**Pre-Onsite Phase**

- **Post Notice of Upcoming Audit**
  - (post notice at facility with auditor’s contact info 6 weeks prior to the audit for confidential communication)
- **Communicate with Community-Based or Victim Advocates**
- **Agency/Facility Questionnaire**
  - Completed by PREA Coordinator with input from agency head, facility director, etc., as necessary.
  - Instructions for completing
  - Agency/facility information (name, address, contact info, etc.)
  - Information requested by standard:
    - Provide questions from audit tool and data
    - Upload policies/procedures and open-text of pages/sections indicating location of specific policy information required by standard; and
    - Upload documentation requested.
- **Initial Auditor Review and Discussions With PREA Coordinator**
  - Auditor reviews agency/facility responses to pre-audit questionnaire and has follow-up call(s) with PREA Coordinator to get clarification and explain the audit process.
- **Auditor Review of Submitted Agency/Facility Questionnaire and Policies/Procedures**
  - Auditor begins Auditor Compliance Tool

**Onsite Phase**

- **Facility Tour**
  - Instructions/guidance for conducting tour
- **Additional Document Review**
  - Information requested by standard:
    - Provide questions from audit tool and data
    - Upload policies/procedures and open-text of pages/sections indicating location of specific policy information required by standard; and
    - Upload documentation requested.
- **Staff Interviews**
  - Agency head (or designee)
  - PREA Coordinator
  - PREA Compliance Manager (if one exists)
  - Facility director (or designee)
  - Random sample of staff
  - Specialized staff*
  - Resident Interviews**

**Post-Onsite Phase**

- **Auditor Compliance Tool**
  - 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.
  - Auditor uploads additional documentation gathered onsite.
  - Determination of compliance with each standard:
    - Guidelines provided for auditors
    - Auditors provide commentary with justification for decision
  - Overall determination of compliance (guidelines provided to auditor)
- **Auditor Report**
  - (auditor generates final report and sends it to agency no later than 30 days after completion of on-site audit)
- **Corrective Action Plan**
  - (180 days CA period – begins the day that the agency receives the interim report)
- **Final Report**
  - (final report delivered to agency within 30 days of completion of corrective action period)
- **Agency Appeal**
  - (agency has 90 days from receipt of final report to appeal audit findings to DOJ)
*Specialized Staff Interviews should include:
  • The agency contract administrator;
  • Medical and mental health care staff;
  • Non-medical staff involved in cross-gender strip or visual 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;
  • 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; and
  • Residents who reported sexual abuse.