INSITE

INTERSTATE NATIONAL SYSTEM FOR INFORMATION, TRACKING, AND ENFORCEMENT

INSITE Reference Guide

P&P Interstate Compact Unit

Revised October, 2026

Back to Table of Contents

TABLE OF CONTENTS

MAJOR CHANGES AND TERMINOLOGY 3

Language Changes 3

LOGGING IN AND SETTING UP MFA 4

NAVIGATION SIDEBAR 5

NOTIFICATIONS 5

DASHBOARD 6

Starting a New Transfer 6
Case Management Communications 7
Tips and Important Reminders 8
Notice of Departure 9
Notice of Arrival or Failure to Arrive 9

COMPACT WORKLOAD 10

System Due Dates and Missouri Submission Timeframes 11

PROFILES 12

SUPERVISED INDIVIDUAL PROFILE 13

Creating Activities 14
Deleting and Withdrawing Activities 15

ACTIVITY LAYOUTS AND UPDATES 16

Activity Approval Requirements 18

REPORTS 19

USERS 19

Reassigning Cases Between Users 20

FREQUENTLY ASKED QUESTIONS 21

RESOURCES 23

INSITE Walkthroughs 23

Back to Table of Contents

Use this guide to sign in, find cases, create activities, and manage communications. Follow current Compact Rules and P&P Policy when completing case work. INSITE changes the layout and navigation while the underlying Compact processes remain familiar.

Major Changes and Terminology

INSITE stands for Interstate National System for Information, Tracking, and Enforcement.

- Dashboard replaces the Assistants tab and provides access to selected activities. Other activities begin from the supervised individual's profile.
- Communications replaces Compact Action Requests (CARs). Related requests and responses appear in threads, accessible through Communications Management or the supervised individual's profile.
- Existing CARs remain historical entries on the profile. They do not become new communication threads, and users cannot respond to those historical CARs.
- Existing ICOTS offender and case numbers carry over as INSITE profile and case numbers.
- The attachment size limit has increased from **3MB to 10 MB**.

Language Changes

Previous Wording	INSITE Wording
Offender	Supervised Individual; the record is a Profile
Victim Sensitive Details	Victim Information
Contact Restrictions	No-Contact Orders
Protective Orders	Active Protection Orders
Supervision History	Supervision Details
Last field Contact at Residence	Date of last successful field contact at residence
Violation Discovery Date	Determination Date
Withdraw a Compact Case*	Remove Interest*
Await outcome/update of new pending charges	Await adjudication of pending charges
Early discharge from supervision from sending state	Early discharge approved by sending state
Term of supervision has ended	Supervision term completed

*Remove Interest applies to the Compact case. Withdraw remains the action for activities.

Back to Table of Contents

Logging In and Setting up MFA

1. At launch, use your existing ICOTS username (your current DOC email address) and password. If you visit the old ICOTS website, you will be redirected to INSITE.
2. Follow the password reset prompts. Use your current DOC email address to request the reset email.
3. Open the reset email link and set your new password. Sign in again using the updated password.
4. Complete multi-factor authentication (MFA) setup.

Staff with state-issued cell phones:

1. Open Microsoft Authenticator on your state-issued cell phone.
2. Scan the QR code and enter the secret key to finish the initial setup of your authenticator app.
3. Enter the six-digit code from the authenticator app in INSITE to finish verification.
4. For future logins, sign in with your username and password, then enter the current six-digit code from the app.



Staff without state-issued cell phones

1. Select the option to use another method.
2. Choose email verification and verify your state email address when prompted during initial setup.
3. Retrieve the verification code and enter it in INSITE. The verification email is sent from no-reply@interstatecompact.org.

Practice MFA setup in the National Office walkthrough

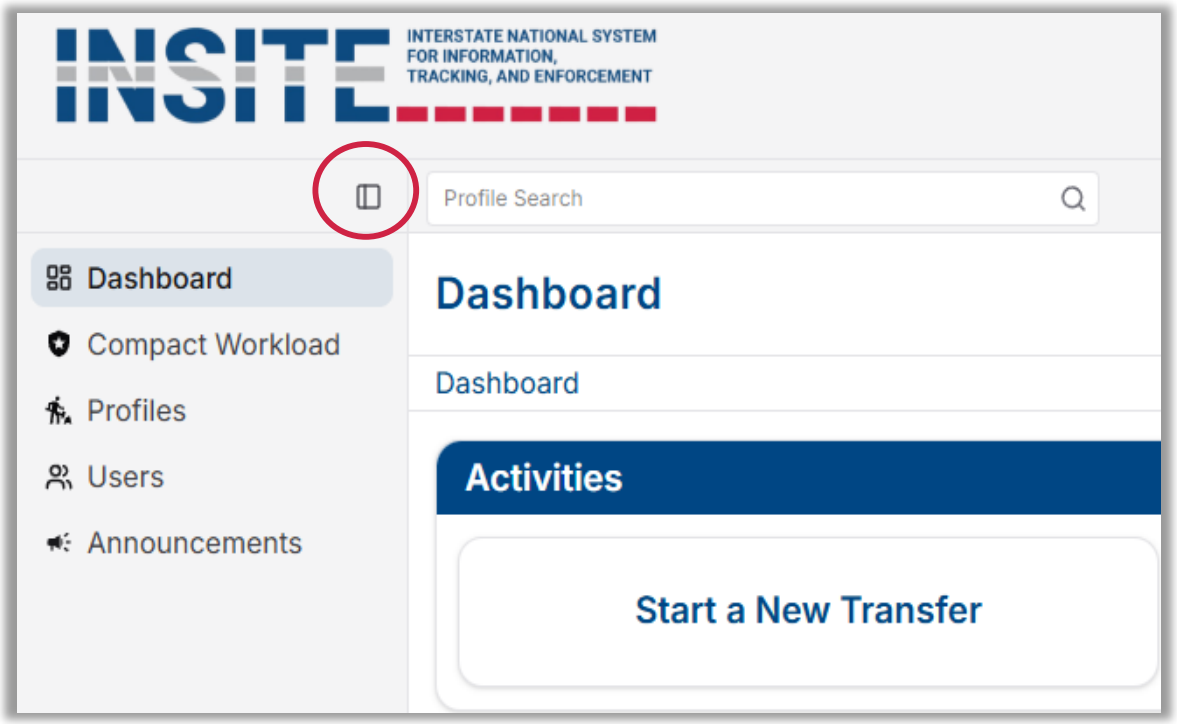
Tips and Important Reminders:

