

CheckPoint Quick Reference Guide

Law Enforcement Agency

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Overview

This quick reference guide will walk a Law Enforcement Agency (LEA) user through the process of accessing the CheckPoint Evidence Tracking Site, receiving kits or evidence items from Health Care Facilities (HCF) or victims, entering data and recording milestones as required by 725 ILCS 202/50, generating CheckPoint K-Numbers, resetting a victim's PIN, managing user accounts (through LIMS Prelog), and accessing resources provided by Illinois State Police (ISP).

LIMS Prelog & CheckPoint

LEA users will use the same credentials to access CheckPoint and LIMS Prelog. These LEA login credentials are managed through LIMS Prelog via the LEA LIMS Administrator. The ISP will assign a LEA's Administrative User who can then create the LEA users' Usernames and Passwords.

A LEA user can access CheckPoint through the CheckPoint site <https://laets.isp.illinois.gov/> or through LIMS Prelog.

Add Case with K-Numbered Item to Prelog

These are steps to enter a case into Prelog that has a K-Numbered Item. The K-Numbered Item should be received by the LEA first as these steps include recording the K-Number for the evidence. See the subsequent sections on navigating CheckPoint and receiving K-Numbered Items. In Prelog:

- Click **New Prelog**
- Enter the LEA Case Number
- Click **Search**

- After clicking **Search**, Prelog will indicate that no results were found
- Click **Create Prelog**

LEA CHECKPOINT QUICK REFERENCE GUIDE

- Enter the Case Officer
- Enter the Incident Date
- Enter the Offense
- Enter the County of Offense

Case Information

Department *

Department Case # *

Case Officer * [Add Officer](#)

Incident Report Date *

Offense *

Offense 2

Offense 3

Tracking Number

County of Offense *

- Under the **Names** tab, you will enter the Name Type.
 - It will either be elimination, other, suspect, undetermined, or victim.
- Enter the Last Name. Other information like first name, middle name, date of birth, sex, and race can also be entered here.

Names
Items

Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex	Race
<input checked="" type="checkbox"/> Victim	Doe	Jane				
<input checked="" type="checkbox"/>						

- Under the **Items** tab, enter the Department Item number, Package Type (box), Item Type (Sexual Assault Kit), click the icon that has the exclamation mark and indicate what the relation is, enter description, and K-Number. *You should receive your K-Numbers prior to entering them into Prelog.*
- Click **Continue**

Names
Items

Dept. Item # *	Package Type *	Item Type *	Attr	Description *	K-Number
<input checked="" type="checkbox"/> 1	Box	Sexual Assault Kit	?	SAECK	T16122287
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		
<input checked="" type="checkbox"/>			?		

[More Items](#)

Continue
Cancel New Submission
Clear Grid

LEA CHECKPOINT QUICK REFERENCE GUIDE

If you forget to enter the K-number, you can go to the **Items** tab and update the information under the **SAK** tab

TESTPD1 / Oak Park Police Department

CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS
-----------	-------	----------------------	-------	------------------	--------------------	---------

Dept. Item#	Package Type	Item Type	Description	Lab Item Num	Quantity	At Lab
1	Box	Sexual Assault Kit	SAECK			F

Item not yet submitted to lab.

