

## Dashboard

Notifications	
<a href="#">CheckPoint items awaiting pick-up by law enforcement agency (LEA).....</a>	<a href="#">14</a>

- **Notifications:** When SAEK is collected at your HCF and you have entered the information through receiving new evidence and is then assigned a LEA they will show here. These notifications are kit that are awaiting pickup.

K-Number	<input type="text"/>
Collection Date From	<input type="text"/>
Collection Date To	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>
<input type="button" value="Items at this location"/>	

- **Items at this location:** Kits that are at your location that have either not be utilized or are pending pickup from a LEA.

Recent Records					
K-Number	Collection Date	Collection Location	Is Juvenile?	Law Enforcement Agency Notified	Notes
T27251527	09/01/2020	Boone County Coroner	F	Chicago Police Department	
T92742111	09/01/2020	Boone County Coroner	F	Bartlett Police Department	
T66008959	09/01/2020	Boone County Coroner	F	Chicago Police Department	

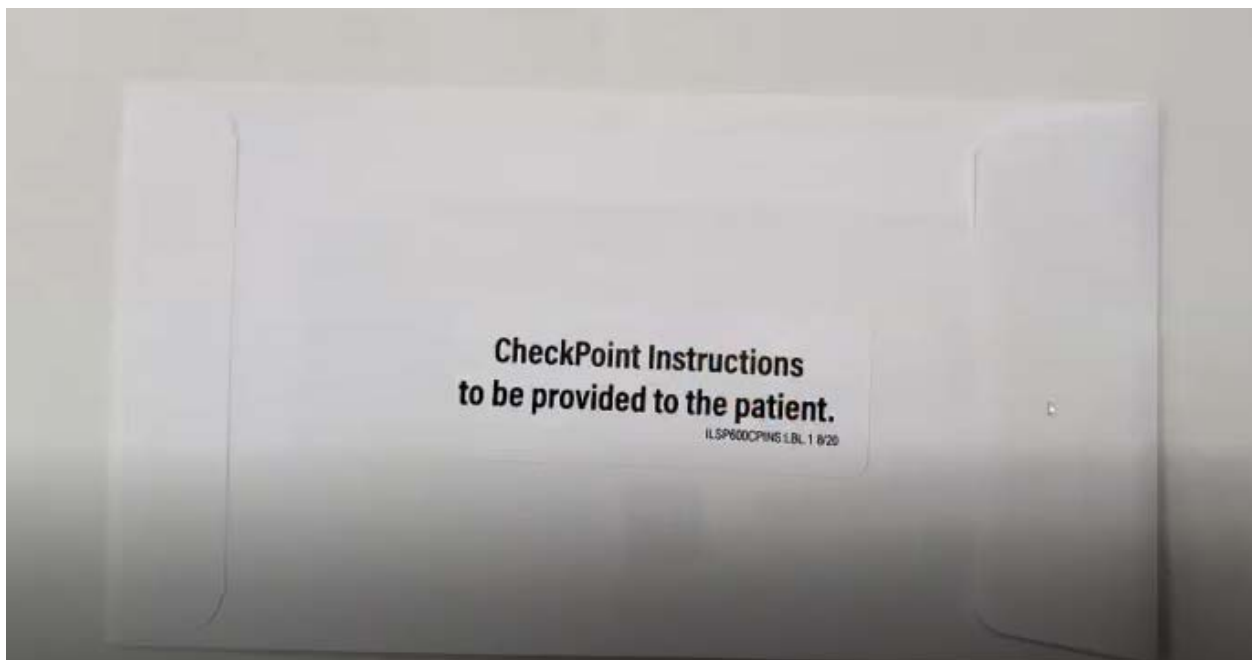
- **Recent Records:** This will include all information pertaining to SAEK that have been assigned to your location. These have been picked up by LEA and will no longer show in notifications.

## New Kits

- The outside of the kit will have the K-Number on it, next to the integrity seal.



- There will be an envelope that is in the kit which contains CheckPoint System Instructions as well as the survivors K-number and pin. This envelope is given to the survivor.



## CheckPoint System Instructions

Pursuant to 725 ILCS 202/50 the site listed below has been established to track the status of evidence that has been collected. You will be provided a k-number and 6-digit pin from the health care facility that collected the evidence, which will be used to access your information in the system. Should you lose or misplace your k-number and/or 6-digit pin you will need to contact the law enforcement agency handling your case to assist you in obtaining this information.

