

## Instructions for Risk Assessment Recertification – IRAS & IYAS

**Notice:** This on-line process will include a booster session and the recertification exam. This process shall be completed on an individual staff basis. Each person shall log in to the recertification system using a unique user name and password to complete this process. By logging in, each person is certifying the following:

- The person is completing this work individually and independent of any assistance from any other person,
- The person will not record, print, download any test questions or answers to test questions,
- The person will not share any test questions, test answers or other test documents with anyone else, and
- The person will not share their user name or password with anyone else.

1) To prepare for the recertification process:

a. Print the current scoring guide for the tool you are testing on from INcite (see picture below for location of documents):

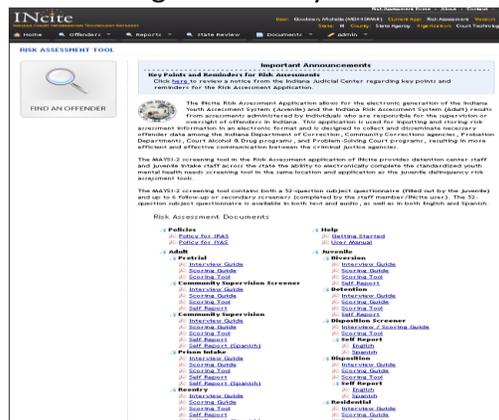
i. IRAS recertification :

1. Test **only** on the Community Supervision Tool if you are employed by Probation, Parole, Community Corrections, a Problem-Solving Court, a Court Alcohol and Drug Program, or DOC as a work release case manager
2. Test on **one** of the following instruments: the Prison Intake Tool **OR** Supplemental Reentry Tool if you are employed by DOC as facility staff/case managers

ii. IYAS recertification:

1. Test on **one** of the following instruments. Here are some guidelines:

- a. Probation and Problem-Solving Court staff – Disposition Tool
- b. Reintegration Specialists (juvenile parole agents) – Reentry Tool
- c. Department of Youth Services – Intake – Residential Tool; Case Manager – Reentry Tool



- b. Be sure to use one of the following Internet Browsers to access the recertification system:

Mozilla Firefox

Google Chrome (Not for DOC employees)

Internet Explorer 10 or greater

- Internet connections should be at least 5 mbps and less than 150ms ping. You can get these stats from speedtest.net.

If you are a DOC employee, please review these instructions to access Firefox:

Go to your START button. Click on “All Programs.” Look for the folder “Microsoft System Center.” Click on it. You will see a subfolder named “Configuration Manager.” Open it. You will see another subfolder named “Software Center.” Open it.

A window will open, and you have the option to download Chrome or Firefox. DO NOT DOWNLOAD CHROME! It will mess up your access to all Oracle systems. Choose to download Mozilla Firefox. It will create a shortcut access on your desktop, and you can go to the recertification site from there.

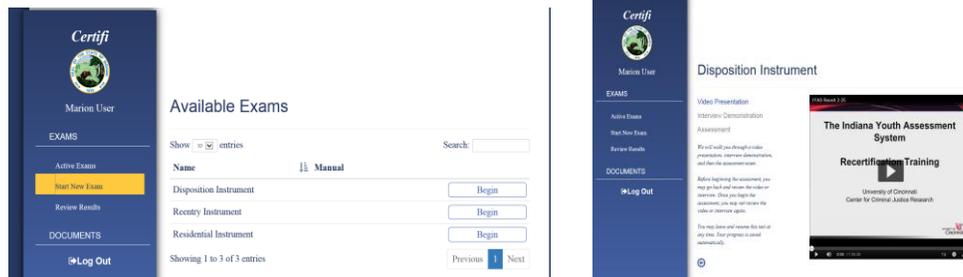
- 2) Go to <https://cert.cech.uc.edu/register> to establish your account password. Your user name is the same as your INcite user name. You will also need to enter your work email address.
- 3) Once you establish a password for your account, you will be sent to the log in page for recertification. You will use your INcite user name and password to log into the recertification system - <http://cert.cech.uc.edu/>



- a. To begin, click “Exams” on the left side of the page, then click “Start New Exam”



- b. Select **only one** tool type to test on to begin the recertification process. This will take you to the screen to start the booster session. Please take notes in your scoring guide during the booster session to help clarify or explain the scoring items in more depth.



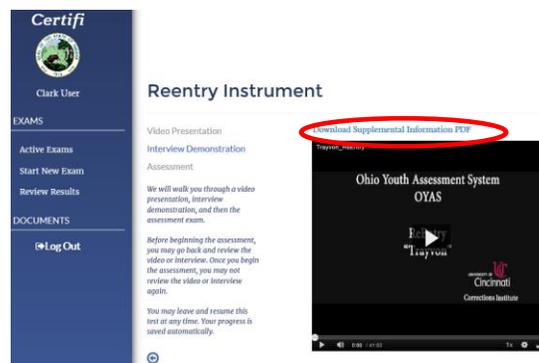
You can then click on the video to play the booster session. You can use the



button in the lower right corner of the video screen to make the video full screen for viewing.

The system will track your progress through the booster session, so you can leave by logging out and resume where you left off in the process by clicking “Active Exams”.

- c. Once you complete the booster session, you will be able to continue on by selecting the “Interview Demonstration”. You need to download the file review, self-report form, and collateral information using the link above the video window (see red circle below). You can play the video for the assessment. You are advised to take good notes so that you can use this information to score the assessment tool.



- d. Once you complete the video portion, you then will click on the “Assessment” section to begin to enter your assessment results. Be sure to follow the scoring guide in reviewing the information provided in the interview, the file review, self-report form, and collateral information and scoring the assessment.

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- The person is completing this work individually and independent of any assistance from any other person,
  - The person will not record, print, download any test questions or answers to test questions,
  - The person will not share any test questions, test answers or other documents with anyone else, and
  - The person will not share their user name or password with anyone else.
- e. Select the score for each item from the drop down menu next to each item.  
Please be sure to review your selections for each item before moving to the next screen.

**Caution:** Since the system uses drop down menus, please do not use the scroll button on your mouse. This may cause you to scroll down the drop down menu to a different response than intended. Please click on the arrows to the right of the screen to scroll down the page.

- f. Once you complete the all the assessment screens, you will submit your exam at the bottom of the final domain screen.

[Previous](#) | [Submit Assessment](#)

Check the results tabs even if you receive an error message that you can't submit to be sure the system recorded your results.

- 4) The next screen will let you know if you passed or failed your assessment exam.

The screenshot shows the Certifi user interface. On the left, there is a sidebar with the Certifi logo and the user name 'Clark User'. Below the logo are navigation links: 'EXAMS', 'Active Exams', 'Start New Exam', and 'Review Results'. The main content area is titled 'Completed Exams' and features a table with columns for 'Exam Type', 'Subject Name', 'Completed', and 'Result'. The table contains one row with the following data: Exam Type: Disposition Instrument, Subject Name: Tim, Completed: 04/12/2016, Result: Failed. Above the table, there is a 'Show' dropdown menu set to '10' entries and a search box.

- a. If you pass your exam, please select the “review results” menu and print that page for your records. You should also provide this print out, with your signature on the page, to your supervisor.
- b. If you fail your exam, you can select “Retry” and the system will take you back to the booster material for review. You will follow the same steps noted above to complete the booster, view the interview and retrieve the documents needed for completing a new exam video for the **same** tool type. You may not select a new tool type.
- c. If you fail your exam a second time, you will need to contact Michelle Goodman at [michelle.goodman@courts.in.gov](mailto:michelle.goodman@courts.in.gov) to schedule your next retesting opportunity.