FY26 ICOTS & Dashboard User Audit Checklist

☑	**Activities**

ICOTS User Policy Requirements

- How often does your office audit ICOTS user accounts?
- Who has state administrator role and what are their ICOTS responsibilities?
- Who has compact staff role and what are their ICOTS responsibilities?
- Report number of active 'PO' users and 'Supervisor' users.
- Report your state's internal policies for administrating and training users. Details must include:
  - Role-specific training related to system access and proper use;
  - The timing of training (e.g., prior to system access or recurring requirements); and,
  - Whether ongoing training is required to maintain access.

See sections 5, 9, 22 & 28: *https://interstatecompact.org/policies/icots-privacy-06-2009*

ICOTS User Dashboard Cleanup

- Remove roles from all deactivated users.
- Deactivate all account not logged in within the last 12 months
- Review accounts not logged in ever or within the last 90 days (Active cases? Require login.)

https://us-east-1.online.tableau.com/#/site/icaosdashboards2/views/ICOTSUserList/ICOTSUserList?:iid=1

Dashboard User Review

- Confirm staff access to ICAOS dashboards.
  - *Report any accounts to be deactivated to the ICAOS helpdesk*
- Briefly summarize reports frequently used and for what purposes.

https://us-east-1.online.tableau.com/#/site/icaosdashboards2/views/DashboardUsers/DashboardUsers?:iid=1

Audit Submission

- Audit submissions due by **September 5, 2025**
  https://forms.office.com/r/ByheWu75BS