


Data Reporting Guide for P3 Users



Table of Contents

- **Slide 3:** How to log into P3
- **Slide 6:** How to find & view a tip
- **Slide 9:** How to complete a disposition for a tip
- **Slide 14:** How to close a tip
- **Slide 18:** Types of data reports
- **Slide 20:** How to create a data report - new P3 users
- **Slide 25:** How to create a data report - experienced P3 users
- **Slide 36:** Notifications in P3
- **Slide 38:** Lifecycle of a tip
- **Slide 40:** Data report sharing
- **Slide 42:** Recommendations
- **Slide 44:** Other P3 info
- **Slide 46:** Contact

How to Log Into P3

 a solution of **Navigate360**
Building Safer Tomorrows.

Email
nichole@safe2tell.org

Password
.....

Remember Me

Login

[Forgot your password?](#)

Type <https://www.p3campus.com/access.aspx> into your web browser.

Input your email address and password. Click the Login button.

Note: If you forgot your password, please click the **Forgot your password?** link and follow the prompts.

Once you are logged in, you will see your dashboard, which contains the following:

1. The tip contents in the **Main** tab.
2. A list of the tips you have access to (the current tip highlighted in yellow).
3. The button you can select to complete a disposition for your tip.

The screenshot displays the Safe2Tell Colorado Tip Manager interface. At the top, there is a header with the logo, 'Tip Manager', 'Safe2Tell Colorado', and navigation options like 'Settings' and 'Menu'. Below the header, there are search and filter fields for Tip ID, P3 ID, Other ID, Case ID, Status, and Event Type. The main content area is divided into tabs: 'Main', 'Attachments', 'Deliver To', 'Disposition', 'Map', 'Misc', 'Query', and 'Audit'. The 'Main' tab is active, showing a 'Keyword Alert' and a 'Content' section. The 'Content' section includes fields for 'School', 'Narrative', and 'Description of Concern/Event'. A red box highlights the 'Complete Disposition Information' button. Another red box highlights the 'Content' section. A third red box highlights a table of tips, with the first row highlighted in yellow.

Report ID	Event	Source	Status	Created	Delivered
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM ✓
789-H113586	Test Tip	In-House	Closed	2022/11/21 09:18 AM	2022/11/21 09:23 AM ✓
789-W111904	Test Tip	Web	Closed	2022/10/31 12:49 PM	2022/11/03 07:27 AM ✓
789-M111565	Test Tip	Mobile App	Closed	2022/10/26 04:51 PM	2022/10/26 04:54 PM ✓

How to Find & View a Tip

Tip Manager Safe2Tell Colorado

Tip ID: 789-W113587 P3 ID: 6271912 Other ID: Case ID: Status: Closed Event Type: Test Tip

Search bar (2)

Keyword Alert: Test School: 6/30/2020- If a tip is received regarding the Hamburglar, please engage the tipster in two-way dialog and send the false tip narrative. The Hamburglar is being harassed by Grimace via Safe2Tell. Thank you.

Content: School: Test School 0-Test, Colorado Narrative: Aaron sent a text asking if I would miss him if he was dead. Description of Concern/Event: Concern/Event Types: Suicide Threats What time and date did the event occur to the best of your recollection? At 8:30pm on November 17 Was Social Media (Facebook, Twitter, Texting, etc.) used to express the problem? If so, select from one of the following: Texting Associated Social Media Username or URL: None

Report ID	Event	Source	Status	Created	Delivered
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM
789-H113586	Test Tip	In-House	Closed	2022/11/21 09:18 AM	2022/11/21 09:23 AM
789-W111904	Test Tip	Web	Closed	2022/10/31 12:49 PM	2022/11/03 07:27 AM
789-M111565	Test Tip	Mobile App	Closed	2022/10/26 04:51 PM	2022/10/26 04:54 PM

There are 3 ways to look up previous tips:

Option 1: Scroll through the list at the bottom of the dashboard and click on the desired tip. The content of that tip will show up on the left side of your dashboard.

Option 2: Click into the **Search** box at the top right corner of your dashboard, enter the tip ID number, hit **Enter**.

Option 3: Click **Define** on the right side of your dashboard. This will bring up the searchable fields. Type the credentials you want to search for, then click **Run**.

The screenshot shows the 'Query' interface in the safe tell Colorado dashboard. At the top, there are navigation tabs: Main, Attachments, Deliver To, Disposition, Map, Misc, Query, and Audit. The 'Query' tab is active. Below the tabs, there are several input fields for searching: Tip ID, P3 ID, Other ID, Case ID, Incident ID, and Alt ID. There are also dropdown menus for Content, Status, Event Type, Address, Created Date, Delivered Date, Follow-Up Date, Source, Has Attachments, School Type, and County. At the bottom, there are sections for 'Person Query' (with fields for First Name, Last Name, and Alias) and 'Vehicle Query' (with fields for Make and Model). On the right side, there is a vertical menu with buttons: Cancel, Print, Query (highlighted with a red box and a red number '3'), Define, Run, Show All, and a 'Filters' section with various filter options like Unread, Overdue, Open Tips, Last Updated, and More...