- Each time you sign in to INSITE, you will enter your username and password, followed by the current verification code. Your verification code will be different each time.
- If your email address changes or you need assistance resetting MFA, contact the PPICU PPAII, Unit Supervisor, or District Administrator.

Back to Table of Contents

Navigation Sidebar

- The navigation sidebar replaces the tabs previously located at the top of ICOTS.
- Dashboard replaces the Assistants tab.
- Select the sidebar toggle to minimize or expand the navigation area. You can still select the icons when the sidebar is minimized.
- Use Profile Search at the top of the screen to search by name or INSITE profile number. Results include active and historical records, including cases not assigned to you.
- Available options within the navigation sidebar will depend on your access level.



Notifications

- Provides the same information as ICOTS notification emails directly within INSITE. Email notifications will continue.
- Select the envelope icon at the top of the INSITE page to access notifications quickly.



- Appears as a “System Generated” notification in the Communications section.
- Provides a quick overview of updates and items needing attention.
- Notifications are automatically marked as read/closed after being viewed for two seconds or more. **Viewing a notification does not complete the related activity.**

Back to Table of Contents

Dashboard

Dashboard replaces the Assistants tab and provides access to some frequently used activities. Other activities must be created from the supervised individual's profile.

Activities available from Dashboard:

- Start a New Transfer – which guides you toward a Request for Reporting Instructions (RFRI) or Transfer Request
- Communications
- Notice of Departure
- Notice of Arrival or Failure to Arrive

Starting a new transfer

1. Select Start a New Transfer
2. Identify where the supervised individual is actually located.
3. Answer each follow-up question using the facts of the case. Select Continue when prompted.
4. Confirm the activity INSITE identifies at the top of the screen before entering demographic information. If the activity appears incorrect, return and review your answers.

Practice the pre-transfer questions

Tips and Important Reminders:

- Selecting a location does not itself authorize travel. Follow the applicable Compact Rules and reporting instructions guidance.
- To request expedited reporting instructions, begin from the supervised individual's profile rather than the Dashboard's pre-transfer questions. Follow the instructions for Creating Activities on page 14.
- If reporting instructions have already been approved for the Compact case, create the Transfer Request from the existing case within the Profile, rather than restarting the pre-transfer questions. Follow the instructions for Creating Activities on page 14.

Back to Table of Contents

Case Management Communications

In INSITE, Communications replaces CARs. Related messages appear in a single thread so the original request and responses can be reviewed together. Some communication types do not require a response.

Creating a new communication

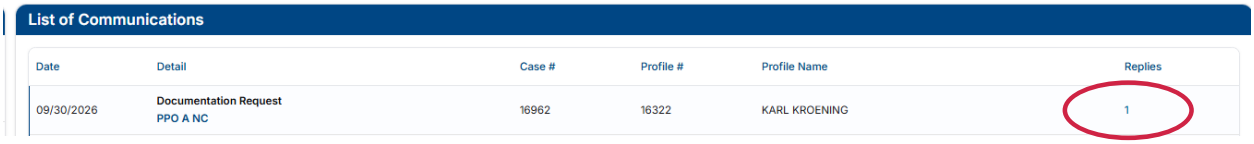
1. Open the correct profile and compact case, then select New Communication. You can also begin in Communications Management and select the correct case when prompted.



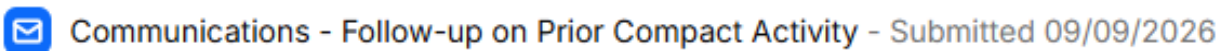
2. Select the appropriate communication specialization. Available options depend on whether the compact case is incoming or outgoing.
3. Enter the narrative in Details and attach needed documents. Review the case, request, and attachments.
4. Select Create. **Submitted communications cannot be deleted or withdrawn.**

Opening and responding to an existing thread

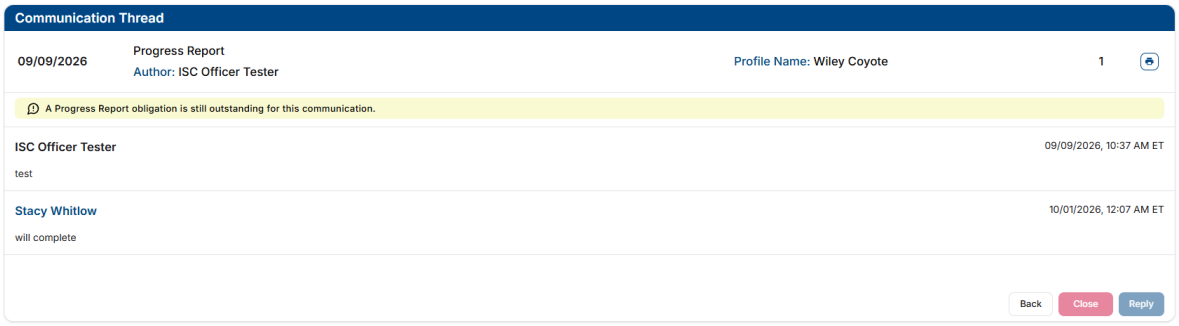
1. In Communications Management, select the number in the Replies column to open the thread.



