

# LAUNCH CHECKLIST FOR STATES



1

## UPLOAD PRACTITIONER DATA

- ☐ Sign data sharing agreement, if needed. Your state decides whether the agreement is needed.
- ☐ Ensure State data formatted correctly ([layout guide](#))
- ☐ Determine if you are uploading from a manually (csv file) or API integration (API Keys required—learn more [here](#))

2

## COMPLETE STATE CONFIGURATION FILE (LINK TO LOCATION TO SETUP CONFIGURATION INSTRUCTIONS)

- ☐ Enter state compact fee
- ☐ Enter military discount for active duty military or spouse (optional)
- ☐ Enter jurisprudence information
- ☐ Enter contact information (operations, reports, adverse actions, API credentials, if using. See details [here](#).)

3

## COMPLETE DATA UPLOAD IN COMPACTCONNECT

*\*You will need to log into the system to perform the following tasks.*

- ☐ If using API, receive API credentials from InspiringApps developers via a one time secure link.
- ☐ Upload data via API or CSV
- ☐ Add Staff users to production environment
- ☐ Confirm practitioner data uploaded to production environment
- ☐ Confirm applicable adverse actions to add to environment

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4

## LAUNCH

- ☐ Establish launch date/time (discuss with Compact Director)
- ☐ Support pathways established—know what questions from practitioners your state can answer and what will need to be forwarded to the Compact Director
- ☐ Verify that your state jurisprudence exam is set up to receive privilege applicants (if needed)
- ☐ Confirm CBC in place (or in accordance with compact requirements—confirm with Compact Director)