How to Complete a Disposition for a Tip

Tip Manager Safe2Tell Colorado

Tip ID: 789-W113587 P3 ID: 6271912 Other ID: Case ID: Status: Closed Event Type: Test Tip

Main Attachments Delivered To Disposition Map Misc Query Audit

Keyword Alert

Test School: 6/30/2020- If a tip is received regarding the Hamburglar, please engage the tipster in two-way dialog and send the false tip narrative. The Hamburglar is being harassed by Grimace via Safe2Tell. Thank you.

Content

School: Test School 0-Test, Colorado

Narrative: Aaron sent a text asking if I would miss him if he was dead.

Description of Concern/Event: Concern/Event Types: Suicide Threats

What time and date did the event occur to the best of your recollection? At 8:30pm on November 17

Was Social Media (Facebook, Twitter, Texting, etc.) used to express the problem? If so, select from one of the following: Texting

Associated Social Media Username or URL: None

Report ID	Event	Source	Status	Created	Delivered
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM
789-H113586	Test Tip	In-House	Closed	2022/11/21 09:18 AM	2022/11/21 09:23 AM
789-W111904	Test Tip	Web	Closed	2022/10/31 12:49 PM	2022/11/03 07:27 AM
789-M111565	Test Tip	Mobile App	Closed	2022/10/26 04:51 PM	2022/10/26 04:54 PM

Disposition reports are entered directly into the Safe2Tell Colorado reporting system.

1. Select the tip you wish to complete a disposition for from the list at the bottom of your dashboard or by using the **Search** box.
2. Click the **Complete Disposition Information** button.
3. Go directly to the **Disposition** tab.

Tip ID: 789-H121805 | P3 ID: 6476957 | Status: Closed | Event Type: Test Tip

Main | Attachments | Deliver To | Disposition | Map | Misc | Query | Audit

Disposition / In-Progress Notes | Stat Date: 2023/03/23

Enter notes into the text box at the bottom of this window and click 'Submit Notes'.

3

4

5

Outcome

- Not a Law Enforcement Issue (Law Enforcement only)
- Counseling - Mental Health (school or other resource)
- Parents Notified
- School Disciplinary Action
- DHS Involvement
- Welfare Check
- Citation
- Arrest
- Not Enough Information
- Unfounded (No evidence found to support claim, but report was submitted in good faith)
- False Report (Deliberate false information provided to harm, injure or bully another. Do NOT check if unfounded is checked.)
- Incorrect School/Jurisdiction

Print | Query | Define | Run | Show All | Filters | 0 Unread | 0 Overdue | 0 Open Tips | Last Updated | More... | Access | View Only

Save | Cancel

Enter In-Progress Notes Here

Submit Notes

Report ID	Event	Source	Status	Created	Delivered
789-H121805	Test Tip	In-House	Closed	2023/03/23 08:07 AM	2023/03/23 08:09 AM
789-W116432	Test Tip	Web	Closed	2023/01/17 02:58 PM	2023/01/17 02:59 PM
789-W116166	Test Tip	Web	Closed	2023/01/12 06:32 PM	2023/01/12 06:34 PM
789-W116140	Test Tip	Web	Closed	2023/01/12 01:49 PM	2023/01/12 01:51 PM
789-W116123	Test Tip	Web	Closed	2023/01/12 11:57 AM	2023/01/12 11:58 AM
789-W116120	Test Tip	Web	Closed	2023/01/12 11:25 AM	2023/01/12 11:26 AM
789-W116111	Test Tin	Web	Closed	2023/01/12 10:03 AM	2023/01/12 10:04 AM

3. Type your dispo note(s) into the box and click the **Submit Notes** button when you are finished.

4. Choose the relevant Outcome(s), Trend(s), and Assessment(s) from the list on the right side of your dashboard.

Note: Be sure to scroll ALL the way down to view all of the options.

5. When you are finished checking the appropriate boxes, click **Save**.

P3 recipients responding to Safe2Tell tips **without a P3 login & P3 recipients who were manually sent a tip** can complete a disposition by filling out the **Disposition Form** on our website. The **Tip ID** and **P3 ID** are required.

1. Go to the online **Disposition Form** here: [Disposition Form](#)
2. Fill out disposition information.
3. Scroll to the bottom of the page and click the **Submit Disposition** button.

Safe2Tell Colorado

Disposition Information

Tip ID * Disposition ID (P3 ID) * Tip Status *

School/Agency Assigned To

Description of Investigation/Intervention with Outcome

Please provide feedback on the quantity of information received and your recommendations for improvements.

Your Agency *

Submit Disposition

Here is where the **Tip ID** and **P3 ID** numbers are located.