Alternatively, open the communication directly from the supervised individual's profile.



2. Read the request and select Reply.
3. Enter the response and attach any needed documents.
4. Review the response, then select Create.



Communications Walkthrough

Back to Table of Contents

Communication Specializations: When to Use Each

Specialization	When to Use
Profile Update	Request updates to demographic information.
Documentation Request	Request police reports, signed applications or orders, sentencing documents, or other records.
Reopen Compact Case	Request reopening when an individual has been arrested on an absconder warrant and needs a hearing, or when a case was closed in error. **Notify PPICU when completed for tracking and assistance.**
Send Notification of Departure	Request submission of a Notice of Departure.
Send Notification of Arrival	Request submission of a Notice of Arrival or Failure to Arrive.
Subsequent State Transfer	Communicate that a transfer to a state (that is not the sending or receiving state) is needed or anticipated.
Case Closure Notice	Request submission of a Case Closure Notice.
Return to Sending State RFRI	Address an individual's return or ordered return to the sending state. See Discretionary Retaking, page 17.
Request Progress Report*	Request a Progress Report from the receiving state. These requests are tracked for compliance and must be completed by the receiving state within 30 days.
Withdraw Request for Progress Report*	Withdraw a Progress Report Request submitted in error.
Financial Obligations	Address outstanding fees, fines, restitution, or payment instructions.
Hearing Results	**Do not use.** Submit hearing results in an Addendum Violation Report.
Travel Permit	Notify the other state that a travel permit has been issued.
Follow-up on Prior Compact Activity	Provide documents, updates, or questions about a previously submitted activity, such as a Progress Report.
Supervision Inquiry or Update	Address supervision questions not covered by another specialization. Does not require a Progress Report or guarantee a response within a set timeframe. Use sparingly.
Other Request	Use only when no other specialization applies.

*Available for outgoing cases only.

Tips and Important Reminders:

- Create a communication directly from the correct supervised individual's profile when possible.
- Creating or responding to a communication does not complete the related activity. Any required activity, such as a Progress Report, Notice of Departure, etc., must be completed and submitted separately.
- Refrain from using Case Notes to correspond with another state.
- Read the full thread before replying and keep the narrative professional.
- **Do not select Close unless PPICU directs you to do so**. Closing prevents further responses and cannot be undone.
- INSITE does not currently allow for additional responses after you have sent one. A new thread may be needed to add or correct information.

Back to Table of Contents

Notice of Departure

A Notice of Departure (NOD) can be started from the Dashboard or the supervised individual's profile.

Tips and Important Reminders:

- A completed NOD **cannot be withdrawn**. Verify the correct case and that the notice is needed before submitting.
- INSITE requires clearer travel details and a section documenting how you delivered reporting instructions to the individual.
- If an individual is missing from the list within the Dashboard, check for approved Reporting Instructions or an approved Transfer Request. Contact PPICU if the case should be available.

Notice of Departure walkthrough

Notice of Arrival or Failure to Arrive

A Notice of Arrival (NOA) or Notice of Failure to Arrive (NOFA) can be started from the Dashboard or the supervised individual's profile.

Tips and Important Reminders:

- Completed NOAs and NOFAs **cannot be withdrawn**. Confirm the notice is appropriate before submitting a Notice of Arrival or Failure to Arrive.
- INSITE requires you to document transportation and how the individual arrived and reported.
- If the individual is missing from the list within the Dashboard, check whether the Notice of Departure has been submitted. Contact PPICU if assistance is needed.

