Auditor Field Training Program syllabus and overview

# FACILITY NAME

# MONTH XX–XX, 20XX

## Faculty contacts

|  |  |  |
| --- | --- | --- |
| Name | Email | Audit team role |
|  |  | Project manager |
|  |  | Lead field training auditor |
|  |  | Secondary field training auditor |
|  |  | Faculty |
|  |  | Administrative lead |
|  |  | DOJ representative |

## Field Training Program description

The National PREA Resource Center (PRC) Field Training Program (FTP) offers direct field auditing experience—in a supervised and supported environment—for PREA auditor trainees (ATs) who are seeking certification by the U.S. Department of Justice (DOJ).

## Expectations and goals

The FTP is a 19-week program. Full participation is required and expected in all phases. There are three phases of the FTP audit: the pre-onsite audit phase (eight weeks); the onsite phase (one week); and the post-onsite phase (10 weeks). Reading and writing assignments are assigned each week during the eight-week pre-onsite phase, and report writing takes place each week during the 10-week post-onsite phase.

The goals of the FTP are to strengthen ATs’ PREA auditing skills; increase ATs’ experience with the PREA auditing process and methodology; improve ATs’ understanding of the PREA Standards; and give ATs an opportunity to learn and use the audit tools and other documents. Throughout the FTP audit experience, you will work closely with FTP faculty and staff to establish a long-term supportive relationship with auditors and provide technical assistance and support to auditors into the probationary period.

## Syllabus

Please note that meetings and due dates are subject to change, and all referenced times are the estimated minimum.

