Pre-Log and CheckPoint

- You must use Internet Explorer for Pre-Log.

- 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".

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

- Under the "Items" tab, enter the department item number, the 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.
- Click "Continue".

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

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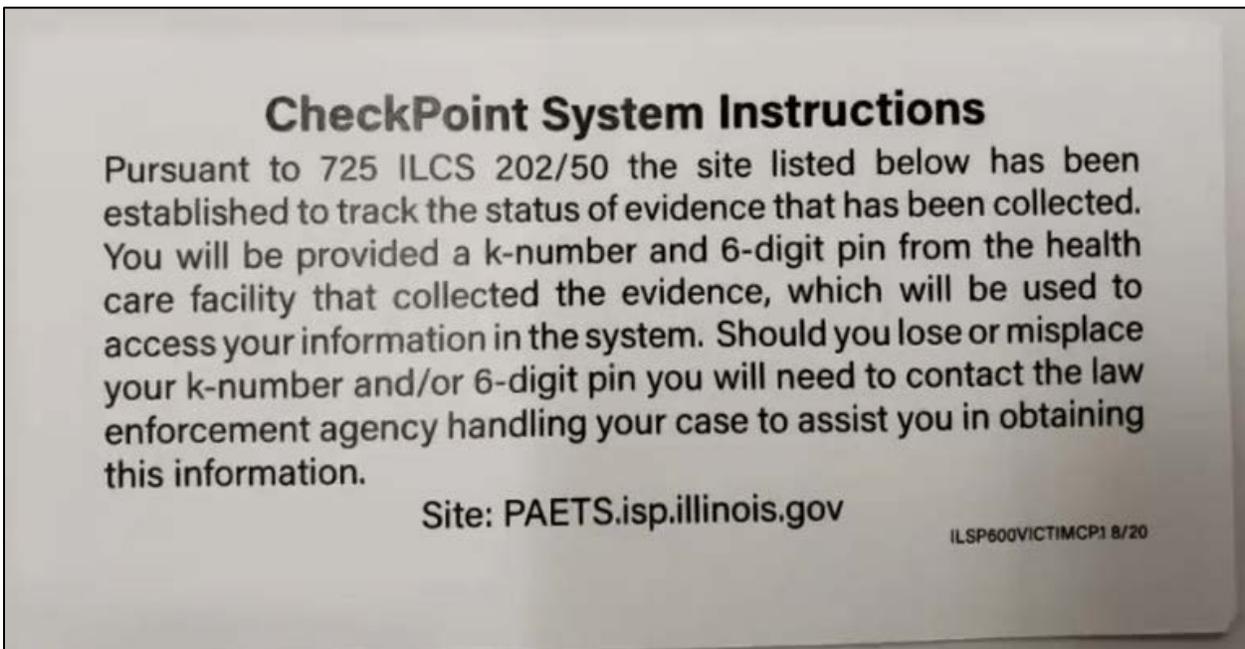
- This card is provided to the survivor at the time of the collection at the HCF.
- This card provides the survivor with their portal information. The LEA is the **only** one who can reset a pin or provide the survivor with their K-number if lost.

K# T88916973

IL State Police Tracked Evidence Item

- When you receive kits from HCF:
  - o 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:** These are items that are awaiting pick-up. It will tell you the K-number, collection location, and the receiving LEA.

