



## INSITE State Implementation Plan

### Deputy Compact Administrator Rollout Guide

As you begin to plan for INSITE within your state, this is an example of an implementation plan that you can use to help support a successful rollout.

#### JUNE/JULY – Planning & Preparation

Establish rollout strategy & begin communication

##### Recommended Actions

- Identify state implementation leads (DCA, Compact Office staff, etc.)
- Review ICAOS INSITE resources
- Develop a communication plan for field staff & leadership
- Begin discussing training logistics, staffing impacts, & support needs
- Share initial awareness messaging & INSITE updates

#### Implementation Goals

- Build awareness & confidence in INSITE
- Prepare staff for new workflows & functionality
- Support consistent communication & training statewide
- Reduce implementation challenges at launch

#### SEPTEMBER – Readiness & Engagement

Build familiarity & finalize preparation

##### Recommended Actions

- Continue sharing INSITE updates, feature highlights, & launch reminders
- Finalize training schedules & facilitators
- Reinforce key messaging around system improvements, workflow continuity, & available support
- Gather questions & identify topics needing additional clarification

#### AUGUST – State Readiness & Training Preparation

Prepare for statewide training efforts

##### Recommended Actions

- Determine training delivery methods (virtual, in-person, recorded, hybrid)
- Identify staff who will require training
- Develop a state training & support plan:
  - Who will conduct trainings
  - How attendance will be encouraged/tracked
  - How questions/support requests will be handled
- Begin sharing one-pagers, FAQs, videos, & training schedules

## OCTOBER – Field Staff Training & Final Readiness

Prepare staff for launch

### Recommended Actions

- Conduct field staff trainings focused on:
  - Navigation & dashboards
  - Core workflows
  - Communication tools
  - Reports & offender management activities
  - Key differences from ICOTS
- Encourage hands-on practice & walkthroughs when available
- Confirm staff readiness:
  - Training completed
  - Resources distributed
  - Compact Office support available
- Communicate launch expectations, support resources, & downtime information

Build Awareness



Build Skill



Build Confidence



Sustain Success

## Go Live!

2026

NOVEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  |     |     |     |     |     |

## NOVEMBER – Launch Support

Support staff during transition to INSITE

### Recommended Actions

- Provide designated support contact info
- Share ongoing updates, FAQs, tips, & known issues/workarounds
- Collect feedback, questions, & additional training needs
- Continue reinforcing support resources & post-launch guidance



A SEAMLESS TRANSITION.  
CONTINUITY. ACCESS.  
CONFIDENCE.



INSITE is here to support you—  
every step of the way.