|  |  |
| --- | --- |
| **Pre-FTP activities** | |
| Reading: How to operate Basecamp’s docs and files | Estimated time to complete: 20 minutes  **Due date:** X/XX/2X  Notes: please see this [**link**](https://3.basecamp-help.com/article/51-docs-files) |
| Upload photo to Basecamp | Estimated time to complete: 15 minutes  **Due date:** X/XX/2X |
| Conduct internet research on facility | Estimated time to complete: 30 minutes  **Due date:** X/XX/2X  Notes: faculty will advise on how to conduct research on the facility |
| **Week 1: pre-onsite audit phase** | |
| Review the syllabus and overview as well as the assignment instructions in the FTP Manual | Estimated time to complete: 1 hour  **Due date:** X/XX/2X |
| Re-read PREA Auditor Handbook section V. PREA Audit Methodology | Estimated time to complete: 45 minutes  **Due date:** X/XX/2X |
| Introductory team meeting | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: updates on audit activity, FTP goals and expectations, and assignment discussion |
| Begin Online Audit System (OAS) seek and find exercise | Estimated time to complete: 1 hour  **Due date:** week 2 |
| Review interview introduction presentation (located on Basecamp) and begin individual interview introduction review and practice | Estimated time to complete: recorded presentation - 15 minutes, introduction practice time varies. Review and practice your interview introduction between weeks 1 and week 3.  **Due date:** week 3 |
| **Week 2: pre-onsite audit phase** | |
| Continue individual interview introduction review and practice | Estimated time to complete:  practice time varies. Review and practice your interview introduction between week 1 and week 3  **Due date:** week 3 |
| Online Audit System (OAS) seek and find exercise to be reported during OAS use meeting | **Due date:** X/XX/2X |
| OAS use meeting | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: instruction on use of the OAS to review the Pre-Audit Questionnaire, complete the ACT, and enter issue log requests |
| Connect with team partner and create team name | Estimated time to complete: 30 min  **Due date:** this week |
| Begin deconstruction of Standard of choice | Estimated time to complete: 1 hour  **Due date:** week 3 |
| Begin PAQ review/ACT completion & issue log | Estimated time to complete: at least 15 hours between week 2 and week 6  **Due date:** week 6 |
| **Week 3: pre-onsite audit phase** | |
| Deconstructed Standard of choice due to faculty | **Due date:** X/XX/2X |
| Begin deconstruction of spotlight Standard | Estimated time to complete: 1 hour  **Due date:** week 4 |
| Continue PAQ review/ACT completion and issue log | Estimated time to complete: at least 15 hours between week 2 and week 6  **Due date:** week 6 |
| Small group interview introduction practice | Estimated time to complete: 1 hour  **Due date:** this week |
| **Week 4: pre-onsite audit phase** | |
| Deconstruction of spotlight Standard due to faculty | **Due date:** X/XX/2X |
| Continue PAQ review/ACT completion and issue log | Estimated time to complete: at least 15 hours between week 2 and week 6  **Due date:** week 6  Note: faculty will spot-check ACT progress this week |
| **Week 5: pre-onsite audit phase** | |
| Watch recorded webinar - Report writing for Auditor Trainees: Standard-specific discussions | Estimated time to complete: approximately 1 hour  **Due date:** this week |
| Continue PAQ review/ACT completion and issue log | Estimated time to complete: at least 15 hours between week 2 and week 6  **Due date:** week 6 |
| Small group conducting outreach meeting | Meeting length: 1 hour  Meeting date: X/XX/2X  Meeting purpose: ATs meet with assigned faculty to provide assistance with ACT completion and to prep for conducting outreach in week 7 |
| **Week 6: pre-onsite audit phase** | |
| PAQ Review/ACT completion and issue log requests due | **Due date:** X/XX/2X |
| Issue log review team meeting | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: group discussion on the issue log before submission to the facility, and themes found in initial document review |
| Begin methodology assignment | Estimated time to complete: 1 hour  **Due date:** week 7 |
| Begin document review assignment | Estimated time to complete: 1 hour with at least 30 minutes for each record worksheet between week 6 and week 8  **Due date:** week 8 |
| Begin site review instructional guide assignment and knowledge check | Estimated time to complete: 2 hours total between week 6 and week 8  **Due date:** week 8 |
| **Week 7: pre-onsite audit phase** | |
| Methodology assignment due to faculty | **Due date:** X/XX/2X |
| Continue document review assignment | Estimated time to complete: 1 hour with at least 30 minutes for each record worksheet between week 6 and week 8  **Due date:** week 8 |
| Continue site review instructional guide assignment and knowledge check | Estimated time to complete: 2 hours total between week 6 and week 8  **Due date:** week 8 |
| Conduct outreach to Just Detention International (JDI), local rape crisis center, and SAFE/SANE, testing of third party reporting mechanisms | Estimated time to complete: 1.5 hours  **Due date:** this week  Notes: this includes making contact, conducting the interview, and transcription of interview notes |
| Review interview protocols | Estimated time to complete: 2 hours  **Due date:** this week  Notes: this includes the interview protocols within the PREA audit instrument as well as the draft protocols developed by the FTP |
| **Week 8: pre-onsite audit phase** | |
