CheckPoint Quick Reference Guide
Health Care Facility

Contents

Overview

This quick reference guide will walk a Health Care Facility (HCF) user through the process of navigating the CheckPoint Evidence Tracking Site, receiving kits, transferring kits, generating a CheckPoint K-Number, discarding kits, managing user accounts, and accessing resources provided by Illinois State Police (ISP).

To access the CheckPoint Evidence Tracking Site, go to: https://laets.isp.illinois.gov/

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

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.

Notifications

When a Sexual Assault Evidence Collection Kit (SAECK) is collected at your HCF and you have entered the information into CheckPoint using the New Evidence screen and assigned it to a Law Enforcement Agency (LEA), the K-numbers awaiting pick-up by the LEA will appear here.

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

Notifications
CheckPoint items awaiting pick-up by law enforcement agency (LEA)...............................9
Please use 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 awaiting pick-up. You can click on any item in that list to take you to a page with details about that item. All tables can be sorted within CheckPoint by clicking the column header (e.g. K-Number, Collection Location, Receiving LEA); columns can be sorted in ascending or descending order, and multiple columns can be used at one time to sort the table.

Notification: CheckPoint items awaiting pick-up by law enforcement agency (LEA)

Description : CheckPoint items awaiting pick-up by police agency

K-NUMBER	COLLECTION LOCATION	RECEIVING LEA
T28639063	Boone County Coroner	Bartlett Police Department
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
T31745528	Boone County Coroner	Bartlett Police Department
T19809900	Boone County Coroner	Illinois State Police Statewide Evidence Vault
T43358306	Boone County Coroner	Illinois State Police, District 1
T01378555	Boone County Coroner	Illinois State Police Statewide Evidence Vault

Back to Dashboard

Search

By using the **K-Number**, **Collection Date** ranges, or the **Items at this Location** button, you can search for kits that are at your location that have either not been utilized or are pending pickup from a LEA. The **Items at this Location** button returns all items currently at your location. Using **K-Number** or the **Collection Date** ranges then clicking the **Search** button returns items that are or *were* at your location. Partial K-Numbers can be searched. Collection Date From alone can be used to find kits collected on or after the Collection Date; Collection Date To alone can be used to find kits collected on or before the Collection Date; using both Collection Date From and To return kits collected between the date range.

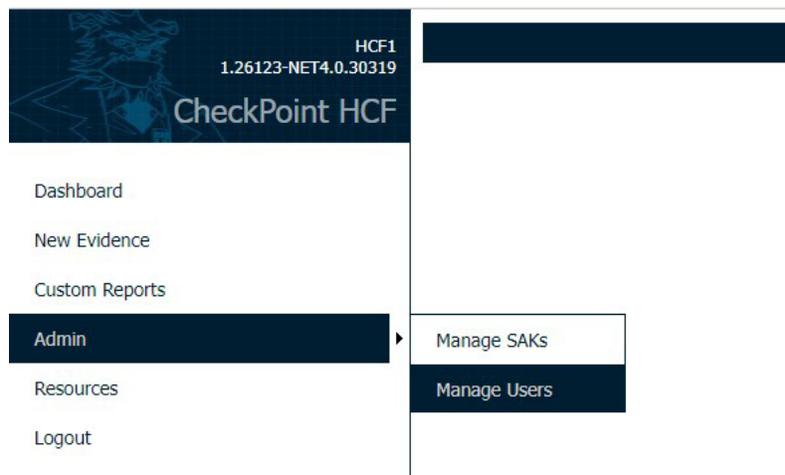| K-Number		×
Collection Date From		
Collection Date To		
Search	Clear	Items at this location

Recent Records

This is a quick option for retrieving recently edited K-Numbers. The relevant information pertaining to each SAECK will be listed here. You can click on any item in that list to take you to a page with details about that item.

