

WebPMP Software & PMP Process Guidelines

Participant Guide
Version 3.3



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This guide is a work in progress; it changes as needed to reflect the software changes. Watch for updates to this participant guide as software updates are released.

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About This Training Course


This training course describes how to use WebPMP, a software tool written for and used exclusively by HIDTA participants. WebPMP is required to comply with the reporting requirements of the performance management process (PMP) implemented in the HIDTA program. (See *HIDTA Program Policy and Budget Guidance*, Section 10.)


This course does not fully explain the performance management process; our discussion is focused on the software program named WebPMP. Class participants should be familiar with the process and the definitions used during the process before attending this course. If terms and program requirements are unfamiliar to you, review the *PMP User Guide*, or contact your HIDTA Director.


How to Use This Guide


The following icons are used in this guide:

 Important: Don't miss this important fact.

 Note: Notice an unusual concept that you shouldn't miss.

 Warning: Be careful. You could make a mistake here.

 Best Practice: Follow this suggestion to save time, improve efficiency, or improve outcomes.

 Policy Document: Refer to the stated policy document for more information about this topic.

Agenda

The order of the topics varies from class to class, depending on the attendees of each class. Some classes, for example, may only cover the enforcement topics.

In a class composed of all types of initiative members, including PMP Coordinators and initiative users, the modules may be presented in the order shown below – to start with basic concepts and minimum variety, and end with more complex data.

WebPMP Software & PMP Process Guidelines	
Morning	Introductions
	Module 1: Performance Management at HIDTA
	Module 2: Using the Software
	Module 4: Intelligence Initiatives
	Module 5: Management Initiatives
Afternoon	Module 6: Support Initiatives
	Module 3: Enforcement Initiatives (lengthy topic)
Morning	Module 7: Reporting and Data Analysis
	Module 8: Administrative Tasks

Course Learning Outcomes

Upon completion of this course, participants will be able to:

- Describe how WebPMP is used for recording and reporting HIDTA data at various times during the program year
- Follow the guidelines for recording various data elements in WebPMP
- Log in to WebPMP, identify, and efficiently use key parts of its screens
- Complete information for a) budget preparation and b) actual performance data as the year progresses for all four types of initiatives:
 - Enforcement
 - Intelligence
 - Management
 - Support
- Display and print the initiative's Budget Proposal
- Display and print reports that summarize an initiative's core outputs
- Record detailed data about the DTOs and MLOs identified and cases worked by enforcement initiatives
- Display and export data from several areas of WebPMP such as DTO data, drug seizure data, and asset seizure data
- Perform administrative tasks for WebPMP such as maintaining user accounts, creating new initiatives, and adding drugs and prices to the drug list for your HIDTA

Module 1: Performance Management at HIDTA

Learning Outcomes

At the end of this module, participants will be able to:

- Describe the guiding principles for performance management at HIDTA
- Define key terms used in HIDTA's Performance Management Process (PMP) such as program year, expected outputs, core tables, and others
- Recall key dates for keying expected values, actual values, and revisions to both
- Recall 3 or more policies and guidelines that apply to all HIDTAs
- List 2 or more sources of official information about PMP policies

Certification Prep

What are the 3 guiding principles of PMP?

Certification Prep

What is each regional HIDTA's performance measured against?

Certification Prep

Who, besides the HIDTA, looks at the performance outputs and outcomes?

Background to PMP

The Performance Management Process (PMP) is recognized as a practical and effective method to measure performance of a law enforcement program. It was implemented in 2004, and in 2007 HIDTA's process it was recognized by OMB in the President's Budget:

"The HIDTA Program improved the way it measures success by implementing a system for tracking and analyzing performance data. Using this information, more drug trafficking organizations were dismantled for less money."


Guiding Principles

Simply stated, the process is based on three guiding principles:

- **Say what you do**
Before the program year begins, HIDTA participants record expected outputs (e.g., how many DTOs/MLOs will be dismantled, how many students will be trained, etc.) for the program year.
- **Do what you say**
During the program year, the HIDTA participants record their actual outputs (e.g., how many DTOs were dismantled, how many students were trained, etc.).
- **Show what you did**
After the program year, the HIDTA management can compare:
 - Actual vs. expected for the program year
 - Actual vs. average of the preceding 3 years


How the Data is Used

The Performance Management Process (PMP) allows each HIDTA to measure and evaluate its performance each year. The regional HIDTA's executive management and the ONDCP monitor the HIDTA's achievements against the HIDTA's expected performance. Also, ONDCP uses the data to demonstrate the effectiveness of the program as it reports to Congressional Appropriations committees.

-  Note: Notice the process itself is named PMP, and the software that collects data is called WebPMP.

Certification Prep

Where in the Program Policy is performance management process explained and guidelines provided?

-  Note: The HIDTA Program defines a program year as a 12-month period, beginning January 1 each year.

Certification Prep

What does a program year represent? When does it begin?

Outcome – the consequence or change resulting from an activity, i.e., what difference did it make? Outcome measures are based on the effect on a population, for example.

Recording Data

WebPMP is the software tool that collects the data required in the PMP process. This course teaches users how to operate the software, WebPMP, but because WebPMP is an integral part of the process, this guide also addresses many guidelines and definitions of the process. The software's data entry routines and data validation features help enforce many PMP rules and guidelines.



Program Policy: Refer to Section 10 of the *HIDTA Program Policy and Budget Guidance* for more information about the process.

Key Terms

The following terms are commonly used when discussing the performance management process.

Expected vs. actual

HIDTAs record performance targets in advance of each program year, and as the year progresses, HIDTAs record their actual achievements.

Program year

Discussions within PMP often shift from one program year to another, depending on whether the topic is about expected values or actual values.

Outcome vs. output

An *outcome* is the consequence or change resulting from an activity. For example, the dismantlement of a DTO/MLO results in a reduction in the unknown number of DTOs operating in an area. A seizure of drugs results in a reduction in the unknown quantity of drugs available in the area. A student trained increases the skill and knowledge of an investigator, and the degree to which the student's knowledge is applied and demonstrated is an outcome measure.

Output – a specific activity or service (without focus of the eventual outcome), i.e., what did we do? Output measures are simply counts of the activities, such as the number of DTOs disrupted or dismantled, quantity of drugs seized, etc.

Certification Prep

Do all HIDTAs track the same core measures?

Outcome measures are based on the actual effect of the initiative or HIDTA on a population, inventory, or condition; outcome measures are derived from the strategic goal of a program. For example, a reduction in the availability of cocaine in the District of Columbia or Washington/Baltimore HIDTA would be an outcome measure. A measurable increase in officer safety and student knowledge could be outcome measures for event deconflictions and training, respectively.

An output is a specific activity or service that an initiative conducts or produces. For example, a dismantled DTO, a seizure of drugs or assets, a student trained, a meth lab dismantled, a referral of case information, a toll analysis, and an event or case/subject deconfliction are all examples of outputs.

An output measure is a performance measure that is based on the expected number of specific activities or services that a HIDTA conducts or produces. For example, DTOs disrupted or dismantled, drugs and assets seized, and the number of students trained can all be used as output measures.

The HIDTA program's performance measures include both outcome and output measures, as well as efficiency measures. All HIDTAs track the same measures.

Core tables vs. threat-specific tables

All HIDTAs track the same core measures in WebPMP, and some performance measures are outcomes, while others are outputs and efficiency measures. WebPMP summarizes each HIDTA's performance data and creates a set of 11 performance measurement tables, referred to simply as the *core tables*.

HIDTAs may choose from an additional set of performance measurement tables, known as threat-specific tables, as appropriate for each regional threat.

Certification Prep

Performance expectations are keyed into WebPMP, and they appear in the IDBP documents. When are the performance expectations due to ONDCP?

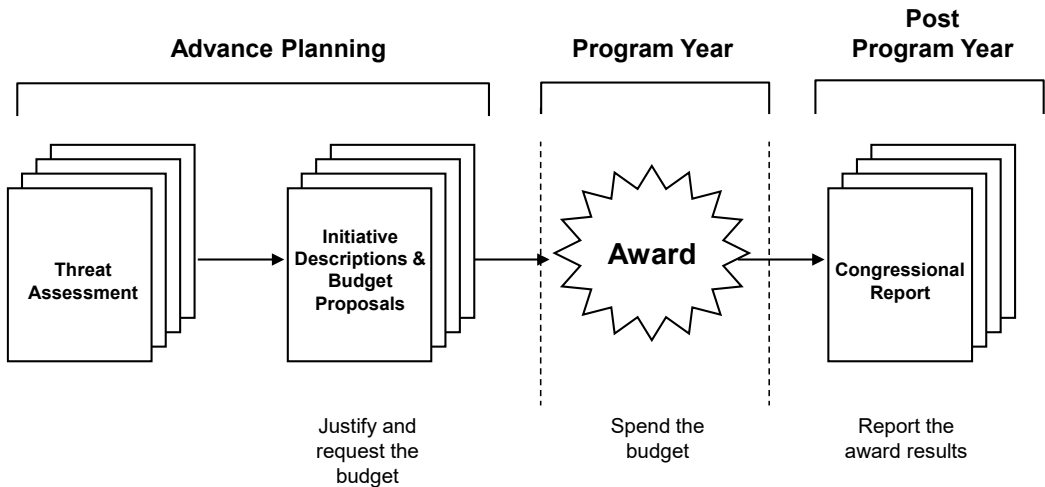
Certification Prep

What are the main documents of the budget package?

A Year in the Life of a HIDTA

The program year begins with advance planning that occurs about nine months before the program year begins. The HIDTA Director works closely with the HIDTA Executive Board and participating agencies to conduct the planning and to prepare the documents for submission to ONDCP by June 15th of each year.

The entire reporting cycle looks like this:

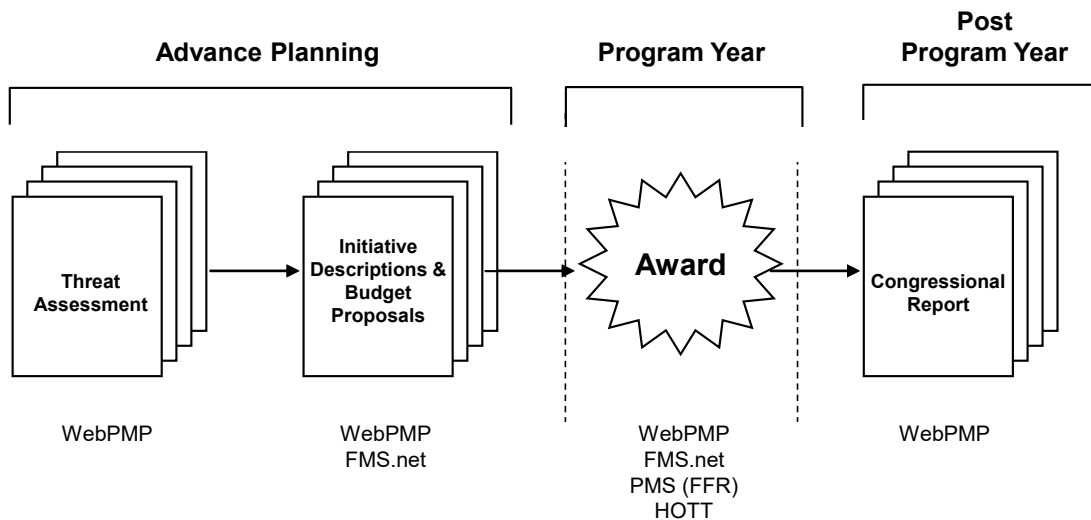


The entire set of data and program documents to request HIDTA funding and report the program year's results is called the *budget package*. These include:

- Threat Assessment
- Data within FMS.net:
 - Detailed budget data by account and sub-account
- Data within WebPMP:
 - Performance goals
 - Initiative descriptions and budget proposal (IDBP) document for each initiative
- Waiver requests and required certifications
- Other items as needed to describe and prepare for the upcoming program year

Due in advance of the program year:	
Threat Assessment	June 15
Initiative Descriptions and Budget Proposals	June 15
Due after the close of the program year:	
Verified and validated annual performance data in WebPMP	Feb 28

Let's look at how WebPMP and other HIDTA-specific software support the HIDTA program during a program year:



Before the Program Year

Threat Assessment

The Threat Assessment presents the findings of a robust analysis of the drug trafficking and related activities taking place in the HIDTA region. It describes the organizations engaging in manufacture, cultivation, importation, transportation, or distribution of illegal drugs; diversion of prescription drugs; and drug-related money laundering.



Program Policy: Refer to Section 6.2.6 of the *HIDTA Program Policy and Budget Guidance* for more information about the Threat Assessment.

The HIDTA Executive Board uses the Threat Assessment to develop its strategy to address the threat and to design initiatives to implement the strategy.



Program Policy: Refer to Section 2.3 and 2.4 of the *HIDTA Program Policy and Budget Guidance* for more information.

Certification Prep

What purpose does the Threat Assessment serve?

Certification Prep

What are the two HIDTA program goals?

❗ Important: All performance measures relate to one of the HIDTA goals.

Goal 1:

Disrupt the market for illegal drugs by dismantling or disrupting drug trafficking and/or money laundering organizations.

Goal 2:

Improve the efficiency and effectiveness of HIDTA initiatives.

Certification Prep

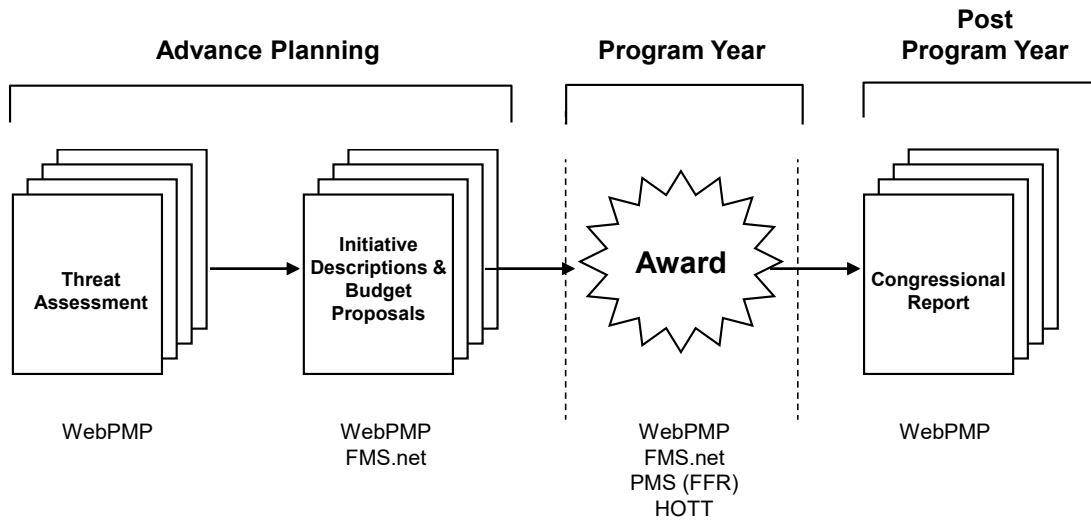
What is the Executive Board's role in the HIDTA?

There are many external data inputs to the analysis of drug trafficking and related activities within a HIDTA region, but below are the data tools internal to the HIDTA program.

WebPMP

HIDTA participants use WebPMP to record information about the drug trafficking organizations, money laundering organizations, and criminal operations they are investigating. They record the date the organizations are identified, the organizations' characteristics, and the details about the drugs they traffic such as the type of drugs, the source, and so forth.

HIDTA participants also record each initiative's performance targets (expected outputs), such as the number of DTOs to be dismantled or disrupted, cases provided analytical support, number of hours of training to be provided, etc., for the program year.



Initiative Description and Budget Proposal (IDBP)

The IDBP represents the HIDTA Executive Board's strategy and describes each proposed initiative in detail.



Program Policy: Refer to Section 3.2.1 of the *HIDTA Program Policy and Budget Guidance* for more information about the Initiative Descriptions and Budget Proposals (in WebPMP) and the detailed budget data (in FMS).



IDBP User Guide: Refer to *IDBP User Guide* for information about entering initiative profiles and submitting IDBPs to ONDCP.

WebPMP

For each initiative, HIDTA participants describe the initiative, including its mission statement, participating agencies, number of positions provided by each participating agency, expected outputs, and so forth.

HIDTA members print paper copies to submit to the HIDTA Executive Board for review and approval. WebPMP allows ONDCP to review the data online.

After local approval, IDBPs are submitted to ONDCP.

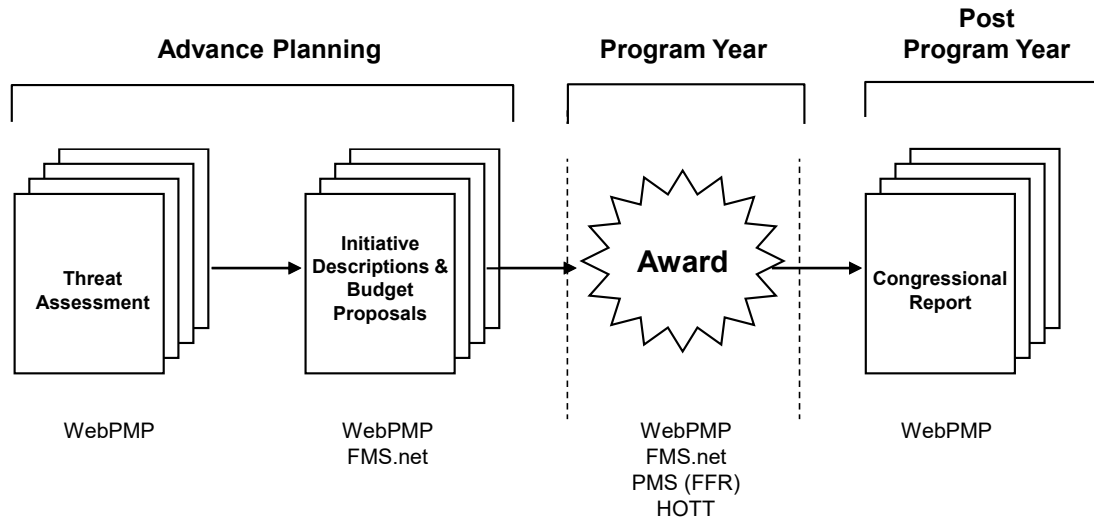
FMS.net

Financial managers record very detailed budget data in the Financial Management System (FMS.net) and provide the FMS Budget Report 4a-2 for uploading to WebPMP. Initiative names must be in FMS.net before you can enter initiative data in WebPMP.

Certification of Methamphetamine Laboratory Seizure Data

Before ONDCP awards HIDTA funds, each HIDTA must certify its participating law enforcement entities are providing methamphetamine laboratory seizure data to the national clandestine laboratory database/National Seizure System at EPIC.

This certification is confirmed within the Management Initiative profile.



During the Program Year

One or more awards fund the initiatives, and the task force members perform their work.

Best Practice:

Within the first 30 days of the new program year, initiative commanders should review the initiative's performance goals (recorded expected values) to ensure no significant changes occurred. Request adjustments (to the HIDTA Director) if expected values need adjustment.

WebPMP

During the program year, HIDTA participants record actual data (performance results) into WebPMP, at least quarterly.

FMS.net

Financial managers record expenditures, so they can keep a running total of the remaining budget balances. From a fiscal perspective, award recipients have two years to spend the awarded funds.

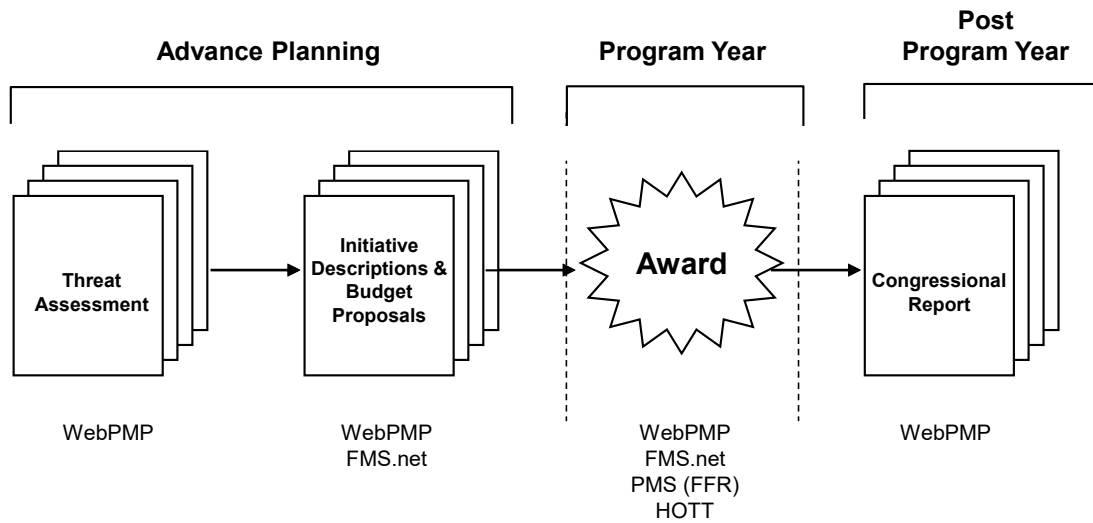
PMS

Fiscal officers at the fiduciary agencies use the Payment Management System (PMS) to request drawdowns from their awards and to file quarterly Federal Financial Reports (known as FFR).

HOTT

The HOTT System is a repository for detailed data on the training a HIDTA conducts. One month following the end of each calendar quarter, the National HIDTA Assistance Center (NHAC) pushes the cumulative training data for inclusion in Table 7 to the PMP. Each HIDTA's PMP Coordinator is responsible for ensuring the data recorded in Table 7 matches the training data recorded in the HOTT System.

Note: The data recorded in HOTT is more detailed than the summary data recorded in WebPMP. Reviewers can use the HOTT data to verify the data in WebPMP.



During the Program Year (continued)

Recorded expected values may be revised during the year, in special circumstances such as award of supplemental¹ funding or other significant changes that affect an initiative's performance. All changes must be approved by ONDCP.

Final Data

At the conclusion of the program year, each HIDTA Executive Board reviews the annual performance results of each initiative's progress implementing HIDTA's strategy, and documents how the HIDTA met the annual performance expectations for the program year. Significant variances, i.e., +/- 15% are explained within the management initiative.

WebPMP

ONDCP generates reports and tables from WebPMP for the final report.

i Important: Variances greater than 15% between the expected and actual performance values are explained within the management initiative.

Certification Prep

Where do HIDTAs explain significant variances (>15%) between actual performance levels and expected values?

¹ When Congress appropriates supplemental funding, ONDCP can allocate additional funds to HIDTAs at its discretion for programs or areas with the greatest need.

Key People for PMP

The following individuals and groups have key roles in the performance management process at HIDTA and the software's development and maintenance.

W/B Administrators

The WebPMP program is developed and maintained by a staff at Washington/Baltimore HIDTA. The program's design and modifications are directed by the PMP Committee, with policy direction and approval from ONDCP.

The team includes business analysts, developers, and IT support specialists as well as a program manager. The team reports to the HIDTA Director of Washington/Baltimore HIDTA and the Deputy Director, but actively engages the user community in decisions about program processes and preferred user interfaces.

PMP Committee

The PMP Committee is a steering committee for the performance process itself. (Recall the software supports the process.) The committee is comprised of HIDTA Directors who consider the balance of regional HIDTA's needs for efficiency as well as the HIDTA program's needs for reliable and timely data reporting for consistent annual measures of HIDTA performance.

The PMP Committee receives directives from ONDCP, advice and feedback from a third-party consulting group contracted by ONDCP to perform audits of HIDTA's performance data and process compliance, and input from the PMP Coordinators at each HIDTA (discussed below).

PMP Coordinators

Each HIDTA has a designated PMP Coordinator to serve as liaison between the PMP Committee and the HIDTA's users. The PMP Coordinator passes along current news of changes to the program, the process, and the reporting requirements to the regional HIDTA's user community, and also serves as a single point of contact for all user questions and local training needs.

Annual Meetings – an Open Forum

PMP Coordinators meet annually, usually a month before the annual meeting of the PMP Committee. The PMP Coordinators' Meeting is an open forum hosted by the W/B PMP Administrators to provide information about upcoming program changes and to solicit feedback and ideas for improvement to the software.

With the W/B PMP Administrators' prepared recommendations and current feedback from the PMP Coordinators, the PMP Committee considers recommendations and requests for improvements at its meeting that usually occurs a month following the PMP Coordinators' Meeting.

Many HIDTAs have more than one PMP Coordinator, choosing to designate 1 or 2 persons as backups for times of absence.

- ❶ Important: The *PMP User Guide* is the primary source for complying with the PMP process and data guidelines. PMP Coordinators, however, receive release bulletins during the program year – much more frequently than the user guide can be updated.

Software Users

Users at each local HIDTA are assigned to work with the data of one or more initiatives. Administrators can work with all initiatives' data and perform certain tasks to locally manage the HIDTA's data and its users.

PMP Coordinator

The PMP Coordinator has the greatest set of permissions for managing the local HIDTA's data. In addition to having full access to all initiatives' data, he or she also manages user accounts, sets the HIDTA's expected ROI, and sees the largest number of summary reports.

PMP Coordinators can unlock user accounts should locks occur, reset passwords, define new initiatives for the HIDTA, and more.

Initiative users

Initiative users key data for one or more initiatives. For each initiative a user accesses, the user is given specific permission to read/write/view reports of the initiative data.

Guidelines for All Initiatives

The *PMP User Guide* provides the full set of process rules and guidelines for all HIDTAs to follow. This course discusses process and guidelines in several locations in the guide.

Guidelines that apply to only 1 type of initiative appear in the introduction of the initiative's module. At the front of Module 3, for example, you'll find guidelines that apply only to enforcement initiatives.

Also, reminders of important rules and guidelines appear throughout a module as the initiative's screen data is discussed.

Process and guidelines that apply to all types of initiatives are provided below.

Accurate and Current Data

The data stored in WebPMP must be accurate and current. Program Policy requires that data be keyed at least quarterly, but many key seizures and other high volume data more frequently. The performance management process relies on every HIDTA following the same data rules and definitions so the overall program data is reliably presented to Congress.



Best Practice:

Ask your local PMP Coordinator about data details; he or she can advise you on any type of data correction needed.

Certification Prep

What events or conditions cause a HIDTA to re-negotiate and revise its performance expectations?

Revising Expected Values

Recall that the data recorded in WebPMP includes expectations for the HIDTA's accomplishments in the upcoming program year. But what if circumstances change after your HIDTA has submitted its expectations?

Sometimes, expected values need to change to meet and match other changes. For example:

- An initiative may experience a change in mission, focus, manpower, or funding, e.g., supplemental funding.
- ONDCP and HIDTA can discuss and agree that changes to the expectations are needed.

Certification Prep

What are the deadlines for revising performance expectations?

- Routine review and revision opportunity
- Revisions due to supplemental awards during the program year.

Deadlines

As the program year begins, initiative commanders should review the initiative's current year performance expectations and determine if changes are needed. By the end of January, the commander is prepared to discuss and propose revisions with the HIDTA Director who initiates negotiation with ONDCP.

March 31st

After careful review and consideration, proposed revisions to performance expectations are submitted by March 31st of the program year.

Revising Actual Data

Performance data of actual outputs and outcomes – data recorded during the program year – may also need revision. When checking and verifying data, you may discover data entry errors, misinterpretation of data inputs, or omission of data. How you correct the data depends on the type of data and what time of the year you discover it.

Deadline

In general, you can make revisions to a program year's actual performance data up to the last day in February of the following program year, but some HIDTAs impose earlier deadlines to their initiatives. The database will be locked to actual performance data on March 1st.

Certification Prep

What is the deadline for revising actual performance data?

•

Program Year Setup

Setup steps for each new year include copying forward, or pushing, a data table to the following program year. Closed or suspended cases, and dismantled DTO's are not pushed. This creates the "starter set" of HIDTA initiatives, agencies, positions, and so forth, but it must be done in sequential order. Remember this discussion is about data common to all initiative types. (Enforcement initiatives have additional steps discussed later.)

W/B Administrators

The W/B Administrators copy forward the following data to prepare for a new program year.

- List of all HIDTAs

PMP Coordinators

Local PMP Coordinators copy forward (or *push*) the following data using the Administration screens:

- Initiatives List, and after push, makes edits or deletes as needed and creates new initiatives if needed
- Drugs, LGAs, and destination areas
- Agencies

Initiative users

If given authority within WebPMP, initiative users can push (copy) the following initiative data to the next program year.

- Initiative profile and initiative positions (Profile tab)
- Other Outputs (if tab is available)
- Initiative level data are all pushed on a per initiative basis

i Important: The Push command copies data to the following program year, but it will not overwrite any data item that was created by a previous push.

Data copied forward

Below is a summary list of data pushed or copied forward during setup for each new program year.

Push of ...	Who performs ...	Affects
Initiatives List	PMP Coordinator	The HIDTA's list of initiatives and setup for each; this determines which data tabs the initiative's users see. Also sets up the HIDTA's drugs list, list of agencies; LGAs, and destination areas.
Initiative Profile	Initiative user*	The following program year's Profile information except initiative positions (pushed separately) and the budget amounts (which come from FMS).
Initiative Positions	Initiative user*	The Positions listed on the Profile screen, i.e., the list of Agency positions for the following program year.
Other Outputs	Initiative user*	The list of other outputs available to an initiative in the following program year. Non-law enforcement initiatives push other outputs from the current year to the next year. When new outputs are added to the current year, be sure to push these to the next year.

* Or, the PMP Coordinator.

Other Outputs

In addition to the standard performance data provided on the pre-formatted data screens, some types of initiatives have a set of approved other outputs for optional tracking of additional data of significant importance.

Tracking data offline

Any other outputs beyond the ones offered to enforcement and support (treatment and prevention) initiatives, must be tracked offline to WebPMP.

The Sidebar of WebPMP provides a link to an Excel file provided as a sample, but regional HDTAs can create their own file format as they wish. An example is provided on page C-29.

★ Best Practice: Collect and report only outputs you believe are significant and pertinent to the two HIDTA program goals.

Certification Prep

Who administers the surveys?

Who receives each of the 2 types of surveys?


From where do the questions come?



Best Practice:
HIDTA Directors and PMP Coordinators need to be familiar with the *PMP User Guide's* description of the administration of these surveys.



Best Practice:
Consider using the HIDTA Survey System for all of your HIDTA's survey needs. Intelligence initiatives, for example, can use the system to gather data about drug threats within the region.

 Important: Do not administer surveys by phone.

Survey Administration

Intelligence initiatives and support initiatives collect some performance data by surveying their “customers” using a standard WebPMP survey form. The required survey forms are available on the WebPMP login page, but respondents do not have to login to complete the survey.

HIDTAs can administer their own surveys or they can ask the NHAC to administer the surveys.

When NHAC administers

Initiatives must provide basic data to the NHAC for NHAC to conduct the survey.

Intelligence initiatives must provide the case numbers, services provided, and email addresses of survey recipients.

Support initiatives that provide training provide similar data, but usually training attendee data is already stored in the HOTT system at the time of student enrollment. (HOTT is the HIDTA Online Training Tracker program available to all HIDTA initiatives to register and track attendees.)

When HIDTA administers

HIDTA initiatives that administer their own surveys can use any survey software program, including the HIDTA Survey System, available at no cost through the NHAC.

HIDTA-administered surveys must ask the same survey questions provided on the WebPMP survey forms.


Survey data must be stored in WebPMP

Depending on the type and distribution method of the surveys, data must be keyed or ported to WebPMP.



Best Practice:

Watch for PMP news from your HIDTA's PMP Coordinator regarding changes. Review each new edition of the *PMP User Guide* to stay current.

 Note: ONDCP may announce changes to the Performance Management Process via memorandum or other means to HIDTA Directors and PMP Coordinators. These announcements always supersede the *PMP User Guide*, which is published less frequently.

Staying Current With PMP

After initial training in WebPMP software and the process guidelines, be sure to watch for changes. The process is regularly reviewed for efficiency and usefulness, and data rules and guidelines often change a bit for each program year.

Ask your PMP Coordinator

One key responsibility of your PMP Coordinator is to keep all users at your HIDTA informed on changes, issues, and best practices. It is critically important to the HIDTA program for the PMP data to be accurate, consistent, and complete. Watch for news, announcements, and changes your PMP Coordinator distributes as needed.

Bulletins by email

Another expedient source of change is the development bulletins distributed via email by the W/B PMP Administrators. These often announce new screens, new features, and planned software releases.

PMP User Guide

The official policy changes to the HIDTA Performance Management Process are stated in the current *PMP User Guide*, also distributed by the W/B PMP Administrators, on behalf of the PMP Committee that steers the process. The current *PMP User Guide* is always available for download on the Sidebar of the Home Page of WebPMP.

HIDTA Program Policy and Budget Guidance

The *HIDTA Program Policy and Budget Guidance* (known as the *Program Policy*) is published by the ONDCP to describe the overall program policy and guidelines – not only for the performance management process, but for all HIDTA operations and activities. Because it is published infrequently, it is often superseded by the *PMP User Guide* and interim email bulletins.

Key Points

- The Performance Management Process allows HIDTAs to demonstrate the accomplishments achieved for the federal funding received for a given program year. The process:
 - Sets expected values in advance of the program year
 - Records actual values during the program year
 - Provides consistent reports of summarized data with tables of data known as core outputs
- Learn and follow the guidelines for the data you record in WebPMP; auditors periodically verify the data you key.
- Budget packages are submitted to ONDCP by June 15th each year. There are corresponding deadlines for providing data for these submissions.
- All HIDTAs use the same measurements and define data exactly the same to provide consistency for the entire HIDTA program.
- Refer to the *PMP User Guide* for current guidance, and rely on your PMP Coordinator for recent updates to policies and software changes.



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 2: Using the Software

Learning Outcomes

At the end of this module, participants will be able to:

- Compare the setup tasks performed by the PMP Coordinator and the routine tasks performed by initiative users
- Describe 3 layers of PMP data used in WebPMP:
 - Master lists of data for HIDTA-wide use
 - HIDTA-selections of data from the master lists
 - Program year data inputs for an initiative
- Log in and out of WebPMP; maintain your user account; and identify key parts of the screen
- Describe how to complete a data form to ensure the data is saved in the PMP database
- Describe why and how users ‘push’ data

Dividing the Work

Under the guidance of ONDCP, the Washington/Baltimore HIDTA developed WebPMP to record and report each HIDTA's performance data. Let's look at the tasks you might perform using WebPMP.

List of Tasks

Administrators set up the HIDTA's initial data in WebPMP, but others typically key the ongoing data after initial setup. Knowing what was involved in setting up your HIDTA's data allows you to see that, should changes occur or mistakes be discovered in the setup data, administrators for your region can correct the data. Here is a comparison of what tasks are initially setup versus what tasks are ongoing from one program year to the next.

i Important: Report specific location of seizure. DO NOT enter source area or assumed destination.

Setup Tasks

Define and setup initiatives

Setup users and assign permissions

Select US counties designated in the HIDTA region and add other destinations where the HIDTA makes drug seizures.

Select drugs of concern to your HIDTA

Routine Tasks

Copy initiatives from one program year to the next. Copy other details such as initiative: profile, positions, other outputs (if used); DTO List.

Update the initiative description, e.g., mission, agency positions, expected outputs.

Record actual results quarterly (cases, DTOs dismantled, etc.)

Let's divide the task list according to who performs the tasks.

<u>PMP Coordinator</u>	<u>Initiative Users</u>
Budget Preparation	
Create the current list of initiatives and drug list.	Edit to describe the initiative
Edit the list of counties, destination areas, etc., as needed	Record expected outputs
Update the regional HIDTA's expected ROI	Print initiative's budget proposal
As the Year Progresses	
Maintain user permissions, etc.	Key actual performance data
Review performance tables	

The previous two lists help you see who does what at your HIDTA, for what purpose.

Two Models for Keying Data

Here are two models of how HDTAs divide the work of keying data into WebPMP, but other scenarios are also possible.

A Few Users Key Data for All Initiatives

Some HDTAs have one or two WebPMP users viewing and keying all data in the database – for all initiatives.

The advantage of this approach is that training one or two users is much easier than training many users. The disadvantage of course is that all of the work is handled by only one or two people.

How the HIDTA might set up its users:

(3) initiative users with permission to multiple initiatives

One Individual Manages Each Initiative's Data

Some HIDTAs have one PMP Coordinator who oversees all data, trains others, and supports all WebPMP users. Each initiative commander keys his or her own initiative's data, but some initiatives share an administrative assistant who keys data for 3 initiatives.

The advantage of this approach is that the commander has first-hand knowledge of the initiative's activities, so questions can be quickly answered. The disadvantage is that the PMP Coordinator has many users to train, support, and to keep up to date on software and process changes.

How the HIDTA might set up the users:

(14) single initiative users

(1) multiple initiative user

⚡ Warning: Consider the time required to support 15+ users; consider the challenge of ensuring accuracy and consistency when many users are keying in data.

Same Screen, Different Uses

You use initiative data screens for distinctly different purposes at different times during the year.

Budget preparation – in advance of the year

During the budget preparation period, users describe the initiative and record what the initiative **expects** to accomplish.

As the year progresses – during the year

As the year progresses, users record the initiatives' **actual** accomplishments, at least quarterly.

How the initiative is setup determines what tabs appear when working with the initiative's data. Not all enforcement initiatives have the same tabs; not all support initiatives have the same tabs; and so forth.



Best Practice:

Make a habit of checking the Sidebar's program year each time you see a new screen.

Different Screens, Same Initiative Type

How the PMP Coordinator sets up, or defines, each initiative determines what tabs initiative users see and use for recording the initiative's data. This eliminates tabs (and screens) you don't need, but all initiatives have the Profile tab.

If you discover a needed tab is missing, contact your PMP Coordinator.

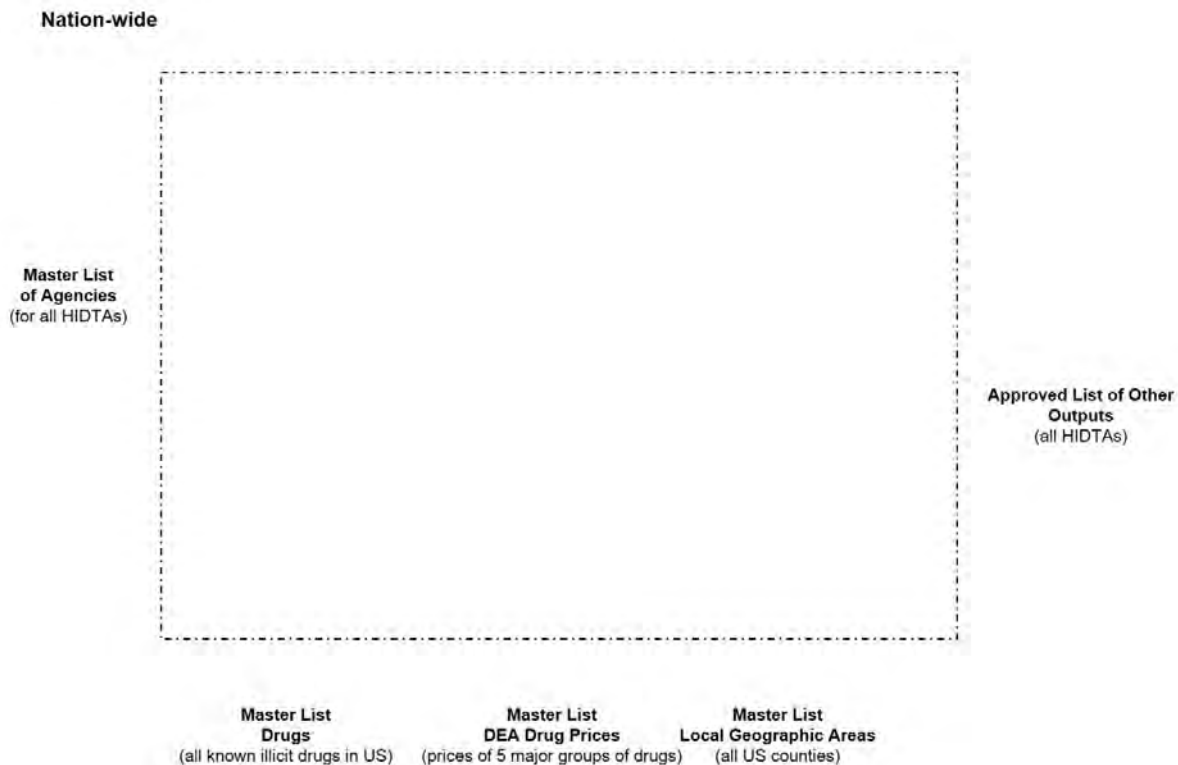
Data in WebPMP

In addition to the data you key, let's look at some important data that WebPMP requires; some is maintained by your local PMP Coordinator and the W/B PMP Administrators.

Let's examine WebPMP's data in three layers from the perspective of enforcement initiatives, which make a good example.

Layers of Data

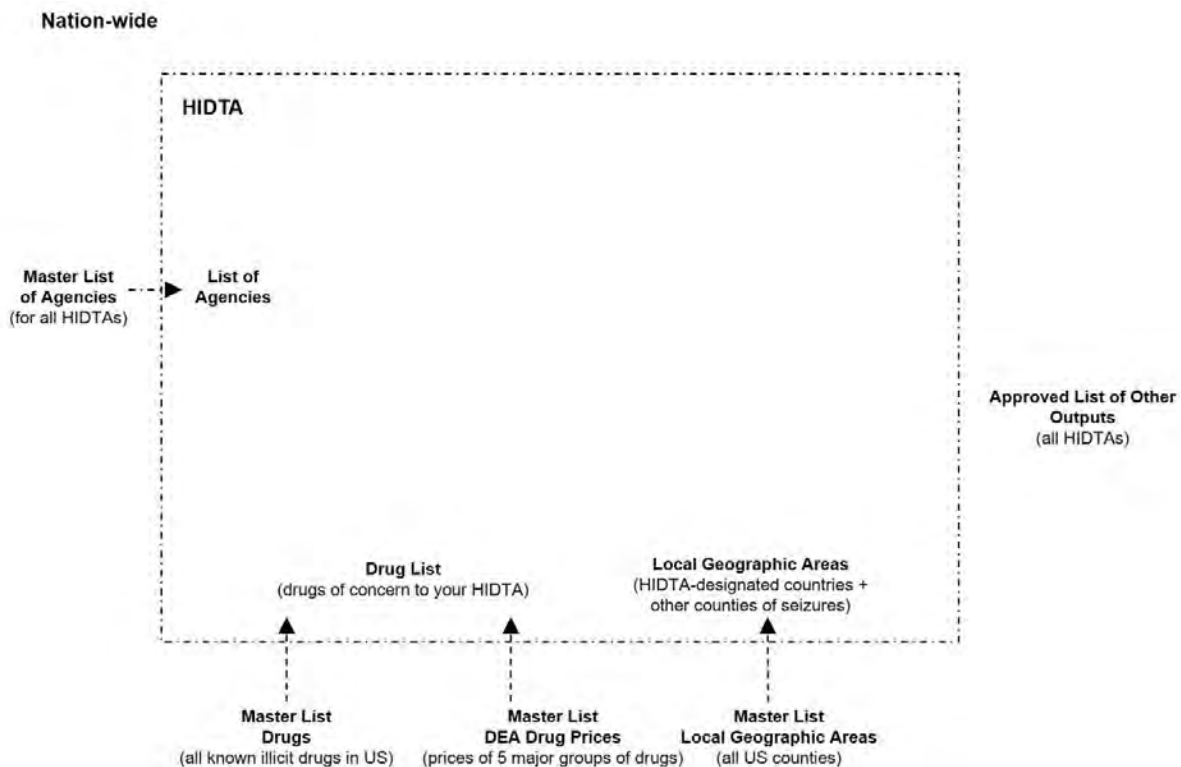
The WebPMP developers at W/B HIDTA maintain master lists of common data used by all HDTAs. Using master lists reduces the variety in the way different users may key the same agency names, county names, drug names, and such.



The *local geographic area* (LGA) for a HIDTA is the set of counties, cities, and countries where its seizures have occurred.

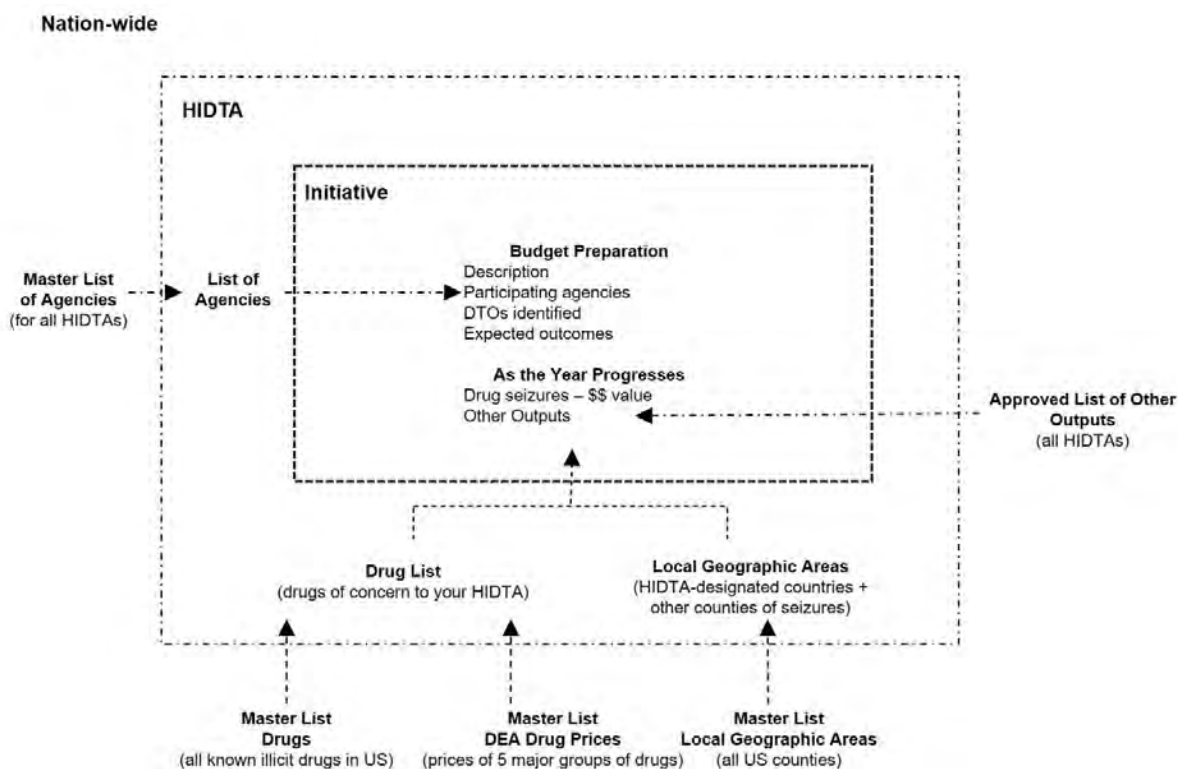
HIDTAs select their participating agencies, targeted drugs, and LGAs for its seizures from the master lists.

Drug prices originate from a master drug price list (discussed more fully in the enforcement module), but local HIDTAs can also – under certain circumstances – key prices to reflect the local prices.




Annually, during budget preparation each year, your HIDTA lists for each initiative the positions filled by its participating agencies. Every initiative draws names from the master list of agencies, and the year's selection may change from year to year.

As the year progresses, WebPMP stores performance data and performs calculations that demonstrate the HIDTA's achievements. One such calculation is the value of each drug seizure using the seizure's location and prevailing drug prices.




Uniformity provided by master lists allow ONDCP to roll-up and aggregate the HIDTA Program's performance data in presentations to Congress.

As you can see from this progressive illustration, WebPMP stores and uses national data to provide uniformity in reporting, yet each HIDTA's local data is customized for its needs.

 Note: Even though WebPMP uses data from Case Explorer, some terms vary between the 2 programs.

WebPMP uses the terms *push* and *pull*. The **Push** button copies data forward, and the **Pull** CE data button collects data from Case Explorer.

In Case Explorer, similar buttons appear as **Send** and **Unsend** to share or retract data from WebPMP.

 Note: When referring to importing and exporting without specifying the direction of the data flow, we say the data is “ported” to the other program.

ORS Data in WebPMP

WebPMP also allows HIDTAs to record state level ORS (Opioid Response Strategy) data. Because ORS data is recorded for each individual state, the data is arranged differently and stored separately from PMP outcomes data.

Refer to page C-13 for more information about keying ORS data if you are responsible for entering that data.

Case Explorer Data Shared with WebPMP

For HIDTAs that use Case Explorer as their case management tool, WebPMP can import some of the required performance data from Case Explorer, thus saving data entry time.

Case Explorer data is either *pushed* or *pulled* to WebPMP by either an individual user or in some cases, by an automatic feature of WebPMP.

Individual users

Case Explorer users can “send” asset and drug seizure and DTO/MLO data to WebPMP. Conversely, WebPMP users can “pull” seizure and arrest data from Case Explorer. It doesn’t matter which user takes the action; the end result is the same: The original data resides in Case Explorer’s database and only a copy is stored in WebPMP.

When sharing data between Case Explorer and WebPMP, there is no need for users to worry about duplicating data. The original data remains within the program where it was created, and only a copy is sent to the external program, overwriting the data that may already reside there.

IG

FYI: As of May, 2022, there is no screen indicator for users to see which seizures come from CE. However, when exporting seizures from WebPMP, the export report screen shows choices to see some data fields from CE – only if CE is connected to WebPMP for your HIDTA. (The WebPMP Training Environment is not connected to Case Explorer.)

- ❶ Important: Initiatives must choose only one source for this data: either manually key it into the data screens, or import it from Case Explorer.

- ❶ Important: Data residing in Case Explorer can only be edited and deleted using Case Explorer. In WebPMP, the Case Explorer data is read only.

Automatic import by WebPMP

Some data stored in Case Explorer can be setup to be automatically imported without initiative user action. For example, WebPMP can automatically import the count of cases, subjects, and event deconflictions recorded in Case Explorer. If desired, the enforcement and intelligence initiative users can click **Pull CE Data** on the Activities and Services screens to get a fresh import of the CE data.

For a complete list of all data imported into WebPMP from Case Explorer, see page C-30.

Help Desk creates the link for data sharing

Before data can be shared between Case Explorer and WebPMP, the Washington/Baltimore support staff must first create linkages between the two programs. The Help Desk can explain how to “switch over” from manually keying certain data in WebPMP to importing data from Case Explorer. The Help Desk staff will explain, for example, that the HIDTA must select a point in time to begin the new process. At the beginning of a new program year is the easiest cross-over point, but the Help Desk can assist in data conversions mid-program year as well.

Imported data cannot be edited in WebPMP

The data that originates in Case Explorer can only be edited and deleted within Case Explorer. Therefore, you will find some data fields in WebPMP are display only, i.e., they cannot be edited.

All edits must continue within Case Explorer and the Case Explorer user “re-sends” updated information to WebPMP at least quarterly, so dismantlements and disruptions can be counted.

Log In and Out

There are two steps to logging in to WebPMP, because there are two separate programs to launch. (The first step is to gain access to the secure site using SSL, HIDTA.net, or other method. The SSL method is described below.) The security connection you use depends on your HIDTA and the other HIDTA data you access.

Part 1: Sign In for secure access

1. Open your Web browser, and go to the URL <https://secure.hidta.org>.
2. Login with your credentials. The HIDTA Secure Access screen displays a custom menu of the programs for which you are authorized to use.



Part 2: Log in to WebPMP

After passing through a secure access path, you are ready to log in to WebPMP.


Your PMP Coordinator guides you through the initial login process, which includes registration and account setup.

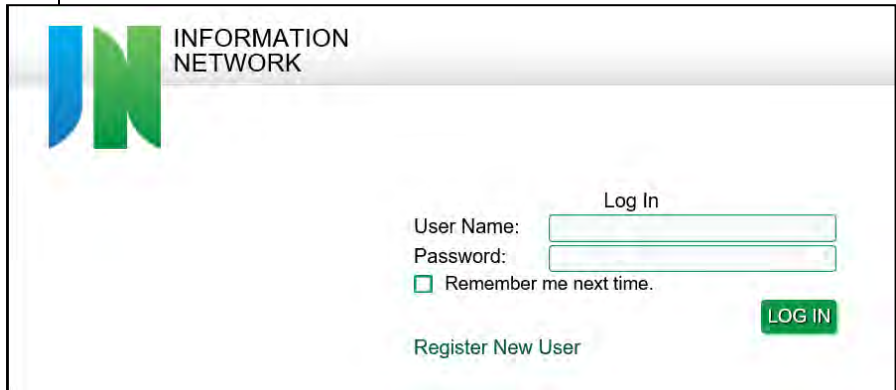
Need to Setup an Account?

1. At the login screen, click [Register New User](#).
2. Complete the user profile screen with your name, contact information, etc. and click **Create User**.
3. Contact your local PMP Coordinator and request he or she complete your registration, i.e., assign your permissions to work with initiative data, create reports, etc.

1. Choose PMP.
2. Enter your user name and password, and click **Login**.

WebPMP launches and displays your Dashboard on the Home Page; it shows only the initiatives and tasks for which you have permission to work.

-  **Note:** The Dashboard varies according to the type of account and permissions assigned to your account. If you are a new user but don't have an account, click [Register New User](#) on the login screen.

The image shows a web browser window displaying the WebPMP login interface. At the top left is the 'IN INFORMATION NETWORK' logo, with a blue 'I' and a green 'N'. The main area contains a 'Log In' section with two input fields: 'User Name:' and 'Password:'. Below these fields is a checkbox labeled 'Remember me next time.' To the right of the checkbox is a green 'LOG IN' button. At the bottom left of the login section is a link that says 'Register New User'.

Logging Out

From almost every screen, you can click [Logout](#) at the top right of the screen to log out.

During training, we refer to the opening screen as the *Home Page*, which contains the *Dashboard*.

