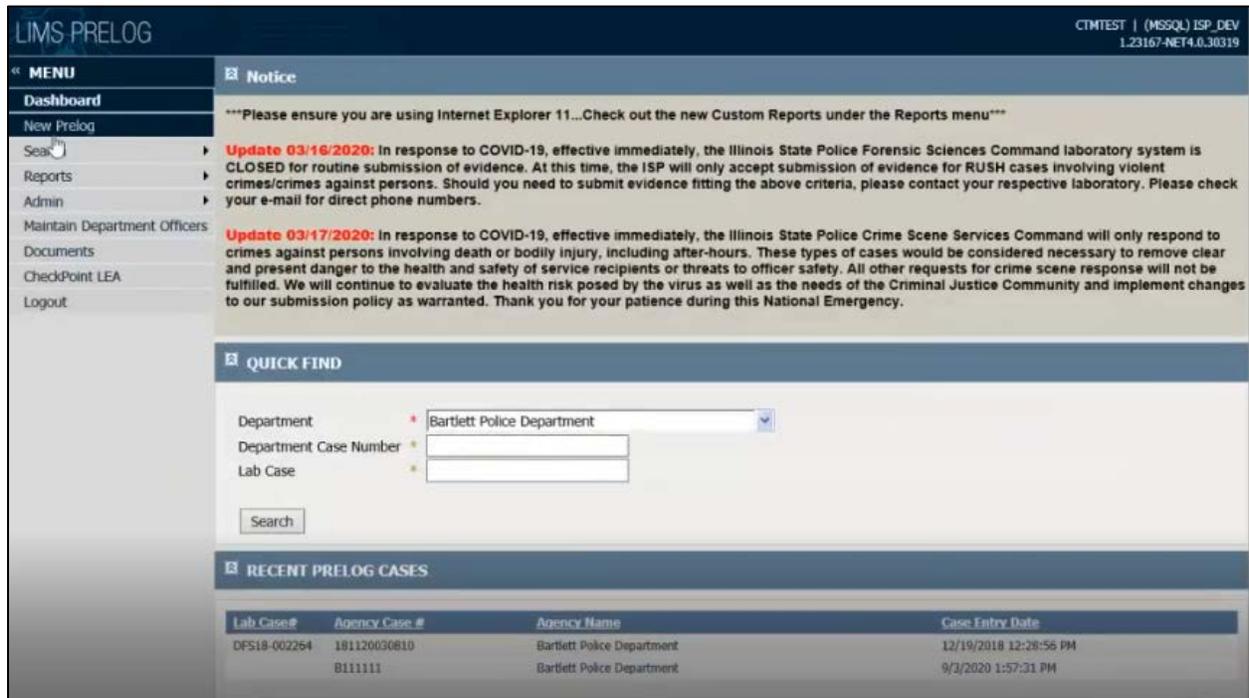


Pre-Log and CheckPoint

- You must use Internet Explorer for Pre-Log.



The screenshot shows the LIMS PRELOG dashboard. At the top left is the logo "LIMS PRELOG" and at the top right is the text "CTMTEST | (MSSQL) ISP_DEV 1.23167-NET4.0.30319". A "MENU" sidebar on the left includes options like "Dashboard", "New Prelog", "Search", "Reports", "Admin", "Maintain Department Officers", "Documents", "CheckPoint LEA", and "Logout". The main content area features a "Notice" section with two COVID-19 related updates. Below the notice is a "QUICK FIND" section with a search form containing fields for "Department" (set to "Bartlett Police Department"), "Department Case Number", and "Lab Case", along with a "Search" button. At the bottom is a "RECENT PRELOG CASES" table.

Lab Case#	Agency Case #	Agency Name	Case Entry Date
DPS18-002264	181120030810	Bartlett Police Department	12/19/2018 12:28:56 PM
	8111111	Bartlett Police Department	9/3/2020 1:57:31 PM

- Once evidence is ready for submission to the lab, you will need to enter a "New Prelog".
- This will bring up case information. You will then search the case number, and it will indicate that no results were found. You will then "Create Prelog".



The screenshot shows a "Search/Create Prelog Case" form. The "Department" dropdown is set to "Bartlett Police Department" and the "Department Case Number" text box contains "testcase". Below the form, a red message states "No local results found." At the bottom of the form are two buttons: "Search" and "Create Prelog".

- Enter the case officer.
- Enter the incident date.
- Enter the offense.
- Enter the county of offense.

- If you forget to enter the K-number, you can go to the “Items” tab and update the information.

Dept. Item#	Package Type	Item Type	Description	Lab Item Numbr	Quantity	At Lab
100	Box	Sexual Assault Kit	CSA kit from dfgfdgfd			F

Item not yet submitted to lab.

