WebPMP Software
&
PMP Process Guidelines

Participant Guide
Version 3.3
Acknowledgements

Thanks to the many contributors and reviewers who reviewed various portions of this material.

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.

January, 2024
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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.

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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
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.
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.
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.
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 15\textsuperscript{th} 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

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?
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.
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.

**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?
**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.
Module 1: Performance Management at HIDTA

During the Program Year

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

**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.

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**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.

**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 supplemental\(^1\) 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.

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**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?

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\(^{1}\) 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.

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.
Module 1: Performance Management at HIDTA

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.

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.

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?
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.
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
Data copied forward

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

<table>
<thead>
<tr>
<th>Push of ...</th>
<th>Who performs ...</th>
<th>Affects ....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiatives List</td>
<td>PMP Coordinator</td>
<td>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.</td>
</tr>
<tr>
<td>Initiative Profile</td>
<td>Initiative user*</td>
<td>The following program year’s Profile information except initiative positions (pushed separately) and the budget amounts (which come from FMS).</td>
</tr>
<tr>
<td>Initiative Positions</td>
<td>Initiative user*</td>
<td>The Positions listed on the Profile screen, i.e., the list of Agency positions for the following program year.</td>
</tr>
<tr>
<td>Other Outputs</td>
<td>Initiative user*</td>
<td>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.</td>
</tr>
</tbody>
</table>

* 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 HIDTAs can create their own file format as they wish. An example is provided on page C-29.
Module 1: Performance Management at HIDTA

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.

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.

Important: Do not administer surveys by phone.
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.

<table>
<thead>
<tr>
<th>Setup Tasks</th>
<th>Routine Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define and setup initiatives</td>
<td>Copy initiatives from one program year to the next. Copy other details such as</td>
</tr>
<tr>
<td>Setup users and assign permissions</td>
<td>initiative: profile, positions, other outputs (if used); DTO List.</td>
</tr>
<tr>
<td>Select US counties designated in the HIDTA region and add other destinations</td>
<td>Update the initiative description, e.g., mission, agency positions, expected</td>
</tr>
<tr>
<td>where the HIDTA makes drug seizur</td>
<td>outputs.</td>
</tr>
<tr>
<td>Select drugs of concern to your HIDTA</td>
<td>Record actual results quarterly (cases, DTOs dismantled, etc.)</td>
</tr>
</tbody>
</table>

⚠️ **Important:** Report specific location of seizure. DO NOT enter source area or assumed destination.
Let’s divide the task list according to who performs the tasks.

<table>
<thead>
<tr>
<th><strong>PMP Coordinator</strong></th>
<th><strong>Initiative Users</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Preparation</strong></td>
<td></td>
</tr>
<tr>
<td>Create the current list of initiatives and drug list.</td>
<td>Edit to describe the initiative</td>
</tr>
<tr>
<td>Edit the list of counties, destination areas, etc., as needed</td>
<td>Record expected outputs</td>
</tr>
<tr>
<td>Update the regional HIDTA’s expected ROI</td>
<td>Print initiative’s budget proposal</td>
</tr>
</tbody>
</table>

| **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 HIDTAs divide the work of keying data into WebPMP, but other scenarios are also possible.

**A Few Users Key Data for All Initiatives**

Some HIDTAs 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 HIDTAs. Using master lists reduces the variety in the way different users may key the same agency names, county names, drug names, and such.
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.
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.
Module 2: Using the Software

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.

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.)

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

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


2. Login with your credentials. The HIDTA Secure Access screen displays a custom menu of the programs for which you are authorized to use.
Module 2: Using the Software

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.

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.

Logging Out

From almost every screen, you can click Logout at the top right of the screen to log out.
**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.

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

Click a tab to display the screen. Some screens have a second row of subtabs.

Start each screen by setting the program year.

Click \( \gg \) to view additional data or make further choices.

Click to display the drop-down list of choices.

Click to remove an entry from the screen; the deletion isn’t permanent until you click **Save**.
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.

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
Module 2: Using the Software

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

Edit and Delete Rows

Most grids allow you to edit and delete individual rows.

Click **Edit** to edit a row.

Click **X** 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.

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.
**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.

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.

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.

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.