Opening Screen

The first screen you see in WebPMP depends on what type of user you are. PMP Coordinators see a complete list of all initiatives with a sidebar of summary data for the HIDTA. Initiative users see only data for the initiatives they have permission to access, and the Sidebar has different information.

PMP Coordinator's Home Page

Performance Management Process

Viewing Year: 2022

Return on Investment

ROI	3-YR	EXPECTED
DRUGS	\$136.67	\$450,000.00
ASSETS	\$0.64	\$20,000.00
TOTAL	\$137.31	\$470,000.00

[EDIT EXPECTED VALUES](#)

Budget

ENFORCEMENT	\$22,000,000.00
SUPPORT	\$8,000,000.00
TREATMENT	\$0.00
PREVENTION	\$0.00
TRAINING	\$0.00
INTELLIGENCE	\$16,250,000.00
MANAGEMENT	\$5,750,000.00
TOTAL	\$52,000,000.00

[Show Initiative Budget Numbers](#)

Participating Law Enforcement Agencies

Number of Agencies	8
--------------------	---

Coordination

Agencies using Event Deconfliction	18
Agencies using Target/Investigative Data	10

Reports

Select HIDTA: Canadian Border

Select Initiative: All Initiatives

Core Tables

- Table 1 - DTOs/MLOs as Expected
- Table 2 - DTOs/MLOs Open
- Table 3 - Investigative Activity
- Table 4 - Quantity and Value of Drugs Removed
- Table 5 - Return On Investment
- Table 6 - Clan Meth Labs Dismantled
- Table 7 - Training Assessment
- Table 8 - Deconflictions Processed
- Table 9 - Analytical Support
- Table 10 - Case Agent Satisfaction
- Table 11 - Intelligence Reporting
- Table 12 - Review of Intel Products

Threat Specific Tables

- MLOs as Percent of Expected
- MLOs as Percent of All
- Prosecution Table
- Other Outputs Table
- Fugitive Table
- Criminal Operations
- Clan Lab Activities
- Other Clan Labs Dismantled
- Other Law Enforcement Outputs

Initiatives

- Law Enforcement
- Intelligence
- Support
- Management

Initiative user's Home Page

Performance Management Process

Viewing Year: 2022

Reports

Select Initiative: 26 Enforcement

Core Tables

- Table 1 - DTOs/MLOs as Expected
- Table 2 - DTOs/MLOs Open
- Table 3 - Investigative Activity
- Table 4 - Quantity and Value of Drugs Removed
- Table 5 - Return On Investment
- Table 6 - Clan Meth Labs Dismantled
- Table 7 - Training Assessment
- Table 8 - Deconflictions Processed
- Table 9 - Analytical Support
- Table 10 - Case Agent Satisfaction
- Table 11 - Intelligence Reporting
- Table 12 - Review of Intel Products

Threat Specific Tables

- MLOs as Percent of Expected
- MLOs as Percent of All
- Prosecution Table
- Other Outputs Table
- Fugitive Table
- Criminal Operations
- Clan Lab Activities
- Other Clan Labs Dismantled
- Other Law Enforcement Outputs

Initiatives

- Law Enforcement
- Intelligence
- Support
- Management

Need Help?

Help Desk
Mon - Fri, 8:30AM - 4:30PM EST
Phone: 301.489.1744
Email: pmp@webhidta.org

Documents

- ◆ Policy documents and training tools are available for download. Notice the PMP Coordinator's screen provides access to all initiatives at the HIDTA.

Parts of the Screen

As you use WebPMP, you will notice common parts to many of the screens. Here are the common parts that can help you work with the program.

Home Page

The Home Page displays the Dashboard, a customized collection of tools and data for each user.

The screenshot shows the WebPMP Home Page interface. The top navigation bar includes the 'INFORMATION NETWORK' logo and user links: 'Welcome cb | HIDTA: Canadian Border | Logout', 'Manage User Account', and 'Administration'. The main heading is 'Performance Management Process'. The left sidebar, highlighted by a dashed line and labeled 'Sidebar; as seen by PMP Coordinators', contains sections for 'Return on Investment', 'Budget', 'Participating Law Enforcement Agencies', 'Coordination', and 'Documents'. The main content area is divided into 'Reports' (with filters for 'Select HIDTA' and 'Select Initiative'), 'Core Tables' (listing 12 tables), 'Threat Specific Tables' (listing 8 tables), and 'Initiatives' (listing Law Enforcement, Intelligence, Support, and Management). Annotations on the right side of the screenshot identify the top navigation bar as 'Administrative tools', the 'Reports' section as 'Reports', and the 'Initiatives' section as 'Data panels contain detailed data'. A callout box points to the bottom of the sidebar, stating 'Portion of Sidebar omitted'.

Administrative tools

Reports

Data panels contain detailed data

Sidebar; as seen by PMP Coordinators

Portion of Sidebar omitted

Here are some additional tools and screen parts, shown from the perspective of an initiative user.

Click the logo to return to the Dashboard

Sidebar; contents for initiative users

Reports, grouped by tabs

Arrows expand or collapse to show data in the panel

Click the initiative name to open its data screens

Initiative Data Screens

Once you have the initiative's data open, the data is arranged by tabs which display each data screen. The initiative tabs you see may vary depending on how your PMP Coordinator setup the initiative. For our discussion about common parts of the screen, let's look at an enforcement initiative as our example.

The screenshot shows the 'Initiative: 26 Enforcement' screen. At the top, a row of tabs is visible, with 'Profile' selected (callout A). Below the tabs, a sub-row shows 'Profile/Positions' selected. A 'Year' dropdown is set to '2023' (callout B). To the right of the year is a '>>' button (callout C). Below this is a 'Select a different Initiative:' dropdown set to '26 Enforcement'. The main section is titled 'Initiative Profile' and includes a 'PUSH PROFILE' button. Under 'Lead Agencies', there is a dropdown menu (callout D) currently showing 'Allsville County Sheriff's Office' (callout E) and an 'ADD AGENCY' button. Below this is the 'Co-Location Site' section with 'City' set to 'Glenwood' and 'State' set to 'WI'. To the right is the 'Budget' section with 'UPDATE FROM FMS' button, showing 'Requested: \$880,000.00', 'Approved: \$0.00', 'DHE: \$0.00', and 'Supplemental: \$0.00'. At the bottom is the 'FMS 4A Budget Document' section with a 'VIEW/DOWNLOAD' button and a delete icon.

- A** Click a tab to display the screen. Some screens have a second row of subtabs.
- B** Start each screen by setting the program year.
- C** Click >> to view additional data or make further choices.
- D** Click to display the drop-down list of choices.
- E** Click to remove an entry from the screen; the deletion isn't permanent until you click **Save**.

Data panel – a collapsible area that contains a data list or grid.

Grid – an arrangement of data for viewing many items in an orderly manner; displayed as a table.

Form – a fill-in-the-blank area of the screen used for keying a single item's many data fields. Remember to save each item when complete.

Data Entry Forms

WebPMP displays collections of data items on the screen in lists and grids or tables, but such dense arrangements are not useful for keying new items.

Forms assist with keying new items, and they appear only when you request to use them. Some screens provide a data entry form to key multiple items at once. Each time you complete a data entry form, you must save the form's data.

Data entry form

Saving the form's data

Sometimes you only have a single item to add, and you wish to close the form after use. Other times, you need to add several items, and after completing the form, you want the form to remain open for the next entry.

WebPMP provides several versions of save buttons to handle saving a form's data (to include the next step after the save is complete).

- Save and Clear
- Save and Add
- Save and Close

Working with Grids

Grids are tables within a screen that display the detailed entries made to the screen. Rather than display a long list of items in the table, the screen provides buttons to hide or reveal a table of detailed entries.

View Grid – Reveals the table of entries

Hide Grid – Hides the table

The screenshot shows a software interface with a 'Grids' section. It contains several buttons: 'ADD A DRUG', 'VIEW GRID', 'ASSOCIATE A DRUG SEIZURE', 'VIEW GRID', 'ASSOCIATE AN ASSET SEIZURE', 'VIEW GRID', and 'ASSOCIATE A DRUG SEIZURE', 'HIDE GRID'. A dashed box highlights the 'Drug Seizures' section, and an arrow points to the 'VIEW GRID' button.

Edit and Delete Rows

Most grids allow you to edit and delete individual rows.

EDIT	Production	Fentanyl	0	1	0	0	0	1	
EDIT	Production	OxyContin	0	1	0	0	0	1	

Click **Edit** to edit a row.

Click to delete a row.

Keying Data

Begin and End Each Screen the Same

Although screens differ throughout WebPMP, you begin and end your work on each screen the same way:

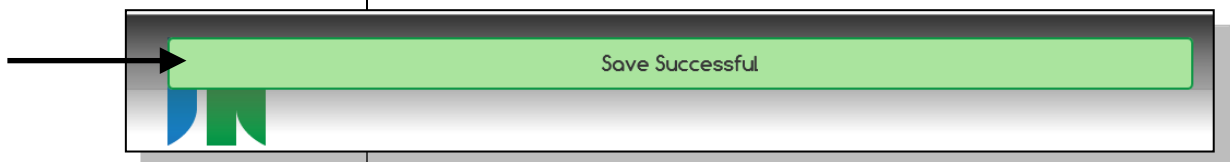
- Begin by setting the program year, if needed.
- End by saving the screen's data.

WebPMP does not prompt you to save your work, if you forget. Therefore, the best safety measure is to develop a habit of beginning and ending your work on each screen the same way.

⚡ **Warning** WebPMP does not prompt you to save your work. Develop a habit of saving your work before leaving each data screen.

Confirmation of Successful Save

After you save your work, WebPMP displays a confirmation message at the top of the window. The confirmation appears only a few seconds before it disappears.



Returning to Previous Screen

If a screen does not provide a link or path to return to the previous page, use your browser program's **Back** button.

You can also click the Information Network logo at the top left of any screen to return to the Home Page.

★ **Best Practice:**
Click the IN logo at the top of any screen to return to the Home Page.

❗ Important: Add and save data in the required order:

1. Click **Add** to add data to a data entry form or other area of the screen.
2. Click **Save and Close**, **Save and Add**, or a similar save button to complete and save the data entry form.
3. Click **Save** (not shown here) to complete the entire screen and send its data to the database.

Add Before Save

Some areas of the screen allow you to make more than one data choice. In these instances, you must click **Add** for each of your choices, so the save buttons will include your data choices.

Sometimes you are using a data entry form, and sometimes you add data to the screen itself.

In the screen below, you must click all three **Add** buttons to add the data to the form, before you save the form's data. If the fields are required, missing data causes an error message.

The screenshot shows the 'Add/Edit A Drug' form. It has four main sections, each with a dropdown menu and an 'ADD' button:

- *Select A Drug:** Dropdown menu showing 'Heroin'.
- *Source Area:** Dropdown menu showing 'Amsterdam'.
- *Local Geographic Area:** Dropdown menu showing 'Lake, Ohio'.
- Destination Area:** Dropdown menu showing 'DuPage'.

At the bottom right, there are three buttons: 'SAVE AND ADD', 'SAVE AND CLOSE', and 'CANCEL'.

After you click **Add**, WebPMP adds your selected data to the form, as shown below, or sometimes WebPMP adds your entry to a table grid, when multiple entries are collected.

This screenshot shows the same 'Add/Edit A Drug' form, but now each dropdown menu has its selected value displayed next to it, and each 'ADD' button is highlighted in green. Arrows point to the 'Selected' text and the 'ADD' buttons:

- *Select A Drug:** Selected Heroin
- *Source Area:** Selected Amsterdam
- *Local Geographic Area:** Selected Lake, Ohio
- Destination Area:** Selected DuPage

The 'SAVE AND ADD', 'SAVE AND CLOSE', and 'CANCEL' buttons are still at the bottom right.

When you save the form, all of the form's contents are saved in the database.

Pre-filled Expected Values

On screens with expected values, WebPMP initially provides an estimate of expected values by computing and displaying the field's 3-year average of actual data.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs **Activities** Prosecution Fugitive Other Outputs DHE

Core Table 8 Core Table 9

Year: 2021 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Low Enforcement Activities

New HIDTA Cases

		Actual					
	2017 - 2019 Avg	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	
HIDTA Initiative Cases Opened	13	0	0	0	0	0	

Case Support

		Actual					
	2017 - 2019 Avg	Expected	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Cases Provided Analytical Support	39	59	0	0	0	0	0

You can accept the computed expected values (displayed in red font) or key different values, but you must click **Save** to permanently record expected values. Once values are saved, the font color changes to black.

Document Uploads

Every initiative must upload these documents once approved by the HIDTA's Executive Board:

- Budget (one of the following)
 - FMS Budget Report 4a-2
 - PMP Budget Form 1 from PMP
- Policy waiver request(s)

Budget document

The HIDTA's Financial Manager can provide this report once the Executive Board has approved the initiative's budget.

Budget	UPDATE FROM FMS
Requested: \$880,000.00	Approved: \$0.00
DHE: \$0.00	Supplemental: \$0.00
FMS 4A Budget Document	UPLOAD FILE

Requests for policy waivers

Requests to ONDCP for policy waivers, in some instances, require documents to be submitted, by i.e., uploaded files.

⚡ **Warning:** You cannot undo the copy action, but you can delete the pushed data from the following year's screens.



Best Practice:
Watch for cues about how much data is being pushed.

Push to Copy Data Forward

Because HIDTA initiatives usually continue from one program year to the next, lots of descriptive information can be copied to the next program year. The copy function is triggered by **Push** buttons.

All entries or just 1 row of data

At several places in WebPMP, you can push an entire table of entries at once with a **Push All** button, e.g., the agency positions in the Profile screen.

Deleting after the push

Deleting individual rows from a table is useful when you need to copy most of a large table, but not all of the table rows. After you push the entire table, you can delete the unneeded rows from the new table.

Positions table

Initiative Positions ADD POSITION

A PUSH POSITIONS

Sort By: Number of Positions Displayed: 10

☒ Position
 ☐ Quantity
 ☐ Agency
 ☐ HIDTA Funded
 ☐ Co-Located
 ☐ Fulltime

	Position	Quantity	Details	Notes	
EDIT PUSH	Administrative Assistant	1	Agency: Thunder Bay Police Department HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes	Tracks and keys PMP data entry. Also supports Prosecutor in research and court processes.	✕
EDIT PUSH	Agent	1	Agency: DEA HIDTA Funded: No Co-Located: Yes Fulltime: Yes	Shared with MFTF and RIDTF.	✕
EDIT PUSH	Criminal analyst	1	Agency: Michigan State Police HIDTA Funded: Yes Co-Located: Yes Fulltime: No	Shared position, also supports RIDTF.	✕
EDIT PUSH	Deputy	2	Agency: Altsville County Sheriff's Office HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes		✕
EDIT PUSH	Intelligence Analyst	1	Agency: Altsville County Sheriff's Office HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes	Position is assigned full-time to this initiative, but performs ad hoc support to other enforcement initiatives when workload permits.	✕

B **C**

- A** Copies entire table.
- B** Copies 1 entry only, the current row.
- C** Deletes the current row.

Managing Your Profile and Password

Each user must maintain his or her account, including the password.

Steps

1. At the top right of the Home Page, click [Manage User Account](#).

To change profile information

2. Update your user profile information, if needed.

To change password

3. Click the link to [click here to change your password](#).

The image shows two overlapping screenshots of the 'PERFORMANCE MANAGEMENT PROCESS' web application. The background screenshot is the 'User Profile: charp' page. It features a header with the IN logo and navigation links: 'Welcome Candice | HIDTA: Canadian Border | Logout | Manage User Account | Administration'. The profile information includes fields for First Name (Charlie), Last Name (Harper), Phone (6782324299), Agency (NHAC), Supervisor (Victor W), Other Number, Fax Number, Email (charp@), and Time Zone (Select). A green 'SUBMIT' button is at the bottom left. A link 'Click here to change your password...' is circled in the top right. The foreground screenshot is a 'Change Your Password' modal. It has the same header and contains three input fields for 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are two buttons: 'CHANGE PASSWORD' and 'CANCEL'.

4. Type the old and new password of your choice, twice.
5. Click **Change Password**, then click **Continue**.
6. On the User Profile screen, click the IN logo to return to the Home Page.

Key Points

- PMP Coordinators primarily setup data to begin each program year, manage user accounts, and provide local support to initiative users.
- Initiative users key performance data for one or more initiatives before and during the program year.
- WebPMP uses 3 layers of data:
 - Master lists of data provide uniformity in aggregate reporting, e.g., agency names
 - HIDTA-selected data limits the data to what's needed at the HIDTA, e.g., initiatives' participating agencies
 - Program year data records expected and actual values
- Using WebPMP requires logging in to 2 systems: one for secure access to the HIDTA server, and WebPMP which accesses the performance data.
- Because some data is used in consecutive years, WebPMP allows you to push data, or copy data, to the following program year – to avoid rekeying it.
- *Data panels* expand and collapse details; *grids* display data in a table arrangement often with rows that include action buttons.
- To ensure your data is saved, make a habit to:
 - Begin and end each screen the same way: select the program year, and save your work to conclude
 - Complete screens from top to bottom
 - Click **Add** to build a list of entries
 - Click **Save** to save data entry forms and completed screens



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 3: Enforcement Initiatives

Learning Outcomes

At the end of this module, participants will be able to:

- Complete the PMP data required for budget preparation and for actual performance of an enforcement initiative
- Display and print the Initiative Description and Budget Proposal
- Recall 3 or more criteria for classifying a DTO and MLO for PMP purposes
- Use the DTO List to filter, locate, open, add, and edit DTOs, MLOs, and COs
- Record detailed data about DTOs, MLOs, and criminal operations the initiative is investigating
- Create a Summary DTO Report of selected organizations listed on the DTO List
- Display the core measurement tables that report the initiative's accomplishments
- Select and export DTO data to create an Excel file of selected DTOs, MLOs, and COs and selected portions of their data

About Enforcement Initiatives

Initiative data can be viewed and edited only by users given permission to work with the initiative's data.

For enforcement initiatives, up to 9 data screens can be used, depending on how your PMP Coordinator defined and setup the initiative.

Language of Enforcement Initiatives

Enforcement initiative activities center on investigations of drug trafficking organizations (DTOs), money laundering organizations (MLOs), and other criminal operations (COs). As you can imagine, this makes a lengthy title for a tab or even a report name.

In many locations within WebPMP, and in daily work, the label DTO is used as a simple name to refer to all types of organizations: DTOs, MLOs, and COs. In general, whenever you see a screen labeled as DTO, it is referring to all types of organizations. It is simply a matter of convenience and limitation to how much text can fit on a screen.

DTO List

Similarly, organizations with active investigations are listed on the DTO/MLO/CO data screen, i.e., the tab is labeled *DTO/MLO/CO*. Most often, the list is referred to as the *DTO Listing*, but you may also see other names such as *DTO/MLO/CO Listing* and *DTO List* throughout WebPMP and in daily practice. For training, we use the briefest name, *DTO List*.

Drug lists

The W/B PMP Administrators maintain the master list of valid drug names to allow uniform reporting of seizures by local HIDTAs.

Each HIDTA maintains its own drug list, all drugs reported as threats in the region.

i Important: The simple term *DTO* often refers to DTOs, MLOs, and COs.

For convenience, we commonly use the term *DTO* to refer to all types of organizations:

- Drug trafficking organizations
- Money laundering organizations
- Criminal operations

A master list of valid drug names prevents redundancy, eliminates unnecessary variety, and avoids pricing conversion errors.

Each HIDTA's drug list is much smaller than the master list; it contains only the drugs the HIDTA records for seizures.

Your local PMP Coordinator initially sets up initiatives and maintains the definitions of each.

Contact your administrator if changes are needed.

Subtypes

Enforcement initiatives are defined by subtypes to further describe the enforcement activities they handle.

The initiative subtype controls the tabs and data fields provided to initiative users.




PMP User Guide: Refer to the *PMP User Guide* to learn more about enforcement initiative subtypes.

Keying Enforcement Data

You use data screens for distinctly different purposes at different times during the year.

	<u>During Budget Preparation</u>	<u>As the Year Progresses</u>
<i>On this screen ...</i>	record ...	record ...
Profile	Information about the initiative's activities, proposed budget, and its participants.	Not used.
DTO	The number of DTOs and MLOs expected to be dismantled or disrupted. This is recorded on the Sidebar of the Home Page.	New DTOs as you identify them and update the data throughout the year. Record each dismantled or disruption accomplishment.
Seizures	Not used.	The actual drug and asset seizures. The actual location of the seizure
Clandestine Labs	Not used.	The actual number and types of labs dismantled.
Activities	The expected number of new cases, etc.	The actual number of new cases and prosecution activities.
Prosecution	The expected number of support services by prosecution staff.	The actual number of support services provided by prosecution staff.
Fugitives	The expected number of fugitives to be apprehended.	The actual number of fugitives apprehended.
Other Outputs	List of other outputs to be tracked; optional.	The actual data recorded for other outputs (if any are tracked)
DHE	Not used.	The actual DHE outputs accomplished during the program year; optional.
<i>See it on ...</i>	Initiative Description and Budget Proposal, a document submitted to the Executive Board for approval.	Individual measurement tables.

 Note: W/B PMP Administrators must create links to setup the connection of the data from Case Explorer to WebPMP initiatives.

Data From Case Explorer

If the HIDTA uses Case Explorer, the following data can be imported to enforcement initiatives. Much of the data from Case Explorer must be “sent” by the Case Explorer user, but another portion of data is “pulled” by the WebPMP user. WebPMP provides a button, **Pull CE Data** at the Activities screen, but the remainder of the data is sent from Case Explorer or by your PMP Coordinator for PMP. See page C-30 for more information.

- DTO
 - DTO/MLO case data
- Seizures
 - Asset seizures
 - Drug seizures
- Activities
 - New cases
 - Analytical case support received
 - Deconflictions (case/subject, event)
- Other Outputs
 - Arrests
 - Firearms Seized²
 - Firearm Tracing
 - NIBIN (Matching) Correlation
 - NIBIN Acquisition
 - Vaping cartridges
 - Wiretaps (Lines)

² Firearm seizures are keyed at the Asset Seizures screen or imported from Case Explorer; all firearm seizures are displayed as Firearms / Other Output. Editing is allowed only at the data source: Asset Seizure or within Case Explorer (and re-imported if changed),

Data Guidelines for Enforcement Initiatives

This guide discusses many of the key rules and data guidelines for enforcement initiatives. Refer to the *PMP User Guide* for the complete set of PMP guidelines.

Drug Groups

For reporting convenience, WebPMP groups similar drugs into groups. A *drug group* is a category of similar, substitute, or derivative drugs pooled into a single group for convenience and consistency in reporting. You can see the list of drug groups on page C-8, but groups and drugs are subject to change as the market changes.

Pre-set pricing


The DEA provides national average prices of:


- Methamphetamine/ICE
- Cocaine/Crack
- Marijuana/Cannabis, Marijuana Plants – Indoor, Marijuana Plants – Outdoor
- Heroin
- Fentanyl

In aggregate, the list above accounts for about 98% of all drugs seized.

Certification Prep

Why not lump all prescription drugs into a single classification called “prescription drugs?” What problems would this cause?

 Note: A HIDTA's "local drug price" is not limited to its designated counties. W/B PMP Administrators assign counties in close proximity to the HIDTA – even non-HIDTA counties – for pricing purposes.

 Important: HIDTA initiatives must report all seizures of drugs, cash and other assets made in the WebPMP at least quarterly.

Drug Prices

The wholesale value of drugs affects the value of drug seizures, and in turn, affects WebPMP's calculation of return on investment (ROI).

Drug prices are stored in each HIDTA's drug list; the prices come from several sources.

- The primary sources for drug prices reported in PMP are the Annual Threat Assessments prepared by each HIDTA.
- Local HDTAs can record local prices for drugs in the remaining drug groups.
- With justification, local HDTAs can replace a DEA drug price and use local pricing instead with approval from ONDCP.

Seizures

Drug seizures are valued according to seizure's location and the HIDTA's drug list. Recall some of the prices are set by the DEA and some are input by the local HIDTA.

Every drug seizure recorded in WebPMP requires – among other things – the drug name, the quantity seized, and the location of the seizure. Drug names, quantity units, and prices are provided by the HIDTA's drug list.

Seizure locations (LGAs)

Locations of seizures are known as *local geographic areas*, or LGAs. Your HIDTA PMP Coordinator maintains the list of LGAs for your HIDTA's seizures, and not all locations are within your HIDTA's designated area.

Your HIDTA might, for example, include several distant cities and an international location in the list of LGAs – if HIDTA reported seizures in the distant locations.

Certification Prep

How does WebPMP report seized firearms?

Currency

Counterfeit currency of any type has no value. Counterfeit currency should be documented in the investigative file but not in PMP.

Seizures of firearms

Record firearm seizures as asset seizures. This number will automatically populate the Other Outputs table.

Cards

Seizures of credit cards and debit cards are recorded as \$0 value.

Pre-paid cards and gift cards are recorded at the value of the card balance.

Foreign and cryptocurrency seizures of these types should be valued like cash, at their face value at the time of seizure. Exchange rates and values of cryptocurrency can be found at <https://www1.oanda.com/currency/converter/>.

Assets

Assets are recorded at market value.

Cooperative efforts – how to count

Many seizures occur from cooperative efforts between two or more initiatives – within the HIDTA and external to HIDTA, such as joint operations with law enforcement agencies not participating in HIDTA.

Work of two or more HIDTA initiatives

When two or more initiatives are jointly involved in a seizure, the quantity of the seizure entered into WebPMP cannot exceed the quantity that was actually seized. Either of the following methods is acceptable.

- The seizure quantity is split into 2 or more parts, so that each initiative records a portion of the seizure.
- The full amount of the seizure is recorded by one initiative; the seizure's Notes field may explain the cooperative effort between initiatives.

Certification Prep

What are the rules for recording a seizure made by cooperative efforts of 2 HIDTA initiatives?

How would your answer change if 1 of the initiatives was a non-HIDTA initiative?



Best Practice:
Record notes about the cooperative efforts in the seizure's data input screen of WebPMP.

Certification Prep

What are the recordkeeping rules external to WebPMP for recording meth lab seizures within WebPMP?

Work with non-HIDTA initiatives

Whether or not a HIDTA initiative can record a seizure from cooperative efforts with a non-HIDTA entity depends on the nature of the assistance.

If a HIDTA initiative continues an investigation after providing seizure assistance, the initiative may claim the seizure in WebPMP. However, if the HIDTA initiative only holds or processes a seizure in a custodial function, the seizure should not be claimed by the HIDTA initiative.

Clandestine labs

To receive credit for dismantling a clandestine methamphetamine laboratory, the HIDTA must submit EPIC Form 143 to the El Paso Intelligence Center (EPIC).

Typically, there is a significant lapse of time between the submission of the form and EPIC's recording of the event in the National Seizure System (NSS), so follow-up as necessary to ensure the seizure was recorded.

After the HIDTA submits EPIC Form 143, the classification of the laboratory may be changed without the knowledge of the HIDTA. To resolve discrepancies that may occur due to the time lapse or a classification issue, HDTAs must retain a copy of EPIC Form 143 for 3 years or until audited.

Furthermore, HDTAs should review PMP data on a quarterly basis to identify discrepancies between the NSS and WebPMP. HDTAs should periodically contact EPIC to reconcile the data in the two systems, WebPMP and NSS.

Analytical Case Support

Report the work of an agency analyst embedded in the initiative; the work of an ISC analyst is reported within the intelligence initiative.

If your enforcement initiative has an intelligence analyst on the team, be sure to read the definition of analytical case support on page 4-4, and the data guidelines on page 4-8.

DTO Data

Drug trafficking organizations (DTOs) and money laundering organizations (MLOs) are a key focus of the HIDTA program efforts, and correctly counting and reporting related performance activities can be difficult. The *PMP User Guide* published by Washington/Baltimore HIDTA provides detailed information beyond this training guide.

In summary, here are some of the most common definitions and delineations you need to know about DTOs and MLOs.

DTO or MLO?

The case agent or initiative supervisor classifies the organization as either a DTO or a MLO; the criteria must be verified through investigation. If an organization meets the criteria of both a DTO and an MLO, the agent or supervisor classifies it based on the organization's primary function.

DTOs

- consist of five or more persons, including the identified leadership
- have a clearly defined chain of command
- generate income or acquire assets through a series of illegal drug production, manufacturing, importation, transportation, or distribution activities

MLOs

- consist of two or more individuals
- engaged in processing illegal drug profits to disguise the source of the profits to appear to be legitimate income

Certification Prep

If an organization has attributes of both a DTO and an MLO, what determines the classification as a DTO or an MLO?

DTO

- 5+ members
- clear chain of command
- income or assets from illegal drug activities

MLO

- 2+ members
- engaged in money laundering activities related to illegal drug activities

Certification Prep

What criteria determine an organization as a DTO?

What criteria determine an MLO?

Certification Prep

Are customers, temporary workers, and occasional helpers counted as DTO/MLO members?

Leader or member?

A *leader* is the one who directs the group's operations. The leader may be the head of a large drug trafficking organization or the leader of a cell of a drug trafficking organization. The critical issue is that a person designated as a leader is known and is in the chain of command.

Members are those who are routinely affiliated with and controlled by the organization's leadership.

Customers do not count as DTO/MLO members; temporary workers hired on an "as needed" basis do count as members.

Chain of command

The DTO qualification of a clearly defined chain of command is often difficult to determine, because DTO leadership does not conform to the classic corporate pyramid structure.

Command roles change constantly and many DTO leaders also serve as managers and even workers during various deals across various regions. A DTO's chain of command can best be depicted as a circle structure, with leaders and members (executives, managers and workers) moving in and out of the leadership circle based on need, availability, ability, power and relationships.

- 📌 Note: By definition, a chain of command must contain two roles: member and leader. MLOs, however, do not require a leader as one of its 2 members, so the chain of command definition doesn't apply.

Certification Prep

How is the leadership of a DTO different than a traditional corporate management structure?

Certification Prep

What 2 roles must be defined in WebPMP to authenticate a chain of command?

Certification Prep

What delineates a DTO from a cell?

- ❗ Important: For a cell to be classified as a DTO or MLO, it must have an independent chain of command and meet the remaining criteria for being classified as a DTO or MLO.

**Best Practice:**

Review DTO and MLO classifications and the counts of each type at least quarterly to ensure accuracy in WebPMP; revise classifications as needed.

Cells

More often than not, the drug supply chain consists of more than one DTO or MLO and is composed of a number of cells. A *cell* is a unit within a DTO or MLO. When a cell meets the definition of a DTO or MLO, then it is appropriate to designate the cell as a DTO or MLO.

What makes a cell count as a DTO / MLO

When a cell of a DTO or MLO has independent leadership and operates independently from other cells, it is classified as a DTO or MLO, provided the remaining criteria are met for DTO/MLO classification.

For example, if a case agent investigating a large DTO identifies 3 cells, and 2 of the cells have independent leadership, i.e., no other cell controls their activities, then the agent classifies those 2 cells as DTOs or MLOs and records them as such in WebPMP.

When not to count

If the cell is a link in the chain of command for the larger DTO or MLO, it is **not** a separate DTO/ MLO.

Remember that a group that is a customer of a DTO or MLO does not qualify the group as a cell of that DTO or MLO. Customers are never members.

Reclassification of DTO / MLO

Because the nature of DTOs and MLOs is secretive, the relationship between and among cells is rarely known at the inception of an investigation. The relationships generally become apparent as the investigation proceeds, and cells and DTOs and MLOs can be reclassified as more information is discovered.

Certification Prep

What does a case represent?

Certification Prep

Do all cases have seizures? Do all seizures have case numbers?

Certification Prep

What are the 3 possible status codes assigned to cases to reflect the disposition of the case or investigation?

Certification Prep

Which of the case status codes might vary from one case agent to another as case agents follow their agency's policy?

Case vs. DTO/MLO

A case represents an official investigation given an agency number for tracking purposes. Case and investigations are interchangeable terms. PMP is designed to track the cases investigating DTOs, MLOs, and criminal operations, and all seizures, even those not associated with a DTO, MLO, or CO under investigation.

Case disposition

Cases have one of the following dispositions or status codes, and the case status must be updated to remain current in WebPMP.

- **Open** – an active investigation; work is ongoing.
- **Closed** – all HIDTA investigative work is complete; no further HIDTA work is planned.
- **Suspended** – investigation has been halted; no further reporting is required.

Closed and suspended cases, and dismantled DTOs in WebPMP will not 'push' to the next program year.

Certification Prep

Can a case have more than one DTO and MLO?

Certification Prep

Can DTOs and MLOs within a single case have different dispositions?

Certification Prep

What must occur for a DTO or MLO to be considered dismantled?

Certification Prep

What is the difference between an organization being disrupted and dismantled?

DTO/MLO disposition

Because a single investigation can involve multiple DTOs and MLOs, each DTO and MLO has a separate disposition recorded in WebPMP. The organization's disposition is listed on the DTO List, and is one of the following.

- **Active** (by default) – represents an operational DTO or MLO
- **Disrupted** – changes in one or more areas occurred:
 - organizational leadership
 - methods of financing
 - modes of transportation
 - methods of distribution
 - communications
 - drug production
- **Dismantled** – destruction of the organization's leadership, financial base, and supply network – to the extent that the DTO or MLO is incapable of operating and/or reconstituting itself.

PMP weighs dismantlements and disruptions equally, so there is no advantage to declaring a DTO or MLO dismantled rather than disrupted.

Disruption and dismantlement

Dismantled and disruption dates are used in WebPMP to ensure the status of the DTO or MLO is counted in the correct program year. When and whether a DTO or MLO is disrupted is clearly a judgment call by the case agent or initiative supervisor. Some HIDTAs use the arrest or seizure date to indicate dismantlement or disruption.

For HIDTA reporting purposes, a dismantlement does not require that all fugitives have been apprehended, all cases have been adjudicated, or that all appeals by those charged have been exhausted.

A DTO or MLO designated as dismantled will not push to the next program year.

Certification Prep

What are some examples of circumstances that allow the case agent or initiative supervisor to make a judgment call about the organization's disposition?

Furthermore, a single arrest or seizure usually does not, by itself, result in the disruption of a DTO or MLO. Quite often DTOs and MLOs consider the loss of a load of drugs or the seizure of funds a "cost of doing business." The loss of several significant loads of drugs, the arrest of multiple members of the DTO or MLO, or the cessation of DTO or MLO activity are considered indications of a disruption.

Certification Prep

Aside from recording the DTO/MLO disposition and date of the disposition change, what other data is needed when the disposition changes to disrupted or dismantled?

Include notes to justify

For PMP reporting, enter the date when, in the judgment of the case agent or initiative supervisor, the DTO or MLO was dismantled or disrupted. As you record the disposition status, document in the Notes field the date and justification for recording a change in disposition.

Making corrections

If you fail to record the DTO as identified, yet it is currently under investigation, record the identified date as January 1 of the current program year, i.e., a DTO must be identified before an investigation can occur. Document the true date the investigation began in the Notes field.

Certification Prep

What formula does WebPMP use when calculating ROI?

ROI – Return on Investment

A key calculation for the HIDTA program is its return on federal dollars invested, or ROI. WebPMP calculates three ROI numbers:

- Drug ROI
- Cash and asset ROI
- Total ROI



PMP User Guide: Refer to the *PMP User Guide* for detailed information about the differences when calculations reflect the entire HIDTA program or an individual HIDTA.

User choices

You can control how WebPMP calculates the ROI by choosing Program Values or not – the choice affects the values assigned to the drugs seized.

<input checked="" type="checkbox"/> Table 4 – Quantity and Value of Drugs Removed		
<input type="checkbox"/> DHE Only	<input type="checkbox"/> Roll Up Similar Drugs	<input checked="" type="checkbox"/> Show Value
<input checked="" type="checkbox"/> Use Program Values		

If Program Values are selected

WebPMP includes only seizures of drugs within the main drug groups, using only the DEA kilogram prices. For all other drugs outside of the main drug groups, WebPMP assigns \$0 value. This method is used when ONDCP calculates the ROI for the entire program.

If Program Values are not selected

WebPMP includes all drug seizures of all types of units of measurement. This calculation uses DEA prices for kilograms (for drugs within the main drug groups) and local HIDTA prices if provided, for all other drugs and units of measure. This method is useful to see an individual HIDTA's ROI.

Wholesale value of drug
seizures + cash assets. + non-

Aggregate HIDTA funds budgeted for all
activities
except prevention, treatment, and research
and development

Budget Preparation

At minimum, you must complete this screen to record descriptive information about the initiative.

- Profile

Depending on the work of your initiative and the tabs displayed to record data, you may also complete these screens to input expected values.

- Sidebar of the DTO screen – for DTO expected values
- Activities
- Prosecution
- Fugitives
- Other Outputs – data table setup of rows without expected values, e.g., arrests, firearms, etc.

By completing these screens, each initiative contributes to the HIDTA's strategy that addresses the drug threats identified in the HIDTA region.

.

Getting Here

1. Open the initiative, and click the **Profile** tab.

Profile

The Profile screen contains most of the descriptive information that appears on the initiative's budget proposal. Complete this screen during the budget preparation period each program year.

Top of screen

Initiative: 26 Enforcement

Profile | DTO/MLO/CO | Seizures | Clandestine Labs | Activities | Prosecution | Fugitive | Other Outputs | DHE

Profile/Positions | Initiative Description Budget Proposal | Policy Requests

A Year: 2023 ▾ Definitions & Key Terms »

Select a different Initiative: 26 Enforcement ▾

Initiative Profile PUSH PROFILE

Lead Agencies

Select one... ▾ Allsville County Sheriff's Office ADD AGENCY

Co-Location Site

City: Glenwood State: WI ▾

Budget UPDATE FROM FMS

Requested: \$880,000.00 Approved: \$0.00
DHE: \$0.00 Supplemental: \$0.00

FMS 4A Budget Document

FMS Budget Rpt 4a-2.pdf **B** VIEW/DOWNLOAD

Description **C** VIEW EXAMPLE OPEN IN WORD

Explain the mission of the initiative and provide a detailed explanation of the specific threat/s identified in the HIDTA Annual Threat Assessment that this initiative is designed to address

Initiative Purpose

The Canadian Border Counterdrug Task Force (CBCTF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The task force is collocated with the DEA office in King County and focuses on mid-to upper-level Mexican drug trafficking organizations (DTOs) operating in the King metropolitan area while supporting street-level investigative operations targeting gangs with ties to Mexican DTOs. The CBCTF also interdicts smaller quantities of marijuana, cocaine, and controlled prescription drugs.

- A** Make a habit to start every screen checking the program year.
- B** After uploading the budget document, you can view it anytime using this button.
- C** You can copy text from another program and paste it into any text box. You can also open Word to use Word's formatting features such as bullets.

Initiative description - top portion

As shown on the previous page, the top portion describes the initiative, explains its purpose and identifies the specific threats identified in the Threat Assessment it is designed to address.



PMP User Guide & IDBP User Guide: Description worksheets are provided in the *IDBP User Guide* and the *PMP User Guide*. Both are available for download on the WebPMP Home Page.

Lead agency – More than one agency can lead the initiative, so multiple choices are allowed.

Budget – Budget details are recorded in the Financial Management System (FMS). FMS Budget Report 4a-2 is manually uploaded to WebPMP.

Top of screen –
continued

Threat Priorities

International and regional DTOs affiliated with Mexican transnational criminal organizations (TCOs) are the primary drug trafficking threats in the CBCTF AOR. These Mexican DTOs primarily transport methamphetamine and heroin into the region and use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, among other areas along the east coast. Some methamphetamine and heroin remain in the King area for distribution by affiliated gangs. The DEA has reported DTOs are transitioning away from highway transportation to exploit the King International Airport, the Queen Bus Terminal, and the Prince Rail

Personnel Structure and Participating Agencies

CBCTF is led by the Drug Enforcement Administration (DEA) and supported by the Internal Revenue Service (IRS), the King Police Department (KPD), and the Queen County Sheriff's Office in a full-time capacity. Part-time participants include the Prince County Sheriff's Department, the Princess Police Department, Amtrak Police, and Customs and Border Protection (CBP). The multi-agency approach brings in local law enforcement officers from each designated area and combines their local investigative capacities with Federal personnel who investigate connections to Mexican DTOs and TCOs. Partnerships with the Office of the United States

Investigative Approach

CBCTF will leverage HIDTA funds to support Title III investigations, investigative overtime, travel, and training for investigators. The approach will also include the placement of two K-9 units with the King County Sheriff's Office to monitor bus and rail transfer stations within the AOR. Drug seizures will be investigated to trace the source of supply and inform investigations into Mexican DTOs and TCOs. CBCTF commanders anticipate higher seizure totals in CY2022 than reported for CY2021 due to these tactical changes and emphasis on transportation nodes.

Areas of Operation (Designated Counties)

Select one...

ADD COUNTY

Monroe, Florida

NHAC County

Threat Focus (Check all that apply)

Organization Focus

☐ International DTO Focus
 ☒ Multi-State DTO Focus
 ☒ Local DTO Focus
 ☒ Gang Focus

☐ International MLO Focus
 ☒ Multi-State MLO Focus
 ☒ Local MLO Focus
 ☐ Fugitive Focus

Interdiction Modalities

☒ Air
 ☐ Rail
 ☒ Highway
 ☒ Maritime

☐ Parcel (Commercial)
 ☒ Parcel (Postal)
 ☐ Other
 ☐ N/A

Drug Focus

☒ Cocaine/Crack
 ☒ Fentanyl
 ☒ Heroin

☐ Methamphetamine
 ☐ Marijuana
 ☐ Other

Initiative Compliance

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?

☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, collocated, and commingled?

☒ Yes ☐ No

Does this initiative use HIDTA funds to fund all or part of the salary (not including overtime) of a state or local law enforcement officer?

☐ Yes ☒ No

Does this initiative use HIDTA funds to fund a prosecutor?

☐ Yes ☒ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☒ Yes ☐ No

SAVE

DELETE

D The **Save** button is located mid-screen, between the top and bottom portions.

3-22 WebPMP Software & PMP Process Guidelines

Areas of Operation (Designated Counties)

Select all HIDTA designation counties in the initiative's primary areas of operation and not just where the initiative is located.



Threat Priorities

Depending on the type of enforcement initiative, describe the initiative's priorities, such as:

- focus of the target organizations whether international, multi-state, local, gang focus, or fugitives;
- interdiction modalities such as air, rail, highway, parcel (commercial), parcel (postal), if applicable;
- drug focus such as cocaine/crack, fentanyl, heroin, methamphetamine, marijuana, etc.



Initiative Compliance

Answer all initiative compliance questions based on HIDTA Program Policy and Budget Guidance. If prompted, a waiver or pre-approval justification must be entered in the Policy Requests tab. Watch for expanding panels requiring further information, indicating warning, or requesting justification or waivers.

Initiative positions – bottom portion

Recall from Module 2, your PMP Coordinator creates the list of agency names that participate in your HIDTA.

Initiative users select agencies from the list and describe each agency's participants in the initiative, listing the position title funding source, and more. The Initiative Positions table, in the lower portion of the Profile screen, lists every individual assigned to the initiative – not by name and rank, but by position title. Participating agencies do not need to be within a HIDTA-designated county.

Most initiatives have turnover each year, so the list of positions will likely change from year to year, but many participants serve for several years. Therefore, WebPMP provides tools for your convenience. You can ...

i Important:

Update initiative positions throughout the program year as changes occur.

- copy forward positions, from one year to the next
 - copy the entire list
 - copy only one position
- edit individual agency positions
- delete positions no longer provided by an agency

Update initiative positions throughout the program year as changes occur.

Bottom of screen

Initiative Positions

ADD SINGLE POSITION ADD MULTIPLE POSITIONS

Sort By: **A** Number of Positions Displayed 10

B ☒ Report Order ☐ Position ☐ Quantity ☐ Agency ☐ HIDTA Funded ☐ Co-Located ☐ Fulltime

C PUSH ALL POSITIONS TO 2024 **D** EDIT SELECTED POSITIONS **E** DELETE SELECTED POSITIONS

<input type="checkbox"/>		Position	Quantity	Details	Notes	
<input type="checkbox"/>	D	C E				
<input type="checkbox"/>	E	Administrative Assistant	1	Agency: Thunder Bay Police Department HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0	Tracks and keys PMP data entry. Also supports Prosecutor in research and court processes.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E	Agent	1	Agency: DEA HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	Shared with MFTF and RIDTF.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E	Criminal analyst	1	Agency: Michigan State Police HIDTA Funded: Yes Co-Located: Yes Fulltime: No Report Order: 0	Shared position, also supports RIDTF.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E	Deputy	2	Agency: Allsville County Sheriff's Office HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0		<input checked="" type="checkbox"/>
<input type="checkbox"/>	E	Intelligence Analyst	1	Agency: Allsville County Sheriff's Office	Position is assigned full-time to this initiative, but performs ad hoc	<input checked="" type="checkbox"/>

Note: Each row represents 1 position title of one agency, so a row can represent 2 or more positions from the same agency.

- A** Choose how many rows of the grid to view at one time.
- B** Sort the table to quickly locate entries.
- C** Use either Push button to push (or copy) all or individual rows to the next program year.
- D** Check multiple rows to edit or delete several at once.
- E** Edit or delete individual rows.

Getting Here

1. Click the **Profile** tab from any data screen.
2. Click **Add Position**.

Adding agency positions

To add rows to the table, WebPMP provides a data entry form, embedded in the screen, but hidden from view. Click **Add Position** to reveal the Profile screen's data entry form.

Complete the form for each new row in the table.

Data entry form

Initiative Positions **ADD SINGLE POSITION** **ADD MULTIPLE POSITIONS**

Sort By: Number of Positions Displayed 10

☒ Report Order ☐ Position ☐ Quantity ☐ Agency ☐ HIDTA Funded ☐ Co-Located ☐ Fulltime

Add/Edit this Position

Title: Criminal analyst ☐ Fulltime ☒ HIDTA Funded ☒ Co-Located

Agency: Michigan State Police ☐ Position Type: Select one...

Quantity: 1 Report Order: 0

Notes: Shared position, also supports RIDTF.

SAVE POSITION **CANCEL**

- A** Click to open a single or multiple data entry form.
- B** The report order allows you to control the order in which positions appear in the Initiative Description and Budget Proposal document.

Getting Here

1. Click the **Profile** tab from any data screen.
2. Click **Policy Requests**.

Policy Requests

The need for a waiver is based on your answers to the initiative compliance questions on the Profile tab. You may need to add more than one waiver request.

Adding a Request

Add a separate waiver request for each policy waiver needed.

The screenshot shows the 'Initiative: 26 Enforcement' page. At the top, there are tabs: Profile, DTO/MLO/CO, Seizures, Clandestine Labs, Activities, Prosecution, Fugitive, Other Outputs, and DHE. The 'Profile' tab is circled. Below these tabs is a sub-menu with 'Profile/Positions', 'Initiative Description Budget Proposal', and 'Policy Requests'. The 'Policy Requests' tab is circled. Below the sub-menu, there is a 'Year:' dropdown set to '2023' and a link 'Definitions & Key Terms »'. Below that is a 'Select a different Initiative:' dropdown set to '26 Enforcement'. The main heading is 'Initiative Policy Requests' and below it is 'List of Policy Requests'. On the right side, there is a green button labeled 'ADD REQUEST' with a circled 'A' next to it.

- A** Click **Add Request** to open the data entry form.



Program Policy: This screen requires you cite sections and chapters from the *HIDTA Program Policy and Budget Guidance*; be sure to have it on hand.

List of Policy Requests

Add/Edit this Request

Request Chapter:

Request Section:

Request Type:

Document:

Justification:

Executive Board Approved

ONDCP Approved

End Date:

ONDCP Reason:

SAVE REQUEST

CANCEL

i Important: See the *IDBP User Guide* for instructions which requests require uploaded documents.

- B** Refer to the *HIDTA Program Policy and Budget Guidance*, to select the Chapter and Section for which a waiver is requested.
- C** Complete the remainder of the fields as needed, following the *IDBP User Guide*. Some requests require a document upload; some requests require only text keyed in the Justification field.
- D** Click **Upload**, then click **Choose File** and locate and select the document you wish to submit. (Screen not shown.) Click **Upload** to add the document to your screen.
- E** Click **Save Request** to save the uploaded document in WebPMP.

Getting Here

1. Open the initiative and click the **DTO/MLO/CO** tab.
2. Click **DTO/MLO/CO Listing** if needed.

DTO Expected Values

Record the expected number of disrupted and dismantled DTOs and MLOs for the upcoming program year on the DTO screen, at the Sidebar.

Initiative: 26 Enforcement

Profiles **DTO/MLO/CO** Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Add New DTO Export DTO/MLO/CO Data Core Table 1 Core Table 2 Core Table 3 Core Table 8

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

DTOs, MLOs, & COs

Expected Outputs

	3-YR	EXPECTED
DTO	2	2
MLO	1	1

A Edit Expected Values

DTO List Options

Search DTOs
Name Containing...

Sort By:
☒ Name
 ☐ Status
 ☐ Disposition
 ☐ Last Updated

Drug Trafficking Organization	▼
Money Laundering Organization	▼
Criminal Operations	▶

SUMMARIZE SELECTED DTOS

- A** Click **Edit Expected Values** to open the data entry fields for recording values.

Editing expected values - continued

Once the Sidebar is opened to allow data entry, you also see a required **Save** button after you complete data entry.

The screenshot shows the 'Initiative: 26 Enforcement' sidebar. At the top, the 'Profile' tab is selected, and 'DTO/MLO/CO' is highlighted. Below this, the 'DTO/MLO/CO Listing' tab is active. The 'Year' is set to 2023. The 'Select a different Initiative' dropdown shows '26 Enforcement'. The main section is titled 'DTOs, MLOs, & COs'. On the left, a green sidebar titled 'Expected Outputs' contains a table with columns '3-YR' and 'EXPECTED'. The table has two rows: 'DTO' with values 2 and 2, and 'MLO' with values 1 and 1. Below the table is a 'Notes' field and a 'SAVE' button. To the right of the sidebar, there is a 'Sort By' section with radio buttons for 'Name', 'Status', 'Disposition', and 'Last Updated'. Below this is a list of organizations: 'Drug Trafficking Organization', 'Money Laundering Organization', and 'Criminal Operations', each with a green checkmark. At the bottom of the list is a 'SUMMARIZE SELECTED DTOS' button.

	3-YR	EXPECTED
DTO	2	2
MLO	1	1

Notes

SAVE

DTO List Options

Sort By:

☒ Name ☐ Status ☐ Disposition ☐ Last Updated

Drug Trafficking Organization

Money Laundering Organization

Criminal Operations

SUMMARIZE SELECTED DTOS

- A** Fill in the Expected values, and enter Notes below if desired.
- B** After keying values into the Sidebar, click **Save**.

Getting Here

1. Open the initiative and click the **Activities** tab.

Activities

This screen records information about the expected number of new HIDTA cases, cases supported, and number of event and case/subject deconflictions.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Lab Activities Prosecution Fugitive Other Outputs DHE

Core Table 8 Core Table 9

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement ▼

Expected values in red have not been saved. Please make any necessary edits and save them.

Low Enforcement Activities

New HIDTA Cases

	2018 - 2020 Avg	Actual					
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	
HIDTA Initiative Cases Opened	19	0	0	0	0	0	

Case Support

	2018 - 2020 Avg	Expected	Actual					
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	
Cases Provided Analytical Support	59	59	0	0	0	0	0	

Case Notes

Deconflictions

	2018 - 2020 Avg	Actual					
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	
Event Deconflictions	15	0	0	0	0	0	
Target/Investigative Data Deconflictions	29	0	0	0	0	0	

SAVE

- A** Initially, the expected values are pre-filled with the 3-year average and displayed in red font. You can key new values or accept the displayed values, but you must click **Save** to permanently record the numbers. After saving, expected values appear in black font, as usual.

Getting Here

1. Open the initiative and click the **Prosecution** tab.

Prosecution

Complete the expected values.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities **Prosecution** Fugitive Other Outputs DHE

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement »

Expected values in red have not been saved. Please make any necessary edits and save them.

Prosecution

HIDTA Funded Prosecution Activities

	2018 - 2020 Avg	Expected	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Number of Indictments	23	23	0	0	0	0	0
Individuals Prosecuted	23	23	0	0	0	0	0
Individuals Convicted	15	15	0	0	0	0	0
HIDTA Cases Supported	22	22	0	0	0	0	0

Prosecution Notes

Optional Prosecution Data

	2018 - 2020 Avg	Expected	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Search Warrants Reviewed	9	9	0	0	0	0	0
Wiretap Orders Reviewed	4	4	0	0	0	0	0
Court Orders Reviewed	5	5	0	0	0	0	0

SAVE

- A** Initially, the expected values are pre-filled with the 3-year average and displayed in red font. You can key new values or accept the displayed values, but you must click **Save** to permanently record the numbers. After saving, expected values appear in black font, as usual.

Getting Here

1. Open the initiative, and click the **Fugitive** tab.

Fugitive

Not all enforcement initiatives use the Fugitive screen; they key only a single expected value, if used.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution **Fugitive** Other Outputs DHE

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Expected values in red have not been saved. Please make any necessary edits and save them.

Fugitive

Fugitives

	2018 - 2020 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Fugitives	72	72	0	0	0	0	0
Related to Drug Charges	25		0	0	0	0	0
Result of DHE	8		0	0	0	0	0

Fugitive Notes

SAVE

- A** Key a new expected value, if needed. With a new entry or if you accept the displayed expected value, click **Save** to permanently store the value.

Other outputs are the non-standard outputs the initiative chooses to track and report to demonstrate its accomplishments.

Other Outputs

For enforcement initiatives, ONDCP approves only these other outputs to be tracked in WebPMP:

<ul style="list-style-type: none"> • Arrests • Firearms Seized³ • Vaping Cartridge • Wiretaps (Lines) 	<ul style="list-style-type: none"> • Firearm Tracing • NIBIN (Matching) Correlation • NIBIN Acquisition
--	--

The Other Outputs table contains no more than blank rows to prepare for an upcoming program year. Any others your initiative may track must be stored outside of WebPMP. Other outputs are optional, but most HDTAs record these values.