Agency Item # * 100
Packaging * Box
Item Type * Sexual Assault Kit
Description * CSA kit from dfgfdgfd

Inventory #

Attribute SAK Currency Names Tasks

K-Number T98669684

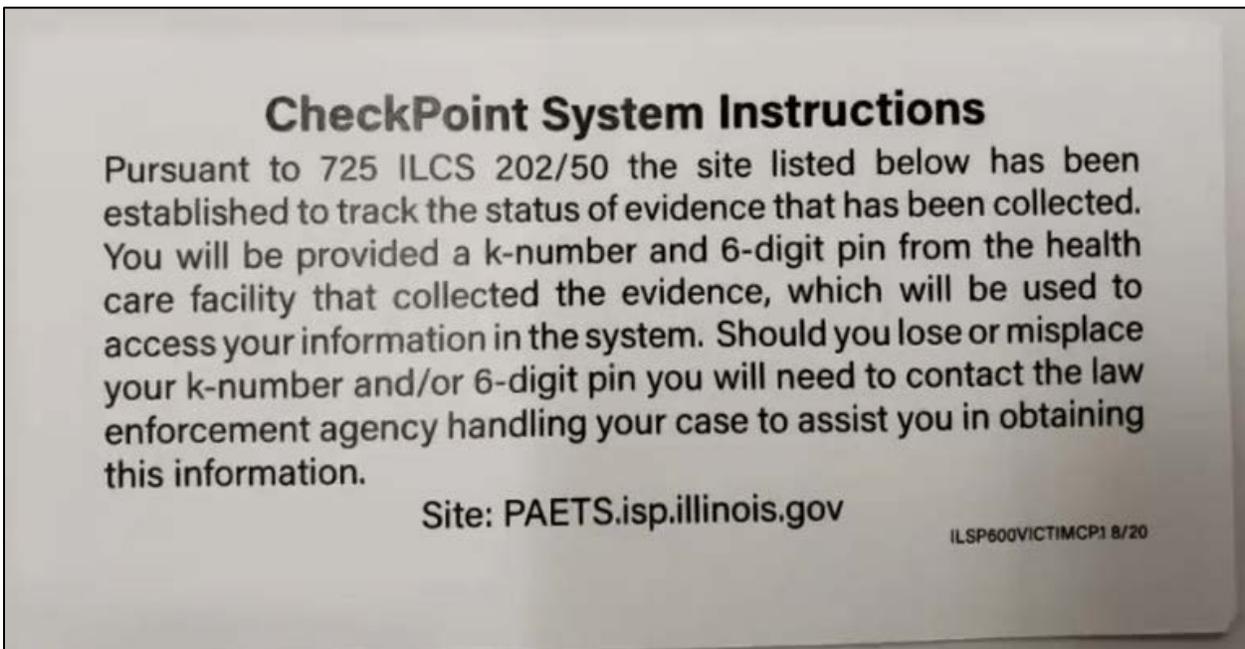
[CheckPoint LEA](#)

- If you have any questions about this, email isp.forensics@illinois.gov
 - Include your name, phone number, and a good time for contact

State Police Evidence Collection Kit



- When you receive kits from HCF:
 - If the kit has a K-number generated by the Vendor, the K number will be printed on the end of the kit where the integrity seal is.



- This card is provided to the survivor at the time of the collection at the HCF.
- This card provides the survivor with their portal information. The LEA is the only one who can reset a pin or provide the survivor with their K-number if lost.



- When you receive kits from HCF:
 - If the kit has a K-number generated by the HCF, the K-number will have been printed out and taped somewhere on the kit.

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.



T88916973 / 535745

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 HCF will print this paper and give to the survivor. This page has the same information as the card provided above.

Dashboard--LEA

Notifications

[CheckPoint items awaiting pick-up.....1](#)

- **Notifications:** These are items that are awaiting pick-up. It will tell you the K-number, collection location, and the receiving LEA.

