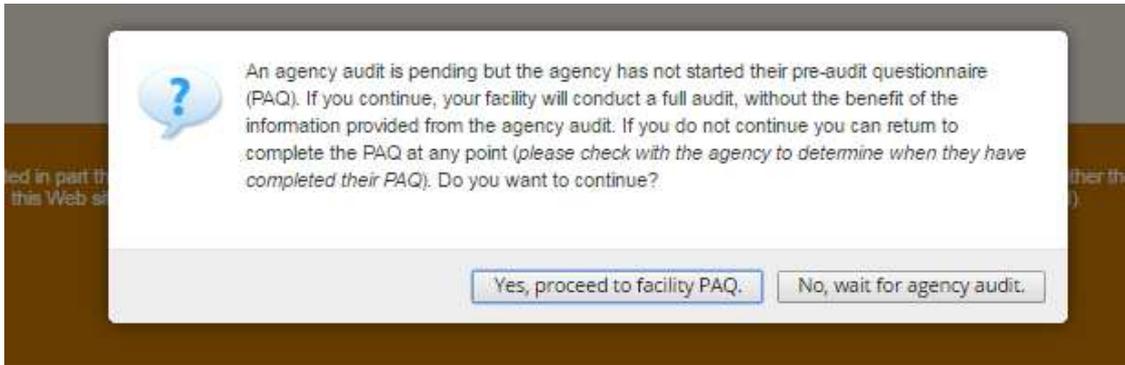
View/Print Pre-Audit Questionnaire Submit

Section	Ready for Audit	Action
FACILITY INFORMATION	Incomplete	✎
Prevention Planning	Incomplete	✎
Responsive Planning	Incomplete	✎
Training and Education	Incomplete	✎
Screening for Risk of Sexual Victimization and Abusiveness	Incomplete	✎
Reporting	Incomplete	✎
Official Response Following an Inmate Report	Incomplete	✎
Investigations	Incomplete	✎
Discipline	Incomplete	✎
Medical and Mental Care	Incomplete	✎
Data Collection and Review	Incomplete	✎

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

For a facility audit, if an **Agency Audit** is pending, but has not been started, when you or the Facility Compliance Manager click on the

pencil icon (✎) on the **Audits List** page, you will receive the following message from the OAS:



As indicated in the instruction, if you click **Yes, proceed to facility PAQ** before the agency audit has been started in the OAS, the facility audit and auditor will not have access to the information and documentation provided by the agency as part of their PAQ. To wait for the agency to begin their audit, click **No, wait for agency audit** and once the agency PAQ has been started, you or the Facility Compliance Manager can continue with the facility PAQ.

If your agency is in the process of conducting an Agency Audit, for those standards audited at the agency-level, you will also be asked an additional **shared responsibility question** regarding the facility's responsibilities, separate from the agency's responsibilities. If the answer is "yes", select **yes** from the drop-down menu and respond to all measures for that standard. If the answer is "no", select **no** from the drop-down menu. You do not need to respond to the measures and you should continue to the next standard.

Prevention Planning

[Save & Continue](#)

Standard: [115.12 - Contracting with other entities for the confinement of inmates](#)

Standard (2 of 8)

Check if Topic is Ready for Audit

The facility has responsibility, separate from the agency's responsibilities, for contracting with other entities for the confinement of inmates.

Standard	Question Text	Response
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.	
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 115.12 (a) - 2.	<input type="radio"/> Yes <input type="radio"/> No

Shared responsibility question

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

Facility Information

To complete the facility information click the pencil icon (✎) for **FACILITY INFORMATION**.

Fill out all of the information that is applicable on this screen. If you are not finished filling out this

page but you need to stop for some reason, scroll to the top and click the **Save & Continue** button. If you have no more to add, click the **Check Box if Facility Information is Complete** option and then **Save & Continue**.

Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Incomplete	

PRISON / JAIL FACILITY INFORMATION

Check Box if Facility Information is Complete **Save & Continue**

Name of Facility:

Primary Contact <input type="text" value="Name"/> <input type="text" value="Title"/> <input type="text" value="Email Address"/> <input type="text" value="Telephone #"/>	Physical Address: <input type="text" value="Address1"/> <input type="text" value="Address2"/> <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="Zip"/>	Mailing Address (if different than physical address): <input type="text" value="Address1"/> <input type="text" value="Address2"/> <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="Zip"/>
---	--	--

The Facility is (select one):

County
 Federal
 Municipal
 State
 Military
 Private for profit
 Private not for profit

Prison Jail

When you select the check box for the facility information, even if all of the fields are not complete, the topic will show that it is **Ready**.

However, you can still edit the **FACILITY INFORMATION** as indicated by the pencil icon.

Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Ready	
Prevention Planning	Incomplete	
Responsive Planning	Incomplete	
Training and Education	Incomplete	
Screening for Risk of Sexual Victimization and Abusiveness	Incomplete	
Reporting	Incomplete	
Official Response Following an Inmate Report	Incomplete	
Investigations	Incomplete	
Discipline	Incomplete	
Medical and Mental Care	Incomplete	
Data Collection and Review	Incomplete	

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

Understanding the Topics Pages of the PAQ

The next sections on the Audit Overview page are the main pages of the PAQ and are divided into

the standard **topics** such as **Prevention Planning** and **Responsive Planning**.

To open a topic click on the pencil icon associated with that topic.



The screenshot shows a table with three columns: 'Section', 'Ready for Audit', and 'Action'. The 'Section' column lists various topics, with 'Prevention Planning' through 'Data Collection and Review' highlighted by a blue rounded rectangle. A blue arrow labeled 'Topics' points to this rectangle. The 'Ready for Audit' column shows 'Ready' with a green checkmark for 'FACILITY INFORMATION' and 'Incomplete' for all other topics. The 'Action' column contains a magnifying glass icon for 'AGENCY INFORMATION' and a pencil icon for all other topics.

Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Ready	
Prevention Planning	Incomplete	
Responsive Planning	Incomplete	
Training and Education	Incomplete	
Screening for Risk of Sexual Victimization and Abusiveness	Incomplete	
Reporting	Incomplete	
Official Response Following an Inmate Report	Incomplete	
Investigations	Incomplete	
Discipline	Incomplete	
Medical and Mental Care	Incomplete	
Data Collection and Review	Incomplete	

The **topic** name and **standard** appear at the top of the page.

The **status bar** below the standard tells you the number of standards for that topic. For example, as shown on the following page, Prevention Planning (for Prisons and Jails) has eight standards and 115.11 is the first standard.

Each standard is divided into **provisions**. Within each provision there are **measures** associated with that provision and, if applicable, **instructions** for documents to upload. You enter your **response to the measure** and **select files to upload** to the right of the measure.

TIP

There is one standard per page and each square represents a standard/page. A blue square represents the standard you are currently on.

TIP

For each measure, you may select more than one file to upload. If you select a file or files to upload, you may **enter the page(s)/section(s)** in the uploaded file(s) that apply to the measure.

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Ready	
Prevention Planning	Incomplete	

The screenshot shows the 'Prevention Planning' section of the PAQ. On the left, a vertical navigation bar has callouts for 'Topic', 'Standard', 'Status bar', 'Provision', 'Measures', and 'Instructions'. The main content area shows a table with columns for 'Standard', 'Question Text', and 'Response'. The first row is for standard 115.11 (a), which includes two measures: 115.11 (a) - 1 and 115.11 (a) - 2. Each measure has a 'Response' column with radio buttons for 'Yes' and 'No', an 'Enter Comment' text box, and a file upload section with 'Select File(s)' and 'Enter Page(s)/Section(s)' buttons. A 'Save & Continue' button is at the top right. A 'Check if Topic is Ready for Audit' checkbox is also present. Callouts on the right point to 'Response to measure' and 'Select file(s) to upload'.

Navigating through Pages

You can click on a gray square , click on the next page icon , or click [Save & Continue](#) to advance to another page/standard.

You can also click on **breadcrumbs** at the top of the page to navigate backwards. Clicking on **Audits** will take you to the Audits List page. Clicking on **Facility Name** will take you to the Audit Overview page.