Requests for policy waivers

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Administrative Ass | 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. |
| Agent              | 1        | Agency: DEA  
HIDTA Funded: No  
Co-Located: Yes  
Fulltime: Yes    | Shared with MTF and RDTF.                                              |
| Criminal Analyst   | 1        | Agency: Michigan State Police  
HIDTA Funded: Yes  
Co-Located: Yes  
Fulltime: No     | Shared position, also supports RDTF.                                 |
| Deputy             | 2        | Agency: Alaville 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. |
| Intelligence Analyst| 1       | Agency: Alaville County Sheriff’s Office  
HIDTA Funded: Yes  
Co-Located: Yes  
Fulltime: Yes   |                                                                       |

- **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.

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. 

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

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

Contact your administrator if changes are needed.
## Keying Enforcement Data

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

<table>
<thead>
<tr>
<th>On this screen …</th>
<th>During Budget Preparation</th>
<th>As the Year Progresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Profile</strong></td>
<td>Information about the initiative’s activities, proposed budget, and its participants.</td>
<td>Not used.</td>
</tr>
<tr>
<td><strong>DTO</strong></td>
<td>The number of DTOs and MLOs expected to be dismantled or disrupted. This is recorded on the Sidebar of the Home Page.</td>
<td>New DTOs as you identify them and update the data throughout the year. Record each dismantled or disruption accomplishment.</td>
</tr>
<tr>
<td><strong>Seizures</strong></td>
<td>Not used.</td>
<td>The actual drug and asset seizures.</td>
</tr>
<tr>
<td><strong>Clandestine Labs</strong></td>
<td>Not used.</td>
<td>The actual location of the seizure</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td>The expected number of new cases, etc.</td>
<td>The actual number of new cases and prosecution activities.</td>
</tr>
<tr>
<td><strong>Prosecution</strong></td>
<td>The expected number of support services by prosecution staff.</td>
<td>The actual number of support services provided by prosecution staff.</td>
</tr>
<tr>
<td><strong>Fugitives</strong></td>
<td>The expected number of fugitives to be apprehended.</td>
<td>The actual number of fugitives apprehended.</td>
</tr>
<tr>
<td><strong>Other Outputs</strong></td>
<td>List of other outputs to be tracked; optional.</td>
<td>The actual data recorded for other outputs (if any are tracked)</td>
</tr>
<tr>
<td><strong>DHE</strong></td>
<td>Not used.</td>
<td>The actual DHE outputs accomplished during the program year; optional.</td>
</tr>
</tbody>
</table>

**See it on …**

- Initiative Description and Budget Proposal, a document submitted to the Executive Board for approval.  
- Individual measurement tables.
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 Seize 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.
Module 3: Enforcement Initiatives

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 HIDTAs can record local prices for drugs in the remaining drug groups.
- With justification, local HIDTAs 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.
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
How does WebPMP report seized firearms?

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?
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, HIDTAs must retain a copy of EPIC Form 143 for 3 years or until audited.

Furthermore, HIDTAs should review PMP data on a quarterly basis to identify discrepancies between the NSS and WebPMP. HIDTAs 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?
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.
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.
**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**

What does a case represent?

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

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

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

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.
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

**Certification Prep**

What formula does WebPMP use when calculating 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.

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.

\[
\text{Wholesale value of drug seizures + cash assets, + non-} \\
\text{Aggregate HIDTA funds budgeted for all activities} \\
\text{except prevention, treatment, and research and development}
\]
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.
Module 3: Enforcement Initiatives

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.

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.


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.
The **Save** button is located mid-screen, between the top and bottom portions.
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 …
Module 3: Enforcement Initiatives

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

Note: Each row represents 1 position title of one agency, so a row can represent 2 or more positions from the same agency.
Module 3: Enforcement Initiatives

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.

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

Getting Here

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

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.

**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.

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.

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.

![Activity Table](image)

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.
Module 3: Enforcement Initiatives

Getting Here

1. Open the initiative and click the Prosecution tab.

Prosecution
Complete the expected values.

<table>
<thead>
<tr>
<th>Initiative: 26 Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 - 2020 Avg</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Number of Indictments</td>
</tr>
<tr>
<td>Individuals Prosecuted</td>
</tr>
<tr>
<td>Individuals Convicted</td>
</tr>
<tr>
<td>HIDTA Cases Supported</td>
</tr>
</tbody>
</table>

Prosecution Notes

Optional Prosecution Data

<table>
<thead>
<tr>
<th>2018 - 2020 Avg</th>
<th>Expected</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Warrants Reviewed</td>
<td>9</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wiretap Orders Reviewed</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Court Orders Reviewed</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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

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

- Arrests
- Firearms Seized\(^3\)
- Vaping Cartridge
- Wiretaps (Lines)
- 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 HIDTAs 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.