Site: [PAETS.isp.illinois.gov](http://PAETS.isp.illinois.gov)

ILSP600VICTIMCP1 8/20

**CheckPoint Instructions  
to be provided to the patient.**

ILSP600CPING LBL 1 8/20

### CheckPoint Instructions

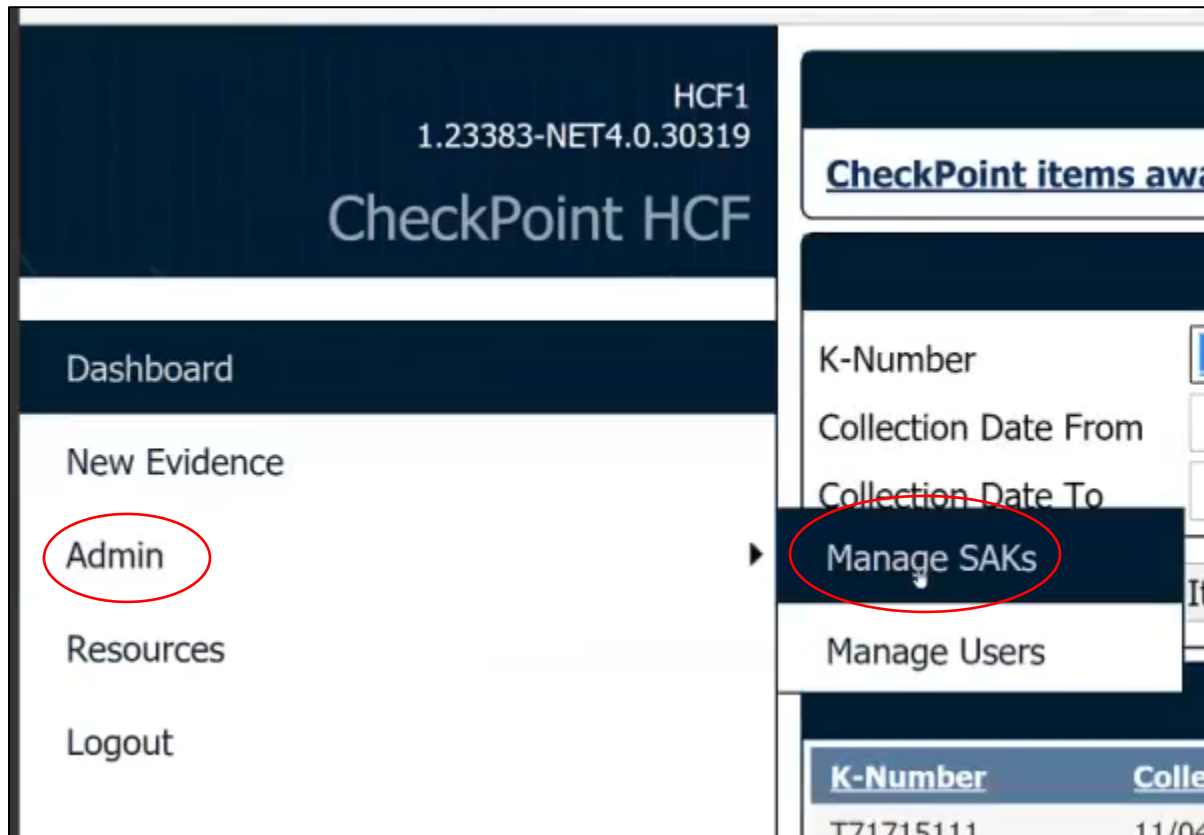
the site listed below has been established to track the status of evidence that has been collected. You will be provided a k-number and 6-digit pin from the health care facility that collected the evidence, which will be used to access your information in the system. Should you lose or misplace your k-number and/or 6-digit pin you will need to contact the law enforcement agency handling your case to assist you in obtaining this information.

[isp.illinois.gov](http://isp.illinois.gov)

**K18416159 / 533942**

Patient Use Only

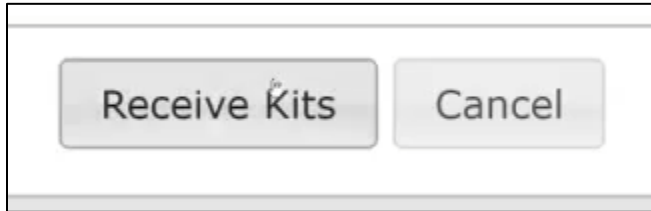
## Administrative Information—Manage SAKs



### Receiving SAKs

- This is when you have received kits from the vendor. Receiving these kits will allow you to see these new kits as “Items at this location”.
- Click: Receive
- Select received date
- Enter one K-Number from the batch of kits
- Click: Search