Search

Checkpoint K-Number

LEA Complaint Case Number

Collection Date From To

Received Date From To

Search
Clear
CheckPoint items awaiting pick-up
CheckPoint items at this location

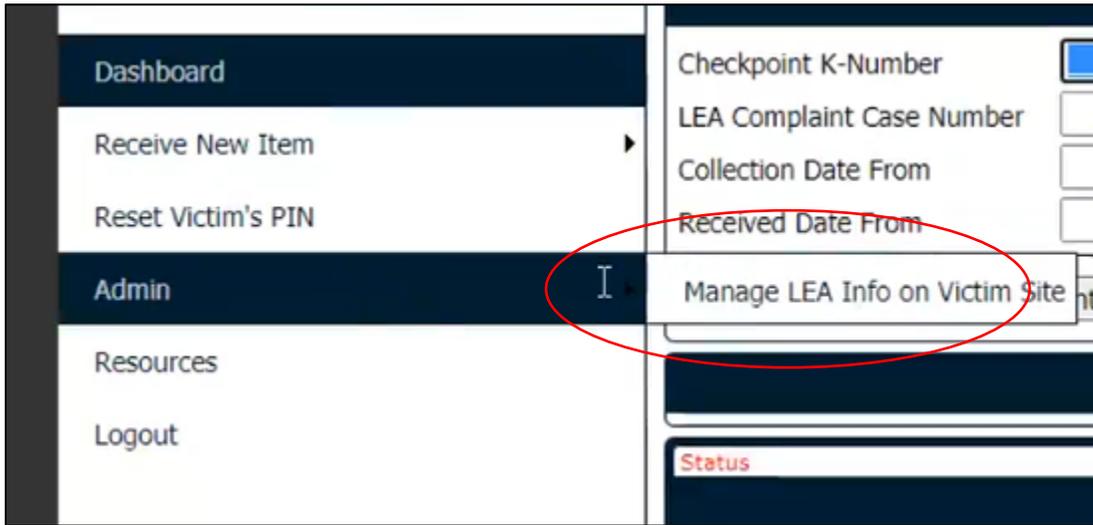
- **Search:** This is where you can search by specific K-number, LEA case number, collection date range or received date range by your LEA.

Recent Records						
K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency Notified	Notes
T92742111	11/11/2020	Boone County Coroner	F		Bartlett Police Department	
T99834422	10/08/2020	Bartlett Police Department	F	20-222222	Bartlett Police Department	
T98827863	09/24/2020	Bartlett Police Department	F	BPD200	Bartlett Police Department	
T35173841	09/08/2020	Boone County Coroner	F	sdsfdsf	Bartlett Police Department	
T55683231	10/21/2020	Champaign County Corone	F	000000	Bartlett Police Department	
T17047814	10/21/2020	Champaign County Corone	F	xxxxx	Bartlett Police Department	
T86085376	10/23/2020	Bartlett Police Department	F	123456879	Bartlett Police Department	
K65299154	08/01/2020	Bartlett Police Department	F		Bartlett Police Department	
T70768906	10/01/2020	Bartlett Police Department	F		Bartlett Police Department	
T76382672	10/01/2020	Bartlett Police Department	F		Bartlett Police Department	Collected MI

1 2 3 4 5 6

- **Recent Records:** These are kits that have been received by the LEA by either another LEA, the HCF, or the victim. At the bottom, left of the Recent Records grid are page numbers that can be clicked on to jump to a new page. Clicking on an item in this list will take the user to view the “Update Evidence Status” screen with details about that item.

Manage Info on Victim's Site

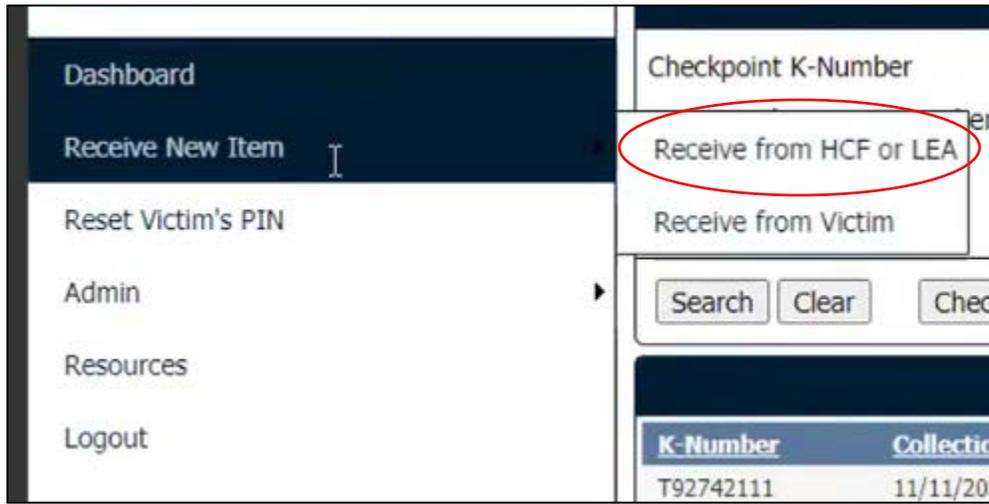


- This establishes the information that will be put on the Victim's Portal for your specific agency.
 - This gives them specific phone number and division to call.
 - This information is not case specific and will show up for any victim that logs in and your agency is listed as the LEA.