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.

   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.
Module 3: Enforcement Initiatives

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.

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.
Module 3: Enforcement Initiatives

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

FY 2023 ENFORCEMENT INITIATIVE DESCRIPTION BUDGET PROPOSAL (INVESTIGATIVE)

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Enforcement
LEAD AGENCY(S): Alewife 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

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Module 3: Enforcement Initiatives

Full-time support from:
- LEAD Drug Enforcement Agency
- Michigan State Police
- Allevina County Sheriff’s Office
- Glenwood Springs Police Department (GSPD)
- Thunder Bay Police Department (TBPD)

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 those 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

<table>
<thead>
<tr>
<th>HIDTA Participating Agency Positions, Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Co-located</td>
</tr>
<tr>
<td>Non-Co-located</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

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### HDTA Participating Agency Positions

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Title</th>
<th>Agency</th>
<th>HIDTA Funded</th>
<th>Co-Located</th>
<th>Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant</td>
<td>Thunder Bay Police Department</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Agent</td>
<td>DEA</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Criminal analyst</td>
<td>Michigan State Police</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Deputy</td>
<td>Allegan County Sheriff’s Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Intelligence Analyst</td>
<td>Allegan County Sheriff’s Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Officer</td>
<td>Grenwood Springs Police Department</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Officer</td>
<td>Lakewood Police Department</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>1</td>
<td>Prosecutor</td>
<td>District Attorneys Office</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Trooper</td>
<td>State Highway Patrol</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2023: Request for initiative: $800,000.00
Approved Budget: $800,000.00
Current Budget: $800,000.00

### DESIGNATED COUNTRIES OF PRIMARY FOCUS:
Monroe, Florida
NHAC County

### 4. DESCRIPTION (Check all that apply)

- International DTO Focus
- Multi-State DTO Focus
- Local DTO Focus
- International MLO Focus
- Multi-State MLO Focus
- Local MLO Focus
- Gang Focus
- Fugitive Focus

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Module 3: Enforcement Initiatives

Interdiction Modalities
- Air
- Rail
- Highway
- Parcel (Commercial)
- Parcel (Postal)
- Maritime
- Other
- N/A

Drug Focus
- Cocaine/Crack
- Fentanyl
- Heroin
- Methamphetamine
- Marijuana
- 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

Does this initiative use the HIDTA's IIGC 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

<table>
<thead>
<tr>
<th>Outputs</th>
<th>2019 - 2021 Average</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Trafficking Organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International DTOs</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Multi-State DTOs</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Local DTOs</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Money Laundering Organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International MLOs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Multi-State MLOs</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Local MLOs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

### Drug Seizures

<table>
<thead>
<tr>
<th>Drug Seizures (Units)</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2019 - 2021 Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine Kg</td>
<td>0.000</td>
<td>4.123</td>
<td>65.000</td>
<td>29.984</td>
</tr>
<tr>
<td>Crack Kg</td>
<td>5.140</td>
<td>0.013</td>
<td>28.000</td>
<td>10.367</td>
</tr>
<tr>
<td>Fentanyl Kg</td>
<td>0.000</td>
<td>11.006</td>
<td>4883.000</td>
<td>1622.563</td>
</tr>
<tr>
<td>Grill Liter</td>
<td>0.000</td>
<td>298.281</td>
<td>16.000</td>
<td>103.754</td>
</tr>
<tr>
<td>Heroin Kg</td>
<td>0.015</td>
<td>785.000</td>
<td>0.050</td>
<td>261.690</td>
</tr>
<tr>
<td>Ice Kg</td>
<td>0.000</td>
<td>753.000</td>
<td>10.000</td>
<td>260.333</td>
</tr>
</tbody>
</table>
Module 3: Enforcement Initiatives

Drug Seizures

<table>
<thead>
<tr>
<th>Drug Seizures (Units)</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2019 - 2021 Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana Kg</td>
<td>122,000</td>
<td>348,520</td>
<td>0,000</td>
<td>1,185,000</td>
</tr>
<tr>
<td>Marijuana Plants - Indoors Kg</td>
<td>3954,172</td>
<td>369,875,023</td>
<td>75,53,000</td>
<td>172,34,900</td>
</tr>
<tr>
<td>Marijuana Plants - Outdoors Kg</td>
<td>11,744,218</td>
<td>2,850,475</td>
<td>3,416,873</td>
<td>1,391,886</td>
</tr>
<tr>
<td>MDMA D.U.</td>
<td>4,998,000</td>
<td>7,938,000</td>
<td>4,482,000</td>
<td>8,689,000</td>
</tr>
<tr>
<td>Methamphetamine Kg</td>
<td>0,000</td>
<td>152,000</td>
<td>607,000</td>
<td>294,1,346</td>
</tr>
<tr>
<td>Oxycodone D.U.</td>
<td>0,000</td>
<td>0,000</td>
<td>1,250,000</td>
<td>4,180,687</td>
</tr>
</tbody>
</table>