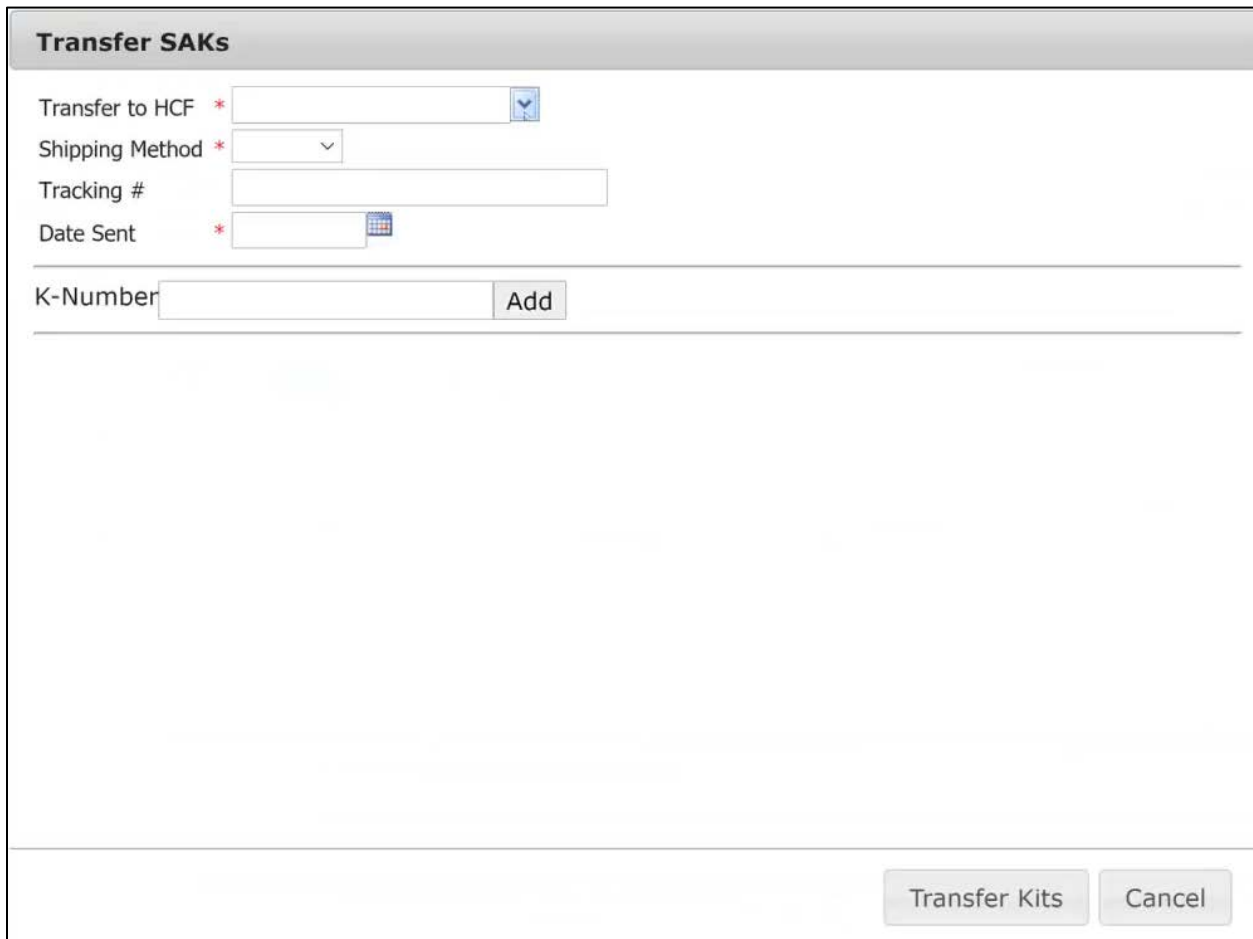
- A list of K-Numbers will populate. These numbers should be all the kits that you received. Check this information against the kits you have received.
  - You will then select all kits that you have received.

A screenshot of a dialog box with two buttons: "Receive Kits" and "Cancel". The "Receive Kits" button is on the left and the "Cancel" button is on the right. Both buttons are light gray with black text.

- Click: Receive Kits

### Transferring SAKs

- You use this function if you are transferring kits between facilities. This can only be done once you have “received” the kit.
- Click: Transfer

A screenshot of a form titled "Transfer SAKs". The form has a header bar with the title. Below the header, there are four rows of input fields: "Transfer to HCF" with a dropdown arrow, "Shipping Method" with a dropdown arrow, "Tracking #" with a text input, and "Date Sent" with a calendar icon. Below these fields is a horizontal line. Under the line, there is a "K-Number" label followed by a text input and an "Add" button. At the bottom of the form, there is another horizontal line, and below that, there are two buttons: "Transfer Kits" and "Cancel".

- Enter which HCF you will be transferring to.
- Enter Shipping Method
- Tracking # does not need to be included

- Date Sent
- Enter K-Number.
- Click: Add.

K-Number  Add

X T11507729

- Click: Transfer Kits

Transfer Kits Cancel


**Transfer SAKs**

Kits transferred successfully.

Ok

- This kit will no longer show up in “items at this location”.
- The HCF that has received the kit will need to “Receive SAK” within CheckPoint as explained above. The only difference would be who the kit was received from. You will select “HCF”.

**Received SAKs**

Received Date 11/04/2020 

Received From ☐ Vendor ☒ HCF

#### Discard SAKs

- If a kit is damaged, expired, missing an integrity seal—you will discard the kit.
  - Other reasons to discard are using for additional swabs or for training.