Agency Item # Inventory #

Packaging *

Item Type *

Description *

Attributes SAK Currency Names Tasks

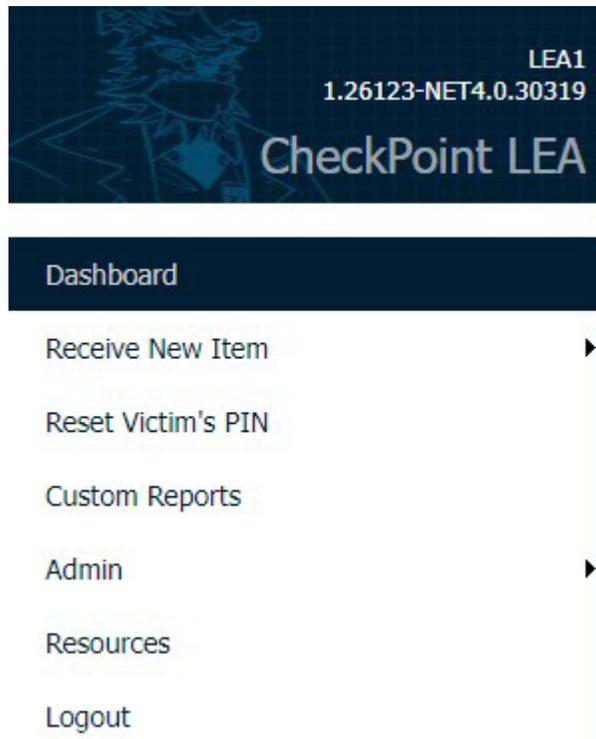
K-Number

[CheckPoint LEA](#)

Add Edit Save Cancel Delete

CheckPoint

The CheckPoint site is broken down into several main navigation screens, listed along the left-hand column (**Dashboard, Receive New Item, Reset Victim's PIN, Custom Reports, Admin, Resources, and Logout**).



LEA CHECKPOINT QUICK REFERENCE GUIDE

Dashboard

The dashboard is the user's main screen and contains three sections (**Notifications**, **Search** and **Recent Records**) to assist with the processing of evidence through CheckPoint.

LEA1
1.26123-NET4.0.30319
CheckPoint LEA

Dashboard

- Receive New Item
- Reset Victim's PIN
- Custom Reports
- Admin
- Resources
- Logout

Notifications

Please use ISP.CheckPoint@illinois.gov for CheckPoint related issues.....1

[CheckPoint items awaiting pick-up.....3](#)

Search

Checkpoint K-Number

LEA Complaint Case Number

Collection Date From To

Received Date From To

Search Clear

Recent Records

K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency Notified
T04111574	11/04/2022	Boone County Coroner	F	TCCT0001	Bartlett Police Department

Notifications

When a Sexual Assault Evidence Collection Kit (SAECK) is collected at a HCF and is ready for pick-up, a notification indicating the total number of K-Numbered cases awaiting pick-up by the LEA will appear here.

The first notification provides the email (ISP.CheckPoint@illinois.gov) to contact for CheckPoint related issues.

Notifications

[Please use ISP.CheckPoint@illinois.gov for CheckPoint related issues.....1](mailto:ISP.CheckPoint@illinois.gov)

[CheckPoint items awaiting pick-up.....3](#)

Clicking on the second notification will take you to a detailed list of the evidence items that are awaiting pickup.

Notification: CheckPoint items awaiting pick-up

Description : CheckPoint items awaiting pick-up

K-NUMBER	COLLECTION LOCATION	RECEIVING LEA
T28639063	Boone County Coroner	Bartlett Police Department
T31745528	Boone County Coroner	Bartlett Police Department
T85937192	Boone County Coroner	Bartlett Police Department

Clicking on an item in this list will take the user to the **Receive Tracked Item** screen where that item can be received.

Receive Tracked Item

Either scan the kit barcode or use the Add button to put the K# on the pending list. Click Receive to process the entire list.

K-Number

LEA CHECKPOINT QUICK REFERENCE GUIDE

Search

By using the **Checkpoint K-Number**, **LEA Complaint Case Number**, **Collection Date** ranges, **Checkpoint items awaiting pick-up**, or the **Checkpoint items at this location** buttons; you can search for kits that are at your or are pending pickup for your LEA.