K-Number	Collection Date	Collection Location	Is Juvenile?	Law Enforcement Agency Notified	Notes ▼ 1
T41992906	03/18/2021	Boone County Coroner	F	Bartlett Police Department	
T56082359	10/05/2020	Boone County Coroner	F	Bartlett Police Department	
T71715111	11/11/2020	Boone County Coroner	F	Bartlett Police Department	
T92742111	11/11/2020	Boone County Coroner	F	Bartlett Police Department	
T66008959	09/01/2020	Boone County Coroner	F	Chicago Police Department	
1 2 3					

Administrative Functions within CheckPoint

A CheckPoint Administrator has access to manage two separate functions within CheckPoint: **SAKs** and **Users**. Receiving, Transferring and Discarding SAECKs are the options for managing kits (SAKs), while Adding, Disabling, Editing, and Resetting Passwords for Users are the options for managing users. These functions can be accessed by hovering over **Admin** on the sidebar then selecting **Manage SAKs** or **Manage Users**, as appropriate.

HCF1
1.26123-NET4.0.30319
CheckPoint HCF

Dashboard
New Evidence
Custom Reports
Admin ▶   Manage SAKs
              Manage Users
Resources
Logout

Kit Management

Receiving Kits from Vendor

This workflow is for receiving kits directly from the vendor. Receiving these kits will allow you to see these new kits as "Items at this location".

- Navigate to **Manage SAKs** from the sidebar as noted above
- Click: **Receive**
- Select **Received Date**
- Ensure "Vendor" is selected for **Received From** (default)
  - If receiving from another HCF, select "HCF". See Transferring steps below
- Enter one K-Number from the batch of kits (either by scanning a K-Number from the batch or typing it in)
- Click: **Search**
- A list of K-Numbers will populate. These numbers should be all the kits that you received in that batch. Check this information against the kits you have received.
  - You will then select all kits that you have received.
- Click: **Receive Kits**

Transferring

You use this function if you are transferring kits between facilities. This can only be done after you have "received" the kit.

- Click: Transfer
- Enter which HCF you will be transferring to. (1)
- Enter Shipping Method (2a)
  - Tracking # does not need to be included (2b)
- Enter Date Sent (3)
- Enter K-Number (either scanned in or typed in), then click Add. (4)
  - Added K-Numbers will appear under the K-Number field as shown in the image above. Clicking the "X" will remove that K-Number from the transfer list.
- Repeat entering K-Numbers and "Adding" until all kits are listed.
- Click: Transfer Kits (5). A popup confirmation will appear to indicate that the kits have been transferred successfully.
- The kit(s) will no longer show up in "Items at this Location".

If you are the HCF that is receiving kits from another HCF that is Transferring their kits, follow the "Receiving Kits from Vendor" steps above, but ensure the **Received From** "HCF" radio button is selected.

Discarding

- If a kit is damaged, expired, missing an integrity seal—you will discard the kit.
  - o Other reasons to discard are using one kit for additional swabs, for training, or if a **Generated** K-Number was created in error. ***Please note it is highly discouraged to use another kit just for swabs or as a training kit.***

- Click: Discard
- Enter Date Discarded
- Enter Reason for discarding
- Enter K-Number
- Click: Add.
- Click: Discard Kits. A popup confirmation will appear to indicate the kits were successfully discarded.
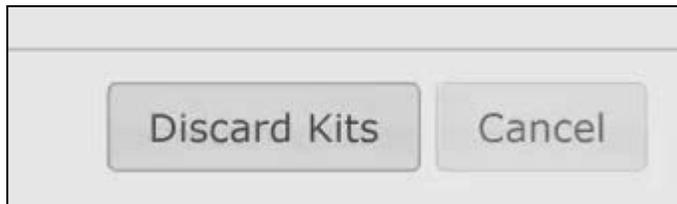
User Management

This is where you can Add new users, Reset passwords, Edit user information, Set Active/Disabled, and Set the type of access the user has within CheckPoint. This can be accessed by navigating to **Admin** and then clicking **Manage Users**. The top half of the screen is a table of users at your location. The bottom half is information of the selected user and is inactive by default.
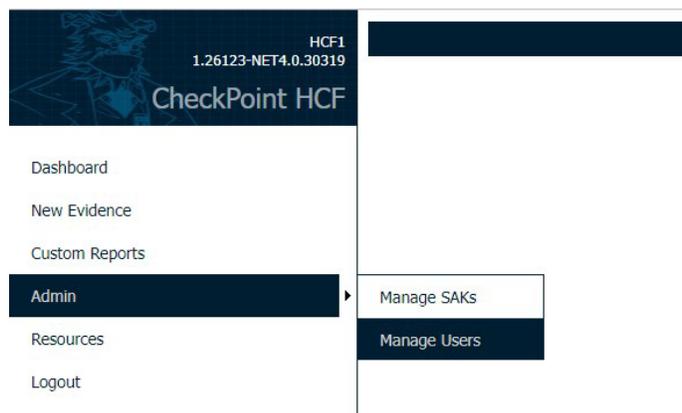
Adding New User