Cash and Other Asset Seizures

<table>
<thead>
<tr>
<th>Cash and Other Asset Seizures</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2019 - 2021 Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Assets</td>
<td>$416,708.00</td>
<td>$466,793.00</td>
<td>$1,902,682.00</td>
<td>$908,757.02</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$933,168.00</td>
<td>$982,948.00</td>
<td>$655,711.00</td>
<td>$817,025.67</td>
</tr>
<tr>
<td>Total Assets Seized</td>
<td>$1,349,876.00</td>
<td>$1,349,741.00</td>
<td>$2,558,493.00</td>
<td>$1,725,782.57</td>
</tr>
</tbody>
</table>

Analytical Support

<table>
<thead>
<tr>
<th>Output</th>
<th>2019 - 2021 Average</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases Provided Analytical Support</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Keyed at ... Seizures (Drug)
Keyed at ... Seizures (Assets)
Keyed at ... Activities
<table>
<thead>
<tr>
<th>Output</th>
<th>2019 - 2021 Average</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals Prosecuted</td>
<td>21</td>
<td>25</td>
<td>23</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Individuals Convicted</td>
<td>14</td>
<td>17</td>
<td>14</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>Number of Indictments</td>
<td>21</td>
<td>24</td>
<td>24</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>HIDTA Cases Supported</td>
<td>22</td>
<td>25</td>
<td>22</td>
<td>19</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output</th>
<th>2019 - 2021 Average</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fugitives</td>
<td>73</td>
<td>73</td>
<td>74</td>
<td>72</td>
<td>75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests</td>
<td>108</td>
<td>216</td>
<td>11</td>
</tr>
<tr>
<td>Firearm Tracking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Firearms Seized</td>
<td>139</td>
<td>618</td>
<td>108</td>
</tr>
<tr>
<td>NIBIN (Matching) Correlation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NIBIN Acquisition</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vaping Cartridges Seized</td>
<td>0</td>
<td>530</td>
<td>10,581</td>
</tr>
<tr>
<td>Wiretaps (Lines)</td>
<td>26</td>
<td>10</td>
<td>24</td>
</tr>
</tbody>
</table>

### List of Policy Requests

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Board Appr.</th>
<th>ONDCP Appr.</th>
<th>End Date</th>
<th>ONDCP Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.10.3 Law Enforcement and Prosecution</td>
<td>Position Justification</td>
<td>Yes</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positions</td>
<td>Justification</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Prosecutor to support HIDTA cases; 25% salary reimbursement - $23,689.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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.

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.

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.

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.

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.

**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.

---

<table>
<thead>
<tr>
<th>Case No.</th>
<th>26E-15-0135</th>
<th>26E-15-0135</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Seized</td>
<td>Cash</td>
<td>Date</td>
</tr>
<tr>
<td>DTO</td>
<td>BadBoys 15</td>
<td>Value</td>
</tr>
</tbody>
</table>

**Optional Information**

<table>
<thead>
<tr>
<th>Source Area</th>
<th>Result Of DHE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

**Buttons:**

- **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
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.

You must click Save to all entries on the form.
**Asset Seizures History Table**

<table>
<thead>
<tr>
<th>Seizure Details</th>
<th>Additional Info</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 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 |
| 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 |
| Firearm | Quantity: 2  
Seized On: 12/12/2022  
Case Number: 26E-15-0035 | DTO: Bad Boys 15  
Source: Destination: Result of DHE: No  
Zip Code: Validated: Not Validated | |
| Cash | Value: $1505.00  
Seized On: 11/10/2022  
Case Number: 26E-09-0132 | DTO: Bad Boys 12  
Source: Destination: Result of DHE: No  
Zip Code: Validated: Not Validated | PROG ID # 2022-142-0310 |
| Other | Value: $37,500.00  
Seized On: 10/10/2022  
Case Number: 26E-0150 | DTO:  
Source: Destination: Result of DHE: No  
Zip Code: Validated: Not Validated | |

**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.
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.

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.