The screenshot shows the breadcrumb navigation bar at the top of the page. It contains the following items: 'Audits', 'Document Library', and 'PREA Compliance Manager (Compliance Manager)'. Below this, the breadcrumb path is displayed: 'Home > Audits > Facility Name > Prevention Planning'. A blue box highlights the breadcrumb path, and a blue arrow points to it with the label 'Breadcrumbs'.

Completing a Topic

Once you complete a topic and it is ready to be submitted for the audit (i.e., you have completed

all of the measures associated with a standard), select the **Check if Topic is Ready for Audit** checkbox at the top of each standard. You will need to do this for each topic once it is ready.

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

Prevention Planning

Save & Continue

Standard: 115.11 - Zero tolerance of sexual abuse and sexual harassment; PREA coordinator

Standard (1 of 8)



Check if Topic is Ready for Audit

Standard	Question Text	Response
115.11 (a)	The agency shall have a written policy mandating zero tolerance toward all forms of sexual abuse and sexual harassment and outlining the agency's approach to preventing, detecting, and responding to such conduct.	

Once you check the box for a topic, the topic will show as **Ready** in the Audit Overview page. It

can still be edited if you want to go back and make changes.

Home » Audits » Facility Name

View/Print Pre-Audit Questionnaire Submit

Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Incomplete	
Prevention Planning	Ready	
Responsive Planning	Incomplete	

View/Save/Print the PAQ

You can view, save, or print the PAQ at any time by clicking the **View/Print Pre-Audit**

Questionnaire icon at the top of the Audit Overview page.

Home » Audits » Facility Name

View/Print Pre-Audit Questionnaire Submit

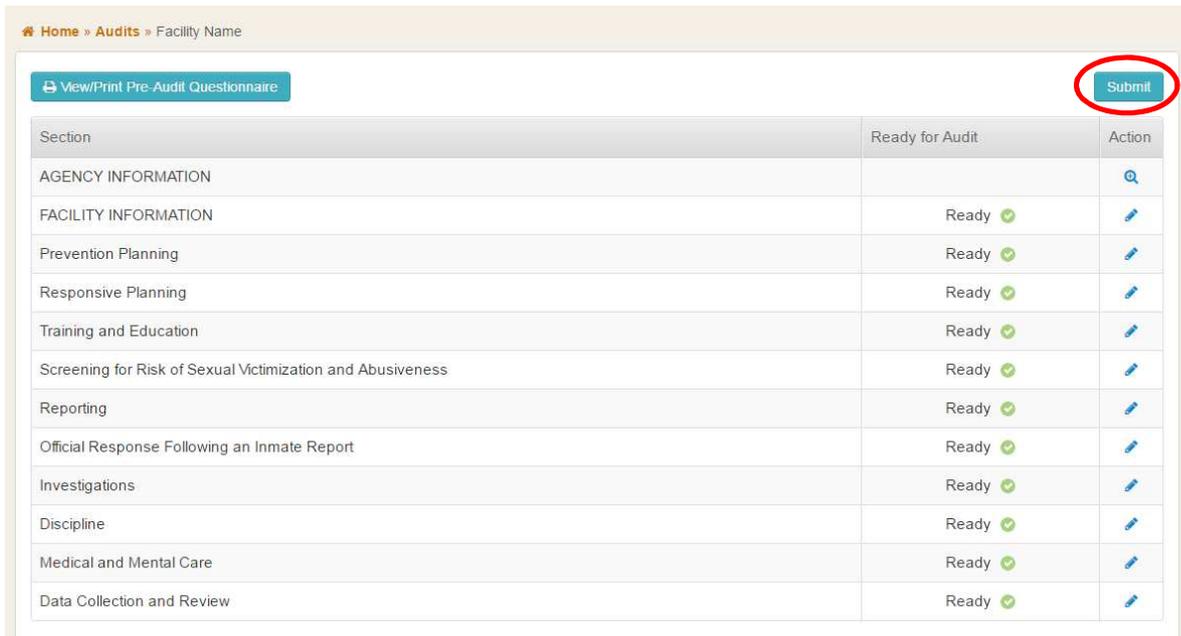
Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Incomplete	

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

Submitting the Pre-Audit Questionnaire

When all of the topics and the facility information

are in Ready status, the Submit button becomes available (i.e., it will change from gray to blue).



