

INSITE

INTERSTATE NATIONAL SYSTEM
FOR INFORMATION, TRACKING,
AND ENFORCEMENT



INSITE Training & Implementation Plan

Preparing States for a Successful Transition

The INSITE implementation strategy is designed to:

- Build awareness and engagement
- Equip DCAs with ready-to-use training tools
- Provide ongoing support
- Offer state-specific training

May

Awareness & Engagement

July–September

State Preparation

September

ABM Session

June–July

Training Development

August–October

Training Delivery

November &

Beyond

Launch & Ongoing
Support



May: Awareness & Preparing for Training

Focus Areas

- Deliver clear, consistent communication to support understanding of what's changing what's staying the same.
- Provide ongoing updates and resources
- INSITE Tuesday Takeaway series

June– July: Training Development

Training Audiences

- DCAs / Compact Offices
 - Full system functionality
- Field Staff
 - Task-based workflows and daily processes

Training Approach

- Focus on top tasks and workflows
- Use real-world scenarios
- Communicate changes and expectations

July– September: State Preparation & Readiness Preparing States to Train

State Training Toolkit

DCAs will receive:

- Ready-to-use slide decks
- Facilitator guides and talking points
- One-pagers and quick reference guides
- Recorded modules and walkthrough videos
- Suggested training agendas

Additional Support

- Training preparation video
- Office hours and troubleshooting support
- Peer learning and implementation discussions

State Readiness Recommendations

- ✓ Identify training lead(s)
- ✓ Schedule staff training sessions
- ✓ Distribute INSITE resources
- ✓ Communicate expectations
- ✓ Establish a point of contact

Recommended Training Structure

- Module 1: INSITE Overview & Navigation
- Module 2: Core Workflows
- Module 3: Communication Tools
- Module 4: Reports & Data Management

August- October: Training Delivery & ABM Support

Training Formats

- Live virtual trainings
- Recorded modules
- Walkthrough videos
- Quick reference guides and job aids

November: Launch & Ongoing Support

Launch Week Support

- Extended helpdesk hours
- Open office hours
- Frequently Asked Questions
- Ongoing tips and reminders

Ongoing Support & Improvement

- Regular INSITE tips and refreshers
- Additional training opportunities
- Targeted outreach and assistance
- Ongoing feedback collection

Key Takeaways

- States will not need to build training from scratch
- The National Office will provide ongoing support and resources
- Early preparation will support a smoother transition
- Flexibility remains important for state-specific implementation needs

Together, We Can Support a Successful **INSITE** Transition

Questions or Support Needs?

Contact the National Office or visit <https://interstatecompact.org/insite>

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