

## **AUDITOR VERIFYING STANDARD 2 TRAINING**

Key Words: STD-02, STD-04, Field Exercises, Verification Audit, File Review

### **Issue Description**

#### **Background**

Currently there are no specifications that require an auditor to verify that the individual(s) performing the field reviews of other staff members has completed Steps 1-3 in Standard 2. Would this require the auditor to verify via training records, affidavits, and the like, that the individual(s) performing the field reviews has completed these steps? If so, is it recommended that a field evaluator course, track, and/or certificate be established to demonstrate Steps 1-3 of Standard 2 have been completed. This will be especially beneficial when auditing large jurisdictions with many individual(s) performing the field reviews.

#### **Rationale**

#### **Question/Problem**

When conducting the field exercises and applicable file review for Standard #4, does the staff member conducting the review need to be trained in Standard #2, Trained Staff? Does an auditor need to verify that this training has occurred?

#### **Response from Clearinghouse**

The Standard 4 Self-Assessment Instructions and Worksheet states that field reviews must be conducted by someone who has:

- A) Completed Steps 1-3 in Standard 2; and
- B) Recognized by the program manager as having the field experience and communication skills necessary to train new employees.

Currently there are no requirements that an auditor verify that staff members conducting field reviews with other employees have completed steps 1-3 in Standard 2. An auditor is not required to verify additional paperwork related to any Standard 2 criteria when conducting the Standard 4 verification audit.