Notice of Arrival and Failure to Arrive walkthrough

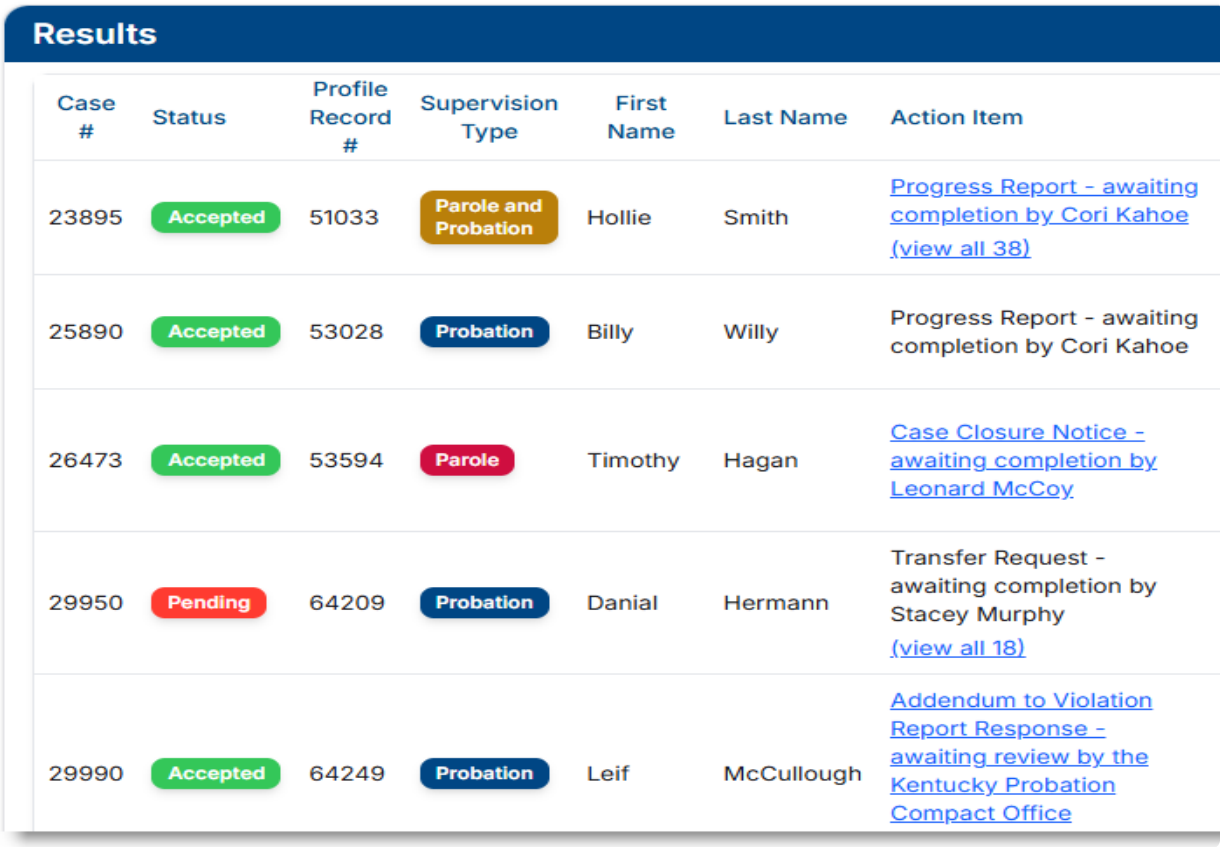
Back to Table of Contents

Compact Workload

Use Compact Workload for your assigned active cases and pending or incomplete work. Search by activity, supervision type, incoming or outgoing case, or demographics. Results appear below the search criteria.

Tips and Important Reminders:

- To view your full caseload, leave the case and individual search criteria blank, then select Search.
- PPICU recommends avoiding the Case criteria filters because they may exclude cases you need to view.
- If expected results are missing, select Reset, then Search again.
- Results may span multiple pages. Use the controls at the bottom of the results list to change the number of results displayed per page and move between pages.
- Select column headers to sort results.
- Transmit Date shows when the Compact Office transmitted the activity.
- Use Profile Search or Profiles to locate historical records or cases outside your assigned active caseload.
- Colors help identify case status and supervision type. Always confirm the individual, states, and case details before taking action.



Results

Case #	Status	Profile Record #	Supervision Type	First Name	Last Name	Action Item
23895	Accepted	51033	Parole and Probation	Hollie	Smith	Progress Report - awaiting completion by Cori Kahoe (view all 38)
25890	Accepted	53028	Probation	Billy	Willy	Progress Report - awaiting completion by Cori Kahoe
26473	Accepted	53594	Parole	Timothy	Hagan	Case Closure Notice - awaiting completion by Leonard McCoy
29950	Pending	64209	Probation	Danial	Hermann	Transfer Request - awaiting completion by Stacey Murphy (view all 18)
29990	Accepted	64249	Probation	Leif	McCullough	Addendum to Violation Report Response - awaiting review by the Kentucky Probation Compact Office

Back to Table of Contents

System Due Dates and Missouri Submission Timeframes

Activities that display system due dates on the Compact Workload include:

- Transfer Requests, when a client has approved Reporting Instructions
- Case Closure Notice Responses
- Reply to Transfer Requests
- Requested Progress Reports (initiated by a specialized Communication from a sending state)
- Response to Violation Report

System due dates indicate when activities must be transmitted to the other state. Missouri policy requires earlier submission for MO users to allow time for PPICU review. **Submit activities to PPICU within the timeframes below rather than waiting for the displayed system due date.**

Activity	Submission to PPICU – P&P Chapter 5 Policy
Case Closure Notice	7 calendar days after the supervision end date entered in INSITE.
Case Closure Notice Response	7 calendar days after assigned by PPICU.
Reply to Transfer Request	10 business days after assigned by PPICU.
Requested Progress Report	21 calendar days of the sending state's request through the Request Progress Report communication specialization.
Response to Violation Report	7 calendar days after assigned by PPICU.

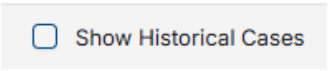
Back to Table of Contents

Profiles

Profiles replaces the ICOTS Offenders tab and serves the same purpose. Search by INSITE case number, profile number, or demographic search. A name search here returns the same results as a name search using Profile Search at the top of the screen.

Finding a Profile or Historical (Closed) Case:

1. Open Profiles or use Profile Search at the top of any screen.
2. Enter your search criteria and review the matching results. Results may include active and historical records associated with any state.
3. Open the correct Profile and select Compact Cases.
4. Select Show Historical Cases to display closed cases, then select the applicable case to review its activities. Use the page controls to review additional results.



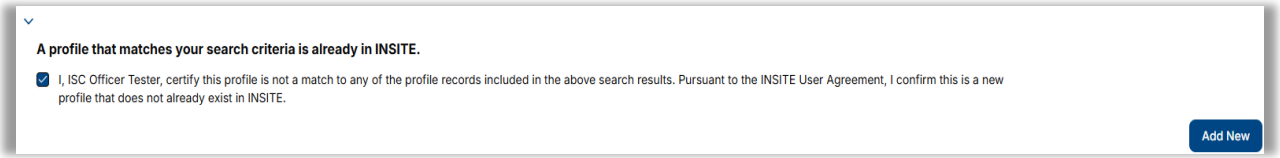
Creating a new Compact Case for an Existing Profile:

1. Follow the steps above to open the supervised individual's profile.
2. Select Register Interest on the right side of the screen.
3. Select the receiving state from the drop-down menu.
4. The new compact case is now created.