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

**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.

---

*WebPMP Software & PMP Process Guidelines 3-53*
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.

You must click to Save all entries on the form.
Choose the number of items you wish to display at once.

- Sort the table’s records as you wish.
- Click **Edit** to place the row data in a data entry form for easier editing.
- Deletes the row (seizure).
- 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)

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.

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.

<table>
<thead>
<tr>
<th>Laboratory Type</th>
<th>End Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production</td>
<td>DMT N, N-Dimethyltryptamine</td>
</tr>
<tr>
<td></td>
<td>Fentanyl</td>
</tr>
<tr>
<td></td>
<td>GHB</td>
</tr>
<tr>
<td></td>
<td>LSD</td>
</tr>
<tr>
<td></td>
<td>MDMA (Ecstasy)</td>
</tr>
<tr>
<td></td>
<td>OxyContin</td>
</tr>
<tr>
<td></td>
<td>PCP</td>
</tr>
<tr>
<td></td>
<td>Steroids</td>
</tr>
<tr>
<td></td>
<td>Synthetic Cannabinoids (e.g., K2/Spice)</td>
</tr>
<tr>
<td>Conversion</td>
<td>Cannabis Oil Extraction (e.g. honey oils, wax)</td>
</tr>
<tr>
<td></td>
<td>Counterfeit Pill Manufacturing</td>
</tr>
<tr>
<td></td>
<td>Crack</td>
</tr>
<tr>
<td></td>
<td>Hashish</td>
</tr>
<tr>
<td></td>
<td>Ice</td>
</tr>
<tr>
<td></td>
<td>Methamphetamine HCl</td>
</tr>
</tbody>
</table>

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

Laboratory Type: DMT N, N-Dimethyltryptamine
End Product: Fentanyl

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.

Key notes, if desired.

Click Save to save all entries to all panels.
Getting Here
1. Open the initiative and click the Activities tab.

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.

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.

Click Save to save all entries.
Getting Here

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

**Prosecution**

### Initiative: 26 Enforcement

**Prosecution**

**HIDTA Funded Prosecution Activities**

<table>
<thead>
<tr>
<th></th>
<th>2017 - 2019 Avg</th>
<th>Expected</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Indictments</td>
<td>15</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Individuals Prosecuted</td>
<td>15</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Individuals Convicted</td>
<td>10</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HIDTA Cases Supported</td>
<td>15</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Prosecution Notes**

**Optional Prosecution Data**

<table>
<thead>
<tr>
<th></th>
<th>2017 - 2019 Avg</th>
<th>Expected</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Warrants Reviewed</td>
<td>7</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wiretap Orders Reviewed</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Court Orders Reviewed</td>
<td>4</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**Click Save** to complete your work.
Getting Here
1. Open the initiative and click the Fugitive tab.

Fugitive

Initiative: 26 Enforcement

Fugitives

<table>
<thead>
<tr>
<th></th>
<th>2017 - 2019 Avg</th>
<th>Expected</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fugitives</td>
<td>47</td>
<td>71</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Related to Drug Charges</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Result of DHE</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Fugitive Notes

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

Sort the table’s records as you wish.

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.

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.

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.
Module 3: Enforcement Initiatives

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

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.
**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.
Deleting from the DTO List
Deleted DTOs do not count toward the program year’s performance data.

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.

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.
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.

After entering filter(s), click Update List to apply your filters and refresh the DTO List.

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.

<table>
<thead>
<tr>
<th>DTO/MLO Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year:</strong> 2018</td>
<td></td>
</tr>
<tr>
<td><strong>HIDTA:</strong> Canadian Border</td>
<td></td>
</tr>
<tr>
<td><strong>DTO/MLO(s):</strong> Bad Boys 12, Bad Boys 13, Bad Boys 14, Bad Boys 15, Bad Boys 17, Bad Boys 16</td>
<td></td>
</tr>
<tr>
<td><strong>Organizations in Summary:</strong> 6</td>
<td></td>
</tr>
<tr>
<td><strong>Type:</strong> DTOs and MLOs</td>
<td></td>
</tr>
<tr>
<td><strong>Scope:</strong> Show All</td>
<td></td>
</tr>
<tr>
<td><strong>Only identified in 2018:</strong> 0</td>
<td></td>
</tr>
<tr>
<td><strong>Only on Core Tables:</strong> 0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Drug Trafficking:</strong> 5</th>
<th><strong>Money Laundering:</strong> 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Violent</strong></td>
<td><strong>Gang Related</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Leaders</strong></td>
<td><strong>Members</strong></td>
</tr>
<tr>
<td>6</td>
<td>36</td>
</tr>
</tbody>
</table>

| **Scope** | **DTO/MLO Disposition** |  |
|-----------|-------------------------|  |
| **Scope** | **Dismantled** | **Disrupted** | **All Disrupted** |  |
| International | 0 | 0 | 0 |  |
| Multi-State | 0 | 0 | 0 |  |
| Local | 0 | 0 | 0 |  |