The screenshot shows the 'Tip Manager' interface for 'Safe2Tell Colorado'. At the top, there are search filters for Tip ID, P3 ID, Other ID, Case ID, Status, and Event Type. The Tip ID '789-W113587' and P3 ID '6271912' are highlighted with a red box. Below the filters are tabs for Main, Attachments, Deliver To, Disposition, Map, Misc, Query, and Audit. The main content area is divided into 'Disposition / In-Progress Notes' and 'Outcome'. The notes section contains several entries from Nichole Lundeen, Training & Outreach Coordinator, dated 2022/11/21. The outcome section contains a list of checkboxes for various dispositions, with 'Parents Notified' and 'Welfare Check' checked. At the bottom, there is a table with columns for Report ID, Event, Source, Status, Created, and Delivered.

Report ID	Event	Source	Status	Created	Delivered
789-W114285	Test Tip	Web	Closed	2022/12/05 02:03 PM	2022/12/05 02:04 PM
789-M113589	Test Tip	Mobile App	Closed	2022/11/21 09:55 AM	2022/12/09 09:55 AM
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM

How to Close a Tip

Tip Manager Safe2Tell Colorado

Tip ID: 789-W113587 P3 ID: 6271912 Other ID: Case ID: Status: Closed Event Type: Test Tip

Main Attachments Deliver To Disposition Map Misc Query Audit

Keyword Alert
 Test School: 6/30/2020- If a tip is received regarding the Hamburglar, please engage the tipster in two-way dialog and send the false tip narrative. The Hamburglar is being harassed by Grimace via Safe2Tell. Thank you.

Content
 School: Test School (0-Test, Colorado)
 Narrative: Aaron sent a text asking if I would miss him if he was dead.
 Description of Concern/Event: Concern/Event Types: Suicide Threats
 What time and date did the event occur to the best of your recollection? At 8:30pm on November 17
 Was Social Media (Facebook, Twitter, Texting, etc.) used to express the problem? If so, select from one of the following: Texting
 Associated Social Media Username or URL: None

Complete Disposition Information

Cancel Print Query Define Run Show All Filters: 0 Unread, 0 Overdue, 0 Open Tips, Last Updated, More... Access View Only

Report ID	Event	Source	Status	Created	Delivered
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM ✓
789-H113586	Test Tip	In-House	Closed	2022/11/21 09:18 AM	2022/11/21 09:23 AM ✓
789-W111904	Test Tip	Web	Closed	2022/10/31 12:49 PM	2022/11/03 07:27 AM ✓
789-M111565	Test Tip	Mobile App	Closed	2022/10/26 04:51 PM	2022/10/26 04:54 PM ✓

1. Select the tip you wish to close from the list at the bottom of your dashboard or by using the **Search** box.

Tip Manager Safe2Tell Colorado

Tip ID: 789-W113587 P3 ID: 6271912 Other ID: Case ID: Status: Closed Event Type: Test Tip

Main Attachments Deliver To Disposition Map Misc Query Audit

Disposition / In-Progress Notes Stat Date: 2022/11/21

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:37 AM
Security Patrol 2022/11/17 08:53 PM
1234 Main St, Englewood, CO. Could you send this to ACSO as student is in that jurisdiction. Thx

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:37 AM
AP 2022/11/17 08:54 PM
Hello, is a welfare check being conducted?

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:38 AM
Analyst 2022/11/17 08:56 PM
I have sent this over to Arapahoe CNTY SO.

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:38 AM
AP 2022/11/17 08:57 PM
The school would recommend a welfare unless you can reach parent. We will check in with family tomorrow

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:39 AM
Dispatch Supervisor 2022/11/17 08:58 PM
We will get a call in

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:41 AM
Dispatch Supervisor 2022/11/17 09:47 PM
Deputy Smith responded. Disposition as follows:
Spoke with Aaron's father. Aaron said that he was feeling like he let someone down and did text that to someone approximately an hour ago. He denied feeling suicidal and homicidal. He said that he was talking through his problems and nothing more. He is currently seeing a counselor and denied speaking with a mental health co-responder

Enter In-Progress Notes Here

Submit Notes

Outcome

- Not a Law Enforcement Issue (Law Enforcement only)
- Counseling - Mental Health (school or other resource)
- Parents Notified
- School Disciplinary Action
- DHS Involvement
- Welfare Check
- Citation
- Arrest
- Not Enough Information
- Unfounded (No evidence found to support claim, but report was submitted in good faith)
- False Report (Deliberate false information provided to harm, injure or bully another. Do NOT check if unfounded is checked.)
- Incorrect School/Jurisdiction
- Secure/Lockout (everyone inside and exterior doors locked)
- Lockdown (all doors locked, lights out, students/staff silent and out of sight)
- Restorative Justice/Restorative Conversation
- Hr/Internal Investigation/Personal Matter
- Other (If selected, please describe the other outcome taken below.)

