

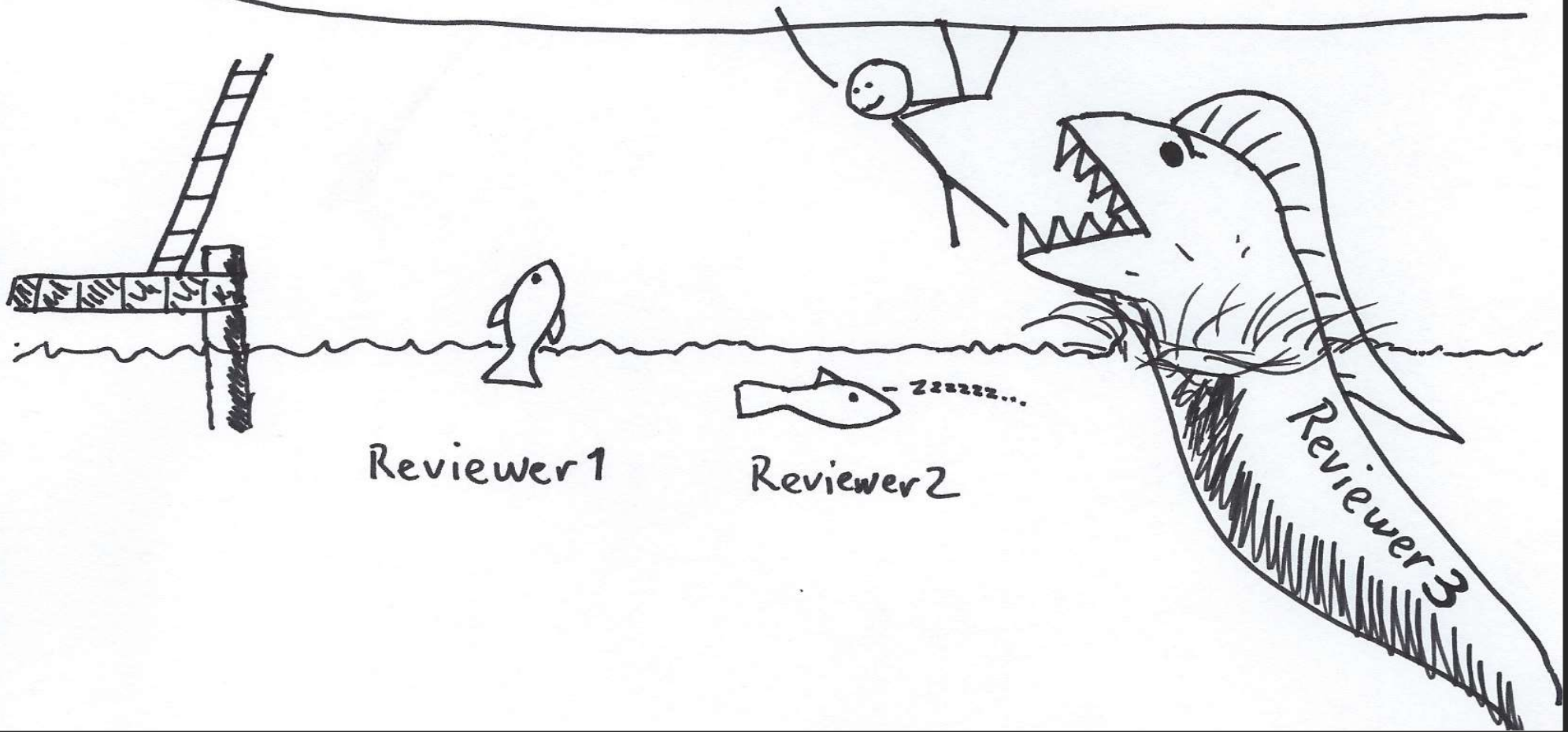
Inspectors General Peer Review



Flora Miller, Peer Review Chair

What Peer Review Feels Like (sometimes)

Well, that didn't
seem too bad...



Peer Review Purpose

At it's most basic level
Peer Reviews answer the
fundamental question of:

“Who audits the auditors
and investigators?”