Find User	⌄							

User ID	Name	Email Address ▼ 1	Active	Disabled	Set Password	7
HCFUSER	**Users Name**	**User.Admin@test.gov**	**T**	**F**		
SPONGEBO	Sponge Bob	sponge.bob@hcf1	T	F		
PENGUIN	Pen Guin	penguin@hcf.org	T	F		
MOUSE	Minne Mouse	MM@hcf.org	F	T		
SMITHJANE	Jane Smith	JaneDoe@HCF.gov	T	F		
PHILIPS	jane philips	jane@hcf.com	F	T		
SMITHJA	Jane Smith	Jane.Smith@hcf.org	T	F		
SANE1	Jane Smith	jane.smith@agency.com	T	F		
JONESJA	James Jones	james.jones@hcf.org	T	F		
FIRST	first last	first.last@agency.com	T	F		

1 2

☑ Active ☐ Disabled
☑ Allow CheckPoint   5
☐ CheckPoint Administrator

User ID   * FIRST   2
Name   * first last   3
Email Address   first.last@agency.com   4

1 Add	8 Edit	Save 6	Cancel

- Click: Add (1)
    - The bottom half of the screen will now be active.
- Create User ID (2)
- Enter Name (3)
- Enter Email Address (4)
- Select the rights of the user. (5)
    - Active and Allow CheckPoint will be active by default. To grant admin rights, select CheckPoint Administrator. To disable a user, select Disabled.
- Click: Save. (6)
- The user information will be greyed, and the top half of the screen will be active again. Click: Set Password. (7)
    - The system does not automatically inform your users of their username and passwords. You will have to give that information to each user.

Edit User Information

- If you have a need to make a change to user information: click to highlight the user.
- Click: Edit. (8)
- Change any information (User ID, Name, Email Address). (2, 3, 4)
- The rights of the user can also be modified (Active/Disabled, Administrator). (5)
- Click **Save** after making edits. (6)
- Should there be a need to **reset a user's password**, that can be done by clicking on the user and then "Set Password". (7)
- Create the password for the user. Click "Force password change" for the first log-in.

- The Administrator will have to communicate the temporary password to the user.

Disable User: This is done in the event that a User no longer requires access to CheckPoint. Users are never deleted.

- Click on the user.
- Click: Edit. (8)
- Deselect Active and select Disabled. (5)
- Click: Save. (6)

New Evidence

Kit Labels

After a new shipment of kits has arrived from the vendor and has been **Received** by an HCF CheckPoint Administrator (see **Admin** function instructions), they are ready for use. All newly received SAECKs will come labeled with the K-Number on it, next to the integrity seal.