Creating a New Profile:

1. Search using the supervised individual's known identifiers to determine whether a profile already exists.
2. Review all possible matches, including additional pages of results.
3. If no matching profile exists, select the small arrow below the results near the page controls, then select the certification confirming that none of the listed profiles matches the individual.
4. Select Add New.



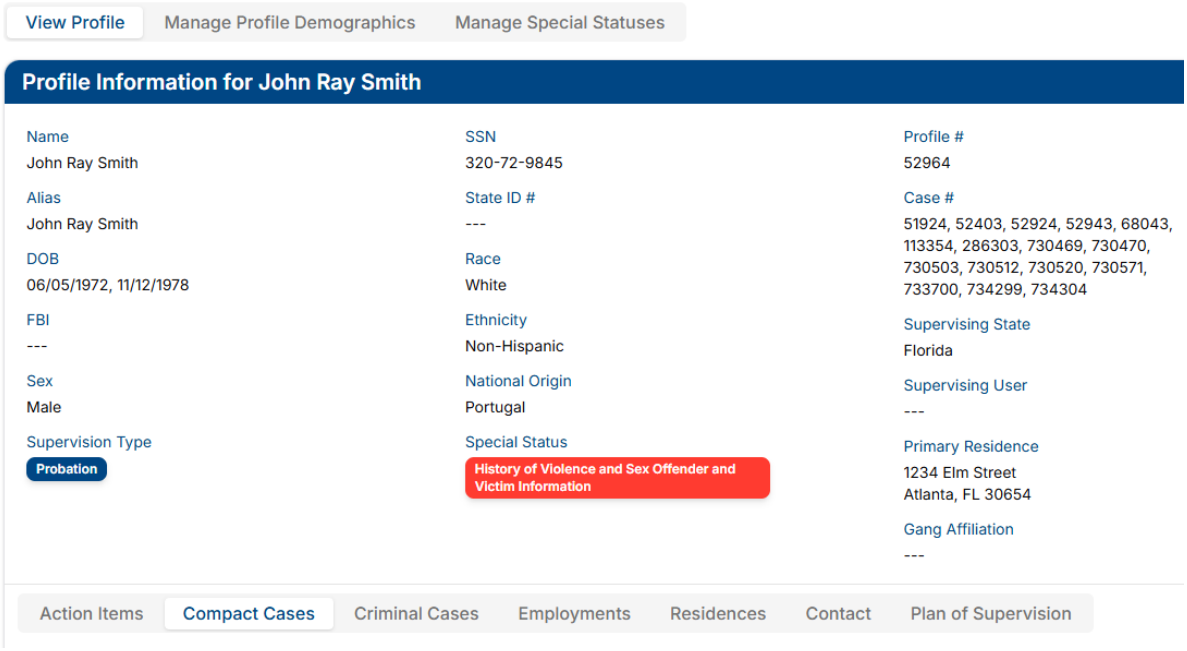
Tips and Important Reminders:

- Use Compact Workload to find active cases currently assigned to you.
- Existing ICOTS offender and case numbers remain the same. In INSITE, they are called profile numbers and case numbers.
- Do not create a duplicate profile. Use the existing profile even if its previous cases are closed or historical.
- If you accidentally create a duplicate profile, contact the PPICU PPAII as soon as possible, as only PPICU can delete the record.

Back to Table of Contents

Supervised Individual Profile

The supervised individual's profile displays identifying information and case details in an updated layout. Manage warrant status and demographic information at the top of the profile. Case numbers appear in both the identifying information section and Compact Cases. Colors highlight supervision type, special statuses, and gang affiliation. Navigation tabs below the identifying information provide access to the profile's main sections. **All activities can be created from within the supervised individual's profile.**



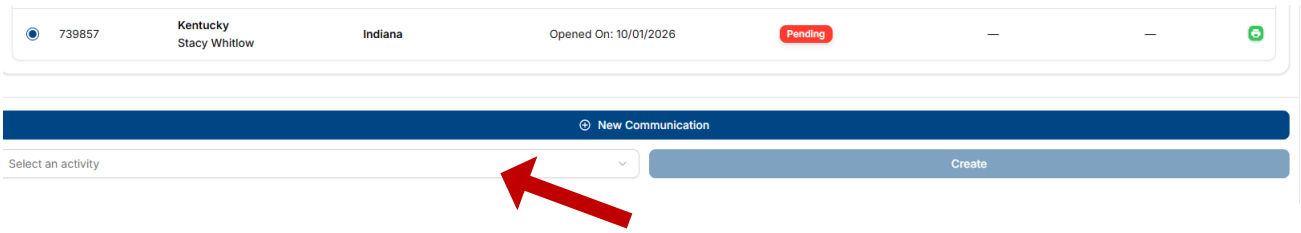
Navigation Tab	Purpose
View Profile	View identifying information and access cases and activities.
Manage Profile Demographics	Add identifying information, aliases, and photos. Contact PPICU if information needs to be deleted.
Manage Special Status	Update warrant status and review sex offender, victim information, and assaultive history statuses.
Action Items	View pending activities and the responsible user. Select an available link to open the activity. These items also appear in Compact Workload.
Compact Cases	View active and historical compact cases, review activities, and create activities and communications.
Criminal Cases	View offense information entered in Transfer Request or Reporting Instructions, including historical records.
Employments	View, add, or update employment information.
Residences	View, add, or update residence information.
Contact	View, add, or update contact information.
Plan of Supervision	View reason for transfer, means of support, transfer justification, and supervision conditions as listed in the Transfer Request.

Back to Table of Contents

Creating Activities

PPICU recommends starting most activities and new communications from the supervised individual's profile.