Expected values

None of the Other Output rows record expected values. The rows merely prepare for data to be stored during the following year.



PMP User Guide: Follow the process outlined in the *PMP User Guide*; see “PMP Other Outputs.”

Building the Other Outputs table

To build the Other Outputs data table, add rows from either or both of these sources:

- the initiative’s previous year’s Other Outputs table
- create new rows for new outputs



Note: The Other Outputs data table is pushed by the PMP Coordinator as enforcement initiatives are pushed forward to the next program year.

³ A row must be added to the Other Outputs data table in preparation for the program year. As of 2022, firearm seizures are recorded as Asset Seizures and are only *displayed* in the Other Outputs table.

Push to copy from the previous year's table

1. Choose the previous program year on the Other Outputs screen.
2. Click **Push Outputs** to copy all rows forward, or scroll through the initiative's data table (lower portion of the screen), and click **Push** to copy each row forward, to the next program year. No data values copy forward.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive **Other Outputs** DHE

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Other Outputs **PUSH OUTPUTS** **ADD AN OUTPUT**

Sort By:
☒ Output Name ☐ DHE ☐ Investigative Support

	Output Details	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Total	
EDIT PUSH	Arrests On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	
EDIT PUSH	Firearms Seized On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	
EDIT PUSH	Vaping Cartridges Seized (Qty Only) On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	

- A** Push all outputs at once, or push individual rows from the table, as needed.

Create new rows using the data entry form

1. Select the current program year on the Other Outputs screen.
2. Click **Add an Output** to display a blank data entry form.

One by one, complete a data entry form for each row needed. To complete the data entry form, select an output from the drop-down list of available other outputs.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive **Other Outputs** DHE

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Other Outputs

PUSH OUTPUTS **ADD AN OUTPUT** (A)

Sort By:
☒ Output Name ☐ DHE ☐ Investigative Support

Output Details Actual Q1 Actual Q2 Actual Q3 Actual Q4 Total

Add/Edit Other Output (B)

Other Output: Select one... Add Output to List

Check All that Apply: ☐ Investigative Support ☐ DHE

Display on Budget Proposal? ☒ Display as: ☐ Quantity ☐ Value ☐ Text

Quantity

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(middle portion of lengthy screen omitted)

Notes

SAVE AND ADD SAVE AND CLOSE CANCEL

Data entry form

- A Add an Output** opens the data entry form to add a new row.
- B Don't see the output you need in the drop-down list?** Contact your local PMP Coordinator to add outputs to the list, using page 8-14.
- C Be sure to save each data entry form.** Saving the form adds the row to the initiative's Other Outputs data table.

Getting Here

1. From the Home Page, click the **Reports** tab on the Dashboard.
2. Choose **Initiative Description Budget Proposal**.

OR

1. From the Home Page, click to select a single initiative.
2. On the **Profile** tab, choose **Initiative Description Budget Proposal**.

Initiative Description and Budget Proposal

After keying the budget preparation data for the initiative, generate and review the Initiative Description and Budget Proposal. WebPMP provides many options for generating the report.

The screenshot displays the 'Performance Management Process' web application. The top navigation bar includes the PMP logo, the text 'PERFORMANCE MANAGEMENT PROCESS', and user information: 'Welcome Student | HIDTA: Canadian Border | Logout | Manage User Account'.

The main heading is 'Performance Management Process'. On the left is a green sidebar with links: 'Viewing Year' (set to 2022), 'PMP User Guide »', 'IDBP User Guide »', 'Coordinators POC »', 'Definitions & Key Terms »', 'Valid Drugs »', 'Need Help?', 'Help Desk' (with contact info), and 'Documents'.

The main content area is titled 'Reports'. It features a 'Select Initiative' dropdown menu set to '26 Enforcement'. Below this are three tabs: 'Core Tables', 'Data Exporting', and 'Reports' (which is selected and circled). Under the 'Reports' tab, there are two sections: 'Budget Preparation' (containing 'Core Outputs', 'Other Outputs Report', and 'Initiative Description Budget Proposal' - the last of which is circled) and 'Initiative Information' (containing 'Initiative Summary').

An inset window titled 'Initiative Description Budget Proposal' provides a closer look at the report generation interface. It shows the same 'Reports' tab selected. Below the tabs, there are two rows of report options: 'Budget Preparation' (with 'Core Outputs', 'Other Outputs Report', and 'Initiative Description Budget Proposal') and 'Initiative Information' (with 'Initiative Summary'). At the bottom of this inset, there is a 'Year' dropdown set to 2022 and a green 'GENERATE REPORT' button. A red circle 'A' is placed over the 'Year' dropdown, and a red circle 'B' is placed over the 'GENERATE REPORT' button.

Below the inset window, a section titled 'Law Enforcement' shows a list of initiatives with checkboxes. A red circle 'A' is placed over the first row, which has 'Select All' and '26 Enforcement' checked. A red circle 'B' is placed over the 'GENERATE REPORT' button in the inset window.

A Select the program year and the initiative(s).

B Click **Generate Report**.

Viewing the finished report

Carefully review the generated report to ensure the initiative's data is accurate. ONDCP also reviews this document during the budget preparation cycle for each program year.

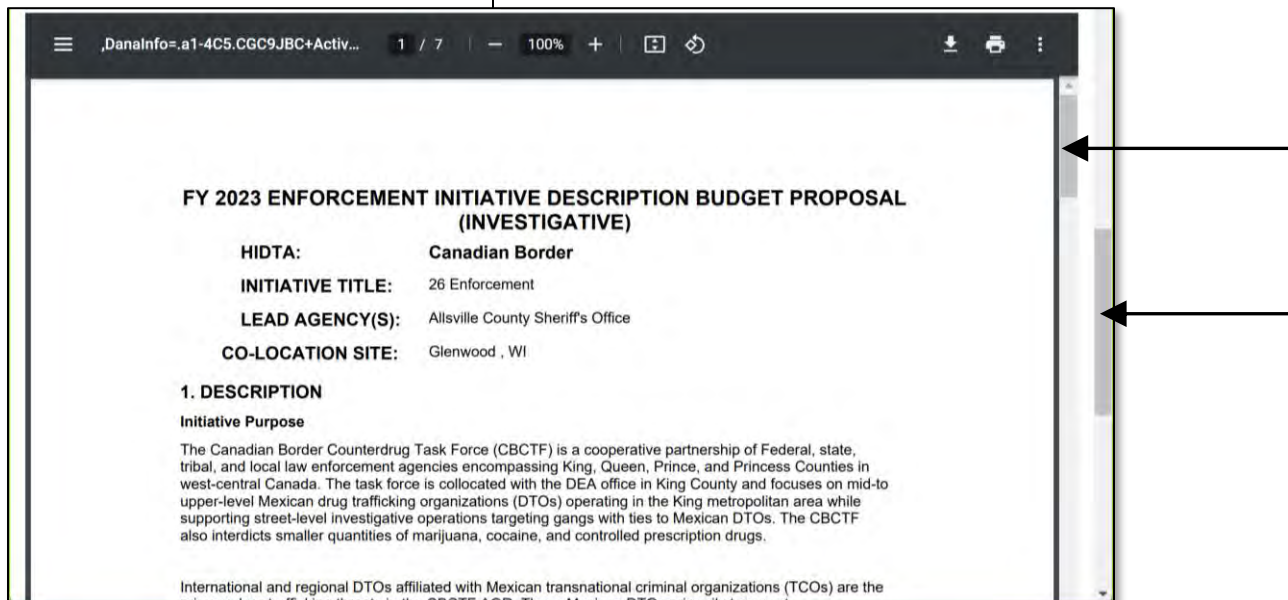
Because it is lengthy, the IDBP is presented over several pages of this guide. First, let's look at the tools you use to navigate through its pages.

Two scroll bars

The report is a .pdf file, displayed within a window placed on the web page. The .pdf pages are controlled by the innermost scroll bar.

Adobe Reader toolbar

Depending on the browser you are using, Adobe Reader may provide additional tools.



Getting Here

1. From the Home Page, click the **Reports** tab on the Dashboard.
2. Choose **Initiative Description Budget Proposal**.
3. Select the year and the initiative; click **Generate Report**.

Enforcement Initiative Description and Budget Proposal

Page 1

FY 2023 ENFORCEMENT INITIATIVE DESCRIPTION BUDGET PROPOSAL (INVESTIGATIVE)

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Enforcement
LEAD AGENCY(S): Allsville County Sheriff's Office
CO-LOCATION SITE: Glenwood , WI

1. DESCRIPTION

Initiative Purpose

The Canadian Border Counterdrug Task Force (CBCTF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada.

The CBCTF:

- Focuses on mid- to upper-level Mexican drug trafficking organizations (DTOs) operating in the King metropolitan area
- Supports street-level investigative operations targeting gangs with ties to Mexican DTOs
- Interdicts smaller quantities of marijuana, cocaine, and controlled prescription drugs

Threat Priorities

Primary threats:

- International and regional DTOs affiliated with Mexican transnational criminal organizations (TCOs)
 - Primarily transport methamphetamine and heroin into the region o Use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, and other areas along the east coast
 - Some drugs remain in the King area for distribution by affiliated gangs

Trends:

- DTOs are transitioning away from highway transportation to exploit the King International Airport, the Queen Bus Terminal, and the Prince Rail Station
- The CBCTF will provide additional resources to detect illicit substances at these locations, and inform ongoing investigations into these DTOs

Personnel Structure and Participating Agencies

Keyed at ...
Profile

Full-time support from:

- (LEAD) Drug Enforcement Agency
- Michigan State Police
- Allsville County Sheriff's Office
- Glenwood Springs Police Department (GSPD)
- Thunder Bay Police Department (TBDP)

Part-time participants include:

- Internal Revenue Service (IRS)
- State Highway Patrol
- District Attorneys Office
- Lakewood Police Department
- Customs and Border Protection (CBP)

Investigative Approach

- The initiative is divided into four units, collocated in the DEA office in King County:
 - Interdiction Unit: efforts are employed by the CBP and Amtrak. - Two K-9 units with the King County Sheriff's Office monitor bus and rail transfer stations within the AOR - Leads from drug seizures are handed off to the Investigative task force
 - Investigative Unit: Investigations focus on tracing drugs to the source of supply, and inform investigations into Mexican DTOs and TCOs
 - Finance Unit: The IRS and KPD conducts complex investigations into financial crimes and assists on other cases that require financial investigations
 - US Attorney's Office also provides support prosecuting cases from their office in Queen County
- The DEA coordinates these efforts to develop cases to the fullest extent possible
- Local task force officers that participate are given statewide authority by the Maine State Police Department (MSPD).

Note: The initiative commanders anticipate higher seizure totals in CY2022 than reported for CY2021 due to tactical changes and emphasis on transportation nodes

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary					
	Federal		Other		Total
	Full Time	Part Time	Full Time	Part Time	
Co-Located	1	0	6	3	10
Non-Co-Located	0	0	0	3	3
Total	1	0	6	6	13

Keyed at ...
Profile

HIDTA Participating Agency Positions					
Quantity	Title	Agency	HIDTA Funded	Co-Located	Fulltime
1	Administrative Assistant	Thunder Bay Police Department	Yes	Yes	Yes
1	Agent	DEA	No	Yes	Yes
1	Criminal analyst	Michigan State Police	Yes	Yes	No
2	Deputy	Altsville County Sheriff's Office	Yes	Yes	Yes
1	Intelligence Analyst	Altsville County Sheriff's Office	Yes	Yes	Yes
2	Officer	Glenwood Springs Police Department	Yes	Yes	Yes
2	Officer	Lakewood Police Department	Yes	No	No
1	Prosecutor	District Attorneys Office	Yes	No	No
2	Trooper	State Highway Patrol	No	Yes	No

Keyed at ...
Profile

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2023 Request for initiative: **\$880,000.00**
 Approved Budget: **\$880,000.00**
 Current Budget: **\$880,000.00**

DESIGNATED COUNTIES OF PRIMARY FOCUS:

Monroe, Florida
 NHAC County

4. DESCRIPTION (Check all that apply)

Organization Focus

- | | | |
|--|---|---|
| <input type="checkbox"/> International DTO Focus | <input checked="" type="checkbox"/> Multi-State DTO Focus | <input checked="" type="checkbox"/> Local DTO Focus |
| <input type="checkbox"/> International MLO Focus | <input checked="" type="checkbox"/> Multi-State MLO Focus | <input checked="" type="checkbox"/> Local MLO Focus |
| <input checked="" type="checkbox"/> Gang Focus | <input type="checkbox"/> Fugitive Focus | |

Page 4

Interdiction Modalities

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Air | <input type="checkbox"/> Rail | <input checked="" type="checkbox"/> Highway |
| <input type="checkbox"/> Parcel (Commercial) | <input checked="" type="checkbox"/> Parcel (Postal) | <input checked="" type="checkbox"/> Maritime |
| <input type="checkbox"/> Other | <input type="checkbox"/> N/A | |

Drug Focus

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Cocaine/Crack | <input checked="" type="checkbox"/> Fentanyl | <input checked="" type="checkbox"/> Heroin |
| <input type="checkbox"/> Methamphetamine | <input type="checkbox"/> Marijuana | <input type="checkbox"/> Other |

5. INITIATIVE COMPLIANCE

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?

☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, collocated, and commingled?

☒ Yes ☐ No

Does this initiative fund all or part of the salary (not including overtime) of a state or local law enforcement officer?

☐ Yes ☒ No

Keyed at ...
Profile

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☒ Yes ☐ No

Does this initiative use HIDTA funds to fund a prosecutor?

☐ Yes ☒ No

Expected And Actual Disruptions/Dismantlements					
Outputs	2019 - 2021 Average	2019 Actual	2020 Actual	2021 Actual	2023 Expected
Drug Trafficking Organizations					
International DTOs	0	0	1	0	
Multi-State DTOs	1	0	2	0	
Local DTOs	1	1	0	2	
TOTAL	2	1	3	2	2
Money Laundering Organizations					
International MLOs	0	0	0	0	
Multi-State MLOs	1	1	1	1	
Local MLOs	0	0	0	0	
TOTAL	1	1	1	1	1
GRAND TOTAL					
	3	2	4	3	3

Expected keyed at
**DTO/MLO/CO
Sidebar**

Drug Seizures				
Drug Seizures (Units)	2019 Actual	2020 Actual	2021 Actual	2019 - 2021 Average
Cocaine Kg	0.000	4.523	85.000	29.841
Crack Kg	5.149	0.013	26.000	10.387
Fentanyl Kg	0.000	11.990	48635.000	16215.663
GHB Liter	0.000	295.261	16.000	103.754
Heroin Kg	0.013	785.000	0.056	261.690
Ice Kg	9.000	753.000	19.000	260.333

Keyed at ...
Seizures (Drug)

Drug Seizures				
Drug Seizures (Units)	2019 Actual	2020 Actual	2021 Actual	2019 - 2021 Average
Marijuana Kg	122.000	34852.000	0.000	11658.000
Marijuana Plants - Indoors Kg	3964.172	39887.528	7853.000	17234.900
Marijuana Plants - Outdoors Kg	11744.218	26590.476	3415.873	13916.856
MDMA D.U.	45893.000	75396.000	48523.000	56604.000
Methamphetamine Kg	0.037	152.000	8672.000	2941.346
Oxycodone D.U.	0.000	0.000	123569.000	41189.667

Keyed at ...
Seizures (Drug)

Cash and Other Asset Seizures				
	2019 Actual	2020 Actual	2021 Actual	2019 - 2021 Average
Cash Assets	\$416,796.00	\$406,793.00	\$1,902,682.00	\$908,757.00
Other Assets	\$933,168.00	\$862,198.00	\$655,711.00	\$817,025.67
Total Assets Seized	\$1,349,964.00	\$1,268,991.00	\$2,558,393.00	\$1,725,782.67

Keyed at ...
Seizures (Assets)

Analytical Support					
Output	2019 - 2021 Average	2019 Actual	2020 Actual	2021 Actual	2023 Expected
Cases Provided Analytical Support	60	60	60	60	60

Keyed at ...
Activities

Page 7

HIDTA Funded Prosecution Activity					
Output	2019 - 2021 Average	2019 Actual	2020 Actual	2021 Actual	2023 Expected
Individuals Prosecuted	21	25	23	15	20
Individuals Convicted	14	17	14	12	14
Number of Indictments	21	24	24	16	18
HIDTA Cases Supported	22	25	22	19	26

Keyed at ...
Prosecution

Fugitives Apprehended					
Output	2019 - 2021 Average	2019 Actual	2020 Actual	2021 Actual	2023 Expected
Fugitives	73	73	74	72	75

Keyed at ...
Fugitives

Law Enforcement Activity			
Other Outputs	2019 Actual	2020 Actual	2021 Actual
Arrests	108	216	11
Firearm Tracing	0	0	0
Firearms Seized	139	618	108
NIBIN (Matching) Correlation	0	0	0
NIBIN Acquisition	0	0	0
Vaping Cartridges Seized	0	530	10,581
Wiretaps (Lines)	26	19	24

Keyed at ...
Other Outputs

List of Policy Requests					
Section	Type	Board Appr.	ONDCP Appr.	End Date	ONDCP Reason
7.10.3 Law Enforcement and Prosecutorial	Position Justification	Yes	Pending		

Keyed at ...
Profile
Policy Requests

Page 8

Positions					
Justification					
1 Prosecutor to support HIDTA cases; 25% salary reimbursement - \$23,689.00					

Keyed at ...
Profile
Policy Requests



Practice Exercise 3-1

Preparing the Budget

Turn to page A-3 in the appendix and complete the Practice Exercise 3-1. Work individually on your assigned computer, using your assigned Student ID and password.

As the Year Progresses (Quarterly Data)

As the program year progresses, use WebPMP to record the initiative's accomplishments and activities.

Before you begin

Two of the data screens require setup before keying performance data for the program year.

- Other Outputs – to create the data rows in the Other Outputs table. This was likely done during budget preparation; see page 3-33.
- DTO List – to copy forward the open DTO/MLO/CO investigations from the previous year; this setup step is not performed during budget preparation. It is performed after the program year begins; see page 3-68.



Best Practice:

Enforcement initiatives benefit from keying data more often than quarterly.

Note: Because it is a complex, feature-rich area of WebPMP, DTO/MLO/CO data is discussed separately on page 3-68.

Ongoing data entry

For enforcement initiatives, update these screens at least quarterly:

- DTO/MLO/CO
- Seizures
 - If your HIDTA uses Case Explorer to record case data and seizures, see page C-30. You may not need to key seizure data, if it is imported from Case Explorer.
- Clandestine Labs
- Activities
- Prosecution
- Fugitive
- Other Outputs



Program Policy: According to the *HIDTA Program Policy and Budget Guidance*, Section 10.3, you must update the PMP database at least quarterly.

Getting Here

1. Open the initiative and click the **Seizures** tab.
2. Click **Asset Seizures** to expand the data panel and open a blank single data entry form.

Seizures (Asset)

Whenever the asset seizures data panel is expanded, it displays both a data entry form and the asset seizures history table, i.e., the list of all asset seizures recorded for the initiative.

Before Expansion

Initiative: 26 Enforcement

Profile DTO/MLO/CO **Seizures** Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

Add/Edit Seizures Multi-Seizure Entry Export Drug Seizure Data Export Asset Seizure Data Core Table 4 Core Table 5

Year: 2022 Definitions & Key Terms » Valid Drugs »

Select a different Initiative: 26 Enforcement

Drug Seizures

Asset Seizures

After Expansion**Data entry form (single)****IG Note**

Remind students firearms are recorded as Asset Seizures if they do not use Case Explorer. Firearm asset seizures also appear in Other Outputs.

Asset Seizure History Table

Asset Seizures

Add/Edit Asset Seizure

Case No. 26E-15-0133 or 26E-15-0133

Asset Seized Date Value \$0.00

DTO Bad Boys 13

Optional Information

Source Area Result Of DHE

Destination Zip Code

Notes

SAVE & CLEAR SAVE & ADD CANCEL

Sort By: Number of Seizures Displayed 5

Seizure Date Asset Case No Validation Value DTO DHE

Seizure Details	Additional Info	Notes
EDIT Firearm Quantity: 2 Seized On: 12/12/2022 Case Number: 26E-15-0135	DTO: Bad Boys 15 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	

Best Practice:

Record all of the information you know for each seizure. You may want to export this data.

Single entry data form

The previous page shows the single data entry form, i.e., the form for keying only 1 asset seizure. Notice the single data entry form is the default form when you expand the Asset Seizure panel.

A There are 3 ways to provide a case number or identifier:

Option 1 If this seizure is not associated with an existing DTO, type the agency's seizure case number. Also, choose *No DTO* from the DTO drop-down list.

Option 2 Select a case number from a drop-down list of choices in the 2nd case number field.

Selecting an existing case number causes WebPMP to look up and fill-in the DTO name. WebPMP also copies the case number into the 1st case number field.

Option 3 Select a DTO name.

If you select a DTO name from the drop-down list, WebPMP looks up the DTO's case number and fills in both case number fields above.

B These buttons affect only the form's data:

Save & Clear Saves and leaves a blank form

Save & Add Saves and leaves all data on the form, except the Value field is reset to 0

Cancel Clears the form without saving data



Best Practice:

Instead of the case number, select by the DTO name, if you know it. The DTO choices are more easily recognized than case number digits.

Getting Here

1. Open the initiative and click the **Seizures** tab.
2. Click the subtab **Multi-Seizure Entry**.
3. Click **Asset Seizures** to expand the Asset Seizures data panel.

Multiple entry data form

Notice the multiple entry data form has fewer data fields than the single entry form, but you can use the Comments field to key additional data, as needed.

Initiative: 26 Enforcement

Profile DTO/MLO/C Seizures **Clandestine Labs** Activities Prosecution Fugitive Other Outputs DHE

Add/Edit Seizures **Multi-Seizure Entry** Export Drug Seizure Data Export Asset Seizure Data

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Drug Seizures

Asset Seizures

Add Asset Seizures

Number of Seizures 10

Case Number	Asset Seized	Date	Value/Quantity	DTO	Comments
26E-15-0133 or 26E-15-0133	Cash	01/02/2023	24,500	Bad Boys 13	
26E-22-000: or 26E-22-000:	Other	01/05/2023	65,000	No DTO	2020 BMW M6 Log # 2023-MV-0021
26E-15-0134 or 26E-15-0134	Cash	01/10/2023	12,050	Bad Boys 14	
or					
or					
or					
or					
or					
or					
or					
or					
or					
or					
or					
or					

A **SAVE** **CANCEL**

A You must click **Save** to all entries on the form.

Asset Seizures History Table

Sort By: Number of Seizures Displayed 5

☒ Seizure Date
 ☐ Asset
 ☐ Case No
 ☐ Validation
 ☐ Value
 ☐ DTO
 ☐ DHE

	Seizure Details	Additional Info	Notes	
B EDIT	Cash Value: \$35,000.00 Seized On: 12/27/2022 Case Number: 26E-16-0901	DTO: Bad Boys 17 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	See Log # 2022-0421	A
EDIT	Firearm Quantity: 3 Seized On: 12/27/2022 Case Number: 26E-16-0123	DTO: Bad Boys 16 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	See Log # 2022-0048	
C EDIT	Firearm Quantity: 2 Seized On: 12/12/2022 Case Number: 26E-15-0135	DTO: Bad Boys 15 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated		
EDIT	Cash Value: \$1,505.00 Seized On: 11/11/2022 Case Number: 26E-09-0132	DTO: Bad Boys 12 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated		D
EDIT	Other Value: \$17,500.00 Seized On: 10/10/2022 Case Number: 26E-0150	DTO: Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	PROP ID # 2022-H42-0310	

E 1 2 3

- A** Choose the number of items you wish to display at once.
- B** Sort the table's records as you wish.
- C** The **Edit** button copies the seizure into a data entry form for you to edit and resave it.
- D** Delete any item.
- E** Advance pages using the Navigation Bar.

Getting Here

1. Open the initiative and click the **Seizures** tab.
2. Click **Drug Seizures** to expand the data panel and open a blank single data entry form.

Seizures (Drug)

Whenever the drug seizures data panel is expanded, it displays both a data entry form and the drug seizures history table, i.e., the list of all drug seizures recorded for the initiative.

Before Expansion

Initiative: 26 Enforcement

Profile DTO/MLO/CO **Seizures** Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

Add/Edit Seizures Multi-Seizure Entry Export Drug Seizure Data Export Asset Seizure Data Core Table 4 Core Table 5

Year: 2022 Definitions & Key Terms » Valid Drugs »

Select a different Initiative: 26 Enforcement

Drug Seizures

Asset Seizures

After Expansion**Data entry form (single)**

Drug Seizures

Add/Edit Drug Seizure

Case No. 26E-16-0123 or 26E-16-0123

Drug Seized Fentanyl Date 12/26/2022

Location Kalkaska, Michigan Quantity 250 g

DTO Bad Boys 16

Optional Information

Source Area Destination

Zip Code Interdiction Type DHE Drug Form Powder

Notes NY or Chicago ?

SAVE AND CLEAR SAVE AND ADD CANCEL

Sort By: Number of Seizures Displayed 5

☒ Seizure Date ☐ Drug ☐ Case No ☐ Unit ☐ Quantity ☐ Location ☐ DTO ☐ DHE

Seizure Details	Additional Info	Notes
EDIT Cocaine Amount Seized: 15000 kg Seized On: 2/22/2022 Location: Erie, Ohio Case Number: 26E-16-0123	DTO: Bad Boys 16 Source: Bolivia Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 15000 kg Updated Quantity:	
EDIT Cocaine Amount Seized: 2.0000 kg Seized On: 2/18/2022 Location: Antrim, Michigan Case Number: 26E-15-0133	DTO: Bad Boys 13 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 2.0000 kg Updated Quantity:	

Drug Seizure History Table

Data Entry Form

The drug data entry form works identically to the asset data entry form, except drug seizures require a bit more information than asset seizures. The location allows WebPMP to lookup the appropriate drug price and compute the value of the seizure.

Best Practice:

You can combine several small drug seizures into a single entry if they have matching drugs, locations, and DTO information. Add comments to provide an audit trail.

Best Practice:

Instead of the case number, select by the DTO name, if you know it. The DTO choices are more easily recognized than case number digits.

A There are 3 ways to provide a case number or identifier:

Option 1 If this seizure is not associated with an existing DTO, type the agency's seizure case number. Also, choose *No DTO* from the DTO drop-down list.

Option 2 In the second (right side) case number field, use the drop-down list and select a case number. WebPMP looks up and fills in the DTO name.

Option 3 Use the drop-down list to select a DTO name, and WebPMP completes the case number for the investigation of the DTO.

B Click one of the following to complete your work.

Save & Clear	Saves and leaves a blank form
Save & Add	Saves and leaves all data on the form
Cancel	Clears the form without saving data

Getting Here

1. Open the initiative and click the **Seizures** tab.
2. Click the subtab **Multi-Seizure Entry**.
3. Click the Drug Seizures title to expand the Drug Seizures data panel.

Multiple entry data form

Notice the multiple entry data form has fewer fields, but you can use the Comments field to key additional data, as needed.

Initiative: 26 Enforcement

Profile DTO/MLO/CO **Seizures** **Clandestine Labs** Activities Prosecution Fugitive Other Outputs DHE

Add/Edit Seizures **Multi-Seizure Entry** Export Drug Seizure Data Export Asset Seizure Data

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Drug Seizures

Add Drug Seizures

Number of Seizures 10

Case Number	Drug Seized	Date	Location	Quantity	Unit	DTO	Comments
26E-15-0133 or 26E-15-0133	Heroin	01/02/2023	Delta, Michi	20	kg	Bad Boys 13	
26E-15-0133 or 26E-15-0133	Cocaine	01/02/2023	Delta, Michi	10	kg	Bad Boys 13	
26E-15-0133 or 26E-15-0133	Fentanyl	01/02/2023	Delta, Michi	520	g	Bad Boys 13	

A SAVE CANCEL

A You must click to **Save** all entries on the form.

Drug Seizures History Table

Sort By: Number of Seizures Displayed: 5

☒ Seizure Date
 ☐ Drug
 ☐ Case No
 ☐ Unit
 ☐ Quantity
 ☐ Location
 ☐ DTO
 ☐ DHE

Seizure Details	Additional Info	Notes
EDIT Cocaine Amount Seized: 15000 kg Seized On: 2/22/2022 Location: Erie, Ohio Case Number: 26E-16-0123	DTO: Bad Boys 16 Source: Bolivia Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 15000 kg Updated Quantity:	X
EDIT Cocaine Amount Seized: 2.0000 kg Seized On: 2/18/2022 Location: Antrim, Michigan Case Number: 26E-15-0133	DTO: Bad Boys 13 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 2.0000 kg Updated Quantity:	X
EDIT Cocaine Amount Seized: 0.6500 kg Seized On: 1/26/2022 Location: Iron, Wisconsin Case Number: 26E-16-0901	DTO: Bad Boys 17 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 650.0000 g Updated Quantity:	X
EDIT Methamphetamine Amount Seized: 200.0000 D.U. Seized On: 1/26/2022 Location: Jefferson, New York Case Number: 26E-15-0135	DTO: Bad Boys 15 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 200.0000 D.U. Updated Quantity:	X
EDIT Heroin Amount Seized: 2.0000 kg Seized On: 1/25/2022 Location: Erie, Ohio Case Number: 26E-15-0135	DTO: Bad Boys 15 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 2.0000 kg Updated Quantity:	X

1 2

- A** Choose the number of items you wish to display at once.
- B** Sort the table's records as you wish.
- C** Click **Edit** to place the row data a data entry form for easier editing.
- D** Deletes the row (seizure).
- E** Advance pages using the Navigation Bar.

Getting Here

1. Open the initiative and click the **Clandestine Labs** tab.

Clandestine Labs

This screen records various types of data about laboratories, and is divided into three panels.

- Laboratory Cases (expanded, by default)
- Methamphetamine Laboratories (collapsed)
- Other Clandestine Laboratories (collapsed)

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures **Clandestine Labs** Activities Prosecution Fugitive Other Outputs DHE

Core Table 6 Other Clan Labs Dismantled

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Clandestine Laboratories

Laboratory Cases

	2018 - 2020 Avg	Actual				
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Laboratory Dump Sites Seized	3	1	0	0	0	1
Chemical/Glassware Equipment Seized	17	6	0	0	0	6
Children Affected	8	0	0	0	0	0

Methamphetamine Laboratories

Other Clandestine Laboratories

Notes

SAVE

Expanded by default

You expand as needed

Laboratory Cases

Like many other data screens in WebPMP, record quarterly data, and the program computes the total as you key.

Methamphetamine Labs

Expand the Methamphetamine Labs panel to enter data.

Report the methamphetamine lab dismantlements according to the lab size. Super laboratories, i.e., those 160 oz. and greater, require you to enter the National Seizure System (NSS) number obtained when you report the lab to the El Paso Intelligence Center (EPIC), using Form 143.

You must key a NSS number and comments, then click **Add** before you can save the screen.

Methamphetamine Laboratories

Methamphetamine Laboratories Dismantled by Size

	2018 - 2020 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Less 2 Oz	2	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
2 - 8 Oz	1	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
9 - 31 Oz	0	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
32 - 159 Oz	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Super Laboratories

You must add an NSS Number to enter Super Laboratory data.

NSS Number **Add** **A** NSS Number Comments

	2018 - 2020 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
160 - 320 Oz	0	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
Over 320 Oz	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Total Methamphetamine Laboratories Dismantled

	2018 - 2020 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Total Methamphetamine Laboratories Dismantled	4	4	0	0	0	4

A Key the NSS number and comments, before clicking **Add** to add a row to the list of NSS numbers, at right. You must have an NSS number for each super lab dismantlement keyed for the year.

Other Clandestine Laboratories

Expand the Other Clandestine Laboratories panel and click **Add** to display the data entry form.

Separately record each lab dismantled, by choosing the type of the lab, and the end product of the lab.

Data entry form

Other Clandestine Laboratories

Lab Type	End Product	2 oz. or Less	3-9 oz.	10-31 oz.	32-159 oz.	More Than 10 lbs.	Total
EXT Conversion	Counterfeit Pill Manufacturing	0	0	0	0	1	1
EXT Production	Fentanyl	0	1	0	0	0	1

Add/Edit A Laboratory

Select A Laboratory Type: Select One... End Product:

Laboratory Capacity

2 oz. or Less	3-9 oz.	10-31 oz.	32-159 oz.	More Than 10 lbs.	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

SAVE AND ADD SAVE AND CLOSE CANCEL

A Click **Add a Lab** to initially open the data entry form.

B Laboratory Type **C** End Product

Production	DMT N, N-Dimethyltryptamine
	Fentanyl
	GHB
	LSD
	MDMA (Ecstasy)
	OxyContin
	PCP
	Steroids
Conversion	Synthetic Cannabinoids (e.g., K2/Spice)
	Cannabis Oil Extraction (e.g. honey oils, wax)
	Counterfeit Pill Manufacturing
	Crack
	Hashish
	Ice
	Methamphetamine HCl

D Complete the data entry form with one of these buttons.

Save & Clear	Saves and leaves a blank form.
Save & Add	Saves and leaves all data on the form.
Cancel	Clears the form without saving data.

Notes


Notes are optional, but many users record the data sources or other information in the Notes field for audit purposes.


Notice a single Notes field applies to all panels for Clandestine Labs.

Clandestine Laboratories


Laboratory Cases


	2018 - 2020 Avg	Actual				
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Laboratory Dump Sites Seized	3	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
Chemical/Glassware Equipment Seized	17	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	6
Children Affected	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Methamphetamine Laboratories 

Other Clandestine Laboratories 

A Notes



B


A Key notes, if desired.

B Click **Save** to save all entries to all panels.

Getting Here

1. Open the initiative and click the **Activities** tab.

i Important: Only case support provided by an agency analyst assigned to this initiative should be reported here.

Activities

Use this screen to record actual values for the initiative's activities such as new cases, case support, and deconflictions for cases.

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs **Activities** Prosecution Fugitive Other Outputs DHE

Core Table 8 Core Table 9

Year: 2021 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Law Enforcement Activities

New HIDTA Cases

		Actual					
	2017 - 2019 Avg	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	
HIDTA Initiative Cases Opened	13	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	

Case Support

		Actual					
	2017 - 2019 Avg	Expected	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Cases Provided Analytical Support	39	<input type="text" value="59"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Case Notes

Deconflictions

		Actual					
	2017 - 2019 Avg	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	
Event Deconflictions	15	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	
Target/Investigative Data Deconflictions	29	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	

B SAVE

i Important: When deconfliction activities are performed by the ISC, leave the deconfliction section blank. Do not duplicate entries.

A If data is available from Case Explorer, a button, **Pull CE Data**, appears to import data from Case Explorer. The pulled data from Case Explorer overwrites anything displayed. See page C-30 for a list of all data imported from Case Explorer.

B Click **Save** to save all entries.

Getting Here

1. Open the initiative and click the **Prosecution** tab.

Prosecution

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities **Prosecution** Fugitive Other Outputs DHE

Year: 2021 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

Prosecution

HIDTA Funded Prosecution Activities

	2017 - 2019 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Number of Indictments	15	18	0	0	0	0	0
Individuals Prosecuted	15	20	0	0	0	0	0
Individuals Convicted	10	13	0	0	0	0	0
HIDTA Cases Supported	15	18	0	0	0	0	0

Prosecution Notes

Optional Prosecution Data

	2017 - 2019 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Search Warrants Reviewed	7	10	0	0	0	0	0
Wiretap Orders Reviewed	3	3	0	0	0	0	0
Court Orders Reviewed	4	6	0	0	0	0	0

A **SAVE**

i Important: Report only prosecution activities of a HIDTA-funded prosecutor.

A Click **Save** to complete your work.

Getting Here

1. Open the initiative and click the **Fugitive** tab.

Fugitive**Initiative: 26 Enforcement**

[Profile](#)
[DTO/MLO/CO](#)
[Seizures](#)
[Clandestine Labs](#)
[Activities](#)
[Prosecution](#)
[Fugitive](#)
[Other Outputs](#)
[DHE](#)

Year: 2021 [Definitions & Key Terms »](#)

Select a different Initiative: 26 Enforcement

Fugitive**Fugitives**

	2017 - 2019 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Fugitives	47	<input type="text" value="71"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Related to Drug Charges	12		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Result of DHE	4		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Fugitive Notes

A**SAVE****A**Click **Save** to complete your work.

Getting Here

1. Open the initiative and click the **Other Outputs** tab.

Other Outputs

The Other Outputs screen displays the Other Outputs table that was created during budget preparation.

Other
Outputs table

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive **Other Outputs** DHE

Year: 2021 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement ▼

Other Outputs PUSH OUTPUTS ADD AN OUTPUT

Sort By:
☒ Output Name ☐ DHE ☐ Investigative Support

		Output Details	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Total	
A	B	EDIT PUSH Arrests On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	<input checked="" type="checkbox"/>
		EDIT PUSH Firearms Seized On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	<input checked="" type="checkbox"/>
		EDIT PUSH Vaping Cartridges Seized (Qty Only) On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	<input checked="" type="checkbox"/>
		EDIT PUSH Wiretaps (Lines) On Budget Proposal: Yes Investigative Support: No DHE: No	0	0	0	0	0	<input checked="" type="checkbox"/>

- A** Sort the table's records as you wish.
- B** Click **Edit** to display the entry in the data entry form to allow edits.

Editing within the data entry form

After clicking **Edit** (1st button in each table row, not shown below), the row’s data appears in the data entry form for editing.

Data entry form

Add/Edit Other Output

Other Output: Firearms Seized

Add Output to List

Check All that Apply:

☒ Investigative Support

☐ DHE

Display on Budget Proposal?

☒

Display as:

☒ Quantity

☐ Value

☐ Text

Quantity

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
4	0	0	0	4.00

Value

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Text

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Notes

Joint op btwn MSP, HIDTA, et al. 2/11/21 to 2/13/21

A

SAVE AND ADD

SAVE AND CLOSE

CANCEL

- A

Complete the form by clicking one of these buttons:
- Save and Add

Saves and leaves a blank form

Save and Close

Saves and closes the form

Cancel

Clears the form without saving data



Practice Exercise 3-2

Recording Actual Values

Turn to page A-5 in the appendix and complete the Practice Exercise 3-2. Work individually on your assigned computer, using your assigned Student ID and password.



Practice Exercise 3-3

Recording Seizures

Turn to page A-6 in the appendix and complete the Practice Exercise 3-3. Work individually on your assigned computer, using your assigned Student ID and password.



Practice Exercise 3-4 Recording Actual Values for Other Outputs


Turn to page A-9 in the appendix and complete the Practice Exercise 3-4. Work individually on your assigned computer, using your assigned Student ID and password.


Getting Here


1. Click the **DTO/MLO/CO** tab from any data screen.
2. Click the **DTO/MLO/CO Listing** subtab.

Certification Prep

How should you correct an oversight in recording a DTO as identified? Suppose you discover a DTO under investigation but it is not recorded as identified.

-  Note: *DTO List* is an abbreviated name for DTO/MLO/CO Listing, and the term *DTO* may be used as an abbreviated way to represent all types of organizations under investigation:
- DTO
 - MLO
 - CO

-  Warning: Carefully monitor the DTO List. Only data displayed on the DTO List is counted for performance reporting.

-  Warning: WebPMP ignores closed investigations during the push command.

DTOs, MLOs, and COs

Enforcement initiatives track DTOs, MLOs, and COs under investigation, and each must have a case number recorded in WebPMP.

Unlike seizures, fugitives, and other quarterly data recorded as the year progresses, case investigation data is often recorded more frequently than quarterly, to keep track of organization characteristics, case status, and results of efforts to disrupt and dismantle them.

The DTO List

This data screen tracks an enforcement initiative's work with DTOs, MLOs, and criminal operations, i.e., those organizations that don't meet the requirements of DTO and MLO. For convenience during training, we call this list by its short name, the *DTO List*⁴.

All criminal operations actively investigated at any time during the program year must appear in the DTO List, so WebPMP can tally the initiative's activities and count its enforcement efforts for dismantling these organizations.

Separate DTO Lists for each program year

Enforcement initiatives maintain separate DTO Lists for each year. For example, the DTO List for 2023 is separate from the DTO List for 2022, although some organizations appear on both years' listings if investigations span multiple years.

For DTOs copied forward, the previous year's disruptions are not counted in the current program year's disposition. Each program year's disruptions count for performance reporting in that program year only.

⁴ Similarly, in this training material, we often refer to DTOs, MLOs, and COs as simply DTOs.

Copy forward all DTOs still under investigation once entries have been completed for the previous program year.

Drug Trafficking Organization						
<input type="checkbox"/> All		Name	Status	Validation	Disposition	Modified
<input type="checkbox"/>	PUSH	Bad Boys 12	Deconflicted	Validated	Disrupted / Open	2/24/2016
<input type="checkbox"/>	PUSH	Bad Boys 13	Deconflicted	Not Validated	Disrupted / Open	2/28/2016

In next year's DTO List, WebPMP resets those DTOs to Open

Drug Trafficking Organization						
<input type="checkbox"/> All		Name	Status	Validation	Disposition	Modified
<input type="checkbox"/>	PUSH	Bad Boys 12	Deconflicted	Validated	Open	1/23/2017
<input type="checkbox"/>	PUSH	Bad Boys 13	Deconflicted	Not Validated	Open	1/23/2017

Important: Every case active during the year will appear on the year's DTO List at 12/31. Make needed edits before May 1st.



Be sure all enforcement initiatives follow the same rules for classifying and recording DTO data. Good practices throughout the year minimizes year-end edits.



Best Practice:
Close investigations, as needed, before pushing DTOs to the following year.

What doesn't get copied

WebPMP will not copy forward closed or suspended investigations.

Year-end validation

Each HIDTA validates its performance data during the program year, e.g., quarterly initiative reviews. At the end of the year, validate all data in WebPMP; make edits before March 1st, when the data screens are locked from further edits.

Build new year's DTO List

Some local PMP Coordinators push an initiative's entire DTO list using a single Push All command. Closed or suspended cases, and dismantled DTOs are not pushed.

Otherwise, the initiative user can copy DTOs one by one, after each DTO's data is validated by the PMP Coordinator.

DTO List refers to the entire collection of DTOs, MLOs, and COs. You view each type as a subset, in its own data panel, but collectively they make up the DTO List.

DTO List is divided into 3 data panels

The DTO List is divided into 3 data panels, and each can be expanded or collapsed individually to show or hide the contents.

Initiative: 26 Enforcement

Profile **DTO/MLO/CO** Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Export DTO/MLO/CO Data Core Table 1 Core Table 2 Core Table 3 Core Table 8

Year: 2021 Definitions & Key Terms »

Select a different Initiative: 26 Enforcement

DTOs, MLOs, & COs

Add A New DTO »

Expected Outputs

	3-YR	EXPECTED
DTO	2	2
MLO	1	1

Edit Expected Values

Sort By:

☒ Name ☐ Status ☐ Disposition ☐ Last Updated

Drug Trafficking Organization

Money Laundering Organization

Criminal Operations

Drug Trafficking Organization

<input type="checkbox"/> All		Name	Status	Validation	Disposition	Modified	
<input type="checkbox"/>		Bad Boys 12	Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 13	Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 14	Deconflicted	Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 15	Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 17	Not Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 20	Not Deconflicted	Not Validated	Open	2/23/2021	

Money Laundering Organization

		Name	Status	Validation	Disposition	Modified	
<input type="checkbox"/>		Bad Boys 16	Not Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 19	Deconflicted	Validated	Open	2/23/2021	













Criminal Operations

		Name	Status	Validation	Disposition	Modified	
		Bad Boys 18	Not Deconflicted	Not Validated	Open	2/23/2021	

SUMMARIZE SELECTED DTOs

Deleting from the DTO List

Deleted DTOs do not count toward the program year's performance data.

<input type="checkbox"/> All		Name	Status	Validation	Disposition	Modified	
<input type="checkbox"/>		Bad Boys 12	Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 13	Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 14	Deconflicted	Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 15	Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 17	Not Deconflicted	Not Validated	Open	2/23/2021	
<input type="checkbox"/>		Bad Boys 20	Not Deconflicted	Not Validated	Open	2/23/2021	

If you accidentally delete a DTO, you have 2 choices for correction:

- Go to previous year and re-push it, if it is available. Re-key all edits since Jan 1, or
- Call the W/B Help Desk and ask for the deleted DTO to be restored from archives.

⚡ Warning: **Be aware** of every DTO edit you make between January and April. Edits to a DTO that exists in both years' DTO List (past and present) *may* require edits to both DTO Lists.

Tips for managing DTO data

- Keep each DTO List separately accurate to reflect its program year.
- Close all investigations when needed, promptly.
- Push individual DTOs only after you have completed validation and verified the DTO's record is current. This saves editing 2 separate DTO Lists.

Getting Here

1. Click the **DTO/MLO/CO** tab from any data screen.
2. Click the subtab.
DTO/MLO/CO Listing.

Searching the DTO List

The Sidebar provides several tools to help you filter the list and locate one or more DTOs.

DTOs, MLOs, & COs

[Add A New DTO »](#)

Expected Outputs

	3-YR	EXPECTED
DTO	2	2
MLO	1	1

Edit Expected Values

DTO List Options

Search DTOs

Name Containing...

Notes Containing...

Case Number...

Show Only...

☐ New DTOs
☐ New MLOs
☐ New COs

☐ Case Explorer
☐ Non Case Explorer
☒ Both

A [UPDATE LIST\(S\)](#)

Sort By:
☒ Name
 ☐ Status
 ☐ Disposition
 ☐ Last Updated

Drug Trafficking Organization ▼

<input type="checkbox"/> All		Name	Status	Validation	Disposition	Modified	
<input type="checkbox"/>	PUSH	Bad Boys 12	Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PUSH	Bad Boys 13	Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PUSH	Bad Boys 14	Deconflicted	Validated	Open	2/23/2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PUSH	Bad Boys 15	Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PUSH	Bad Boys 17	Not Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PUSH	Bad Boys 20	Not Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>

Money Laundering Organization ▼

		Name	Status	Validation	Disposition	Modified	
<input type="checkbox"/>	PUSH	Bad Boys 16	Not Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PUSH	Bad Boys 19	Deconflicted	Validated	Open	2/23/2021	<input checked="" type="checkbox"/>

Criminal Operations ▼

		Name	Status	Validation	Disposition	Modified	
PUSH		Bad Boys 18	Not Deconflicted	Not Validated	Open	2/23/2021	<input checked="" type="checkbox"/>

B [SUMMARIZE SELECTED DTOs](#)

Filtering Tools

DTO Listing

- A** After entering filter(s), click **Update List** to apply your filters and refresh the DTO List.
- B** This provides a summary report of the DTOs and MLOs, but not the criminal operations. Use checkmarks to select which DTOs and MLOs the report includes.

DTO Summary Report

The DTO List provides a summary report of the organizations listed. Be sure to checkmark the organizations to include.

DTO/MLO Summary

[RETURN TO DTO LISTING](#)

Year: 2018

HIDTA: Canadian Border

DTO/MLO(s): Bad Boys 12, Bad Boys 13, Bad Boys 14, Bad Boys 15, Bad Boys 17, Bad Boys 16

Organizations in Summary: 6

Type: DTOs and MLOs Scope: Show All ☐ Only Identified in 2018 ☐ Only on Core Tables

Drug Trafficking: 5 **Money Laundering: 1**

Overall Information

Violent	Gang Related	Result of DHE	Deconflicted
1	2	0	4
Leaders	Members	Multi-Ethnic	Poly-Drug
6	38	2	2

Scope

Scope	
International	1
Multi-State	3
Local	2

DTO/MLO Disposition

	Dismantled	Disrupted	All Disrupted
International	0	0	0
Multi-State	0	0	0
Local	0	0	0

Classification

OCDETF	CPOT	RPOT	PTO
0	1	0	0

Case Disposition

Open	Suspended	Closed
6	0	0

Local Organization Characteristics

Canadian	1
Caribbean	1
Caucasian American	1
Dominican	1
El Salvadorian	1
Hawaiian Local Mixed	1
Hispanic	1
Mexican American	1

Source Organization Characteristics

Dominican	2
Caribbean	1
Caucasian	1
Colombian	1
Guatemalan	1
Hispanic	1
Mexican American	1

Trafficking Information

Drugs Trafficked		Source Areas	
Heroin	4	Dominican Republic	2
Cocaine	2	Amsterdam	1
MDMA	1	Anguilla	1
Money Laundering	1	Arizona	1
		Aruba	1
		Michigan	1
		Netherlands	1
Local Geographic Areas			
Bayfield, Wisconsin	2		
Lorain, Ohio	2		
Mackinac, Michigan	2		
Iron, Wisconsin	1		
Lewis, New York	1		
Destination Areas			



Practice Exercise 3-5 Viewing DTO Data

Turn to page A-11 in the appendix and complete the Practice Exercise 3-5. Work individually on your assigned computer, using your assigned Student ID and password.

Getting Here

1. Click the **DTO/MLO/CO** tab.
2. In the Sidebar, click the Add a New DTO.

OR

1. On the DTO List, click the DTO's link to edit an existing DTO.

Adding or Editing a DTO

The Add/Edit DTO screen contains expandable data entry forms, grids, and other devices – some contain separate save buttons for portions of DTO data. At the bottom of the overall screen, be sure to click the **Save** button that completes the entire collection of DTO data.

i Important: Accuracy here is critically important to HIDTA, so all HIDTAs' data can be compiled with precisely the same definitions. Be sure to refer to the PMP User Guide, Appendix C to see the official definition of each field's data. Ask your PMP Coordinator for clarification if in doubt.

◆ These areas are expandable panels.

Initiative: 26 Enforcement

Profile **DTO/MLO/CO** Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Add New DTO Export DTO/MLO/CO Data

A Year: 2023 ▼ DTO: Select one... ▼ MLO: Select one... ▼ CO: Select one... ▼ Definitions & Key Terms »

Select a different Initiative: 26 Enforcement ▼

Add/Edit DTO * Denotes Required Field

Organization Info

*Organization ID: Bad Boys 21 *Identified On: 01/14/2023

*Violent: ☒ Yes ☐ No *Gang Related: ☒ Yes ☐ No

☒ Cartel Affiliation ☐ Result of DHE ☒ Deconflicted ☐ Validate **B**

Type: Drug Trafficking ▼ Scope: Multi-State ▼ *Leaders: 2 *Members: 16

Notes **C**

Analytical Support: Crime-Pattern Analysis ▼

Classification

OCDETf: [] OCDETf Case No.: [] Open: 01/20/2023 *Case No.: 26E-23-002

CPOT: [] RPOT: [] Suspended: [] Closed: []

Case Disposition

DTO Disposition

Dismantled Disruptions

Traffic and Seizure Information

*Drugs Trafficked ◆ ADD A DRUG HIDE GRID

Drug Seizures ◆ ASSOCIATE A DRUG SEIZURE HIDE GRID

Asset Seizures ◆ ASSOCIATE AN ASSET SEIZURE HIDE GRID

SAVE

A This toolbar allows you to switch program years, DTOs, etc. rather than returning to the DTO list.

B This box is displayed only for PMP Coordinators to use.

C Notes in this field can be used when filtering the DTO List from the home screen's Sidebar.

DTO Disposition

By definition, a DTO can only be dismantled once, because a dismantled DTO is unable to reconstitute. However, if a DTO does reconstitute after you record it dismantled, you can add subsequent entries only if it is active and closed in the same program year.

Disruptions can occur multiple times, so WebPMP creates a list of disruptions in this panel. Each disruption you record requires you to click a separate **Save** button to add it to the database. Although you receive a confirmation message, the Save button is only saving the Disruption information to the database, i.e., the screen's main **Save** button must be used for the remainder of the screen's data.

After entering a date dismantled and a note, save by clicking the screen's main **Save** button (not shown). Notice the Case Disposition field now has the same date as the dismantled date.

After entering a disruption, save each entry by clicking the **Save** button in the panel (as shown).

Fully expanded

A Disruptions must be noted as one of the following; this is a required entry.

Organizational leadership	Distribution
Methods of financing	Communications
Transportation	Drug production

B These buttons only affect the Disruptions panel.

3 data entry forms
collapsed

Traffic and Seizure Information

Traffic and Seizure Information

*Drugs Trafficked **ADD A DRUG** **HIDE GRID**

Drug Seizures **ASSOCIATE A DRUG SEIZURE** **HIDE GRID**

Asset Seizures **ASSOCIATE AN ASSET SEIZURE** **HIDE GRID**

SAVE

Recording drugs the DTO traffics

Click **Add a Drug** and complete a data entry form for each drug the DTO is known to traffic. For each drug, you must identify its geographic origin, source area, and through where within your HIDTA region it is primarily trafficked, an area known to WebPMP as the *local geographic area*⁵.

*Drugs Trafficked **HIDE GRID**

Add/Edit A Drug

*Select A Drug **ADD**

*Source Area **ADD** **B**

Selected Amsterdam ☒ Colombia, Republic of ☒

*Local Geographic Area **ADD**

Selected Bayfield, Wisconsin ☒ Sawyer, Wisconsin ☒

Washburn, Wisconsin ☒

Destination Area **ADD**

Selected

C **SAVE AND ADD** **SAVE AND CLOSE** **CANCEL**

- A** Opens the data entry form to add a drug to the DTO.
- B** Add buttons on data entry forms, let you build a list.
- C** These buttons affect only the data entry form.
 - Save and Add** Saves and leaves a blank form
 - Save and Close** Saves and closes the form
 - Cancel** Clears the form without saving data

⁵ In the Drug Seizures screen, this field is labeled “Location.” If a needed location is not listed, contact your local PMP Coordinator.

2 data entry forms collapsed

Drug seizures associated with the DTO
WebPMP maintains a list of each DTO’s drug seizures. These seizures recorded the DTO’s name and case number.

As you edit a DTO, WebPMP looks up “unclaimed” seizures and suggests they may be associated to the DTO.

To save time, review “unclaimed” drug seizures and associate 1 or more with the current DTO. Your edit on this page will update the drug seizure’s record with this DTO’s identifier.

