

# ADAD



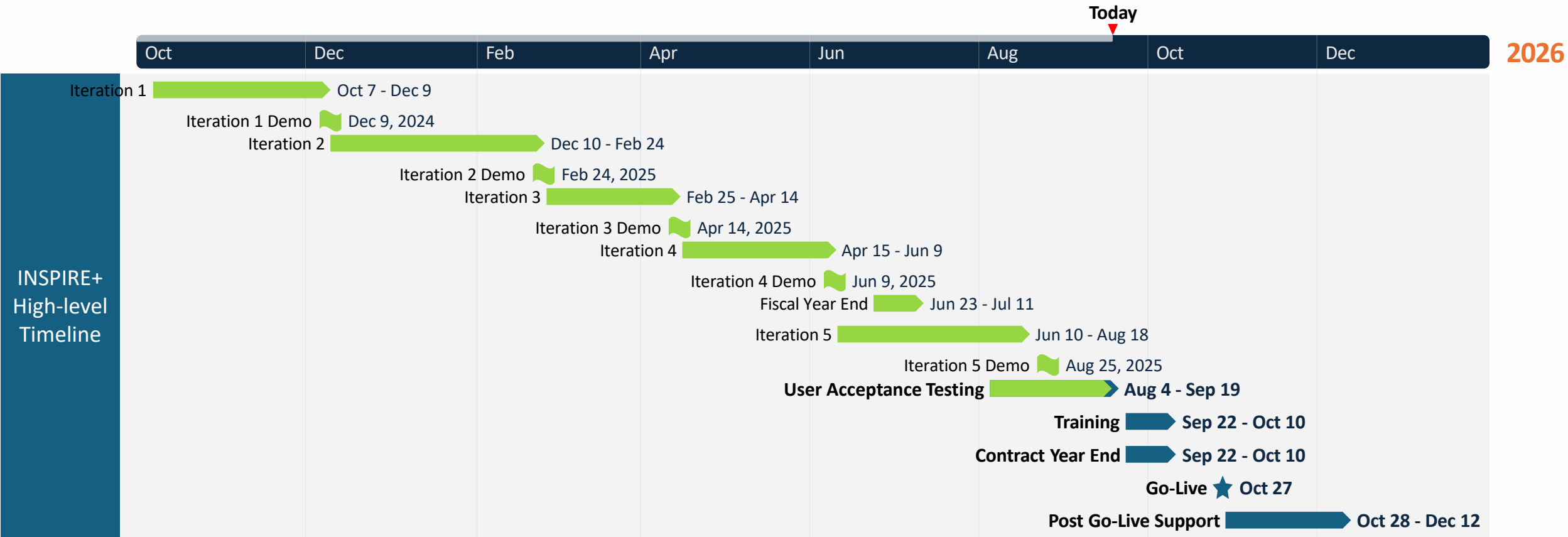
## Change Champion Network Touchpoint

September 2025



# Project Alaka'i Timeline

Below is the timeline for Project Alaka'i, the implementation of INSPIRE+. As the project progresses, key dates will be refined and finalized, and adjustments may be made as needed to ensure a successful rollout



# Training Schedule Overview

Outlined below is the training plan for the three-week period, with each week following a consistent format.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	TRAINING	TRAINING	TRAINING	TRAINING	<div>Office Hours</div> <div>9:00 - 12:00</div>
9:00					
10:00					
11:00					
12:00	Lunch 12:00 – 1:30				
1:00	8:30-4:00	8:30-4:00	8:30-4:00	8:30-4:00	
2:00					
3:00					
4:00					
	Office Hours 4:00-4:30				

# Weekly Training Breakdown

Below is the weekly training breakdown. Sessions will run Monday through Thursday from 8:30 AM – 4:00 PM HT, with a 90-minute lunch from 12:00-1:30 PM HT daily.

	Week 1	Week 2	Week 3
<div>Week 1 (In Person)</div>	<div>Sep 22 Treatment Clinical</div> <div>Sep 23 Treatment Clinical</div> <div>Sep 24 Treatment Clinical</div> <div>Sep 25 Prevention</div>		
<div>Week 2 (In Person)</div>		<div>Sep 29 Fiscal / Billing (Hoala App)</div> <div>Sep 30 Fiscal + Prevention Staff</div> <div>Oct 1 Prevention + Treatment Clinical</div> <div>Oct 2 Hawaii CARES</div>	
<div>Week 3 (Virtual)</div> <div>Office hours may differ slightly during week 3.</div>			<div>Oct 6 Prevention, Treatment, QA, Help Desk, and System Admin</div> <div>Oct 7 Prevention, Treatment, &amp; Fiscal / Billing</div> <div>Oct 8 Fiscal / Billing</div> <div>Oct 9 System Administrator</div>

2025

No trainings will be held on Fridays. Instead, a dedicated 3-hour Office Hours / Q&A session will be available from 9:00 - 12:00 PM.

# Training Participation: What to Expect

You will only be invited to sessions that are relevant to your role. These are **role-based trainings**. You will not need to attend every session.

For those unable to attend in person, **virtual links will be available** to join remotely.

**All training sessions will be recorded** and shared for those who cannot attend live (due to conflicts, vacation, or other commitments).

A **training-specific kickoff session** will take place before training begins. Macy will lead this to provide additional context and set expectations **on 9/12**.

**Support will be available throughout training**, including office hours, Q&A, and access to materials after each session.

The training structure is designed to be **consistent, clear, and paced** to make the experience easier to follow, even for those less familiar with INSPIRE+.

Our goal is to ensure everyone feels **comfortable, confident, and supported** through this transition.

# Things **not** Expected of Change Champions

Below are activities that are not expected of Change Champions to be responsible for, as it relates to the INSPIRE+ implementation.



## Change Champions are NOT expected to:

Serve as formal trainers for the INSPIRE+ System

Deliver formal go-live training

Be the sole source of training information for Providers who were not able to attend the sessions

# Appendix

# Change Champion Roles & Responsibilities Summary

## Objectives

- Promote the **benefits** of INSPIRE+, ensuring **clear** and **consistent communication** throughout the organization.
- Address **concerns** and reduce **resistance** by providing support to employees and/or designated Change Champions.
- Gather **feedback** from users and relay it to the project team to make **necessary adjustments**.

## Key Responsibilities

- Act as a **bridge** between the change management **team** and **employees**.
- Promote the **benefits** of INSPIRE+ and **encourage adoption** among employees.
- **Assist** in **training** sessions and **provide** ongoing **support**.
- **Identify** and **address** any **resistance** to change.
- **Track** the **progress** of the implementation and **gather feedback** from users.
- **Maintain records** and **documentation** related to the change process.

## Key Activities

- **Clearly** and **consistently communicate** the benefits and progress.
- **Gather feedback** from users about INSPIRE+ and relay it to the project team for improvements.
- Ensure **transparency** and **accountability**.

## Attributes

- Strong communication skills
- Empathy and supportiveness
- Resilience and adaptability
- Influential and persuasive
- Problem-solving skills
- Knowledgeable







## THE POWER OF BEING UNDERSTOOD

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