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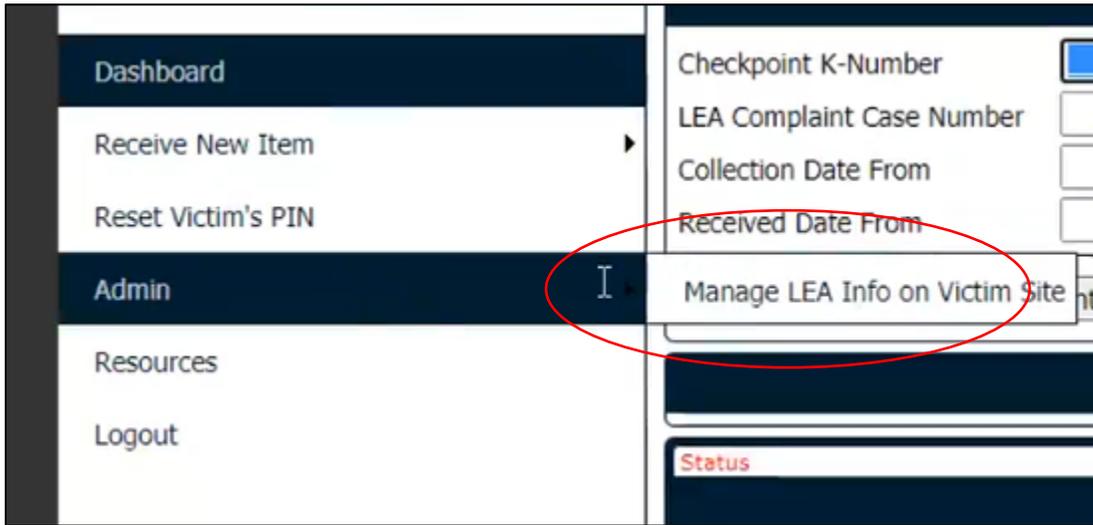
- This establishes the information that will be put on the Victim's Portal for your specific agency.
  - This gives them specific phone number and division to call.
  - This information is not case specific and will show up for any victim that logs in and you agency is listed as the LEA.

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

Receiving New Item from HCF or a transfer from another LEA
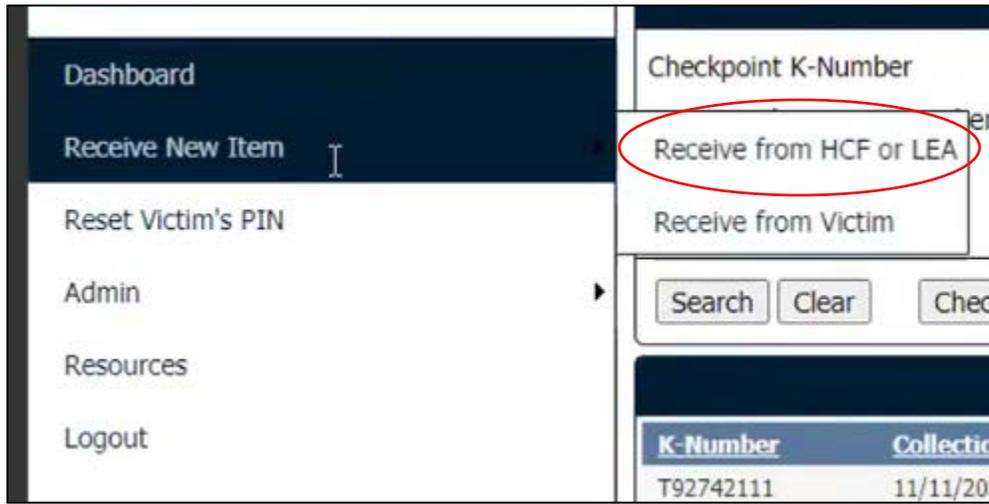
- **Receiving from HCF or LEA:**
    - Enter K-Number (or scan).
    - Click Add

- 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.
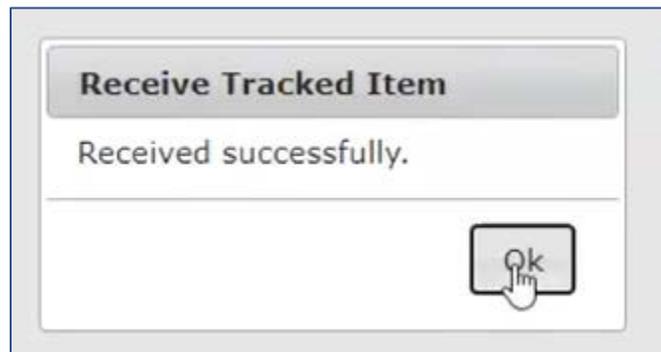
- Go back to your Dashboard, and this kit will now how up in "Recent Records".

K-Number	Collection Date	Collection Location	Is Juvenile?	Complaint Case Number	Law Enforcement Agency Not
T71715111	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

- **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.

- 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.

K# T82456809

IL State Police Tracked Evidence Item

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

T82456809 / 018557

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.