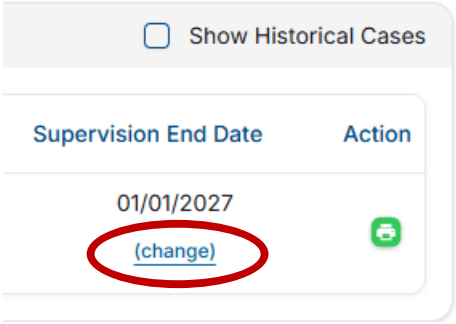
1. Open the correct Profile and select Compact Cases.
2. Select the applicable compact case.
3. To create an activity, choose it from the activity drop-down menu and select Create.
4. Complete the corresponding activity checklist.



Modifying the Supervision End Date

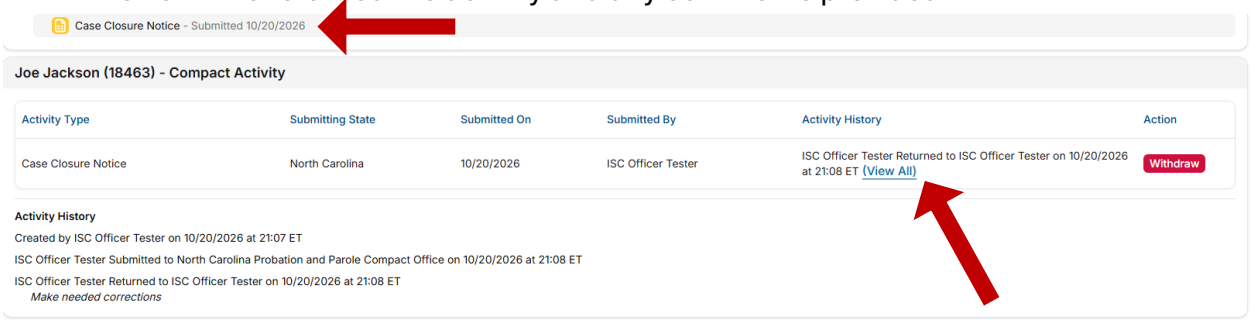
You can update supervision end dates for Missouri cases only.

1. Open the correct Profile and select the Compact Case.
2. Select Change under Supervision End Date.
3. Enter the updated Supervision End Date.
4. Select Submit.
5. Send a Communication explaining the reason for the change.



Reviewing Activity History and Return Comments

1. Open the correct Profile and Compact Case.
2. Select the activity that was returned.
3. Select View All under Activity History.
4. Review who returned the activity and any comments provided.



Return comments will also appear at the top of the activity checklist screen.



Back to Table of Contents

Understanding Activity Status

Colored icons beside activities indicate their current status. Hover over an icon to confirm the status, and review Activity History for additional details. For outgoing cases, only act on information in Progress Reports or Violation Reports after the reports have been submitted, indicated by a green icon.

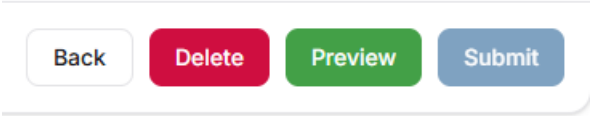
Created/Draft	Pending	Submitted	Withdrawn

Deleting and withdrawing activities

Only the assigned INSITE case user can delete or withdraw activities. PPICU cannot do this for you without reassigning the case. MO can only withdraw activities created by MO, not those created by another state. **Deleting or withdrawing an activity cannot be undone.**

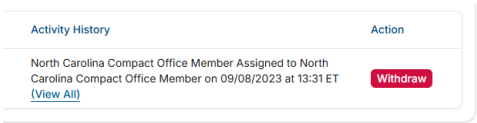
Deleting a draft:

1. Open the correct profile and case.
2. Select Action Items and View to open the pending activity.
3. Select Delete at the bottom of the screen.



Withdrawing an eligible activity:

1. Open the profile and select the correct Compact case.
2. Select the activity created by MO that you need to withdraw.
3. Select Withdraw on the right.
4. Enter the reason for withdrawal, then select Submit.

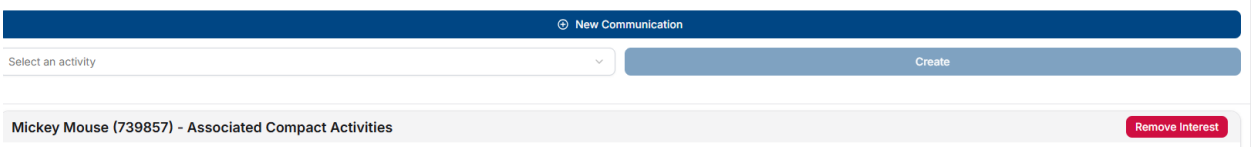




Removing Interest in a Compact Case:

Once a Notice of Arrival has been submitted, the compact case cannot be withdrawn using Remove Interest. A Case Closure Notice is required instead.

1. Open the profile and select the correct compact case.
2. Select Remove Interest on the right.



Back to Table of Contents

Viewing Activities and Printing PDFs

1. Open the correct profile and compact case.
2. Select the activity and review its status and Activity History.
3. Select the printer/PDF icon on the right to open the PDF.
4. Review, save, or print as needed.



Activity Layouts and Updates

INSITE activity views display the options selected in the activity checklist rather than every available option. Read the information, recommendations, and reporting instructions carefully. PDFs include date information in the upper-right corner.

Request for Reporting Instructions/Reply

- New Option: Select Incarcerated in the Receiving State when the individual is being released from incarceration in that state and wishes to remain there.
- Upload supporting documents directly in Reason for Transfer.
- In Residence, document who lives at the address, their relationship to the individual, and how the address was verified.
- The individual's contact number will be required in the Reason for Transfer.
- When reviewing replies, ensure you read all the information carefully, as it will have a revised look.
- Create expedited reporting instructions from the supervised individual's profile.

