

CheckPoint Quick Reference Guide

State's Attorney Office

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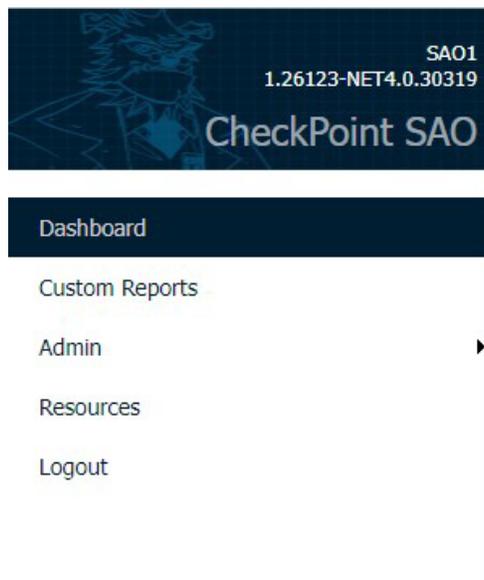
Overview

This quick reference guide will walk a State’s Attorney Office (SAO) user through the process of accessing the CheckPoint Evidence Tracking Site, recording the tracked CheckPoint status point specific to the SAO, different types of searches, managing CheckPoint notification e-mails settings, and accessing resources provided by Illinois State Police (ISP).

CheckPoint

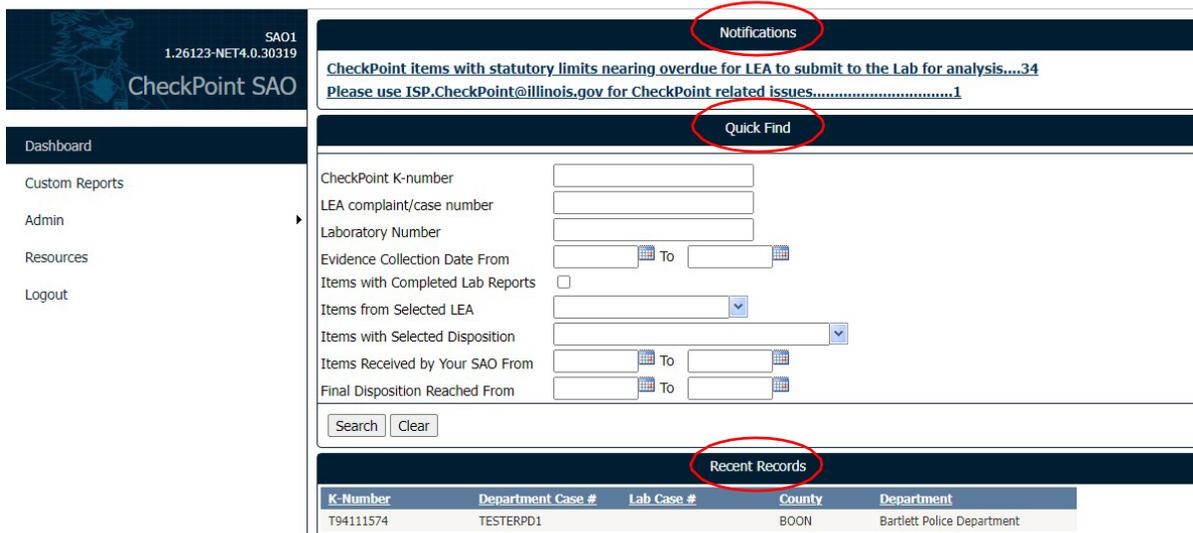
Each SAO should have at least one Administrative User, which will be created by ISP, and will allow access to the CheckPoint site. This Administrative User can create additional facility individual usernames and passwords.

The CheckPoint site is broken down into several main navigation screens, listed along the left-hand column (**Dashboard, Custom Reports, Admin, Resources, and Logout**).



Dashboard

The dashboard is the user’s main screen and contains three sections (**Notifications, Quick Find and Recent Records**) to assist with the processing of evidence through CheckPoint. Each of these sections allow a user to monitor the K-Numbered kits/evidence items assigned to their SAO.



SAO CHECKPOINT QUICK REFERENCE GUIDE

Notifications

The **Notifications** section contains two options that can be clicked on for information regarding evidence/issues. When a Sexual Assault Evidence Collection Kit (SAECK) is at a LEA, has victim’s consent for lab processing, and is ready for transfer to a laboratory, but has failed to be received by the laboratory within 10 days, a notification will be sent to the SAO indicating there are SAECK(s) nearing statutory limits for the LEA to submit those kits for analysis.

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

Notifications

[CheckPoint items with statutory limits nearing overdue for LEA to submit to the Lab for analysis....34](#)
[Please use \[ISP.CheckPoint@illinois.gov\]\(mailto:ISP.CheckPoint@illinois.gov\) for CheckPoint related issues.....1](#)

Clicking on the first notification will take you to a detailed list of the evidence items that are nearing or beyond the 10-day statute and are awaiting transfer from LEAs to the laboratory.