Search

Checkpoint K-Number	<input type="text"/>
LEA Complaint Case Number	<input type="text"/>
Collection Date From	<input type="text"/> To <input type="text"/>
Received Date From	<input type="text"/> To <input type="text"/>

Recent Records

This is a quick option for retrieving recently viewed K-Numbers. The relevant information pertaining to each SAECK will be listed here. All tables in CheckPoint can be sorted by clicking the headers (K-Numbers, Collection Date, etc.) to sort each column in ascending or descending order. Multiple columns can be sorted at one time.

Recent Records					
K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency Notified
T09457149	08/18/2020	Boone County Coroner	T	20-8877	Bartlett Police Department
T94753428	09/03/2020	Boone County Coroner	T	B111112	Bartlett Police Department
T56707215	09/03/2020	Bartlett Police Department	F		Bartlett Police Department
T65152568	09/03/2020	Boone County Coroner	F		Bartlett Police Department
K77279973	08/24/2020	Boone County Coroner	F	d00000	Bartlett Police Department
T85217876	08/24/2020	Boone County Coroner	F	cvccc	Bartlett Police Department
T87252265	08/24/2020	Boone County Coroner	T	D111111	Bartlett Police Department

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)

Clicking on an item in this list will take the user to the **Update Evidence Status** screen with details about that item.

Update Evidence Status T09457149

Activity	LEA	Date	Details	
Out of State	Bartlett Police Department	09/08/2020		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Date Submitted to Lab	DuPage County Forensic Science Cer	04/01/2020	20Test	
Lab Submission	Bartlett Police Department	09/08/2020		
Victim Consent	Bartlett Police Department	09/08/2020		
Case Info	Bartlett Police Department	09/08/2020	20-8877	
Sample collected	Boone County Coroner	08/18/2020		

Receive New Item

There are two ways to receive an evidence item:

- From a HCF or other LEA (often a K-Numbered kit that will show up in Notifications)
- From a Victim (often an evidence item brought in by victim that does not have a K-Number that the LEA will need to generate).

LEA CHECKPOINT QUICK REFERENCE GUIDE

Receive from HCF or LEA

When a Notification on the Dashboard indicates there is a kit(s) ready for pick-up from a HCF or other LEA, clicking on it will take you to a screen with details about the Collection Location and Receiving LEA.

Notification: CheckPoint items awaiting pick-up

Description : CheckPoint items awaiting pick-up

K-NUMBER	COLLECTION LOCATION	RECEIVING LEA
T28639063	Boone County Coroner	Bartlett Police Department
T31745528	Boone County Coroner	Bartlett Police Department
T85937192	Boone County Coroner	Bartlett Police Department

[Back to Dashboard](#)

Once the kit is in your possession/custody, use CheckPoint to record the transfer of the kit to your LEA by either clicking on the item from that Notification screen or navigating to the **Receive New Item** screen and typing or scanning in the K-Number (found on the evidence item).



The screenshot shows the 'Receive Tracked Item' screen in the CheckPoint LEA system. The interface includes a navigation menu on the left with options like 'Dashboard', 'Receive New Item', 'Reset Victim's PIN', 'Custom Reports', 'Admin', 'Resources', and 'Logout'. The main content area has a header 'Receive Tracked Item' and instructions: 'Either scan the kit barcode or use the Add button to put the K# on the pending list. Click Receive to process the entire list.' Below this is a 'K-Number' input field with an 'Add' button and a 'Receive' button. A dropdown menu is open under 'Receive from HCF or LEA', showing 'Receive from Victim' as an option.

- Type or scan in K-Number barcode
- Click **Add**
- The **Date Receiving Evidence** will default to today's date, but it can be changed
- Add any Notes as needed. **No personal information about survivor should ever be entered here.**
- Click **Receive** once all K-Numbers are added

The screenshot shows the 'Receive Tracked Item' screen with a table of evidence items. The table has columns for 'Kit Number', 'LEA picking up evidence', 'Date receiving evidence', and 'Notes'. The first row shows 'X' in a checkbox, 'T31745528', 'Bartlett Police Department', and '11/09/2022'. The 'Notes' column contains the instruction: 'Do not enter any personal identifying information for any parties related to the case.' A 'Receive' button is circled in red at the bottom of the screen.