Traffic and Seizure Information

Drugs Trafficked ADD A DRUG HIDE GRID

Drug Seizures A ASSOCIATE A DRUG SEIZURE HIDE GRID

Asset Seizures ASSOCIATE AN ASSET SEIZURE HIDE GRID

SAVE

A Click **Associate a Drug Seizure** to display a list of unclaimed drug seizures.

WebPMP narrows the list of unclaimed seizures to only seizures of the same drugs the current DTO is known to traffic. So, for example, if the DTO you are editing is known to traffic cocaine and heroin, then only unclaimed seizures of cocaine and heroin are listed as choices in a drop-down list.

Drug Seizures HIDE GRID

Associate A Drug Seizure

Select a Drug Seizure 12/28/2022 2.2000 kg - Heroin - Antrim ✓

B SAVE AND ADD SAVE AND CLOSE CANCEL

B Select an unclaimed drug seizure and click to save. The seizure will change from ‘No DTO’ to belonging to this DTO.

- | | |
|-----------------------|--------------------------------------|
| Save and Add | Saves and displays a blank form |
| Save and Close | Saves and closes the form |
| Cancel | Clears the panel without saving data |

WebPMP prompts you for action
If you don't request the list of unclaimed drugs, WebPMP automatically offer them to you as you save the screen.

The following Drug Seizures have a matching case number to this Organization
10/10/2017 11.7914 kg Marijuana Plants - Indoors - Geauga, Ohio - 26E-15-0135
Do you want to associate these seizures? YES

A

How do unclaimed drug seizures occur?

Recall a seizure can be recorded by manually keying a case number for the drug seizure. Turn to page 3-49 and review Option 1 below the screen.

A Clicking **Yes** saves the association, but not the other DTO edits. You still must **Save** the DTO.

Asset seizures associated with the DTO
Similar to the DTO's drug seizures, WebPMP can also display a list of all unclaimed asset seizures. Your DTO edit can associate unclaimed asset seizures to the DTO and simultaneously update the seizure's record on the Asset Seizures page.

2 data entry forms collapsed

Traffic and Seizure Information

*Drugs Trafficked

ADD A DRUG

HIDE GRID

Drug Seizures

ASSOCIATE A DRUG SEIZURE

HIDE GRID

Asset Seizures

ASSOCIATE AN ASSET SEIZURE

HIDE GRID

SAVE

Asset Seizures

VIEW GRID

Associate An Asset Seizure

Select an Asset Seizure

1/2/2017 \$35000.0000 - Other - 2017-99-0322 (BMW M-4 VIN BH1359967ZT9945)
2/15/2017 \$57500.0000 - Cash - 2017-99-101

SAVE AND ADD

SAVE AND CLOSE

CANCEL

A

ASSOCIATE AN ASSET SEIZURE

SAVE

A Click **Associate an Asset Seizure** to display a data panel.

B After your selection, click a button to save, as needed.
Save and Add Saves and leaves a blank form
Save and Close Saves and closes the form
Cancel Clears the form without saving data

B

Where to Get Help

The definitions of key terms are frequently available as you work with enforcement initiative data. Look for it at the top of the screen.

INFORMATION NETWORK

Welcome Student | HIDTA: Canadian Border | Logout
Manage User Account

Initiative: 26 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Add New DTO Export DTO/MLO/CO Data

Year: 2023 ▼ DTO: Select one... ▼ MLO: Select one... ▼ CO: Select one... ▼ **Definitions & Key Terms »**

Select a different Initiative: 26 Enforcement ▼

Add/Edit DTO

Organization Info

*Organization ID: Bad Boys 21

*Violent: ☐ ☒ Cartel A

Type: Drug Trafficking

Notes:

Analytical Support: Crime-Pattern

Agencies Participating in Deconfliction
The number of separate law enforcement agencies, including those that are not HIDTA participants, that have signed agreements allowing them to access and receive information from whichever one of the three DOJ-mandated event deconfliction systems the HIDTA uses.

Agencies Using Event Deconfliction
The total number of law enforcement agencies that have submitted at least one event deconfliction request during the calendar year. HIDTAs should calculate and enter this number each January for the prior calendar year. This number is provided by Case Explorer staff annually for Case Explorer users by using the parent agency list. HIDTA using RISSafe and SAFETNET can obtain this information from their administrators. NOTE: This number does not include initiatives, task forces, or subunits of agencies such as barracks, precincts, or resident agencies, etc.

Agencies Using Target/Investigative Data Matches
The total number of law enforcement agencies that have submitted at least one target/investigative data request during the calendar year. HIDTAs should calculate and enter this number each January for the prior calendar year. This number is provided by Case Explorer staff annually for Case Explorer users by using the parent agency list. NOTE: This number does not include separate initiatives, task forces, or subunits of agencies such as barracks, precincts, or resident agencies, etc.

Analysis
Analysis is the systematic examination of diverse information through the application of inductive or deductive logic for the purpose of enhancing criminal investigations or assessment.

Analytical Support
Analytical support refers to those services an analyst provides to support an investigation;

The Help Desk phone number (located at W/B HIDTA) is displayed in the footer area of every window.



PMP User Guide: Refer to the *PMP User Guide* whenever you need additional information.



Practice Exercise 3-6

Editing Information About a DTO

Turn to page A-13 in the appendix and complete the Practice Exercise 3-6. Work individually on your assigned computer, using your assigned Student ID and password.

Exporting Enforcement Data

Exporting data from WebPMP into Excel allows you to sort, group, count, and do all sorts of things to view and summarize the data in various ways – according to your needs. The following enforcement data can be exported.

- DTO data
- Asset seizures
- Drug seizures
- Drug price data
- Positions participating in the initiative

The positions export is available to all types of initiatives, so it is described in Module 7, on page 7-17.

You'll find similarities among all of the exporting tools, so let's begin by explaining the key features of the export tools.

Getting Here

From an open initiative:

1. Click the **DTO/MLO/CO** tab.
2. Click subtab **Export DTO/MLO/CO Data**.

OR

From the Dashboard:

1. Click **Data Exporting** tab in the Reports panel.
2. Click **Exportable DTO Data**.

Export DTO Data

Exporting DTO data for a program year helps you to cross-check and verify the DTO data. This is particularly useful at the end of the program year, when you are validating the accuracy of the data.

Filters select DTOs

Choices for what data to display

Results

Export DTOs

Core Tables
ORS Tables
Data Exports
Reports

DTO Data
Drug Seizure Data
Assets Seizure Data
Drug Prices Data
Positions Data

Year: 2023

Initiative: ☐ Select All VIEW INITIATIVES

Organization Type: ☐ Both DTOs and MLOs ☐ Only Organizations that appear on Core Tables

DTO Disposition: All Dismantled/Disrupted in Quarter: All

Identified in Quarter: All Opened in Quarter: All

Drugs Trafficked: Select one... Drug Groups Trafficked: Select one...

Show These Fields: ☐ Check all ☐ Uncheck all

☐ HIDTA
☒ Initiative
☒ Type
☒ Op Scope
☒ Identifier
☒ Members
☐ Leaders

☐ Case Number
☐ Identified Date
☐ Open Date
☐ Suspended Date
☐ Closed Date
☐ Dismantle Date
☐ Dismantle Notes

☐ Disrupted Date(s)
☐ Disrupted Notes
☐ RPOT Date
☐ CPOT Date
☐ OCDETF Date
☒ OCDETF Case

☐ Deconflicted
☒ Violent
☐ Gang Related
☐ Cartel Affiliation
☐ Analyt. Support
☐ Result of DHE
☐ CE Record

☒ Drugs Traffic
☐ Local Geo Area
☐ Source Area
☐ Dest. Area
☐ Notes

☐ Inserted By
☐ Inserted Date
☐ Modified By
☐ Modified Date
☐ Validated By
☐ Validated Date

No of Records: 7
REFRESH SEND TO EXCEL

Initiative	Type	OpScope	Identifier	Members	OCDETF Case No	Violent	Drugs Trafficked
26 Enforcement	Drug Trafficking	International	Bad Boys 12	5		Violent	Heroin
26 Enforcement	Drug Trafficking	Multi-State	Bad Boys 14	35		Violent	Cocaine, MDMA
26 Enforcement	Drug Trafficking	Local	Bad Boys 15	8		Non-Violent	Fentanyl, Heroin
26 Enforcement	Money Laundering	Multi-State	Bad Boys 16	2		Non-Violent	Money Laundering
26 Enforcement	Drug Trafficking	Local	Bad Boys 17	5		Violent	Heroin
26 Enforcement	Money Laundering	Multi-State	Bad Boys 19	83		Violent	Money Laundering
26 Enforcement	Drug Trafficking	Local	Bad Boys 20	6		Violent	Marijuana Plants - Indoors

- A** Whenever you change the filters or your choices of data fields, click **Refresh** to execute your new instructions.
- B** Sending the results to Excel allows you to do many things to the list of data, such as sorting, subtotaling, calculating averages, printing, and more.

⚡ Warning: The data in Excel is no longer connected to the database and will not receive updates as others key.

Exported data in Excel

Once the data is copied from the screen results into Excel, the data is no longer connected to the PMP database. The data in Excel represents a snapshot of the database at a given point in time. Keep this in mind as you work with the data; it may be out of date if others are keying data as you review the results.

PMPDExportResults (2) - Excel

	A	B	C	D	E	F	G	H
	Initiative	Type	Op Scope	Identifier	Members	OCDETF Case No.	Violent	Drugs Trafficked
2	26 Enforcement	Drug Trafficking	International	Bad Boys 12	5		Violent	Heroin
3	26 Enforcement	Drug Trafficking	Multi-State	Bad Boys 13	9		Non-Violent	Cocaine, Heroin
4	26 Enforcement	Drug Trafficking	Multi-State	Bad Boys 14	35		Violent	Cocaine, MDMA
5	26 Enforcement	Drug Trafficking	Local	Bad Boys 15	8		Non-Violent	Heroin
6	26 Enforcement	Money Laundering	Multi-State	Bad Boys 16	2		Non-Violent	Money Laundering
7	26 Enforcement	Drug Trafficking	Local	Bad Boys 17	5		Violent	Heroin
8	26 Enforcement	Money Laundering	Multi-State	Bad Boys 19	83		Violent	Money Laundering
9	26 Enforcement	Drug Trafficking	Local	Bad Boys 20	6		Violent	Marijuana Plants - Indoors

Getting Here

From an open initiative:

1. Click the **Seizures** tab.
2. Click subtab **Export Asset Seizure Data**.

OR

From the Dashboard:

1. Click **Data Exporting** tab in the Reports panel.
2. Click **Exportable Assets Seizure Data**.

Export Asset Seizures

You may notice that the Export Asset Seizures screen is different from the Export Drug Seizures screen. It provides fewer filters and choices to help you locate potential duplicate records.

Export Asset Seizures

Core Tables **Data Exports** Reports

DTO Data Drug Seizure Data **Assets Seizure Data** Drug Prices Data Positions Data

Year: 2022

Initiative: ☐ Select All **VIEW INITIATIVES**

Seized in Quarter: All

Show These Fields: ☐ Check All ☐ Uncheck All

A

<input type="checkbox"/> HIDTA	<input checked="" type="checkbox"/> Case Number	<input type="checkbox"/> Destination Area	<input type="checkbox"/> Inserted Date
<input checked="" type="checkbox"/> Initiative	<input type="checkbox"/> Notes	<input checked="" type="checkbox"/> DTO Identifier	<input type="checkbox"/> Modified By
<input checked="" type="checkbox"/> Seizure Date	<input type="checkbox"/> Result of DHE	<input type="checkbox"/> Case Explorer Record	<input type="checkbox"/> Modified Date
<input checked="" type="checkbox"/> Asset Type	<input type="checkbox"/> Source Area	<input type="checkbox"/> Zip Code	<input type="checkbox"/> Validated By
<input checked="" type="checkbox"/> Value/Quantity		<input type="checkbox"/> Inserted By	<input type="checkbox"/> Validated Date

☐ Show Potential Duplicate Seizures ☒ Match on Exact Date ☐ Match on Case No

☒ Match on Quantity ☐ Exclude Firearms

No of Records: 14 **B** **C** **REFRESH** **SEND TO EXCEL**

Initiative	Seizure Date	Asset Type	Value / Quantity	Case No	DTO Identifier
26 Enforcement	1/10/2022	Cash	\$24,500.00	26E-09-0132	Bad Boys 12
26 Enforcement	2/22/2022	Other	\$17,500.00	26E-15-0133	Bad Boys 13
26 Enforcement	3/13/2022	Firearm	22	26E-15-0134	Bad Boys 14
26 Enforcement	4/24/2022	Cash	\$1,400.00	26E-15-0135	Bad Boys 15
26 Enforcement	5/15/2022	Cash	\$19,200.00	26E-16-0123	Bad Boys 16
26 Enforcement	6/16/2022	Other	\$42,000.00	26E-16-0901	Bad Boys 17

IG Note

Point out the last 2 boxes, refer to validation of the seizure. Exporting the Validated Date to Excel, lets you quickly see what data is not yet validated.

- A** These choices trigger WebPMP to reduce the results to display only suspected duplicate records.
- B** Remember to click **Refresh** after changing choices.
- C** Works the same as exporting DTO data, described on page 3-84.

Getting Here

From an open initiative:

1. Click the **Seizures** tab.
2. Click subtab **Export Drug Seizure Data**.

OR

From the Dashboard:

1. Click **Data Exporting** tab in the Reports panel.
2. Click **Exportable Drug Seizure Data**.

Export Drug Seizures

Exporting lists of drug seizures allows you to more easily cross-check the data in WebPMP with other sources.

Export Drug Seizures

Core Tables **Data Exports** Reports

DTO Data **Drug Seizure Data** Assets Seizure Data Drug Prices Data Positions Data

Year: 2022

Initiative: ☐ Select All VIEW INITIATIVES

Select Drug: OR Drug Group: Select Unit:

Seized in Quarter:

Show These Fields: ☐ Check All ☐ Uncheck All

☐ HIDTA ☐ Updated Quantity ☐ Interdiction Type ☐ Zip Code

☒ Initiative ☐ Updated Unit ☐ Drug Form ☐ Inserted By

☒ Seizure Date ☐ Original Quantity ☐ Location ☐ Inserted Date

☒ Drug ☐ Original Unit ☐ Source Area ☐ Modified By

☒ Quantity ☐ Drug Price ☐ Destination Area ☐ Modified Date

☒ Unit ☐ Seizure Value ☐ DTO Identifier ☐ Validated By

☒ Case Number ☐ Drug Group ☐ Case Explorer Record ☐ Validated Date

☐ Notes

☐ Show Potential Duplicate Seizures ☒ Match on Exact Date ☒ Match on Location

☒ Match on Quantity ☐ Match on Case No

No of Records: 20 REFRESH SEND TO EXCEL

Initiative	Seizure Date	Drug	Quantity	Unit	Case No
26 Enforcement	1/8/2022	Heroin	1.0000	kg	26E-09-0132
26 Enforcement	2/20/2022	Heroin	50.0000	kg	26E-15-0135
26 Enforcement	3/13/2022	GHB	15.0000	kg	26E-09-0132
26 Enforcement	4/4/2022	Fentanyl	0.0820	kg	26E-16-0123
26 Enforcement	5/25/2022	Heroin	0.0500	kg	2022-H-0031
26 Enforcement	6/16/2022	MDMA	25.0000	DU	26E-16-0123

IG Note

Point out the last 2 boxes, refer to validation of the seizure. Exporting the Validated Date to Excel, lets you quickly see what data is not yet validated.

- A** These choices trigger WebPMP to reduce the results to display only suspected duplicate records.
- B** Remember to click **Refresh** after changing choices.
- C** Works the same as exporting DTO data, described on page 3-84.

Getting Here

From the Dashboard:

1. Click **Data Exporting** tab in the Reports panel.
2. Click **Exportable Drug Prices Data**.

Exporting Drug Prices

Exporting drug prices allows you to see individual drug prices and the precise drugs that are included within each group.

Recall that WebPMP uses DEA's national average prices for drugs in several main drug groups, but it uses prices set by local HIDTAs for the drugs within the remaining drug groups.

Core Tables

Data Exports

Reports

DTO Data

Drug Seizure Data

Assets Seizure Data

Drug Prices Data

Positions Data

Year: 2022

Select Region: Select one...

☐ Show ONLY if seizures exist for the drug price

Select Drug: Select one...

OR Drug Group: Select one...

Select Unit: Show All Units

Show These Fields:

☐ Check All
 ☐ Uncheck All

☒ Region
 ☒ Drug Price
 ☐ Inserted By
 ☐ Modified By

☒ Drug
 ☐ Drug Group
 ☐ Insert Date
 ☐ Modified Date

☒ Unit
 ☐ Comment

No of Records: 21

REFRESH

SEND TO EXCEL

Region	Drug	Unit	Price
Canadian Border	Cannabis	kg	\$4,932.00
Canadian Border	Cocaine	kg	\$29,436.00
Canadian Border	Cocaine, Powder	kg	\$29,436.00
Canadian Border	Crystal Methamphetamine	kg	\$20,272.00
Canadian Border	Fentanyl	kg	\$30,000.00
Canadian Border	Heroin	kg	\$59,000.00

A Remember to click **Refresh** after changing choices.

B Works the same as exporting DTO data, described on page 3-84.



Practice Exercise 3-7 Exporting Seizure Data

Turn to page A-14 in the appendix and complete the Practice Exercise 3-7. Work individually on your assigned computer, using your assigned Student ID and password.

Measurement Tables for Enforcement Initiatives

Appendix B provides samples of the core tables for enforcement initiatives, along with the data screens which provide the source data for each report.

Table 1 – DTOs as Expected B-2

Table 2 – DTOs/MLOs Opened.....B-4

Table 3 – Scope of Investigative Activity.....B-6


Table 4 – Quantity and Value of Drugs Removed.....B-8

Table 5 – Return on Investment.....B-10

Table 6 – Clandestine Methamphetamine
 Labs Dismantled.....B-12

Table 8 – DeconflictionB-16

Table 9 – Analytical SupportB-18

 Note: Be sure to check the *PMP User Guide*, Appendix C, or *PMP Definitions and Key Terms* for changes that may affect reporting requirements. Both are available on the Sidebar of the Home Page.

Key Points

- During budget preparation:
 - complete the Profile screen to describe the initiative;
 - key expected values for DTOs / MLOs; Activities; Prosecution; and Fugitive screens; and
 - build the Other Outputs table for use during the year.
- Record actual data at least quarterly.
- WebPMP computes drug seizure values based on prices provided by the DEA (national averages) and local HIDTA prices.
- Very specific criteria determine if a gang is classified as a DTO or MLO; when in doubt, ask the initiative commander.
- Maintain separate and current DTO Lists for each program year. Begin each new year by copying forward active DTOs if investigation continues.
- Review and edit each year's DTOs to ultimately reflect the status of investigations and cases as of 12/31 of the program year.
- Export data for DTOs and MLOs, asset and drug seizures, and drug prices to assist in data validation.



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 4: Intelligence Initiatives

Learning Outcomes

At the end of this module, participants will be able to:

- Complete budget preparation information for an intelligence initiative
- Display and print the initiative's budget proposal document
- Record the initiative's actual performance data in the data screens
- Display the measurement tables that report an intelligence initiative's accomplishments

About Intelligence Initiatives

Language of Intelligence Initiatives

Analytical case support


Analytical case support is defined as the assignment of an analyst to provide analytical services for an investigation – support to both HIDTA and non-HIDTA cases. Most often, HIDTA analysts support complex cases, providing ongoing effort and extensive commitment of resources that often continue until the case is closed.

Only certain end products count as analytical case support; the list appears on page 4-8.

All case support provided by analysts assigned to the ISC, including analysts assigned to the ISC by participating agencies and ISC analysts embedded in investigative initiatives, should be attributed to the ISC. Case support provided by an agency analyst assigned to the HIDTA initiative should be attributed to the initiative to which the analyst is assigned.

Strategic intelligence products

Strategic intelligence products are end products of the analytic process, such as reports and documents that contain assessments, forecasts, associations, links, and so forth used by law enforcement agencies for prevention of crimes, apprehension of offenders, and prosecution. The annual Threat Assessment is one intelligence product, but additional reports and documents may also be surveyed for assessment.

 Note: Notice strategic intelligence products are not directly related to individual cases.

Why the distinction between analytical case support v. strategic intelligence products?

Intelligence initiatives:

- **count** the number of cases provided analytical case support, and **survey** customers about customer satisfaction with the support provided
- **survey** receivers rate the value of strategic intelligence products about the value of the work they received

Certification Prep

What is one strategic intelligence product every HIDTA is certain to produce each year?

Event deconfliction – reviewing data to ensure 2 or more events do not occur in close proximity in time or space.

Target/investigative deconfliction – reviewing data to ensure duplicate efforts are not underway for the same subject or target.

Event deconfliction

Event deconfliction services enhance officer safety and assist in the coordination of investigative activity. All HIDTA initiatives must use HIDTA event deconfliction services. Event deconfliction services must be offered to all law enforcement agencies, regardless of whether they participate in the HIDTA.

Target/investigative data matches

These deconfliction services help investigators coordinate activities to ensure the best use of HIDTA and agency resources.

Keying Intelligence Data

You use the same data screens differently, depending on the time of the program year.

	<u>During Budget Preparation</u>	<u>As the Year Progresses</u>
<i>On this screen ...</i>	<i>record ...</i>	<i>record ...</i>
Profile	Descriptive information about the initiative, its work products, and its participants.	
Services	The expected services of the intelligence initiative: cases provided analytical support, deconflictions, and more.	The actual counts of intelligence services provided by the initiative; some data is collected by surveying customers.
<i>See it on ...</i>	Initiative Description and Budget Proposal document	Individual measurement tables: Tables 8 through 12

Certification Prep

What is the minimum number of completed surveys for case agent satisfaction?

Data from Case Explorer

If your HIDTA uses Case Explorer, the following data can be imported from Case Explorer into intelligence initiatives.

- Services
 - New cases
 - Analytical support
 - Deconflictions (target/investigative, event)

Case Explorer data can be imported into other types of initiatives, and page C-30 provides a complete list of all data in Case Explorer that is available to WebPMP.

- 🔑 Note: The **Pull CE** button on the Services screen performs the data import from Case Explorer. The import feature is available only after the Washington/Baltimore support staff sets up the links between the 2 programs.

Some screens provide filters to include or exclude the imported Case Explorer data.

Editing Case Explorer data

Although you can view the imported values within WebPMP, you cannot edit Case Explorer's data. Case Explorer data can only be edited using Case Explorer.

Surveys Collect Performance Data

Intelligence initiatives collect survey data from their customers who have first-hand knowledge of the work provided by the intelligence initiative.

- Strategic products surveys – assess the value of strategic intelligence products received
- Case agent surveys assess the accuracy and usefulness of the provided case support services.

Certification Prep

What percentage of the respondents should rate the products as Useful or Very Useful?

Performance expectation

The performance expectation for both intelligence surveys is at least 85% of the respondents should indicate opinions of the products to be useful, i.e., the top 2 useful ratings.

Data Guidelines for Intelligence Initiatives

Analytical Case Support

Count cases provided these products

Only when one or more analysts analyze case data and produce one of the following products, can the activity be counted and recorded as analytical support provided to a case:

- association/link/network analysis
- commodity flow analysis
- crime-pattern analysis
- financial analysis
- flow analysis
- geospatial analysis
- communication analysis

PMP counts only the number of cases that receive analytical support. Each investigation supported is counted once per year regardless how many times or products are produced for that investigation. PMP does not count the number of support products, the hours of support provided, or the number of analysts assigned.

Do not count cases receiving routine services

Routine, one-time support services such as the processing of inquiries, event deconfliction services, and similar tasks are not counted as analytical case support for PMP although these services are also of great value.

Certification Prep

How is analytical case support counted in PMP? What activities count and do not count for PMP reporting?

- ❶ Important: PMP counts only the number of individual cases that receive analytical support products and services.

Survey of Case Agent Satisfaction

How many and how often to send out?

HIDTAs should send out satisfaction surveys at least quarterly and key the results quarterly as well.

How many to send depends on how many candidate participants (i.e., completed cases) are in the pool for selection. A minimum of 50 completed surveys per program year is recommended, but some HIDTAs may have fewer than this number of completed cases eligible to survey. If the number of completed cases or nearly completed cases is less than 50, send surveys to every candidate in the pool.

Initially, expect a response rate of about 50%, and send out twice as many as you need to receive, i.e., send out 100 surveys. You can adjust the number over time to receive at least 50 surveys.

To improve response rate, follow up with non-respondents.

Selecting cases for survey participation

Select cases with completed case support work.

It doesn't matter when the case support work began, but the case support should be concluded in the same program year as the survey data is collected and reported in WebPMP.

Select a variety of cases in the same approximate distribution as the types of case support provided. In other words, make the survey data fairly representative of the types of analytical work performed. Document whatever procedure you design for selecting survey recipients from the pool of candidates and make those procedures available to ONDCP staff or other reviewers upon request.



Best Practice:
When deciding how many surveys to send out, error on the side of excess. Completed surveys in excess of 50 provide confidence in the survey results.



Best Practice: Include the strategic products survey with each intelligence product delivered.

Certification Prep

What is an acceptable response rate for HIDTA Executive Board members?

What about for other law enforcement executives?

Strategic Products Survey

When to send

Send the survey to each member of the HIDTA's Executive Board (and other law enforcement executives) as soon as possible after the strategic intelligence product is delivered.

Who receives the survey

Each executive level recipient of every strategic intelligence product distributed receives a survey. Request recipients to return completed surveys within 30 days.

Acceptable response rates

Return of surveys can be prompted by follow-up emails or reminders during Executive Board meetings.

Strive to ensure 50 surveys are returned each calendar year. Fifty surveys are needed to ensure a reliable estimate of the proportion of respondents that consider the products useful.

Certification Prep

Who must use HIDTA's event deconfliction services?

Who must be offered the HIDTA's event deconfliction services?

- ❗ Important: Count agencies, not task forces or groups. Count each agency only once, i.e., agencies that participate in more than one initiative are counted only once.



Best Practice: Keep track of each element's deconfliction, including the date. Record notes in the Notes field, if convenient, or record dates separately from WebPMP.

Event Deconfliction

Count instances

Each HIDTA counts and reports the instances it provides this service to HIDTA initiatives and other law enforcement entities external to the HIDTA program.

Count agencies

In addition to the number of deconflictions performed, each HIDTA must also report the number of agencies that use HIDTA for deconfliction. This includes agencies that are participating in the HIDTA and those non-participating agencies that avail themselves of HIDTA deconfliction processes. Count only agencies, not task forces or groups. Be careful not to double count agencies that participate in more than one initiative.

SAFETNet and RISSafe

HIDTAs using SAFETNet or the Regional Information Sharing System (RISSafe) for deconfliction services must be sure to differentiate between agencies and initiatives. These two systems do not distinguish initiatives from agencies, but PMP counts only agencies.

Target / Investigative Data Matches

Report in WebPMP the number of times subject/target matching services are provided; each element of the case is counted separately.

For example, a case that is investigating 3 subjects, 2 places, and 1 vehicle contains 6 elements. When the ISC provides matching services for all 6 of these elements, 6 instances of matching are tabulated for PMP reporting.

DTO/MLO deconfliction

ONDCP requires all DTOs and MLOs reported in WebPMP to be deconflicted at least once. Because DTO and MLO investigations span a long period of time, perform deconfliction repeatedly as more information is known.

Specifically, a DTO or MLO is deconflicted when the names of the targets are entered into the HIDTA's target/investigative/data matching system. The case agent, supervisor or PMP Coordinator is responsible for recording this has been done for each DTO by checking off the deconfliction box on the DTO data entry screen.

Budget Preparation

Complete these screens to record descriptive information about the initiative and to record expected values about what the initiative plans to accomplish during the program year, with the requested funding and other resources.

- Profile
- Services

By completing these screens, each initiative contributes to the HIDTA's strategy that addresses the drug threats identified in the HIDTA region.

Getting Here

1. Open the initiative, and click the **Profile** tab.

Top of screen
Part 1

Profile

The Profile screen contains descriptive information that appears on the initiative's budget proposal. Complete this screen during the budget preparation period each program year.

Initiative: 26 Intelligence

Profile Services Other Outputs

Profile/Positions Initiative Description Budget Proposal Policy Requests

A Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Intelligence

Initiative Profile **PUSH PROFILE**

Lead Agencies

Select one... **ADD AGENCY**

DEA
Thunder Bay Police Department

Co-Location Site

City: Thunder Bay State: WI

Budget **UPDATE FROM FMS**

Requested: \$650,000.00 Approved: \$0.00
DHE: \$0.00 Supplemental: \$0.00

FMS 4A Budget Document

FMS Budget Rpt 4a-2.pdf **B** **VIEW/DOWNLOAD**

Description **C** **VIEW EXAMPLE** **OPEN IN WORD**

Describe how this initiative establishes collection requirements and how it collects, evaluates, collates, analyzes, and disseminates law enforcement information and intelligence

Initiative Purpose

The Canadian Border HIDTA Investigative Support Center (ISC) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies supporting enforcement initiatives operating in King, Queen, Prince, and Princess Counties in west-central Canada. The initiative was first funded by HIDTA in 2004 when Queen County received HIDTA designation. The ISC is collocated with the DEA office in King County and focuses on providing analytical case support, information sharing, and intelligence production for the designated area.

- A** Make a habit to start every screen checking the program year.
- B** After uploading the budget document, you can view it anytime using this button.
- C** You can copy text from another program and paste it into any text box. You can also open Word to use Word's formatting features such as bullets.

Top of screen
Part 2

Personnel Structure and Participating Agencies

The ISC is co-managed by the Drug Enforcement Administration (DEA) group supervisor and a Lieutenant from the Thunder Bay Police Department.

Together, they oversee a team of two DEA analysts, four tactical analysts, a Canada National Guard (CNG) Counterdrug analyst, and a strategic intelligence analyst. The two DEA analysts are embedded with DEA Group II and DEA Group IV, and provide analytical

Deconfliction

The ISC partners with the Regional Organized Crime Information Center (ROCIC), a Regional Information Sharing Systems (RISS) Center to provide 24/7 event and investigative/target data deconfliction to all HIDTA participating and non-participating agencies in west-central Canada. The ISC and ROCIC have conducted extensive deconfliction outreach efforts in CY2021, and expect a significant increase in event deconflictions in CY2022. Expected performance targets for deconfliction have been adjusted to reflect the anticipated surge in support to area law enforcement agencies.

Areas of Operation (Designated Counties)

Select one...

ADD COUNTY

Monroe, Florida

NHAC County

Intelligence Investigative Activities

Services Provided (Check all that apply):

Intelligence Products

- ☒ Strategic Intelligence
- ☒ Operational Intelligence
- ☒ Tactical Intelligence

Information Sharing

- ☒ Information Sharing

Analytical Case Support

- ☒ Analytical Support

Watch Center/Deconfliction

- ☒ Target/Investigative Data
- ☒ Event

Initiative Compliance

Is this initiative the HIDTA's primary intelligence initiative or an ancillary intelligence initiative?

- ☒ Primary ☐ Ancillary

Does this initiative share drug-related information and intelligence products with other ISCs and national intelligence centers?

- ☒ Yes ☐ No

Does this initiative have full-time Federal, state, local, or tribal law enforcement personnel participating in the initiative?

- ☒ Yes ☐ No

Are full-time Federal, state, local, and tribal law enforcement personnel assigned this initiative collocated and commingled?

- ☒ Yes ☐ No

Is the ISC Manager an employee of a participating Federal, state, local, or tribal agency, or a contractor employed by a participating agency?

- ☐ Yes - Federal Agency Employee
- ☐ Yes - State Agency Employee
- ☒ Yes - Local Agency Employee
- ☐ Yes - Tribal Agency Employee
- ☐ Yes - Contract Employee
- ☐ No

Does the ISC Manager have a Top Secret security clearance?

- ☒ Yes ☐ No

Is this initiative sponsored by at least one participating law enforcement agency?

- ☒ Yes ☐ No

**Top of screen
Part 3**

Are this initiative's intelligence products (if applicable) posted to the Homeland Security Information Network (HSIN)?
☒ Yes ☐ No

Does this initiative support, as appropriate, the production of the annual threat assessment?
☒ Yes ☐ No

Does this initiative have access to and properly utilize law enforcement, proprietary, and public databases containing information owned by the participating agencies?
☒ Yes ☐ No

Does the initiative have access to an established deconfliction system that is part of the Nationwide Deconfliction Pointer Solution (NDPS)?
☐ Yes - Case Explorer
☐ Yes - SAFETNet
☒ Yes - RISSNET
☐ No

D SAVE DELETE

D The **Save** button is located mid-screen, between the top and bottom portions.



Initiative description - top portion

As shown on the previous page, the top portion describes how the initiative establishes collection requirements and how it collects, evaluates, collates, analyzes, and disseminates law enforcement information and intelligence. IDBP worksheets are provided in the *IDBP User Guide* and on the WebPMP Home Page for modification and copy/paste to WebPMP. You can find information on many of the terms on the Profile screen in the *PMP User Guide* and the *Initiative Description and Budget Proposal (IDBP) User Guide*. Here are a few of the key terms you need to know when completing this screen.

Lead agency – more than one agency can lead the initiative, so multiple choices are allowed.

Budget – budget details are recorded in the Financial Management System (FMS), and exported as FMS Budget Report 4a-2 then manually uploaded into WebPMP.



Areas of Operation (Designated Counties)

Select all HIDTA designated counties in the initiative's primary areas of operation and not just where the initiative is located.



Intelligence Investigative Services Provided

Depending on the work of this initiative, check the services provided including types of intelligence products, information sharing, analytical case support and watch center/deconfliction.



Initiative Compliance

Answer all initiative compliance questions based on the *HIDTA Program Policy and Budget Guidance*. If prompted, a waiver or pre-approval justification must be entered in the Policy Requests tab. Watch for expanding panels requiring further information, indicating warnings, or requesting justification or waivers.

Initiative positions – bottom portion

As shown on page 4-18, each initiative provides a roster of its participants. Instead of employee names, however, it shows each position title, parent agency, and other details about the position. Participating agencies do not need to be within a HIDTA-designated county.

i Important:

Update initiative positions throughout the program year as changes occur.

Although initiatives experience staff turnover each year, many position titles remain assigned from year to year. Therefore, WebPMP provides tools to copy forward the positions from one program year to the next. You can ...

- copy the entire list, or
- copy each position, one by one, as needed.

After the new table is created, you can ...

- Edit individual agency positions, and
- Delete positions no longer provided by an agency.

Bottom of screen

Initiative Positions

ADD SINGLE POSITION

ADD MULTIPLE POSITIONS

Sort By:

Report Order

Position

Quantity

Agency

HIDTA Funded

Co-Located

Fulltime

Number of Positions Displayed

10

PUSH ALL POSITIONS TO 2024

EDIT SELECTED POSITIONS

DELETE SELECTED POSITIONS

		Position	Quantity	Details	Notes
<input type="checkbox"/>	<div>EDIT</div>	Counterdrug Analyst	1	Agency: State Highway Patrol HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	
<input type="checkbox"/>	<div>EDIT</div>	Intelligence specialist	2	Agency: DEA HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	imbedded with DEA Groups II and IV.
<input type="checkbox"/>	<div>EDIT</div>	Special Agent / Supervisor	1	Agency: DEA HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	
<input type="checkbox"/>	<div>EDIT</div>	Supervisor / Lt.	1	Agency: Thunder Bay Police Department HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	
<input type="checkbox"/>	<div>EDIT</div>	Tactical analyst	1	Agency: Lakewood Police Department HIDTA Funded: Yes Co-Located: Yes	

Note: Each row represents 1 position title of one agency, so a row can represent 2 or more positions from the same agency.

- A** Choose how many rows of the grid to view at one time.
- B** Sort the table to quickly locate entries.
- C** Use either Push button to push (or copy) all or individual rows to the next program year.
- D** Check multiple rows to edit or delete several at once.
- E** Edit or delete individual rows.

Getting Here

1. Click the **Profile** tab from any data screen.
2. Click **Add Position**.

IG Note

Mention that the Initiative Positions table provides a Navigation Bar when there are additional pages to view.

Adding agency positions

To add rows to the table, WebPMP provides a data entry form, embedded within the screen, but initially hidden from view. Click **Add Position** to reveal the Profile screen's data entry form.

Complete the form for each new row in the table.

Data entry form

The screenshot shows the 'Initiative Positions' interface. At the top, there are buttons for 'ADD SINGLE POSITION' (labeled A) and 'ADD MULTIPLE POSITIONS'. Below these is a 'Sort By:' dropdown and a 'Number of Positions Displayed' set to 10. A navigation bar contains radio buttons for 'Report Order', 'Position', 'Quantity', 'Agency', 'HIDTA Funded', 'Co-Located', and 'Fulltime'. The 'Add/Edit this Position' form is open, showing fields for Title (Criminal analyst), Agency (Michigan State Police), Quantity (1), Report Order (0, labeled B), and Notes (Shared position, also supports RIDTF). Checkboxes for Fulltime, HIDTA Funded, and Co-Located are visible, with HIDTA Funded and Co-Located checked. 'SAVE POSITION' and 'CANCEL' buttons are at the bottom right.

- A** Click to open a single or multiple data entry form.
- B** The report order allows you to control the order in which positions appear in the Initiative Description and Budget Proposal document.

i Important: Watch for changes in personnel assignments (positions) as you key data for a new program year.

Getting Here

1. Open the initiative and on the **Profile** tab, select **Policy Requests**.

Policy Requests

The need for a policy waiver is based on your answers to the initiative compliance questions on the Profile tab. You may need to submit more than one waiver request.

Adding a Request

Add a separate waiver request for each policy waiver needed.

The screenshot shows the 'Initiative: 26 Intelligence' page. At the top, there are three tabs: 'Profile', 'Services', and 'Other Outputs'. The 'Profile' tab is selected and circled. Below the tabs, there are four sub-tabs: 'Profile/Positions', 'Initiative Description', 'Budget Proposal', and 'Policy Requests'. The 'Policy Requests' sub-tab is selected and circled. Below the sub-tabs, there is a 'Year:' dropdown menu set to '2023' and a 'Definitions & Key Terms »' link. Below that, there is a 'Select a different Initiative:' dropdown menu set to '26 Intelligence'. The main heading is 'Initiative Policy Requests'. Below it is the text 'List of Policy Requests'. In the top right corner, there is a green button labeled 'ADD REQUEST' with a circled 'A' next to it.

- A** Click **Add Request** to open the data entry form.



Program Policy: This screen requires you cite sections and chapters from the *HIDTA Program Policy and Budget Guidance*; be sure to have it on hand.

List of Policy Requests

Add/Edit this Request

Request Chapter: B

Request Section: B

Request Type: C

Document: D

Justification: C

Executive Board Approved

ONDCP Approved

End Date:

ONDCP Reason: E

SAVE REQUEST

CANCEL

i Important: See the *IDBP User Guide* for instructions which requests require uploaded documents.

- B** Refer to the *HIDTA Program Policy and Budget Guidance*, to select the Chapter and Section for which a waiver is requested.
- C** Complete the remainder of the fields as needed, following the *IDBP User Guide*. Some requests require a document upload; some requests require only text keyed in the Justification field.
- D** Click **Upload**, then click **Choose File** and locate and select the document you wish to submit. (Screen not shown.) Click **Upload** to add the document to your screen.
- E** Click **Save Request** to save the uploaded document in WebPMP.

Getting Here

1. Open the initiative, and click the **Services** tab.
2. **Intelligence Services** subtab is highlighted.

Services

This screen records information about new HIDTA cases, analytical support⁶, and deconfliction. During budget preparation, key only the Expected values.

Initiative: 26 Intelligence

Profile **Services**

Intelligence Services Core Table 11 Case Agent Survey Core Table 10 Strategic Products Survey Core Table 12

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Intelligence ▼

Intelligence Services

Case Support

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Cases Provided Analytical Support	43	43	0	0	0	0	0

Deconflictions

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Event Deconflictions	54	54	0	0	0	0	0
Target/Investigative Data Deconflictions	132	132	0	0	0	0	0

Strategic Products

	2019 - 2021 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Number of Strategic Products	12	0	0	0	0	0
Number Posted to HSIN	12	0	0	0	0	0
Number Posted to EPIC	12	0	0	0	0	0
Number of Operational Products	21	0	0	0	0	0
Number of Tactical Products	25	0	0	0	0	0
Number of Drug Felony Arrest Notifications	43	0	0	0	0	0
Number of Joint Strategic Products	11	0	0	0	0	0

Additional Notes

SAVE

Best Practice:

Use the Additional Notes field to document the data source or the formula used to calculate expected or actual values you key.

⁶ Only activities classified as major analytical support count towards this number; see your local PMP Coordinator if you are unsure of what services to count. Also, only one support instance per year can be counted for each case.

Getting Here

1. On the Home Page, click the **Reports** tab.
2. Click **Initiative Description Budget Proposal**.

OR

1. From the Home Page, click on the initiative.
2. On the **Profile** tab, click **Initiative Description Budget Proposal**.

Initiative Description and Budget Proposal

After keying budget preparation data for the initiative, generate and review the Initiative Description and Budget Proposal. WebPMP provides several options when generating the report.

The screenshot displays the 'Performance Management Process' web application. The top navigation bar includes the logo, 'PERFORMANCE MANAGEMENT PROCESS', and user information: 'Welcome Student | HIDTA: Canadian Border | Logout | Manage User Account'. The main heading is 'Performance Management Process'. On the left, a sidebar contains links: 'Viewing Year' (2022), 'PMP User Guide', 'IDBP User Guide', 'Coordinators POC', 'Definitions & Key Terms', 'Valid Drugs', 'Need Help?', 'Help Desk' (Mon - Fri, 8:30AM - 4:30PM, Phone: 301.489.1744, Email: pmp@wb.hidta.gov), and 'Documents'. The main content area is titled 'Reports' and shows a 'Select Initiative' dropdown set to '26 Enforcement'. Below this, there are tabs for 'Core Tables', 'Data Exporting', and 'Reports'. Under the 'Reports' tab, there are two sections: 'Budget Preparation' (with sub-items 'Core Outputs', 'Other Outputs Report', and 'Initiative Description Budget Proposal') and 'Initiative Information' (with 'Initiative Summary'). The 'Initiative Description Budget Proposal' is highlighted with a red circle. Below the tabs, there is a 'Year' dropdown set to '2022' and a 'GENERATE REPORT' button. Below this, there is a table with columns for initiative type, selection status, and a play button. The table lists 'Law Enforcement', 'Intelligence', 'Support', and 'Management'. The 'Intelligence' row is selected, with '26 Intelligence' checked. A red circle 'A' is placed next to the 'Intelligence' row. A red circle 'B' is placed next to the 'GENERATE REPORT' button.

Initiative Description Budget Proposal

Year: 2022 **GENERATE REPORT**

Initiative Type	Select All	
Law Enforcement	<input type="checkbox"/> Select All	▶
Intelligence	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> 26 Intelligence	▶
Support	<input type="checkbox"/> Select All	▶
Management	<input type="checkbox"/> Select All	▶

A Select the program year and the initiative(s).

B Click **Generate Report**.

Getting Here

1. From the Home Page, click the **Reports** tab on the Dashboard.
2. Choose **Initiative Description Budget Proposal**.
3. Select the year and the initiative; click **Generate**.

Viewing the finished report

Carefully review the generated report to ensure the initiative's data is accurate. ONDCP also receives and reviews this document during the budget preparation cycle for each program year.

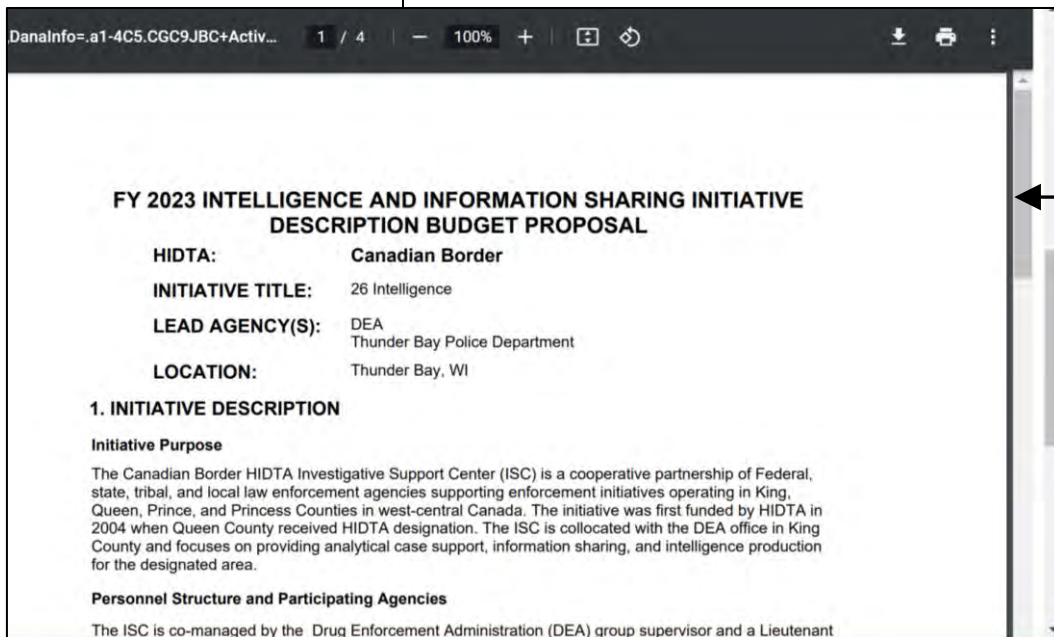
This lengthy screen is presented over the next several pages, but first, let's look at the tools to navigate through its pages when displayed on screen.

Two scroll bars

The report format is a .pdf file, displayed within a window placed on a web page. The .pdf pages are controlled by the innermost scroll bar. The webpage is controlled by the outermost scroll bar.

Adobe Reader toolbar

Depending on the browser you are using, Adobe Reader toolbar may provide additional tools.



Intelligence Initiative Description and Budget Proposal

Page 1

FY 2023 INTELLIGENCE AND INFORMATION SHARING INITIATIVE DESCRIPTION BUDGET PROPOSAL

HIDTA: Canadian Border

INITIATIVE TITLE: 26 Intelligence

LEAD AGENCY(S): DEA
Thunder Bay Police Department

LOCATION: Thunder Bay, WI

1. INITIATIVE DESCRIPTION

Initiative Purpose

The Canadian Border HIDTA Investigative Support Center (ISC) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies supporting enforcement initiatives operating in King, Queen, Prince, and Princess Counties in west-central Canada. The initiative was first funded by HIDTA in 2004 when Queen County received HIDTA designation. The ISC is collocated with the DEA office in King County and focuses on providing analytical case support, information sharing, and intelligence production for the designated area.

Personnel Structure and Participating Agencies

The ISC is co-managed by the Drug Enforcement Administration (DEA) group supervisor and a Lieutenant from the Thunder Bay Police Department.

Together, they oversee a team of two DEA analysts, four tactical analysts, a Canada National Guard (CNG) Counterdrug analyst, and a strategic intelligence analyst. The two DEA analysts are embedded with DEA Group II and DEA Group IV, and provide analytical case support and financial investigative services to these task forces. The four tactical analysts are contractors to the King Police Department, and along with the CNG analyst, provide analytical case support to all HIDTA initiatives and task forces as requested. The strategic intelligence analyst is a contractor to the Prince Police Department, and is responsible for strategic intelligence production and maintaining partnerships with law enforcement intelligence partners in the region.

The DEA analysts are located with the initiatives—one at the ISC's main location in the DEA King office, and the other at the King International Airport. The tactical and CNG analysts are located at the King Police Department. The strategic intelligence analyst is located at the Western Canada Regional Intelligence Center (a state level fusion center).

Other participating agencies include the Customs and Border Protection (CBP), Homeland Security Investigations (HSI), the Federal Bureau of Investigation (FBI), the Bureau of Alcohol, Tobacco, Firearms and Explosives, the King Police Department, and the Queen County Sheriff's Office. The Princess County Sheriff's Office provides a part-time analyst that spends two days per week in the ISC. All participating agencies fulfill HIDTA grant requirements by providing appropriate access to applicable intelligence and information sharing systems.

Deconfliction

The ISC partners with the Regional Organized Crime Information Center (ROCIC), a Regional Information Sharing Systems (RISS) Center to provide 24/7 event and investigative/target data deconfliction to all HIDTA participating and non-participating agencies in west-central Canada. The ISC and ROCIC have

Keyed at ...
Profile

conducted extensive deconfliction outreach efforts in CY2021, and expect a significant increase in event deconflictions in CY2022. Expected performance targets for deconfliction have been adjusted to reflect the anticipated surge in support to area law enforcement agencies.

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary					
	Federal		Other		
	Full Time	Part Time	Full Time	Part Time	Total
Co-Located	4	0	6	1	11
Non-Co-Located	0	0	0	0	0
Total	4	0	6	1	11

Keyed at ...
Profile

HIDTA Participating Agency Positions					
Quantity	Title	Agency	HIDTA Funded	Co-Located	Fulltime
1	Counterdrug Analyst	State Highway Patrol	No	Yes	Yes
2	Intelligence specialist	DEA	No	Yes	Yes
1	Special Agent / Supervisor	DEA	No	Yes	Yes
1	Supervisor / Lt.	Thunder Bay Police Department	No	Yes	Yes
1	Tactical analyst	FBI	No	Yes	Yes
1	Tactical analyst	Glenwood Springs Police Department	Yes	Yes	Yes
1	Tactical analyst	Lakewood Police Department	Yes	Yes	No
3	Tactical analyst	Thunder Bay Police Department	Yes	Yes	Yes

Keyed at ...
Profile

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2023 Request for initiative: **\$880,000.00**
Approved Budget: **\$0.00**
Current Budget: **\$0.00**

DESIGNATED COUNTIES OF PRIMARY FOCUS:

Monroe, Florida
NHAC County

4. SERVICES PROVIDED (Check all that apply)

☒ Strategic Intelligence ☒ Operational Intelligence ☒ Tactical Intelligence ☒ Information Sharing
☒ Analytical Support ☒ Target/Investigative Data Deconfliction ☒ Event Deconfliction

5. INITIATIVE COMPLIANCE

Is this initiative the HIDTA's primary intelligence initiative or an ancillary intelligence initiative?

☒ Primary ☐ Ancillary

Does this initiative share drug-related information and intelligence products with other ISCs and national intelligence centers?

☒ Yes ☐ No

Does this initiative have full-time Federal, state, local, or tribal law enforcement personnel participating in the initiative?

☒ Yes ☐ No

Are full-time Federal, state, local, and tribal law enforcement personnel assigned this initiative collocated and commingled?

☒ Yes ☐ No

Is this initiative sponsored by at least one participating law enforcement agency?

☒ Yes ☐ No

Are this initiative's intelligence products (if applicable) posted to the Homeland Security Information Network (HSIN)?

☒ Yes ☐ No

Does this initiative support, as appropriate, the production of the annual threat assessment?

☒ Yes ☐ No

Keyed at ...
Profile

Does this initiative have access to and properly utilize law enforcement, proprietary, and public databases containing information owned by the participating agencies?

☒ Yes ☐ No

Does the initiative have access to an established deconfliction system that is part of the Nationwide Deconfliction Pointer Solution (NDPS)?

☐ Yes – Case Explorer

☐ Yes – SAFETNet

☒ Yes - RISSNET

☐ No

Event and Target/Investigative Data Deconflictions

Outputs	2019 - 2021 Average	2020 Actual	2021 Actual	2023 Expected
Event Deconflictions	54	61	41	54
Target/Investigative Data Deconflictions	132	152	98	132

Analytical Support

Output	2019 - 2021 Average	2020 Actual	2021 Actual	2023 Expected
HIDTA Cases Provided Analytical Support	43	48	34	43

Keyed at ...
Services



Practice Exercise 4-1 Preparing the Budget

Turn to page A-16 in the appendix and complete the Practice Exercise 4-1. Work individually on your assigned computer, using your assigned Student ID and password.

As the Year Progresses

As the year progresses, use WebPMP to record the initiative's accomplishments and activities. For intelligence initiatives, update only the Services screen.



Program Policy: According to the *HIDTA Program Policy and Budget Guidance*, Section 10.3, you must update the PMP database at least quarterly.

Getting Here

1. Click the **Services** tab from any data screen.

i Important: Case support provided by analysts assigned to the ISC, regardless whether they are imbedded in an enforcement initiative or support center is reported here.

Services

This screen records information about analytical support provided to cases, and deconflictions performed during the year, and strategic operational and tactical products distributed.

Initiative: 26 Intelligence

Profile **Services**

Intelligence Services Core Table 11 Case Agent Survey Core Table 10 Strategic Products Survey Core Table 12

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Intelligence ▼

Intelligence Services

Case Support

	2018 - 2020 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Cases Provided Analytical Support	48	48	20	12	0	0	32

Deconflictions

	2018 - 2020 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Event Deconflictions	60	60	18	16	0	0	34
Target/Investigative Data Deconflictions	148	148	38	41	0	0	79

Strategic Products

	2018 - 2020 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Number of Strategic Products	11	3	2	0	0	5
Number Posted to HSIN	11	4	3	0	0	7
Number Posted to EPIC	11	6	5	0	0	11
Number of Operational Products	18	16	15	0	0	31
Number of Tactical Products	22	18	16	0	0	34
Number of Drug Felony Arrest Notifications	38	22	24	0	0	46
Number of Joint Strategic Products	0	3	1	0	0	4

Additional Notes

A **SAVE**

A If the initiative is setup to receive data from Case Explorer, a button, **Pull CE Data**, appears here.

Intelligence Surveys

Key aggregate survey data or review survey data sent by the NHAC Intelligence Survey System.

Initiative: 26 Intelligence

Profile **Services**

Intelligence Services Core Table 11 Case Agent Survey Core Table 10 **Strategic Products Survey** Core Table 12

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Intelligence

Strategic Documents

How effectively did the strategic intelligence document describe the situation or threat it addressed?