Other Outcome

- Transferred to Colorado Crisis Services (for S2T use only)
- Transfer From Colorado Crisis Services (for S2T use only)
- Provided Information for Colorado Crisis Services (for S2T use only)

Report ID (31) Event Source Status Created Delivered

Report ID	Event	Source	Status	Created	Delivered
789-W114285	Test Tip	Web	Closed	2022/12/05 02:03 PM	2022/12/05 02:04 PM
789-M113589	Test Tip	Mobile App	Closed	2022/11/21 09:55 AM	2022/12/09 09:55 AM
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM

2. Make sure that a disposition has been completed for the tip that includes **ALL** relevant information regarding the investigation and outcome(s).

Note: Be sure to scroll all the way down to view outcome options.

Tip Manager Safe2Tell Colorado

Tip ID: 789-W113587 P3 ID: 6271912 Other ID: Case ID: **3** Status: Closed Event Type: Test Tip **4** Save

Main Attachments Deliver To Disposition Map Misc Query Audit

Disposition / In-Progress Notes Stat Date: 2022/11/21

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:37 AM
Security Patrol 2022/11/17 08:53 PM
1234 Main St, Englewood, CO. Could you send this to ACSO as student is in that jurisdiction. Thx

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:37 AM
AP 2022/11/17 08:54 PM
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Analyst 2022/11/17 08:56 PM
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AP 2022/11/17 08:57 PM
The school would recommend a welfare unless you can reach parent. We will check in with family tomorrow

Nichole Lundeen, Training & Outreach Coordinator 2022/11/21 09:39 AM
Dispatch Supervisor 2022/11/17 08:58 PM
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Enter In-Progress Notes Here

Submit Notes

Outcome

- Not a Law Enforcement Issue (Law Enforcement only)
- Counseling - Mental Health (school or other resource)
- Parents Notified
- School Disciplinary Action
- DHS Involvement
- Welfare Check
- Citation
- Arrest
- Not Enough Information
- Unfounded (No evidence found to support claim, but report was submitted in good faith)
- False Report (Deliberate false information provided to harm, injure or bully another. Do NOT check if unfounded is checked.)
- Incorrect School/Jurisdiction
- Secure/Lockout (everyone inside and exterior doors locked)
- Lockdown (all doors locked, lights out, students/staff silent and out of sight)
- Restorative Justice/Restorative Conversation
- Hr/Internal Investigation/Personal Matter
- Other (If selected, please describe the other outcome taken below.)

Other Outcome

- Transferred to Colorado Crisis Services (for S2T use only)
- Transfer From Colorado Crisis Services (for S2T use only)
- Provided information for Colorado Crisis Services (for S2T use only)

Print

Query Define Run Show All

Filters

0 Unread

0 Overdue

0 Open Tips

Last Updated

More...

Access View Only

Report ID	Event	Source	Status	Created	Delivered
789-W114285	Test Tip	Web	Closed	2022/12/05 02:03 PM	2022/12/05 02:04 PM
789-M113589	Test Tip	Mobile App	Closed	2022/11/21 09:55 AM	2022/12/09 09:55 AM
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM

3. Click the **Status** drop down menu at the top of your dashboard and click **Closed** to change the status of the tip. **Note:** You can also change the status to **Ongoing Investigation** or **Transferred to Another Agency**.

4. Click **Save** to save your changes.

Types of Data Reports

Statistical Report:

Provides statistics for a specific date range.

Tip List:

Provides a list of tips that includes the status, event type, recipients & more.

Tip Volume:

Provides a list of tips broken down by reporting method and time of day for a specific date range.

Tip Summary:

Provides a list of tips broken down by event type for a specific date range.

Disposition Report:

Provides a summary of disposition outcomes for a specific date range.