| Document record review worksheets due to faculty | **Due date:** X/XX/2X |
| Site review knowledge check due to faculty | **Due date:** X/XX/2X |
| Week 8 small group faculty meeting | Meeting length: 1 hour  Meeting date: varies  Meeting purpose: individual team discussions with FTP faculty on preparation and expectations for the onsite phase as well as use of site review resources |
| Print materials and pack for onsite | Estimated time to complete: time varies |
| **Week 9: onsite phase** | |
| Sunday: mandatory meet and greet dinner with facility | Notes: 3 hours, 6:00 p.m.–9:00 p.m.  To be determined if this dinner will occur. Additional details will be posted on Basecamp. |
| Monday: onsite | Notes: 10.5 hours, 8:30 a.m.–7:00 p.m. |
| Tuesday: onsite | Notes: 12.5 hours, 8:30 a.m.–9:00 p.m. |
| Wednesday: onsite | Notes: 13 hours, 10:00 a.m.–11:00 p.m. |
| Thursday: onsite | Notes: 8 hours, 9:00 a.m.–5:00 p.m. |
| Friday: audit team meeting | Notes: 3 hours, 9:00 a.m.–12:00 p.m.  Departure flights cannot interfere with this scheduled meeting |
| **Week 10: post-onsite audit phase** | |
| Begin transcribing interview and site review notes | Estimated time to complete: 5 hours total between week 10 and week 11  **Due date:** week 11 |
| Begin post-onsite issue log development | Estimated time to complete: at least 1 hour between week 10 and week 12  **Due date:** week 12 |
| Begin remaining document review | Estimated time to complete: 10 hours with at least 30 minutes per file and at least 20 files total between week 10 and week 12  **Due date:** week 12 |
| Submit invoices for reimbursement | Estimated time to complete: N/A  **Due date:** X/XX/2X |
| **Week 11: post-onsite audit phase** | |
| Upload transcribed interview and site review notes to Basecamp | **Due date:** X/XX/2X |
| Continue post-onsite issue log development | Estimated time to complete: at least 1 hour between week 10 and week 12  **Due date:** week 12 |
| Continue remaining document review | Estimated time to complete: 10 hours with at least 30 minutes per file and at least 20 files total between week 10 and week 12  **Due date:** week 12 |
| Begin writing Standard of choice | Estimated time to complete: 7 hours total with continuing updates between week 11 and week 13  **Due date:** week 13 |
| 1st Consensus call | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: discuss report writing tips; each AT must be prepared to discuss a Standard of choice (provision-by-provision) |
| **Week 12: post-onsite audit phase** | |
| Post-onsite issue log due | **Due date:** X/XX/2X |
| Remaining document review worksheets due | **Due date:** X/XX/2X |
| Continue writing Standard of choice | Estimated time to complete: 7 hours total with continuing updates between week 11 and week 13  **Due date:** week 13 |
| 2nd Consensus call | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: each AT must be prepared to discuss their spotlight Standard (provision-by-provision); and group discussion on findings |
| **Week 13: post-onsite audit phase** | |
| Draft Standard of choice due to faculty | **Due date:** X/XX/2X |
| Review and revisions of AT drafts | Notes: faculty and ATs exchange feedback and revisions of writing between week 13 and week 17 |
| Begin writing spotlight Standard | Estimated time to complete: 7 hours total with continuing updates between week 13 and week 15  **Due date:** week 15 |
| 3rd Consensus call | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: each AT must be prepared to discuss their third assigned Standard (provision-by-provision); and group discussion on findings |
| **Week 14: post-onsite audit phase** | |
| Review and revisions of AT drafts | Notes: faculty and ATs exchange feedback and revisions of writing between week 13 and week 17 |
| Continue writing spotlight Standard | Estimated time to complete: 7 hours total with continuing updates between week 13 and week 15  **Due date:** week 15 |
| Begin writing third assigned Standard | Estimated time to complete: 7 hours total with continuing updates between week 14 and week 15  **Due date:** week 15 |
| 4th Consensus call | Meeting length: 2 hours  Meeting date: X/XX/2X  Meeting purpose: discussion on remaining Standards and other outstanding questions |
| **Week 15: post-onsite audit phase** | |
| Draft spotlight and third assigned Standards due to faculty | **Due date:** X/XX/2X |
| Review and revisions of AT drafts | Notes: faculty and ATs exchange feedback and revisions of writing between week 13 and week 17 |
| **Week 16: post-onsite audit phase** | |
| Begin FTP Post-audit reporting information worksheet | Estimated time to complete: 1.5 hours  **Due date:** week 17  Notes: ATs should prioritize the revisions and completion of their Standards prior to this worksheet |
| Review and revisions of AT drafts | Notes: faculty and ATs exchange feedback and revisions of writing between week 13 and week 17 |
| **Week 17: post-onsite audit phase** | |
| Final drafts of Standards due to faculty for the Gap Analysis | **Due date:** X/XX/2X |
| FTP Post-audit reporting information worksheet | **Due date:** X/XX/2X |
| **Week 18: post-onsite audit phase** | |
| Secondary FTA consolidates Gap Analysis sections |  |
| **Week 19: post-onsite audit phase** | |
| Gap Analysis submitted to facility | **Due date:** X/XX/2X |
| **Post-FTP activities** | |
| Close-out call | Meeting length: 1 hour  Meeting purpose: discussion with the facility on the Gap Analysis and audit findings  Notes: takes place 30–45 days after the Gap Analysis is submitted |