Very Accurate	Mostly Accurate	Somewhat Accurate	Inaccurate
36	8	2	0

Initiative: 26 Intelligence

Profile **Services**

Intelligence Services Core Table 11 **Case Agent Survey** Core Table 10 Strategic Products Survey Core Table 12

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Intelligence

Case Agent Survey

How accurate was the Intelligence Analysis or Case Support

Very Accurate	Mostly Accurate	Somewhat Accurate	Inaccurate
26	11	1	0

How useful was the Intelligence Analysis or Case Support

Very Useful	Useful	Somewhat Useful	Not Useful
35	2	1	0

Survey Statistics

Statistic	Total
Total Number of Surveys Sent Out	40
Total Number of Surveys Received	38

Survey Notes

SAVE



Best Practice: Use the Survey Notes filed to record quarterly data to ensure annual data is accurate.



Practice Exercise 4-2

Recording Actual Values

Turn to page A-18 in the appendix and complete the Practice Exercise 4-2. Work individually on your assigned computer, using your assigned Student ID and password.



Best Practice:

Review the measurement tables during the year to check your work.

Measurement Tables for Intelligence Initiatives

Appendix B provides samples of the core tables for intelligence initiatives, along with the data screens that provide the source data for each report.

Table 8 – Deconfliction	B-16
Table 9 – Analytical Support	B-18
Table 10 – Case Agent Satisfaction	B-20
Table 11 – Intelligence Reporting.....	B-22
Table 12 – Review of Strategic Intelligence Products..	B-24

Key Points

- During budget preparation:
 - Complete the Profile screen to describe the initiative.
 - Key expected values for Services.
- As the year progresses, complete the data screens at least quarterly to record the actual outputs of the initiative.
- Survey data is collected immediately after the intelligence service or strategic product is provided, but it can be tallied and keyed quarterly.
- Outputs of intelligence initiatives appear in core tables 8 – 12.



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 5: Management Initiatives

Learning Outcomes

At the end of this module, participants will be able to:

- Complete the management initiative's information for budget preparation
- Display and print the Initiative Description and Budget Proposal

About Management Initiatives

Management initiative data is essentially very descriptive data about the management function during budget preparation each year.

Management initiatives have no expected or actual values recorded during a program year.

Keying Management Data

	<u>During Budget Preparation</u>	<u>As the Year Progresses</u>
<i>On this screen ...</i>	<i>record ...</i>	<i>record ...</i>
Profile	Information about the initiative and its participants.	
<i>See it on ...</i>	Initiative Description and Budget Proposal	

Getting Here

1. Open the initiative, and click the **Profile** tab.

Budget Preparation

Management initiatives certify they are following program policy requirements.

Profile

The Profile screen contains most of the descriptive information that appears on the initiative's budget proposal.

Top Portion – Describes the initiative

Notice the Profile screen is particularly lengthy for management initiatives.

**Top portion
Part 1**

Initiative: 26 Management

Profile | **Profile/Positions** | Initiative Description | Budget Proposal | Policy Requests | Executive Board Agencies

A Year: 2023 ▾ Definitions & Key Terms »

Select a different Initiative: 26 Management ▾

Initiative Profile PUSH PROFILE

Lead Agencies

Select one... ▾ Allsville County Sheriff's Office ADD AGENCY

Co-Location Site

City: Chicago State: IL ▾ UPDATE FROM FMS

Budget

Requested: \$230,000.00 Approved: \$0.00
DHE: \$0.00 Supplemental: \$0.00

FMS 4A Budget Document

FMS Budget Rpt 4a-2.pdf VIEW/DOWNLOAD **B**

Description VIEW EXAMPLE OPEN IN WORD

Describe the function of the Management & Coordination initiative and describe the staff functions **C**

Overview

- A** Make a habit to start every screen checking the program year.
- B** After uploading the budget document, you can view it anytime using this button.
- C** You can copy text from another program and paste it into any text box. You can also open Word to use Word's formatting features such as bullets.

**Top portion
Part 2**

- Note: Notice that the Profile data for management initiatives is very long. Some questions eliminate the need for HIDTAs to send documentation of certifications previously required by ONDCP, and some provide explanation of expected value thresholds not being met in the previous program year.

Overview

The Canadian Border HIDTA is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The HIDTA was first designated in 2021, and is currently headquartered in Chicago, IL.

Members of the management initiative work in conjunction with the Executive Board and the Steering Group to monitor the progress

Positions

The management initiative is led by the Executive Director, who is a contractor to the Cook County Sheriffs Office. The Executive Director is supported by the Deputy Director, an Executive Assistant, the Financial Manager, a PMP Coordinator, and the IT Manager.

The Executive Director and Deputy Director are members of many law enforcement committees and organizations including the International Association of Chiefs of Police, Canada Association of Chiefs of Police, the Southeast Police Chiefs Association, and the

Fiduciaries

The Canadian Border HIDTA's fiduciaries include the King Police Department, the Queen Sheriff's Office, Cook County Sheriffs Office and Princess University. Contract positions are administered by the Cook County Sheriffs Office.

Additional Activities

Members of this initiative also partner with several Prevention Coalitions including the King County Drug Free Communities Program "Youth Connection Coalition", the Queen Mental Health Authority, and the University of Canada Public Health Research Center developing a statewide overdose surveillance system.

Areas of Operation (Designated Counties)

Select one...

Monroe, Florida

ADD COUNTY

NHAC County

Management Initiative Activities

Meth Certification

Is this HIDTA compliant with the requirements to report meth lab data to EPIC?

☒ Yes ☐ No

Threshold Explanation

Explain any variance above or below 15% with regard to the measures for Goal 1 and Goal 2 below. You can reference the "Annual Review Report" for your HIDTA by [Clicking Here](#).

If there are no variances, please put "No variances above or below 15%". This section should only be filled out by the HIDTA Director or their designee.

Investigations into 8 high profile DTOs required extensive funding and other resources causing the inability to produce results as expected. The two cases involving these 8 DTOs resulted in dismantling all 8 DTOs and identifying the money source of 3 additional DTOs.

Top portion
Part 3



Initiative Compliance

Has the Executive Board reviewed the designated areas to ensure that each area continues to meet the statutory requirements for designation, and the strategy affirms the review has been conducted?

☒ Yes ☐ No

Is the Executive Board submitting a petition to ONDCP requesting the removal of designated areas that no longer meet the requirements for designation?

☐ Yes ☒ No

Has the Executive Board apportioned an equal number of votes between representatives of participating Federal agencies and representatives of participating state, local, and tribal agencies, or uses a system of proxy or weighted votes to achieve the required voting balance?

☒ Yes ☐ No

Does the Executive Board comply with the membership and voting requirements?

☒ Yes ☐ No

If applicable, are proxy/weighted vote procedures included in the HIDTA's written standard operating procedures (SOPs)?

☒ Yes ☐ No

Has the Executive Board reviewed and approved the threat assessment, strategy, and IDBPs prior to submission to ONDCP?

☒ Yes ☐ No

Has the Executive Board reviewed the HIDTA's initiatives for compliance with HIDTA Program Policy and Budget Guidance?

☒ Yes ☐ No

Has the Executive Board reviewed the initiatives' achievement of negotiated performance targets?

☒ Yes ☐ No

Has the Executive Board reviewed whether each initiative is sufficiently productive to warrant continued HIDTA Program funding?

☒ Yes ☐ No

Has the Executive Board terminated or revised initiatives that are no longer productive, no longer address an identified threat, or do not comply with HIDTA Program requirements?

☒ Yes ☐ No

Are the findings of the annual initiative reviews documents and records retained for a period of 3 years?

☒ Yes ☐ No

Is each agency's representative to the Executive Board the local head of the participating agency or a permanently-designated, high-ranking official of the agency who has the authority to commit the agency's resources to HIDTA initiatives and to make decisions on behalf of his/her agency?

☒ Yes ☐ No

Is the HIDTA Director a non-voting member of the Executive Board?

☒ Yes ☐ No

Does a representative of a Federal agency hold a Chairman/Vice Chairman position on the Executive Board?

☒ Yes ☐ No

Does a representative of a state, local, or tribal agency hold a Chairman/Vice Chairman position on the Executive Board?

☒ Yes ☐ No

Top portion Part 4

Does the Executive Board ensure that the agency represented by the Chairman/Vice Chairman has not held these positions for more than 2 years (consecutively)?
☒ Yes ☐ No

Has the Executive Board established written SOPs (or other administrative, financial, or operational guidelines) to ensure compliance with Federal grant regulations, HIDTA program requirements, and to provide guidance regarding the operation of HIDTA activities?
☒ Yes ☐ No

Are the Executive Board's SOPs consistent with the established policies of participating agencies?
☒ Yes ☐ No

Does the Executive Board meet at least quarterly?
☒ Yes ☐ No

Have the Executive Board's meeting minutes from the previous calendar year been submitted to ONDCP?
☒ Yes ☐ No

Has the HIDTA Director retained the Executive Board meeting minutes from the past 3 years?
☒ Yes ☐ No

Is PMP data entered on a quarterly basis, at minimum?
☒ Yes ☐ No

Is PMP training provided annually?
☒ Yes ☐ No

Does the Director convene initiative supervisors at least semi-annually to facilitate coordination and communication between participating agencies and initiatives?
☒ Yes ☐ No

Does the HIDTA have a management and coordination initiative staffed by, at minimum, the HIDTA Director and a financial officer?
☒ Yes ☐ No

Are the total salaries and fringe benefits for management and coordination initiative positions less than 20 percent of the HIDTA program funds awarded to the HIDTA?
☒ Yes ☐ No

Has the Executive Board ensured that each HIDTA initiative has established performance targets?
☒ Yes ☐ No

Has at least one current HIDTA staff member successfully completed the HIDTA PMP certification course?
☒ Yes ☐ No

Does the Executive Board sponsor at least one Intelligence and Information Sharing Initiative (Investigative Support Center) consisting of commingled participants from Federal and state/local/tribal agencies?
☒ Yes ☐ No

Is there a designated IT manager for the HIDTA?
☒ Yes ☐ No

Is an Acceptable Use Policy (AUP) in place that fulfills the requirements in PPBG Section 9.5?
☒ Yes ☐ No

Are information system(s) security policies in place that meet or exceed the requirements of the participating agencies?
☒ Yes ☐ No

D SAVE DELETE

D The **Save** button is located mid-screen, between the top portion, and the Initiative Positions table.

Description

As shown on the previous pages, the top portion describes the initiative, oversight by the Executive Board, and identifies the HIDTA's fiduciary agencies.

Here are a few of the key terms you need to know when completing this screen.

Lead agency – more than one agency can lead the initiative, so multiple choices are allowed.

Budget – budget details are recorded in the Financial Management System (FMS), and FMS Budget Report 4a-2 is manually uploaded to WebPMP.



IDBP User Guide: Refer to *IDBP User Guide* for much more information about entering initiative profiles and submitting IDBPs to ONDCP.



Areas of Operation (Designated Counties)

Select all HIDTA designated counties in the initiative's primary areas of operation and not just where the initiative is located.



Meth Certification

Effective with the 2021 budget cycle, the HIDTA Director will certify that all enforcement entities participating in the HIDTA are providing methamphetamine laboratory seizure data to the National Clandestine Laboratory Database/National Seizure System at EPIC by checking 'yes' in the Meth Certification box.



Threshold Explanation

The HIDTA Director will explain variances above or below 15% in regards to the measures for Goals 1 and 2 as referenced in the Annual Review Report available in the Reports tab. Run the report for the most recently completed program year. If there are no variances, type "*There are no variances above or below 15%.*" in the text box.



Initiative Compliance

Answer all initiative compliance questions based on the *HIDTA Program Policy and Budget Guidance*. Some items warn you that a waiver may be required for ONDCP approval. If prompted, a waiver or pre-approval justification document must be submitted at the Policy Requests tab.

Bottom portion – lists positions of staff

Recall from Module 2, your PMP Coordinator creates the list of agency names that participate in your HIDTA.

Initiative users select agencies from the list and describe each agency's participants in the initiative, listing the position title, funding source, and more. The Initiative Positions table, in the lower portion of the Profile screen, lists every individual assigned to the initiative – not by name and rank, but by position title. Participating agencies do not need to be within a HIDTA-designated county.

Important:

Update initiative positions throughout the program year as changes occur.

Most initiatives have turnover each year, so the list of positions will likely change from year to year, but many participants serve for several years. Therefore, WebPMP provides tools for your convenience. You can ...

- Copy forward positions, from one year to the next
 - copy the entire list
 - copy only one position
- Edit individual agency positions
- Delete positions no longer provided by an agency

Bottom of screen

The screenshot shows the 'Initiative Positions' interface. At the top right, there are buttons for 'ADD SINGLE POSITION' and 'ADD MULTIPLE POSITIONS'. Below these, a 'Sort By:' dropdown is set to 'Report Order', and a 'Number of Positions Displayed' dropdown is set to '10'. A row of radio buttons allows sorting by: Report Order (selected), Position, Quantity, Agency, HIDTA Funded, Co-Located, and Fulltime. Below the sort options, there are three buttons: 'PUSH ALL POSITIONS TO 2024', 'EDIT SELECTED POSITIONS', and 'DELETE SELECTED POSITIONS'. The main table has columns: All (checkbox), Position, Quantity, Details, and Notes. The table contains three rows: 'Deputy Director', 'Director', and 'Financial Manager'. Each row has 'EDIT' and 'PUSH' buttons. The 'Financial Manager' row is highlighted with a dashed box. Callouts A through E point to specific UI elements: A points to the 'Number of Positions Displayed' dropdown; B points to the 'Sort By:' dropdown; C points to the 'PUSH' button for the 'Deputy Director' row; D points to the 'EDIT SELECTED POSITIONS' button; and E points to the 'EDIT' button for the 'Financial Manager' row.

All	Position	Quantity	Details	Notes
<input type="checkbox"/>	Deputy Director	1	Agency: Allsville County Sheriff's Office HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0	
<input type="checkbox"/>	Director	1	Agency: Cook County Sheriff's Office HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	
<input type="checkbox"/>	Financial Manager	1	Agency: Allsville County Sheriff's Office HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0	

Note: Each row represents 1 position title of one agency, so a row can represent 2 or more positions from the same agency.

- A** Choose how many rows of the grid to view at one time.
- B** Sort the table to quickly locate entries.
- C** Use either Push button to push (or copy) all or individual rows to the next program year.
- D** Check multiple rows to edit or delete several at once.
- E** Edit or delete individual rows.

Getting Here

1. Click the **Profile** tab from any data screen.
2. Click **Add Position**.

Adding agency positions

To add rows to the table, WebPMP provides a data entry form, embedded within the screen, but initially hidden from view. Click **Add Position** to reveal the Initiative Positions data entry form.

Complete the form for each new row in the table.

Data entry form

i Important: Watch for changes in personnel assignments (positions) as you key data for a new program year.

- A** Click **Add Position** to open the data entry form for adding a new table row, i.e., a new position.
- B** The report order allows you to control the order in which positions appear in the Initiative Description and Budget Proposal document.

Getting Here

1. Click the **Profile** tab from any data screen.
2. Click **Policy Requests**.

Policy Requests

The need for a waiver is based on your answers to the initiative compliance questions on the Profile tab. You may need to add more than one wavier request.

Adding a Request

Add a separate waiver request for each policy waiver needed.

The screenshot shows the 'Initiative: 26 Management' interface. At the top, the title 'Initiative: 26 Management' is displayed. Below it, a navigation bar contains five tabs: 'Profile', 'Profile/Positions', 'Initiative Description', 'Budget Proposal', 'Policy Requests', and 'Executive Board Agencies'. The 'Profile' and 'Policy Requests' tabs are circled. Below the tabs, there are several controls: 'Year: 2023' with a dropdown arrow, 'Definitions & Key Terms »', and 'Select a different Initiative: 26 Management' with a dropdown arrow. The main content area is titled 'Initiative Policy Requests' and contains the text 'List of Policy Requests'. In the top right corner of this area, there is a green button labeled 'ADD REQUEST' next to a circled letter 'A'.

- A** Click **Add Request** to open the data entry form.



Program Policy: This screen requires you cite sections and chapters from the *HIDTA Program Policy and Budget Guidance*; be sure to have it on hand.

List of Policy Requests

Add/Edit this Request

Request Chapter: **B** Request Section:

Request Type: ☐ Waiver ☐ Pre-Approval ☐ Position Justification Document: **D** No file chosen

C Justification:

☐ Executive Board Approved ☐ ONDCP Approved End Date:

ONDCP Reason:

E

i Important: See the *IDBP User Guide* for instructions which requests require uploaded documents.

- B** Refer to the *HIDTA Program Policy and Budget Guidance*, to select the Chapter and Section for which a waiver is requested.
- C** Complete the remainder of the fields as needed, following the *IDBP User Guide*. Some requests require a document upload; some requests require only text keyed in the Justification field.
- D** Click **Upload**, then click **Choose File** and locate and select the document you wish to submit. (Screen not shown.) Click **Upload** to add the document to your screen.
- E** Click **Save Request** to save the uploaded document in WebPMP.

Getting Here

1. Open the initiative, and click the **Profile** tab.
2. Click **Executive Board Agencies** subtab.

Executive Board Agencies

Management initiatives must list all of the agencies represented on the HIDTA's Executive Board.

You can create the table by pushing the previous year's list of agencies forward to the following program year, then add and delete individual agencies as needed to reflect the board's composition.

Initiative: 26 Management

Profile | Profile/Positions | Policy Requests | **Executive Board Agencies**

Year: 2023 | Definitions & Key Terms »

Select a different Initiative: 26 Management

Executive Board Agencies

List of Agencies

	Agency Name	Type	Voting	
D <input type="button" value="PUSH"/> <input type="button" value="EDIT"/>	Allsville County Sheriff's Office	Local	Voting	<input checked="" type="checkbox"/>
<input type="button" value="PUSH"/> <input type="button" value="EDIT"/>	Cook County Sheriff's Office	Local	Voting	<input checked="" type="checkbox"/>

A **B**

Add/Edit this Agency

Agency: **C**

Voting Status: ☒ Voting ☐ Non-Voting

- A** Be sure to set the program year to the source year before pushing the data.
- B** Click **Add Agency** to open the data form and add a new entry to the List of Agencies table.
- C** Click **Save Agency** and the agency is added to a row in the table.
- D** Like other tables, click **Push** to copy only a single row forward the next program year; click **Edit** to change the row's data. Click ☒ to delete an entry.

Getting Here

1. On the Home Page, click the **Reports** tab.
2. Click **Initiative Description Budget Proposal**.

OR

1. On the Home Page, click the initiative.
2. Click **Profile** tab, click **Initiative Description Budget Proposal**.

Initiative Description and Budget Proposal

After keying budget preparation data for the initiative, generate and review the Initiative Description and Budget Proposal. WebPMP provides several options for generating the report.

The screenshot displays the 'Performance Management Process' web application. On the left is a green sidebar with navigation links: 'Viewing Year' (2022), 'PMP User Guide', 'IDBP User Guide', 'Coordinators POC', 'Definitions & Key Terms', 'PMP Webinar', 'Need Help?' (with contact info), and 'Documents'. The main content area is titled 'Reports' and shows a dropdown for 'Select Initiative' set to '26 Management'. Below this are tabs for 'Core Tables', 'Data Exporting', and 'Reports'. Under the 'Reports' tab, there are two columns of links: 'Budget Preparation' (with sub-links 'Core Outputs', 'Other Outputs Report', and 'Initiative Description Budget Proposal' which is circled), and 'Initiative Information' (with 'Initiative Summary'). Below the 'Reports' section is an 'Initiatives' list with 'Law Enforcement', 'Intelligence', and 'Support', each with a play button icon. A second, larger screenshot is overlaid on the bottom right, showing the 'Initiative Description Budget Proposal' report. It has tabs for 'Core Tables', 'Data Exports', and 'Reports'. Under 'Reports', there are two rows: 'Budget Preparation' (with 'Core Outputs', 'Other Outputs Report', and 'Initiative Description Budget Proposal' circled) and 'Initiative Information' (with 'Initiative Summary'). Below the report title is a 'Year' dropdown (2022) and a 'GENERATE REPORT' button. At the bottom is a table of initiatives with checkboxes and play buttons:

Initiative	Selection	Action
Law Enforcement	<input type="checkbox"/> Select All	▶
Intelligence	<input type="checkbox"/> Select All	▶
Support	<input type="checkbox"/> Select All	▶
Management	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> 26 Management	▶

Annotations: A points to the 'Year' dropdown, B points to the 'GENERATE REPORT' button, and A points to the '26 Management' selection in the table.

IG Note

You can choose the initiative on the Home Page, or on the 2nd screen, but the 2nd screen gives you all of your report choices for initiatives.

A Select the program year and the initiative(s).

B Click **Generate Report**.

Getting Here

1. From the Home Page, click the **Reports** tab on the Dashboard.
2. Choose **Initiative Description Budget Proposal**.
3. Select the year and the initiative; click **Generate**.

Viewing the finished report

Carefully review the generated report to ensure the initiative's data is accurate. ONDCP also receives and reviews this document during the budget preparation cycle for each program year.

This lengthy screen is presented over the next several pages, but first, let's look at the tools to navigate through its pages when displayed on screen.

Two scroll bars

The report format is a .pdf file, displayed within a window placed on a web page. The .pdf pages are controlled by the innermost scroll bar. The web page is controlled by the outermost scroll bar.

Adobe Reader toolbar

Depending on the browser you are using the Adobe Reader toolbar may provide additional tools.

**FY 2022 MANAGEMENT AND COORDINATION INITIATIVE
DESCRIPTION BUDGET PROPOSAL**

HIDTA: Canadian Border

INITIATIVE TITLE: 26 Management

LEAD AGENCY(S):

CO-LOCATION SITE:

1. INITIATIVE DESCRIPTION

2. INITIATIVE PARTICIPANTS

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2022	Request for Initiative:	\$230,000.00
	Approved Budget:	\$0.00
	Current Budget:	\$0.00

DESIGNATED COUNTIES OF PRIMARY FOCUS:

Has this HIDTA completed its Meth Certification?

☐ Yes ☐ No

4. THRESHOLD EXPLANATION

Explain any variance above or below 15% with regard to the measures for Goal 1 and Goal 2 below. If there are no variances, please put 'No variances above or below 15 %'. This section should only be filled out by the HIDTA Director or their designee.

5. INITIATIVE COMPLIANCE

Has the Executive Board reviewed the designated areas to ensure that each area continues to meet the statutory requirements for designation, and the strategy affirms the review has been conducted?

☐ Yes ☐ No

Is the Executive Board submitting a petition to ONDCP requesting the removal of designated areas that no longer meet the requirements for designation?

☐ Yes ☐ No

Page 1 of 4 on 4/4/2021 12:55:12 PM 26 Management

Management Initiative Description and Budget Proposal

Page 1

FY 2023 MANAGEMENT AND COORDINATION INITIATIVE DESCRIPTION BUDGET PROPOSAL

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Management
LEAD AGENCY(S): Allsville County Sheriff's Office
CO-LOCATION SITE: Chicago, IL

1. INITIATIVE DESCRIPTION

Overview

The Canadian Border HIDTA is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The HIDTA was first designated in 2021, and is currently headquartered in Chicago, IL. Members of the management initiative work in conjunction with the Executive Board and the Steering Group to monitor the progress of Canadian Border HIDTA initiatives throughout the year to ensure performance targets are being met. The management initiative oversees all aspects of the HIDTA's activities, including (but not limited to):

- Supporting quarterly Executive Board meetings
- Conducting comprehensive annual reviews of each initiative
- Convening quarterly meetings with initiative commanders
- Representing the HIDTA at community, regional, and national events and forums
- Overseeing the quarterly collection and analysis of PMP data
- Preparing and submitting the Annual Budget Request (ABR) to the Office of National Drug Control Policy (ONDCP)
- Ensuring compliance with applicable grant laws, regulations, and guidelines

The management team also supports other activities as directed by the Executive Board, consistent with all applicable HIDTA policies and guidelines.

Keyed at ...
Profile

Positions

The management initiative is led by the Executive Director, who is a contractor to the Cook County Sheriffs Office. The Executive Director is supported by the Deputy Director, an Executive Assistant, the Financial Manager, a PMP Coordinator, and the IT Manager. The Executive Director and Deputy Director are members of many law enforcement committees and organizations including the International Association of Chiefs of Police, Canada Association of Chiefs of Police, the Southeast Police Chiefs Association, and the King County Chiefs Association, attending meetings quarterly for these committees and organizations. Both the Executive Director and Deputy Director also represent the Canadian Border HIDTA on the HIDTA Directors Committee, various subcommittees, national HIDTA events, and at the request of ONDCP.

Fiduciaries

The Canadian Border HIDTA's fiduciaries include the King Police Department, the Queen Sheriff's Office, Cook County Sheriffs Office and Princess University. Contract positions are administered by the Cook County Sheriffs Office.

Additional Activities

Page 1 of 6 on 1/16/2023 9:16:51 AM 26 Management

Members of this initiative also partner with several Prevention Coalitions including the King County Drug Free Communities Program "Youth Connection Coalition", the Queen Mental Health Authority, and the University of Canada Public Health Research Center developing a statewide overdose surveillance system.

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary					
	Federal		Other		
	Full Time	Part Time	Full Time	Part Time	Total
Co-Located	0	0	5	0	5
Non-Co-Located	0	0	0	0	0
Total	0	0	5	0	5

Keyed at ...
Profile

HIDTA Participating Agency Positions					
Quantity	Title	Agency	HIDTA Funded	Co-Located	Fulltime
1	Deputy Director	Allsville County Sheriff's Office	Yes	Yes	Yes
1	Director	Cook County Sheriff's Office	No	Yes	Yes
1	Financial Manager	Allsville County Sheriff's Office	Yes	Yes	Yes
1	Information Technology Manager	Cook County Sheriff's Office	Yes	Yes	Yes
1	PMP Coordinator	Allsville County Sheriff's Office	Yes	Yes	Yes

EXECUTIVE BOARD MEMBER AGENCIES		
Agency Name	Type	Voting/Non-Voting
Allsville County Sheriff's Office	Local	Voting
Cook County Sheriff's Office	Local	Voting
Davis County Sheriff's Office	Local	Voting

EXECUTIVE BOARD MEMBER AGENCIES		
Agency Name	Type	Voting/Non-Voting
Flathead County Sheriff's Office	Local	Voting
Glenwood Springs Police Department	Local	Non-Voting
Lakewood Police Department	Local	Voting
Niagara Police Department	Local	Voting
Thunder Bay Police Department	Local	Voting
Michigan State Police	State	Voting
State Highway Patrol	State	Non-Voting
DEA	Federal	Voting
FBI	Federal	Voting

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2023 Request for initiative: **\$230,000.00**
Approved Budget: **\$0.00**
Current Budget: **\$0.00**

Keyed at ...
Profile

DESIGNATED COUNTIES OF PRIMARY FOCUS:

Monroe, Florida
NHAC County

Is this HIDTA compliant with the requirements to report meth lab data to EPIC?

☒ Yes ☐ No

4. THRESHOLD EXPLANATION

Investigations into 8 high profile DTOs required extensive funding and other resources causing the inability to produce results as expected. The two cases involving these 8 DTOs resulted in dismantling all 8 DTOs and identifying the money source of 3 additional DTOs.

5. INITIATIVE COMPLIANCE

Has the Executive Board reviewed the designated areas to ensure that each area continues to meet the statutory requirements for designation, and the strategy affirms the review has been conducted?

☒ Yes ☐ No

Is the Executive Board submitting a petition to ONDCP requesting the removal of designated areas that no longer meet the requirements for designation?

☐ Yes ☒ No

Has the Executive Board apportioned an equal number of votes between representatives of participating Federal agencies and representatives of participating state, local, and tribal agencies, or uses a system of proxy or weighted votes to achieve the required voting balance?

☒ Yes ☐ No

Does the Executive Board comply with the membership and voting requirements?

☒ Yes ☐ No

If applicable, are proxy/weighted vote procedures included in the HIDTA's written standard operating procedures (SOPs)?

☒ Yes ☐ No

Has the Executive Board reviewed and approved the threat assessment, strategy, and IDBPs prior to submission to ONDCP?

☒ Yes ☐ No

Has the Executive Board reviewed the HIDTA's initiatives for compliance with HIDTA Program Policy and Budget Guidance?

☒ Yes ☐ No

Has the Executive Board reviewed the initiatives' achievement of negotiated performance targets?

☒ Yes ☐ No

Has the Executive Board reviewed whether each initiative is sufficiently productive to warrant continued HIDTA Program funding?

☒ Yes ☐ No

Has the Executive Board terminated or revised initiatives that are no longer productive, no longer address an identified threat, or do not comply with HIDTA Program requirements?

☒ Yes ☐ No

Are the findings of the annual initiative reviews documents and records retained for a period of 3 years?

☒ Yes ☐ No

Is each agency's representative to the Executive Board the local head of the participating agency or a permanently-designated, high-ranking official of the agency who has the authority to commit the agency's resources to HIDTA initiatives and to make decisions on behalf of his/her agency?

Page 4 of 6 on 1/16/2023 9:16:51 AM 26 Management

Keyed at ...
Profile

☒ Yes ☐ No

Is the HIDTA Director a non-voting member of the Executive Board?

☒ Yes ☐ No

Does a representative of a Federal agency hold a Chairman/Vice Chairman position on the Executive Board?

☒ Yes ☐ No

Does a representative of a state, local, or tribal agency hold a Chairman/Vice Chairman position on the Executive Board?

☒ Yes ☐ No

Does the Executive Board ensure that the agency represented by the Chairman/Vice Chairman has not held these positions for more than 2 years (consecutively)?

☒ Yes ☐ No

Has the Executive Board established written SOPs (or other administrative, financial, or operational guidelines) to ensure compliance with Federal grant regulations, HIDTA program requirements, and to provide guidance regarding the operation of HIDTA activities?

☒ Yes ☐ No

Are the Executive Board's SOPs consistent with the established policies of participating agencies?

☒ Yes ☐ No

Does the Executive Board meet at least quarterly?

☒ Yes ☐ No

Have the Executive Board's meeting minutes from the previous calendar year been submitted to ONDCP?

☒ Yes ☐ No

Has the HIDTA Director retained the Executive Board meeting minutes from the past 3 years?

☒ Yes ☐ No

Is PMP data are entered on a quarterly basis, at minimum?

☒ Yes ☐ No

Is PMP training provided annually?

Keyed at ...
Profile

☒ Yes ☐ No

Does the Director convene initiative supervisors at least semi-annually to facilitate coordination and communication between participating agencies and initiatives?

☒ Yes ☐ No

Does the HIDTA have a management and coordination initiative staffed by, at minimum, the HIDTA Director and a financial officer?

☒ Yes ☐ No

Are the total salaries and fringe benefits for management and coordination initiative positions less than 20 percent of the HIDTA program funds awarded to the HIDTA?

☒ Yes ☐ No

Has the Executive Board ensured that each HIDTA initiative has established performance targets?

☒ Yes ☐ No

Has at least one current HIDTA staff member successfully completed the HIDTA PMP certification course?

☒ Yes ☐ No

Does the Executive Board sponsor at least one Intelligence and Information Sharing Initiative (Investigative Support Center) consisting of commingled participants from Federal and state / local / tribal agencies ?

☒ Yes ☐ No

Is there a designated IT manager for the HIDTA?

☒ Yes ☐ No

Is an Acceptable Use Policy (AUP) in place that fulfills the requirements in PPBG Section 9.5?

☒ Yes ☐ No

Are information system(s) security policies in place that meet or exceed the requirements of the participating agencies?

☒ Yes ☐ No

Keyed at ...
Profile



Practice Exercise 5-1

Preparing the Budget

Turn to page A-19 in the appendix and complete the Practice Exercise 5-1. Work individually on your assigned computer, using your assigned Student ID and password.

As the Year Progresses

Other types of initiatives record actual outputs into WebPMP on a quarterly basis. Management initiatives have no outputs to record in WebPMP as the year progresses.

Measurement Tables for Management Initiatives (none)

There are no measurement tables for management initiatives. Other outputs, if tracked, are stored outside of WebPMP.

Key Points

- During budget preparation, complete the Profile screen to describe the initiative's activities.
- As the year progresses, no further data entry is required within WebPMP, but your initiative can record other outputs, externally to WebPMP, if desired.
- There are no measurement tables that report a management initiative's outputs.



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 6: Support Initiatives

Learning Outcomes

At the end of this module, participants will be able to:

- Complete budget preparation information for a support initiative using these screens:
 - Profile
 - Training
- Display and print the initiative's budget proposal
- Record an initiative's actual performance results in the initiative's data screens:
 - Training
 - Other Outputs, if used by Treatment and Prevention initiatives
- Display the measurement tables that report the initiative's accomplishments:
 - Table 7 – Training Assessment
 - Other Outputs Table, if data is tracked

Certification Prep

How will you identify training activities recorded for PMP from other activities?

About Support Initiatives

Support initiatives have the greatest variety of activities such as information technology support, training, treatment and prevention, among others.

Language of Support Initiatives

Demand reduction

When you hear about demand reduction activities and training, the topics are usually about treatment and prevention – both reduce the demand for illicit drugs.

Training

Training is the act of providing an individual with the knowledge, skills and abilities necessary to perform his/her job.

Training vs. education

The distinction between education and training is the information imparted in each. Education is designed to inform, whereas training is designed to inform and to provide or enhance skills and abilities.

When a HIDTA investigator attends a class on interrogation techniques or surveillance, the training activity should improve the knowledge, skills and abilities of the investigator to perform these tasks, tasks that one would reasonably expect a HIDTA investigator to perform. This activity should be reported as a training activity in WebPMP.

On the other hand, a conference that informs participants about drug trends or the advantages of certain treatment modalities should not be reported as a training event unless the participant is expected to improve his or her knowledge, skills and abilities to perform his or her duties.

Subtypes

Support initiatives can perform a variety of activities, so WebPMP provides multiple subtypes of support initiatives. Subtypes control the tabs and data fields available to the user.



PMP User Guide: Refer to the *PMP User Guide* to learn more about support initiative subtypes.

Our focus is on training subtype

Our course focusses on the support/training initiatives because training activities are required of every HIDTA.



Program Policy: See Section 6.6 in the *HIDTA Program Policy and Budget Guidance* for more information about training initiative requirements.

Surveys Collect Performance Data

Support initiatives that provide training conduct surveys of course attendees to assess the usefulness of the training to the attendees' jobs.

Four different survey forms are used, one for each of the four different types of training: enforcement, analysis, management, and demand reduction. The HOTT system (HIDTA Online Training Tracker) provided by the NHAC is used to administer post-training surveys. Refer back to page 1-20 for more details.

Keying Support Data

Training initiatives

	<u>During Budget Preparation</u>	<u>As the Year Progresses</u>
<i>On this screen ...</i>	<i>record ...</i>	<i>record ...</i>
Profile	Descriptive information about the initiative, its work products, and its participants.	
Training	The expected training services to be provided: number of students, hours of training for four types of courses.	The actual level of training services provided by the initiative, including post-training surveys of attendees.
<i>See it on ...</i>	Initiative Description and Budget Proposal document	Individual measurement tables: Table 7, Training Assessment

Treatment and prevention initiatives

	<u>During Budget Preparation</u>	<u>As the Year Progresses</u>
<i>On this screen ...</i>	<i>record ...</i>	<i>record ...</i>
Profile	Descriptive information about the initiative, its work products, and its participants.	
Other Outputs	List of other outputs and expected values. These are available only to treatment and prevention initiatives.	The actual data recorded for other outputs (if used).
<i>See it on ...</i>	Initiative Description and Budget Proposal document	Individual measurement tables: Other Outputs Report

All other support initiatives

	<u>During Budget Preparation</u>	<u>As the Year Progresses</u>
<i>On this screen ...</i>	<i>record ...</i>	<i>record ...</i>
Profile	Descriptive information about the initiative, its work products, and its participants.	
<i>See it on ...</i>	Initiative Description and Budget Proposal document	

Certification Prep

Who administers the surveys?

From where do the questions come?

Guidelines for Support Initiatives

Surveys

Support/training initiatives must survey their attendees to assess the usefulness of the training to the attendee's job – 2 months following course attendance. There are 4 different versions of training surveys, for each type of training provided.

The NHAC automatically administers training surveys using the HOTT system (HIDTA Online Training Tracker), so no survey task is required of individual HIDTAs. The data gathered from respondents is transferred to WebPMP automatically from HOTT.

Two month delay

Surveys are sent 2 months after each training event, so survey data is recorded about 2 months after the training events.

Training Activities

Training activities are tracked by number of attendees, contact hours of training delivery, and the attendees' perception of usefulness 2 months after the training activity.

What to count

Count the number of students and contact hours of each training event that qualifies to be counted.

Qualified training events are those that follow a formal lesson plan with specific learning objectives, and training events that are funded by HIDTA for the costs of registration fees, travel, lodging, per diem, or books. Training events hosted by HIDTA only providing classrooms or leased space also qualify as HIDTA-funded training events.

⚡ Warning: Do not count meetings.

Examples

Presenters of demand reduction training must produce lesson plans and learning objectives before the activity can be counted as a training event. For example, when an initiative member speaks to a high school class about the danger of drug use, the event should be considered educational and not reported as training.

When a school resource officer funded through HIDTA provides classroom instruction to a high school class that teaches students how to cope with peer pressure to use illegal drugs, the event should be reported as training in PMP.

Informal on-the-job training that a supervisor or senior investigator provides to initiative members is important, but it is not reported as training unless the trainer provides lesson plans and learning objectives for the training course.

What not to count

Do not count events that are not funded by HIDTA or use HIDTA resources; funding the attendee's salary or wages does not count.

Training activities funded entirely from non-HIDTA agencies do not get recorded in WebPMP – even though HIDTA-assigned investigators, administrators or support staff may attend the activity.

Other Outputs Limited Availability

ONDCP has an approved list of other outputs available only to Treatment and Prevention Support initiatives. The W/B PMP Administrators maintain the list of approved other outputs.

Contact your local PMP Coordinator to add additional outputs to this list, if needed.

Select one...

- Drug Curt - Graduation Rate/ROI
- Drug Education Presentations
- Drug Prevention Community Event(s)
- Drug Prevention/Treatment Meetings
- Firearm Tracing (Non-LE)
- Naloxone Project - Number of Kits Administered and Lives Saved
- NIBIN (Matching) Correlation (Non-LE)
- NIBIN Acquisition (Non-LE)
- Number of Drug Test Kits Dispensed
- Number of Hours
- Number of Hours in a Month
- Number of medical providers receiving training on addiction science and the SBIRT screening process.
- Number of obstetrical and gynecology practices who are implementing the five P's screening tool with their patients.
- Number of Participating Law Enforcement and Adult Mentors
- Number of Participating Organizations
- Number of Physicians Attending Do No Harm Symposiums
- Number of Presentations Conducted
- Number of Presentations to Schools/Students
- Number of Prevention Programs Provided
- Number of Responses Received from Drug Test Kits
- Number of Schools/Class Presentations in a Month
- Number of Student Attendees
- Number of Students Presented SINDE
- Number of Students Received District a Match Presentation
- Number of Students that Received Quizdom exam
- Number of Students Use (Video Simulator)
- Number of Students Viewed Fatal Reflection Presentation
- Number of Students Viewing Presentations
- Number of Web Hits to the Born Drug Free Tennessee Website
- Number of Youth Impacted Through Program(s)
- Train the Presenter (Resource School Officer)
- Train the Trainer (Resource School Officer)

Budget Preparation

At minimum, complete two screens to record descriptive information about the initiative and the expected values for what the initiative aims to accomplish during the program year presuming it receives the requested funding and other resources.

- Profile
- Training
- Other Outputs (if used for prevention initiatives and treatment initiatives)

.

Getting Here

1. Open the initiative, and click the **Profile** tab.

Note: Definitions for many of the terms found on the profile screen in the *PMP User Guide*.

Profile

The Profile screen contains most of the descriptive information that appears on the initiative's budget proposal. You can find Here are two terms that may be new to you.

Lead agencies – more than one agency can lead the initiative; multiple choices are allowed. The lead agency often has expertise in the area to which the initiative's mission is directed.

Budget – budget details are recorded in the Financial Management System (FMS), and FMS Budget Report 4a-2 is manually uploaded to WebPMP.

Top of screen

Initiative: 26 Support

Profile Training Other Outputs

Profile/Positions Initiative Description Budget Proposal Policy Requests

A Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Support

Initiative Profile PUSH PROFILE

Lead Agencies

Select one... Michigan State Police ADD AGENCY

Co-Location Site

City Marquette State MI

Budget UPDATE FROM FMS

Requested: \$320,000.00 Approved: \$0.00

DHE: \$0.00 Supplemental: \$0.00

FMS 4A Budget Document

FMS Budget Rpt 4a-2.pdf VIEW/DOWNLOAD **B**

Description VIEW EXAMPLE OPEN IN WORD **C**

Please provide a brief description of the mission for this Initiative

Initiative Purpose

The Canadian Border HIDTA sponsors and supports training in conjunction with Federal, state and local law enforcement partners. As a core function of the HIDTA Program, training is necessary to enhance law enforcement capabilities, ensure officer safety, and address emerging drug trafficking threats in the region.

- A** Make a habit to start every screen checking the program year.
- B** After uploading the budget document, you can view it anytime using this button.
- C** You can copy text from another program and paste it into any text box. You can also open Word to use Word's formatting features such as bullets.

Top of screen
Part 2

Training Priorities

The 2021 Canadian Border HIDTA Threat Assessment indicated that DTOs are exploiting area highways to transport kilogram quantities of methamphetamine and cocaine through the region. Based on this assessment, the 2021 training portfolio will offer additional training on highway interdiction and detection techniques, concealment methods, and officer safety protocols when conducting highway traffic stops. In addition, the HIDTA will be offering four new courses to intelligence analysts in case support techniques.

Personnel Structure and Participating Agencies

The training initiative is led by a full-time training coordinator assigned by the Allsville County Sheriffs Office. The position is not HIDTA funded, however, the training coordinator does report to the HIDTA Director to ensure initiative compliance and accountability. The training coordinator is assisted by administrative support staff and a training specialist that coordinate with their respective agencies to identify training needs and manage training calendars to avoid duplication and reduce costs.

Areas of Operation (Designated Counties)

Select one...

ADD COUNTY

Monroe, Florida

NHAC County

Initiative Compliance

Has the Executive Board established a training initiative?

☒ Yes ☐ No

Has HIDTA-sponsored and facilitated training been reported in PMP?

☒ Yes ☐ No

Has the Executive Board designated a Training Coordinator?

☒ Yes ☐ No

Is the HIDTA funded training directly related to drug enforcement or other HIDTA initiative-related duties of the individuals receiving training?

☒ Yes ☐ No

Is HIDTA funded or sponsored training reported to the National HIDTA Assistance Center?

☒ Yes ☐ No

D

SAVE

DELETE

D The Save button is located mid-screen, between the top and bottom portions.



Initiative Compliance

Answer all initiative compliance questions based on HIDTA Program Policy and Budget Guidance. If prompted, a waiver or pre-approval justification must be entered in the Policy Requests tab. Watch for expanding panels requiring further information, indicating warnings, or requesting justification or waivers.

Note: Each row represents 1 position title of one agency, so a row can represent 2 or more positions from the same agency.

Important:

Update initiative positions throughout the program year as changes occur.

Bottom of screen

Initiative positions – bottom portion

The Initiative Positions table lists every individual assigned to the initiative – not by name and rank, but by position title.

Initiatives often experience turnover each year, so the list of positions will likely change from year to year, but many participants serve for several years. Therefore, WebPMP provides tools for your convenience. You can

- Copy forward positions, one by one, or the entire table

After the table is copied, you can ...

- Edit individual agency positions
- Delete positions no longer provided by an agency

Initiative Positions

ADD SINGLE POSITION ADD MULTIPLE POSITIONS

Sort By:

A Number of Positions Displayed 10

B ☒ Report Order ☐ Position ☐ Quantity ☐ Agency ☐ HIDTA Funded ☐ Co-Located ☐ Fulltime

C PUSH ALL POSITIONS TO 2024 **D** EDIT SELECTED POSITIONS DELETE SELECTED POSITIONS

<input type="checkbox"/>		Position	Quantity	Details	Notes
<input type="checkbox"/>	D	E C	1	Agency: Allsville County Sheriff's Office HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0	E
<input type="checkbox"/>	D	E C	1	Agency: Allsville County Sheriff's Office HIDTA Funded: No Co-Located: Yes Fulltime: Yes Report Order: 0	E
<input type="checkbox"/>	D	E C	1	Agency: Michigan State Police HIDTA Funded: No Co-Located: Yes Fulltime: No Report Order: 0	E

- A** Choose how many rows of the grid to view at one time.
- B** Sort the table to quickly locate entries.
- C** Use either Push button to push (or copy) all or individual rows to the next program year.
- D** Check multiple rows to edit or delete several at once.
- E** Edit or delete individual rows.

Getting Here

1. Click the **Profile** tab from any data screen.
2. Click **Add Position**.

Adding agency positions

To add rows to the table, WebPMP provides a data entry form, embedded within the screen, but initially hidden from view. Click **Add Position** to reveal the Profile screen's data entry form.

Complete the form for each new row in the table.

Data entry form

The screenshot shows the 'Initiative Positions' interface. At the top right, there are two buttons: 'ADD SINGLE POSITION' (labeled A) and 'ADD MULTIPLE POSITIONS'. Below these are sorting and display controls: 'Sort By:' with radio buttons for 'Report Order', 'Position', 'Quantity', 'Agency', 'HIDTA Funded', 'Co-Located', and 'Fulltime'; and 'Number of Positions Displayed' set to 10. Below these are three buttons: 'PUSH ALL POSITIONS TO 2024', 'EDIT SELECTED POSITIONS', and 'DELETE SELECTED POSITIONS'. A table header is visible with columns: 'Position', 'Quantity', 'Details', and 'Notes'. Below the table is the 'Add/Edit this Position' form. The form includes fields for 'Title' (Training Coordinator), 'Agency' (Allisville County Sheriff's Office), 'Quantity' (1), and 'Report Order' (0). It also has checkboxes for 'Fulltime' (checked), 'HIDTA Funded' (unchecked), and 'Co-Located' (checked). A 'Position Type' dropdown menu is set to 'Select one...'. A 'Notes' text area is at the bottom. At the bottom right of the form are two buttons: 'SAVE POSITION' (labeled B) and 'CANCEL'.

i Important: Watch for changes in personnel assignments (positions) as you key data for a new program year.

A Click **Add Position** to open the data entry form for adding a new table row.

B The report order allows you to control the order in which positions appear in the Initiative Description and Budget Proposal document.

Getting Here

1. Open the initiative and on the **Profile** tab, select **Policy Requests**.

Policy Requests

The need for a policy waiver is based on your answers to the initiative compliance questions on the Profile tab. You may need to submit more than one waiver request.

Adding a Request

Add a separate waiver request for each policy waiver needed.

Top of screen

The screenshot shows the top of a web application interface for 'Initiative: 26 Support'. At the top, there are three tabs: 'Profile', 'Training', and 'Other Outputs'. The 'Profile' tab is selected and circled. Below these tabs is a horizontal bar with four items: 'Profile/Positions', 'Initiative Description Budget Proposal', 'Policy Requests' (which is highlighted in green and circled), and another item. Below this bar, there is a 'Year:' dropdown set to '2023' and a link 'Definitions & Key Terms »'. Further down, there is a 'Select a different Initiative:' dropdown set to '26 Support'. The main heading is 'Initiative Policy Requests' in green. Below it is the text 'List of Policy Requests'. On the right side, there is a green button labeled 'ADD REQUEST' with a circled 'A' next to it.

- A** Click **Add Request** to open the data entry form.



Program Policy: This screen requires you cite sections and chapters from the *HIDTA Program Policy and Budget Guidance*; be sure to have it on hand.

List of Policy Requests

Add/Edit this Request

Request Chapter: **B** Request Section:

Request Type: ☐ Waiver ☐ Pre-Approval ☐ Position Justification Document: **D** No file chosen

C Justification:

☐ Executive Board Approved ☐ ONDCP Approved End Date:

ONDCP Reason:

E

i Important: See the *IDBP User Guide* for instructions which requests require uploaded documents.

- B** Refer to the *HIDTA Program Policy and Budget Guidance*, to select the Chapter and Section for which a waiver is requested.
- C** Complete the remainder of the fields as needed, following the *IDBP User Guide*. Some requests require a document upload; some requests require only text keyed in the Justification field.
- D** Click **Upload**, then click **Choose File** and locate and select the document you wish to submit. (Screen not shown.) Click **Upload** to add the document to your screen.
- E** Click **Save Request** to save the uploaded document in WebPMP.

Getting Here

1. Open the initiative, and click the **Training** tab.
2. Click the subtab, **Training Provided**.

Training Provided

This screen records information about the number of students trained and the hours of training provided. Expected values are initially computed averages, shown in red font. Re-key as desired or leave in place; font changes to black once saved.

Initiative: 26 Support

Profile **Training** Other Outputs

Training Provided Enforcement Survey Analytical Survey Management Survey Demand Reduction Survey Core Table 7

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Support

Training Services

Number of Students

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Enforcement	217	200	0	0	0	0	0
Analytical	184	160	0	0	0	0	0
Management	42	36	0	0	0	0	0
Demand Reduction	8	8	0	0	0	0	0

Hours of Training Provided

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Enforcement	1,664	1,664	0	0	0	0	0
Analytical	1,457	1,457	0	0	0	0	0
Management	341	341	0	0	0	0	0
Demand Reduction	58	58	0	0	0	0	0

Totals

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Total Number of Students	452	404	0	0	0	0	0
Total Number of Student Hours	3,521	3,520	0	0	0	0	0

Training Notes

SAVE

Best Practice:

Use the Training Notes field to document the data source or the formula used to calculate the numbers.

Getting Here

1. Open the initiative and click the **Other Outputs** tab.

Other outputs are the non-standard outputs the initiative chooses to track and report to demonstrate its accomplishments.



Best Practice:

Select and track other outputs only if they are useful to your HIDTA.

Unlike enforcement initiatives, Support (Prevention) and Support (Treatment) require *expected* outputs to be recorded during budget preparation.

Other Outputs (Prevention) and (Treatment)

For *other outputs*, ONDCP approves each other output that can be stored and tracked within WebPMP, and W/B maintains it as a master list of other outputs. Each initiative copies forward its previously used outputs and may select additional outputs appropriate to its activities.



PMP User Guide: Initiatives of all types may choose to track additional other outputs outside of WebPMP, but those outputs won't appear on WebPMP reports. Learn more about the use of other outputs in the *PMP User Guide*, at “*Other Outputs*.”

Building the initiative's Other Outputs data table

To build the Other Outputs data table, add rows from either or both of these sources:

- the initiative's previous year's Other Outputs table
- create new rows for new outputs

Push to copy all rows from the previous year's table

1. Choose the previous program year on the Other Outputs screen.
2. Click **Push Outputs** to copy all rows forward, or scroll through the initiative's data table (lower portion of the screen), and click **Push** to copy each row forward, to the next program year. No data values copy forward.

Create new rows using the data entry form

1. Select the current program year on the Other Outputs screen.
2. Click **Add an Output** to display a blank data entry form.

One by one, complete a data entry form for each row needed. To complete the data entry form, select an output from the drop-down list of available other outputs.

Initiative: Test Treatment Initiative

Profile: Other Outputs

Year: 2022 Definitions & Key Terms »

Select a different Initiative: Test Treatment Initiative

Other Outputs PUSH OUTPUTS ADD AN OUTPUT

Other Outputs PUSH OUTPUTS

Add/Edit Other Output

Other Output: Select one... Add Output to List

Check All that Apply: ☐ Investigative Support ☐ DHE

Display on Budget Proposal? ☒ Display as: ☒ Quantity ☐ Value ☐ Text

Quantity

Expected	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total

(middle portion of lengthy screen omitted)

SAVE AND ADD SAVE AND CLOSE CANCEL

Sort By: ☒ Output Name ☐ DHE ☐ Investigative Support

	Output Details	Expected	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Total
EDIT PUSH	Number of Drug Test Kits Dispensed	2,300	0	0	0	0	0
On Budget Proposal: Yes							
Investigative Support: No							
DHE: No							

- A** Add an Output opens the data entry form to add a new row.
- B** Don't see the output you need in the drop-down list? Contact your local PMP Coordinator to add outputs to the list, using page 8-14.
- C** During budget preparation, complete the top portion, including expected values.

Getting Here

1. On the Home Page, click the **Reports** tab.
2. Click **Initiative Description Budget Proposal**.

OR

1. From the Home Page, click the initiative.
2. On the **Profile** tab, click **Initiative Description Budget Proposal**.

Initiative Description and Budget Proposal

After keying budget preparation data for the initiative, generate and review the Initiative Description and Budget Proposal. WebPMP provides many options for generating the report.

The screenshot displays the 'Performance Management Process' interface. On the left is a green sidebar with navigation links: 'Viewing Year' (2022), 'PMP User Guide', 'IDBP User Guide', 'Coordinators POC', 'Definitions & Key Terms', 'PMP Webinar', 'Need Help?', and 'Help' (with sub-links for Monitor, Phone, Email, and Docs). The main content area is titled 'Reports' and includes a 'Select Initiative' dropdown set to '26 Support'. Below this are tabs for 'Core Tables', 'Data Exporting', and 'Reports'. The 'Reports' tab is active, showing a grid of report options: 'Budget Preparation', 'Core Outputs', 'Other Outputs Report', 'Initiative Description Budget Proposal' (circled in red), 'Initiative Information', and 'Initiative Summary'. Below the grid is an 'Initiatives' section with a table of categories and their associated reports. The 'Support' category is selected, showing '26 Support' as the chosen initiative (marked with a red circle 'A'). At the bottom, there is a 'Year' dropdown set to '2022' (marked with a red circle 'A') and a green 'GENERATE REPORT' button (marked with a red circle 'B').