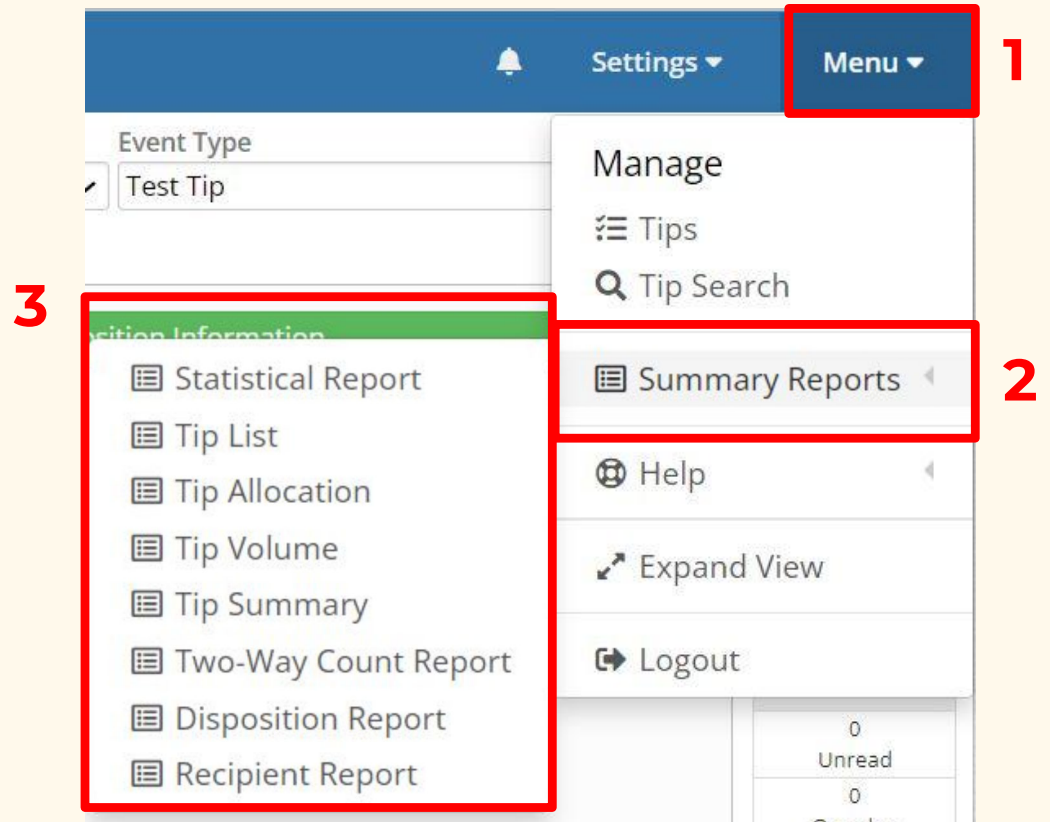
***Two-Way
Count Report:***

Provides a number of tips that have dialog for a specific date range.

How to Create a Data Report: New P3 Users

Report Options

1. When you are signed into P3, select the **Menu** tab.
2. From there, select the **Summary Reports** tab.
3. Here you have the option to run various data reports depending on what information you're looking for.



Tip Summary

1

2

3

Safe2Tell Colorado
Tip Summary Report
Test School; 0-Test, Colorado
Created Date: 2023/01/01 to 2023/05/26

Event Type	Count
Test Tip	10
Welfare Check	0
Weapons (Taser, Other than guns / knives)	0
Vaping	0

This data report lists all tip categories for a given time period and the frequency for each.

1. Adjust the date range.
2. Select the **Sort by Count** box so that P3 categorizes event types from most frequently reported to least.
3. Select **Run**.

Disposition Report

1

Safe2Tell Colorado

Settings ▾ Menu ▾

Start Date: 2023/01/01 End Date: 2023/05/26 Filter Date: Stat Date: ▾

Include Deleted Tips Dispositioned ⓘ

Status: ▾ Event Type: ▾ Life Safety: ▾

School Type: ▾ County: ▾

Recipient: Test School; 0-Test, Colorado ▾

3 Run ▾

Safe2Tell Colorado
Disposition Report
Test School; 0-Test, Colorado
Stat Date 2023/01/01 to 2023/05/26

Status	Total
Transferred to Another Agency	0
Open	0
Closed	10
Ongoing Investigation	0

To compare the dispositions/outcomes for tips across event types:

1. Adjust the date range.
2. Select the **Event Type** you are interested in, or leave blank to compare all event type categories.
3. Select **Run**.

Disposition Report (continued)

This data report shows the outcome of tips by placing them into categories, including the frequency (i.e. number of time that outcome occurred).

Outcome	Total
Not a Law Enforcement Issue (Law Enforcement only)	0
Counseling - Mental Health (school or other resource)	0
Parents Notified	0
School Disciplinary Action	0
DHS Involvement	0
Welfare Check	0
Citation	0
Arrest	0
Not Enough Information	0
Unfounded (No evidence found to support claim, but report was submitted in good faith)	0
False Report (Deliberate false information provided to harm, injure or bully another. Do NOT check if unfounded is checked.)	0
Incorrect School/Jurisdiction	0

How to Create a Data Report: Experienced Users

Statistical Report

Use this data report to learn more about the monthly, quarterly, or yearly breakdown of what happens to tips after they have been closed.

The screenshot shows the safe tell Colorado interface. At the top right, the 'Menu' button is highlighted with a red box and labeled '1'. The menu is open, showing a list of options. The 'Summary Reports' option is highlighted with a red box and labeled '2'. The 'Statistical Report' option is highlighted with a red box and labeled '3'. The interface also shows a 'Settings' button and a notification bell icon. The main content area displays 'Event Type' with 'Test Tip' selected, and a section for 'Disposition Information'.

Statistical Report (continued)

After you select **Statistical Report** (from the previous slide), P3 will automatically display the statistics for the current year.

1. To look at stats for a particular month or year, select the drop down arrow(s) under **Month** and/or **Year**, then adjust the desired field(s).
2. Click **Run**.

