The Core Security Audit Report

Following the on-site review, the data collected is organized and entered to create an audit report. All collected scores are averaged to create program-level scores for the 21 Core Security Audit *Standards* listed below. Individual staff scores are not reported. The program results are presented during an interactive audit report review meeting held after the on-site review.

CS-010: Random Headcounts & Facility Walkthroughs
CS-011: On-Grounds Surveillance
CS-020: Client Property
CS-030: Contraband
CS-040: Random Off-Site Monitoring
CS-041: Furlough Monitors
CS-042: Job Search
CS-044: Home Visits
CS-050: Recording Authorized Absences
CS-060: Substance Testing Processes
CS-061: Entry Urine Sample
CS-062: Interim Drug Testing Processes
CS-063: Confirming Positive Test Results
CS-080: Medications
CS-090: Escape
CS-091: Direct Sentence Clients (Residential)
CS-092: Condition of Probation Clients
CS-093: Transition and Condition of Parole Clients
CS-094: Direct Sentence Clients (Non-Residential)
OMA-020: Milieu Management

Results from the Core Security Audit Report can be referenced to engage our office for continual technical assistance and support, if desired. We hope you will consider inviting us back to help you explore your goals for your program!

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The Division of Criminal Justice
Office of Community Corrections
www.colorado.gov/pacific/dcj/community-corrections

COLORADO
Department of Public Safety

What to Expect When You're Expecting a Core Security Audit

Who is OCC?

The Office of Community Corrections (OCC) is an oversight agency within the Division of Criminal Justice (DCJ) responsible for the regulation of community corrections in the state of Colorado. This includes:

- Funding Programs
- Creating and Auditing Standards of Practice
- Evaluating Competency in the Use of Evidence-Based Practices (EBPs)
- Providing Technical Assistance to build program capacity (training, coaching, fidelity support, skills practice and feedback)

With this combination of services, our aim is to give agencies a sense of where they stand in terms of adherence to the *Colorado Community Corrections Standards* and the use of evidence-based practices; while also providing technical assistance to help agencies determine where they would like to be in the future and how they would like to get there.

What is the purpose of a Core Security Audit?

A Core Security Audit reviews the level of compliance and quality of work with a limited number of the *Colorado Community Corrections Standards (C.C.C.S.)*. The *C.C.C.S.* are designed to establish minimum levels of service within Colorado community corrections programs and to reduce risks associated with managing clients in the community. The review accomplishes this by using the multiple measurement methods outlined in the center of this brochure. Compliance & Quality with the *Standards* are described at four levels:

3.00	*Meets Expectations*
2.00 – 2.99	*Satisfactory*
1.00 – 1.99	*Needs Improvement*
0.00 – 0.99	*Immediate Action*

What are the multiple measurement methods used during the Core Security Audit?

Client Case File: The physical and/or electronic file containing documentation specific to an individual client. This typically includes, but is not limited to: social and legal background, signed agreements, legal documents, incident reports, disciplinary actions, assessments, chronological notes, progress reports, case plans, termination reports, and other required information.

Sample File Review: Standard specific sample of case files for review of a single audit item. Escapes or Confirming Positive Test Results are the most common basis for Sample File Reviews.

Program Logs: Manual or electronic logs that contain data specific to a particular practice or function. Examples: Headcount Logs, Facility Search Logs, Medication Disposal Logs, etc.

Interactive Staff Interview: The process of asking staff questions about how they perform a particular task or set of tasks while they are performing the task(s).

Live Observation/Camera Review: Direct observation or review of camera footage to acquire audit information regarding staff practices. Example: Observation of a Pat Search.

Staff Interviews & Client Interviews: An interview completed with either a client or program staff as part of an audit and recorded on either the client or staff interview forms.

What might I be doing as part of a Core Security Audit?

Interactive Staff Interview

You may be asked to answer questions while you perform a particular task or set of task(s). This provides you an opportunity to demonstrate the work you do versus just having to recall what you do from memory.

Live Observation/Camera Review

You may be observed in person or have past performance reviewed via camera, for example, the medication process where a client self-administers their medication. An observation has no set time limit, it is designed to capture a particular task or set of tasks from start to finish. OCC staff will take time to explain each observation to those participating prior to review. A brief feedback session is offered afterward to those who participated in the observation, if desired.

Staff Interview

You may be asked to complete a brief interview during our time on-site. These are designed to have you self report program practice around a specific *Standard* or multiple *Standards*.

Will I have to participate in all of these measurement methods during the Core Security Audit?

The Interactive Staff Interview, Live Observation & Staff Interview methods all include the same questions. In general, an auditor will use a variety of Core Security Personnel across these methods for a greater breadth of data.

Camera Footage may be used to acquire audit information regarding staff practices for any *Standard* of the Core Security Audit, particularly if a live observation cannot take place at the time of the on-site audit.