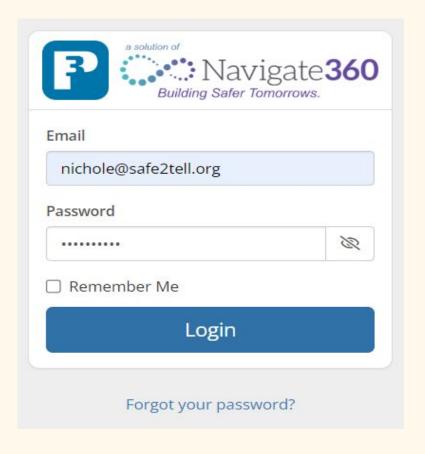


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How to Log Into P3

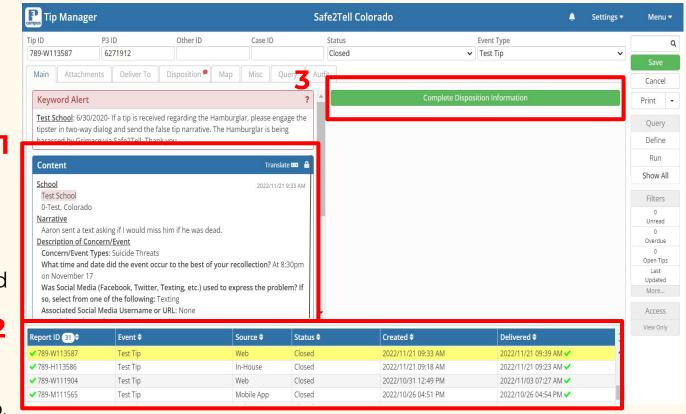


Type
https://www.p3campus.com/a
ccess.aspx
into your web
browser.
Input your email address and password. Click the Login button.

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

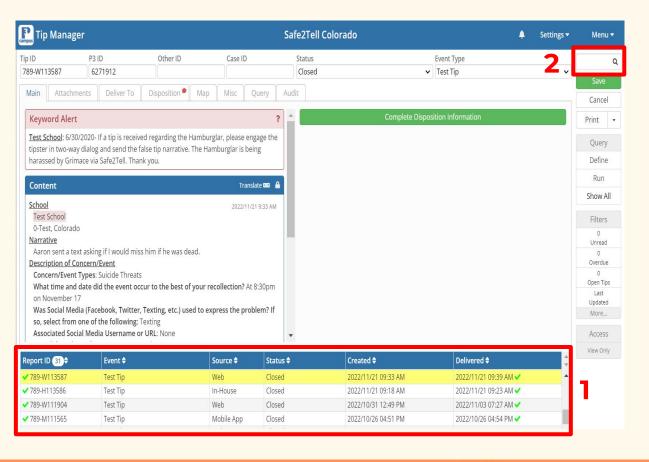
Once you are logged in, you will see your dashboard, which contains the following:

- 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.





How to Find & View a Tip



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.

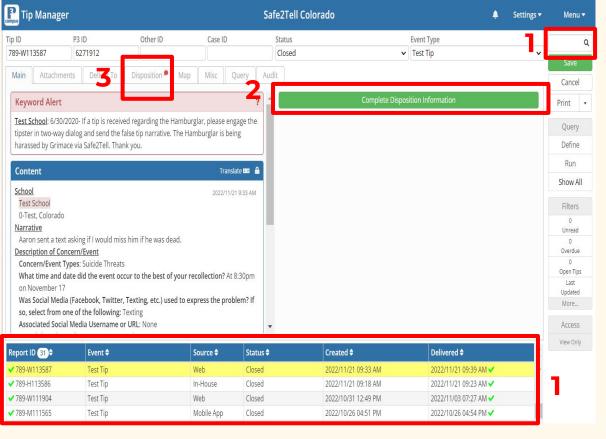


Option 3: Click Define on the right side of your dashboard. This will bring up the searchable fields. Type the credentials you want to search for, then click Run.