If you want to know the stats for each event type (for example, how many alcohol and drug-related tips resulted in arrests in a given month or year), select the **Include Event Tables** box, then select **Run**. This will display tables for all the event types.

The screenshot shows the 'Statistical Report' interface for 'Safe2Tell Colorado'. The interface includes a header with the title and navigation options like 'Settings' and 'Menu'. Below the header are several input fields: 'Month' (set to 'December'), 'Year' (set to '2023'), 'School Type', and 'County'. A 'Run' button is located on the right side. Below these fields are three checkboxes: 'Include Event Tables' (checked), 'Include Deleted Tips', and 'Include Shared Tips'. Red boxes and numbers highlight the 'Month' and 'Year' dropdowns (1), the 'Run' button (2), and the 'Include Event Tables' checkbox (3).

Tip List

Tip List Safe2Tell Colorado Settings Menu

Start Date: 2023/04/30 End Date: 2023/05/30 Filter Date: Created Date Status: [dropdown]

Other ID: [input] Case ID: [input] Event Type: [dropdown] Life Safety: [dropdown] Grade: [dropdown]

School Type: [dropdown] County: [dropdown]

Recipient: [input: Type the Name of the Recipient or City]

Include:

- Tip ID P3 ID Other ID Case ID Report ID Alt ID Status County Group/District
- Imminent Danger Self-Report Threat of Harm to Another
- Created Date Created Time Delivered Date Stat Date Event Recipient ID Recipients Disposition Table
- Narrative and Two-Way Dialog

Run

1

2

Here you can select the field(s) you want to include in your report and P3 will display it as a table.

This data report has many purposes. It can be used to learn about tip categories and outcomes, self-reports, and imminent danger.

1. Select what field you want to include.
2. Click **Run**.

Tip Volume

This data report can be used to learn more about frequently reported days and times. Initially, P3 will display tables that represent data for all the event types.

1. Adjust the **Start Date & End Date**.
2. Select the **Event Type** in the dropdown menu that you are interested in (otherwise, leave this field blank).
3. Click **Run**.

The screenshot shows the 'Tip Volume' report interface. The header includes 'Tip Volume' with a campus icon, 'Safe2Tell Colorado', 'Settings', and 'Menu'. The form contains several fields: 'Start Date' (2023/04/30), 'End Date' (2023/05/30), 'Filter Date' (Created Date), 'Event Type' (Life Safety), 'School type', 'County', and 'Recipient' (Type the Name of the Recipient or City). A green 'Run' button is located on the right. Red boxes and numbers 1, 2, and 3 highlight the date fields, the Event Type dropdown, and the Run button, respectively.

Field	Value
Start Date	2023/04/30
End Date	2023/05/30
Filter Date	Created Date
Event Type	Life Safety
School type	
County	
Recipient	Type the Name of the Recipient or City

Tip Volume (continued)

This data report breaks down the volume by day and hour (the first table is by day and the table beneath is by hour).

It also displays tips by reporting method.

Note: You can ignore the call center column.

“In-House” refers to calls made over the phone.

Day	In-House	PC Web Browser	Mobile Web Browser	Mobile App	Call Center	Totals
Sunday	0	0	0	0	0	0
Monday	0	0	4	0	0	4
Tuesday	0	1	0	0	0	1
Wednesday	0	0	1	0	0	1
Thursday	0	0	0	0	0	0
Friday	0	0	1	0	0	1
Saturday	0	0	1	0	0	1
Totals	0	1	7	0	0	8

Hour	In-House	PC Web Browser	Mobile Web Browser	Mobile App	Call Center	Totals
12:00 AM	0	0	0	0	0	0

Two-Way Count Report

Use this data report to see how many tips have two-way dialog for a specific date range. This stat gives you insight about how often the reporting party for the school(s) you are a recipient for stick around and answer follow-up questions that Safe2Tell analysts ask.

1. Adjust the date range.
2. Select the **Recipient** (school) you want to include.
3. Click **Run**.

Start Date: 2023/06/01, End Date: 2023/06/08, Filter Date: Created Date, Status: [dropdown], Offense: [dropdown]

Source: Life Safety, Recipient: Type the Name of the Recipient or City

Include Deleted Tips

Safe2Tell Colorado
Two-Way Count Report
Created Date: 2023/06/01 to 2023/06/08

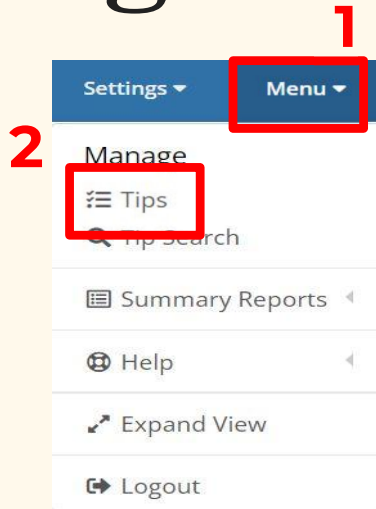
Recipient	Number of Tips with Tipster Dialog	Number of Tips with Any Dialog
Unassigned	0	0
Totals from Above	0*	0*
Total Distinct Tips with Dialog	0	0

* Note: The total may not be a sum of the values above because tips may be assigned to multiple recipients.