- Click: Discard
- Enter Date Discarded
- Enter Reason for discarding

Discard SAKs

Date Discarded

11/04/2021

Reason for discarding \*

Damaged kit

Expired kit

Other

Used for additional swabs

Used for training

K-Number

- Enter K-Number
- Click: Add.
- Click: Discard Kits

Discard Kits

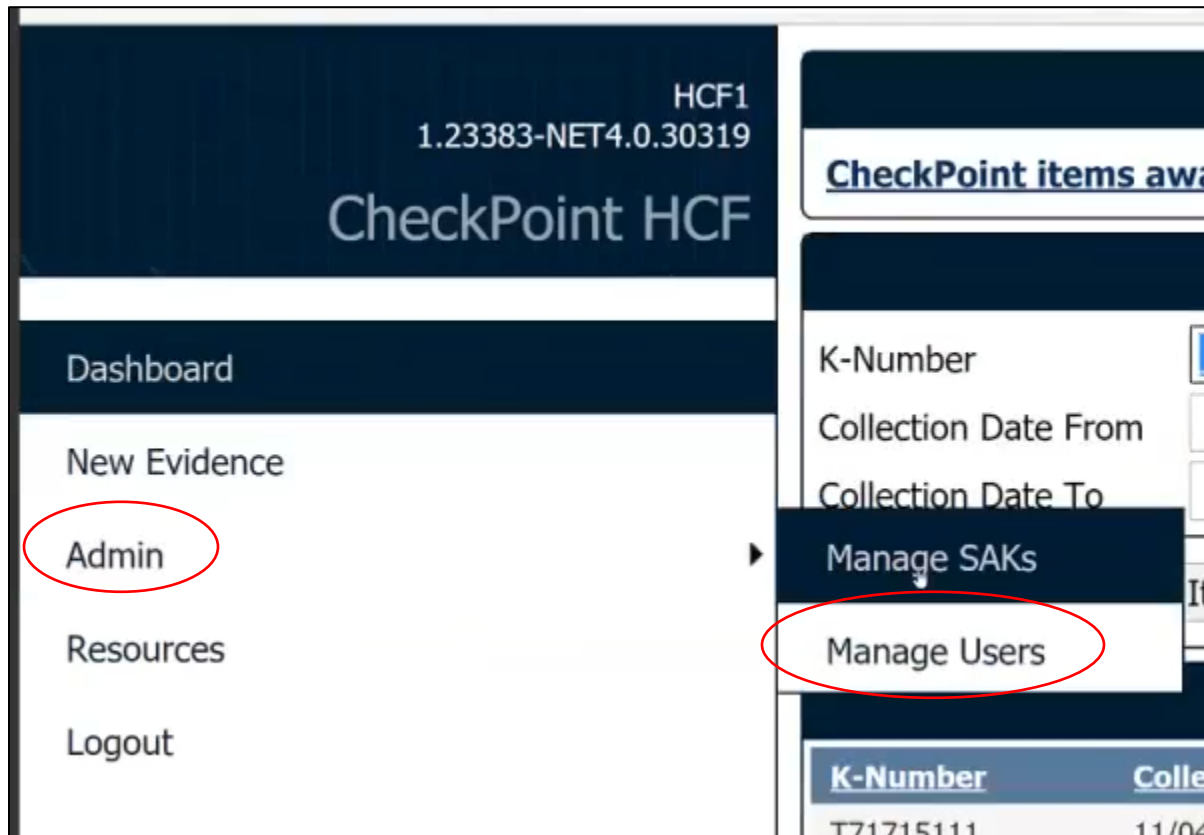
Cancel

Discard SAKs

Kits discarded successfully.

Ok

## Administrative Information—Manage Users



### Manage Users

- Click: Manage Users
- This is where you can reset passwords, change names, change whether active/disabled, and what type of access.
- If you want to change user information: highlight the user, click on the user.
- Click: Edit.

DOEJANE	Jane Doe	JaneDoe@HCF.gov	T	F
JONESJA	James Jones	james.jones@hcf.org	T	F
GABBIE	Gabbie Jones	brenda.danosky@illinois.gov	T	F
MOUSE	Minne Mouse	MM@hcf.org	T	F
MURUHCF	Murugan - HCF		T	F

1 2

☒ Active ☐ Disabled

☐ Allow CheckPoint

☐ CheckPoint Administrator

User ID \*

Name \*

Email Address



- [illegible]

- Create the password for the user. Click “Force password change” for the first log-in.

## Adding New User

Add Edit Save Cancel

- Click: Add
- It will automatically select Active and Allow CheckPoint.

☒ Active

☐ Disabled

☒ Allow CheckPoint

☐ CheckPoint Administrator

User ID

\*

Name

\*

Email Address

Add

Edit

Save

Cancel

- Create User ID
- Enter Name
- Enter Email Address
- Click: Save.
- The user information will be greyed. Click: Set Password.
  - The system does not automatically inform your users of their username and passwords.  
You will have to give that information to each user.

#### Disable User

- Click on the user.
- Click: Edit.
- Unselect Active, select disabled.
- Click: Save.