## The audit team

The audit team consists of 13–17 individuals, including seven to 11 PRC staff and DOJ staff. The following outlines the roles and responsibilities of the FTP faculty and ATs. This is not exhaustive but highlights the key responsibilities of each team member.

**Project manager:** The project manager oversees and monitors the entire FTP audit as assigned and ensures adherence to the PREA audit methodology. During the onsite audit phase, the project manager collaborates with the lead field training auditor (FTA) and facility staff to address any issues or concerns related to any aspect of the FTP audit and works with the lead FTA to address all auditor trainee (AT) personnel issues.

**Lead field training auditor (FTA):** The lead FTA oversees and manages the technical and operational aspects of the entire FTP audit. The lead FTA provides training, mentoring, guidance, and evaluation of the ATs. In addition, the lead FTA shares their auditing expertise and experiences with the ATs by modeling and adhering to the PREA audit methodology. The lead FTA is the primary point of contact and facilitates all meetings with the facility and the audit team. The lead FTA reviews and evaluates the work product of the ATs and assists them as they learn and practice the PREA audit methodology and build their audit skills. They are responsible for the final review of the Gap Analysis for content and consistency. The lead FTA also facilitates the close-out call with the facility approximately 30–45 days after submission of the Gap Analysis.

**Secondary field training auditor (FTA):** The secondary FTA supports the lead FTA by assisting in training, mentoring, and evaluating the ATs. The secondary FTA also reviews and tracks ATs’ work completion and participation in the FTP, while sharing their auditing expertise and PREA auditing methodology experience with the ATs. The secondary FTA reviews and evaluates the work product of the ATs, mentors the ATs as they practice and learn the PREA audit methodology and builds their auditing skills. The secondary FTA assists the lead in bringing the Gap Analysis to the final product.

**General faculty:** The general faculty provides support to the ATs as directed by the project manager and lead FTA during the pre-onsite audit phase, onsite phase, and post-onsite audit phase. During the onsite phase, the faculty member(s) supervise a pair of ATs as they conduct onsite audit functions such as interviews, file reviews, and site review. Faculty provide immediate verbal feedback, model appropriate auditor conduct, and demonstrate interviewing techniques as needed. If you would like additional feedback, please do not hesitate to request this from your faculty. During the post-onsite audit phase, the faculty will review the work of their assigned ATs and provide constructive feedback, support, and evaluation.

**Administrative support staff:** The administrative support staff coordinates and manages logistical aspects of the entire FTP audit, including—but not limited to—sending notices; scheduling meetings; locating onsite lodging; tracking transportation; coordinating logistical details with facility and audit team; managing information on Basecamp; assisting faculty with the tracking of ATs’ meeting attendance and participation in the FTP; and collaborating with the project manager and other team members as needed.

**Auditor trainee (AT):** Auditor trainees, or ATs, participate fully in the pre-onsite audit phase, onsite phase, and post-onsite audit phase. This includes—but is not limited to—completing all assignments and submitting them on time; reviewing all resource materials; attending all meetings; contributing and participating in all discussions; conducting themselves in a professional manner; supporting team members; incorporating feedback; and meeting all expectations of the faculty. ATs are paired with a partner and work in tandem on some tasks and while onsite. ATs are also responsible for tracking their own assigned interviews; taking their own interview notes; taking their own site review notes; and collecting needed documents to retain and to assess assigned Standards.

## Required resources

These resources should be available to you (at least electronically) and readily accessible throughout this program:

* PREA Standards for [Prisons and Jails](https://www.prearesourcecenter.org/sites/default/files/content/prisonsandjailsfinalstandards_0.pdf);
* Auditor Compliance Tool (ACT) for [Prisons and Jails](https://www.prearesourcecenter.org/sites/default/files/content/prison_jails_auditor_fillable_compliance_tool_reader_extended_version.pdf);
* [Instructions for PREA Audit Tour](http://www.prearesourcecenter.org/sites/default/files/content/instructions_for_prea_audit_tour_prisons_and_jails_final.pdf);
* Checklist of Documentation for [Prisons and Jails](https://www.prearesourcecenter.org/sites/default/files/content/prisons_jails_prea_audit_checklist_of_documentation_final.pdf);
* [FAQs](http://www.prearesourcecenter.org/frequently-asked-questions);
* [PREA Auditor Handbook](https://www.prearesourcecenter.org/sites/default/files/library/PREAAuditorHandbook-V2.0%20March%202021_1.pdf);
* FTP Manual;
* FTP Gap Analysistemplate, Word version (on Basecamp);
* Operations Packet and Interview Packet (pp. 33 of theFTP Manual); and
* Other materials as required by faculty.