There will be an envelope inside the kit which contains the CheckPoint System Instructions as well as the survivor's K-Number and pin. This envelope is given to the survivor.
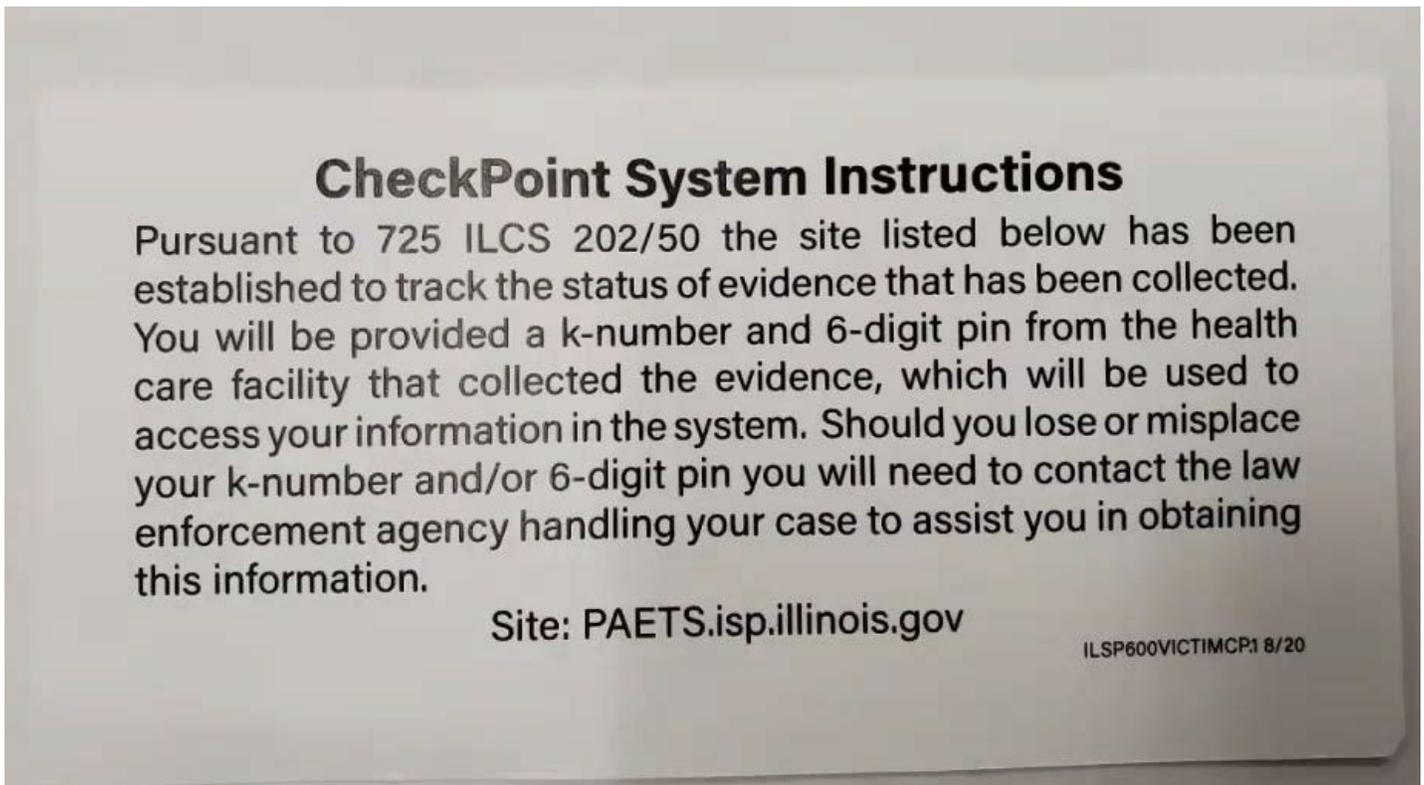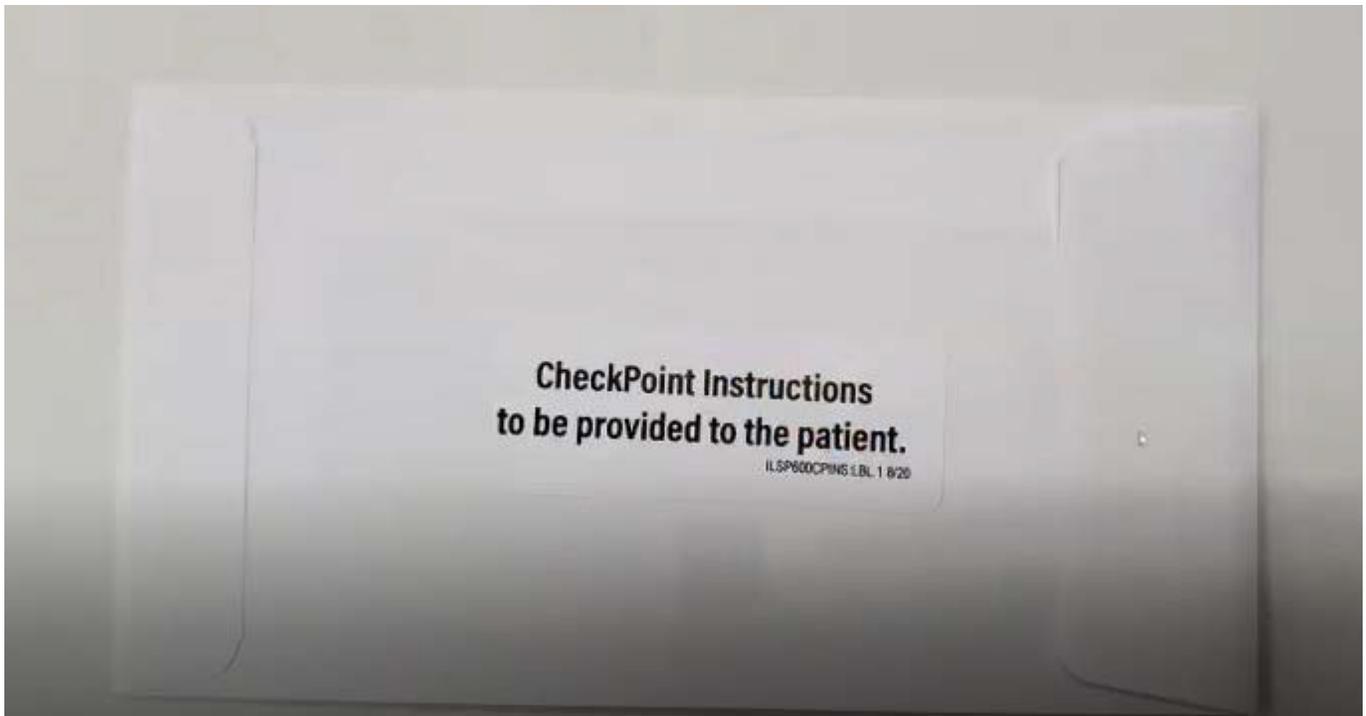
Entering New Evidence (Kit contains K-Number)