Main	Attachments	Deliver To	Disposition	Мар	Misc	Query	Aud	dit							Cancel
Query														^	Print +
Tip ID		P3 ID		Oth	ier ID			Case ID		Incident ID		Alt ID			Query
Content 1 Status				Event Type Address				Define							
							~			~					Run
Created	Date	Delivered D	ate	Foll	ow-Up Dat	te		Source			Has Attachme	ents			Show All
= 1		=		= :				\ \		~					
School 1	Туре							County						50	Filters
	,						~						-		0 Unread
Recipient Recipient Group						P3 Account				0					
Type the Name of the Recipient or City ▼ Type the Name of the Group								▼ Type the Nan	ne of the P3 Ac	count or City			Overdue		
.7/6-5					P][-7]- = = = = = = = = = = = = = = = = = = =					0 Open Tips
Persor	n Query								Vehicle ((uery					Last Updated
First Na	me	Last N	ame		Alias	S			Make		Mod	el			More



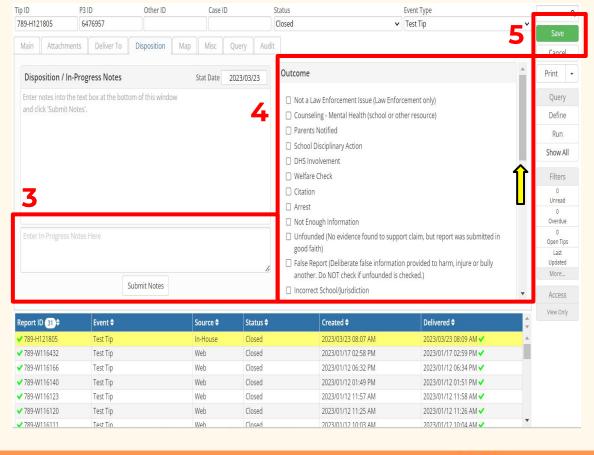
How to Complete a Disposition for a Tip



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

- I. 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.
- Click the Complete
 Disposition Information button.
- Go directly to the **Disposition** tab.





- 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.

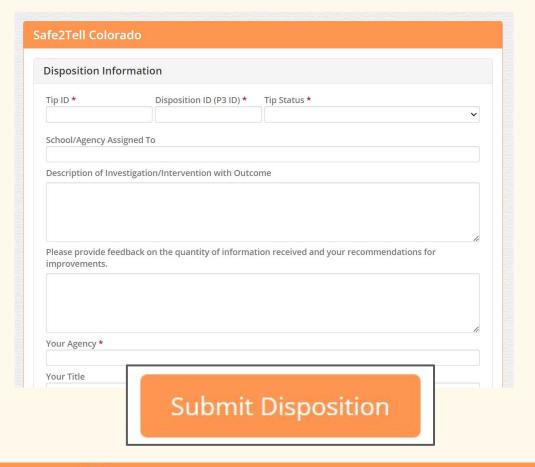
Note: Be sure to scroll ALL the way down to view all of the options.

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



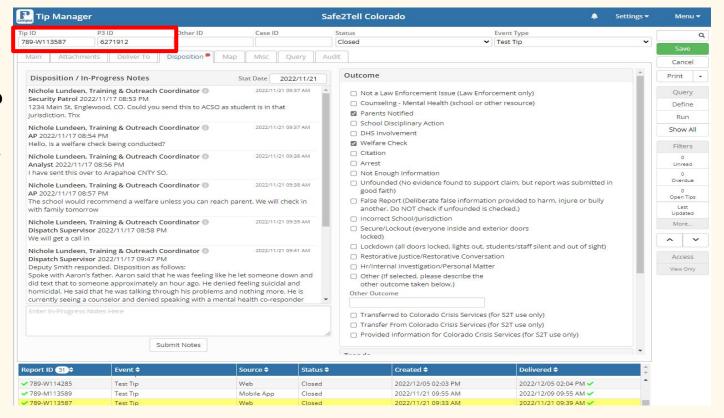
P3 recipients responding to
Safe2Tell tips without a P3 login
& P3 recipients who were
manually sent a tip can
complete a disposition by filling
out the Disposition Form on
our website. The Tip ID and P3
ID are required.

- Go to the online
 Disposition Form here:
 Disposition Form
- Fill out disposition information.
- Scroll to the bottom of the page and click the Submit Disposition button.



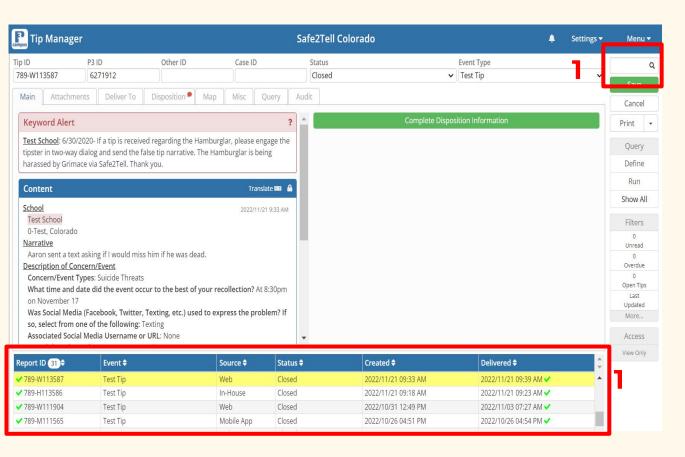


Here is where the **Tip ID** and **P3 ID** numbers are located.