## Required systems

To provide a rich learning environment for ATs, the FTP utilizes several computerized systems for document-sharing, program management, and task tracking. The use of these systems is required in order to participate in the program. There is no cost associated with ATs’ use of these systems. The PRC will provide instructions to ATs on how to gain access to the following systems:

* **Basecamp:** The FTP team utilizes Basecamp for audit team communications. On Basecamp, FTP faculty share documents, templates, and resources that you need for the training audit. Please take advantage of these resources and check Basecamp often for additions to the materials. In addition to the resources that faculty share, ATs are expected to upload required information for sharing with the team. Finally, the calendar in Basecamp is a visual of the tasks outlined in the Syllabus.
* **Online Audit System (OAS):** The OAS is designed to help agencies, facilities, and auditors streamline, organize, and automate much of the PREA audit process in a secure, user-friendly environment. The OAS is built in a secure environment that meets rigorous federal security requirements mandated by the Federal Information Security Management Act (FISMA) and provides a safe electronic platform for agencies/facilities and auditors to communicate and share information securely. Agencies/facilities can upload sensitive audit documentation, including documentation that contains personally identifying information (PII) or personal health information (PHI), and auditors are able to access and review this documentation directly within this secure environment. This eliminates the need to use less secure means of communication and information exchange. The OAS also enables useful storage features, such as a document library and links of documents to relevant Standards, which helps to streamline the audit process.
* **Auditor Continuing Education and Resource Portal:** The PRC Training and Resource Portal serves as a single, easy-to-access repository for all information relevant to auditors. ATs can always refer back to the Portal for Auditor Training materials and resources. This includes the Auditor Training eLearning course and modules used for the Auditor Training.
* **Zoom video communications:** The audit team will be required to join Zoom meetings with FTP faculty to communicate on topics relating to the FTP. Information regarding the FTP goals and expectations, your assignments, and onsite training logistics will be disseminated through this platform. It is imperative to your success as an AT to join and participate in these video conference meetings. Please ensure you are not restricted from using this communication platform by employer firewalls (if applicable) or network restrictions, that you are able to use a webcam, and have audio capabilities.

## Communications

**NOTE**

To streamline communications between the audit team and the facility, all messages to the facility will be sent only by the FTAs or faculty; and all messages from the facility will be disseminated to the audit team by the lead FTA. This is critically important to eliminate cross-messaging and duplication.

Written team communications will be through Basecamp or email. When you send an email, you must specify the training audit host facility acronym at the beginning of the subject line of the email (*e.g.,* XXXX). Generally, all emails regarding the audit should be addressed to the entire audit team, including all FTP faculty and ATs.

When seeking information or when questions arise about material that has been presented, auditor trainees are asked to follow a hierarchy approach in soliciting answers by first referencing this manual and other shared resources on Basecamp. If the answer is not found in either source, paired auditor trainees are expected to reach out to each other for assistance. If further assistance is needed, rely on the larger team of auditor trainees with a request for assistance on Basecamp. If further assistance is needed, reach out to faculty.

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## Team pairings

## Each auditor trainee will be paired with another at the start of the program. Some tasks will be completed in tandem, and pairs will also work together while onsite conducting interviews and other onsite work. This also provides an opportunity for AT pairs to network and consult with one another.

## Individual assistance for auditor trainees

The FTP faculty and other PRC staff are available to provide individual one-on-one assistance to ATs. The ATs are encouraged to reach out at their discretion at any time to request this support. It is our goal to provide the technical assistance and resources to maximize your success in this program and as a PREA auditor. ATs can seek advice and input on any PREA topics, including but not limited to:

* Writing quality and comprehensive Standard-specific discussions.
* Understanding how to assess and account for each piece of evidence relied upon in making compliance determinations.
* Using the *PREA Auditor Handbook* effectively.
* General questions on probationary auditor requirements and more.