In order to use a SAECK already labeled with a K-Number in CheckPoint, navigate to the **New Evidence** menu item on the left side of the screen. This screen is where details are entered related to the victim and evidence. The fields with a **red asterisk are required** in order to save the record. The collection date will default to the current date but may be changed if necessary. The Collection Location is locked to the user's HCF. The month and year of the patient's birth must be entered. Enter the K-Number by scanning from the kit or typing it in.

New Evidence Entry Summary (already has 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.
  - Should you inadvertently hit the **"Generate"** button an alert will pop up asking if you really want to generate a new K-number, which will allow you to cancel if the kit already has a K-number on it.
- Select LEA that will be 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.
    - **Confirm** the LEA is not found in the list. If you believe the LEA should be in the list, contact ISP.CheckPoint@illinois.gov
    - If an LEA is out of state, select Illinois LEA Not Found, then check the Out of State box. In the Agency Name and Contact Info, enter the information for the Out of State LEA.
- Notes: **No personal information about survivor should ever be entered here.** This field can contain information about who you have spoken to about the kit (Detective).
- Click: Save.
- If the kit used has not been received at your HCF, a warning will pop up. If you select OK, a notification will be sent to your CheckPoint Administrator so they can receive the shipment of kits.
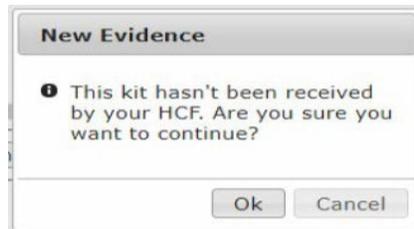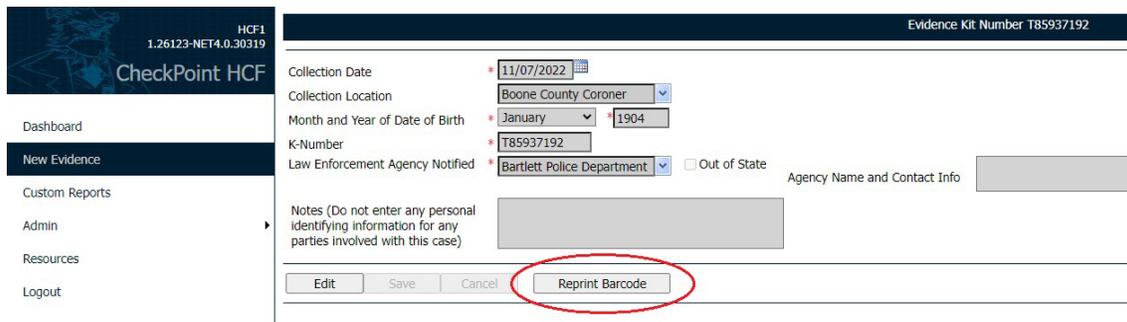