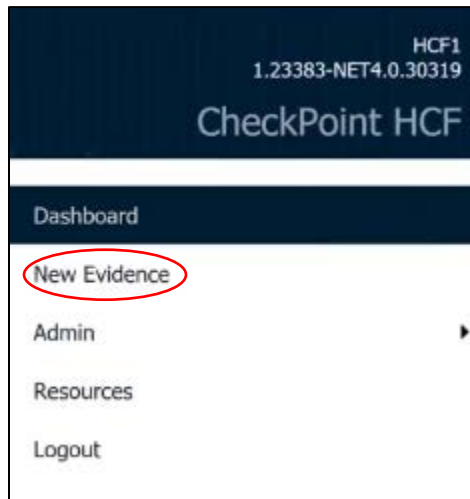
	<input type="checkbox"/> Active	<input checked="" type="checkbox"/> Disabled
	<input checked="" type="checkbox"/> Allow CheckPoint	
	<input type="checkbox"/> CheckPoint Administrator	
User ID	*	<input type="text" value="MOUSE"/>
Name	*	<input type="text" value="Minne Mouse"/>
Email Address		<input type="text" value="MM@hcf.org"/>
<div>AddEditSaveCancel</div>		

## Generating K-Numbers for Kits on Hand

(Do not have K-Numbers from Sirchie)

\*Any kits that your HCF has on hand that do not have assigned K-Numbers, you can generate the K-number in CheckPoint. It is suggested that your HCF do this prior to using the SAEK so all information is ready for the survivor when they arrive.\*

To Generate K-Numbers:



- Click: New Evidence
- Disregard: Collection Date, Any starred fields

A screenshot of the 'New Evidence' form in the CheckPoint HCF application. The form has a dark blue header with the text 'New Evidence'. Below the header are several input fields: 'Collection Date' with a date picker showing '11/04/2020', 'Collection Location' with a dropdown menu showing 'Boone County Coroner', 'Month and Year of Date of Birth' with two separate dropdown menus, 'K-Number' with a text input field, and 'Law Enforcement Agency Notified' with a dropdown menu. A 'Generate' button is located next to the 'K-Number' field and is circled in red. There is also an 'Out of State' checkbox.

- Click: Generate
- When you click Generate, a two-page document will pop up. This document's first page will contain the K-number and bar code that will go on the kit. The second page is the page that will be given to the survivor. This contains the QR code, K-Number, and 6-digit pin.
  - **Note:** Print this single sided. Also, make sure you print these documents once it has popped up because you cannot re-print these pages unless you have used the kit.



K# T11507729

IL State Police Tracked Evidence Item

Pursuant to 725 ILCS 202/50 the following site: <https://PAETS.isp.illinois.gov> has been established to track the status of evidence that has been collected. The k-number and 6-digit pin below may be used to access your information in the system.



T11507729 / 652027

Patient Use Only

Should you lose or misplace your k-number and/or 6-digit pin, please contact the law enforcement agency handling your case to assist you in obtaining this information.

- The K-Number and Barcode should be attached to the outside of the SAEK. We suggest using packing tape to attach. The survivor page should be folded up, put into an envelope, and taped to the outside of the kit.
- Once you have printed these 2 pages, you can exit out of the document, and you will then click cancel and leave.

**Leave site?**  
Changes you made may not be saved.

Collection Date

Collection Location

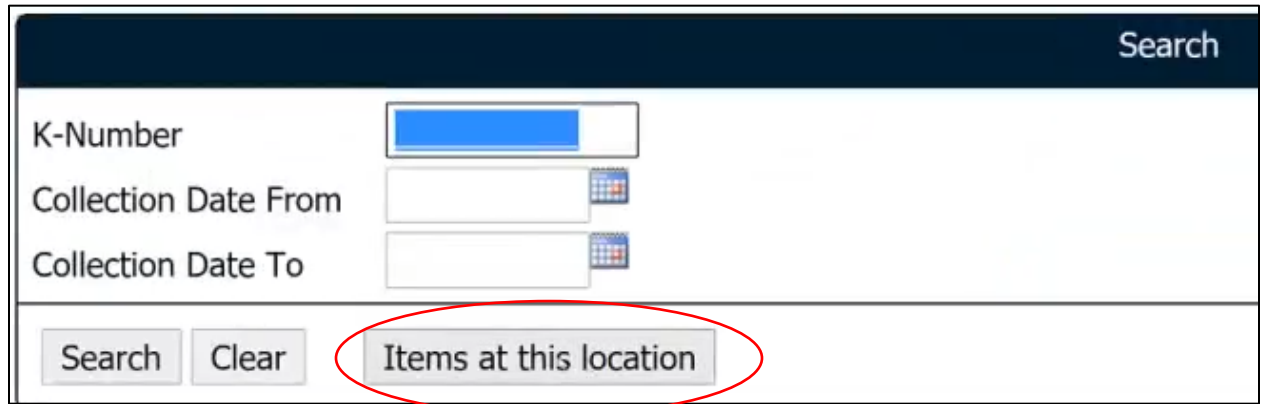
Month and Year of Date of Birth \*  \*

K-Number \* T11507729

Law Enforcement Agency Notified \*   ☐ Out of State

Notes (Do not enter any personal identifying information for any parties involved with this case)

- In regard to saving the 2-page document as well as printing: Yes, you can save the document, but delete it from your computer after the kit has been used. The purpose of this SAEKT system is that the survivor is the one who manages the information pertaining to their kit, i.e. who has access to their pin.
- This kit will now show up in “Items at this location”.