A screenshot of a web form titled 'Manage Info on Victim Site'. At the top, there is a dark blue header bar with the title. Below the header, there is a table with two columns: 'Department' and 'Unit/Division'. The 'Department' row contains the text 'Illinois State Police'. Below the table, there are three input fields: 'Unit/Division name' (a large text area), 'Public phone number' (a smaller text input field), and 'Public email address' (a large text area). At the bottom of the form, there are three buttons: 'Edit', 'Save', and 'Cancel'.

- Select "Edit", enter the information, and then click "Save".

Receiving New Item from HCF or a transfer from another LEA

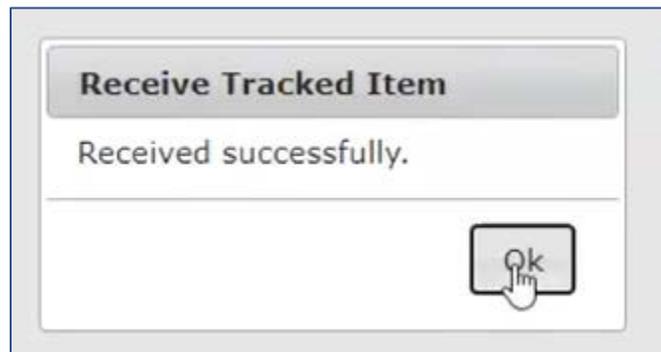


- **Receiving from HCF or LEA:**
 - Enter K-Number (or scan).
 - Click Add

The screenshot shows the 'Receive Tracked Item' form. At the top right is the title 'Receive Tracked Item'. Below it is a 'K-Number' input field with an 'Add' button next to it. Below the input field is a table with the following columns: Kit Number, LEA picking up evidence, Date receiving evidence, and Notes. The table contains one row of data: Kit Number T71715111, LEA picking up evidence Bartlett Police Department, Date receiving evidence 11/12/2020, and Notes (empty). Below the table is a 'Receive' button.

Kit Number	LEA picking up evidence	Date receiving evidence	Notes Do not enter any personal case.
X T71715111	Bartlett Police Department	11/12/2020	

- Once you have entered the K-number, you are able to modify the date it was received. You will then click "Receive". You will receive the message below.



- Go back to your Dashboard, and this kit will now show up in “Recent Records”.

Recent Records					
K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency No
T717151111	11/11/2020	Boone County Coroner	F	-	Bartlett Police Department
T92742111	11/11/2020	Boone County Coroner	F		Bartlett Police Department
T99834422	10/08/2020	Bartlett Police Department	F	20-222222	Bartlett Police Department

- If you click on the case, it will bring you to the evidence status page.
- There is a separate document for the update Evidence Status Page.

Receiving Evidence Directly from a Victim

The screenshot shows a dashboard with a sidebar menu on the left containing 'Dashboard', 'Receive New Item', 'Reset Victim's PIN', 'Admin', 'Resources', and 'Logout'. The 'Receive New Item' menu is open, showing options: 'Receive from HCF or LEA' and 'Receive from Victim', with the latter circled in red. Below the menu are 'Search', 'Clear', and 'Check' buttons. A table at the bottom shows a row with 'K-Number' T92742111 and 'Collection' date 11/11/2020.

- **Receiving from Victim:**
 - If the victim comes directly to your agency and a kit was not collected, this is where you will receive the evidence.

Add New Evidence Item

Only one K-number per victim should be tracked with this CheckPoint system. Additional items for this victim (related to this complaint number) can use the already assigned K-number for tracking purposes.

Collection Date * 11/12/2020

Collection Location Bartlett Police Department

Month and Year of Date of Birth * []

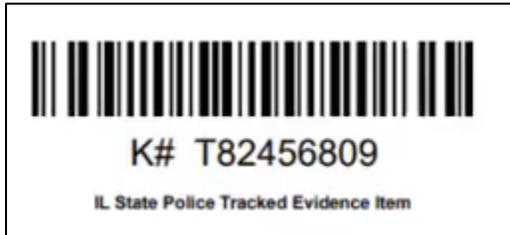
K-Number * [] Generate

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

Save Cancel

- Enter the Collection Date

- Then month and year of birth of survivor (this information is needed for storage retention for survivors that decide not to submit for evidence).
- Click “Generate” next to K-number. This will generate a K-number. A PDF will pop up with the K-number, bar code, and the information that goes to the survivor.
 - Print each PDF on separate sheets of paper. Ensure you have both pages before you exit out of the document.