<table>
<thead>
<tr>
<th><strong>Classification</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCEDEF</strong></td>
<td><strong>CIDT</strong></td>
</tr>
<tr>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

| **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 |  |

<table>
<thead>
<tr>
<th><strong>Trafficking Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drugs Trafficked</strong></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>4</td>
</tr>
<tr>
<td>Cocaine</td>
<td>2</td>
</tr>
<tr>
<td>MDMA</td>
<td>1</td>
</tr>
<tr>
<td>Money Laundering</td>
<td>1</td>
</tr>
<tr>
<td><strong>Local Geographic Areas</strong></td>
<td></td>
</tr>
<tr>
<td>Boyne City, Wisconsin</td>
<td>2</td>
</tr>
<tr>
<td>Lorain, Ohio</td>
<td>2</td>
</tr>
<tr>
<td>Mackinac, Michigan</td>
<td>2</td>
</tr>
<tr>
<td>Iron, Wisconsin</td>
<td>1</td>
</tr>
<tr>
<td>Lewis, New York</td>
<td>1</td>
</tr>
<tr>
<td><strong>Destination Areas</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

**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.

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

This box is displayed only for PMP Coordinators to use.

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).

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

- Organizational leadership
- Distribution
- Methods of financing
- Communications
- Transportation
- Drug production

These buttons only affect the Disruptions panel.
Module 3: Enforcement Initiatives

Traffic and Seizure Information

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.

- 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.
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.

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.

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.

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.

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.

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

Click Associate an Asset Seizure to display a data panel.

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
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.

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.
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.

Whenever you change the filters or your choices of data fields, click Refresh to execute your new instructions.

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.
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.

These choices trigger WebPMP to reduce the results to display only suspected duplicate records.

Remember to click Refresh after changing choices.

Works the same as exporting DTO data, described on page 3-84.
Export Drug Seizures

Exporting lists of drug seizures allows you to more easily cross-check the data in WebPMP with other sources.

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.

Exporting the Validated Date to Excel, lets you quickly see what data is not yet validated.

These choices trigger WebPMP to reduce the results to display only suspected duplicate records.

Remember to click Refresh after changing choices.

Works the same as exporting DTO data, described on page 3-84.
Module 3: Enforcement Initiatives

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.

![Export Drug Prices](image)

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 – Deconfliction .........................................B-16
Table 9 – Analytical Support......................................B-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. 

WebPMP Software & PMP Process Guidelines
Module 4: Intelligence Initiatives
Module 4: Intelligence Initiatives

4-2 WebPMP Software & PMP Process Guidelines
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
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.

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.

<table>
<thead>
<tr>
<th>During Budget Preparation</th>
<th>As the Year Progresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On this screen ...</strong></td>
<td><strong>record ...</strong></td>
</tr>
<tr>
<td>Profile</td>
<td>Descriptive information about the initiative, its work products, and its participants.</td>
</tr>
<tr>
<td>Services</td>
<td>The expected services of the intelligence initiative: cases provided analytical support, deconflictions, and more.</td>
</tr>
<tr>
<td>See it on ...</td>
<td>Initiative Description and Budget Proposal document</td>
</tr>
<tr>
<td></td>
<td>The actual counts of intelligence services provided by the initiative; some data is collected by surveying customers.</td>
</tr>
<tr>
<td></td>
<td>Individual measurement tables: Tables 8 through 12</td>
</tr>
</tbody>
</table>
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?

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.
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.
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.

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.
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.

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.

Make a habit to start every screen checking the program year.

After uploading the budget document, you can view it anytime using this button.

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.
Module 4: Intelligence Initiatives

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 support.