Appointments with faculty during business hours or non-business hours can be set up as needed. Contact information for FTP faculty can be found on the FTP Team Roster on Basecamp.

## FTP time tracking form

From the start of pre-onsite week 1 to the end of post-onsite week 19, please utilize the FTP time tracking form to keep record of the time needed to complete each assignment. You can find this form on Basecam​​p in the “Resource Docs'' folder. To fill out the form, please add the final amount of time it took to complete an assignment in the column next to the corresponding task within the related audit phase. Once you complete your training audit, you will have an opportunity to submit your completed form in the ATs’ assessment of the FTP. To help ensure accuracy of the times submitted, please keep the sheet up-to-date throughout the training audit. This will aid us in making the estimated completion times in the syllabus as realistic as possible.

## Pre-onsite phase expectations

During the pre-onsite audit phase, ATs can expect to participate in several video conference calls with the audit team. These calls are used to help the team become familiar with FTP goals and expectations, instructions for assignments, use of the OAS and the PREA audit instrument, the PREA Standards, and the PREA audit process and methodology. Attending all of the scheduled conference calls is critical to preparing for the onsite phase of the audit. There are several pre-onsite assignments that ATs will complete to become familiar with pre-onsite audit activities, expectations, and requirements for an audit as set forth in the most current version of the *PREA Auditor Handbook*. The syllabus provides time estimates for each activity, assignment, and meeting. However, know that the time listed in the syllabus for completing assignments is an estimate of the minimum amount of time expected to complete assignments, which may vary based on an AT's understanding of the work or the need for additional support from FTP faculty.

**NOTE**

Attending all of the scheduled conference calls is critical to preparing for the onsite phase of the audit

During the pre-onsite audit phase, ATs will work closely with faculty on audit assignments to hone and sharpen their skills related to pre-onsite activities and audit methodology. Pre-onsite, each AT will be assigned seven Standards to review in the PAQ and enter issue log requests in the OAS. This is further detailed below in the PAQ Review/ACT completion & issue log assignment. The issue log will describe for the facility, by each Standard and provision, the documents and information still needed and/or issues that need clarification before the team arrives onsite.

## Activity log

ATs will find an Activity Log on Basecamp providing an account of interactions and communications between the FTAs and the facility. Primary functions of the Activity Log are to model for ATs the communications with the facility throughout each audit phase, and to archive these communications. The Activity Log is maintained and updated weekly by the FTAs so the rest of the audit team is abreast of the planning and discussion with the facility.

## Onsite phase expectations

FTPs entail a six-day onsite audit phase (with four of those days spent at the facility), arriving on a Sunday afternoon and departing on a Friday afternoon. ATs should expect an intense experience onsite, consisting of long days and processing an abundance of information. The FTP faculty along with the pre-onsite assignments and information contained in this manual will prepare ATs for the onsite hands-on experience. Please refer to the detailed assignment instructions and guidance in this manual for all relevant aspects of the onsite phase. You will find a comprehensive Onsite Agenda posted on Basecamp after pre-onsite week 4.

The audit team will conduct the site review the first day onsite, observing all areas of the physical plant, having informal conversations with the staff and people who are incarcerated, assessing the climate and culture of the facility, and observing ongoing facility processes, such as intake and risk screening and comprehensive education sessions for confined persons. For more information regarding expectations of the site review, please refer to page 68 of the FTP Manual.

ATs are encouraged and expected to bring organizational tools—e.g., a watch, folders, or binders for keeping materials—to use onsite. Please be mindful of correctional facility security concerns and best practices when considering what to bring onsite, such as avoiding items containing metal. Also note, in light of security concerns, the audit team will not take computers or cell phones into the secure area of the facility (i.e., when conducting interviews or the site review). These items (and potentially other items prohibited by the facility) will remain in our team’s meeting space.