Kit Number	LEA picking up evidence	Date receiving evidence	Notes
X T31745528	Bartlett Police Department	11/09/2022	Do not enter any personal identifying information for any parties related to the case.

Receive from Victim

In circumstances when a victim comes into a LEA with evidence items from a CSA (such as clothing or used condoms) or a HCF or other LEA has collected evidence that they did not assign a K-Number, these items would need to be given a K-Number and tracked. This is done under **Receive New Items** → **Receive from Victim** menu options in CheckPoint.

LEA1
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CheckPoint LEA

Dashboard
Receive New Item
 Reset Victim's PIN
 Custom Reports
 Admin
 Resources

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 * 11/09/2022
 Collection Location Bartlett Police Department
 Receive from HCF or LEA Birth * *
 Receive from Victim *
 personal identifying information for any parties involved with this case)

Save Cancel

This screen provides the option to **Generate** a K-Number if the kit or other piece of evidence did not come prelabeled with a K-Number. **ONLY** use the **Generate** button option if the kit or evidence item does not come prelabeled.

- Enter **Collection Date**
- The **Collection Location** is locked to you LEA
- Enter the **Month and Year** of Victim's date of birth (this information is needed for storage retention for survivors that decide not to submit the evidence to the lab)
- Click **Generate**
 - When you click **Generate**, a prompt will appear requiring confirmation to generate a new K-Number. Clicking **OK** will then generate a K-Number and a two-page document will pop up.

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 * 11/09/2022
 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

Law Enforcement Agency ✕

Are you sure you want to generate a new K-Number for this entry?

Ok Cancel

LEA CHECKPOINT QUICK REFERENCE GUIDE

- The 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.
- Enter any additional **Notes** as needed. **No personal information from the survivor will ever be entered here.**
- Click **Save**

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.



K# T30265979

IL State Police Tracked Evidence Item



T30265979 / 352317

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.

This K-Numbered evidence item will now show up in **Items at this Location** on the Dashboard.

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

This is a work-around in case the HCF has not entered the information into CheckPoint in real time and the LEA has already taken custody of the evidence item. This is also done under **Receive New Items** → **Receive from Victim** menu options in CheckPoint (except **DO NOT** Generate a K-Number, just enter the number already on the item).

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	*	11/09/2022	
Collection Location		Oak Park Police Departmen	
Month and Year of Date of Birth	*	February	* 1980
K-Number	*	T30265979	
Notes (Do not enter any personal identifying information for any parties involved with this case)		Collected at HCF, logged into <u>CheckPoint</u> at LEA	

- Enter **Collection Date** that the item was collected at the HCF
- The **Collection Location** is locked to your LEA
- Enter the **Month and Year** of Victim's date of birth (this information is needed for storage retention for survivors that decide not to submit the evidence to the lab)
- Enter the **K-number** that is printed on the kit, **DO NOT** Generate a K-Number
- Enter any additional **Notes** as needed (Record the fact that the item was collected at HCF). **No personal information from the survivor should ever be entered here.**
- Click **Save**
- This evidence will now appear under **Items at this Location** on the Dashboard

Additionally, a call can be placed to the HCF to request completion of the CheckPoint requirements for these items.