A common question asked
of Offices of Inspector
General

WHY PEER REVIEW

- Standards require it
- Outside opinion
- Increases credibility





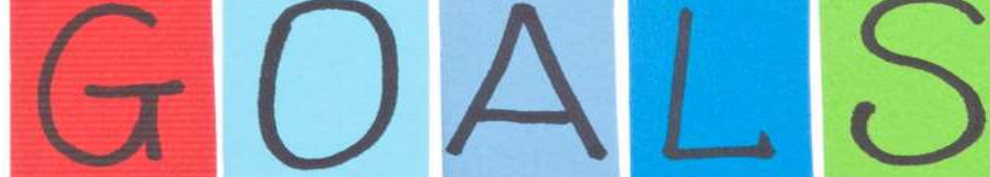
A Peer Review provides an assurance about the level of compliance with professional standards.



Recipients of Peer Reviews

- **Public Accounting Firms**
 - The Public Company Accounting Oversight Board performs Peer Reviews for public accounting firms.
- **State & Local IGs**
 - May be required by State Statute, Local Ordinances, or governing regulations
 - Association of Inspectors General, IIA, ALGA, CPA Firms or similar professional organizations.
- **Federal IG's**
 - The Federal agencies use a Round Robin approach with other Federal Agencies to have peer reviews performed.

AIG



GOALS

- Encourage professional development and provide a professional network;
- Foster policy research and analysis;
- ***Standardize practices, policies, conduct, and ethics;***
- Sponsor educational programs;
- Establish professional qualifications, certifications, and licensing;
- Encourage interdisciplinary scholarship;
- Conduct joint educational ventures;
- Exchange information and ideas; and
- Identify trends.



**WHAT ARE THE STANDARDS
USED BY OFFICES OF
INSPECTORS GENERAL?**



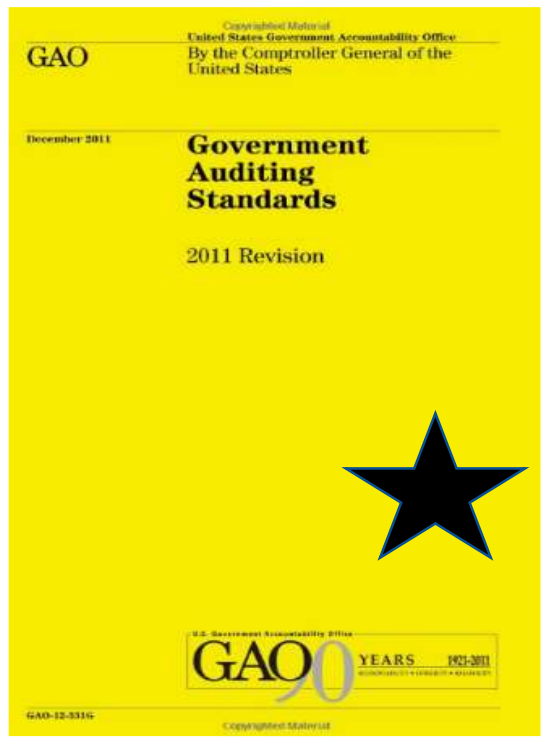
Association of Inspectors General
Historic Carpenters' Hall
320 Chestnut Street
Philadelphia, PA 19106



PRINCIPLES AND STANDARDS FOR OFFICES OF INSPECTOR GENERAL

- Statement of Principles
- Quality Standards for Offices
- Quality Standards for Investigations
- Quality Standards for Inspections, Evaluations, and Reviews
- Quality Standards for Audits

MAY 2014
REVISION



PEER REVIEW...

An **EXTERNAL PEER REVIEW** is required as defined in the professional standard(s) your office follows.

GREEN BOOK



Green Book Peer Reviews should be done periodically. The AIG recommends every three years.



RED BOOK



Red Book Peer Reviews are required every five years.