## Interview expectations

Onsite, the audit team and faculty split into smaller teams to conduct interviews with staff and people who are incarcerated. ATs can expect to be paired with their team partner during the initial interviews but may break up and conduct separate interviews later. If time and logistics permit, ATs may also have an opportunity to be paired with different faculty or ATs to observe more interviewing styles. As indicated in the Onsite Agenda posted on Basecamp, formal interviews typically begin on the second day of the onsite phase. During interviews, faculty will model interview techniques, observe each ATs performance, and offer feedback and support.

## Note-taking expectations

ATs will be expected to take their own comprehensive notes onsite during the site review and interviews. Interview notes should be taken using the Interview Notes Template in the FTP Manual on page 63. Faculty will review ATs’ notes and provide feedback for improving note-taking skills over the course of the week.

ATs will be expected to later transcribe their handwritten interview notes for sharing with the audit team. Notes will be used as evidence by all members of the team and relied on for writing the Gap Analysis for the facility. Faculty will provide guidance and instruction on how notes will be transcribed and shared with the audit team.

## Onsite debriefing

Team discussion and engagement during the onsite phase is a critical training component of the FTP. As indicated in the Onsite Agenda, the audit team will take advantage of time each day to discuss and debrief aspects of the ongoing training audit, address ATs’ questions or concerns, and provide ongoing mentorship.

## Friday morning team meeting

On Friday morning of the onsite week, the team will meet in a conference space at the hotel for additional debrief and an opportunity to address key concepts and topics leading into the post-onsite phase of the audit. ATs should bring their fully charged laptop along with all FTP onsite materials (organized and accessible) and note-taking supplies. Lastly, you will bring all of your luggage and belongings to the conference room and check out of the hotel prior to the meeting as we will be working up until we leave as a group for the airport (usually in a facility transport van).

## Document review and retention

ATs will be assigned to review documents provided by the facility in all phases of the audit. In addition to reviewing documents uploaded to the *Pre-Audit Questionnaire* (PAQ) in the OAS, ATs will be assigned to review other documents provided to the audit team in preparation for the onsite phase. More documents will be collected and retained while onsite, and the facility may be asked to provide additional documents in the post-onsite phase. All collected documents will be shared electronically with the audit team and used to support compliance determinations.

## Post-onsite and Gap Analysis expectations

In the post-onsite phase, each AT will write a full analysis of three of their seven assigned Standards for the team’s Gap Analysis. The Gap Analysis will assess the facility’s compliance with select Standards and offer recommendations for corrective action. The Gap Analysis will be presented to the facility in week 19 of the training audit. It will provide the facility with a comprehensive analysis of select PREA Standards, written by ATs, identifying Standards and provisions as compliant or noncompliant, and including any corrective action needed to achieve compliance. Please note that the FTP does not produce a complete audit report, with analyses of every Standard, as required in an official PREA compliance audit. The FTP’s Gap Analysis is an abbreviated form of an audit report, which is more conducive to the program’s training objectives.

As outlined in the Audit Data Sharing and Confidentiality Agreement signed by each member of the audit team, we are not authorized to share any confidential information gathered, learned, or otherwise acquired during this training audit—including the Gap Analysis—with anyone outside the training audit process unless required by law.

## Auditor trainee assessment measures

As an AT in the FTP you will be assessed during all phases of the audit and receive ongoing verbal and written feedback from the FTP faculty. Additionally, you will be provided with a written letter of feedback at the conclusion of the training audit. Listed below are the areas of conduct the faculty will monitor to provide you with constructive feedback as you work to build and improve your PREA auditing skills:

Pre-onsite phase

* Online Audit System Seek and find exercise
* Interview introductions
* Standards deconstruction
* PAQ review/ACT completion and issue log
* Outreach to JDI/RCC/SANE
* Audit methodology assignment
* ​​Testing third party reporting mechanisms
* Document review activity
* Site review instructional guide assignment and knowledge check

Onsite phase

* Site review observations and site review notes
* Interviews and interview notes
* Interview selections
* Document review
* Debrief participation

Post-onsite phase

* Transcribing interview and site review notes
* Writing Standard-specific discussions
* Document review
* FTP post-audit reporting information worksheet

Overall performance

* Conference calls participation
* Incorporating feedback
* Timely submission of assignments
* Professionalism and conduct