LEA CHECKPOINT QUICK REFERENCE GUIDE

Updating Evidence Status

Information that is tracked in CheckPoint and is available for a surviving victim to view is recorded in the **Update Evidence Status** screen. This screen can be accessed from multiple areas in the CheckPoint Dashboard:

- Click the **Items at this Location** button when on the Dashboard
 - Click on an item in that list to go to the **Update Evidence Status** screen
- Clicking on an item in the **Recent Records** list will go to the **Update Evidence Status** screen
- Or use the **Search** options to access the desired case

Notifications

Please use ISP.CheckPoint@illinois.gov for CheckPoint related issues.....1

CheckPoint items awaiting pick-up.....1

Search

Checkpoint K-Number

LEA Complaint Case Number

Collection Date From To

Received Date From To

K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency Notified
T30265979	11/09/2022	Oak Park Police Departmen	F		Oak Park Police Department

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

Recent Records

K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency Notified
T30265979	11/09/2022	Oak Park Police Departmen	F		Oak Park Police Department

There are several required steps that need to be recorded by the LEA in CheckPoint to ensure the victims have access to the status of their case's evidence. Timely, accurate entry of data is imperative for CheckPoint to be able to provide the victims with the information for which they are guaranteed access.

Case Info, Transfer, Victim Consent, Lab Submission, Victim Notification, Case Info to SAO, and Out of State are the fields that will need to be completed as case evidence is processed through the system. As each step is completed, it will show up as an Activity in the history list for the case. These case Activities can be Edited/Deleted as needed by a LEA using the buttons on the right.

Update Evidence Status T30265979

Activity	LEA	Date	Details	
Sample collected	Oak Park Police Department	11/09/2022		<div style="text-align: right; margin-right: 10px;"> Edit Delete </div>

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

1. Case Info

Enter the information requested by the form then click **Save**. A popup window will confirm the activity saved successfully. An **Activity** line will then appear on the Update Evidence Status screen titled “Case Info”.

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 *

Update Evidence Status T30265979

Activity	LEA	Date	Details	Edit
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	Delete
Sample collected	Oak Park Police Department	11/09/2022		

2. Transfer

If the LEA needs to transfer the evidence item to another LEA, that activity would be recorded here.

- Complete “Will item be forwarded to another LEA?” field
 - Choose **Yes** if the evidence item will be transferred to another LEA
 - This field **MUST** be completed
 - If you are NOT transferring a kit, the Transfer step should be skipped.
- Click **Save**
 - A popup window will confirm the activity saved successfully
 - An **Activity** line will then appear on the Update Evidence Status screen titled “Transfer”

LEA CHECKPOINT QUICK REFERENCE GUIDE

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)

Update Evidence Status T30265979

Activity	LEA	Date	Details	Edit
Transfer	Oak Park Police Department			Delete
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	
Sample collected	Oak Park Police Department	11/09/2022		

3. Victim Consent

Complete the screen's fields:

- Victim's consent to submit evidence for laboratory analysis
- Victim's request to be notified of lab results
 - If LEA chooses "No", then no notifications will be sent to the LEA to notify victim of laboratory results
- Click **Save**
 - A popup window will confirm the activity saved successfully
 - An **Activity** line will then appear on the Update Evidence Status screen titled "Victim Consent"

Evidence Status

Did victim consent to laboratory analysis? *

Did victim request to be notified of lab results?

Date these decisions were received from victim *

How were these decisions received? *

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

LEA CHECKPOINT QUICK REFERENCE GUIDE

Update Evidence Status T30265979

Activity	LEA	Date	Details	
Victim Consent	Oak Park Police Department	11/10/2022		Edit
Transfer	Oak Park Police Department			Delete
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	
Sample collected	Oak Park Police Department	11/09/2022		

***If the victim originally did not consent or requested to not be notified but later changed their mind and do consent or do want notification, **DO NOT edit the original consent**. Click the **Victim Consent** button again and create another entry indicating the victim did consent or does want notification of lab results. Record new date of consent.

4. Lab Submission

Complete the screen's fields, Click **Save**. A popup window will confirm the activity saved successfully. An **Activity** line will then appear on the Update Evidence Status screen titled "Lab Submission".