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 HDTA 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...
- Monroe, Florida
- NHAC County

Intelligence Investigative Activities

Services Provided (Check all that apply):

- Intelligence Products
  - Strategic Intelligence
  - Operational Intelligence
  - Tactical Intelligence
- Information Sharing
- Analytical Case Support
- Watch Center/Deconfliction
  - Target/Investigative Data
  - Event

Initiative Compliance

Is this initiative the HDTA’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 allocated 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
  - State Agency Employee
  - Local Agency Employee
  - Tribal Agency Employee
  - 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
Module 4: Intelligence Initiatives

Top of screen Part 3

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.

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.

Important:
Update initiative positions throughout the program year as changes occur.
Choose how many rows of the grid to view at one time.
Sort the table to quickly locate entries.
Use either Push button to push (or copy) all or individual rows to the next program year.
Check multiple rows to edit or delete several at once.
Edit or delete individual rows.

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

IG Note

Mention that the Initiative Positions table provides a Navigation Bar when there are additional pages to view.

Important: Watch for changes in personnel assignments (positions) as you key data for a new program year.

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. 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.

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.

**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 support\(^6\), and deconfliction. During budget preparation, key only the Expected values.

---

**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.
### 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.

---

**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**.

---

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

**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

FY 2023 INTELLIGENCE AND INFORMATION SHARING INITIATIVE
DESCRIPTION BUDGET PROPOSAL

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Intelligence
LEAD AGENCY(S): DEA
LOCATION: Thunder Bay Police Department

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 ISC, and the strategic intelligence analyst is located at the Western Canada Regional Intelligence Center in 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...
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

<table>
<thead>
<tr>
<th></th>
<th>Federal</th>
<th></th>
<th>Other</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
<td>Full Time</td>
<td>Part Time</td>
<td>Total</td>
</tr>
<tr>
<td>Co-Located</td>
<td>4</td>
<td>0</td>
<td>6</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Non-Co-Located</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4</td>
<td>0</td>
<td>6</td>
<td>1</td>
<td>11</td>
</tr>
</tbody>
</table>

### HIDTA Participating Agency Positions

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Title</th>
<th>Agency</th>
<th>HIDTA Funded</th>
<th>Co-Located</th>
<th>Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Counterdrug Analyst</td>
<td>State Highway Patrol</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Intelligence specialist</td>
<td>DEA</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Special Agent / Supervisor</td>
<td>DEA</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Supervisor / Lt.</td>
<td>Thunder Bay Police Department</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Tactical analyst</td>
<td>FBI</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Tactical analyst</td>
<td>Glenwood Springs Police Department</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Tactical analyst</td>
<td>Lakewood Police Department</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Tactical analyst</td>
<td>Thunder Bay Police Department</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. INITIATIVE BUDGET (Pulled automatically from FMS)
Module 4: Intelligence Initiatives

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
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

<table>
<thead>
<tr>
<th>Outputs</th>
<th>2019 - 2021 Average</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Deconflictions</td>
<td>54</td>
<td>61</td>
<td>41</td>
<td>54</td>
</tr>
<tr>
<td>Target/Investigative Data Deconflictions</td>
<td>132</td>
<td>152</td>
<td>98</td>
<td>132</td>
</tr>
</tbody>
</table>

### Analytical Support

<table>
<thead>
<tr>
<th>Output</th>
<th>2019 - 2021 Average</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIDTA Cases Provided Analytical Support</td>
<td>43</td>
<td>48</td>
<td>34</td>
<td>43</td>
</tr>
</tbody>
</table>
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.

**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

#### Services

**Intelligence Services**

**Case Support**

<table>
<thead>
<tr>
<th></th>
<th>2018 - 2020 Avg</th>
<th>Expected</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases Provided Analytical Support</td>
<td>48</td>
<td>48</td>
<td>20</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>32</td>
</tr>
</tbody>
</table>

**Deconflictions**

<table>
<thead>
<tr>
<th></th>
<th>2018 - 2020 Avg</th>
<th>Expected</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Deconflictions</td>
<td>60</td>
<td>60</td>
<td>18</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td>Target/Investigative Data Deconflictions</td>
<td>148</td>
<td>148</td>
<td>38</td>
<td>41</td>
<td>0</td>
<td>0</td>
<td>79</td>
</tr>
</tbody>
</table>

**Strategic Products**

<table>
<thead>
<tr>
<th></th>
<th>2018 - 2020 Avg</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Strategic Products</td>
<td>11</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Number Posted to HSIN</td>
<td>11</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Number Posted to EPIC</td>
<td>11</td>
<td>6</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>Number of Operational Products</td>
<td>18</td>
<td>16</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>31</td>
</tr>
<tr>
<td>Number of Tactical Products</td>
<td>22</td>
<td>18</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td>Number of Drug Felony Arrest Notifications</td>
<td>38</td>
<td>22</td>
<td>24</td>
<td>0</td>
<td>0</td>
<td>46</td>
</tr>
<tr>
<td>Number of Joint Strategic Products</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional Notes

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.

