



ICAOS DCA Goals/Training Needs & DCA Mentoring Program-Initial Assessment

This survey is intended to identify goals and training needs for a DCA. Responses may or may not be used for formal mentoring. However, requests for participation in the ICAOS DCA Mentoring Program may be submitted via response to this survey.

ICAOS DCA Mentoring Program: The Interstate Commission for Adult Offender Supervision Deputy Compact Administrator Mentoring Program is designed to coach, train and counsel new DCAs, to provide guidance to DCAs who need assistance and support to resolve difficult compliance issues in their state, to encourage active participation in Commission and regional activities and to work with the member state to promote successful strategies and best practice.

*** 1. Provide the following:**

Name

Email Address

Phone

*** 2. Provide the following:**

State

Department

Select

3. Please describe your experience in the DCA Role and working in Compact.

Less than a Month

1-6 Months

6 Months-1 Year

1-5 Years

Over 5 Years

How long have you been a DCA?

How long have you worked in the Compact Office?

How long have you worked in compact business (either field or compact office)?

4. Please describe your ICAOS training experience

	Yes	No
Have you participated in ICAOS WebEx/Ondemand Training as an attendee?	<input type="radio"/>	<input type="radio"/>
Have you participated in ICAOS WebEx Training as a presenter/panelist?	<input type="radio"/>	<input type="radio"/>
Have you participated in ICAOS OnSite Training (such as DCA Training Institute) as an attendee?	<input type="radio"/>	<input type="radio"/>
Have you participated in ICAOS OnSite Training (such as DCA Training Institute) as a presenter/panelist?	<input type="radio"/>	<input type="radio"/>

Comments

5. How would you categorize your knowledge of the following?

	No Knowledge	Minimal	Some	Average	Above Average	Extensive
ICAOS Rules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ICOTS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing Standard Operating Procedures for Compact Operations in Your State	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Navigating the ICAOS Website (directory, meeting announcements, calendar, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Navigating the ICAOS Support Website (finding Rules & ICOTS training resources)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal implications of the Compact	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functions of the State Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Please describe your ICOTS knowledge/training experience.

	Yes	No
Are you a regular ICOTS user (at least 3 x per week)?	<input type="radio"/>	<input type="radio"/>
Have you trained end users on using ICOTS?	<input type="radio"/>	<input type="radio"/>
Have you trained compact office staff/Administrators on using ICOTS?	<input type="radio"/>	<input type="radio"/>
Do you feel you have a good working knowledge of the ICOTS workflow?	<input type="radio"/>	<input type="radio"/>

Comments

7. How would you categorize your state's compact office's performance with the following ICOTS responsibilities for Compact Office users? *(every state's workload is going to look different so answer in accordance to how you view your compact office's performance, not necessarily personal knowledge)*

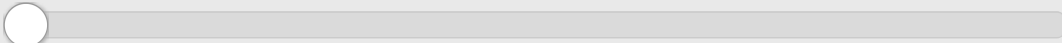
	Poor	Needs improvement	Average	Above Average	Excellent	Not Sure/Need to Assess
Training/Regular communication with Stakeholders (e.g. training Field, Judges, Jail Administrators, Attorney's, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing Workflow (Reassigning Activities)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviewing Activities (Transfer Requests, Violation Reports, Replies to Transfer Requests, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compliance Management (using reports, using external reports require working knowledge of MS Excel)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assisting Field Users with Level #1 issues (log in, security reset, training issues, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
"Working the Rules" when presented with a unique situation for a compact offender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User Management (establishing roles, deactivating users, ensure adequate training, understanding privacy policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Duplicate Offender Clean-up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Editing offender records to ensure accuracy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Indicate which resources/functions of the DCA you would like to learn more about.

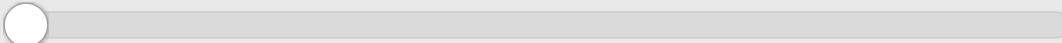
- Compact Authority/Liability Implications
- Benchbook for Judges; Whitepaper
- Understanding Advisory Opinions/Dispute Resolution Process
- ICOTS Reports for Managing Compliance
- Navigating ICAOS Training Tools for Rules and/or ICOTS
- Integrating ICAOS Training into your state's curriculum for stakeholders
- ICOTS Support-Managing User Support
- ICOTS VINEWatch
- Increase/Enhance Communication with Commissioner
- Increase/Enhance Working Relationship with States
- Serving on an ICAOS Committee
- State Shared Documents (developing training tools specific to your state, based on examples from other states)

Other (please specify)

9. How's your working relationship with your Commissioner?

No working relationship (The Commissioner is not involved in the business of the compact office)	Average (or I am also the Commissioner for my state)	Great working relationship (The Commissioner is highly involved in the business of the compact office)	<input type="checkbox"/>
			

10. How's your working relationship with your neighboring states (or states which your state conducts most compact business?)

No working relationship	Average	Great working relationship	<input type="checkbox"/>
			

11. Are you interested in formally participating in the ICAOS DCA Mentoring Program?

Yes

No

If Yes, Describe any additional goals you would like to accomplish participating in the DCA mentor program.