Evidence Status

Will tracked evidence item be submitted to the lab? *

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? *

Update Evidence Status T30265979

Activity	LEA	Date	Details	
Lab Submission	Oak Park Police Department	11/10/2022		Edit
Victim Consent	Oak Park Police Department	11/10/2022		Delete
Transfer	Oak Park Police Department			
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	
Sample collected	Oak Park Police Department	11/09/2022		

***If the victim originally did not consent for the evidence to be submitted to the lab but later changed their mind and do consent, **DO NOT edit the original consent**. Click the **Lab Submission** button again and create another entry indicating the evidence will now be submitted to the lab. Record new date when evidence will be submitted to the lab.

***If **No** is selected for "Will evidence be submitted to the lab", then a Note will be required to be added explaining why the evidence will not be submitted to the lab.

5. Victim Notification

Complete the screen's fields, Click **Save**. If the victim requested to NOT be notified of lab results, choose "No" and add a Note indicating victim did not want notification of lab results. A popup window will confirm the activity saved successfully. An **Activity** line will then appear on the Update Evidence Status screen titled "Victim Notification".

LEA CHECKPOINT QUICK REFERENCE GUIDE

Evidence Status

Was victim notified of laboratory analysis results? * Yes ▾

Date victim was notified of laboratory results * 11/10/2022 

How was this notification made? * In Person ▾

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

Update Evidence Status T30265979

Activity	LEA	Date	Details	Edit
Victim Notification	Oak Park Police Department	11/10/2022		Delete
Lab Submission	Oak Park Police Department	11/10/2022		
Victim Consent	Oak Park Police Department	11/10/2022		
Transfer	Oak Park Police Department			
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	
Sample collected	Oak Park Police Department	11/09/2022		

***If the victim originally did not want notification but later changed their mind and do want to be notified of laboratory results, **DO NOT edit the original consent**. Click the **Victim Notification** button again and create another entry indicating the victim was notified. Record new date of notification.

***If **No** is selected for “Was victim notified of laboratory results”, then a Note will be required to be added explaining why the victim was not notified.

6. Case Info to SAO

This screen records the date the LEA notified the SAO of the case status. The date defaults to today’s date, which can be changed if needed. Click **Save**. A popup window will confirm the activity saved successfully. An **Activity** line will then appear on the Update Evidence Status screen titled “Case Info to SAO”.

Evidence Status

Date case information was provided to SAO * 11/10/2022 

Update Evidence Status T30265979

Activity	LEA	Date	Details	Edit
Case Info to SAO	Oak Park Police Department	11/10/2022		Delete
Victim Notification	Oak Park Police Department	11/10/2022		
Lab Submission	Oak Park Police Department	11/10/2022		
Victim Consent	Oak Park Police Department	11/10/2022		
Transfer	Oak Park Police Department			
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	
Sample collected	Oak Park Police Department	11/09/2022		

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

7. Out of State

If a case will be transferred out of state to another LEA; complete only the **Case Info** and **Out of State** portions.

Update Evidence Status T30265979

Activity	LEA	Date	Details	
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	Edit
Sample collected	Oak Park Police Department	11/09/2022		Delete

Complete the required fields for both portions and click **Save**. A popup window will confirm the activity saved successfully. Complete the Out of State Agency Name and Contact Info since this information will be available for viewing on the survivor’s portal.

Evidence Status

Agency Name and Contact Info *

An **Activity** line will then appear on the Update Evidence Status screen titled “Out of State”. Once the **Out of State** tab is completed, all other tabs will be grayed out and disabled.

Update Evidence Status T30265979

Activity	LEA	Date	Details	
Out of State	Oak Park Police Department	11/10/2022		Edit
Case Info	Oak Park Police Department	11/10/2022	OKPD Test 2022	Delete
Sample collected	Oak Park Police Department	11/09/2022		

Reset Victim’s PIN

A victim can request a new PIN or request to know their original PIN. Only the LEA can set a new one or notify the victim of the original PIN.