Tip Manager

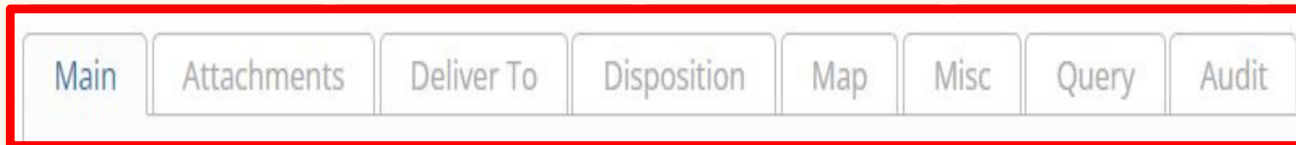
For a more complex search, go to **Tip Manager** from the P3 homepage:

1. Select **Menu**
2. Select **Tips**



Note: This is also how you refresh the entire P3 system.

3



3. Once you are in the **Tip Manager**, you will see a table that looks like the one below:

Each of the tabs have different functions. Select the **Query** tab to see a list of fields you can search tips by.

4. To search by these fields, you first have to click **Define** on the right side of your dashboard, input the info you are searching for and then click **Run**.



Tip Manager Functions

When you are in the **Tip Manager**, P3 will automatically show details for the most recent tip.

The **Main** tab will show the report contents & dialogue between the reporting party and analyst.

The **Attachments** tab will show any uploaded images or videos.

The screenshot displays the Tip Manager interface for a 'Test Tip'. The 'Disposition' tab is selected and highlighted with a red box. The interface shows a list of in-progress notes, an 'Outcome' section with various checkboxes, and a table of recent tips at the bottom.

Report ID	Event	Source	Status	Created	Delivered
789-W114285	Test Tip	Web	Closed	2022/12/05 02:03 PM	2022/12/05 02:04 PM
789-M113589	Test Tip	Mobile App	Closed	2022/11/21 09:55 AM	2022/12/09 09:55 AM
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM

Tip Manager Functions (continued)

The **Deliver To** tab will show all recipients the tip has been sent to.

The **Map** tab displays a map of the US. If an exact address is imputed, it will show that address.

The **Misc** tab will display info on whether the tip is a urgent and/or a life-safety matter.

The screenshot displays the Tip Manager interface for Safe2Tell Colorado. The 'Disposition' tab is selected and highlighted with a red box. The interface shows a list of in-progress notes and an outcome selection panel.

Disposition / In-Progress Notes

Stat Date	2022/11/21
Nichole Lundeen, Training & Outreach Coordinator Security Patrol 2022/11/17 08:53 PM 1234 Main St, Englewood, CO. Could you send this to ACSO as student is in that jurisdiction. Thx	2022/11/21 09:37 AM
Nichole Lundeen, Training & Outreach Coordinator AP 2022/11/17 08:54 PM Hello, is a welfare check being conducted?	2022/11/21 09:37 AM
Nichole Lundeen, Training & Outreach Coordinator Analyst 2022/11/17 08:56 PM I have sent this over to Arapahoe CNTY SO.	2022/11/21 09:38 AM
Nichole Lundeen, Training & Outreach Coordinator AP 2022/11/17 08:57 PM The school would recommend a welfare unless you can reach parent. We will check in with family tomorrow	2022/11/21 09:38 AM
Nichole Lundeen, Training & Outreach Coordinator Dispatch Supervisor 2022/11/17 08:58 PM We will get a call in	2022/11/21 09:39 AM
Nichole Lundeen, Training & Outreach Coordinator Dispatch Supervisor 2022/11/17 09:47 PM Deputy Smith responded. Disposition as follows: Spoke with Aaron's father. Aaron said that he was feeling like he let someone down and did text that to someone approximately an hour ago. He denied feeling suicidal and homicidal. He said that he was talking through his problems and nothing more. He is currently seeing a counselor and denied speaking with a mental health co-responder	2022/11/21 09:41 AM

Outcome

- Not a Law Enforcement Issue (Law Enforcement only)
- Counseling - Mental Health (school or other resource)
- Parents Notified
- School Disciplinary Action
- DHS Involvement
- Welfare Check
- Citation
- Arrest
- Not Enough Information
- Unfounded (No evidence found to support claim, but report was submitted in good faith)
- False Report (Deliberate false information provided to harm, injure or bully another. Do NOT check if unfounded is checked.)
- Incorrect School/Jurisdiction
- Secure/Lockout (everyone inside and exterior doors locked)
- Lockdown (all doors locked, lights out, students/staff silent and out of sight)
- Restorative Justice/Restorative Conversation
- Hr/Internal Investigation/Personal Matter
- Other (If selected, please describe the other outcome taken below.)