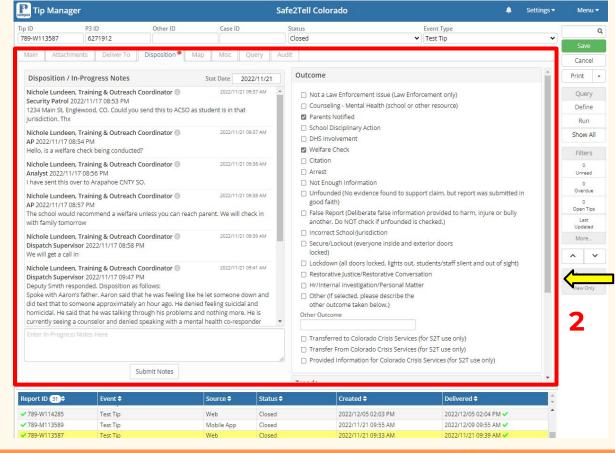


How to Close a Tip



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

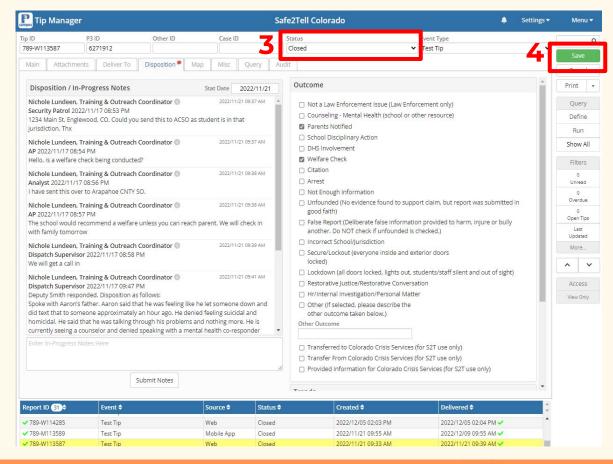




2. Make sure that a disposition has been completed for the tip that includes **ALL** relevant information regarding the investigation and outcome(s).

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





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 Summary:

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

Tip List:

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

Disposition Report:

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

Tip Volume:

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

Two-Way Count Report:

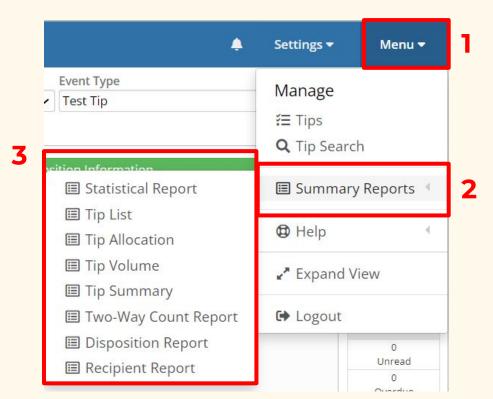
Provides a number of tips that have dialog for a specific date range.



How to Create a Data Report: New P3 Users

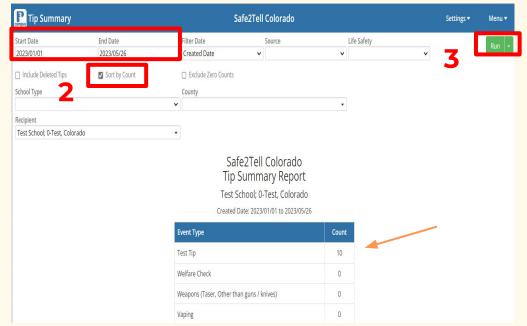
Report Options

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





Tip Summary



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



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

- 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.

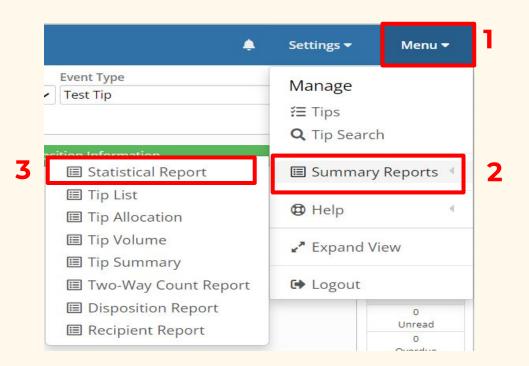
Outcome	Total
Not a Law Enforcement Issue (Law Enforcement only)	0
Counseling - Mental Health (school or other resource)	0
Parents Notified	0
School Disciplinary Action	0
DHS Involvement	0
Welfare Check	0
Citation	0
Arrest	0
Not Enough Information	0
Unfounded (No evidence found to support claim, but 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.