- Click **Reset Victim’s PIN** from the menu

SCHOONR
1.26123-NET4.0.30319

Checkpoint LEA

Dashboard

Receive New Item ▶

Reset Victim's PIN

Custom Reports

Victim's PIN

K-Number / Complaint #

- Enter the K-Number or LEA Complain/Case Number in the field

- Click **Load**

If the victim simply requested to know the PIN, it will be displayed.

Victim's PIN

K-Number / Complaint #

K-Number

PIN *

If the victim requests to have the PIN changed

- Click **Edit**
- Type in a new 6-digit PIN
- Click **Save**
- If needed, Click **Reprint Barcode** and give the information to the victim

Admin

This establishes the information that will be visible on the Survivors Portal for your specific agency. This gives the survivor access to a Unit/Division contact phone number and email to reach out to if they have any questions regarding their case or CheckPoint. This information is not case specific and will show up for any victim that logs into CheckPoint and your agency is listed as the LEA.

SCHOONR
1.26123-NET4.0.30319

CheckPoint LEA

- Dashboard
- Receive New Item
- Reset Victim's PIN
- Custom Reports
- Admin
- Resources
- Logout

Manage Info on Victim Site

Department	Unit/Division
Oak Park Police Department	

Unit/Division name

Public phone number

Public email address

Manage LEA Info on Victim Site

Resources, Custom Reports & Other Information

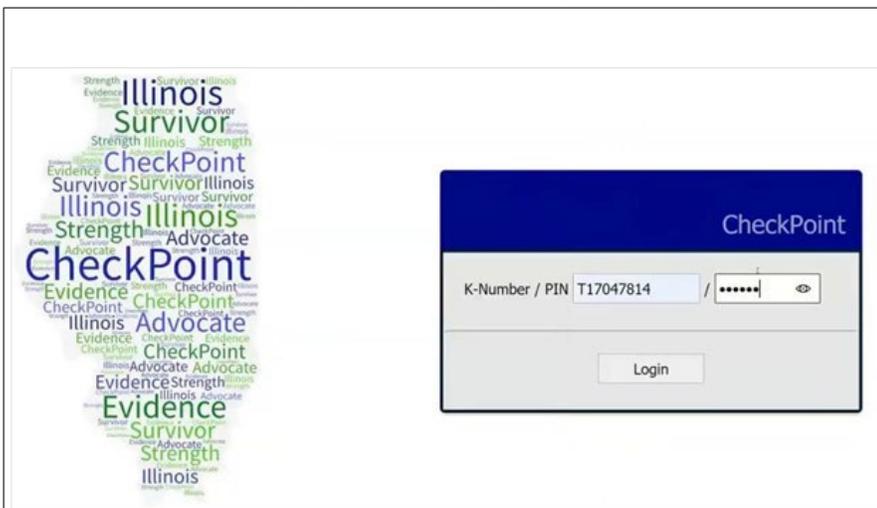
The **Resources** and menu option will contain links to various CheckPoint training guides and videos as the ISP deems necessary. The **Custom Reports** menu option contains custom reports that can be used to help track evidence.

Other Information:

- The K-number corresponds to the first item of evidence that will be submitted for DNA.
 - There should be 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 approved treatment plans.
 - Cardinal Glennon
 - Children’s Hospital of St. Louis
- The Survivors Portal is only for surviving victims (i.e. not relatives of deceased victims).

Survivors Portal

The survivor can login with their assigned K-Number and Pin. There is an overview and a summary view for the survivor to track their evidence as it proceeds through the process.



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

Overview
<p>T17047814 - Today's Date: 11/04/2020</p> <p>Law Enforcement Agency Assigned: Bartlett Police Department</p> <p>Law Enforcement Agency Contact Info: Crime Unit (630)123-4567 / helpme@bartlettgd.gov</p>

LEA CHECKPOINT QUICK REFERENCE GUIDE

- 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.

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

- Click: View Detailed History within the Summary View
 - 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.



[View Detailed History](#)

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