YELLOW BOOK



Yellow Book Peer Reviews are required every three years



**DO YOU HAVE
WELL
DOCUMENTED
PROCESSES
AND ARE YOU
FOLLOWING
THEM?**

**DOES
ANYONE
KNOW
WHERE WE
KEEP THE
UNWRITTEN
RULES?**





ASSOCIATION OF INSPECTORS GENERAL

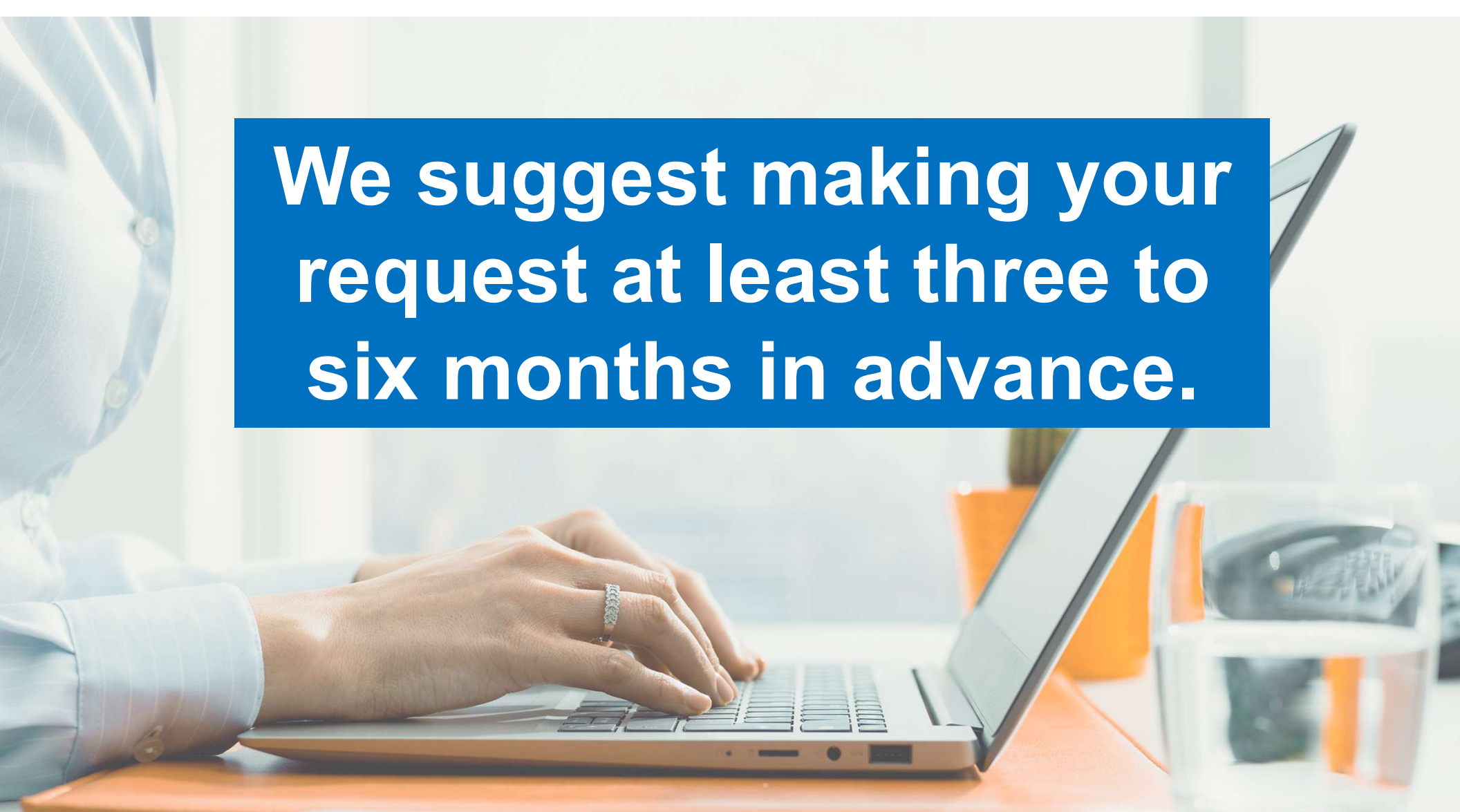
Advancing Professionalism, Accountability & Integrity

WHAT CAN AIG PEER REVIEW DO FOR YOU?

The AIG's Peer Review program is an independent assessment designed to assist member organizations comply with industry professional standards, statutes, local ordinances, and charters.

HOW
DOES IT
WORK





We suggest making your request at least three to six months in advance.

To initiate the Peer Review process, send an e-mail to the AIG at:

ProjectCoordinator@inspectorsgeneral.org



HOW MUCH
does it
COST?

Agencies incur the cost of business-related travel expenses for the Peer Review Team.

Expenses are based on the travel policies of the agency being reviewed.

The AIG does not currently charge for its Peer Review services; however, it is expected that agencies will reciprocate volunteers for future Peer Reviews.



