This document was created for use by the PRC Field Training Program (FTP). Certified auditors are not required to utilize this resource for compliance audits but may choose to as a best practice. This is intended to be an aid in capturing elements of a facility's practice but may not be all-inclusive. Auditors are encouraged to reference applicable standards for specific requirements.

Facility:		

Document Review Worksheet Resident Records

Staff Completing Worksheet:

PREA Audit – Community Confinement Standards 115.216. 115.233. 115.241. 115.263. 115.283

		Notes If the consequence of the
Resident Name/ID#:	Date of Current Admission:	Note: If the record shows multiple admissions the auditor should assess whether all required
5 (114	☐ Multiple admissions in the last 12 months. How many?	screening and education requirements occurred
Date of birth:	Date(s):	(explain in comment section).
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Record/File	Proof Documentation	Comments (notations/explanation/missing info)
Screening for Risk of Sexual Victimization and	☐ Intake/transfer screening (within 72 hours of arrival) §115.241(a),(b)	
Abusiveness §115.241	Date:	
	Note: Auditor must ensure the intake screening considered all required factors in §115.241(d)	
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☐ Prior sexual victimization indicated	If applicable: □ Other facility head notified of allegation (within 72 hours) §115.263	
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☐ Prior sexual perpetration indicated	☐ MH evaluation for known resident-on-resident abuser within 60 days of	
	learning of such abuse history §115.283(h)	
☐ Reassessment of resident's risk of sexual		
victimization or abusiveness	☐ Reassessment (within 30 days of arrival) §115.241(f)	
	Date:	
	☐ If applicable, reassessed when warranted §115.241(g) and	
	Reason for reassessment: ☐ SA incident ☐ SH incident ☐ Referral	
	☐ Request ☐ New information	
	Note: Review the reassessment. Add comments on what changed and what action(s) were taken by the facility (e.g., resident disclosed LGB status at	
	reassessment and facility moved resident to a direct supervision housing	
	unit).	
Resident Education §115.233	□ Proof of PREA information at intake §115.233(a)	
Limited English Proficient/Disability §115.216	☐ Resident education in accessible formats §115.233(c)	
	Check (if applicable): ☐ Limited English proficient ☐ Cognitively impaired	
	☐ Limited reading skills ☐ Physically disabled ☐ Otherwise disabled	