- **Notes:** Do **not** enter any personal identifying information in this section. This section is for documentation of what type of evidence was received. For example, “underwear collected”.

Receiving a kit that has not yet been logged by the HCF

- This is a work-around in case the HCF has not entered the information in real time. It does bypass some information that the survivor will be able to see in the portal.
- In CheckPoint, you will “receive” this item as if it was received from the victim directly.
- Collection Date: This will still be the date that it was collected at the HCF.
- Enter the Month and Year of birth of the survivor.
- Instead of generating a K-number, you will just enter the K-number that is printed on the kit.
- In the “Notes” section, document that the kit was actually collected by the HCF and had not yet been entered into CheckPoint.
- Click “Save”.
- This evidence will now show under “Recent Records” on the Dashboard.

Evidence Status Page

- Once received the new CheckPoint item should now be present in “Recent Records”
- You can now click on the K-number and it will take you to “Update Evidence Status”
- This is where you enter the remaining information for the CheckPoint item

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Sample collected	Boone County Coroner	11/11/2020	

Case Info Transfer Victim Consent Lab Submission Victim Notification Case Info to SAO Out of State

- The first thing you will need to do is enter the **Case Information**.

Evidence Status	
Date Complaint/Case Number was generated	11/12/2020
LEA Complaint/Case Number *	<input type="text"/>
County of Offense *	<input type="text"/>
Additional Notes Do not enter any personal identifying information for any parties related to the case.	<input type="text"/>
Date Received *	11/12/2020

Save Cancel

- Enter the date, your agency case number, the county of offense, and the date received.
 - Additional Notes: This field isn't mandatory but corresponding information can be put here.
- Click “Save”. This will update the evidence status with “Case Info”.

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Case Info	Bartlett Police Department	11/11/2020	20-22222
Sample collected	Boone County Coroner	11/11/2020	

Case Info **Transfer** Victim Consent Lab Submission Victim Notification Case Info to SAO Out of State

- **Transfer:** This is only used when you are transferring a kit to another LEA in **ILLINOIS**. If you are **not** transferring the kit, you will still need to click “Transfer” and then select “No”.
- If you will be transferring to another Illinois LEA select YES and which LEA you will be transferring the evidence to.

Evidence Status

Will item be forwarded to another LEA? * ▼

What LEA has jurisdiction? ▼

Date second (jurisdictional) LEA notified

How was second LEA notified ▼

Evidence transfer notes
(Do not enter any personal identifying information for any parties involved with this case)

- Again, this will update the Evidence Status with “Transfer”.

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Transfer	Bartlett Police Department		
Case Info	Bartlett Police Department	11/11/2020	20-22222
Sample collected	Boone County Coroner	11/11/2020	

- **Victim Consent:** This is where you will enter information regarding the consent of the victim.
 - Select decision of consent from the victim.
 - Date the decision was received.
 - How the decision was received.

How was this decision received? *

Notes
Do not enter any personal identifying information for any parties related to the case

Signed Consent Form
E-mail
Phone
In Person
Other

- Click "Save".
- *If the victim originally did not consent but they change their mind and do consent, you will **not** edit the original consent. You will click "Victim Consent" tab again and create another entry indicating the victim did consent at a later date. *

Evidence Status

Did victim consent to laboratory analysis? *

Date this decision was received from victim

How was this decision received?

Notes
Do not enter any personal identifying information for any parties related to the case

- This will update Evidence Status with "Victim Consent".

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Victim Consent	Bartlett Police Department	11/11/2020	
Transfer	Bartlett Police Department		
Case Info	Bartlett Police Department	11/11/2020	20-22222
Sample collected	Boone County Coroner	11/11/2020	

- **Lab Submission:** This is where you will indicate that the evidence will be submitted to a lab, as long as the victim has consented above.
 - Select "Yes" indicating that the evidence will be submitted to the lab. Select "No" if the victim has not consented for laboratory analysis.
 - If you select "No", you will be required to enter the reason it will not be submitted.
 - Enter which Lab the evidence will be submitted to.
 - Enter the date the victim was notified that the evidence was submitted to the lab. If the victim has not yet been notified, leave this field blank.
 - Once the notification has been made, you will need to update this area.

- Enter in how the notification was made.
- This will update Evidence Status with “Victim Consent”.
- *If the victim originally did not consent for laboratory analysis but has since changed their mind, you will **not** edit the original lab submission information. You will click “Lab Submission” tab again and create another entry indicating the evidence will be submitted to the lab.