- Experienced/seasoned professionals
- Well versed in applicable professional standards, laws, and regulations
- Possess strong knowledge of applicable operations
- Sufficient knowledge of how to perform a peer review

A Team Leader is designated, and a Team Member is assigned to each of the areas being reviewed

Site Visit – 2 to 5 days

STEP 3

Reporting

STEP 2

Site Visit

STEP 1

Preparation

**Team Duties: Start to Finish – 3 Months
(approximately)**

What Might Be Reviewed?

- Independence (Personal, External, Organizational)
- Professional Judgment
- Competence
- Quality Control and Assurance
- Planning
- Supervision
- Workpapers, Evidence, Documentation
- Legal and Regulatory Requirements
- Reporting Standards
- Closed Work Products and Associated Files
- External Stakeholder Relationships



SITE VISIT

- ❑ The site-visit begins with an Entrance Conference with the Inspector General and the Senior Management team.
- ❑ The review team examines the organization's internal quality control systems and a sample of products for compliance. *Typically, no advance notice is given regarding the reports selected for review.*



SITE VISIT

Organization's Quality Control System

- Internal Policies & Procedures
- Training & Staff Qualifications
- Independence issues & organizational alignment
- Internal Quality Assurances/Quality Assurance function
- Report documentation
- Report distribution

Review of Documentation

- Review of workpapers & reports
- Internal interviews: staff & management
- External interviews: IG Committees, department heads, LE partners, etc.

Staff Interviews

- Division staff (supervisors, line staff)
- Support staff (administrative, IT)
- Legal

REPORTING



Opinion Letter (30 Days)

- Level of compliance with standards (Pass, Pass with Deficiencies, Fail)
- Purpose, Scope, and Method, which may include a summary of exceptions

Management Letter (90 Days)

- Detailed letter of findings, which will include:
 - Areas of Distinction
 - Areas of Consideration

**PRESS
RELEASE**

PUBLISHING REPORTS

- The **OPINION LETTER** is intended for publication. ★
- The **MANAGEMENT LETTER** is provided as a useful tool for the Inspector General and management team. If a separate communication detailing findings, conclusions, and recommendations is issued, public availability of that communication **is not required**.

What are some common findings and/or recommendations made by a Peer Review Team?



Finding: The PRT reviewed a sampling of case files (both paper and electronic) and while all required elements were provided, they were not readily accessible to PRT. Case files were found to be maintained according to individual preference and without any consistency.

Recommendation: It is recommended that the agency develop a uniform method of case file maintenance, to include standardized naming conventions, file organization, documentation of evidence receipt, etc. Compliance with these standardized methods will assist in file reviews, case tracking, case transfers, work papers, evidentiary support, etc.

Organization of Files (Paper and Electronic)

Finding: The PRT reviewed a sampling of case files (both paper and electronic) and was unable to determine whether supervisory reviews were completed. Staff interviews confirmed that their supervisors regularly reviewed their work products during case reviews, meetings, etc.; however, the supervisory review itself was not always documented.

Recommendation: It is recommended that the agency develop policies and procedures that include a documented supervisory review of work product.

Supervisory Reviews (Documentation)

Finding: During the previous Peer Review, challenges and difficulties were cited regarding the efficiency and timeliness of the report writing, review, and issuance process. The agency currently has seven different report templates that do not appear to have consistent guidance as to when and how they will be used. Additionally, the report review process seems to fluctuate without clear workflow designations.

Recommendation: It is recommended that the agency develop defined roles and set expectations (i.e., workflow, timelines, etc.) for the report writing and review process. It is also recommended that the agency consider reducing the number of report templates to increase simplicity and efficiency.

Report Processes

ASSOCIATION OF INSPECTORS GENERAL



THE PEER REVIEW COMMITTEE

Having determined that

[YOUR AGENCY NAME HERE]

has successfully completed an external Association of Inspectors General Peer Review of your operational units based upon the Association of Inspectors General Principles and Standards for Offices of Inspector General. It is the unanimous conclusion of the members of the Peer Review Team that the office's operational units met all relevant standards for the period under review.

Witness the seal of said Committee and the official signatures of the President of the Association and the Chair of the Peer Review Committee.

President

Chair Peer Review Committee

QUESTIONS

AIG Peer Review Committee

Flora Miller, Chair

Maxene Bardwell

Darwyn Jones

James Mazer

Steven Pasichow

Erica Smith

James Smith