RFRI Walkthrough

Transfer Request/Reply

- In Residence, document who lives at the address, their relationship to the individual, and how the address was verified.
- To create a Transfer Request without repeating the pre-transfer questions, begin within the supervised individual's profile and applicable compact case.

Transfer Walkthrough

Back to Table of Contents

Create Violation Reports, Progress Reports, Case Closure Notices, Return to Sending State RFRI, and Discretionary Retaking activities from the supervised individual's profile. Wording and layouts have changed; continue following applicable Compact Rules and P&P Policy.

Violation Report

- Use when requesting revocation/retaking by the sending state.
- Do not submit a Violation report while felony or violent charges are pending in MO. Document this information in a Progress Report.

Violation Report Walkthrough

Progress Report

- Document compliant behavior or noncompliance that does not require retaking, including incentives, corrective actions, graduated responses and the individual's response.
- For new arrests, include offense severity, official charges, case number, next court date, custody information, and the police report.

Progress Report Walkthrough

Case Closure Notice/Reply

- A new closure reason is available for transfer to a subsequent receiving state.

CCN and CCN Reply Walkthrough

Discretionary Retaking

- When an individual is ordered to return to MO, submit a communication using Request Return to Sending State RFRI and contact the PPICU Unit Supervisor.
- If a warrant has been issued, ensure it is nationwide, no bond, then complete Discretionary Retaking from the profile.
- Refer suspended cases to the PPICU Unit Supervisor for next steps.

Discretionary Retaking Walkthrough

Back to Table of Contents

Activity Approval Requirements

Which activities require Compact Office approval before transmission?

Do not require approval prior to transmission:

- Communications
- Notice of Arrivals
- Notice of Departures
- Notice of Failure to Arrives



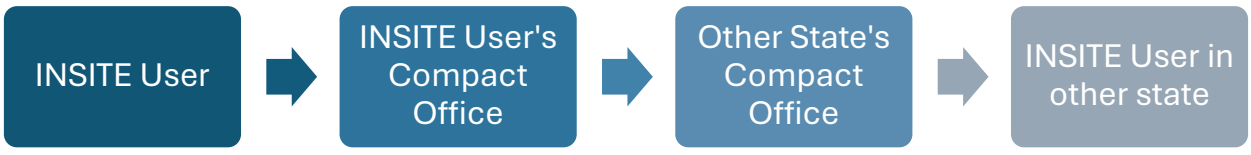
Require approval by only one state's compact office prior to transmission:

- Case Closure Notice Responses
- Discretionary Retaking
- Progress Reports
- Request for Reporting Instruction Responses
- Request for Return Reporting Instruction Responses
- Transfer Request Responses
- Violation/Addendum Report Responses



Require approval by both states' compact office prior to transmission:

- Case Closure Notices
- Request for Reporting Instructions
- Request for Return Reporting Instructions
- Transfer Requests
- Violation/Addendum Reports



Back to Table of Contents

Reports

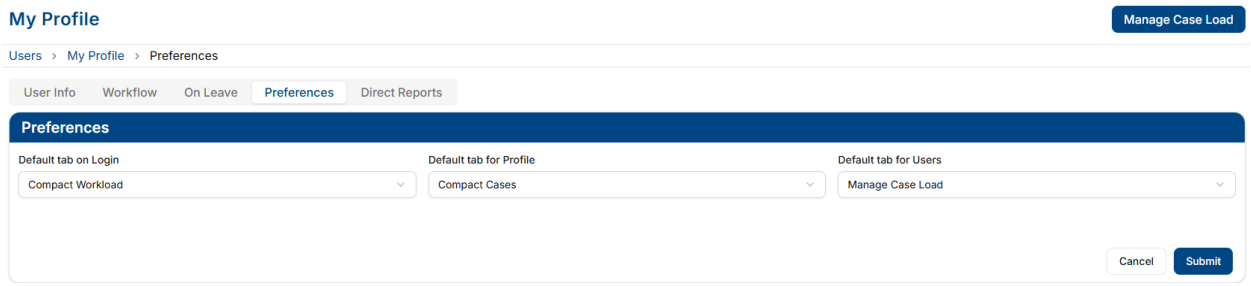
INSITE Reports emphasize pending activities so users can identify approaching deadlines and take action before work becomes overdue. Access to Reports depends on your user permissions.

Users

Setting up Preferences

1. Open My Profile.
2. Select Preferences.
3. Select the edit (pencil) icon. 
4. Choose the screens or tabs you want to open by default.
5. Select Submit.

PPICU-recommended preferences

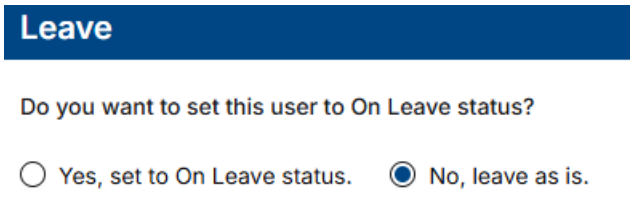


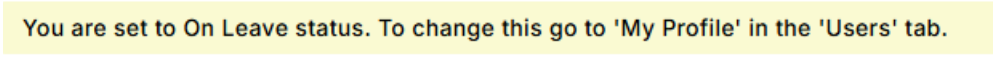
- Default tab on Login: Compact Workload
- Default tab on Profile: Compact Cases
- Default tab for Users: Manage Case Load

On Leave Status

Set your status to On Leave when you are on leave or out of the office. Users who submit an activity or action to you will receive an email notifying them that you are away. A reminder banner will appear throughout INSITE while this status is active. **Change your status to Not On Leave when you return.**

1. Open My Profile.
2. Select On Leave.
3. Select the edit (pencil) icon. 
4. Set your status to On Leave or Not On Leave, as appropriate.
5. Select Submit.