Evidence Status

Will tracked evidence item be submitted to the lab? + Yes ▾

If yes, where will evidence be submitted? ▾

If no, please record why not.
(Do not enter any personal identifying information for any parties involved with this case)

Date victim was notified evidence was submitted to laboratory

How was this notification made? ▾

- This will update Evidence Status with “Lab Submission”.
- You will now need to log this in Pre-Log. There is a separate Note Sheet about Pre-Log.

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Lab Submission	Bartlett Police Department		
Victim Consent	Bartlett Police Department	11/11/2020	
Transfer	Bartlett Police Department		
Case Info	Bartlett Police Department	11/11/2020	20-22222
Sample collected	Boone County Coroner	11/11/2020	

Case Info
Transfer
Victim Consent
Lab Submission
Victim Notification
Case Info to SAO
Out of State

- **Victim Notification:** Once you have received the lab report from the laboratory, this is where you will document that you have notified the victim with the results.
- Enter if the victim has been notified.
 - If the victim was **not** notified, you will need to give explanation.
- Enter the date the victim was notified.
- Enter how the notification was made.
 - This will either be e-mail, phone, or in person.
- Click “Save”.

Lab Submission Bartlett Police Department

Evidence Status

Was victim notified of laboratory analysis results? *

Date victim was notified of laboratory results

How was this notification made?

Why was victim not notified of laboratory analysis results?
 (Do not enter any personal identifying information for any parties involved with this case)

- This will update the Evidence Status with “Victim Notification”.

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Victim Notification	Bartlett Police Department	11/12/2020	
Lab Submission	Bartlett Police Department		
Victim Consent	Bartlett Police Department	11/11/2020	
Transfer	Bartlett Police Department		
Case Info	Bartlett Police Department	11/11/2020	20-22222
Sample collected	Boone County Coroner	11/11/2020	

- **Case Info to SAO:** This is the date that you provided the case information to the State Attorney’s Office.

Lab Submission Bartlett Police Department

Evidence Status

Date case information was provided to SAO *

- This will update the Evidence Status with “Case Info to SAO”.

Update Evidence Status T71715111			
Activity	LEA	Date	Details
Case Info to SAO	Bartlett Police Department	11/12/2020	
Victim Notification	Bartlett Police Department	11/12/2020	
Lab Submission	Bartlett Police Department		
Victim Consent	Bartlett Police Department	11/11/2020	
Transfer	Bartlett Police Department		
Case Info	Bartlett Police Department	11/11/2020	20-22222
Sample collected	Boone County Coroner	11/11/2020	

- If you need to make changes to any of the submissions, select the activity and then click “Edit”.
- If you entered information that is incorrect and has not yet been completed, select the activity and click “Delete”.

Evidence Transfer to Out of State LEA

- For **evidence being transferred out of state**, you will only enter information into the “Case Info” tab and the “Out of State” tab.
 - This is only used when you collect evidence that will be transferred to an Out of State facility.

Update Evidence Status T39775803			
Activity	LEA	Date	Details
Case Info	Bartlett Police Department	09/24/2020	20-101010
Sample collected	Bartlett Police Department	09/24/2020	

Case Info | Transfer | Victim Consent | Lab Submission | Victim Notification | Case Info to SAO | Out of State

- The first thing you will need to do is enter the **Case Information**.

Evidence Status

Date Complaint/Case Number was generated

LEA Complaint/Case Number *

County of Offense *

Additional Notes
Do not enter any personal identifying information for any parties related to the case.

Date Received *

- Enter the date, your agency case number, the county of offense, and the date received.
 - Additional Notes: This field isn’t mandatory but corresponding information can be put here.
- Click “Save”. This will update the evidence status with “Case Info”.

Update Evidence Status T39775803			
Activity	LEA	Date	Details
Case Info	Bartlett Police Department	09/24/2020	20-101010
Sample collected	Bartlett Police Department	09/24/2020	

- Next, you will enter the **Out of State** information.

Case Info to SAO Bartlett Police Department 11/12/2020

Evidence Status

Agency Name and Contact Info *

- Enter the agency the kit will be transferred to, as well as contact information as this will show up on the survivor's portal.

Evidence transfer to another IL LEA

- Click on the case under Recent Records in your dashboard.
- Enter in case information.
 - Date complaint was generated.
 - LEA complaint number.
 - County of Offense.
 - Date Received.
- Click “Save”.
- Click “Transfer” tab.

- Select “Yes” the item will be forwarded to another LEA.
- Enter LEA that will have jurisdiction.
- Date they were notified.
- How they were notified.
 - This will either be e-mail, phone, or in person.
- Click “Save”.

