<table>
<thead>
<tr>
<th>Pre-Onsite Phase</th>
<th>Onsite Phase</th>
<th>Post-Onsite Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post Notice of Upcoming Audit</strong>&lt;br&gt;(post notice at facility with auditor’s contact info 6 weeks prior to the audit for confidential communication)</td>
<td><strong>Facility Tour</strong>&lt;br&gt;Instructions/guidance for conducting tour</td>
<td><strong>Auditor Compliance Tool</strong>&lt;br&gt;Response for each measure based on:• Review of policies/procedures;• Review of documentation;• Review of data;• Interviews with residents and staff; and• Tour of facility.</td>
</tr>
<tr>
<td><strong>Communicate with Community-Based or Victim Advocates</strong></td>
<td><strong>Additional Document Review</strong>&lt;br&gt;Agency/facility information (name, address, contact info, etc.)</td>
<td><strong>Auditor uploads additional documentation gathered onsite.</strong>&lt;br&gt;<strong>Determination of compliance with each standard:</strong>• Guidelines provided for auditors• Auditors provide commentary with justification for decision** <strong>Overall determination of compliance (guidelines provided to auditor)</strong></td>
</tr>
<tr>
<td><strong>Agency/Facility Questionnaire</strong>&lt;br&gt;Completed by PREA Coordinator/PREA Compliance Manager with input from agency head, superintendent, etc., as necessary.</td>
<td><strong>Staff Interviews</strong>&lt;br&gt;Agency head (or designee)&lt;br&gt;PREA Coordinator&lt;br&gt;PREA Compliance Manager&lt;br&gt;Superintendent (or designee)&lt;br&gt;Random sample of staff&lt;br&gt;Specialized staff*&lt;br&gt;Resident Interviews**</td>
<td><strong>Auditor Report</strong>&lt;br&gt;(auditor generates final report and sends it to agency no later than 45 days after completion of on-site audit)** <strong>Corrective Action Plan</strong>&lt;br&gt;(180 days CA period – begins the day that the agency receives the interim report)** <strong>Final Report</strong>&lt;br&gt;(final report delivered to agency within 30 days of completion of corrective action period)** <strong>Agency Appeal</strong>&lt;br&gt;(agency has 90 days from receipt of final report to appeal audit findings to DOJ)</td>
</tr>
<tr>
<td><strong>Initial Auditor Review and Discussions With PREA Compliance Manager</strong>&lt;br&gt;Auditor reviews agency/facility responses to pre-audit questionnaire and has follow-up call(s) with PREA Compliance Manager to get clarification and explain the audit process.</td>
<td><strong>Auditor Review of Submitted Agency/Facility Questionnaire and Policies/Procedures</strong>&lt;br&gt;Auditor begins Auditor Compliance Tool</td>
<td></td>
</tr>
</tbody>
</table>
Specialized Staff Interviews should include:
- The agency contract administrator;
- Intermediate- or higher-level facility staff;
- Medical and mental health care staff;
- Non-medical staff involved in cross-gender viewing or searches;
- Administrative (human resources) staff;
- SANE/SAFE staff;
- Volunteers and contractors who have contact with residents;
- Investigative staff;
- Staff who perform screening for risk of victimization and abusiveness;
- Staff who supervise residents in segregated housing;
- The incident review team;
- The designated staff member charged with monitoring retaliation;
- Security staff and non-security staff first responders; and
- Intake staff.

Resident Interviews should include:
- A random sample of residents;
- Disabled and limited English proficient residents;
- Transgender and intersex residents;
- Gay, lesbian, and bisexual residents;
- Residents at risk of sexual victimization in segregated housing;
- Residents who reported sexual abuse; and
- Residents who have disclosed sexual victimization.