Other Outcome:

Transferred to Colorado Crisis Services (for S2T use only)
 Transfer From Colorado Crisis Services (for S2T use only)
 Provided Information for Colorado Crisis Services (for S2T use only)

Table:

Report ID	Event	Source	Status	Created	Delivered
789-W114285	Test Tip	Web	Closed	2022/12/05 02:03 PM	2022/12/05 02:04 PM
789-M113589	Test Tip	Mobile App	Closed	2022/11/21 09:55 AM	2022/12/09 09:55 AM
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM

Tip Manager Functions (continued)

The **Query** tab is an efficient way to search for a specific tip. Here, you can adjust the date range, search a report by its event type, ID number, or by name. Recipients of multiple schools can also conduct a search by school name.

The **Audit** tab will display any activity involving a particular tip, i.e. recipients who have read the tip, any updates that have been made and who closed the tip.

The screenshot shows the Safe2Tell Tip Manager interface. At the top, there's a header with 'Tip Manager' and 'Safe2Tell Colorado'. Below the header, there are search filters for Tip ID, P3 ID, Other ID, Case ID, Status, and Event Type. A red box highlights the navigation tabs: Main, Attachments, Deliver To, Disposition, Map, Misc, Query, and Audit. The 'Disposition / In-Progress Notes' section shows a list of notes with columns for 'Stat Date' and '2022/11/21'. The 'Outcome' section contains a list of checkboxes for various actions like 'Not a Law Enforcement Issue', 'Counseling - Mental Health', 'Parents Notified', etc. At the bottom, there's a table with columns: Report ID, Event, Source, Status, Created, and Delivered.

Report ID	Event	Source	Status	Created	Delivered
789-W114285	Test Tip	Web	Closed	2022/12/05 02:03 PM	2022/12/05 02:04 PM
789-M113589	Test Tip	Mobile App	Closed	2022/11/21 09:55 AM	2022/12/09 09:55 AM
789-W113587	Test Tip	Web	Closed	2022/11/21 09:33 AM	2022/11/21 09:39 AM

Notifications in P3

Symbols in P3 - Keyword Alerts

Keyword alerts can be set up in P3 based on tip content, i.e. the name of a particular student or school. These alerts inform the analyst that this tip needs to be handled differently. For example: if a school has received several false reports about a student, a keyword alert could be set up in P3 with that student's name. Having that context in the alert guides the analyst on how to respond to the report.

To set up a keyword alert, an authorized user would contact info@safe2Tell.org to make that request.

Keyword Alert



Test School: 6/30/2020- If a tip is received regarding the Hamburglar, please engage the tipster in two-way dialog and send the false tip narrative. The Hamburglar is being harassed by Grimace via Safe2Tell. Thank you.

Lifecycle of a Tip



Data Report Sharing

Allowances and Limitations

What you can do/share as an authorized P3 user:	What you can't do/share as an authorized P3 user:
Share aggregate data with staff (raw numbers and percentages). Tips may only be discussed with designated P3 recipients of that tip.	Data about an individual may not be shared. This includes sharing tip contents or reading the tip verbatim to anyone that is not a designated P3 recipient of that report.
Share top data report categories at the building/district level.	Safe2Tell tips may not be included in reports (transcripts, disciplinary reports, threat/suicide assessments). Only the tip ID number may be referenced.
Run data reports in P3.	
Use P3 data to make building/district level decisions.	
Compare aggregate building/district data with Safe2Tell's statewide data reports.	

Recommendations

When running reports for your entity, it may be beneficial to look at and compare it to Safe2Tell's data for the state.

- *Safe2Tell produces a monthly and annual report.*
- *These reports include statewide aggregated data.*
- *All reports can be found on the Safe2Tell website.*

Data can be shared as raw numbers (i.e. "x" bullying tips) or be further generalized by sharing percentages (i.e. "x%" of tips were bullying).

Consider comparing data reports to previous school years for comparisons.

Other P3 Information

P3 Information

Audit trails will be archived after one year.

- Tip information is harder to access after it has been archived.

Multiple types of data will display the same info.

- **Tip Allocation** and **Tip List** will tell you the status of a tip (whether it's still open or closed).

You can have more than one window open to compare data reports.

- For example, you can run a **Tip Summary** report in one window and a **Tip Volume** report in another
- Note that P3 will kick you out as soon as you click on anything else in the 1st window.

Some types of date reports must be done manually.

- If you want to know the subcategories of Misuse tips.

Contact

Thank you for your partnership in keeping Colorado students safe.

If you have questions about this presentation, contact Safe2Tell at 720-508-6800 or email info@safe2tell.org