Notification: CheckPoint items with statutory limits nearing overdue for LEA to submit to the Lab for analysis

Description : CheckPoint items with statutory limits nearing overdue for LEA to submit to the Lab for analysis

KIT BARCODE	CONSENT DATE	DEPARTMENT NAME
T98917015	11/05/2022	Bartlett Police Department
T03508916	11/04/2022	Bartlett Police Department
T57225936	06/14/2022	Cherry Police Department
T56082359	04/14/2022	Bartlett Police Department
T49728051	09/29/2021	Chicago Police Department

Clicking on an item in this list will take the user to the **Tracked Item Status** screen where the SAO user can view the CheckPoint tracked evidence activity status for that item.

Tracked Item Status T55992841

Activity	Department Case #	Lab Case	Status	Activity Date	Edit
Victim Consent	20-112233	20-9876		09/24/2020	Delete
Victim Consent	20-112233	20-9876		09/24/2020	
Victim Consent	20-112233	20-9876		09/20/2020	
Victim Consent	20-112233	20-9876		09/23/2020	
Date Submitted to Lab	20-112233	20-9876		07/20/2020	
Lab Submission	20-112233	20-9876		07/22/2020	
Victim Consent	20-112233	20-9876		07/07/2020	
Case Info	20-112233	20-9876		06/11/2020	
Received by Law enforcement	20-112233	20-9876		06/10/2020	
Sample collected	20-112233	20-9876		06/01/2020	

Quick Find

By using the **CheckPoint K-Number, LEA Complaint/Case Number, Laboratory Number, Evidence Collection Date ranges, Items with Completed Lab Reports, Items from Selected LEA, Items with Selected Disposition, Items Received by Your SAO date ranges, or Final Disposition Reached date ranges**; you can search for kits that are assigned to your SAO.

SAO CHECKPOINT QUICK REFERENCE GUIDE

Quick Find

CheckPoint K-number	<input type="text"/>
LEA complaint/case number	<input type="text"/>
Laboratory Number	<input type="text"/>
Evidence Collection Date From	<input type="text"/> To <input type="text"/>
Items with Completed Lab Reports	<input type="checkbox"/>
Items from Selected LEA	<input type="text"/>
Items with Selected Disposition	<input type="text"/>
Items Received by Your SAO From	<input type="text"/> To <input type="text"/>
Final Disposition Reached 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.

Recent Records				
K-Number	Department Case #	Lab Case #	County	Department
T85217876	cvccc		BOON	Bartlett Police Department
T87252265	D111111		BOON	Bartlett Police Department
T75592966	B000000		BOON	Bartlett Police Department
1 2 3 4 5				

Clicking on an item in this list will take the user to the **Tracked Item Status** screen for viewing the CheckPoint tracked evidence activity status for that item. The Edit and Delete buttons are only accessible for activities entered by the SAO (any activities entered by other agencies cannot be edited by the SAO).

Tracked Item Status T85217876					
Activity	Department Case #	Lab Case	Status	Activity Date	
Date of final disposition status	cvccc	D00000	Conviction	08/24/2020	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Date item received by SAO	cvccc	D00000		08/24/2020	
Case Info to SAO	cvccc	D00000		08/24/2020	
Victim Notification	cvccc	D00000		08/24/2020	
Date SAO Notified by Lab	cvccc	D00000		08/24/2020	
Date LEA Notified by Lab	cvccc	D00000		08/24/2020	
Date Report Issued by Lab	cvccc	D00000		08/24/2020	
Date Submitted to Lab	cvccc	D00000		08/24/2020	
Lab Submission	cvccc	D00000		08/24/2020	
Victim Consent	cvccc	D00000		08/24/2020	
1 2					

Tracked Item Status

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

- Click the link under **Notifications** labeled “**CheckPoint items with statutory limits nearing overdue for LEA to submit to the Lab for analysis**” when on the Dashboard
 - Click on an item in that list to go to the **Tracked Item Status** screen
- Clicking on an item in the **Recent Records** list will go to the **Tracked Item Status** screen
- Or use the **Quick Find** options to access the desired case

The screenshot shows the CheckPoint SAO dashboard interface. On the left is a navigation sidebar with 'Dashboard', 'Custom Reports', 'Admin', 'Resources', and 'Logout'. The main content area is divided into three sections: 'Notifications', 'Quick Find', and 'Recent Records'. Red arrows highlight the notification link, the Quick Find search bar, and the Recent Records table.

There is a single required step that needs to be recorded by the SAO in CheckPoint to ensure the victims have access to the status of their case’s evidence: **Record Final Disposition**. This step is recorded from within the **Tracked Item Status** screen.