When you click the Submit button, a prompt will appear reminding you that once you submit the PAQ (by clicking **Yes**) you will no longer be able to edit any of the responses and the PAQ will be submitted to the auditor for the audit.

When you submit the PAQ, your auditor will be notified that it is ready for review. The Audits List will show that the Audit is in Audit status and the magnifying glass icon indicates that it is no longer editable.

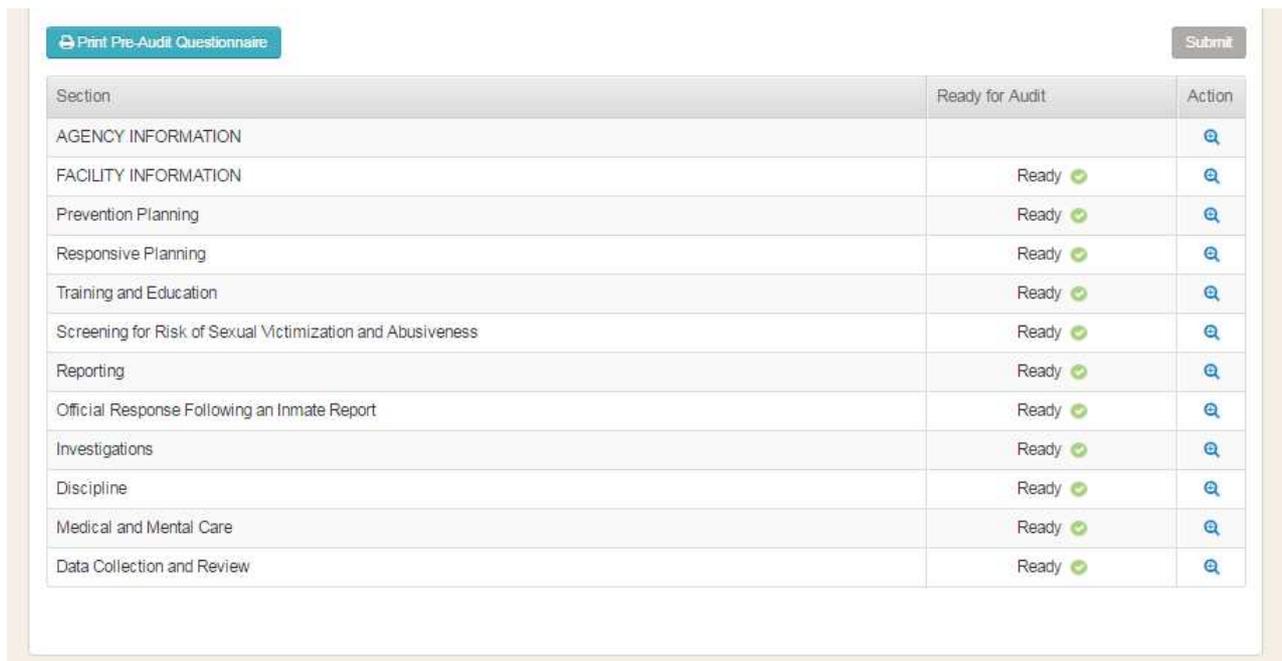


Audit Type	Agency	Facility	Facility Type	Start Date	Status	Days at Status	Auditor	Supplemental Files for Audit	Pre-Audit Questionnaire
Agency	Agency Name	n/a	Prison / Jail	04/14/2016	AUDIT	0	Auditor, Certified		
Facility	Agency Name	Facility Name	Prison / Jail	04/14/2016	AUDIT	3	Auditor, Certified		

The Pre-Audit Questionnaire (PAQ) for a Facility Audit

If you click on the magnifying glass icon in the Audit List, you will see that all of the topics show as **Ready** in the Audit Overview page, but the Action icon has changed to a magnifying glass for all topics.

If you open a topic, all of the navigation works the same way, but you cannot modify any of the responses.



