Data Reporting Guide for P3 Users
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How to log in to P3
Type **https://www.p3tips.com/access.aspx** into your web browser.

Type in your email address and password and then click the **Login** button.

**NOTE:** Please click the 'Forgot your password?' link and follow the prompts if you need to reset your password.
Once you are logged in, you will see your dashboard, which contains the following:

1. All the tips received for your organization
2. The current tip highlighted in yellow.
3. The button you can select to complete a disposition for your tip.
How to find & view a tip
There are three ways to look up previous tips:

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

Option 2. Click in the **Search** box at the top right corner of your dashboard, type in the tip ID, and hit **Enter**.
Option 3. Click on the "query" tab and type any credentials you have then click “run.”
How to complete a disposition for a tip
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. Type your disposition 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 entering the disposition information, click **Save Dispo**.
Law Enforcement Officers Responding to Safe2Tell tips **Without a P3 Login:**

To file a disposition, complete a disposition report from the Safe2Tell Colorado website that is directly entered into the P3 system:

1. Go to the online disposition form here: [Disposition Form]
2. Fill out the disposition information.
3. Scroll to the bottom of the page and click “**submit disposition**.”
How to close a tip
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. Make sure that a disposition has been completed for the report that includes *ALL* relevant information regarding the investigation and outcome(s). Enter this information if necessary and click **Save Dispo**.

- **NOTE:** Be sure to scroll *ALL* the way down to view all of the outcome options.
3. Click the status drop down menu at the top of your dashboard and click **Closed** to change the status of the tip.

4. Click **Save Dispo** to save your changes.
Types of data reports
**Statistical Report:**
Provides statistics for a specific date range.

**Tip List:**
Provides a list of tips which includes the status, event type, recipient, & more.

**Tip Allocation:**
Provides a list of tips which includes similar fields as the Tip List report, including a "days old" field.

**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.
How to create a data report
new P3 users
1. When you are signed on to 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.
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” option so that P3 can categorize event types from most frequently reported to least.

3. Select “Run.”
To compare how tips are handled 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.”
This data report shows the outcome of tips by placing them into categories including the frequency (i.e. number of times that outcome occurred).

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not a Law Enforcement Issue (Law Enforcement only)</td>
<td>0</td>
</tr>
<tr>
<td>Counseling - Mental Health (school or other resource)</td>
<td>0</td>
</tr>
<tr>
<td>Parents Notified</td>
<td>1</td>
</tr>
<tr>
<td>School Disciplinary Action</td>
<td>0</td>
</tr>
<tr>
<td>DHS Involvement</td>
<td>0</td>
</tr>
<tr>
<td>Welfare Check</td>
<td>1</td>
</tr>
<tr>
<td>Citation</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Transferred to Colorado Crisis Services (for S2T use only)</td>
<td>0</td>
</tr>
<tr>
<td>Provided Information for Colorado Crisis Services (for S2T use only)</td>
<td>0</td>
</tr>
<tr>
<td>Not Enough Information</td>
<td>0</td>
</tr>
<tr>
<td>Unfounded (no evidence found to support claim or a misuse of system)</td>
<td>0</td>
</tr>
<tr>
<td>False Report (deliberate false information provided to harm, injure or bully another)</td>
<td>0</td>
</tr>
<tr>
<td>Incorrect School/Jurisdiction</td>
<td>0</td>
</tr>
</tbody>
</table>
How to create a data report
experienced P3 users
Use this data report to learn more about the monthly, quarterly, or yearly breakdown of what happens to tips after they have been closed.
After you select "Statistical Report" (from the previous slide) P3 will automatically display the statistics for the current year.

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

If you want to know the stats around each event type (for example, how many alcohol and drug-related tips resulted in arrests in a given year or month), select the checkbox next to "Include Event Tables“ then select “Run.” This will display tables for all the event types.
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 fields you want to include
2. Click “Run.”
Tip Allocation

This data report has many purposes. Use it to learn about the status of a tipster report, categories broken down by school in a district (only select P3 users can run this), and age of a tipster report.

1. Select what you fields 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 and end dates.

2. Click on the arrow under “Event Type” and select the event you are interested in (otherwise, leave this field blank).

3. Click “Run.”
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.*
For a more complex search, go into the Tip Manager from the P3 home page:

1. Select “Menu”
2. Select “Tips”

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 adjust the date range and event type. Select the “Disposition” tab to adjust what tips you want to see based on its outcome.

4. After selections are made, click the “Run” option underneath the “Menu” toolbar on the right side of your screen.
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 dialogue between the person sending in the tip and analyst.

The “Attachments” tab will show any image or video that may have been uploaded.
Tip manager functions continued

The “Deliver To” tab will show all recipients the tip has been delivered to.

The “Map” tab displays a US map.

The “Misc” tab will display info on whether the tip was a life safety matter or threat, etc.
Tip manager functions continued

The “Audit” tab will display any activity involving a particular tip i.e. recipients who’ve opened the tip, any updates that have been made, and who closed the tip.

The “Query” is an efficient way to search for a specific tip. Here, you can adjust the date range, search a report by its event type or ID number, or by the name. Recipients of multiple schools can also conduct a search by school name.
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 dialogue between an individual who submits a tip and analyst (person responding to the tip). For example, if a school is receiving 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 and make that request.
Lifecycle of a tip
1. Concerned party makes a tip via web, mobile app, or phone.

2. Safe2Tell analyst receives the tip.

3. Safe2Tell analysts engage in two-way dialogue to obtain additional information.

4. The tip is sent to recipients for the associated school and law enforcement.

5. Content within a tip determines who responds to and addresses a tip.

6. Tips are closed by the responding party i.e., associated school or law enforcement.
Data report sharing
## Allowances and limitations

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

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, midyear, and annual report.
• These reports include statewide aggregated data.
• All reports can be found on the Safe2Tell website.
Other P3 info
## P3 Info

<table>
<thead>
<tr>
<th>Audit trails will be archived after one year.</th>
<th>Multiple types of data reports will display the same info.</th>
<th>You can have more than one P3 window open to compare data reports.</th>
<th>Some types of data reports must be done manually.</th>
</tr>
</thead>
</table>
| • Tip information is harder to access after it has been archived. | • Tip Allocation and Tip List will tell you the status of a tip (whether it’s still open or closed). | • For example, you can run a tip summary report in one window and a tip volume report in another window.  
• Note that P3 will kick you out as soon as you click on anything else in the first window. | • 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.