- Access the **Tracked Item Status** screen
- Click the **Record Final Disposition** button
- Enter the required final disposition of the case from the drop-down menu and the date
- Click **Save** (you will get a popup indicating the activity was successfully saved)

Tracked Item Status T03508916					
Activity	Department Case #	Lab Case	Status	Activity Date	
Victim Consent	tester22			11/04/2022	Edit Delete
Transfer	tester22				
Case Info	tester22			11/04/2022	
Received by Law enforcement	tester22			11/04/2022	
Sample collected	tester22			04/14/2022	

Record Final Disposition

Tracked Item Status

Final Disposition Date: 11/16/2022

What is Final Disposition:

- Administratively Closed
- Appeal Pending
- Aquittal
- Conviction
- Dismissed

Save Cancel

Tracked Item Status

▲ Saved successfully!

Ok

Admin

This establishes the contact information (email address) that will be used by CheckPoint for automated emails generated for your specific agency. The Administrative User for your specific SAO has access to this **Admin** setting.

SAO1
1.26123-NET4.0.30319

Checkpoint SAO

- Dashboard
- Custom Reports
- Admin
- Resources
- Logout

Manage Department Email

Department
Boone County State's Attorney's Office

Checkpoint Email Address: SAOcontact@example.org

Manage SAO CheckPoint Notification Contact E-mail: or@example.org

Checkpoint Supervisor Email Address

Custom Reports

The Custom Reports menu option gives the SAO Administrative User(s) access to a set of custom reports that provide ways to search and manage the inventory of CheckPoint tracked cases specific to their SAO.

SAO1
1.26123-NET4.0.30319
CheckPoint SAO

Dashboard
Custom Reports
Admin
Resources
Logout

Custom Reports

Report Category: SAO Management Reports

Report#	Description
Select 1	SAK LEA ANNUAL INVENTORY OF CASES TO SAO

Run selected report

Clicking on the Run Selected Report button will take you to a screen with various options for searching and generating a report (in .pdf or .XLS format) containing the cases/evidence items associated with your specific SAO.

Custom Reports

Report: SAK LEA ANNUAL INVENTORY OF CASES TO SAO

Enter parameters for the report

State Attorney Office: Boone County State's Attorney's Office

LEA: [Dropdown]

Sample Received Date* [Date Picker] to [Date Picker]

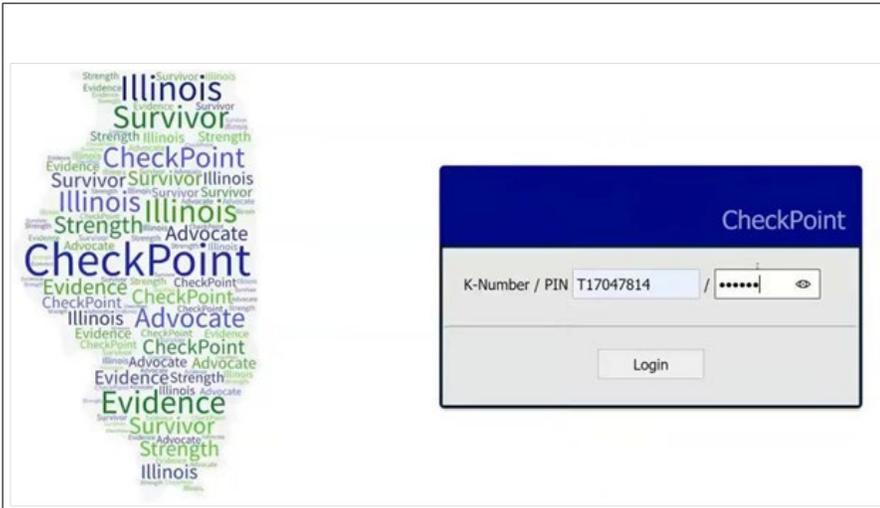
View Report Export to XLS Cancel

Resources

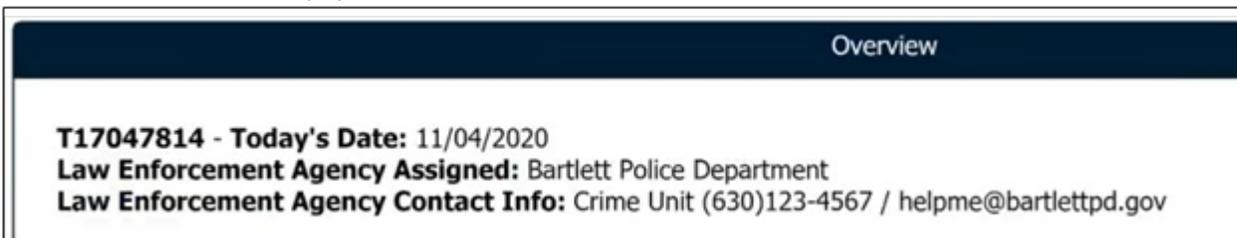
The **Resources** menu option will contain links to various CheckPoint training guides and videos as the ISP deems necessary.

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 law enforcement agency that has been assigned the kit. This information will populate once the LEA has received the kit in CheckPoint.



- 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

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- 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.