Back to Table of Contents

Reassigning Cases Between Users

1. Select Users. If the My Profile screen opens, select Manage Case Load in the upper-right corner.



2. Find the currently assigned user by email address or first and last name, or select myself from the drop-down menu.
3. Choose Default Results to display that user's open compact cases, or search by INSITE case or profile number.
4. Select Continue.
5. Find the user receiving the case(s) by email address or first and last name, or select myself.
6. Select the cases to reassign.
7. Review your selections, then select Transfer.



Back to Table of Contents

Frequently Asked Questions

Q: Do I need to download a new app for the MFA?
A: No. Microsoft Authenticator should already be installed on your state-issued cell phone.

Q: What happens if I get a new phone number or email address?
A: Contact PPICU so we can determine if your MFA will need to be reset.

Q: I don't have a state-issued phone, how will I complete MFA?
A: Use the alternate email option.

Q: Where did the Assistants tab go?
A: INSITE replaced the Assistants Tab with a simplified Dashboard that focuses on frequently used activities. Everything else is initiated directly from the supervised individual's profile.

Q: Do we still get email notifications?
A: Yes. Email notifications still work exactly as before. INSITE simply adds in-app notifications, so users don't have to rely on email alone.

Q: Why did they change Offender to Supervised Individual?
A: The Commission updated its terminology in rules and publications. INSITE now reflects that language to maintain consistency across all systems.

Q: Where is the Violation History tab on the individual's profile?
A: It was removed because it duplicated information already available elsewhere in the profile. INSITE consolidates information to reduce redundancy and make profiles easier to navigate.

Q: Did something change within the rules on RFRIs and Transfers?
A: No. The Compact Rules have not changed. INSITE simply introduces pre-transfer questions that guide users to the appropriate process, helping ensure the correct activity is initiated the first time.

Q: Do I have to complete the pre-transfer questions to create RFRIs or Transfer Requests?
A: No. To bypass the pre-transfer questions, create the Request for Reporting Instructions or Transfer Request directly from within the supervised individual's profile. See page 14.

Q: Why did they change Discovery Date?
A: Discovery Date was interpreted inconsistently across states. Determination Date provides a clear, uniform meaning: the date the investigation confirms a violation occurred.

Q: Where are Compact Action Requests now?
A: CARs are now Communications in INSITE where full conversations are threaded, so replies stay together and are easier to follow. Any old CARs will still appear on the INSITE profile; however, you won't have access to respond to them.

Back to Table of Contents

Q: How do I find a closed case?
A: See Finding a Profile or Historical (Closed) Case on page 12 for instructions.

Q: Are there changes to the text limit or attachment size?
A: The limit within a textbox remains 1024 characters. Attachment sizes have been increased from 3MB to 10MB.

Q: Will MFA be required every time I log in?
A: Yes.

Q: Will INSITE profile and case numbers differ from existing ICOTS numbers?
A: No. Existing ICOTS offender and case numbers remain the same. In INSITE, they are called profile numbers and case numbers.

Q: Will you still be able to submit a TR based on approved RI's?
A: Yes, a Transfer Request will be able to be created based on approved Reporting Instructions when created within the INSITE profile. See page 14 for additional information.

Q: Will the "Due Date" Time Frames be changing for activities?
A: The due date time frames will remain the same and is outlined in chapter 5 P&P policy. See page 11 for additional information.

Q: How do I see my current caseload?
A: Go to Compact Workload, ensure all filters are blank, and select Search.

Q: Do we still have to submit two separate requests for outgoing probation and parole cases?
A: Yes, policy requires probation and parole cases to be entered separately for MO outgoing cases. This process remains the same.

Q: What happens when a judge suspends supervision?
A: If a client has an active outgoing INSITE case and their supervision is suspended, contact the PPICU Unit Supervisor to determine if Discretionary Retaking should be submitted.

Back to Table of Contents

Resources

National Office YouTube Channel: https://www.youtube.com/@ICAOS2002

P&P Interstate Compact Folder K-Drive > P&P Interstate Compact Unit

INSITE Walkthroughs

Follow the links to complete walkthroughs provided by the National Office. If you have visited the links previously, you will need to open the link, then select "Restart" at the bottom of the screen.

MFA Login Setup: https://interstatecompact.org/libraries/insite-mfa-walkthrough/story.html

Pre-Transfer Questions: https://interstatecompact.org/libraries/insite-pre-transfer-question-walkthrough/story.html

Request for Reporting Instructions: https://interstatecompact.org/libraries/insite-rfri-walkthrough/story.html

Transfer Request: https://interstatecompact.org/libraries/insite-transfer-walkthrough/story.html

Communications: https://interstatecompact.org/libraries/insite-communications-walkthrough/story.html

Notice of Departure: https://interstatecompact.org/libraries/insite-nod-walkthrough/story.html

Notice of Arrival/Failure to Arrive: https://interstatecompact.org/libraries/insite-noa-walkthrough/story.html

Case Closure Notice/Response: https://interstatecompact.org/libraries/insite-ccn-and-ccn-reply-walkthrough/story.html

Progress Report: https://interstatecompact.org/libraries/insite-progress-report-walkthrough/story.html

Violation Report: https://interstatecompact.org/libraries/insite-violation-report-walkthrough/story.html

Addendum Violation Report: https://interstatecompact.org/libraries/insite-addendum-to-violation-report-walkthrough/story.html

Reply to Transfer Request: https://interstatecompact.org/libraries/insite-transfer-reply-walkthrough/story.html

Discretionary Retaking – warrant issued only: https://interstatecompact.org/libraries/insite-discretionary-retaking-walkthrough/story.html