Statistical Report (continued)

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

- 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.





Tip List



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

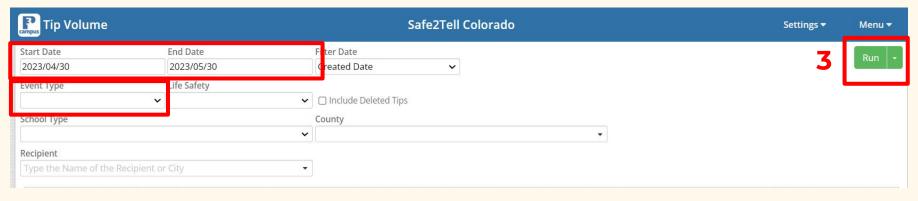
- Select what field you want to include.
- 2. Click **Run**.



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.

- 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.





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.





Tip Manager

Main

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.

Settings ▼ Menu ▼

Manage

E Tips

Tips

Tips

Help

Help

Expand View

Logout

Attachments

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

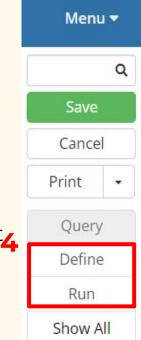
Each of the tabs have different functions. Select the **Query** tab to see a list of fields you can search tips by.

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**.

Misc

Query

Audit



safe tel Colorado

Disposition

Map

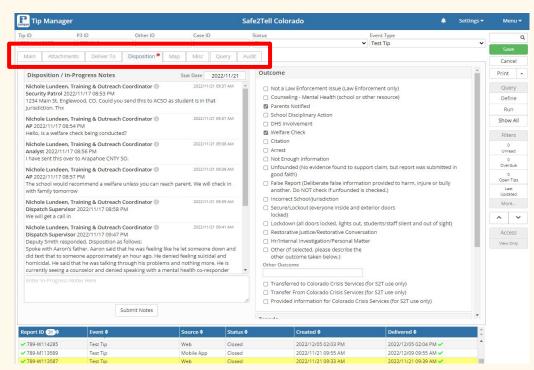
Deliver To

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.



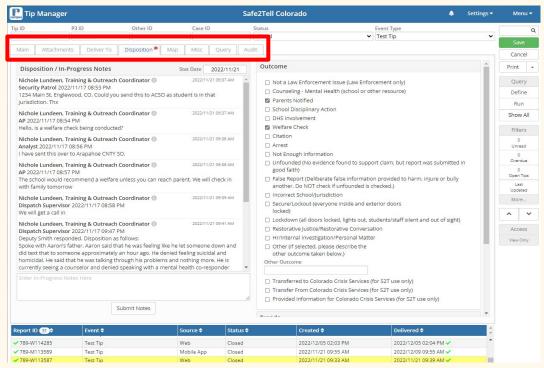


Tip Manager Functions (continued) (continued) (continued)

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.

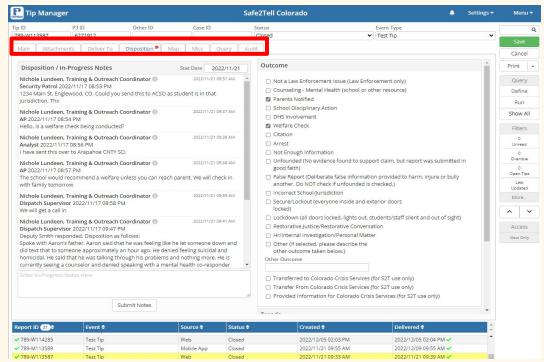




Tip Manager Functions (continued) | Continued | Conti

The **Query** tab is an efficient way to search for a specific tip. Here, you can adjust the date range, search a report by it's 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.





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 <u>info@safe2Tell.org</u> to make that request.

Keyword Alert

<u>Test School</u>: 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.

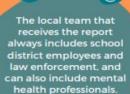


Lifecycle of a Tip





The person who submitted the report remains anonymous, and their information is not shared with Safe2Tell or the local team.





safe tell Colorado

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 assesements). 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

