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<p>ICAOS Deputy Compact Administrators Mentor Program</p> <p>Issued by: Interstate Commission for Adult Offender Supervision National Office</p>	<p>Effective Date: May 14 2013 Revised: Dec 15, 2016</p>

Mission:

To coach, train and counsel new Deputy Compact Administrators (DCA) on the operations of a compact office and to provide guidance to a DCA who needs assistance to resolve difficult compliance issues in their state. To encourage active participation in Commission and Regional activities and to work with the member states to promote successful strategies and best practices.

Roles:

In most cases the “participant” or person being mentored is a newly appointed DCA who may have little or no prior experience with the Compact or with the roles and responsibilities of managing day-to-day compact operations for their state. In other cases, the person recommended for mentoring may have been identified by the Commissioner from their state or the Commission as needing assistance to resolve compliance issues in their state.

It will be the responsibility of the appropriate DCA Liaison Committee Regional Chair to contact and evaluate the needs of the identified DCA in need of assistance. Once the needs are identified, the DCA Liaison Committee Regional Chair will partner the new DCA with a current DCA who has demonstrated an understanding of the role of the Compact office and is recognized for their communication skills.. The DCA Liaison Committee Regional Chair may elect to act in the capacity of the mentor. With prior approval from the Executive Director, any expenses incurred while acting in the capacity of a mentor will be reimbursed.

The DCA Liaison Committee Chair and the DCA Liaison Committee Regional Chair are responsible for the coordination and oversight of the program to include logistical and administrative support. (See Appendix)

Program Administrator:

Generally, the mentoring assignment is for a period of one year; however, extensions may be approved by the (1) DCA Liaison Committee Regional Chair in consultation with the DCA Liaison Committee Chair; (2) the Commissioner of the state responsible for the DCA in consultation with the Executive Director; (3) the DCA Liaison Committee Chair in consultation with the Executive Director; (4) the Executive Committee; (5) the Compliance Committee Chair or (6) the Commission Chair.

Activities:

It is recommended that upon notification of a newly appointed DCA, the National Office will notify the DCA Liaison Committee Chair and the DCA Liaison Regional Chair. Within 5 business days of the national office's announcement of the new DCA or referral from a Commissioner, the DCA Liaison Committee Chair or the DCA Liaison Committee Regional Chair will formally invite the new DCA to participate in the program.

If the DCA elects to participate, the DCA Liaison Committee Regional Chair will then have thirty (30) calendar days to conduct an initial assessment and make telephonic contact with the identified DCA to determine the level of mentoring that will be required and to make assignment of a mentor.

The assigned mentor will be required to do the following:

- Identify goals, issues, and interests of the participant
- Review the role, expectations and responsibilities of the DCA on a regional and national level
- Review the role, expectations and responsibilities of the Compact office
- Review the role, expectations and responsibilities of their individual state compact office
- Review ICAOS rules, advisory opinions and dispute resolution process
- Review training opportunities and tools made available by the National Office
- Review role of ICAOS committees, officers, region chairs, and National Office staff.
- Encourage active participation in regional meetings

After the initial meeting, the Mentor shall schedule telephonic meetings throughout the year with the participant. The Mentor shall use these meetings to monitor the progress of the participant and to provide continued guidance, feedback and support. At the request of the participant and/or the assigned Mentor, the DCA Liaison Committee Chair may be petitioned by either to authorize an onsite meeting. The DCA Liaison Committee Chair will present the request to the Executive Committee for review and approval.

The Mentor will be required to provide a quarterly report to the DCA Liaison Committee Regional Chair. This written summary of activities will detail at a minimum the following:

- Identified goals and issues of the participant
- Training completed or scheduled by the participant
- Status report indicating the orientation and progress of the participant
- Suggested follow up

The DCA Liaison Committee Regional Chair will review the written report and provide it to the DCA Liaison Committee Chair and the Executive Director.