Data Reporting Guide for P3 Users

safe2tell Colorado
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
Type [https://www.p3campus.com/access.aspx](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.
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.**
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. 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.

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.
Here is where the **Tip ID** and **P3 ID** numbers are located.
How to Close a Tip
1. 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 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.
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**.
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**.
This data report shows the outcome of tips by placing them into categories, including the frequency (i.e. number of time 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>Counselling - Mental Health (school or other resource)</td>
<td>0</td>
</tr>
<tr>
<td>Parents Notified</td>
<td>0</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>0</td>
</tr>
<tr>
<td>Citation</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Not Enough Information</td>
<td>0</td>
</tr>
<tr>
<td>Unfounded (No evidence found to support claim, but report was submitted in good faith)</td>
<td>0</td>
</tr>
<tr>
<td>False Report (Deliberate false information provided to harm, injure or bully another. Do NOT check if unfounded is checked.)</td>
<td>0</td>
</tr>
<tr>
<td>Incorrect School/Jurisdiction</td>
<td>0</td>
</tr>
</tbody>
</table>
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.
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.
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**.

![Tip Volume form](image)
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.**

<table>
<thead>
<tr>
<th>Day</th>
<th>In-House</th>
<th>PC Web Browser</th>
<th>Mobile Web Browser</th>
<th>Mobile App</th>
<th>Call Center</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monday</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Tuesday</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Wednesday</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Thursday</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Friday</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Saturday</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Totals</td>
<td>0</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hour</th>
<th>In-House</th>
<th>PC Web Browser</th>
<th>Mobile Web Browser</th>
<th>Mobile App</th>
<th>Call Center</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 AM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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

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. 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.
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.
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.
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.
Lifecycle of a Tip
What happens when I submit a Safe2Tell report?

1. Someone sees a safety concern and submits a report to Safe2Tell via phone, safe2tell.org, or the app.

2. A person who analyzes the reports for Safe2Tell may ask follow-up questions to learn more.

3. Once the information is collected, it is sent to the team in the school district where the report is from.

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

5. The local team that receives the report always includes school district employees and law enforcement, and can also include mental health professionals.

6. That team will decide the response to a Safe2Tell report, whether it's about someone who needs mental health support or who may pose a threat to their school community.

7. Teams then tell Safe2Tell what happened. Safe2Tell most often sees reports that mental health counseling was provided, someone checked on the person the report was about, or the student's parents were contacted about the issue.
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). Tips may only be discussed with designated P3 recipients of that tip.</td>
<td>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.</td>
</tr>
<tr>
<td>Share top data report categories at the building/district level.</td>
<td>Safe2Tell tips 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).

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.

Consider comparing data reports to previous school years for comparisons.

Safe2Tell produces a monthly and annual report.
- These reports include statewide aggregated data.
- All reports can be found on the Safe2Tell website.
Other P3 Information
## P3 Information

<table>
<thead>
<tr>
<th>Audit trails will be archived after one year.</th>
<th>Tip information is harder to access after it has been archived.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple types of data will display the same info.</td>
<td>Tip Allocation and Tip List will tell you the status of a tip (whether it's still open or closed).</td>
</tr>
<tr>
<td>You can have more than one window open to compare data reports.</td>
<td>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.</td>
</tr>
<tr>
<td>Some types of data reports must be done manually.</td>
<td>If you want to know the subcategories of Misuse tips.</td>
</tr>
</tbody>
</table>
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