Hitting the **Save** button will log the kit into the CheckPoint **Notification** screen as an item ready to be picked-up by the designated LEA.
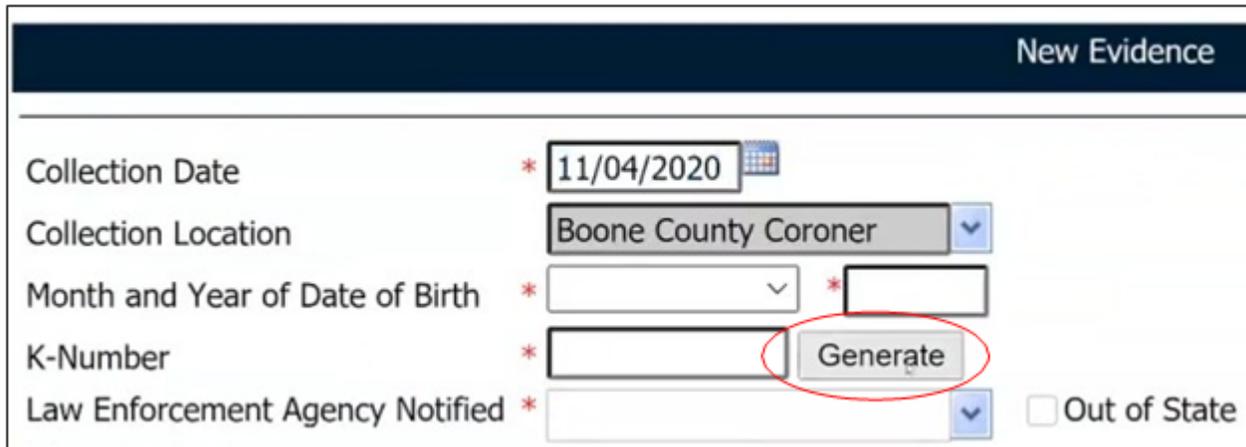
Once a kit is used and the entry saved, there is an option to reprint the barcode. This would be done if the survivor information is missing from inside the kit.

Generating K-Numbers(Evidence Items that do NOT have a K-Number)

This screen also provides the option to **Generate** a K-Number. At this time all kits should come prelabeled with a K-Number from the vendor. In the event that a kit will not be collected and there is a need to submit another item of evidence for DNA such as an item of clothing, use this option to "Generate" a K-number for that item. **Please note only one K-number is to be assigned to the survivor,** therefore if a kit and clothing are collected, **only the kit** will have the K-number. If a kit is received without a K-Number, you can generate one using this option. Any K-Number generated in error will need to be deleted, this can be accomplished by sending an email to ISP.CHECKPOINT@illinois.gov. **Be sure that you need to generate a K-Number before actually clicking Generate.**

When you click **Generate**, a prompt will appear requiring confirmation you want to generate a new K-Number. Clicking OK will then generate a K-Number and a two-page document will pop up. The document's first page will contain the K-Number and barcode 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. The purpose of the CheckPoint system is that the survivor is the one who manages the information pertaining to their kit, i.e. who has access to their pin; so storage of these pages should maintain the confidentiality of the pin number.

If the kit will not be used at this time, hit the **Cancel** button and then the **Leave** button to exit this screen. This K-Numbered kit will now show up in "Items at this Location" on the Dashboard.

