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# CALENDAR YEAR 2023 EQUITY IMPACT PLAN ANNUAL REPORT

## BACKGROUND INFORMATION

Department Name: [Internal Audit Office](#)

Equity Lead(s): [Deirdre Bland, Deputy Director](#)

Date: [November 28, 2023](#)

## EQUITY IMPACT PLAN REPORT

*Review your department's Equity Impact Plan for CY 2023 at [Equity Impact Plans | Topics \(fairfaxcounty.gov\)](#). Using that plan, fill in each goal below and describe: 1) what was done to make progress toward the goal, 2) with whom (partners), and 3) how work toward this goal was measured/evaluated and the results. If you have data for the performance measures in your CY 2023 Equity Impact Plan, report them. Add more goals as needed.*

**Goal 1: Audit Process – Incorporate equity into audits by adding specific procedures in research testing and reporting phases that address equity.**

Goal 1 Progress: [The department's audit management software was configured to capture when equity is considered for project's findings/issues and a description of the equity consideration. Training on equity procedures for projects is being developed. Staff will be trained in equity project procedures during first quarter calendar year 2024.](#)

**Goal 2: Staff Education - Encourage and support staff taking internal and external training on the topic of equity.**

Goal 2 Progress: [IAO managers and staff were required to take a minimum of 2 hours of CPE that included an objective on equity, diversity, or inclusion. During 2023, IAO staff completed 28 hours and 8 courses on the topics of equity, diversity, or inclusion.](#)

**Goal 3: Training Materials - Develop and implement a process to review department training materials to ensure that content is free of biases but are diverse and inclusive.**

Goal 3 Progress: [IAO management has completed its review of course materials on internal controls, fraud, and ethics to ensure it has diverse images and case examples. The course updates have focus on including images that reflect a diverse workforce and will be finalized by July 1, 2024.](#)

**Goal 4: Accessibility - Develop and implement internal procedures for using interpretation services for reports and hotline intake.**

Goal 4 Progress: [IAO has modified practices to use online translation tools to initially assess report types and possible disposition.](#)

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During 2023, IAO was able to use procedures on the one hotline report received in a language other than English.

*Describe other equity-related work completed in CY 2023 (efforts that advance racial and social equity that your department was involved in within the department or countywide) not in the department's Equity Impact Plan.*

*None*