Search

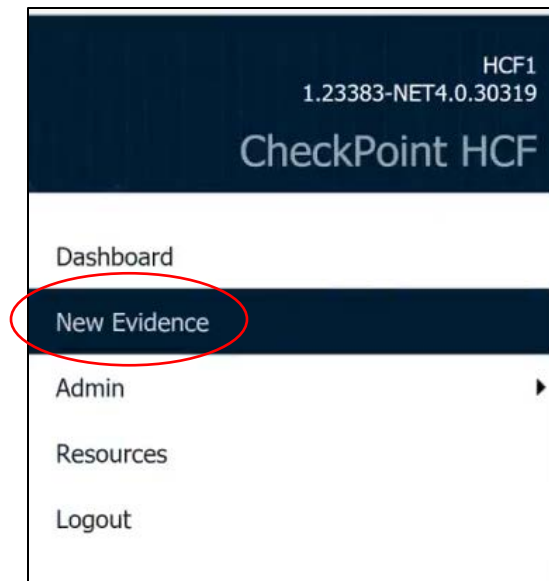
K-Number

Collection Date From

Collection Date To

- K-numbers are only generated for the first piece of evidence that is being submitted for DNA. Each survivor only gets **ONE** k-number.

## Entering New Evidence WITH K-Number



- Click: New Evidence
- Enter Collection Date
- Enter Month and Year of Date of Birth of Survivor
  - This is important because of retention periods for LEA.
- Enter K-Number that is on the kit. You can either type this number or scan it.
- Select LEA that was notified.
  - Begin typing the LEA and it will populate.
  - If the LEA is not in the drop-down menu, select: \*Illinois LEA Not Found
    - This is the first option in the drop-down menu.
    - In the notes section, put the LEA that is supposed to be picking the kit up.
- Notes: **No personal information about survivor.** Can contain information about who you have spoken to about the kit (Detective).
- Click: Save.

Notifications	
<a href="#"><u>CheckPoint items awaiting pick-up by law enforcement agency (LEA)</u></a>	<a href="#"><u>16</u></a>

- The SAEK will now show in the Notifications section as awaiting pick-up from the LEA.

**Description : CheckPoint items awaiting pick-up by police agency**

K-NUMBER	COLLECTION LOCATION	RECEIVING LEA
T27251527	Boone County Coroner	Chicago Police Department
T56082359	Boone County Coroner	
T02397463	Boone County Coroner	
T40884852	Boone County Coroner	
T98669684	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T34517042	Boone County Coroner	Abingdon Police Department
T64221960	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T43442903	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T93858082	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T41575006	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T06135497	Boone County Coroner	
T19809900	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T52882826	Boone County Coroner	
T92742111	Boone County Coroner	Bartlett Police Department
T01378555	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T56583911	Boone County Coroner	Bartlett Police Department

- Within notifications, if you click on that K-number, you now have the ability to reprint the barcode.

Evidence Kit Number T56583911

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Collection Date

\* 11/04/2020

Collection Location

Boone County Coroner

Month and Year of Date of Birth

\* March

\* 1999

K-Number

\* T56583911

Law Enforcement Agency Notified

\* Bartlett Police Department

☐ Out of State

Agency Name a

Notes (Do not enter any personal identifying information for any parties involved with this case)

Spoke with Det. Jones

Edit

Save

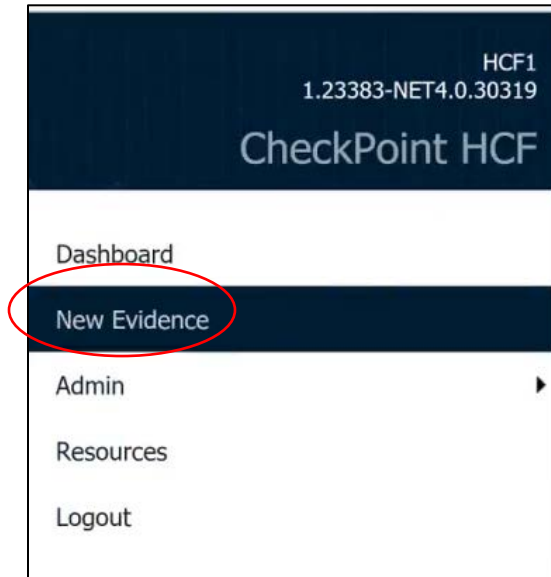
Cancel

Reprint Barcode

## Entering New Evidence

### Entering New Evidence WITHOUT K-Number

- This should be used for two situations
  - If the SAK does not have a K-number
  - If a SAK will not be collected and other evidence such as underwear or other clothing will be collected for submission to LEA



- Click: New Evidence
- Enter Collection Date
- Enter Month and Year of Date of Birth of Survivor
  - This is important because of retention periods for LEA.