Update Evidence Status T92742111			
Activity	LEA	Date	Details
Transfer	Bartlett Police Department	11/12/2020	
Case Info	Bartlett Police Department	11/12/2020	20-33333
Sample collected	Boone County Coroner	11/11/2020	

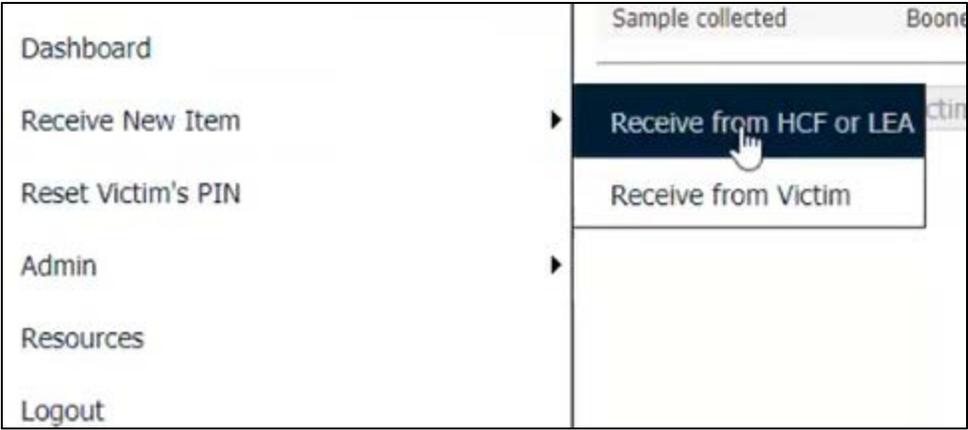
Case Info Transfer Victim Consent Lab Submission Victim Notification Case Info to SAO Out of State

- Once you click “Save”, all of the tabs will now be greyed out. The only information you can edit is the information you have already entered, which is sample collected, case information, and transfer.
- Now the new LEA will have to “Receive New Item from HCF or LEA”.

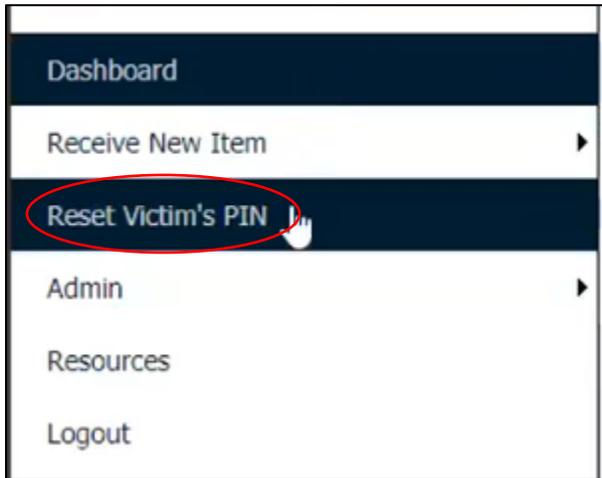
Dashboard	
Receive New Item	▶ Receive from HCF or LEA
Reset Victim's PIN	Receive from Victim
Admin	▶
Resources	
Logout	

Sample collected Boone

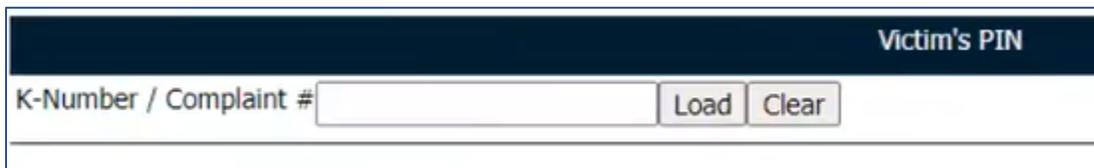
ctin



Reset Victim's Pin



- Only LEA can reset a Victim's PIN.

A screenshot of a web form titled 'Victim's PIN'. The form has a dark blue header with the title. Below the header is a text input field labeled 'K-Number / Complaint #' which is currently empty. To the right of the input field are two buttons: 'Load' and 'Clear'.

- If they have their K-Number and just want to know what their PIN is—enter the K-Number, click “Load”, and it will show their PIN.

A screenshot of the 'Victim's PIN' form with data entered. The 'K-Number / Complaint #' field contains 'T99834422'. Below this, there are two more input fields: 'K-Number' with 'T99834422' and 'PIN' with '430985'. The 'PIN' field has a red asterisk next to it. At the bottom of the form are four buttons: 'Edit', 'Save', 'Cancel', and 'Reprint Barcode'. The 'Edit' button is highlighted with a light blue background.

- If they want to change their PIN, you can click “Edit” and change their PIN.
- If they ever need a copy of the second page that was given to them, click “Reprint Barcode” and print the page for them. This will have the updated PIN on it.