Category	Report	Status
Law Enforcement	Select All	▶
Intelligence	Select All	▶
Support	Select All	▼
	26 Support	▼
Management	Select All	▶

A Select the program year and the initiative(s).

B Click **Generate Report**.

Getting Here

1. From the Home Page, click the **Reports** tab on the Dashboard.
2. Choose **Initiative Description Budget Proposal**.
3. Select the year and the initiative; click **Generate**.

Viewing the finished report

Carefully review the generated report to ensure the initiative's data is accurate. ONDCP also receives and reviews this document during the budget preparation cycle for each program year.

This lengthy screen is presented over the next several pages, but first, let's look at the tools to navigate through its pages when displayed on screen.

Two scroll bars

The report format is a .pdf file, displayed within a window placed on a web page. The .pdf pages are controlled by the innermost scroll bar. The web page is controlled by the outermost scroll bar.

Adobe Reader toolbar

Depending on the browser you are using, the Adobe Reader toolbar may provide additional tools.

LEAD AGENCY(S):

CO-LOCATION SITE:

1. INITIATIVE DESCRIPTION

2. INITIATIVE PARTICIPANTS

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2022 Request for initiative: **\$320,000.00**

Approved Budget: **\$0.00**

Current Budget: **\$0.00**

DESIGNATED COUNTIES OF PRIMARY FOCUS:

4. INITIATIVE COMPLIANCE

Has the Executive Board established a training initiative?

☐ Yes ☐ No

Has HIDTA-sponsored and facilitated training been reported in PMP?

☐ Yes ☐ No

Has the Executive Board designated a Training Coordinator?

☐ Yes ☐ No

Is the HIDTA funded training directly related to drug enforcement or other HIDTA initiative-related duties of the individuals receiving training?

☐ Yes ☐ No

Is HIDTA funded or sponsored training reported to the National HIDTA Assistance Center?

☐ Yes ☐ No

Page 1 of 2 on 4/5/2021 12:43:49 PM 26 Support

Support Initiative Description and Budget Proposal (Sample for Training)

Page 1

FY 2023 SUPPORT INITIATIVE DESCRIPTION BUDGET PROPOSAL (TRAINING)

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Support
LEAD AGENCY(S): Michigan State Police
CO-LOCATION SITE: Marquette, MI

1. INITIATIVE DESCRIPTION

Initiative Purpose

The Canadian Border HIDTA sponsors and supports training in conjunction with Federal, state and local law enforcement partners. As a core function of the HIDTA Program, training is necessary to enhance law enforcement capabilities, ensure officer safety, and address emerging drug trafficking threats in the region.

Training Priorities

The 2021 Canadian Border HIDTA Threat Assessment indicated that DTOs are exploiting area highways transport kilogram quantities of methamphetamine and cocaine through the region. Based on this assessment, the 2021 training portfolio will offer additional training on highway interdiction and detection techniques, concealment methods, and officer safety protocols when conducting highway traffic stops. In addition, the HIDTA will be offering four new courses to intelligence analysts in case support techniques.

The Canadian Border HIDTA will continue to offer its core suite of training services as requested by outreach to the initiatives and participating agencies in the region. This training is compliant with HIDTA policies and grant regulations. All training activities are reported in PMP and the HOTT system as required, and training data is used to manage the initiative and enhance the training program from year to year.

Personnel Structure and Participating Agencies

The training initiative is led by a full-time training coordinator assigned by the Allsville County Sheriffs Office. The position is not HIDTA funded, however, the training coordinator does report to the HIDTA Director to ensure initiative compliance and accountability. The training coordinator is assisted by administrative support staff and a training specialist that coordinate with their respective agencies to identify training needs and manage training calendars to avoid duplication and reduce costs.

There are no other participating agencies for this initiative.

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary			
	Federal	Other	

Keyed at ...
Profile

Page 2

	Full Time	Part Time	Full Time	Part Time	Total
Co-Located	0	0	2	1	3
Non-Co-Located	0	0	0	0	0
Total	0	0	2	1	3

HIDTA Participating Agency Positions					
Quantity	Title	Agency	HIDTA Funded	Co-Located	Fulltime
1	Administrative Assistant	Allsville County Sheriff's Office	Yes	Yes	Yes
1	Training Coordinator	Allsville County Sheriff's Office	No	Yes	Yes
1	Training Specialist	Michigan State Police	No	Yes	No

3. INITIATIVE BUDGET (Pulled automatically from FMS)FY 2023 Request for initiative: **\$880,000.00**Approved Budget: **\$0.00**Current Budget: **\$0.00****DESIGNATED COUNTIES OF PRIMARY FOCUS:**Monroe, Florida
NHAC County**4. INITIATIVE COMPLIANCE**

Has the Executive Board established a training initiative?

☒ Yes ☐ No

Has HIDTA-sponsored and facilitated training been reported in PMP?

☒ Yes ☐ No

Has the Executive Board designated a Training Coordinator?

☒ Yes ☐ NoKeyed at ...
Profile

Page 3

Is the HIDTA funded training directly related to drug enforcement or other HIDTA initiative-related duties of the individuals receiving training?

☒ Yes ☐ No

Is HIDTA funded or sponsored training reported to the National HIDTA Assistance Center?

☒ Yes ☐ No

Training Assistance Provided			
COURSES OFFERED	2019 - 2021 Average	2021 Actual	2023 Expected
Number of Students:			
Enforcement	217	219	217
Analytical	184	184	184
Management	42	49	42
Demand Reduction	8	8	8
Hours of Training Provided:			
Enforcement	1,664	1,666	1,664
Analytical	1,457	1,486	1,457
Management	341	343	341
Demand Reduction	58	65	58
Totals:			
Total No of Students	452	460	451
Total No of Student Hours	3,521	3,560	3,520

Keyed at ...
Training



Practice Exercise 6-1

Preparing the Budget

Turn to page A-21 in the appendix and complete Practice Exercise 6-1. Work individually on your assigned computer, using your assigned Student ID and password.

As the Year Progresses

As the year progresses, use WebPMP to record the initiative's accomplishments and activities. For training initiatives, review these screens quarterly:

- Training
 - Training provided as number of student and hours of training provided
 - Enforcement Survey
 - Analytical Survey
 - Management Survey
 - Demand Reduction Survey



Program Policy: According to the *HIDTA Program Policy and Budget Guidance*, Section 10.3, you must update the PMP database at least quarterly.



Best Practice:

Log into the HOTT system and review the quarterly data after each quarter ends. Make corrections, if needed, prior to the transfer.

Training and survey data stored in HOTT

30 days after each quarter ends, NHAC transfers the data collected in HOTT to the PMP database. You can see exactly the data transferred to the PMP database by reviewing 2 HOTT reports, *Training Assistance Provided* and *Survey Results*.

Getting Here

1. Click the **Training** tab from any data screen.
2. Click the subtab, **Training Provided**.

Training

This screen records information about the training courses provided by this initiative. Use the Training Assistance Provided report from HOTT to locate this data; see page C-28.

Initiative: 26 Support

Profile Training Other Outputs A

Training Provided Enforcement Survey Analytical Survey Management Survey Demand Reduction Survey Core Table 7

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Support

Training Services

Number of Students

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Enforcement	217	200	0	0	0	0	0
Analytical	184	160	0	0	0	0	0
Management	42	36	0	0	0	0	0
Demand Reduction	8	8	0	0	0	0	0

Hours of Training Provided

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Enforcement	1,664	1,664	0	0	0	0	0
Analytical	1,457	1,457	0	0	0	0	0
Management	341	341	0	0	0	0	0
Demand Reduction	58	58	0	0	0	0	0

Totals

	2019 - 2021 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Total Number of Students	452	404	0	0	0	0	0
Total Number of Student Hours	3,521	3,520	0	0	0	0	0

Training Notes

SAVE

A Use these links to review the survey results transferred from HOTT.

Getting Here

1. Click the **Training** tab from any data screen.
2. Click the survey's subtab.

Survey Results

All 4 surveys are similar to the one shown below.

Initiative: 26 Support

Profile **Training** Other Outputs

Training Provided **Enforcement Survey** Analytical Survey Management Survey Demand Reduction Survey

Year: 2023 Definitions & Key Terms »

Select a different Initiative: 26 Support

Enforcement Survey

Question 1

	Actual				
	2022		2023		Total
	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	
Did the course improve your knowledge, skills and abilities needed to perform your job?					
Yes	33	0	0	0	33
No	0	0	0	0	0

Question 2

	Actual				
	2022		2023		Total
	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	
Since the completion of this course, have you used the knowledge, skills or abilities you acquired in the training?					
Yes	31	0	0	0	31
No	2	0	0	0	2

Totals

	Actual				
	2022		2023		Total
	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	
Total Number of Surveys Sent Out	35	0	0	0	35
Total Number of Surveys Received	33	0	0	0	33

Survey Notes

SAVE

- A** Survey results are reported 2 months following training events, so this screen reflects the time lag.

Getting Here

1. Click the **Other Outputs** tab from any data screen.

Other Outputs for Prevention and Treatment Initiatives

Revisit the Other Outputs screen during the year to record the actual data for each quarter's accomplishments. Click **Edit** on any row to reopen the screen for data entry of quarterly data.

Initiative: 26 Support

Profile Training **Other Outputs**

Year: 2021 Definitions & Key Terms »

Other Outputs PUSH OUTPUTS

Add/Edit Other Output

Other Output: Drug Education Presentations Add Output to List

Check All that Apply: ☐ Investigative Support ☐ DHE

Display on Budget Proposal? ☒ Display as: ☒ Quantity ☐ Value ☐ Text

Quantity

Expected	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
95,000	26,000	27,000	22,000	20,000	95,000.00

Value

Expected	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total

Text

Expected

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Notes

A SAVE AND ADD SAVE AND CLOSE CANCEL

- A** Click either Save button to save the form's data.



Practice Exercise 6-2

Recording Actual Values

Turn to page A-23 in the appendix and complete the Practice Exercise 6-2. Work individually on your assigned computer, using your assigned Student ID and password.

Measurement Tables for Support Initiatives

Appendix B provides samples of the core tables for support initiatives, along with the data screens that provide the source data for each report.

Table 7 – Training Assessment.....B-14

Key Points

- During budget preparation, complete each screen of information to describe the initiative and record expected values for
 - Training
 - Other Outputs, if used
- As the year progresses, return to these screens each quarter to record or review the actual outputs achieved to date:
 - Training – to track hours and numbers of students as well as results of 4 participant surveys
 - Other Outputs, if used.
- Review Table 7 to see the training initiative's performance data. Review the Other Outputs Report to see the performance data for prevention initiatives and treatment initiatives.



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 7: Reporting and Data Analysis

Learning Outcomes

At the end of this module, participants will be able to:

- Locate and generate reports from the Home Page
- Set filters to specify the data to include and exclude from any report or data export
- Recall one or more reports that display your initiative's data, and describe its purpose in viewing summarized initiative data

Getting Here

1. Log in WebPMP; reports are listed at the top of the Dashboard.

**Best Practice:**

The task force commander and HIDTA Director should periodically check the status of data recorded in WebPMP. Do not wait until the end of the year.

About Reports

WebPMP has so many reports and data exporting tools, that the reports are divided among several tabs.

Report Tabs Separate Report Types

All initiative users have three report tabs at the top of the Dashboard.

PMP Coordinators have additional report choices to show data across all of the HIDTA's initiatives.

Core Tables tab

All users have the same list of measurement tables, divided into core tables and threat-specific tables. Recall core tables are the 12 measurement tables used by all initiatives of the same type; they summarize the performance outputs of the initiative. Threat-specific tables relate to specific activities of the initiatives.

All initiative users can use the tables shown below, but the tables (reports) include only the initiative data for which a user has permission to view.

Reports

Select Initiative: 26 Enforcement

Core Tables Data Exporting Reports

Core Tables	Threat Specific Tables
Table 1 - DTOs/MLOs as Expected	MLOs as Percent of Expected
Table 2 - DTOs/MLOs Open	MLOs as Percent of All
Table 3 - Investigative Activity	Prosecution Table
Table 4 - Quantity and Value of Drugs Removed	Other Outputs Table
Table 5 - Return On Investment	Fugitive Table
Table 6 - Clan Meth Labs Dismantled	Criminal Operations
Table 7 - Training Assessment	Clan Lab Activities
Table 8 - Deconflictions Processed	Other Clan Labs Dismantled
Table 9 - Analytical Support	Other Law Enforcement Outputs
Table 10 - Case Agent Satisfaction	
Table 11 - Intelligence Reporting	
Table 12 - Review of Intel Products	

Data Exporting tab

Similarly, all users have access to the same set of export reports, but again, the user must have permission to view an initiative's data before the export will provide the requested data.

The screenshot displays a web application interface for generating reports. At the top, the word "Reports" is shown in a large green font. Below this, there are two dropdown menus: "Select HIDTA" with "Canadian Border" selected, and "Select Initiative" with "All Initiatives" selected. Both dropdowns have a green checkmark icon on the right. Below the dropdowns is a horizontal tab bar with three tabs: "Core Tables", "Data Exporting", and "Reports". The "Data Exporting" tab is currently selected and is highlighted with a light green background and a black oval border. Underneath the "Data Exporting" tab, there is a green box containing the text "Export Table Data" followed by a list of five exportable data types: "Exportable DTO Data", "Exportable Drug Seizure Data", "Exportable Assets Seizure Data", "Exportable Drug Prices Data", and "Exportable Positions Data".

Reports

Select HIDTA Canadian Border ✓

Select Initiative All Initiatives ✓

Core Tables **Data Exporting** Reports

Export Table Data

- Exportable DTO Data
- Exportable Drug Seizure Data
- Exportable Assets Seizure Data
- Exportable Drug Prices Data
- Exportable Positions Data

Available Reports Vary

Reports tab

The report choices are different for initiative users than for PMP Coordinators. Initiative users have reports that describe one or more initiatives, but PMP Coordinators have reports that also summarize PMP data for all initiatives at a HIDTA.

Initiative user choices

Reports

Select Initiative: 01 Enforcement ✓

Core Tables | Data Exporting | **Reports**

Budget Preparation
Core Outputs
Other Outputs Report
Initiative Description Budget Proposal

Initiative Information
Initiative Summary

PMP Coordinator choices

Reports

Select HIDTA: Canadian Border ✓

Select Initiative: All Initiatives ✓

Core Tables | Data Exporting | **Reports**

Annual HIDTA Review
Annual Review Report
Strategy Review

Budget Preparation
Core Outputs
Other Outputs Report
Interdiction Report
Initiative Description Budget Proposal

HIDTA Management
Progress Review
HIDTA DHE Report
Initiative Expected Accomplishments
Participants Report

Initiative Information
Initiative Outputs Report (Excel)
Resources Workloads Report (Excel)
Initiative Report by Calendar Year (Excel)
Initiative Summary

ONDCP Reports
HIDTA Dashboard

2nd Level of Tabs

When you arrive at your selected report screen, WebPMP provides a 2nd set of tabs to allow you to conveniently switch among the reports within the same tab.

For example, the Data Exporting tab initially gives you 5 report choices. After you choose a report, such as Exportable DTO Data, the next screen allows you to select what data you want to export. You may also select additional export reports from a 2nd level of tabs.

All 5 report choices next appear as a 2nd level of tabs

Reports

Select HIDTA: Canadian Border

Select Initiative: All Initiatives

Core Tables **Data Exporting** Reports

Export Table Data

- Exportable DTO Data
- Exportable Drug Seizure Data
- Exportable Assets Seizure Data
- Exportable Drug Prices Data
- Exportable Positions Data

Core Tables **Data Exports** Reports

DTO Data Drug Seizure Data Assets Seizure Data Drug Prices Data Positions Data

Year: 2022 HIDTA: Canadian Border

Initiative: ☐ Select All [VIEW INITIATIVES](#)

Organization Type: Both DTOs and MLOs ☐ Only Organizations that appear on Core Tables

DTO Disposition: All Dismantled/Disrupted in Quarter: All

Identified in Quarter: All Opened in Quarter: All

Customizing a Report

Many of the reports allow you to select and generate multiple tables, many with choices for variations. Your choices are limited by the permissions of your account in WebPMP.

The sample below shows all of the variations available for core reports.

Core Tables

Core Tables

Data Exports

Reports

Core Tables

Threat Specific Tables

Year: 2022 Initiative: 26 Enforcement

☒ Table 1 - DTOs/MLOs as Expected

☐ DHE Only ☐ Gang Related Only ☐ Violent Only

☒ Table 2 - DTOs/MLOs Open

☐ DHE Only ☐ Gang Related Only ☐ Violent Only

☒ Table 3 - Investigative Activity

☐ DHE Only ☐ Gang Related Only

☒ Table 4 - Quantity and Value of Drugs Removed

☐ DHE Only ☒ Roll Up Similar Drugs ☐ Show Value ☐ Use Program Values

☒ Table 5 - Return on Investment *HIDTA-Level Expected Values

☐ DHE Only ☐ Use Program Values

☒ Table 6 - Clan Meth Labs Dismantled

☒ Table 7 - Training Assessment

☐ Display 3 Years

☒ Table 8 - Deconflictions Processed

☒ Table 9 - Analytical Support

☒ Table 10 - Case Agent Satisfaction

☒ Table 11 - Intelligence Reporting

☒ Table 12 - Review of Intel Products

☒ Check all ☐ Uncheck all

GENERATE REPORT

Certification Prep

Collectively, what do the core tables and the threat-specific tables reveal about the HIDTA?

See Appendix B to see the data screen(s) that provides each table's data.

About Measurement Tables

Measurement tables summarize performance data stored in WebPMP, i.e., the expected outputs and the actual outputs of the HIDTA's initiatives.

When are the tables useful?

The measurement tables with aggregate results may be included in reports published by the HIDTA's Executive Board, but they are also useful at other times of the year at an initiative level of detail. For example:

- During budget preparation – to review expected and actual outcomes of previous program years.
- During initiative review – to view the initiative's progress toward the current year's expected outputs.
- During end-of-quarter or end-of-year data validation – to ensure the database contains the required data.

Which initiatives use which core tables

Core tables	Enforcement	Intelligence	Management	Support
1 – DTOs/MLOs as Expected	✓			
2 – DTOs/MLOs Open	✓			
3 – Investigative Activity	✓			
4 – Quantity and Value of Drugs Removed	✓			
5 – Return on Investment	✓			
6 – Clan Meth Labs Dismantled	✓			
7 – Training Assessment				✓
8 – Case/Event Deconflictions	✓	✓		
9 – Analytical Support	✓	✓		
10 – Case Agent Satisfaction		✓		
11 – Intelligence Reporting		✓		
12 – Review of Intel Products		✓		

Certification Prep

When do HIDTAs use the core tables and when would a HIDTA use the threat-specific tables?

Which initiatives use which threat-specific table

Threat specific tables address expected and actual outputs and outcomes for activities that vary among HIDTAs.

Threat-specific tables	Enforcement	Intelligence	Management	Support
MLOs as Percent of Expected	✓			
MLOs as Percent of All	✓			
Prosecution	✓			
Other Outputs *	✓			✓
Fugitive Apprehension	✓			
Criminal Operations	✓			
Clan Lab Activities	✓			
Other Clan Labs Dismantled	✓			
Other Law Enforcement Outputs**	✓			

* Allows you to select one of the other outputs to appear on the report.

** Reports on all law enforcement other outputs, in a single report.

Copy or Print Measurement Tables

You can copy or print any measurement table displayed on your screen.

After displaying the table, simply point your mouse on the table and right-click.

Table 1: DTOs/MLOs Disrupted or Dismantled by the Canadian Border HIDTA as a Percent of Expected (26 Enforcement only)			
	2019	2020	2021
Expected	4	3	3
Actual			
International	0	1	0
Multi-State	1	3	0
Local	1	0	0
Actual Total	2	4	0
Actual Total as Percentage of Expected	%	133%	0%
As of 4/7/2021			

Getting Here

1. Click the **Reports** tab, then click Core Outputs.
2. Click **Generate Report**.

Reports of Initiative Data

The Reports tab provides reports designed to show detailed initiative data. All initiative users can view this report.

Reports

Select Initiative: 01 Enforcement ▼

Core Tables Data Exporting **Reports**

Budget Preparation Initiative Information

Core Outputs Initiative Summary

Other Outputs Report
Initiative Description Budget Proposal

Core Outputs

2022 CORE OUTPUTS

HIDTA:

Canadian Border

INITIATIVE TITLE:

26 Enforcement

PAST PERFORMANCE VS 2022 EXPECTED DTO-RELATED OUTPUTS AND OUTCOMES

Outputs	2019 Actual DTOs Dismantled/ Disrupted	2020 Actual DTOs Dismantled/ Disrupted	2021 Actual DTOs Dismantled/ Disrupted	2022 DTOs To Be Dismantled/ Disrupted	Expected VS Average	
					2019 - 2021 Average	Diff
Drug Trafficking Organizations						
International DTOs	0	1	0		0	
Multi-State DTOs	0	2	0		1	
Local DTOs	1	0	2		1	
TOTAL	1	3	2	3	2	1
Money Laundering Organizations						
International MLOs	0	0	0		0	
Multi-State MLOs	1	1	1		1	
Local MLOs	0	0	0		0	
TOTAL	1	1	1	1	1	0
GRAND TOTAL						
	2	4	3	4	3	1

PAST PERFORMANCE OF DRUG SEIZURES

Drug Seizures (Units)	2019 - 2021 Average	2019 Actual	2020 Actual	2021 Actual
Cocaine (kg)	29.8410	0	4.5230	85.0000
Crack (kg)	10.3873	5.1489	0.0129	26.0000

Page 1 of 4 on 3/27/2022 5:30:56 PM

Other Outputs Report

Each initiative has its own set of other outputs, and you can select one or more of the listed other outputs to appear on this report.

Law enforcement initiatives have standard other outputs recorded in WebPMP.

Prevention and treatment support initiatives often have multiple other outputs they choose to track, based on the type of the initiative, and what outputs are most relevant to demonstrate performance. For example, a prevention initiative might track number of high school presentations delivered while a treatment initiative might track number of drug test kits dispensed.

W/B PMP Administrators maintain the master list of all other outputs for each initiative type.

The example below is for an enforcement initiative.

Other Law Enforcement Outputs by the Canadian Border HIDTA (26 Enforcement only)			
	2021	2022	2023
Arrests	11	99	12
Firearm Tracing	0	0	33
Firearms Seized	108	24	0
NIBIN (Matching) Correlation	0	0	15
NIBIN Acquisition	0	0	21
Vaping Cartridges Seized	10,581	8,894	124
Wiretaps (Lines)	24	22	0
As of 2/12/2023			

Initiative Description and Budget Proposals

Initiative Descriptions and Budget Proposals vary according to initiative type and activities, e.g., enforcement initiatives with prosecution activities are slightly different than enforcement initiatives with investigative activities.

Refer to these pages to see examples of the main initiative types.

Enforcement.....	3-36
Intelligence and Information Sharing	4-23
Management & Coordination	5-16
Support.....	6-21

Initiative Summary

The PMP Coordinator can use this report to review an enforcement initiative's progress during the program year.

2022 INITIATIVE SUMMARY

Initiative: 26 Enforcement

Initiative Type: Law Enforcement

Location: Glenwood , WI

Budget: \$880,000.00

Supervising Agency: Allsville County Sheriff's Office

As Of: 1/26/2023

Comments:

2022 Expected Outputs OR 3 Year Average		2022 Actual Outputs # / %
4	DTOs Dismantled/Disrupted	4 100%
\$1,725,782.67	Assets Seized	\$177,105.00 10%
111.67	Arrests	99.000 89%
288.33	Firearms Seized	24.000 8%
3703.67	Vaping Cartridges Seized (Qty Only)	135.000 N/A
23.00	Wiretaps (Lines)	0.000 0%

	Drugs Seized	# / %
261.69kg	Heroin	51.05kg 20%
0kg	GHB	15.88kg N/A
260.33kg	Ice	0.50kg 0%
16215.66kg	Fentanyl	0.08kg 0%

2022 DTOs & MLOs	Dismantled	Disrupted
Number of International	0	1
Number of Multi-State	0	2
Number of Local	0	1
Total	0	4
Of Above, # of MLOs	0	1
Event Deconflictions	12	
Cases Opened		Title 3's Conducted
Expected: 0 Actual: 18		0

Getting Here

1. Click the **Data Exporting** tab.
2. Click the desired exporting choice.

Export Data

Most users think of reports as printed outputs that summarize data. WebPMP also provides reports for on-screen display of detailed data with the option to export the data to an Excel worksheet. You can use these reports for monitoring initiative outputs throughout the year, and for examining the data stored in WebPMP for verification and analysis.

WebPMP provides 4 exporting tools. The three that are unique to enforcement initiatives are described within the enforcement module, beginning on page 3-82. In this module, we discuss the exporting tool that is available to all initiative types, the tool to export initiative positions.

Benefits of using Excel

Once the data is exported into Excel's format, users can search it, subtotal it, and send it to others for comparison and validation.

Basics Steps for Exporting

All data exports follow these steps.

1. Choose the exportable report you wish from the Dashboard.

WebPMP displays the corresponding selection screen.

2. Complete the top portion of the screen to set filters to determine what records are included or excluded from the report.
3. Complete the second portion of the screen to choose which data fields are included in the output.

WebPMP displays the data selected in the lower portion of the screen. You can scroll to review the on-screen results.

4. If you want to export the results to Excel, click **Send to Excel**. Choose **Open** or **Save** as you desire.

Export Positions

This export tool exports the list of positions, i.e., initiative rosters, that were submitted and approved for a given program year. Changes in rosters since the Initiative Description and Budget Proposal submission to ONDCP are not reflected.

These reports display on screen and provide the option to export the data to Excel.

Filters to select records

Choices of what data to display

Results

Export Positions

Core Tables
Data Exports
Reports

DTO Data
Drug Seizure Data
Assets Seizure Data
Drug Prices Data
Positions Data

Year: 2021
HIDTA: Canadian Border
Initiative: 26 Enforcement

Select Agency: Select one...
Select Agency Type: Show All

Select Employment: Show All
Select Funding: Show All

Show These Fields:
☐ Check All
☐ Uncheck All

☒ HIDTA
☒ Initiative
☒ Position
☒ Agency
☒ Quantity
☐ Agency Type
☐ Funding
☐ Co-Located
☐ Employment
☐ Report Order
☐ Notes
☐ Inserted By
☐ Insert Date
☐ Modified By
☐ Modified Date

No of Records: 9

A
REFRESH
SEND TO EXCEL
B

HIDTA	Initiative	Position	Agency	Quantity
Canadian Border	26 Enforcement	Administrative Assistant	Thunder Bay Police Department	1
Canadian Border	26 Enforcement	Agent	DEA	1
Canadian Border	26 Enforcement	Criminal analyst	Michigan State Police	1
Canadian Border	26 Enforcement	Deputy	Allsville County Sheriff's Office	2
Canadian Border	26 Enforcement	Intelligence Analyst	Allsville County Sheriff's Office	1
Canadian Border	26 Enforcement	Officer	Glenwood Springs Police Department	2
Canadian Border	26 Enforcement	Officer	Lakewood Police Department	2
Canadian Border	26 Enforcement	Prosecutor	District Attorneys Office	1
Canadian Border	26 Enforcement	Trooper	State Highway Patrol	2

- A** Whenever you change the filters or your choices of data fields, click **Refresh** to execute your new instructions.
- B** Sending the results to Excel allows you to do many things to the list of data, such as sorting, subtotaling, calculating averages, printing, and more.



Practice Exercise 7-1

Exporting the Initiative's Positions

Turn to page A-24 in the appendix and complete the Practice Exercise 7-1. Work individually on your assigned computer, using your assigned Student ID and password.

Key Points

- PMP Coordinators have a larger set of reports available than initiative-level users. All users have access to one or more initiative's data.
- All users have a common list of core tables and exported reports, but the data available to reports is limited by the user's permission to initiatives.
- Three sections are provided on the exportable data report screens:
 - **filters** allow you to choose the records to include and exclude from the report
 - **choices** of fields allow you to choose which columns of data you want to see in the results
 - **results** show the selected records with the chosen fields; it provides a preview before exporting to Excel
- Exporting data to Excel allows you to sort, summarize, and graph the data using Excel's tools. Data exported to Excel, for example, allows you to check for possible duplicates and to verify the data's accuracy.



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Module 8: Administrative Tasks

Learning Outcomes

At the end of this module, participants will be able to:

- Create, edit, and delete user accounts
- Create, edit, and delete initiatives
- Key the HIDTA's ROI and other basic information
- Add and delete drugs to your HIDTA's drug list
- Add, edit, and delete agencies to the list of agencies participating in your HIDTA region
- Add and delete counties and drug destinations for your HIDTA
- Lock and unlock your HIDTA's data for one or more program years
- Pull data from external programs such as FMS and Case Explorer
- Identify PMP Coordinator responsibilities as defined in the *HIDTA Program Policy and Budget Guidance* and the *PMP User Guide*

i Important: Only PMP Coordinators can perform all of the tasks in this module.

Getting Here

1. Login as a PMP Coordinator.

About This Module

This module describes the tasks performed by PMP Coordinators. All of these tasks are accessed through the Administration link on the Home Page – visible only to PMP Coordinators.

Because the tasks described in this module are for PMP Coordinators, who also provide training, the tasks are described in less detail than tasks in other modules. In some instances, very specific program rules are included to help guide the PMP Coordinator in coaching other users at his or her local HIDTA.

PMP Coordinator Roles and Responsibilities

Each HIDTA must designate a PMP Coordinator to serve as the primary point of contact and administrator, and ensure the reliability and accuracy of data and information entered into the PMP system⁷. Under the direction of the Executive Director, the PMP Coordinator is responsible for ensuring compliance with performance reporting provisions and the PMP User Guide, maintaining PMP certification, ensuring users are trained annually, communicating changes in PMP procedures or definitions to users, and assisting ONDCP and independent auditors during performance audits and program reviews.

⁷ This person is designated by W/B HIDTA as the single point of contact for the HIDTA's PMP data. See Section 10.6 of the *HIDTA Program Policy and Budget Guidance*, (2021) for other responsibilities of this designated role.

User Accounts

Recall from Module 2, that there are two levels of users for WebPMP, the PMP Coordinator and initiative users.

PMP Coordinators – PMP Coordinators manage local user accounts, initiatives, HIDTA summary data (such as expected ROI), and more. One PMP Coordinator at each HIDTA is designated by W/B to be the single point of contact for the HIDTA's initiative data, software announcements, and distributing update information to other users at the HIDTA.

Initiative users – Initiative users can key data and generate reports for 1 or more initiatives.

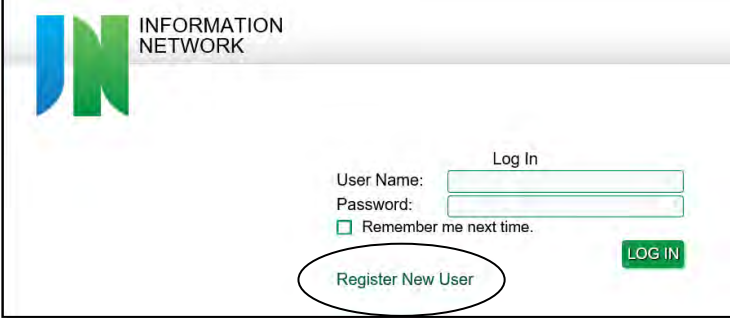
Task	PMP Coordinators	Initiative Users
Edit user accounts	✓	
Edit HIDTA Expected ROI	✓	
Maintain the initiatives HIDTA's initiatives list	✓	
Validate enforcement initiatives' DTO and seizures data	✓	
Add/delete agencies	✓	
Add/delete counties assigned to the regional HIDTA	✓	
Update the list and units of drugs	✓	
Update the list of destination areas	✓	
Lock and unlock years to allow keying at the regional HIDTA	✓	
Display and print reports	ALL	ALL*
Export data	ALL	ALL*
Import Case Explorer data	✓	

* Limited to the initiatives for which permissions is granted.

How User Accounts are Created

New users self-register themselves at the login screen; they complete their own profile information such as contact information, User ID, etc. Let the PMP Coordinator know your account username.

After self-registering, new users notify their local PMP Coordinator they are enrolled.



The screenshot shows a web interface for the 'INFORMATION NETWORK'. In the top left corner is a logo consisting of the letters 'IN' in blue and green. To the right of the logo, the text 'INFORMATION NETWORK' is displayed. The main area of the page contains a login form with the following elements: a 'Log In' label above two input fields for 'User Name' and 'Password'; a checkbox labeled 'Remember me next time.'; a green button labeled 'LOG IN'; and a link labeled 'Register New User' which is circled in red.

Getting Here

1. Click Administration from the Home Page.
2. Click the **Users** tab.

Locating User Accounts

After new users register online, the PMP Coordinator edits each account to authorize the initiative to which the user can access and assign other permissions. Each registered account must be authorized before the user can access PMP data.

A

B

Username	Email	Approved	Locked Out
EDIT stu1	StuLE@nhac.org	True	False
EDIT stu10	Stu10_E@nhac.org	True	False
EDIT stu11	Stu11_E@nhac.org	True	False

- A** Use the left side to search for users that match criteria, i.e., precise name or partial name using * as a wildcard. Use the right side to view a subset list, e.g., click H to view names that begin with the letter H.
- B** Regardless of the search method, results appear in the bottom portion of the screen.

Note: When using the Display User fields, you must click the corresponding green button to launch the command.

Getting Here

1. Click Administration from the Home Page.
2. Click the **Users** tab.
3. Locate the user in the list, and click **Edit**.

Editing User Accounts**Changing a user's password**

Should a user forget his or her password, you can “reset” the password to another choice using this screen. A good practice is to set the new password to something very generic, e.g., *password*, then advise the user to change his password to his or her personal choice at first login.

Approving and unlocking a user's account

When the user initially sets up his account, the account is locked to prevent use before permissions are set. There are other reasons a user's account can be locked, but all circumstances are handled with this task.

Administration - Users

Users Initiatives FMS Lookup Drugs Agencies LGA Dest Area Locked Years CE Importing

Account Management PMP Permissions

Editing User: CHarp [Manage Another User »](#)

Account Management

Manage Profile

First Name:

Last Name:

Phone:

Agency:

Supervisor:

Other Number:

Fax Number:

Email:

Time Zone:

SUBMIT

Account Status

B Password Reset: **UPDATE**

C Account Status: ☒ IsApproved ☐ Locked Out **UNLOCK**

A

- A** Edit any of the fields and click **Submit**.
- B** Reset a user's password, usually to a generic password and click **Update**.
- C** Approve or clear a locked user's account or remove access approval.

Getting Here

1. Click Administration from the Home Page.
2. Click the **PMP Permissions** tab.
3. Select the level of data permissions you wish to change: **HIDTA** or **Initiative**.

PMP permissions

User permissions are managed in two ways: for scope of authority and depth of access to the data.

Level of Authority

Users have access to only initiative data, or access to all initiatives' data as well as the HIDTA's (administrative) data, such as user accounts, list of initiatives, list of agencies working with the HIDTA, and more.

Specific Permissions or Rights

Access can be limited to view the data, write data, or generate reports of data. Only PMP Coordinators can have Admin rights.

Editing User: CHarp [Manage Another User »](#)

PMP Permissions

Default HIDTA

Canadian Border ▼

APPLY

Data Permissions

☒ HIDTA ☐ Initiative **APPLY**

	Report	Write	Read	Admin
HIDTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Canadian Border				

APPLY

HIDTA grants permissions to All initiatives at once. **Admin permission marks the user as a PMP Coordinator.**

Editing User: stu1 [Manage Another User »](#)

PMP Permissions

Default HIDTA

Canadian Border ▼

APPLY

Data Permissions

☐ HIDTA ☒ Initiative **APPLY**

Initiative	Report	Write	Read
01 Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01 Intelligence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01 Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01 Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02 Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiative permissions apply to the data of individual initiatives.

Deleting Users

Only W/B PMP Administrators can delete users. If you need immediate restriction, you can lock the user's account, until the deletion occurs.

To lock a user, go to the Users tab, and remove the check indicating status of Approved.

Getting Here

1. Click Administration from the Home Page.
2. Click the **Initiatives** tab, if not already selected.

Initiatives List

PMP Coordinators maintain the HIDTA's list of defined initiatives.

Data entry form to create and edit.

Initiatives list for the HIDTA.

Administration - Initiatives

Users **Initiatives** FMS Lookup Drugs Agencies LGA Dest Area Locked Years CE Importing

Year: 2022 ▼ HIDTA: Canadian Border ▼ Definitions & Key Terms »

Add/Edit Initiative PUSH ACTIVE INITIATIVES TO 2023

Type: -- Choose one -- ▼ ☒ Active ☐ Initiative Not in FMS

Name: Select one... ▼

Initiative Level: ☒ Standard ☐ Overseer ☐ Sub-Initiative

Select what this Initiative handles

☐ DTO/MLO/CO ☐ Seizures ☐ Clan/Meth Lab ☐ Activities ☐ Prosecution ☐ Fugitive ☐ DHE

SAVE CANCEL

Search by Initiative Name: SEARCH Number of Initiatives Displayed 10 ▼

Sort By:

☒ Name ☐ Initiative Type ☐ Last Updated ☐ Updated By

		Name	Initiative Details	Last Updated	Updated By	
EDIT	PUSH	01 Enforcement	Type: Law Enforcement	2/12/2021	bokorie	✕
EDIT	PUSH	01 Intelligence	Type: Intelligence	1/24/2022	bokorie	✕
EDIT	PUSH	01 Management	Type: Management	2/12/2021	bokorie	✕
EDIT	PUSH	01 Support	Type: Support	2/12/2021	bokorie	✕

- A** Push is the logical first step each program year.
- B** Initiative names must match exactly to the names in FMS.net, the Financial Management System, but you can disable this limitation to create new initiatives.
- C** Don't forget to **Save** after each new initiative you create.

Pushing the List of Initiatives


To begin a new program year, begin by pushing the existing list of initiatives to the next program year. Initiative level data are pushed at the initiative level. Only the definitions of the initiatives copy forward, none of the contents of the initiatives' data tabs get copied.

After pushing the list to the following program year, you can add, edit, and delete initiatives on the list.

Creating a New Initiative

The way an initiative is defined determines what tabs users see as they key initiative data. For example, the user sees the Prosecution tab only if Prosecution is checked as an activity of the initiative.

1. Complete the top portion of the Initiatives screen (data entry form).

 Important: Lookup the valid initiative names from the FMS drop-down list of names. If not listed, check the box to indicate it is not in FMS, which allows you to proceed. When done, contact your HIDTA Financial Manager to ensure a budget is created in FMS for the new initiative.

2. Click **Save**.

Getting Here

1. Click Administration from the Home Page.
2. Click the **FMS Lookup** tab.

FMS Lookup

Recall FMS.net automatically sends budget data to WebPMP each night, but budgets can be updated mid-day. This screen reports the last known data imported from FMS.net, and it allows you to pull the current budget data from FMS.net, should you wish to confirm expected midday updates.

Administration - FMS Lookup

Users Initiative **FMS Lookup** Drugs Agencies LGA Dest Area Locked Years CE Importing

Year: 2022 ▼ HIDTA: Canadian Border ▼ Definitions & Key Terms »

FMS Importing - HIDTA A **PULL FMS DATA** **SAVE TO PMP**

Enforcement	Support	Treatment	Prevention	Training	Intelligence	Management	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FMS Importing - Initiative B **PULL FMS DATA** **SAVE TO PMP**

Initiative Name	Initiative Type	Budget	Initiative Level
01 Enforcement	Low Enforcement	Requested: \$880,000.00 Approved: \$0.00 DHE: \$0.00 Supplemental: \$0.00	Standard
01 Intelligence	Intelligence	Requested: \$650,000.00 Approved: \$0.00 DHE: \$0.00 Supplemental: \$0.00	Standard
01 Management	Management	Requested: \$230,000.00 Approved: \$0.00 DHE: \$0.00 Supplemental: \$0.00	Standard
01 Support	Support	Requested: \$320,000.00 Approved: \$0.00 DHE: \$0.00 Supplemental: \$0.00	Standard

A Click here to refresh the HIDTA's total budget numbers from FMS.net; click **Save to PMP** after the refresh.

B Click here to refresh all of the individual initiative budgets from FMS.net; click **Save to PMP** afterwards.

Other outputs are the non-standard outputs the initiative chooses to track and report to demonstrate its accomplishments.

This task may be needed for enforcement or support (prevention, treatment) initiatives using Other Outputs tables.

Certification Prep

What are the criteria for defining, tracking, and reporting other outputs?

Adding Other Outputs to List

For *other outputs*, ONDCP provides a limited set of approved other outputs that can be stored and tracked within WebPMP.

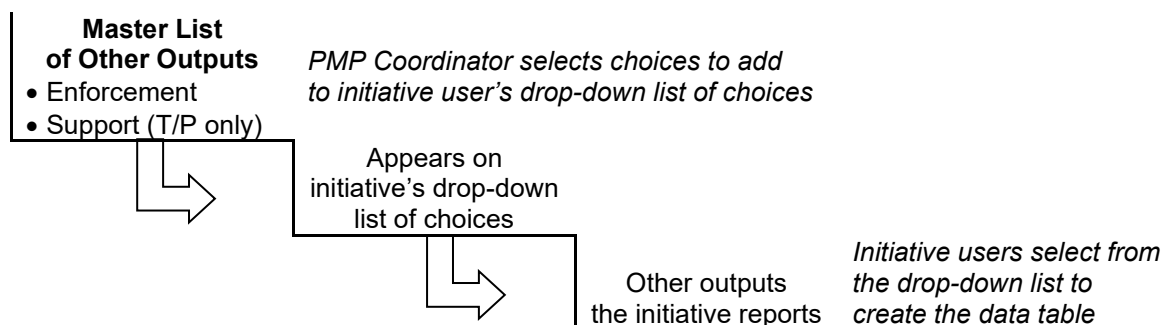


PMP User Guide: Initiatives of all types may choose to track additional other outputs outside of WebPMP, but those outputs won't appear on WebPMP reports. Learn more about the use of other outputs in the *PMP User Guide*, at "*Other Outputs*."

Two Lists of Choices

There are different lists of other outputs choices within WebPMP:

- Initiative's drop-down list – those displayed for initiative users to select. These may have been used in the previous year and subsequently deleted from the data table, or these may be pre-selected by the local PMP Coordinator. Either way, these are immediately *visible and available* to initiative users.
- Master list of other output choices – created and maintained by W/B PMP administrators for treatment and prevention initiatives. These choices may or may not appear on the drop-down of choices for initiative users. Initiative users see them only after they are added to the drop-down list to be *visible and available* to treatment and prevention initiative users. The local PMP Coordinator adds additional entries to the initiative's list of available other outputs.



**Best Practice:**

Select and track other outputs only if they are useful to your HIDTA.

Unlike enforcement initiatives, Support (Prevention) and Support (Treatment) require *expected* outputs to be recorded during budget preparation.

Building the initiative's Other Outputs data table

To build the Other Outputs data table, add rows from either or both of these sources:

- the initiative's previous year's Other Outputs table
- add new rows for new outputs

Push to copy from the previous year's table

1. Choose the previous program year on the Other Outputs screen.
2. Click **Push Outputs** to copy all rows forward, or scroll through the initiative's data table (lower portion of the screen), and click **Push** to copy each row forward, to the next program year. No data values copy forward.

Initiative: Test Treatment Initiative

Profile **Other Outputs**

Year: 2022 Definitions & Key Terms »

Select a different Initiative: Test Treatment Initiative

Other Outputs  

Sort By:
☒ Output Name ☐ DHE ☐ Investigative Support

	Output Details	Expected	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Total	
 	Number of Drug Test Kits Dispensed On Budget Proposal: Yes Investigative Support: No DHE: No	2,300	0	0	0	0	0	

Create new rows using the data entry form

1. Select the current program year on the Other Outputs screen.
2. Click **Add an Output** to display a blank data entry form.

One by one, complete a data entry form for each row needed. To complete the data entry form, select an output from the drop-down list of available other outputs.

Initiative: Test Treatment Initiative

Profile: Other Outputs

Year: 2022 Definitions & Key Terms »

Select a different Initiative: Test Treatment Initiative

Other Outputs PUSH OUTPUTS ADD AN OUTPUT

Other Outputs PUSH OUTPUTS

Add/Edit Other Output

Other Output: Select one... Add Output to List

Check All that Apply: ☐ Investigative Support ☐ DHE

Display on Budget Proposal? ☒ Display as: ☒ Quantity ☐ Value ☐ Text

Quantity

Expected	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total

(middle portion of lengthy screen omitted)

SAVE AND ADD SAVE AND CLOSE CANCEL

Sort By: ☒ Output Name ☐ DHE ☐ Investigative Support

	Output Details	Expected	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Total
EDIT PUSH	Number of Drug Test Kits Dispensed	2,300	0	0	0	0	0
	On Budget Proposal: Yes						
	Investigative Support: No						
	DHE: No						

A Add an Output opens the data entry form to add a new row.

B Don't see the output you need in the drop-down list? See the next page for detailed instructions on how to populate the drop-down list of other output choices.

Adding entries to the Other Outputs list

Essentially, you must build a list of choices to display in the drop-down list displayed to local initiative users.

Data entry form

How? The PMP Coordinator copies needed entries from the *master* list of other outputs (maintained by W/B Administrators) to the HIDTA's *local* list of other outputs. If an output is missing from the master list, contact W/B Administrators to have a new other output added to the master list.

- From the data entry form, click the link, Add Output to List.
- Scroll through the drop-down list (the master list for all HDTAs) and make a selection (for your local initiative to use). Click a choice on the master list, then click **Add Other Output**.
- Repeat a. and b. for each choice you need on the initiative's list of available other outputs.
- Return to the data entry form by clicking <<Back To Other Outputs (top left, near tabs).

Setting the HIDTA's Expected ROI

Only PMP Coordinator(s) can enter the HIDTA's expected return on investment (ROI). The value is decided by the local Executive Board or its subcommittee.

Performance Management Process

Viewing Year: 2023

Return on Investment

ROI	3-YR	EXPECTED
DRUGS	\$388.59	\$0.00
ASSETS	\$0.86	\$0.00
TOTAL	\$389.45	\$0.00

A EDIT EXPECTED VALUES

Budget

ENFORCEMENT	\$0.00
SUPPORT	\$0.00
TREATMENT	\$0.00

Reports

Select HIDTA: Canadian Border

Select Initiative: All Initiatives

Core Tables | Data Exporting | Reports

Core Tables

- Table 1 - DTOs/MLOs as Expected
- Table 2 - DTOs/MLOs Open
- Table 3 - Investigative Activity
- Table 4 - Quantity and Value of Drugs Removed
- Table 5 - Return On Investment
- Table 6 - Clan Meth Labs Dismantled
- Table 7 - Training Assessment
- Table 8 - Deconflictions Processed
- Table 9 - Analytical Support
- Table 10 - Case Agent Satisfaction
- Table 11 - Intelligence Reporting
- Table 12 - Review of Intel Products

Threat Specific Tables

- MLOs as Percent of Expected
- MLOs as Percent of All Prosecution Table
- Other Outputs Table
- Fugitive Table
- Criminal Operations
- Clan Lab Activities
- Other Clan Labs Dismantled
- Other Law Enforcement Outputs

Performance Management Process

Viewing Year: 2023

Return on Investment

ROI	3-YR	EXPECTED
DRUGS	\$388.59	390.00
ASSETS	\$0.86	3.50
TOTAL	\$389.45	\$393.50

B SAVE

Budget

ENFORCEMENT	\$0.00
SUPPORT	\$0.00
TREATMENT	\$0.00

Reports

Select HIDTA: Canadian Border

Select Initiative: All Initiatives

Core Tables | Data Exporting | Reports

Core Tables

- Table 1 - DTOs/MLOs as Expected
- Table 2 - DTOs/MLOs Open
- Table 3 - Investigative Activity
- Table 4 - Quantity and Value of Drugs Removed
- Table 5 - Return On Investment
- Table 6 - Clan Meth Labs Dismantled
- Table 7 - Training Assessment
- Table 8 - Deconflictions Processed
- Table 9 - Analytical Support
- Table 10 - Case Agent Satisfaction
- Table 11 - Intelligence Reporting
- Table 12 - Review of Intel Products

Threat Specific Tables

- MLOs as Percent of Expected
- MLOs as Percent of All Prosecution Table
- Other Outputs Table
- Fugitive Table
- Criminal Operations
- Clan Lab Activities
- Other Clan Labs Dismantled
- Other Law Enforcement Outputs

A Click here to open the text boxes for editing.

B Be sure to click **Save** when done.

Getting Here

1. Click Administration from the Home Page.
2. Click the **Drugs** tab.

Drug List

These are the drugs your HIDTA targets for seizure. A HIDTA may input local.

Building the list

Best Practice:

Record the source of the drug price in the Comments field.

Select from the list to add a drug

Price the drug here

Your HiDTA's Drug List

Administration - Drug List

Users Initiatives FMS Lookup **Drugs** Agencies LGA Dest Area Locked Years CE Importing

Year: 2023 ▼ HIDTA: Canadian Border ▼ Definitions & Key Terms » Valid Drugs »

Manage Drug List PUSH ALL DRUGS TO 2024

Select A Drug: 1-(2-Phenylethyl)-4-phenyl-4-acetoxypiperidine ▼

Select Units:

- ☐ Kilograms (kg)
- ☐ Ounces (oz)
- ☐ Milliliters (mL)
- ☐ Grams (g)
- ☐ Pounds (lbs)
- ☐ Gallons (gal)
- ☐ Dosage Units (D.U.)
- ☐ Liters (L)
- ☐ Plants

Drug Price

Kilograms (kg): Liters (L): Dosage Units (D.U.):

Comments:

B SAVE CANCEL

Display Price for this Region: Canadian Border ▼

Search by Drug Name: C SEARCH

Number of Drugs Displayed: 10 ▼

Sort By:

- ☒ Drug
- ☐ Drug Group
- ☐ Last Updated

	Drug	Group	Units	Price	
EDIT	Cocaine	Cocaine/Crack	Kilograms (kg)	\$0.00	✕
PUSH			Dosage Units (D.U.)	\$0.00	
			Grams (g)	\$0.00	
EDIT	Crack	Cocaine/Crack	Kilograms (kg)	\$0.00	✕
PUSH			Grams (g)	\$0.00	
EDIT	Fentanyl	Fentanyl	Kilograms (kg)	\$0.00	✕
PUSH			Ounces (oz)	\$0.00	
			Grams (g)	\$0.00	
			Pounds (lbs)	\$0.00	

A Push the list to the next program year.

B Be sure to click **Save** after selecting a new drug to add to the list.

C You can view other HIDTAs' drug lists and prices.

NOTE: Requests to add a new drug/substance must be sent to Lisa Wiederlight (L.Wiederlight@wb.hidta.org)

Getting Here

1. Click Administration from the Home Page.
2. Click the **Agencies** tab.

Participating agency – A federal, state, or local agency or other entity that takes part in a HIDTA initiative by providing staff or in-kind resources. [Source: *HIDTA Program Policy and Budget Guidance*, Glossary of Terms]

Agencies List

Each HIDTA maintains a list of agencies that participate in its initiatives. The master list of all known HIDTA-participating agencies is maintained by W/B Administrators. PMP Coordinators select agencies from the master list to build a list of local participating agencies, i.e., the agencies that participate in the regional HIDTA.

Administration - LGA

Users Initiatives FMS Lookup Drugs Agencies **LGA** Dest Area Locked Years CE Importing

Year: 2023 HIDTA: Canadian Border Definitions & Key Terms »

Manage Local Geographic Area List

State: Africa LGA: Nairobi, Kenya

A PUSH ALL LGA'S TO 2024

B SAVE

C Search by LGA Name: SEARCH

Number of LGAs Displayed 10

Sort By:
☒ LGA ☐ Region

	Local Geographic Area	Region Assignment	
PUSH	Alcona, Michigan	Canadian Border	<input checked="" type="checkbox"/>
PUSH	Alger, Michigan	Canadian Border	<input checked="" type="checkbox"/>
PUSH	Alpena, Michigan	Canadian Border	<input checked="" type="checkbox"/>
PUSH	Antrim, Michigan	Canadian Border	<input checked="" type="checkbox"/>
PUSH	Bayfield, Wisconsin	Canadian Border	<input checked="" type="checkbox"/>
PUSH	Charlevoix, Michigan	Canadian Border	<input checked="" type="checkbox"/>
PUSH	Cheboygan, Michigan	Canadian Border	<input checked="" type="checkbox"/>

- A** To begin a program year, **Push** the list to the new program year, then add, edit, and delete agencies as needed for the new program year.
- B** Be sure to click **Save** after making changes to the list in the new program year.
- C** Search for a specific agency or use the navigation bar to advance thru multiple screens.

Getting Here

1. Click Administration from the Home Page.
2. Click the **LGA** tab.



Program Policy: Appendix C of the *HIDTA Program Policy and Budget Guidance* provides official information about how counties are added to a HIDTA's designated area, from *The Federal Register*.

LGA

LGAs, *local geographic areas*, serve as a list of locations of your HIDTA's

- Drug seizures
- Asset seizures
- DTO trafficking areas

This list may contain counties, cities, and even international countries.

Administration - LGA

Users Initiatives FMS Lookup Drugs Agencies **LGA** Dest Area Locked Years CE Importing

Year: 2022 ▼ HIDTA: Canadian Border ▼ Definitions & Key Terms »

Manage Local Geographic Area List

State: Africa ▼ LGA: Nairobi, Kenya ▼

A PUSH ALL LGA'S TO 2023

B SAVE

Sort By:
☒ LGA ☐ Region

	Local Geographic Area	Region Assignment	
PUSH	Alcona, Michigan	Canadian Border	✕
PUSH	Alger, Michigan	Canadian Border	✕
PUSH	Alpena, Michigan	Canadian Border	✕
PUSH	Antrim, Michigan	Canadian Border	✕
PUSH	Bayfield, Wisconsin	Canadian Border	✕
PUSH	Charlevoix, Michigan	Canadian Border	✕

C

WebPMP contains a list of all US counties, so HIDTAs can add counties to their LGA list should additional counties be designated and assigned to the HIDTA's region.