K-Number	*	<input type="text"/>	Generate
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- Click: Generate K-Number
- Print the document that pops-up. This document contains the K-number and bar code, as well as the information that is given to the survivor (QR code, K-number, Pin).
- Select LEA that was notified.
  - Begin typing the LEA and it will populate.
  - If the LEA is not in the drop-down menu, select: \*Illinois LEA Not Found
    - This is the first option in the drop-down menu.
    - In the notes section, put the LEA that is supposed to be picking the kit up.
- Notes: **No personal information about survivor.** Can contain information about who you have spoken to about the kit (Detective).
- Click: Save.



Notifications	
<b>CheckPoint items awaiting pick-up by law enforcement agency (LEA)</b>	<b>16</b>

- The SAEK will now show in the Notifications section as awaiting pick-up from the LEA.

**Description : CheckPoint items awaiting pick-up by police agency**

K-NUMBER	COLLECTION LOCATION	RECEIVING LEA
T27251527	Boone County Coroner	Chicago Police Department
T56082359	Boone County Coroner	
T02397463	Boone County Coroner	
T40884852	Boone County Coroner	
T98669684	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T34517042	Boone County Coroner	Abingdon Police Department
T64221960	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T43442903	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T93858082	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T41575006	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T06135497	Boone County Coroner	
T19809900	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T52882826	Boone County Coroner	
T92742111	Boone County Coroner	Bartlett Police Department
T01378555	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T56583911	Boone County Coroner	Bartlett Police Department

- Within notifications, if you click on that K-number, you now have the ability to reprint the barcode.

Evidence Kit Number T56583911	
Collection Date	* 11/04/2020
Collection Location	Boone County Coroner
Month and Year of Date of Birth	* March 1999
K-Number	* T56583911
Law Enforcement Agency Notified	* Bartlett Police Department <input type="checkbox"/> Out of State
Notes (Do not enter any personal identifying information for any parties involved with this case)	Spoke with Det. Jones
<div> <div>Edit</div> <div>Save</div> <div>Cancel</div> <div>Reprint Barcode</div> </div>	

## Editing Information on Kits Awaiting Pick-Up

- If any information pertaining to a kit that is awaiting pick-up needs modified, you can do this up until the kit has been received by the LEA in CheckPoint.
- This feature can be used to modify the LEA if the incorrect one was originally selected.

Notifications
<u>CheckPoint items awaiting pick-up by law enforcement agency (LEA).....17</u>

- Click on your notifications.

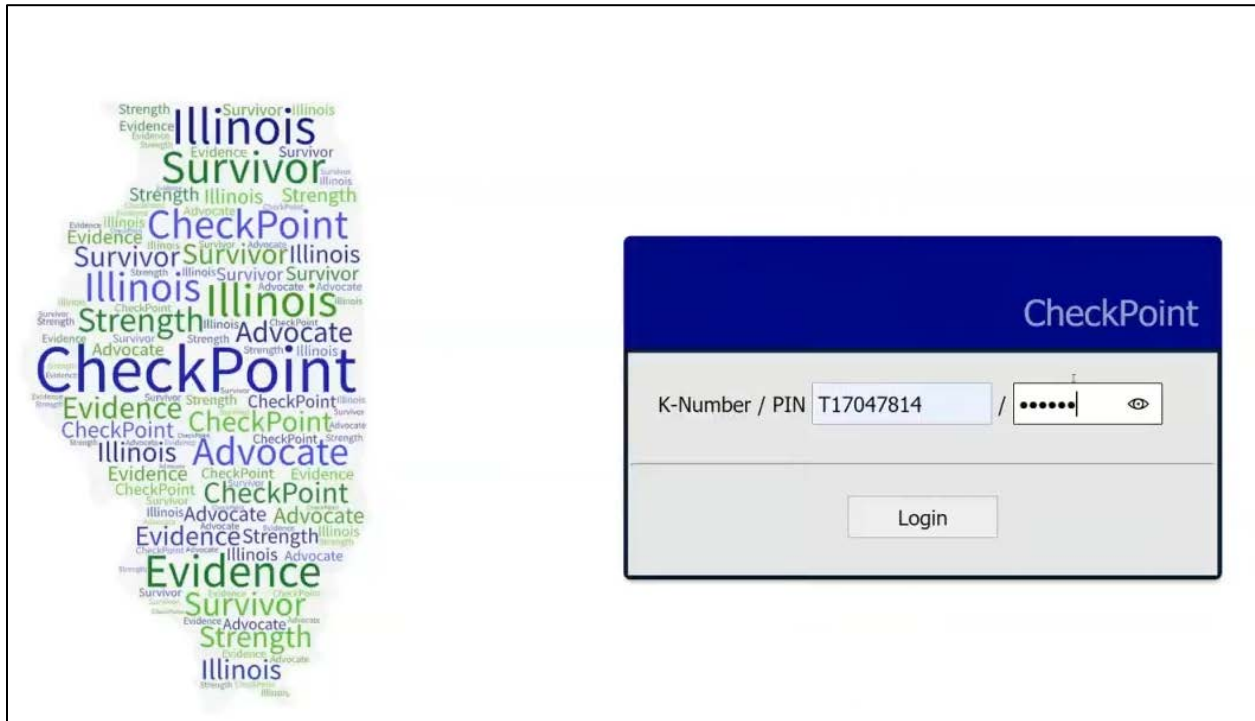
T56583911	Boone County Coroner	Bartlett Police Department
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- Click on the K-Number for the kit you are needing to update information for.
- Click: Edit