New Evidence Entry Summary (needs K-Number):

- This should be used for two situations:
    - If a SAECK will not be collected and other evidence such as underwear or other clothing will be collected for submission to LEA
    - If the SAECK does not have a K-Number (Rare occurrence)
- 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.
- Click: Generate K-Number
- Click: OK to confirm
- 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 will be 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.

Hitting the **Save** button will log the kit into the CheckPoint **Notification** screen as an item ready to be picked up by the designated LEA.

Once a kit is used and the entry saved, there is an option to reprint the barcode.

Editing Information on Kits Awaiting Pick-Up

If any information pertaining to a kit that is awaiting pick-up needs modification, 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.

- Click on your notifications.

Notifications

CheckPoint items awaiting pick-up by law enforcement agency (LEA)...................................17

- Click on the K-Number for the kit you are needing to update information for.

| T56583911 | Boone County Coroner | Bartlett Police Department |

- 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 Out of State
	Agency Na

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

Spoke with Det. Jones

Edit   Save   Cancel   Reprint Barcode
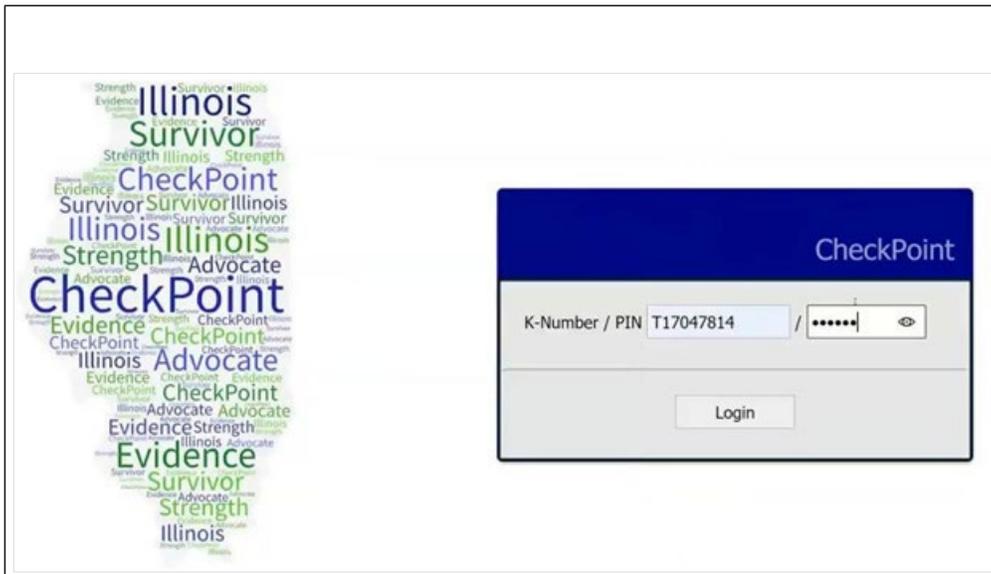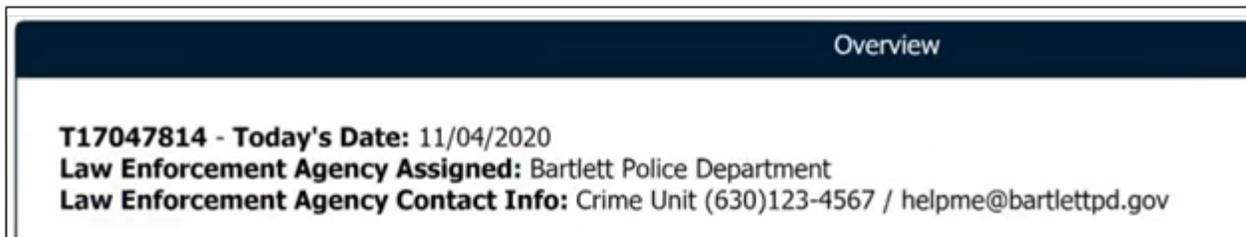
- Update any information that needs changed.
- Click: Save.

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.

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

- 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.

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

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 SAECKs?
    - Internal Affairs within Corrections (Illinois Department of Corrections)
        - Northern and Southern Region
    - If correctional facilities bring in a survivor for a SAECK, 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.

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