

Deputy Compact Administrator Rule Implementation Plan



Phase 1: Awareness & Preparation (January)

- Review all approved ICAOS rule amendments
- Identify rules impacting policy, practice, training, or systems
- Note rules requiring immediate operational changes on April 1
- Identify impacted stakeholders and their needs
- Review ICAOS training materials and identify any additional needs

It's never too early to share copies of the new rules and the summary of rule changes

Phase 2: Planning & Training (January – February)

- Update or draft state policies, procedures, or guidance
- Align local process with amended rules
- Develop training plan to include stakeholders
- Incorporate rule changes into training materials
- Schedule trainings (live, virtual, or on-demand)
- Share ICAOS rule amendment videos and resources
- Compile staff questions and common areas of confusion

Phase 3: Communication & Readiness (February – March)

- Issue statewide communication announcing April 1 effective date
- Meet with supervisors to address expectations/remaining questions
- Clarify transition guidance
- Track training completion and readiness
- Participate in ICAOS support sessions or office hours

Phase 4: Go-Live & Early Monitoring (April 1, 2026- ABM)

- Reinforce April 1 implementation expectations
- Monitor compliance and operational impacts
- Track recurring questions or rule interpretation issues
- Provide targeted follow-up training or clarification
- Share feedback and trends within DCA Region meetings

Key Messages to Reinforce

- Articulate the “WHY” behind rule changes
- Amendments promote clarity, consistency, and public safety
- Implementation is ongoing, not a single-day event
- Questions and peer discussion are encouraged
- The National Office is a partner in implementation

Additional training resources can be located on the [ICAOS Support Site](#). For one-on-one assistance, [schedule a time to meet](#) with Education and Implementation Manager, Suzanne Brooks.