

## State Onboarding for CompactConnect

- New state joins compact; compact ED sends welcome materials, etc.
- State Licensure System Communication
  - o Share state's license renewal schedule with the Commission
  - o Inform the compact commission what licensing software your state currently uses
- CompactConnect Manager reaches out to new state including the following document:
  - o [https://github.com/csg-org/CompactConnect/blob/development/backend/compact-connect/docs/onboarding/JURISDICTION\\_COMPACT\\_ONBOARDING.md](https://github.com/csg-org/CompactConnect/blob/development/backend/compact-connect/docs/onboarding/JURISDICTION_COMPACT_ONBOARDING.md)
- CompactConnect Manager meets with state administrators to go over the document linked above and answer questions
  - o Jurisdiction fee
    - Decide state privilege fee and notify commission of the state fee
    - States cannot have separate fees for professions within a compact (e.g., OTs and OTAs must pay the same fee). However, states can set a separate fee for the OT compact vs the Counseling compact, etc.
    - Decide if military-affiliated licensees will have a reduced fee
  - o Jurisprudence requirements
    - Notify CompactConnect as to whether or not there are jurisprudence requirements
    - If jurisprudence requirements exist, inform CompactConnect how those are implemented (before privilege is obtained? Or after? If after, what is the time limit?)
    - State must make the exam available to privilege seekers (who will not be using the regular license application in that state)
  - o Appoint staff to work with the compact
    - Staff will upload license information and discipline information. States may also choose to share investigative information.
    - The system will send out several types of notifications, and states will need to designate staff to receive those notifications. The notifications include:
      - Operations—technical problems such as data failing to upload
      - Adverse actions—when disqualifying adverse actions are filed against someone with a license or privilege in your state
      - Reporting—the state receives an automatic report on who has bought privileges in their state
      - More information [here](#)
    - If multiple staff members need to receive notifications, states should set up a distribution list or shared inbox. This will allow states to change who has access to those notifications at will, without needing to contact CompactConnect software developers.

- Determine the level of access needed for each staff member
        - Read permission: person can read non-private data
        - Read private: person can read private data such as SSN
        - Write: person can upload data
        - Admin: Person can add, edit, or delete users
- CompactConnect Manager and Contractor Developer(s) meet with state administrators and IT staff to discuss technical concerns
  - States will upload a CSV file with practitioner data.
  - The following data points are **required** for each practitioner
    - First/given name, last/family name, social security number, date of birth, address (including street address, city, state, postal code), date of license issuance, date of renewal, date of expiration, license type (see translation bullet below), license status (see same)
  - The following data points are **optional** to add for a practitioner
    - Middle name, suffix, address line 2, phone, email, license number, NPI, military status
  - Criminal Background Check Implementation
    - Compacts require that those who obtain privileges must have an FBI criminal background check, which the state administrators will consider when making a licensure decision
    - In some cases, it may be easier for states to require CBCs for all their licensees, but in some states it may be easier to limit them to compact users. This is the decision of the state. For the purpose of participating in the compact, the only requirement is that states must perform CBCs on those who want compact privileges.
  - Translation of license types, license status, and adverse actions
    - License types include audiologist, speech-language pathologist, occupational therapist, occupational therapy assistant, and licensed professional counselor
    - License status includes “active” or “inactive.” An active license is one that meets all compact requirements to buy a privilege. An inactive license is one has been disciplined, is expired, or the practitioner has not met other compact requirements, such as a CBC.
    - Only adverse actions which disqualify someone from obtaining compact privileges must be entered into the system. This includes anything within two years from the final date when the licensee took action to remedy discipline.
- State staff granted test accounts
  - Staff training
    - All accounts
      - Log in
      - Log out
      - Search for a practitioner by name and state
      - Look at practitioner detail view

- Read private
    - Search for a practitioner SSN
    - View SSN info for those with license or privilege in your state
    - You should be prevented from viewing the SSN when a practitioner has neither a license nor privilege in your state
  - Write
    - Upload data for your state
  - Admin
    - Add users
    - Delete users
    - Change user permission levels in your state
- Each staff member must have their own account. State emails must be used to create the account. Accounts cannot be shared by multiple people. For legal reasons, accounts will be flagged as suspicious if there are concerns of account sharing.
- Test upload of practitioner data, adverse actions, investigations, etc; test search function; receive test notifications and reports
- Resolve any problems that occur during testing
- State IT staff submits PR with YAML file containing state configuration information (see [this document](#) for more information), or state fills out a Microsoft form with the required information (available upon request).
- States sign data sharing agreement with commission (not with vendor)
- State moves from test to production environment
  - States upload real dataset of their licensed practitioners
  - Log all adverse actions
  - States are invited to email other compact member states about investigations which result in Current Significant Investigative Information.
- State and commission decide state launch date—this will be mutually decided between a state and its compact commission.
- State receives CSV each week with practitioners who now hold a privilege in that state