- A** To begin a program year, **Push** the list to the next program year, then add and delete counties as needed for the new program year.
- B** Be sure to click **Save** after making changes to the list in the new program year.
- C** Counties in the U.S. are pre-assigned to appropriate HIDTA regions by the W/B PMP Administrators.

Getting Here

1. Click Administration from the Home Page.
2. Click the **Dest Area** tab.

Destination Areas

Background

HIDTAs have the option of recording the intended destinations for its seizures. These destinations are often outside of the HIDTA region, and knowing the destination helps investigators detect patterns of drug trafficking. The destination is not a required data entry field when recording seizures.

Maintaining the list

Use this screen to add, edit, and delete destination areas from your HIDTA's list of destinations. These destinations appear in the drop-down list as users key seizures and as users edit a DTO's record and record drugs trafficked.

Administration - Dest Area

Users Initiatives FMS Lookup Drugs Agencies LGA **Dest Area** Locked Years CE Importing

Year: 2023 HIDTA: Canadian Border Definitions & Key Terms »

Manage Destination Area List

State: Africa Destination Area: Algeria

A PUSH ALL DESTINATION AREA'S TO 2024

B SAVE

C Search by Dest. Area Name: SEARCH Number of Dest. Areas Displayed: 10

Destination Area		
PUSH	CA - Los Angeles	X
PUSH	CA - San Francisco	X
PUSH	DuPage	X
PUSH	Miami-Dade	X

WebPMP maintains a list of all US counties, so HIDTAs can add counties to their LGA list should additional counties be designated and assigned to the HIDTA's region.

- A** To begin a program year, **Push** the list to the next program year, then add and delete counties as needed for the new program year.
- B** Be sure to click **Save** after making changes to the list in the new program year.
- C** Search for a specific agency or use the navigation bar to advance thru multiple screens.

Getting Here

1. Click Administration from the Home Page.
2. Click the **Locked Years** tab.

Locked Years

All PMP data is ultimately restricted each year by the W/B PMP Administrators applying locks to the database, as needed, to complete various data input and edit cycles. Additionally, PMP Coordinators can also lock and unlock their HIDTA's data to prevent data input, according to local management's decisions on local cut-off dates.

This lock affects all users, but PMP Coordinators can allow data edits by PMP Coordinators.

Administration - Locked Years

Users Initiatives FMS Lookup Drugs Agencies LGA Dest Area **Locked Years** CE Importing

Year: 2021 Definitions & Key Terms »

HIDTA	Expected Values	Actual Values
EDIT Canadian Border	Unlocked	Unlocked

Administration - Locked Years

Users Initiatives FMS Lookup Drugs Agencies LGA Dest Area **Locked Years** CE Importing

Year: 2021 Definitions & Key Terms »

Manage Year Lock

Expected Values:
☒ Unlock ☐ Admin Only ☐ HIDTA Lock

Actual Values:
☒ Unlock ☐ Admin Only ☐ HIDTA Lock

B **SAVE** **CANCEL**

HIDTA	Expected Values	Actual Values
Canadian Border	Unlocked	Unlocked

Data entry form

A The choices determine who at the HIDTA can edit the HIDTA's data for the program year set in the window.

Unlock	All users can edit data
Admin Only	Only PMP Coordinators can edit data
HIDTA Lock	No one at the HIDTA can edit the data; only W/B PMP Administrators can edit the HIDTA's data – usually to unlock it for a PMP Coordinator

B **Save** immediately activates your choice.



Practice Exercise 8-1

Adding a Drug to the Drug List

Turn to page A-26 in the appendix and complete the Practice Exercise 8-1. Work individually on your assigned computer, using your assigned Student ID and password.

Submitting Budget Packages to ONDCP

Once each initiative has complete budget package data recorded in WebPMP and the HIDTA Executive Board reviews and approves initiative plans for the upcoming program year, the PMP Coordinator formally submits each initiative's budget plans to ONDCP.

The PMP Coordinator reviews each initiative's Profile screen, and clicks the button, **Submit to ONDCP**, which is located next to the **Save** button.

- 📌 Note: The **Submit to ONDCP** button is only available after the software determines all required data fields are complete.

Note: Most of these reports are available only to PMP Coordinators.

Reports for Data Review

When to Use Which HIDTA Report

Although all reports remain available throughout the program year, some reports are most useful on a seasonal basis, e.g., annual review or budget preparation. Rather than show samples of each of the HIDTA reports, this discussion focuses on when and how each of the HIDTA reports might be useful.

The chart below shows when various reports are most useful.

	End of Year Review	Budget	Directors' Initiative Review
Annual HIDTA Review (begin preview in January)			
Annual Review	✓		
Strategy Review		✓	
Budget Preparation			
Core Outputs (change program year)		✓	✓
Other Outputs Report	✓	✓	✓
Interdiction Report		✓	✓
Initiative Description and Budget Proposal		✓	✓
HIDTA Management			
Progress Review			✓
HIDTA DHE Report	✓		✓
Initiative Expected Accomplishments Report			✓
Participants Report	✓	✓	✓
Initiative Information			
Initiative Outputs Report (Excel)	✓	✓	✓
Resources Workload Report (Excel)			✓
Initiative Report by Calendar Year (Excel)	✓	✓	✓
Initiative Summary	✓	✓	✓

Getting Here

1. Click **Reports** tab on the Home Page.
2. Click the **Resources Workload Report (Excel)** tab.

Resources Workload Report

This report shows the distribution of workload among initiatives.

Resources Workload Report

[Core Tables](#)
[ORS Tables](#)
[Data Exports](#)
[Reports](#)

Annual HIDTA Review:	Annual Review Report	Strategy Review
Budget Preparation:	Core Outputs	Other Outputs Report
HIDTA Management:	Progress Review	HIDTA DHE Report
Initiative Information:	Initiative Outputs Report (Excel)	Resources Workloads Report (Excel)
	Initiative Report by Calendar Year (Excel)	Initiative Summary

Year:
HIDTA:
[REFRESH](#)
[SEND TO EXCEL](#)

Initiative	Year	Resources and Workloads (at Start of Year)												Targets and	
		Approved Budget	Initiative Participants			DTOs/MLOs Under Investigation									
			Total	Fulltime	Part-time	Total	International	Multi-State	Local	CPOT	RPOT	OCDETF	PTO	DTO/MLO Exp D/D	DTO/MLO Act D/D
01 Enforcement	2023	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
02 Enforcement	2023	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
03 Enforcement	2023	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
04 Enforcement	2023	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
05 Enforcement	2023	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
06 Enforcement	2023	\$0.00	0	0	0	0	0	0	0	0	0	0	0	0	0

Getting Here

1. Click Administration from the Home Page.
2. Click the **CE Importing** tab.

Case Explorer Importing

For HIDTAs that use Case Explorer for case management, some of the performance data in Case Explorer can be shared with WebPMP.

When Case Explorer is setup at the HIDTA, the W/B PMP Administrators create an import map for Case Explorer's data. The import map tells WebPMP where to place the imported data, i.e., into what initiative each user's Case Explorer data belongs.

Modifying the Import Map

This task allows you to change what data is imported from Case Explorer to WebPMP, although modification is seldom required after initial setup by W/B PMP Administrators. If you change the checkmark choices on the screen, be sure to click **Save**.

Manual Importing

If you want to get an immediate refresh of CE's pulled data, you can manually pull the data at any time. This feature works independently from the automatic daily data pull.

Consider using this when you don't want to wait for the nightly automatic import of Case Explorer data e.g., perhaps a large amount of Case Explorer data was recently keyed, and you want to immediately see the results in WebPMP.

Automatic Importing

By default, Case Explorer pulls data nightly, but you can turn off the feature and rely solely on manual pulls of the data.

The screenshot shows the 'Case Explorer Importing' window. At the top, a navigation bar includes links for Users, Initiatives, FMS Lookup, Drugs, Agencies, LGA, Dest Area, Locked Years, and 'CE Importing' (which is circled). Below the navigation bar, there are filters for 'Year: 2022' and 'HIDTA: Canadian Border', along with a link for 'Definitions & Key Terms »'. The main heading is 'Case Explorer Importing'. Under 'Select an Initiative', there is a dropdown menu set to 'All Initiatives'. The 'Select Initiative Type' section has checkboxes for 'Law Enforcement' and 'Intelligence', both of which are checked. The 'Select Data to Import' section has two columns of checkboxes: 'HIDTA Cases Open', 'Analytical Support', and 'Event Deconfliction' in the first column; and 'Case Deconfliction', 'Arrests', and 'Vaping Cartridges' in the second column. All these checkboxes are checked. At the bottom right of this section, there are two buttons: 'PULL DATA' (labeled with a circled 'A') and 'SAVE'. Below this is the 'Automatic Data Pull Interval' section, which has a play button icon. An arrow points from this play button to the 'Automatic Data Pull Interval' window shown below. This second window has a title bar and a description: 'Activating this option allows PMP to automatically pull any and all importable Case Explorer data on a daily basis.' It features a 'Case Explorer Pull' dropdown menu set to 'Daily Data Pull' (labeled with a circled 'B'). At the bottom right of this window is a 'SAVE INTERVAL' button (labeled with a circled 'B').

Users Initiatives FMS Lookup Drugs Agencies LGA Dest Area Locked Years **CE Importing**

Year: 2022 HIDTA: Canadian Border Definitions & Key Terms »

Case Explorer Importing

Select an Initiative

All Initiatives

Select Initiative Type

- ☒ Law Enforcement
- ☒ Intelligence

Select Data to Import

- ☒ HIDTA Cases Open
- ☒ Analytical Support
- ☒ Event Deconfliction
- ☒ Case Deconfliction
- ☒ Arrests
- ☒ Vaping Cartridges

A PULL DATA SAVE

Automatic Data Pull Interval

Automatic Data Pull Interval

Activating this option allows PMP to automatically pull any and all importable Case Explorer data on a daily basis.

Case Explorer Pull Daily Data Pull **B**

B SAVE INTERVAL

- A** After making your selections in the window, you must click **Pull Data** to perform the import. This performs a one-time import.

Click **Save** to save your import data choices as instructions for interval data pulls, shown in the next screen.

- B** To setup automatic daily data pulls, choose **Daily Data Pull** from the drop-down list, then click **Save Interval**. Each day, the data marked in the above panel are automatically pulled from Case Explorer into WebPMP.

Key Points

- PMP Coordinators manage regional HIDTA data such as:
 - User account permissions and authority, e.g., initiatives, lockout, and password reset
 - Initiatives List and the definition of each initiative, which determines the initiative's tabs
 - Agencies that participate in the HIDTA
 - Destination areas for which seizures are bound – to aid investigations
 - Drug List for the HIDTA, the units of measure for each drug on the list, and with ONDCP-approval, local prices for the drug
 - Local geographic areas (LGAs) are counties and destination areas in which the HIDTA makes seizures
- PMP Coordinators can:
 - Lock data to prevent data entry
 - Import Case Explorer data, ad hoc, rather than waiting for the overnight automatic imports



Identify a few ideas from this module that you intend to implement at the earliest opportunity and write them in the space provided.

1. _____

2. _____

3. _____

Appendix A: Exercises



Practice Exercise 3-1 Preparing the Budget

Overview

This exercise allows you to practice completing all of the screens needed when preparing a budget for an enforcement initiative.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

Prepare a budget for your enforcement initiative.

Instructions

Complete the following screen to describe the enforcement initiative:

- Profile

Complete these screens to record the **expected values** for the accomplishments of your initiative during the program year:

- DTO (on Sidebar)
- Clandestine Labs
- Activities
- Prosecution
- Fugitives
- Other Outputs (add blank rows, if missing a row for a needed output)

Your Final Result

Generate the Initiative Description and Budget Proposal from the Reports tab of the Dashboard.

FY 2023 ENFORCEMENT INITIATIVE DESCRIPTION BUDGET PROPOSAL (INVESTIGATIVE)

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Enforcement
LEAD AGENCY(S): Allsville County Sheriff's Office
CO-LOCATION SITE: Glenwood , WI

1. DESCRIPTION

Initiative Purpose

The Canadian Border Counterdrug Task Force (CBCTF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The task force is collocated with the DEA office in King County and focuses on mid-to upper-level Mexican drug trafficking organizations (DTOs) operating in the King metropolitan area while supporting street-level investigative operations targeting gangs with ties to Mexican DTOs. The CBCTF also interdicts smaller quantities of marijuana, cocaine, and controlled prescription drugs.

International and regional DTOs affiliated with Mexican transnational criminal organizations (TCOs) are the primary drug trafficking threats in the CBCTF AOR. These Mexican DTOs primarily transport methamphetamine and heroin into the region and use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, among other areas along the east coast. Some methamphetamine and heroin remain in the King area for distribution by affiliated gangs. The DEA has reported DTOs are transitioning away from highway transportation to exploit the King International Airport, the Queen Bus Terminal, and the Prince Rail Station. The CBCTF is well-positioned to anticipate and address this change in tactics by providing additional resources to detect illicit substances at these locations and inform ongoing investigations into DTOs that seek to exploit these transportation nodes.

CBCTF is led by the Drug Enforcement Administration (DEA) and supported by the Internal Revenue Service (IRS), the King Police Department (KPD), and the Queen County Sheriff's Office in a full-time capacity. Part-time participants include the Prince County Sheriff's Department, the Princess Police Department, Amtrak Police, and Customs and Border Protection (CBP). The multi-agency approach brings in local law enforcement officers from each designated area and combines their local investigative capacities with Federal personnel who investigate connections to Mexican DTOs and TCOs. Partnerships with the Office of the United States Attorney for the Western District of Canada further support OCDETF and Title III investigations as a means to dismantle and disrupt Mexican DTOs in the region.

CBCTF will leverage HIDTA funds to support Title III investigations, investigative overtime, travel, and training for investigators. The approach will also include the placement of two K-9 units with the King County Sheriff's Office to monitor bus and rail transfer stations within the AOR. Drug seizures will be investigated to trace the source of supply and inform investigations into Mexican DTOs and TCOs. CBCTF commanders anticipate higher seizure totals in CY2022 than reported for CY2021 due to these tactical changes and emphasis on transportation nodes.

Threat Focus

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Practice Exercise 3-2 Recording Actual Values

Overview

This exercise allows you to practice recording actual values for the current program year.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

For your enforcement initiative, record actual values for the screens listed below. You are recording values for the current quarter.

Instructions

Using fictitious values for data, complete these screens for the current quarter of the program year.

- Clandestine Labs
- Activities
- Prosecution
- Fugitives



Practice Exercise 3-3 Recording Seizures

Overview

This exercise allows you to practice recording seizures made by the enforcement initiative.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

Record the drug and asset seizures shown on the following page. Use fictional dates for the current quarter of the current program year, and, fill in the case number by selecting the DTO's name.

- ① Important: Your case numbers and dates will be different from the ones shown in the sample screens.

Instructions

1. On the Seizures tab, click **Add/Edit Seizure**.
2. Expand the Asset panel and key the asset seizures on the following page.
3. Expand the Drug panel and key the drug seizures on the following page. Make every effort to be efficient and minimize keystrokes, i.e., use the <Tab> and <Shift+Tab> keystrokes to navigate among the fields.

Your Final Result

Your seizure history tables should have entries similar to the following page.

Asset Seizures

EDIT	Cash Value: \$2,100.00 Seized On: 1/26/2023 Case Number: 26E-09-0132	A	DTO: Bad Boys 12 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	Log #2023-0122	✕
EDIT	Other Value: \$50,000.00 Seized On: 1/26/2023 Case Number: 26E-15-0135	B	DTO: Bad Boys 15 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	2020 BMW - M6 (damaged) VIN BH13S9967ZT9945	✕
EDIT	Cash Value: \$1,200.00 Seized On: 1/15/2023 Case Number: 2023-E26-0003	C	DTO: Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	Log #2023-0121	✕

- A** This case number was automatically filled after selecting the DTO organization by name.
- B** This case number was selected from the drop-down list of case numbers, i.e., Case Number field #2.
- C** This case number was manually keyed into Case Number field #1. WebPMP did not attempt to lookup the DTO name, so there is no DTO associated with that case number. This was appropriate because the DTO associated with this seizure has not yet been determined; it can be updated later.

IG Note

To help you review each student's recorded seizures, ask students to use their student number (1, 2, ...) as the quantity in kg.
For DU seizures, students can use their student number x 100, e.g., 100 for Student 1, 1000 DU for Student 10.

Drug Seizures

EDIT	Cocaine Amount Seized: 15000 kg Seized On: 1/24/2023 Location: Delta, Michigan Case Number: 2023-26E-0075	DTO: Source: Destination: Interdiction Type: Zip Code: Drug Form: Validated: Not Validated Original Quantity: 15000 kg Updated Quantity:	X
EDIT	Cocaine Amount Seized: 10.0000 kg Seized On: 1/2/2023 Location: Delta, Michigan Case Number: 26E-15-0133	DTO: Bad Boys 13 Source: Destination: Interdiction Type: Zip Code: Drug Form: Validated: Not Validated Original Quantity: 10.0000 kg Updated Quantity:	X
EDIT	Fentanyl Amount Seized: 0.5200 kg Seized On: 1/2/2023 Location: Delta, Michigan Case Number: 26E-15-0133	DTO: Bad Boys 13 Source: Destination: Interdiction Type: Zip Code: Drug Form: Validated: Not Validated Original Quantity: 520.0000 g Updated Quantity:	X



Practice Exercise 3-4 Recording Other Outputs

Overview

This exercise allows you to practice recording data for other outputs at Canadian Border HIDTA.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal


Record one quarter of actual values for at least two of the Other Outputs, Arrests and Vaping Cartridges.

Instructions

1. At the Other Outputs tab, locate the row for Arrests.
2. Complete the data entry form to complete the quarterly value for your initiative – so far this program year. When complete, click **Save and Add**.
3. Add current quarterly data for Vaping Cartridges to your Other Outputs table, and click **Save and Close**.

Your Final Result

The updated row of your history table should be similar to the table below, for the current program year.

 Note: Firearm seizure data is pre-populated from the data entered earlier in the Asset Seizures screen.

Output Details		Actual Q1	Actual Q2	Actual Q3	Actual Q4	Total		
EDIT	PUSH	Arrests	12	0	0	0	12	
		On Budget Proposal: Yes Investigative Support: No DHE: No						
EDIT	PUSH	Firearm Tracing	33	0	0	0	33	
		On Budget Proposal: Yes Investigative Support: No DHE: No						
EDIT	PUSH	Firearms Seized	\$16,400.00	\$0.00	\$0.00	\$0.00	\$16,400.00	
		On Budget Proposal: Yes Investigative Support: No DHE: No						
EDIT	PUSH	NIBIN (Matching) Correlation	15	0	0	0	15	
		On Budget Proposal: Yes Investigative Support: No DHE: No						
EDIT	PUSH	NIBIN Acquisition	21	0	0	0	21	
		On Budget Proposal: Yes Investigative Support: No DHE: No						
EDIT	PUSH	Vaping Cartridges Seized (Qty Only)	124	0	0	0	124	
		On Budget Proposal: Yes Investigative Support: No DHE: No						
EDIT	PUSH	Wiretaps (Lines)	0	0	0	0	0	
		On Budget Proposal: Yes Investigative Support: No DHE: No						



Practice Exercise 3-5 Viewing DTO Data

Overview

This exercise allows you to practice viewing the DTO data for Canadian Border HIDTA.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

Filter the DTO List to show specific DTOs, MLOs, and COs, then summarize all entries on the DTO List by generating the DTO Summary Report.

Instructions

1. Filter the DTO List to show DTOs identified in the current program year.
2. Remove the filter of the DTO List to show all DTOs/MLOs/COs identified in the current program year.
3. Select all DTOs, MLOs, and COs on the DTO List (using the checkboxes), and generate the Summary DTO Report.

Your Final Result

Your solution's number of DTOs and attributes may vary from the sample below.

DTO/MLO Summary

[RETURN TO DTO LISTING](#)

Year: 2021

HIDTA: Canadian Border

DTO/MLO(s): Bad Boys 12, Bad Boys 13, Bad Boys 14, Bad Boys 15, Bad Boys 17, Bad Boys 20, Bad Boys 16, Bad Boys 19

Organizations in Summary: 8

Type: DTOs and MLOs **Scope:** Show All ☐ Only identified in 2021 ☐ Only on Core Tables

Drug Trafficking: 6 **Money Laundering:** 2

Overall Information

Violent	Gang Related	Result of DHE	Deconflicted
2	4	0	5
Leaders	Members	Multi-Ethnic	Poly-Drug
13	153	2	2

Scope

Scope	
International	1
Multi-State	4
Local	3

DTO/MLO Disposition

	Dismantled	Disrupted	All Disrupted
International	0	0	0
Multi-State	0	0	0
Local	0	0	0

Classification

OCDETF	CPOT	RPOT	PTO
0	3	0	0

Case Disposition

Open	Suspended	Closed
8	0	0

Local Organization Characteristics

Dominican	2
Canadian	1
Caribbean	1
Caucasian American	1
El Salvadorian	1
Filipino	1
Hawaiian Local Mixed	1
Hispanic	1
Mexican American	1

Source Organization Characteristics

Dominican	3
Canadian	1
Caribbean	1
Caucasian	1
Colombian	1
Guatemalan	1
Hispanic	1
Mexican American	1

Trafficking Information

Drugs Trafficked	
Heroin	4
Cocaine	2
Money Laundering	2
Marijuana Plants - Indoors	1
MDMA	1
Local Geographic Areas	
Bayfield, Wisconsin	2
Lorain, Ohio	2
Mackinac, Michigan	2
Alcona, Michigan	1
Alpena, Michigan	1
Iron, Wisconsin	1
Lewis, New York	1
Destination Areas	

Source Areas

Dominican Republic	2
Amsterdam	1
Anguilla	1
Arizona	1
Aruba	1
CA - Central	1
Michigan	1
Netherlands	1
United States of America	1



Practice Exercise 3-6

Editing Information About a DTO

Overview

This exercise allows you to practice updating information about two drug trafficking organizations.

Where dates are required, choose fictional dates for the current program year.

Your Goal

Update two DTOs:

- Bad Boys 12
- Bad Boys 13

Instructions

For Bad Boys 12:

- Be sure the DTO was validated.
- DTO was disrupted on _____. Select Organization Leadership and add Notes regarding arrest of leaders and members
- The DTO traffics ICE through Delta, MI, and it is obtained from Louisiana
- DTO has 1 new leader and 3 new members identified

For Bad Boys 13:

- Be sure the DTO was validated
- DTO is violent
- DTO traffics crack, coming from Arkansas, through Jefferson, NY
- DTO has 1 new leader and 12 new members identified
- Source organization has Canadian members
- DTO was disrupted on _____. Select a Transportation method and add Notes regarding seizure of warehouse and 8 trucks in the fleet.



Practice Exercise 3-7 Exporting Seizure Data

Overview

This exercise allows you to practice exporting data that enforcement initiatives record.

Where dates are required, choose fictional dates for the current program year.

Your Goal

Filter and export drug seizure data to Excel.

Filter and display asset seizure data.

Instructions for Asset Seizures

1. From the Seizures screen of your initiative, **Export Asset Seizure Data**.
2. Complete the screen, choosing to see:
 - Notes
 - DTO Identifier

Instructions for Drug Seizures

1. From the Seizures screen of your initiative, **Export Drug Seizure Data**.
2. Complete the screen, choosing to see:
 - Current program year
 - DTO
 - Location
3. Send the data to Excel and open the Excel file to review its contents.

Your Final Result

In both tasks, the results displayed should reflect the filters and choices you made. Verify the results on the WebPMP screen rather than the Excel screen, because you can see your choices simultaneously with the Results listed in WebPMP.



Practice Exercise 4-1

Preparing the Budget

Overview

This exercise allows you to practice completing all of the screens needed when preparing a budget for an intelligence initiative.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

Prepare a budget for your intelligence initiative.

Instructions

Complete the Profile screen to describe the initiative. The instructor will suggest specific data, as needed.

Complete the Services screen with fictitious expected values.

Your Final Result

Generate the Initiative Description and Budget Proposal from the Reports tab of the Dashboard. Your result will look similar to the following.

FY 2023 INTELLIGENCE AND INFORMATION SHARING INITIATIVE DESCRIPTION BUDGET PROPOSAL

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Intelligence
LEAD AGENCY(S): DEA
 Thunder Bay Police Department
LOCATION: Thunder Bay, WI

1. INITIATIVE DESCRIPTION

Initiative Purpose

The Canadian Border HIDTA Investigative Support Center (ISC) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies supporting enforcement initiatives operating in King, Queen, Prince, and Princess Counties in west-central Canada. The initiative was first funded by HIDTA in 2004 when Queen County received HIDTA designation. The ISC is collocated with the DEA office in King County and focuses on providing analytical case support, information sharing, and intelligence production for the designated area.

Personnel Structure and Participating Agencies

The ISC is co-managed by the Drug Enforcement Administration (DEA) group supervisor and a Lieutenant from the Thunder Bay Police Department.

Together, they oversee a team of two DEA analysts, four tactical analysts, a Canada National Guard (CNG) Counterdrug analyst, and a strategic intelligence analyst. The two DEA analysts are embedded with DEA Group II and DEA Group IV, and provide analytical case support and financial investigative services to these task forces. The four tactical analysts are contractors to the King Police Department, and along with the CNG analyst, provide analytical case support to all HIDTA initiatives and task forces as requested. The strategic intelligence analyst is a contractor to the Prince Police Department, and is responsible for strategic intelligence production and maintaining partnerships with law enforcement intelligence partners in the region.

The DEA analysts are located with the initiatives—one at the ISC's main location in the DEA King field office, and the other at the King International Airport. The tactical and CNG analysts are located at the ISC. The strategic intelligence analyst is located at the Western Canada Regional Intelligence Center (WCRIC), a state level fusion center.

Other participating agencies include the Customs and Border Protection (CBP), Homeland Security Investigations (HSI), the Federal Bureau of Investigation (FBI), the Bureau of Alcohol, Tobacco, Firearms and Explosives, the King Police Department, and the Queen County Sheriff's Office. The Princess County Sheriff's Office provides a part-time analyst that spends two days per week in the ISC. All participating agencies fulfill HIDTA grant requirements by providing appropriate access to applicable intelligence and information sharing systems.

Deconfliction

The ISC partners with the Regional Organized Crime Information Center (ROCIC), a Regional Information Sharing Systems (RISS) Center to provide 24/7 event and investigative/target data deconfliction to all HIDTA participating and non-participating agencies in west-central Canada. The ISC and ROCIC have



Practice Exercise 4-2

Recording Actual Values

Overview

This exercise allows you to practice recording actual values for the current program year.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

For your intelligence initiative, record actual values as directed by the instructor.

Instructions

Using fictitious values, complete these screens for one quarter of the program year, as assigned by the instructor.

- Services



Practice Exercise 5-1

Preparing the Budget

Overview

This exercise allows you to practice completing the screens needed when preparing a budget for a management initiative.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

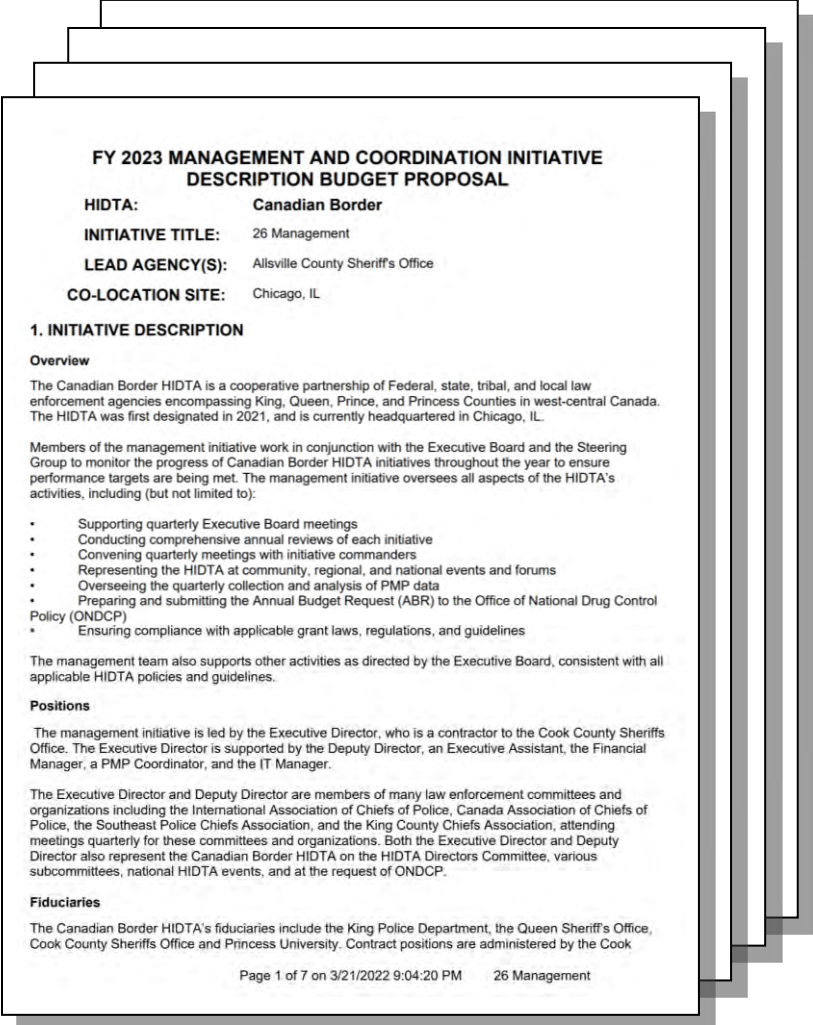
Prepare a budget for your management initiative.

Instructions

Complete the Profile screen to describe the management initiative.

Your Final Result

Generate the Initiative Description and Budget Proposal from the Reports tab of the Dashboard.



**FY 2023 MANAGEMENT AND COORDINATION INITIATIVE
DESCRIPTION BUDGET PROPOSAL**

HIDTA: Canadian Border

INITIATIVE TITLE: 26 Management

LEAD AGENCY(S): Allsville County Sheriff's Office

CO-LOCATION SITE: Chicago, IL

1. INITIATIVE DESCRIPTION

Overview

The Canadian Border HIDTA is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The HIDTA was first designated in 2021, and is currently headquartered in Chicago, IL.

Members of the management initiative work in conjunction with the Executive Board and the Steering Group to monitor the progress of Canadian Border HIDTA initiatives throughout the year to ensure performance targets are being met. The management initiative oversees all aspects of the HIDTA's activities, including (but not limited to):

- Supporting quarterly Executive Board meetings
- Conducting comprehensive annual reviews of each initiative
- Convening quarterly meetings with initiative commanders
- Representing the HIDTA at community, regional, and national events and forums
- Overseeing the quarterly collection and analysis of PMP data
- Preparing and submitting the Annual Budget Request (ABR) to the Office of National Drug Control Policy (ONDCP)
- Ensuring compliance with applicable grant laws, regulations, and guidelines

The management team also supports other activities as directed by the Executive Board, consistent with all applicable HIDTA policies and guidelines.

Positions

The management initiative is led by the Executive Director, who is a contractor to the Cook County Sheriffs Office. The Executive Director is supported by the Deputy Director, an Executive Assistant, the Financial Manager, a PMP Coordinator, and the IT Manager.

The Executive Director and Deputy Director are members of many law enforcement committees and organizations including the International Association of Chiefs of Police, Canada Association of Chiefs of Police, the Southeast Police Chiefs Association, and the King County Chiefs Association, attending meetings quarterly for these committees and organizations. Both the Executive Director and Deputy Director also represent the Canadian Border HIDTA on the HIDTA Directors Committee, various subcommittees, national HIDTA events, and at the request of ONDCP.

Fiduciaries

The Canadian Border HIDTA's fiduciaries include the King Police Department, the Queen Sheriff's Office, Cook County Sheriffs Office and Princess University. Contract positions are administered by the Cook

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Practice Exercise 6-1 Preparing the Budget

Overview

This exercise allows you to practice completing all of the screens needed when preparing a budget for a training (Support) initiative.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

Prepare a budget for your support initiative.

Instructions

Complete the Profile screen to describe the support initiative.

Complete the Training screen to record expected values for the accomplishments of your initiative during the upcoming program year.

Your Final Result

Generate the Initiative Description and Budget Proposal from the Reports tab of the Dashboard.

FY 2023 SUPPORT INITIATIVE DESCRIPTION BUDGET PROPOSAL (TRAINING)

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Support
LEAD AGENCY(S): Michigan State Police
CO-LOCATION SITE: Marquette, MI

1. INITIATIVE DESCRIPTION

Initiative Purpose

The Canadian Border HIDTA sponsors and supports training in conjunction with Federal, state and local law enforcement partners. As a core function of the HIDTA Program, training is necessary to enhance law enforcement capabilities, ensure officer safety, and address emerging drug trafficking threats in the region.

Training Priorities

The 2021 Canadian Border HIDTA Threat Assessment indicated that DTOs are exploiting area highways to transport kilogram quantities of methamphetamine and cocaine through the region. Based on this assessment, the 2021 training portfolio will offer additional training on highway interdiction and detection techniques, concealment methods, and officer safety protocols when conducting highway traffic stops. In addition, the HIDTA will be offering four new courses to intelligence analysts in case support techniques.

The Canadian Border HIDTA will continue to offer its core suite of training services as requested by outreach to the initiatives and participating agencies in the region. This training is compliant with HIDTA policies and grant regulations. All training activities are reported in PMP and the HOTT system as required, and training data is used to manage the initiative and enhance the training program from year to year.

Personnel Structure and Participating Agencies

The training initiative is led by a full-time training coordinator assigned by the Allsville County Sheriffs Office. The position is not HIDTA funded, however, the training coordinator does report to the HIDTA Director to ensure initiative compliance and accountability. The training coordinator is assisted by administrative support staff and a training specialist that coordinate with their respective agencies to identify training needs and manage training calendars to avoid duplication and reduce costs.

There are no other participating agencies for this initiative.

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary			
	Federal	Other	



Practice Exercise 6-2 Recording Actual Values

Overview

This exercise allows you to practice recording actual values for the current program year.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

For your support initiative, record the actual values for training provided by your initiative. You are recording only the values that are keyed quarterly into WebPMP.

Instructions

Key fictitious data to complete these screens for one quarter of the current program year.

- Training Provided
- Enforcement Survey
- Analytical Survey
- Management Survey
- Demand Reduction Survey



Practice Exercise 7-1 Exporting an Initiative's Positions

Overview

This exercise allows you to practice exporting an initiative's positions.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

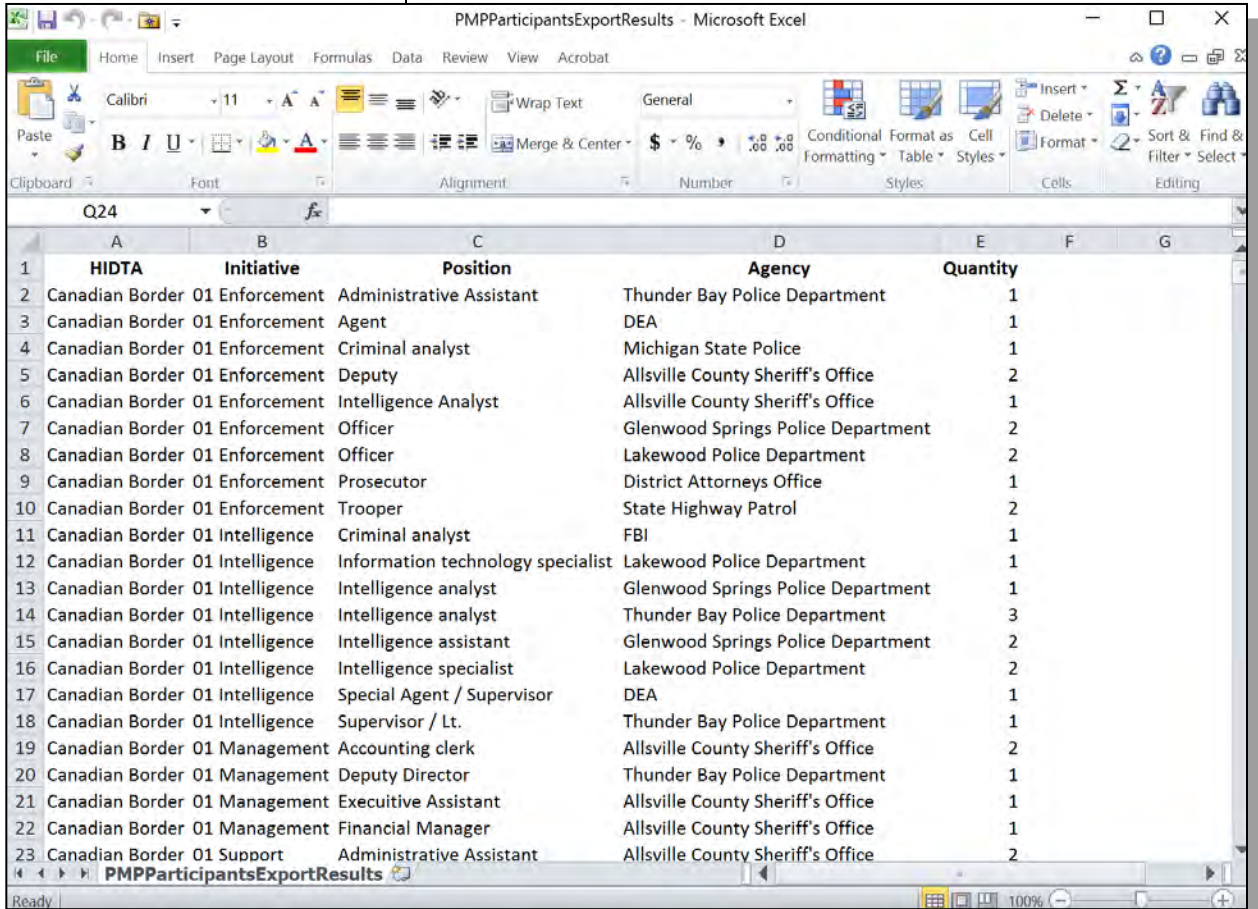
For any one of your initiatives, export the positions for the current program year.

Instructions

1. From the Dashboard, click the **Data Exporting** tab.
2. Click **Exportable Positions Data**.
3. Complete the screen, choosing to see:
 - Next program year (same year used during class for the IDBP)
 - Which positions are collocated or not
 - Which positions are funded or not
4. Send the data to Excel and open the Excel file to review its contents.

Your Final Result

Your exported data will be the same as you see on the WebPMP screen, but it will be in Excel format.



	A	B	C	D	E	F	G
	HIDTA	Initiative	Position	Agency	Quantity		
1	Canadian Border	01 Enforcement	Administrative Assistant	Thunder Bay Police Department	1		
2	Canadian Border	01 Enforcement	Agent	DEA	1		
3	Canadian Border	01 Enforcement	Criminal analyst	Michigan State Police	1		
4	Canadian Border	01 Enforcement	Deputy	Allsville County Sheriff's Office	2		
5	Canadian Border	01 Enforcement	Intelligence Analyst	Allsville County Sheriff's Office	1		
6	Canadian Border	01 Enforcement	Officer	Glenwood Springs Police Department	2		
7	Canadian Border	01 Enforcement	Officer	Lakewood Police Department	2		
8	Canadian Border	01 Enforcement	Prosecutor	District Attorneys Office	1		
9	Canadian Border	01 Enforcement	Trooper	State Highway Patrol	2		
10	Canadian Border	01 Intelligence	Criminal analyst	FBI	1		
11	Canadian Border	01 Intelligence	Information technology specialist	Lakewood Police Department	1		
12	Canadian Border	01 Intelligence	Intelligence analyst	Glenwood Springs Police Department	1		
13	Canadian Border	01 Intelligence	Intelligence analyst	Thunder Bay Police Department	3		
14	Canadian Border	01 Intelligence	Intelligence assistant	Glenwood Springs Police Department	2		
15	Canadian Border	01 Intelligence	Intelligence specialist	Lakewood Police Department	2		
16	Canadian Border	01 Intelligence	Special Agent / Supervisor	DEA	1		
17	Canadian Border	01 Intelligence	Supervisor / Lt.	Thunder Bay Police Department	1		
18	Canadian Border	01 Management	Accounting clerk	Allsville County Sheriff's Office	2		
19	Canadian Border	01 Management	Deputy Director	Thunder Bay Police Department	1		
20	Canadian Border	01 Management	Executive Assistant	Allsville County Sheriff's Office	1		
21	Canadian Border	01 Management	Financial Manager	Allsville County Sheriff's Office	1		
22	Canadian Border	01 Support	Administrative Assistant	Allsville County Sheriff's Office	2		



Practice Exercise 8-1

Add a Drug to the Drug List

Overview

This exercise allows you to practice adding a drug to the drug list. Recall that initiative users will see a list of these drugs (and only the drugs) on the HIDTA's drug list. In this exercise, after adding a new drug to the list, you continue work to set a market price for the new drug.

If you have any questions as you work, feel free to ask the instructor for assistance.

Your Goal

Step 1: Choose any drug from the list of available drugs and record your drug choice here.

Step 2: Enter a unit for recording seizures.

Unit

Appendix B: Quick Map to Measurement Tables

Table 1: DTOs/MLOs as Expected

This table provides an overview of the DTO and MLO activity for the year, comparing the actual data to the expected values. During the program year, the current year's data column summarizes DTO information for the program year, counting which DTOs and MLOs have checked boxes for Dismantled or/and Disrupted. In the case of multiple disrupted dates, only one disruption or dismantlement per year counts for this report.

Table 1: DTOs/MLOs Disrupted or Dismantled by the Canadian Border HIDTA as a Percent of Expected			
	2018	2019	2020
Expected	100	104	78 A
Actual			
International	0	0	1
Multi-State	26	26	53
Local	26	26	0
Actual Total	52	52	54 B
Actual Total as Percentage of Expected	52%	50%	69% C
As of 4/8/2021			

- A** Count of expected dismantlements of MLOs and DTOs for the program year.
- B** Total DTOs and MLOs in the program year actually disrupted or dismantled.
- C** Calculated by WebPMP.

Table 1: DTOs/MLOs as Expected
Where Do the Numbers Come From?

Initiative: 25 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Export DTO/MLO/CO Data Core Table 1 Core Table 2 Core Table 3 Core Table 8

Year: 2019 Definitions & Key Terms »

DTOs, MLOs, & COs PUSH ALL

A Add A New DTO »

	3-YR	EXPECTED
DTO	2	3
MLO	0	1

Edit Expected Values

DTO List Options

Sort By: ☒ Name ☐ Status ☐ Disposition ☐ Last Updated

Drug Trafficking Organization

☐ All ☐ Name ☐ Status ☐ Validation ☐ Disposition ☐ Modified

Initiative: 25 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Export DTO/MLO/CO Data

Year: 2019 DTO: Select one... MLO: Select one... CO: Select one...

Definitions & Key Terms »

Add/Edit DTO * Denotes Required Field

Organization Info

*Organization ID: Bad Boys 13 *Identified On: 02/13/2015

*Violent: ☐ Yes ☒ No *Gang Related: ☐ Yes ☒ No

☐ Result of DHE ☒ Deconflicted ☐ Validate

Type: Drug Trafficking Scope: Multi-State *Leaders: 1 *Members: 9

Notes:

Analytical Support:

Classification

OCDETF: OCDETF Case No.: Open: 02/13/2015 *Case No.: 25E-15-0133

CPOT: RPOT: Suspended: Closed:

Case Disposition

Open: 02/13/2015 *Case No.: 25E-15-0133

Suspended: Closed:

DTO Disposition

☒ Dismantled ☐ Disruptions

Date:

Changes Noted: Select One...

Notes:

SAVE CANCEL

	Date	Type	Notes
EDIT	02/01/2019	Organizational	Leadership changed; see case notes.

B

In the case of multiple disrupted dates within the same year, WebPMP counts only one per year.

Table 2: DTOs/MLOs Open

This table looks at the number of DTOs and MLOs identified, disrupted, and dismantled during the program year, and it calculates the percentage of the identified DTOs and MLOs that were disrupted or dismantled.

Table 2: DTOs/MLOs Disrupted or Dismantled by the Canadian Border HIDTA as a Percent of all DTOs/MLOs Under Investigation			
	2018	2019	2020
Identified	156	208	208
Cases Open			
International	26	26	26
Multi-State	78	104	104
Local	52	78	78
Total	156	208	208
Disrupted or Dismantled			
International	0	0	1
Multi-State	26	26	53
Local	26	26	0
Total Disrupted or Dismantled	52	52	54
Disrupted or Dismantled as a Percentage of those Open			
International	0%	0%	4%
Multi-State	33%	25%	51%
Local	50%	33%	0%
Percentage based on the Total Disrupted or Dismantled vs. Total Under Investigation	33%	25%	26%
As of 4/8/2021			

- A** Count of dates identified during the program year.
- B** Cases not closed or suspended, remain under investigation.
- C** Count of DTOs and MLOs with dismantled and disrupted dates during the program year; only one instance counts per year.

Table 2: DTOs/MLOs Open
Where Do the Numbers Come From?

Initiative: 25 Enforcement

Profile **DTO/MLO/CO** Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Export DTO/MLO/CO Data

Year: 2019 ▼ DTO: Select one... ▼ MLO: Select one... ▼ CO: Select one... ▼

Definitions & Key Terms »

Add/Edit DTO * Denotes Required Field

Organization Info

*Organization ID: Bad Boys 13 *Identified On: 02/13/2015 **A**

*Violent: ☐ Yes ☒ No *Gang Related: ☐ Yes ☒ No

☐ Result of DHE ☒ Deconflicted ☐ Validate

Type: Drug Trafficking ▼ Scope: Multi-State ▼ *Leaders: 1 *Members: 9

Notes: **B**

Analytical Support: ▼

Classification

OCDEF: Case No. CPOT: RPOT: PTO: 02/11/2019

Case Disposition

Open: 02/13/2015 *Case No.: 25E-15-0133

Suspended: Closed:

DTO Disposition

Dismantled Disruptions

Date: Changes Noted: Select One... ▼

Notes:

SAVE CANCEL

	Date	Type	Notes	
EDIT	02/01/2019	Organizational	Leadership changed; see case notes.	C

← DTO Disposition

←

Table 3: Scope of Investigative Activity

This table counts data of the DTOs and MLOs listed on the DTO List. It includes CPOT, RPOT, OCEDTF, and PTO as long as the designations were made during the program year.

Table 3: Priority Organizations Disrupted or Dismantled by the Canadian Border HIDTA in the year 2020				
Type	Active Investigations During Reporting Year	Violent Organizations	Disrupted or Dismantled	Disrupted or Dismantled as a Percent of Investigated
DTO	A 156	B 52	C 28	18%
CPOT	78	52	26	33%
RPOT	0	0	0	N/A
OCEDTF	0	0	0	N/A
PTO	0	0	0	N/A
MLO	52	0	26	50%
CPOT	0	0	0	N/A
RPOT	0	0	0	N/A
OCEDTF	0	0	0	N/A
PTO	0	0	0	N/A

As of 4/8/2021

- A** Count of cases open at any time during the year.
- B** Count of the active cases that were marked as violent.
- C** Count of cases that recorded dismantled or disrupted dates during the program year. Only one instance is counted for each DTO or MLO.

Table 3: Scope of Investigative Activity
Where Do the Numbers Come From?

Initiative: 25 Enforcement

Profile **DTO/MLO/CO** Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Export DTO/MLO/CO Data

Year: 2019 DTO: Select one... MLO: Select one... CO: Select one...

Definitions & Key Terms »

Add/Edit DTO * Denotes Required Field

Organization Info

*Organization ID: Bad Boys 13 *Identified On: 02/13/2015

B *Violent: ☐ Yes ☒ No *Gang Related: ☐ Yes ☒ No

☐ Result of DHE ☒ Deconflicted ☐ Validate

Type: Drug Trafficking Scope: Multi-State *Leaders: 1 *Members: 9

Notes:

Analytical Support:

Classification

OCDETF: OCDETF Case No.: Open: 02/13/2015 **A** *Case No.: 25E-15-0133

CPOT: RPOT: Suspended: Closed:

PTO: 02/11/2019

Case Disposition

DTO Disposition

Dismantled ☒ Disruptions ☒

Date:

Changes Noted: Select One...

Notes:

SAVE CANCEL

	Date	Type	Notes	
C EDIT	02/01/2019	Organizational	Leadership changed; see case notes.	<input checked="" type="checkbox"/>

← DTO Disposition

← **C**

Table 4: Quantity and Value of Drugs Removed

This table looks at the wholesale value of the drugs removed from the marketplace. You have the option of listing individual drugs or creating a report that shows values by drug groups, and you can choose to show or hide the value of the seizure.

**Table 4: Quantity of Drugs Removed from the Marketplace by All HIDTAs for 2023
(National Wholesale Values Shown)**

Drug A	Quantity Seized B		Liters
	Kilograms	D.U.	
Marijuana/Cannabis	8	481,952	0
Marijuana Plants - Indoor	5	0	0
Marijuana Plants - Outdoor	41	0	0
Cocaine/Crack	287	9,060	0
Methamphetamine/Ice	18	952,648	101
Heroin	306	55,425	0
Fentanyl	2	110,377	0
Synthetic Marijuana	266	5,733	0
Synthetic Hallucinogens & Psychostimulants	51	0	41
Natural Hallucinogens & Psychostimulants	86	471,454	0
Prescription Drugs: Narcotics	8	3,380	0
Prescription Drugs: Cen Nervous System Depressants	7	124,293	0
Prescription Drugs: Stimulants	0	53	0
Prescription Drugs: Other	28	24,629	0
Other Opiates	72	747,942	0
Other Drugs and Substances	0	6,977	0
Total	1,185	2,993,923	142

As of 11/13/2023

- A** Drug groups are determined by ONDCP and keyed by W/B PMP Administrators. WebPMP users merely select the seized drug.
- B** Total quantity of all seizures in this drug group.

Table 4: Quantity and Value of Drugs Removed
Where Do the Numbers Come From?

Initiative: 25 Enforcement

Profile DTO/MLO/CO **Seizures** Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

Add/Edit Seizures Multi-Seizure Entry Export Drug Seizure Data Export Asset Seizure Data Core Table 4 Core Table 5

Year: 2019 Definitions & Key Terms »

Drug Seizures

Add/Edit Drug Seizure

Case No. 25E-09-0132 or 25E-09-0132

Drug Seized Heroin Date 01/31/2019

Location Bayfield, Wisconsin Quantity 2.0000 kg

Optional Information

DTO Bad Boys 12 ☐ Result Of DHE ☐ Validate

Source Area Antigua

Destination Zip Code

Notes

SAVE AND CLEAR SAVE AND ADD CANCEL

Annotations:

- A** points to the Case No. field.
- B** points to the Quantity and Unit fields.

Individual drug seizure values are computed and totaled for the whole program year.

Table 5: Return on Investment

This table computes and displays the Return on Investment (ROI) for the drugs and assets removed from the marketplace.

Table 5: Return on Investment (ROI) for HIDTA Activities by the Canadian Border HIDTA			
	2020	2021	2022
Total ROI			
Expected	\$65.50	\$72.50	\$72.50
Actual	\$283.05	\$845.49	\$1.59
Actual as Percentage of Expected	432%	1,166%	2%
Drugs			
Expected	\$63.00	\$70.00	\$70.00
Actual	\$282.41	\$844.21	\$1.47
Actual as Percentage of Expected	448%	1,206%	2%
Cash and Assets			
Expected	\$2.50	\$2.50	\$2.50
Actual	\$0.63	\$1.28	\$0.12
Actual as Percentage of Expected	25%	51%	5%
Investigative Budget and Seizures			
	2020	2021	2022
Investigative Budget	\$52,000,000	\$52,000,000	\$52,000,000
Wholesale Value of Drugs Seized	\$14,685,524,028	\$43,899,086,131	\$76,247,736
Assets Seized			
Cash Assets	\$10,576,618	\$49,469,732	\$6,201,105
Other Assets	\$22,417,148	\$17,048,486	\$182,000
Total Assets	\$32,993,766	\$66,518,218	\$6,383,105
Total Drugs and Assets Seized	\$14,718,517,794	\$43,965,604,349	\$82,630,841
As of 2/5/2023			

D These numbers come from FMS.net.

Table 5: Return on Investment
Where Do the Numbers Come From?

B Drua Seizures

Sort By: Seizure Date Drug Case No Unit Quantity Location DTO DHE Number of Seizures Displayed 5

Seizure Details	Additional Info	Notes
EDIT Cocaine Amount Seized: 15000 kg Seized On: 2/22/2022 Location: Erie, Ohio Case Number: 26E-16-0123	DTO: Bad Boys 16 Source: Bolivia Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 15000 kg Updated Quantity:	
EDIT Cocaine Amount Seized: 2.0000 kg Seized On: 2/18/2022 Location: Antrim, Michigan Case Number: 26E-15-0133	DTO: Bad Boys 13 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated Original Quantity: 2.0000 kg Updated Quantity:	
EDIT Cocaine Amount Seized: 0.6500 kg Seized On: 1/26/2022	DTO: Bad Boys 17 Source: Destination:	

C Asset Seizures

Sort By: Seizure Date Asset Case No Validation Value DTO DHE Number of Seizures Displayed 5

Seizure Details	Additional Info	Notes
EDIT Cash Value: \$35,000.00 Seized On: 12/27/2022 Case Number: 26E-16-0901	DTO: Bad Boys 17 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	See Log # 2022-0421
EDIT Firearm Quantity: 3 Seized On: 12/27/2022 Case Number: 26E-16-0123	DTO: Bad Boys 16 Source: Destination: Result of DHE: No Zip Code: Validated: Not Validated	See Log # 2022-0048
EDIT Firearm Quantity: 2 Seized On: 12/12/2022 Case Number: 26E-15-0135	DTO: Bad Boys 15 Source: Destination:	
EDIT Cash Value: \$1505.00 Seized On: 11/11/2022 Case Number: 26E-09-013		

**Expected
ROI**

Budgets

A

Performance Management Process

Viewing Year 2022

Return on Investment

ROI	3-YR	EXPECTED
DRUGS	\$136.67	\$65.00
ASSETS	\$0.64	\$2.00
TOTAL	\$137.31	\$67.00

[EDIT EXPECTED VALUES](#)

Budget

ENFORCEMENT	\$22,000,000.00
SUPPORT	\$8,000,000.00
TREATMENT	\$0.00

Reports

Select HIDTA Canadian Border

Select Initiative 26 Enforcement

Core Tables

Table 1 - DTOs/MLOs as Expected
Table 2 - DTOs/MLOs Open
Table 3 - Investigative Activity
Table 4 - Quantity and Value of Drugs Removed
Table 5 - Return On Investment
Table 6 - Clan Meth Labs Dismantled
Table 7 - Training Assessment
Table 8 - Deconflictions Processed
Table 9 - Analytical Support
Table 10 - Case Agent Satisfaction
Table 11 - Intelligence Reporting
Table 12 - Review of Intel Products

Threat Specific Tables

MLOs as Percent of Expected
MLOs as Percent of All
Prosecution Table
Other Outputs Table
Fugitive Table
Criminal Operations
Clan Lab Activities
Other Clan Labs Dismantled
Other Law Enforcement Outputs

Table 6: Clandestine Labs Dismantled

This table shows the value of clandestine labs dismantled by size during the program year.