Section	Ready for Audit	Action
AGENCY INFORMATION		
FACILITY INFORMATION	Ready 	
Prevention Planning	Ready 	
Responsive Planning	Ready 	
Training and Education	Ready 	
Screening for Risk of Sexual Victimization and Abusiveness	Ready 	
Reporting	Ready 	
Official Response Following an Inmate Report	Ready 	
Investigations	Ready 	
Discipline	Ready 	
Medical and Mental Care	Ready 	
Data Collection and Review	Ready 	

Uploading Files for the Audit

Section 4: Uploading Files for the Audit

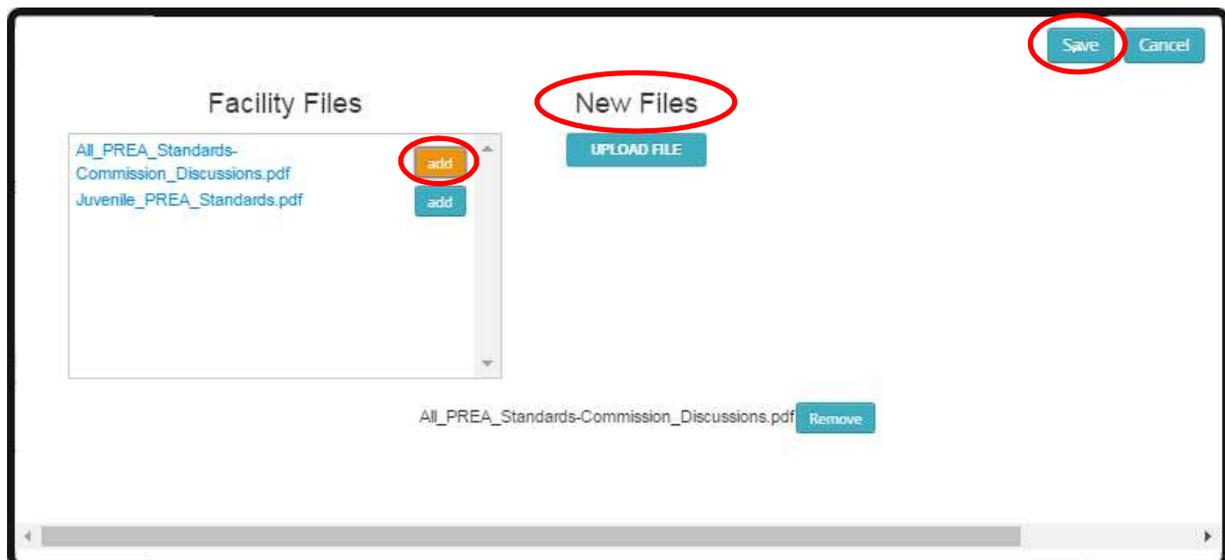
This section guides you through the process of uploading files for an agency or facility audit. Files can be uploaded directly in the PAQ before it is submitted or they can be uploaded to a supplementary file library after you have submitted the PAQ.

Selecting Files in the PAQ

Selecting new files

To upload new files to the PAQ:

1. Click the **Select File(s)** button to the right of the measure.
2. Under **New Files** in the file upload screen, click the **Upload File** button.
3. On your computer, navigate to and select the file, click **Open**.
4. Click **Save**.
5. Enter the relevant **page(s)/section(s)** of the documents you uploaded.



Selecting facility files that have been previously uploaded

If you uploaded documents as you answered measures within the PAQ, they will be available for you to select as you respond to other measures in the PAQ. To access these files in the PAQ:

1. Click the **Select File(s)** button to the right of

the measure.

2. Under the **Facility Files** box in the file upload screen, click the **Add** button associated with the files you want to add.
3. Click the **Save**.
4. Enter the relevant **page(s)/sections(s)** of the document you uploaded.

Uploading Files for the Audit

115.11 (a) - 2	The facility has a policy outlining how it will implement the agency's approach to preventing, detecting, and responding to sexual abuse and sexual harassment.	<input type="radio"/> Yes <input type="radio"/> No
	<p>Upload/select policy outlining implementation plan</p>	<input type="text" value="Enter Comment"/>
		<input type="button" value="Select File(s)"/> <input type="text" value="Enter Page(s)/Section(s)"/>

Save Cancel

Facility Files

- All_PREA_Standards-Commission_Discussions.pdf
- Juvenile_PREA_Standards.pdf

New Files

All_PREA_Standards-Commission_Discussions.pdf

Uploading Supplementary Files

Additional documentation may be provided via the supplementary files option after the facility/agency has submitted the PAQ, and the audit is in audit status, or during the corrective action period.