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.

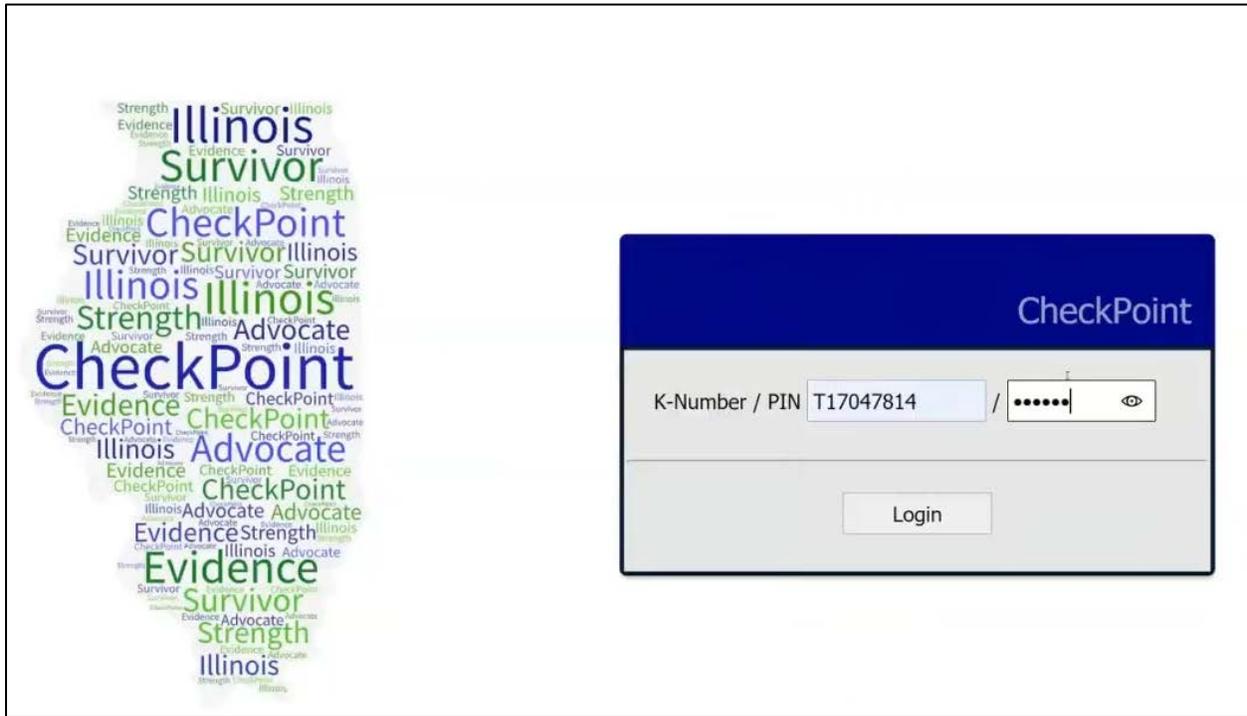


T99834422 / 123456

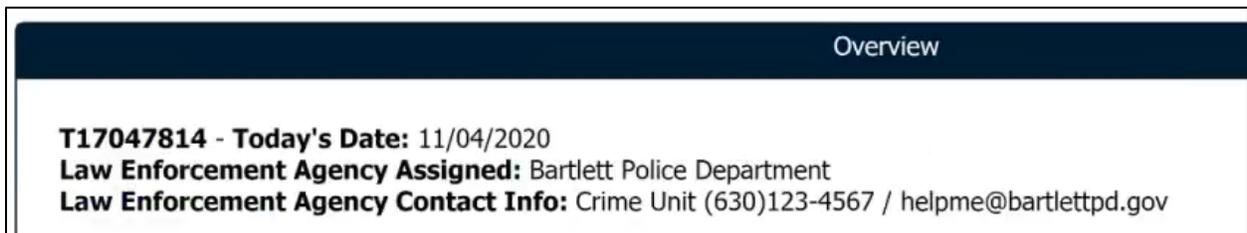
Patient Use Only

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.

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 (which the LEA has entered into CheckPoint) 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 Information

- The K-number corresponds to the first item of evidence that will be submitted for DNA.
 - Only one K-Number per victim even if there is more than one item being submitted for evidence.
- In order for an HCF to collect evidence using an Illinois State Police evidence collection kit, they have to be an approved HCF with a treatment plan on file with IDPH.
 - There are two out-of-state HCF with this.
 - Cardinal Glennon
 - Children's Hospital of St. Louis
- The Victim's Portal is only for surviving victims.