Table 6: Clandestine Methamphetamine Labs Dismantled by the Canadian Border HIDTA			
	2018	2019	2020
Labs Dismantled			
Less than 2 Oz	52	52	52
2 - 8 Oz	26	52	26
9 - 31 Oz	0	0	26
32 - 159 Oz	0	0	0
10 - 20 Lbs	26	0	26
Over 20 Lbs	0	26	0
Total Labs Dismantled	104	130	130
Meth Cost Per Ounce			
	\$1,192	\$1,192	\$1,192
Estimated Lab Value			
Less than 2 Oz	\$123,968	\$123,968	\$123,968
2 - 8 Oz	\$154,960	\$309,920	\$154,960
9 - 31 Oz	\$0	\$0	\$619,840
32 - 159 Oz	\$0	\$0	\$0
10 - 20 Lbs	\$7,438,080	\$0	\$7,438,080
Over 20 Lbs	\$0	\$9,917,440	\$0
Total Estimated Lab Value	\$7,717,008	\$10,351,328	\$8,336,848
As of 4/8/2021			

- A** This number is the Actual number of dismantled labs as recorded on the Clan/Meth Lab screen.
- B** The DEA determines the Meth Cost Per Ounce and W/B PMP administrators key in the value.
- C** The estimated value of drugs is calculated using the midpoint price for seized drugs.

Table 6: Clandestine Labs Dismantled
Where Do the Numbers Come From?

Initiative: 01 Enforcement

Profile DTO/MLO/CO Seizures **Clandestine Labs** Activities Prosecution Fugitive Other Outputs DHE

Core Table 6

Year: 2018 Definitions & Key Terms »

Clandestine Laboratories

Laboratory Cases

	2014 - 2016 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Laboratory Dump Sites Seized	3	1	0	0	0	1
Chemical/Glassware Equipment Seized	17	4	0	0	0	4
Children Affected	7	0	0	0	0	0

Methamphetamine Laboratories

Methamphetamine Laboratories Dismantled by Size

	2014 - 2016 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Less 2 Oz	2	0	0	0	0	0
2 - 8 Oz	1	1	0	0	0	1
9 - 31 Oz	0	1	2	0	0	3
32 - 159 Oz	0	0	1	0	0	1

Super Laboratories

You must add an NSS Number to enter Super Laboratory data.

NSS Number **ADD**

Comments

	2014 - 2016 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
160 - 320 Oz	1	0	0	0	0	0
Over 320 Oz	0	0	0	0	0	0

Total Methamphetamine Laboratories Dismantled

	2014 - 2016 Avg	Actual				Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Total Methamphetamine Laboratories Dismantled	4	2	3	0	0	5

Other Clandestine Laboratories

ADD A LAB

	Lab Type	End Product	2 oz. or Less	3-9 oz.	10-31 oz.	32-159 oz.	More Than 10 lbs.	Total
EDIT	Conversion	Cannabis Oil Extraction (e.g. honey oils, wax)	0	0	1	0	0	1

Table 7: Training Assessment

Data in this table comes from two sources: WebPMP (actual vs. expected number of students trained) and a post-training survey sent directly to students six months after class.

Table 7: Training Funded and Supported by the Canadian Border HIDTA in 2020					
Type of Training	Expected Students	Actual Students	Actual as Percent of Expected	Training Hours Provided	
Enforcement	5,616	5,694	101%	43,342	
Analytical	4,628	4,888	106%	37,492	
Management	988	1,014	103%	8,840	
Demand Reduction	182	208	114%	1,430	
Total	11,414	11,804	103%	91,104	
Two Month Follow-Up Responses.					
Type of Training	Surveys Sent	Surveys Received	Response Rate	Question 1 - Yes	Question 2 - Yes
Enforcement	9,022	7,904	88%	93%	87%
Analytical	6,266	5,148	82%	96%	95%
Management	1,560	1,404	90%	89%	89%
Demand Reduction	390	312	80%	59%	67%
Total	17,238	14,768	86%	93%	89%
Survey Results from 07/01/2019 - 06/30/2020				As of 4/8/2021	
- Question 1 - Did the course improve your knowledge, skills, and abilities needed to perform your job?					
- Question 2 - Since the completion of this course, have you used the knowledge, skills, or abilities acquired in the training?					

A Training is measured in both hours and number of students.

B These are the questions on the surveys to which the participants responded.

Table 7: Training Assessment
Where Do the Numbers Come From?

Initiative: 25 Support

Profile: **Training** B

Training Provided: Enforcement Survey Analytical Survey Management Survey Demand Reduction Survey Core Table 7

Year: 2019 Definitions & Key Terms »

Training Services

Number of Students

	2015 - 2017 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Enforcement	213	260	66	0	0	0	66
Analytical	179	200	40	0	0	0	40
Management	40	40	0	0	0	0	0
Demand Reduction							

Demand Reduction Survey

Hours of Training

Enforcement

Analytical

Management

Demand Reduction

Totals

Total Number of Students

Total Number of Hours

Training Notes

Management Survey

Question 1

Did the course improve your knowledge, skills and abilities needed to perform your job?

Yes

No

Since the completion of this course, have you used the knowledge, skills or abilities you acquired in the training?

Yes

No

Totals

Total Number of Surveys Sent Out

Total Number of Surveys Received

Analytical Survey

Question 1

Did the course improve your knowledge, skills and abilities needed to perform your job?

Yes

No

Since the completion of this course, have you used the knowledge, skills or abilities you acquired in the training?

Yes

No

Totals

Total Number of Surveys Sent Out

Total Number of Surveys Received

Enforcement Survey B

Question 1

	Actual				Total
	2018		2019		
	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	
Did the course improve your knowledge, skills and abilities needed to perform your job?					
Yes	53	48	60	0	161
No	0	0	2	0	2

Question 2

	Actual				Total
	2018		2019		
	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	
Since the completion of this course, have you used the knowledge, skills or abilities you acquired in the training?					
Yes	50	42	58	0	150
No	3	6	2	0	11

Totals

	Actual				Total
	2018		2019		
	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	
Total Number of Surveys Sent Out	54	48	62	0	164
Total Number of Surveys Received	53	48	58	0	159

Table 8: Deconflictions Processed

This table summarizes the deconflictions processed each program year.

Table 8: Coordination - Event Deconflictions and Target/Investigative Data Matches Processed by the Canadian Border HIDTA (26 Intelligence only)			
	2020	2021	2022
Event Deconflictions			
Agencies using Event Deconfliction	15	18	18
Event Deconflictions Processed	61	41	57
Target/Investigative Data Matches			
Agencies using Target/Investigative Data Matches	0	0	10
Target/Investigative Data Elements Processed	152	98	144
DTO/MLO Deconflictions/Matches			
DTOs/MLOs Deconflicted/Matched	0	0	0
Percent of DTOs/MLOs Deconflicted/Matched	N/A	N/A	N/A
As of 2/5/2023			

A This number is keyed by the PMP Coordinator using the Sidebar's edit link; initiative users do not see the link.

Table 8: Event/Case Deconflictions
Where Do the Numbers Come From?

Performance Management Process

Viewing Year: 2023

Return on Investment

ROI	3-YR	EXPECTED
DRUGS	\$388.59	\$390.00
ASSETS	\$0.86	\$3.50
TOTAL	\$389.45	\$393.50

[EDIT EXPECTED VALUES](#)

Budget

ENFORCEMENT	\$0.00
SUPPORT	\$0.00
TREATMENT	\$0.00
PREVENTION	\$0.00
TRAINING	\$0.00
INTELLIGENCE	\$0.00
MANAGEMENT	\$0.00
TOTAL	\$0.00

[Show Initiative Budget Numbers](#)

Participating Law Enforcement Agencies

Number of Agencies: 9

Coordination

Agencies using Event Deconfliction: 19

Reports

Select HIDTA: Canadian Border

Initiative: 26 Enforcement

Profile: DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

DTO/MLO/CO Listing Add New DTO Export DTO/MLO/CO Data

Year: 2023 DTO: Select one... MLO: Select one... CO: Select one... [Definitions & Key Terms »](#)

Select a different Initiative: 26 Enforcement

Add/Edit DTO * Denotes Required Field

Organization Info

*Organization ID: Bad Boys 21 *Identified On: 01/14/2023

*Violent: ☒ Yes ☐ No *Gang Related: ☒ Yes ☐ No

☒ Cartel Affiliation ☐ Result of DHE ☒ Deconflicted ☐ Validate

Type: Drug Trafficking Scope: Multi-State *Leaders: 2 *Members: 16

Notes:

Initiative: 26 Intelligence

Profile: Services

Intelligence Services Core Table 11 Case Agent Survey Core Table 10 Strategic Products Survey Core Table 12

Year: 2022 [Definitions & Key Terms »](#)

Select a different Initiative: 26 Intelligence

Intelligence Services

Case Support

	2018 - 2020 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Cases Provided Analytical Support	48	48	20	12	0	0	32

Deconflictions

	2018 - 2020 Avg	Expected	Actual				Total
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Event Deconflictions	60	60	18	16	0	0	34
Target/Investigative Data Deconflictions	148	148	38	41	0	0	79

Initiative: 01 Enforcement

Profile: DTO/MLO/CO Seizures Clandestine Labs Activities

Core Table 8 Core Table 9

Year: 2018 [Definitions & Key Terms »](#)

Low Enforcement Activities

New HIDTA Cases

	2014 - 2016 Avg
HIDTA Initiative Cases Opened	19

Case Support

	2014 - 2016 Avg
Cases Provided Analytical Support	57

Case Notes

Deconflictions

	2014 - 2016 Avg	Actual				
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Event Deconflictions	45	12	18	0	0	30
Case/Subject Deconflictions	86	28	19	0	0	47

Table 9 – Analytical Support

This table reports the number of cases provided analytical support during the program year.

This data is recorded for intelligence initiatives, and if applicable, for enforcement initiatives.

Table 9: Cases Provided Analytical Support by the Canadian Border HIDTA			
	2018	2019	2020
Analytical Case Support			
Expected to Provide	2,678	2,756	2,756
Actual Provided	2,756	2,834	2,808
Actual as Percent of Expected	103%	103%	102%
As of 4/8/2021			

Table 9 – Analytical Support
Where Do the Numbers Come From?

Initiative: 01 Intelligence

Profile Services

Intelligence Services Case Agent Survey Core Table 10 Strategic Products Survey Core Table 11

Year: 2018 Definitions & Key Terms »

Intelligence Services

Case Support

	2014 - 2016 Avg	Expected	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Cases Provided Analytical Support	46	40	12	14	0	0	26

Deconflictions

Event Deconflictions

Case/Subject Deconflictions

Initiative: 01 Enforcement

Profile DTO/MLO/CO Seizures Clandestine Labs Activities Prosecution Fugitive Other Outputs DHE

Core Table 8 Core Table 9

Year: 2018 Definitions & Key Terms »

Law Enforcement Activities

New HIDTA Cases

	2014 - 2016 Avg	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
HIDTA Initiative Cases Opened	19	5	4	0	0	9

Case Support

	2014 - 2016 Avg	Expected	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Cases Provided Analytical Support	57	57	18	16	0	0	34

Case Notes

Deconflictions

	2014 - 2016 Avg	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Event Deconflictions	45	12	18	0	0	30
Case/Subject Deconflictions	86	28	19	0	0	47

Table 10 – Case Agent Satisfaction

Table 10: Intelligence Measures for Case Support by the Canadian Border HIDTA			
	2018	2019	2020
Survey Statistics			
Cases Supported	2,756	2,834	2,808
Surveys Sent	A 6,240	1,560	1,248
Survey Responses	3,328	1,404	1,170
Percentage Useful	100%	100%	100%
How accurate was the Intelligence Analysis or Case Support			
Very Accurate	3,224	1,352	1,040
Mostly Accurate	B 52	52	130
Somewhat Accurate	52	0	0
Inaccurate	0	0	0
Overall, how accurate was the intelligence analysis	98%	100%	100%
How useful was the Intelligence Analysis or Case Support			
Very Useful	3,250	1,300	1,092
Useful	C 78	104	78
Somewhat Useful	0	0	0
Not Useful	0	0	0
Overall, how useful was the intelligence analysis	100%	100%	100%
As of 4/8/2021			

C

Only Useful and Very Useful are considered when computing the overall percentage.

Table 10 – Case Agent Satisfaction
Where Do the Numbers Come From?

Initiative: 26 Intelligence

Profile: **Services**

Intelligence Services Core Table **Case Agent Survey** Core Table 10 Strategic Products Survey Core Table 12

Year: 2022 Definitions & Key Terms »

Select a different Initiative: 26 Intelligence

Case Agent Survey

	Very Accurate	Mostly Accurate	Somewhat Accurate	Inaccurate
How accurate was the Intelligence Analysis or Case Support B	26	11	1	0

	Very Useful	Useful	Somewhat Useful	Not Useful
How useful was the Intelligence Analysis or Case Support C	35	2	1	0

Survey Statistics

Statistic	Total
Total Number of Surveys Sent Out	40
Total Number of Surveys Received	38

Survey Notes

SAVE

Table 11: Intelligence Reporting

Table 11: Intelligence Reporting by All HIDTAs

	2021	2022	2023
Intelligence Product Type			
Number of Strategic Products	41	203	169
Number Posted to HSIN	34	104	55
Number Posted to EPIC	43	143	100
Number of Operational Products	19	148	26
Number of Tactical Products	20	97	142
Number of Joint Strategic Products	21	111	19
Number of IIRs Using HIDTA Information	150	97	34

Note: Products can be posted on both HSIN and EPIC, so double counting may occur.

As of 11/13/2023

Table 11 – Intelligence Reporting
Where Do the Numbers Come From?

Initiative: 26 Intelligence

Profile **Services** Other Outputs

Intelligence Services Core Table 11 Case Agent Survey Core Table 10 Strategic Products Survey Core Table 12

Year: **2023** Definitions & Key Terms »

Select a different Initiative: **26 Intelligence**

Intelligence Services

Case Support

	2019 - 2021 Avg	Expected	Actual				
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Cases Provided Analytical Support	43	<input type="text" value="45"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Deconflctions

	2019 - 2021 Avg	Expected	Actual				
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Event Deconflctions	54	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Target/Investigative Data Deconflctions	132	<input type="text" value="125"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

A Strategic Products

	2019 - 2021 Avg	Actual				
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Number of Strategic Products	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number Posted to HSIN	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number Posted to EPIC	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Operational Products	21	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Tactical Products	25	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Joint Strategic Products	11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Additional Notes

SAVE

Table 12 – Review of Intelligence Products

Table 12: Assessment of Strategic Intelligence Products Produced by the Canadian Border HIDTA				
		2019	2020	2021
Strategic Documents				
Strategic Documents Produced		208	858	0
Surveys Sent	A	41,600	85,800	0
Survey Responses		37,154	75,660	0
Percentage Useful		99%	100%	N/A
How effective was the Strategic Intelligence Document in describing the situation or threat it addressed?				
Very Effective		36,400	75,634	0
Mostly Effective	B	338	26	0
Somewhat Effective		416	0	0
Not Effective		0	0	0
Overall, how effective was the intelligence analysis		99%	100%	N/A
How useful was the Strategic Intelligence Document?				
Very Useful		36,400	75,400	0
Useful	C	416	260	0
Somewhat Useful		338	0	0
Not Useful		0	0	0
Overall, how useful was the intelligence analysis		99%	100%	N/A
As of 4/8/2021				

Table 12 – Review of Intelligence Products
Where Do the Numbers Come From?

Initiative: 01 Intelligence

Profile **Services**

Intelligence Services **Strategic Products Survey** Case Agent Survey

Year: 2020 Definitions & Key Terms »

Strategic Products Survey

"This Strategic Intelligence Product..."

	Very Accurate	Mostly Accurate	Somewhat Accurate	Inaccurate
How effectively did the strategic intelligence document describe the situation or threat it addressed? B	7	1	0	0

	Very Useful	Useful	Somewhat Useful	Not Useful
How useful was the strategic intelligence document? C	8	0	0	0

Survey Statistics

Statistic	Total
Strategic Products Produced	11
Total Number of Surveys Sent Out A	9
Total Number of Surveys Received	8

Survey Notes

2 customers (MCSO and GCP) are unable to return survey due to assignment conflict; promised by 8/1/2018.

Appendix C: Supplemental Information

Rule for all Pushing of Data

Pushing adds data to the following year. It never deletes or replaces data that exists in the following year.

New Program Year Setup

The following list of tasks must be performed for each new program year. These instructions involve 3 program years, which can be challenging to discuss.

We use the following codes to represent each program year, and the table provides a sample starting date.

	Represents:	If today's date is:
Prev yr	2022	January 5, 2023
Curr yr	2023	January 5, 2023
Next yr	2024	January 5, 2023

Administration Tasks

Initiatives

1. Push from **Prev yr** to **Curr yr** – to allow keying data for current year
2. Push from **Curr yr** to **Next yr** – to allow budget preparation (IDBP) next year.

Notes

- WebPMP omits *inactive* initiatives.
- WebPMP only pushes other outputs of *enforcement* initiatives.

Drugs

1. Push from **Prev yr** to **Curr yr** – to allow keying data for current year.

Notes

- WebPMP omits *invalid* drugs.

Agencies

1. Add new agencies (if needed) to **Curr yr**.
2. Push from **Curr yr** to **Next yr** – to allow budget preparation (IDBPs) next year.

Local Geographic Areas

1. Push from **Prev yr** to **Curr yr** – to allow keying for current year.

Destination Areas

1. Push from **Prev yr** to **Curr yr** – to allow keying for current year.

Individual Initiative Tasks

These tasks are performed for each initiative as needed.

- ❗ Important: In all cases, be sure to update the source data before performing the push (copy).

Profile

1. Push from **Curr yr** to **Next yr** – to allow budget preparation (IDBPs) next year.

DTOs

1. Review the **Prev yr** DTO list and update as needed to reflect December 31 of **Prev yr**. Update DTO data and close DTOs as needed.
2. Push from **Prev yr** to **Curr yr** – to allow keying for current year.

- 📌 Note: After the push is complete, you have 2 DTO lists to maintain: **Prev yr** ending on December 31 and **Curr yr** beginning on January 1.

⚡ Warning: If any DTO records an invalid drug as one of its Drug Trafficked, the push of the whole DTO List fails.

The failure message lists which DTOs recorded invalid drugs. You can push the remaining DTOs individually, or correct all invalid drugs and push the whole list again.

Other Outputs

1. Push from **Prev yr** to **Curr yr** – to allow keying for current year.

Don't Forget

- Edit to update initiative names, if any changed.
- Add new initiatives for **Curr yr**, if any are new.

Access via HIDTA.net

There are two ways to access WebPMP, and both require you to be an authorized user.

- SSL via <https://secure.hidta.org> (described in Module 2)
- HIDTA.net via <https://portal.hidta.net> (described below)

Both methods lead you to a custom menu, i.e., a menu that shows only the software tools you are authorized to use. Therefore, the menu below is different than your menu.

Sign In

1. Open your Web browser, and go to the URL <https://portal.hidta.net>.

The following screen is displayed.



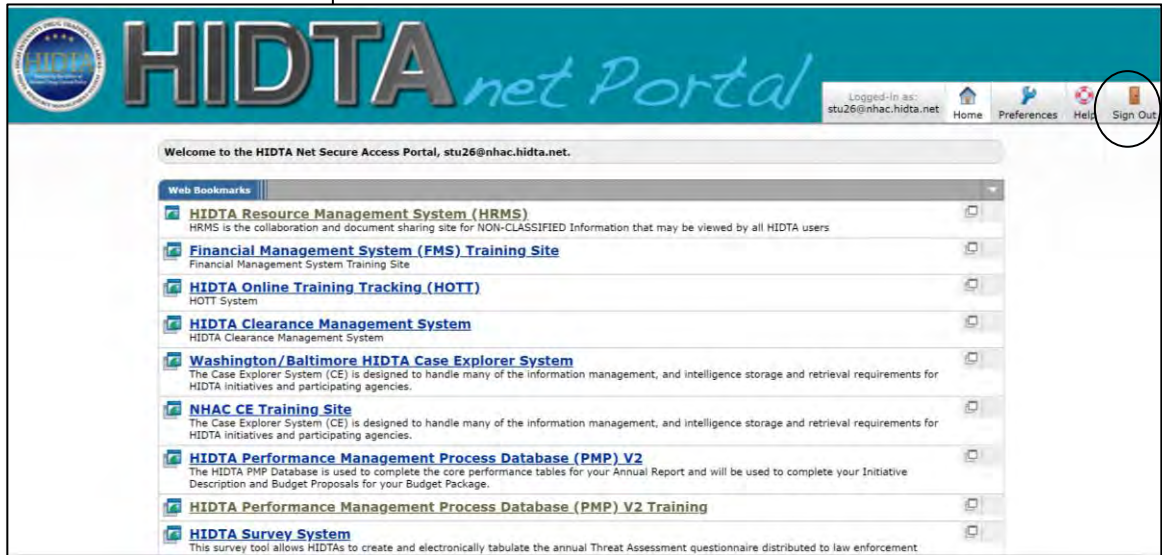
2. Login to HIDTA.net with your credentials.

The HIDTA.net menu of applications is displayed.



Best Practice:

Create a bookmark to the HIDTA portal, the menu for all HIDTA programs.



3. Choose the software tool you wish from the displayed menu.
4. Later, after logging out of the selected software tool, be sure to return to this window and click **Sign Out**.

Drug Groups

The table below gives examples of drugs included in each drug group defined in WebPMP as of January 1, 2023. The number of groups may change from year to year, to reflect the current market, so be sure to refer to the current PMP User Guide.

Drug Group	Notes / Explanation
Marijuana/Cannabis	All cannabis products that are not plants: hash, edibles, honey oil, butane oil, etc. Does not include Marinol, which is categorized as <i>Other prescription Drug</i> .
Marijuana Plants – Outdoor	Self-evident; unless definitely known to be indoor plants, all plants are classified as outdoor
Marijuana Plants – Indoor	Self-evident; unless definitely known to be indoor plants, all plants are classified outdoor
Cocaine /Crack	Includes coca leaves
Methamphetamine/Ice	Includes powder, crystal meth, and methamphetamine in solution
Heroin	Only heroin – all types, e.g., Southwest Asian, Mexican Black Tar, Mexican Brown Tar, etc.
Fentanyl	All fentanyl and its analogues
Synthetic Marijuana	New group of synthetic marijuana – Syn. Marijuana, K2-spice
Synthetic Hallucinogens & Psychostimulants	Manufactured psychoactive substances – PCP, MDMA, LSD
Natural Hallucinogens & Psychostimulants	Cultivated/natural psychoactive substances – khat, psyilsibon mushrooms, toads
Prescription Drugs: Narcotics	OxyContin, Hydrocodone, Methadone, Morphine, etc.
Prescription Drugs: Stimulants	Amphetamines and related products
Prescription Drugs: Central Nervous System Depressants	CNS depressants include benzodiazepines; e.g., Valium, Xanax, Halcion, ProSom <ul style="list-style-type: none"> – barbiturates, e.g., Nembutal, Luminal Sodium – non-benzodiazepine sleep medications, e.g., Ambien, Lunesta, and Sonata – generic equivalents
Prescription Drugs: Other	All other prescription drugs not properly classified as a narcotic, stimulant, or central nervous system depressant
Other Opiates	Opium, poppy plants, etc. – cultivated non-prescription substances derived from opium poppies
Other Drugs and Substances	Anabolic steroids, precursors of all kinds, and drugs/substances that do not fit in one of the above categories

Getting Here

1. Click **Valid Drugs** on the Sidebar of the Home Page.

OR

1. Click **Valid Drugs** on the **Seizures** tab for enforcement initiatives.

List of Valid Drugs

W/B Administrators maintain the list of valid drugs; a link appears on the Sidebar of the Home Page.

PERFORMANCE MANAGEMENT PROCESS

Welcome Student | HIDTA: Canadian Border | Logout
Manage User Account

Performance Management Process

Viewing Year: 2022

- PMP User Guide »
- IDBP User Guide »
- Coordinators POC »
- Definitions & Key Terms »
- Valid Drugs »**
- Need Help?
- Help Desk
Mon - Fri 8:30AM - 4:30PM EST.
Phone: 301.489.1744
Email: pmp@wb.hidta.org
- Documents

Reports

Select Initiative: 26 Enforcement

Core Tables | Data Exporting | Reports

Budget Preparation
Core Outputs
Other Outputs Report
Initiative Description Budget Proposal

Initiative Information
Initiative Summary

Initiatives

Law Enforcement

All	Name	DTOs/MLOs/COs
<input type="checkbox"/>	26 Enforcement	9
<input type="checkbox"/>		9

SUMMARIZE SELECTED DTOS

Intelligence

List of Valid Drugs (continued)

Valid Drug	Invalid Drug (should be replaced with valid drug)
Alprazolam	Xanax
Amphetamine	Adderall, Vyvanse
Buprenorphine	Suboxone, Suboxone Sublingual Films
Busprione	Buspar
Butalbital	Butalbitol with Codeine
Carisoprodol	Soma
Ciprofloxacin	Ciprofloxacin Hydrochloride
Clonazepam	Clonopin, Klonopin
Clonidine	Clonidine Hydrochloride
Codeine	Codeine Syrup, Codeine combination product 90 mg/du
Cyclobenzaprine	Cyclobenzaprine Hydrochloride
Dizepam	Valium
DMT	Diethyltryptamine, Dimethyltryptamine
Gamma Butyrolactone	Gamma Butyrolactone (liquid)
GHB	GHB Liquid
Heroin	Heroin packets
Heroin, white	China White, Chine White
Hydrocodone	Hydrocodone combination product 15 mg/du, Lortab, Norco, Vicodin
Hydromorphone	Dilaudid
Ice	Crystal Methamphetamine
Khat	Khat plant Constituent of
Kratom	Mitragyna
LSD	Lysergic acid diethylamide
Marijuana, Commercial Grade	Marijuana, Domestic mid-grade

Valid Drug	Invalid Drug (should be replaced with valid drug)
Marijuana (Indoor) or Marijuana (Outdoor)	Marijuana Plants
MDMA	Ecstasy, Molly, 2-CB, MDMA Powder (Molly)
Meperidine	Demerol
Mescaline	Cactus which contains mescaline, Peyote, Peyote "cacti" Constituent of
Mesterolone	Proviron
Methamphetamine	Methamphetamine, Powder, Methamphetamine, Mexico Produced
Methamphetamine in solution	Liquid Methamphetamine
Methandrostenolone	Dianabol, Turinabol
Methaqualone	Quaalude
Methylphenidate	Dexmethylphenidate Hydrochloride, Ritalin, Concerta
Modafinil	Provigil
Morphine	Morphine methylsulfonate, Morphine Sulfate, MS Contin
Naloxone	Naltexone
Oxycodone	Oxycodone Hydrochloride, OxyContin, Endocet, Percocet, Roxicet, Roxicodone
Oxymorphone	Opana ER
PCP	Phencyclidine
Psilocybin	Psilocyn
Quetiapine fumarate	Seroquil
Sertraline	Zoloft
Stanozolol	Winstrol, Winstrol-v
THC Liquid	Cannabis, Oil, Hemp oil, Honey Oil (butane extraction), Hashish Oil
THC Resin	Marijuana Wax
Trazadone	Trazodone Hydrochloride
Zolpidem	Ambien


DHE Information

The DHE tab, if used, records DHE outputs separately from other enforcement outputs. Some HIDTAs combine DHE activities with enforcement activities, and other HIDTAs choose to maintain a separate initiative for DHE activities.

There are two approaches to budgeting for DHE operations, and both are acceptable:

- To budget for DHE operations within an enforcement initiative and the enforcement initiative's budget
- To budget for DHE operations as an individual initiative and maintain a separate budget for DHE operations

Each HIDTA decides the approach that works best.

 Note: DHE arrests are recorded with all arrests, as Other Outputs. Be sure to include DHE arrests in the count of arrests attributed to the initiative.

Getting Here

For PMP Administrator and PMP Coordinators:

1. From the top of the Home Page, change the HIDTA to **ORS HIDTA**.
2. Scroll through the initiatives list below, and choose a state within your HIDTA.

Keying ORS Data

ORS data is stored within WebPMP, as a separate (nation-wide) HIDTA, named ORS.

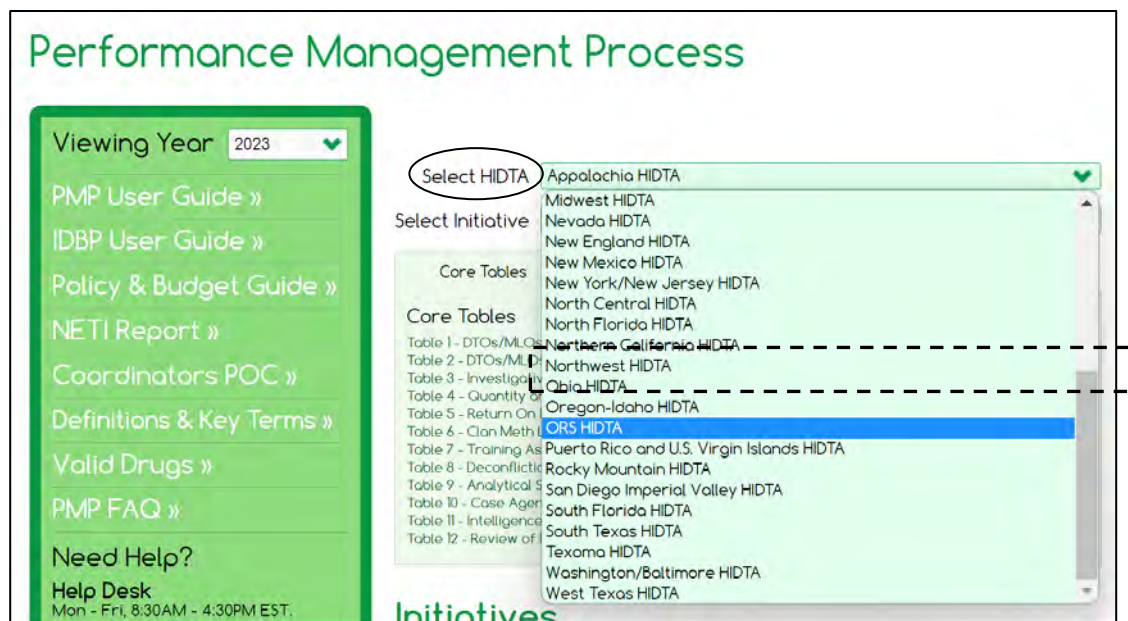
How you access ORS data depends on your access to the PMP database.

Access to PMP and ORS data

Each HIDTA's designated PMP Administrator and its PMP Coordinators have access to both PMP data and ORS data, so after logging in, they must select which database to use:

- **HIDTA** name (for its initiative PMP data), or
- **ORS HIDTA** (for its state-level ORS data).

Home Page for PMP Administrators and Coordinators



Access to only ORS data

Users with access to key only ORS data (DIO, PHA) login directly into the ORS HIDTA. They see only the ORS state-level initiatives listed on the Home Page, and are ready to choose the state for keying ORS data.

Choosing a state

Each state's ORS data is listed as an intelligence initiative, within a national data set named ORS HIDTA. Click the state name (for an initiative name) to open the ORS data screen for keying that state's ORS data.

Initiatives

Low Enforcement

Intelligence

Name

- Alaska HIDTA
- Alaska
- Appalachia HIDTA
- Kentucky
- Tennessee
- West Virginia
- Arizona HIDTA
- Arizona
- Atlanta-Carolinas HIDTA
- Georgia
- North Carolina
- South Carolina

Opioid Response Strategy

Year: 2023 Definitions & Key Terms »

Opioid Response Strategy

Information Sharing Type

	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
Drug Felony Arrest Notifications Sent	0	0	0	0	0
Parcel Interdiction Notifications Sent	0	0	0	0	0
Overdose Fatality Review Teams Implemented	0	0	0	0	0
Technical Assistance/Training Sessions Provided to an OFR Team	0	0	0	0	0
Technical Assistance/Training Sessions Provided to an ODMAP Participant	0	0	0	0	0
ODMAP Participation Agreements Executed	0	0	0	0	0
ODMAP API Agreements Executed	0	0	0	0	0

SAVE

Getting Here

Users with access to ORS data:

1. Click the **ORS Tables** tab on the Home Page.

ORS Tables

[Core Tables](#)
[ORS Tables](#)
[Data Exports](#)
[Reports](#)

Year: 2023
Initiative: 01ORS HIDTA

☒ ORS Other Outputs

☐ Check all
☐ Uncheck all
GENERATE REPORT

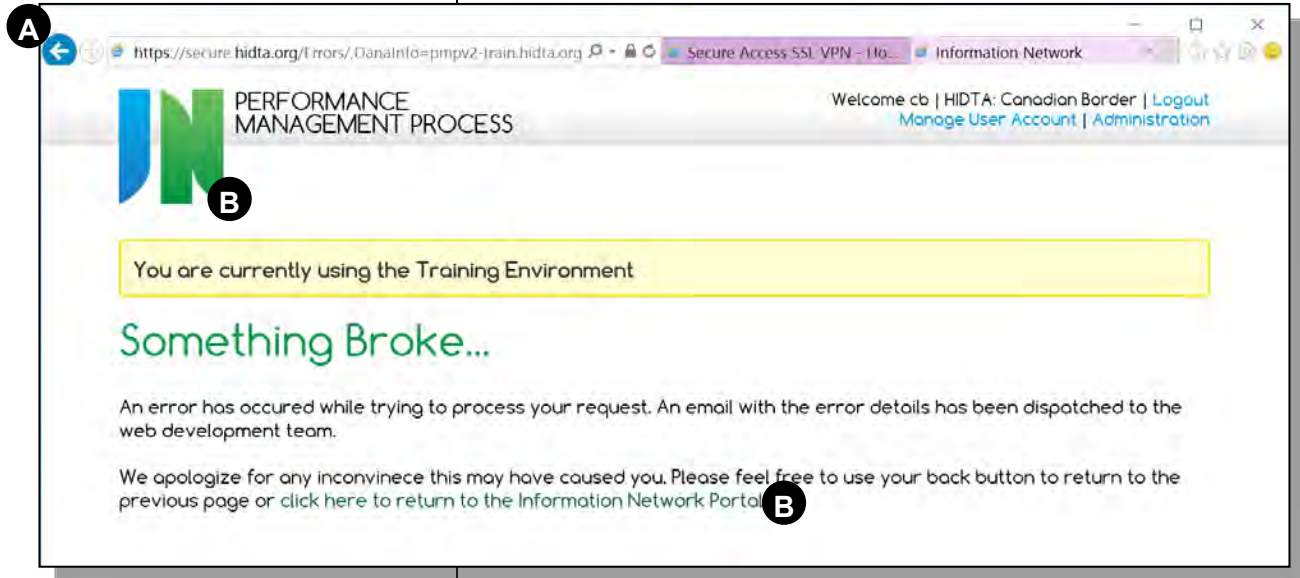
Other Outputs: Overdose Response Strategy (01ORS HIDTA only)

	2021	2022	2023
Information Sharing Type			
Number of Drug Felony Arrest Notifications Sent	0	0	0
Number of Parcel Interdiction Notifications Sent	0	0	0
Number of Overdose Fatality Review Teams Implemented	0	0	0
Number of Technical Assistance/Training Sessions Provided to an OFR Team	0	0	0
Number of Technical Assistance/Training Sessions Provided to an ODMAP Participant	0	0	0
Number of ODMAP Participation Agreements Executed	0	0	0
Number of ODMAP API Agreements Executed	0	0	0

As of 1/29/2023

Troubleshooting WebPMP

When you get an error message that says, “Something Broke...” in WebPMP, you have 2 recommended steps.



A Click your browser’s **Back** button. This returns you to the previous screen, cleared, so you can attempt another task on that screen.

OR

B Click Information Network icon or the link provided in the message window.

Note: If problems persist, contact the Help Desk for WebPMP at W/B HIDTA by phone at (301) 489-1744 or by email at pmp@wb.hidta.org.

Task Force Roster Report

NORTHERN CALIFORNIA REGIONAL INTELLIGENCE CENTER (NCRIC)
NORTHERN CALIFORNIA HIGH INTENSITY DRUG TRAFFICKING AREA (NC HIDTA)
PMP TASK FORCE ROSTER REPORT - 2016

Red boxed items are mandatory for submittal. Please complete all applicable blue fields.

To begin:
Clear Form
(click here)

HIDTA TASK FORCE:

REPORTING MONTH:

Reports must be submitted by the 10th of the month following the reporting period.
Please submit reports to your INITIATIVE COMMANDER.

NAME	TASK FORCE TITLE / POSITION	HOME AGENCY	HIDTA FUNDED	CO-LOCATED	TIME STATUS

Task Force Roster Report

(Page 2)

NAME	TASK FORCE TITLE / POSITION	HOME AGENCY	HIDTA FUNDED	CO-LOCATED	TIME STATUS

PMP MAIN POINTS OF CONTACT (e.g. Commanders, Admins, ect.)			
NAME	EMAIL ADDRESS	WORK PHONE #	CELL PHONE #

TASK FORCE ADDRESS(S)

NOTES / COMMENTS / QUESTIONS / EXPLANATIONS:

Form Ver: LN150805

Do you have questions? Please contact NCRIC / NCHIDTA PMP representative at: pmp@ncric.ca.gov ISC: (415) 575-2770 FAX: (415) 553-7411		REPORTING POC INFO	NAME:		<input type="button" value="Submit by Email"/> <input type="button" value="Print Form"/> Page 2 of 2
			PHONE NUMBER:		
			EMAIL ADDRESS:		

PMP Monthly Status Report (Sample)

(Page 2)

SEARCHES CONDUCTED		QTY

ELECTRONIC INTERCEPTS		QTY

ARRESTS MADE		QTY

CASE INFORMATION		QTY

NOTES / COMMENTS / QUESTIONS / EXPLANATIONS:

Do you have questions? Please contact NCRIC / NCHIDTA
PMP representative at:
pmp@ncric.ca.gov
ISC: (415) 575-2770
FAX: (415) 553-7411

REPORTING POC INFO

NAME:

PHONE NUMBER:

EMAIL ADDRESS:

Submit by Email

Print Form

Page 2 of 2

DTO Input Form (Sample)

HIDTA Initiative: _____

Case Number: _____ Case Title: _____

Organization Identifier (for ONDCP use): _____

Case Agent(s): _____

Case Analyst: _____

Check appropriate box(s) and indicate DTO link

_____ CPOT – Linked to or affiliated with: _____ Linkage Date: _____

_____ RPOT – Linked to or affiliated with: _____ Linkage Date: _____

_____ OCDETF – Identifying number: _____ Date: _____

_____ **DTO**

Organization Type and Activities (*check one*)

_____ **Drug DTO** – An organization consisting of five or more persons that:

- Has a clearly defined hierarchy or chain-of-command
- Whose principle activity is to generate income or acquire assets through a continuing series of illegal drug production, manufacturing, importation, or distribution activities

Five principal persons *initially* identified:

Total number of organizational members currently identified: _____

_____ **Money Laundering DTO** – A hierarchy of individuals engaged in processing illegal drug profits through a continuing series of illegal activities so as to make those illegal profits appear to be legitimate income

Total number of organizational members currently identified: _____

Gang Related: _____No _____Yes

Name of Gang: _____

Violent: (DTO routinely engages in violent activity, i.e., kidnapping, extortion, murder, aggravated assault, robbery, etc.) _____No _____Yes

Operational Scope (*Check only one*):

_____ **International DTO**—Regularly conducts illegal drug trafficking/money laundering in more than one country, or is based on one country and conducts /coordinates illegal activities in another

_____ **Multi-State DTO**—Regularly carries out illegal drug trafficking/\$ laundering activities in more than one state

_____ **Local DTO**—Drug trafficking/\$ laundering activities are generally, but not always, limited to the same metropolitan area or easily defined region, even if the area includes parts of more than one state

Drugs Trafficked: (If more than one, *indicate numerical ranking order*, beginning with drug of preference.)

_____ **Cocaine**

_____ **Crack Cocaine**

_____ **Heroin**

_____ **Methamphetamine**

_____ **Marijuana**

_____ **Ecstasy**

_____ **LSD**

_____ **P2P**

Others:

Drug Source Area: (Geographic area/s from which the DTO directly obtains its supply of drugs)

Local Geographic Area: (Geographic area/s **within the HIDTA** where the DTO is based)

Drug Destination Area: (Geographic area/s where the drugs are ultimately transported for distribution)

Source Organization Characteristics: (e.g., race, national origin, gang membership, age, gender)

DTO Organization Characteristics: (e.g., race, national origin, group membership [i.e., outlaw motorcycle gangs], age, and gender relative to the locality in which the DTO operates)

_____ Hispanic	_____ Caucasian
_____ African American	_____ Colombian
_____ Asian	_____ Eastern European
_____ Others:	
_____	_____
_____	_____

Disposition of DTO Case (*Check all that apply.*)

_____ Identified	Date	_____
_____ Targeted	Date	_____
_____ Open (A)	Date	_____
_____ Disrupted (B)	Date	_____
_____ Dismantled (C)	Date	_____
_____ Closed (D)	Date	_____
_____ Suspended (E)	Date	_____

Notes:

- (A) Still under active investigation.
- (B) The normal and effective operation of the DTO has been impeded as evidenced by changes in organizational leadership and/or changes in methods of operation, i.e., financing, trafficking patterns, communications or drug production.
- (C) The DTO leadership, financial base and supply network have been destroyed, rendering the DTO incapable of operating and/or reconstituting itself.
- (D) All investigative action has ceased.
- (E) Investigative action on the case has been temporarily halted with no regular reporting.

Notes: _____



Concurrence

Validated by (Supervisor) _____ **Date** _____

DTO Data Collection Form (Sample)

INITIATIVE/GROUP:		
SUBMITTED BY:		
Time Period:		Notes
Organization Identifier		
Case Number		
Agent Assigned		Last name, first name
Shadow Case (Yes or No)		A shadow or secondary case is one for which another initiative/subinitiative has primary responsibility.
Violent (Yes or No)		Does the DTO routinely engage in kidnapping, extortion, murder, aggravated assault, robbery, etc.?
Gang-Related (Yes or No)		Is it related to an established gang with gang symbols and initiation rights, as opposed to a group of people who have organized
Organization Type (DTO or MLO)		
		D - A Drug Trafficking Organization consists of 5 or more persons that 1) has a clearly defined hierarchy or chain-of-command and 2) whose principle activity is to generate income or acquire assets through a continuing series of illegal drug production
		M - Money Laundering - a hierarchy of individuals engaged in processing illegal drug profits through a continuing series of illegal
Operational Scope (International, Multi-state or Local)		I - If regularly conducts illegal drug trafficking or money laundering activities in more than one country or is based in one country and conducts or coordinates illegal activities in another.
		M - If it regularly carries out illegal drug trafficking or money laundering activities in more than one state. A DTO should not be
		L - If its illegal drug trafficking or money laundering activities are generally, but not always limited to the same metropolitan area, or -
Number of Principals		
Drugs Trafficked		List the drugs trafficked by the DTO in descending order, beginning with the drug trafficked most often. (Add rows if needed)
Source Area		Geographic area(s) from which the DTO directly obtains its supply of drugs.
Local Geographic Area		County or counties where the drugs and/or drug assets are seized.
DTO Characteristics		Identify the most salient descriptive characteristics of the DTO: race, national origin, group/gang membership, etc. so long as the
Source Organization Characteristics		Identify the most salient descriptive characteristics of the group that has been identified as the source from which the DTO directly obtains its drugs: race, national origin, group/gang membership, etc. so long as the information is drawn from trustworthy
Date Organization Identified		
Date Case Opened		You only need to fill in this date if it is different from the date the organization was identified.
Date Case Identified as OCDEF		Has this DTO been designated for investigation/prosecution as an Organized Crime Drug Enforcement Task Force case?
OCDEF Case #		
Date Case Identified as CPOT		Is this DTO known to be linked to or affiliated with a major international drug trafficking organization and/or money laundering
Date Case Identified as RPOT		Is this DTO known to be linked to or affiliated with a major regional/national DTO and/or money laundering enterprise that is
Date Case Identified as PTO		Priority Target Organization - designated as such by DEA
Date Organization Dismantled		Destroyed the organization's leadership, financial base and supply network such that the organization is incapable of operating and/or
Date Organization Disrupted 1		Impeded the operation of the targeted organization, as indicated by changes in organizational leadership and/or changes in methods
Date Organization Disrupted 2		
Date Organization Disrupted 3		
Date Organization Disrupted 4		
Date Judicial Pending		
Date Case Closed		Date case referred to another HIDTA or another agency; do not count referrals to other groups within your own HIDTA.
Date Case Suspended		
Comments/Final Disposition		This is especially important if a case was closed but the DTO or MLO was not dismantled. One or two sentences are sufficient.

DTO Data Collection Form (Sample)

 NORTHERN CALIFORNIA REGIONAL INTELLIGENCE CENTER (NCRIC) NORTHERN CALIFORNIA HIGH INTENSITY DRUG TRAFFICKING AREA (NCHIDTA) PMP DTO / MLO CASE SURVEY - 2016 				
HIDTA Task Force:	<input style="width: 100%;" type="text"/>	Organization Type:	<input style="width: 100%;" type="text"/>	
DTO/MLO Org Identifier:	<input style="width: 100%;" type="text"/>	DTO / MLO Members #: <input style="width: 50px;" type="text"/> DTO / MLO Leaders #: <input style="width: 50px;" type="text"/> Date Identified: <input style="width: 100px;" type="text"/>		
Case Number:	<input style="width: 100%;" type="text"/>	Operational Scope: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Gang Related <input type="checkbox"/> Violent <input checked="" type="checkbox"/> Deconflicted?		
Case/DTO Activity Case Status: <input style="width: 50px;" type="text"/> Date: <input style="width: 50px;" type="text"/> Under Investigation: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/> DTO Disrupted: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/> DTO Dismantled: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/> Case Referred: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/> OCDEF Case: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/> OCDEF Case #: <input style="width: 100px;" type="text"/> CPOT Case: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/> RPOT Case: <input type="checkbox"/> Date: <input style="width: 50px;" type="text"/>	Case Details Drug Name(s) <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	Source Area <small>FROM WHERE: Where are these drugs originating from?</small> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	Source Org Characteristics <small>BY WHOM: (What nationality/ethnicity is this organization primarily?)</small> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>	Local Area (County) <small>TO WHERE: What county are these drugs ending up in?</small> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
<p>Newly reported DTO: please include a narrative below describing how/why the organization meets the definition of a DTO. Disruption/Dismantlement: please include a description of what action/result disrupted/dismantled this organization.</p>				
Additional Details / Narrative: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				
Your Information Form Ver: SM150210				
Name: <input style="width: 100%;" type="text"/>				
Phone Number: <input style="width: 100%;" type="text"/>				
Email Address: <input style="width: 100%;" type="text"/>				
<p>*Please submit by Email (primary) to: pmp@ncric.ca.gov – Or via fax to: (415) 553-7411 Instructions and definitions are attached; click on Acrobat "paperclip" to access.</p> <div style="display: flex; justify-content: center; gap: 20px;"> Reset Form Print Form Submit by Email* </div>				

Seizure Data Collection Form (Sample)

INITIATIVE/GROUP:		
SUBMITTED BY:		
MONTH & YEAR:		
		Notes
Date of Arrest/Seizure		Make an entry for each date there is a seizure and/or arrest.
Location (County)		County in which the seizure or arrest took place.
Case or File Name		
Type: DTO, MLO, or Other		Drug Trafficking Organization or Money Laundering Organization (It must have 5 persons in a hierarchy to be a DTO and 2 to be an MLO. If it does not meet these criteria, it is an "Other.")
Case Number		
# of Arrests		
DRUG(S)/ASSETS SEIZED		To convert from ounces or lbs. to Kg, use the calculator at this web site: http://www.convert-
Cocaine hcl Kg		
Crack Cocaine Kg		For all drugs:
Heroin Kg		> Please carry to three decimal places for kilograms, e.g., 5.234 Kg.
Opium Kg		> Do not type Kg or DU after the amount; just type the amount.
Khat Kg		> Give the name of any drug not on the list and amount in Kg or DU. Indicate next to the drug name the units in
Methamphetamine Ice Kg		
Methamphetamine pwdr Kg		
Marijuana Kg		
Marijuana Hydroponic Kg		
Marijuana plants #		
MDMA (Ecstasy) DU		
GHB DU		
Other:		
Other:		
Cash Seized		
Cash Value of All Other Assets Seized		Other assets include real estate, jewelry, vehicles, etc. (but not guns)
Assets Seized		Put in as much or as little descriptive detail as you need - can be left blank, e.g., two vehicles and jewelry. Can be left
WEAPONS SEIZED		
# of Pistols		
# of Revolvers		
# of Shotguns		
# of Rifles		
# of Other Weapons		
Details/Descriptions		

Survey Results (Sample)

This report is printed from the HOTT system (HIDTA Online Training Tracker); the training initiative user keys from this sheet into WebPMP.

Survey Results											
Gulf Coast											
2009											
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total				
Enforcement	Question 1:	Yes	120	150	133	6	409				
		No	7	1	6	0	14				
	Question 2:	Yes	112	145	124	6	387				
		No	15	6	15	0	36				
Analytical	Question 1:	Yes	0	19	0	0	19				
		No	0	6	0	0	6				
	Question 2:	Yes	0	16	0	0	16				
		No	0	9	0	0	9				
Management	Question 1:	Yes	0	0	0	0	0				
		No	0	0	0	0	0				
	Question 2:	Yes	0	0	0	0	0				
		No	0	0	0	0	0				
Demand Reduction	Question 1:	Yes	0	0	0	0	0				
		No	0	0	0	0	0				
	Question 2:	Yes	0	0	0	0	0				
		No	0	0	0	0	0				
Total Number of Students			127	176	139	6	448				
			1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
		Sent	Received	Sent	Received	Sent	Received	Sent	Received	Sent	Received
Enforcement		409	127	492	151	315	139	61	6	1277	423
Analytical		0	0	60	25	0	0	0	0	60	25
Management		0	0	0	0	0	0	0	0	0	0
Demand Reduction		0	0	0	0	0	0	0	0	0	0

Training Assistance Provided (Sample)

This report is provided by HOTT, the HIDTA Online Training Tracker System; the training initiative user keys from this sheet into WebPMP.

Training Assistance Provided					
Gulf Coast 2021					
Number of Students:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Enforcement	406	2	237	162	807
Analytical			12		12
Management	192	43	1	155	391
Demand Reduction		4			4
Total	598	49	250	317	1,214
Hours of Training Provided:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Enforcement	5,634.00	8.00	5,024.00	3,308.00	13,974.00
Analytical			92.00		92.00
Management	2,725.00	688.00	3.00	1,726.00	5,142.00
Demand Reduction		16.00			16.00
Total	8,359.00	712.00	5,119.00	5,034.00	19,224.00
Total Number Surveys Sent:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	593	43	243	313	1,192
5/9/2022 11:00:29 AM					

Other Outputs Offline Template

Additional Other Outputs for the _____HIDTA, 20__

		Actual Numerical Quantity						Actual Value					
Initiative	Output	Expected Quantity	Q1	Q2	Q3	Q4	Total Quantity	Expected Value	Q1	Q2	Q3	Q4	Total Value

Case Explorer Data Stored in WebPMP

The table below summarizes where Case Explorer data can be used within WebPMP.

			Data stored as	Used in WebPMP at	
C	G	E	PULLED by WebPMP – by WebPMP users' action.	Enforcement tab at ...	Intelligence tab at ...
✓	✓	✓	Arrests	Other Outputs	
✓	✓	✓	Firearm seizures	Asset Seizures	
✓	✓	✓	Event/case deconfliction	Activities	Services
✓	✓	✓	Analytical support	Activities	Services
✓	✓	✓	Number of cases opened	Activities	
			PUSHED from Case Explorer – by CE users' action.		
✓	✓	✓	Seizures (drugs and assets)	Seizures	
NA	✓	NA	DTO/MLO/CO data. If insufficient members/leaders, the CE user receives a message that the group will be a CO, not DTO/MLO	DTO/MLO/CO	

Suggestions from the Reader

We want to hear from you. In the space below, please list your suggestions for improvement of the training program and the training materials. Fax this form to:

Troy M. Bankert
Training Manager
National HIDTA Assistance Center
Email: tmbankert@nhac.org

Participant Guide

Page	Suggestion or Correction Needed

Handouts (current or proposed)

Document	Suggestion or Correction Needed

Best Practices to Share With Others

Topic	Best Practice

Other Materials or Training Needed

Describe the additional materials or training needed.