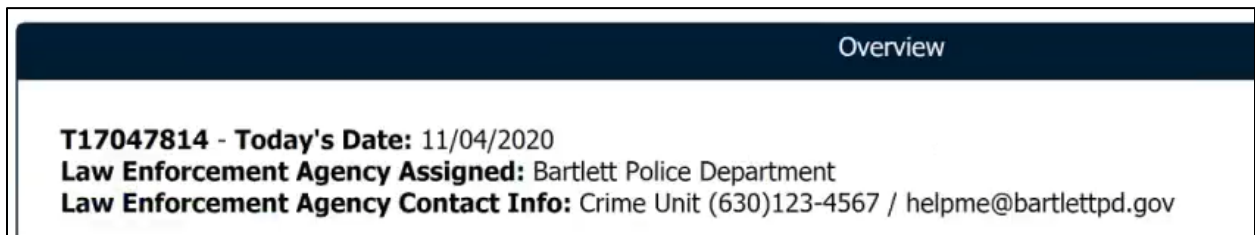
Evidence Kit Number T56583911	
Collection Date	* 11/04/2020
Collection Location	Boone County Coroner
Month and Year of Date of Birth	* March * 1999
K-Number	* T56583911
Law Enforcement Agency Notified	* Bartlett Police Department <input type="checkbox"/> Out of State
Notes (Do not enter any personal identifying information for any parties involved with this case)	Spoke with Det. Jones
<div><div>Edit</div><div>Save</div><div>Cancel</div><div>Reprint Barcode</div></div>	

- Update any information that needs changed.
- Click: Save.

## Survivors Portal



- The survivor will log in with their assigned K-number and Pin.
- There is the overview and the summary view for the survivor.



- Overview: Contains contact information for law enforcement agency that has been assigned the kit. This information will populate once the LEA has received the kit in CheckPoint.

This site has been established pursuant to 725 ILCS 202/50 to track evidence that has been collected. By clicking on each of the icons more details about each stage of the process is provided.



Collected at Health Care Facility

(10/21/2020)



Received by Law Enforcement Agency

(10/28/2020, 10/28/2020, 10/28/2020)



Received by Forensic Laboratory

(11/02/2020)



Laboratory Analysis Reports



Laboratory Report sent to Law Enforcement Agency

[View Detailed History](#)

Green = Completed, Blue = In Progress, Gray = Not Started

- Summary View: This shows the progression of the SAK through the process. The survivor can click on any of the icons to obtain additional information about that step in the process.



[View Detailed History](#)

Green = Completed, Blue = In Progress, Gray = Not Started

- Click: View Detailed History
  - This will show the survivor a more detailed step-by-step process.
  - The only thing tracked is dates of completion.
- This site is mobile friendly.

## Other Questions

- If someone works at two different HCF, do they have to have separate log-ins for each HCF?
  - Yes.
- Can anyone create K-Numbers or only Admin?
  - Anyone can generate a K-number.
  - Only Admin can receive, transfer, and discard kits. They also maintain users.
- What correctional facilities can submit SAEK?
  - Internal Affairs within Corrections
    - Northern and Southern Region
  - If correctional facilities bring in a survivor for a SAEK, the correctional officer isn't actually receiving the evidence. The LT of Internal Affairs is actually receiving the evidence. The correctional officer should have this contact information.
  - Correctional Facilities are NOT LEA and cannot receive evidence.

New Evidence

Collection Date \* 11/04/2020

Collection Location Boone County Coroner

Month and Year of Date of Birth \* [ ] \* [ ]

K-Number \* [ ] Generate

Law Enforcement Agency Notified \* [ ] ☐ Out of State

Notes (Do not enter any personal identifying information for any parties involved with this case)

Department of Corrections (Northern)

Edit Save Cancel

- Once the HCF has entered all the information and the LEA has the kit, the HCF is done with the process.