From the **Audits List** page:

1. Click the **files** icon in the **Supplemental Files for Audit** column.
2. Under **New Upload** in the file upload screen, click the **Upload File** button.
3. On your computer, navigate to and select the file, click **Open**.
4. Click **Save**.

Uploading Files for the Audit

Audit Type	Agency	Facility	Facility Type	Start Date	Status	Days at Status	Auditor	Supplemental Files for Audit	Pre-Audit Questionnaire
Agency	Agency Name	n/a	Prison / Jail	04/14/2016	AUDIT	0	Auditor, Certified	files	🔍

Supplementary Files - Agency Name Save Cancel

Agency Org Chart.docx

New Upload

UPLOAD FILE

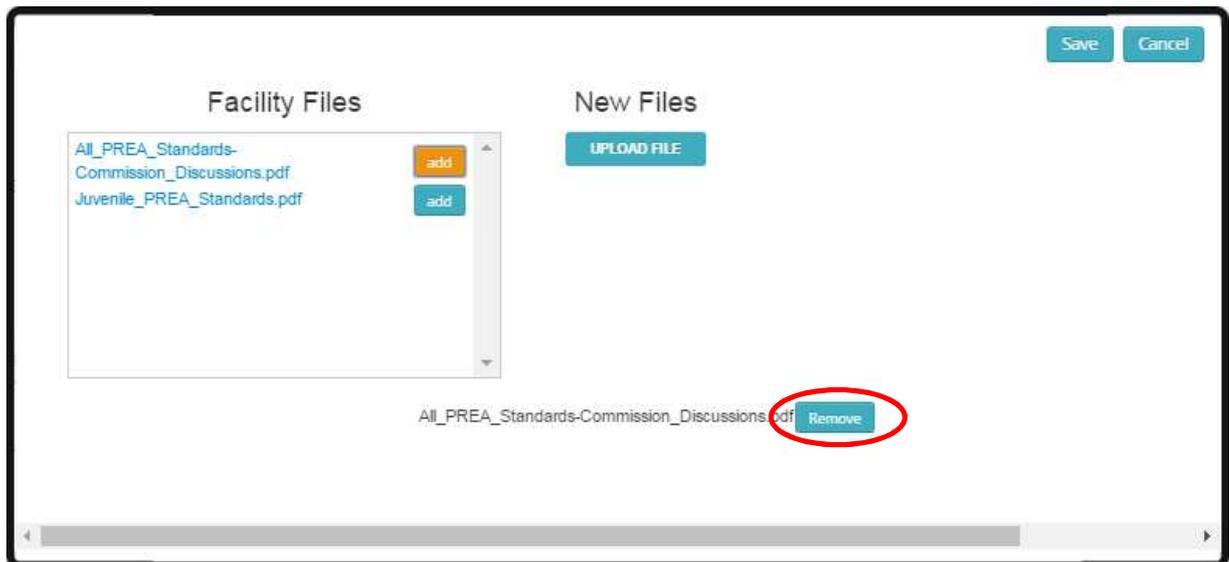
(pdf, doc, xls, jpg, gif, or png)

Uploading Files for the Audit

Removing files

To remove files that you uploaded to the PAQ:

1. Click the **Select File(s)** button to the right of the measure.
2. In the file upload screen, click the **Remove** button for each file that you do NOT want associated with that measure.
3. Click **Save**.



Accessing Agency Information for the Facility Audit

Section 5: Accessing Agency Information for the Facility Audit

If your agency is in the process of conducting an Agency Audit and they have completed their PAQ, or if the agency has already completed an audit, you will be able to access additional information and documentation provided by the agency for use during your facility audit.

When you click the **Select File(s)** button to the

right of the measure, the **Agency Files** box will be displayed in the file upload screen. For each measure, if the agency uploaded documentation you can **Add** the relevant file to the facility measure by following the steps described above for selecting files. You can also see if the agency indicated that they do not have documentation for the measure (as indicated in the **check box**) or if they provided any **comments** about the measure.