- **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	11/12/202
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	* 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".

- **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.

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

- **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.

- o 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. *

- 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.
  - o 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.
  - o Enter which Lab the evidence will be submitted to.
  - o 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.

- o 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.

- 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.

- **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.
  - o 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.
  - o This will either be e-mail, phone, or in person.
- Click "Save".

- This will update the Evidence Status with "Victim Notification".

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

- 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.
    - o This is only used when you collect evidence that will be transferred to an Out of State facility.

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

- Enter the date, your agency case number, the county of offense, and the date received.
    - o 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".

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

- 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".

- 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	Sample collected	Boone
Receive New Item ▶	Receive from HCF or LEA	ctin
Reset Victim's PIN	Receive from Victim	
Admin ▶		
Resources		
Logout		
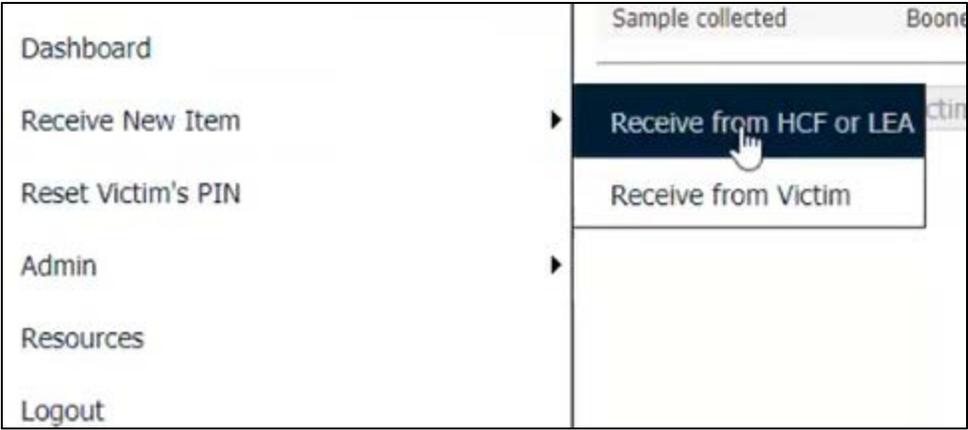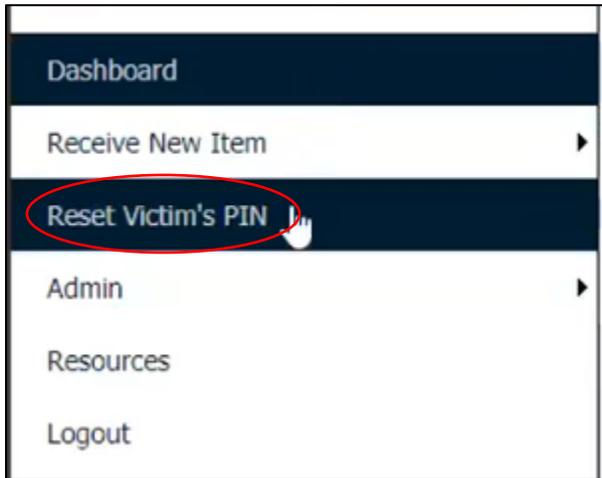
Reset Victim's Pin

- Only LEA can reset a Victim's PIN.
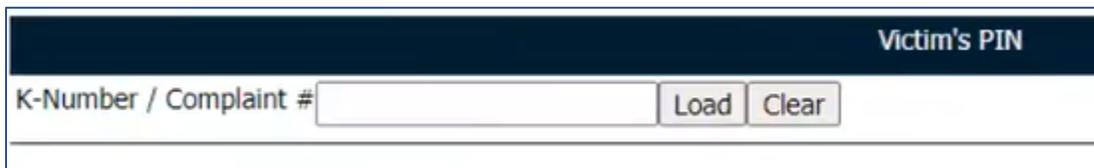
- If they have their K-Number and just want to know what their PIN is—enter the K-Number, click "Load", and it will show their PIN.

- 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
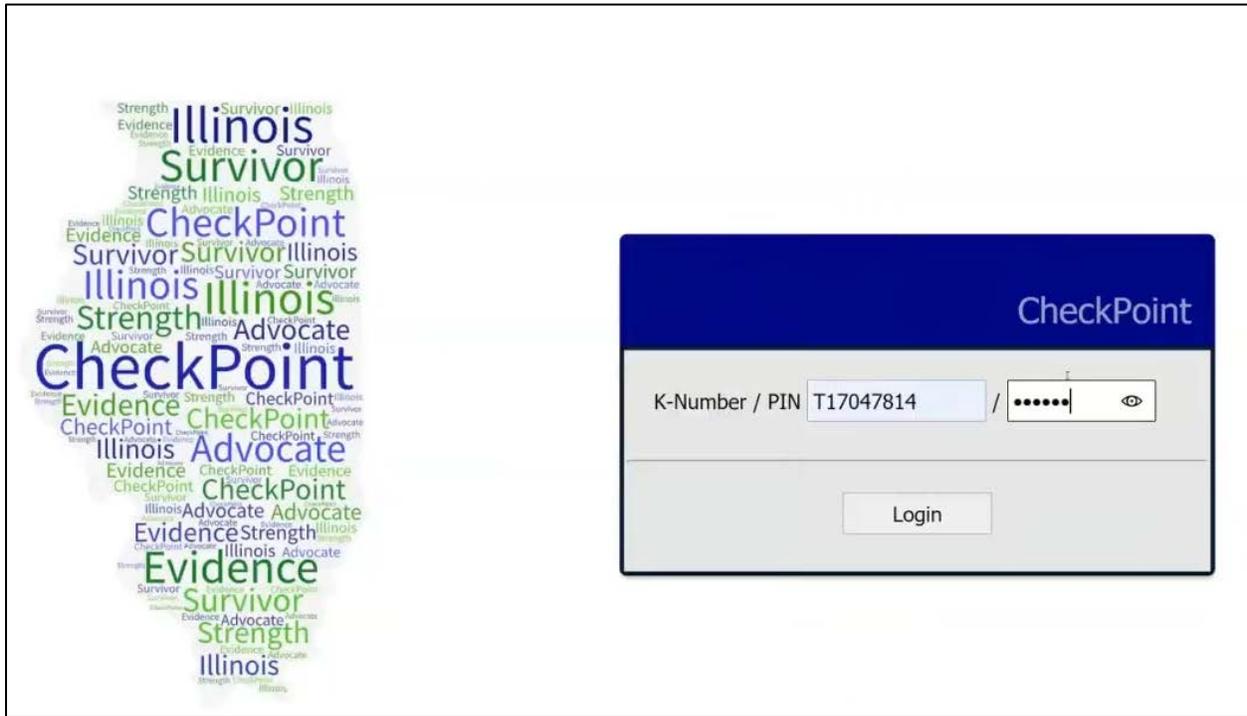
- The survivor will log in with their assigned K-number and Pin.
- There is the overview and the summary view for the survivor.
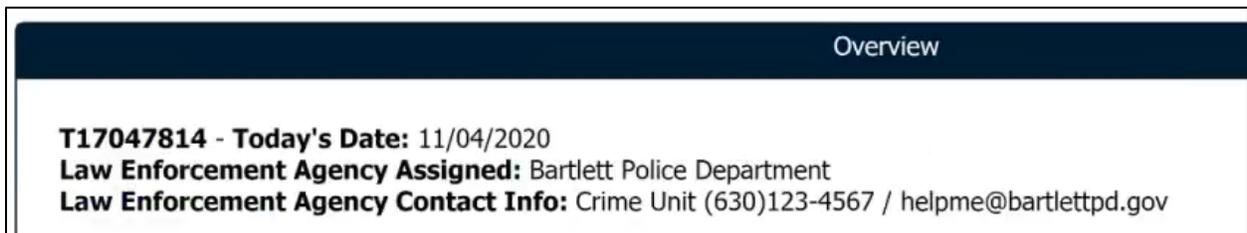
- Overview: Contains contact information for law enforcement agency (which the LEA has entered into CheckPoint) that has been assigned the kit. This information will populate once the LEA has received the kit in CheckPoint.

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
  - o This will show the survivor a more detailed step-by-step process.
  - o 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.