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
Module 5: Management Initiatives

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

<table>
<thead>
<tr>
<th>During Budget Preparation</th>
<th>As the Year Progresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On this screen ...</strong></td>
<td>record ...</td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td>Information about the initiative and its participants.</td>
</tr>
<tr>
<td><strong>See it on ...</strong></td>
<td>Initiative Description and Budget Proposal</td>
</tr>
</tbody>
</table>

5-4 WebPMP Software & PMP Process Guidelines
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.

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.

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.
Note: Notice that the Profile data for management initiatives is very long. Some questions eliminate the need for HDTAs 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.
Module 5: Management Initiatives

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 GNDCP 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 HDTA’s written standard operating procedures (SOPs)?
- Yes ○ No

Has the Executive Board reviewed and approved the threat assessment, strategy, and IDPAs prior to submission to GNDCP?
- Yes ○ No

Has the Executive Board reviewed the HDTA’s initiatives for compliance with HDTA 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 HDTA 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 HDTA 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 HDTA initiatives and to make decisions on behalf of his/her agency?
- Yes ○ No

Is the HDTA 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**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the Executive Board’s SOPs consistent with the established policies of participating agencies?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Executive Board meet at least quarterly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have the Executive Board’s meeting minutes from the previous calendar year been submitted to ONDCP?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the HIDTA Director retained the Executive Board meeting minutes from the past 3 years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is PMP data entered on a quarterly basis, at minimum?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is PMP training provided annually?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Director convene initiative supervisors at least semi-annually to facilitate coordination and communication between participating agencies and initiatives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the HIDTA have a management and coordination initiative staffed by, at minimum, the HIDTA Director and a financial officer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Executive Board ensured that each HIDTA initiative has established performance targets?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has at least one current HIDTA staff member successfully completed the HIDTA PMP certification course?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Executive Board sponsor at least one Intelligence and Information Sharing Initiative (Investigative Support Center) consisting of compartmented participants from Federal and state/local/tribal agencies?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a designated IT manager for the HIDTA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is an Acceptable Use Policy (AUP) in place that fulfills the requirements in PPBG Section 9.5?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are information system(s) security policies in place that meet or exceed the requirements of the participating agencies?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

槔 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.

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

Important:

Update initiative positions throughout the program year as changes occur.
Module 5: Management Initiatives

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

- Choose how many rows of the grid to view at one time.
- Sort the table to quickly locate entries.
- Use either Push button to push (or copy) all or individual rows to the next program year.
- Check multiple rows to edit or delete several at once.
- Edit or delete individual rows.
Module 5: Management Initiatives

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

Important: Watch for changes in personnel assignments (positions) as you key data for a new program year.

Click Add Position to open the data entry form for adding a new table row, i.e., a new position.

The report order allows you to control the order in which positions appear in the Initiative Description and Budget Proposal document.
Module 5: Management Initiatives

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.

![Image of the WebPMP software interface]

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.

Refer to the *HIDTA Program Policy and Budget Guidance*, to select the Chapter and Section for which a waiver is requested.

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.

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.

Click **Save Request** to save the uploaded document in WebPMP.
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.

Getting Here

1. Open the initiative, and click the Profile tab.
2. Click Executive Board Agencies subtab.

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.

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.
Management Initiative Description and Budget Proposal

FY 2023 MANAGEMENT AND COORDINATION INITIATIVE DESCRIPTION BUDGET PROPOSAL

HIDTA: Canadian Border
INITIATIVE TITLE: 26 Management
LEAD AGENCY(S): Allevie 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 Sheriff's 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 Sheriff’s Office and Princess University. Contract positions are administered by the Cook County Sheriff’s Office.

Additional Activities

Page 1 of 6 on 1/19/2023 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**

<table>
<thead>
<tr>
<th></th>
<th>Federal</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
<td>Full Time</td>
<td>Part Time</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Co-Located</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Non-Co-Located</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**HIDTA Participating Agency Positions**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Title</th>
<th>Agency</th>
<th>HIDTA Funded</th>
<th>Co-Located</th>
<th>Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deputy Director</td>
<td>Allisville County Sheriff’s Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Director</td>
<td>Cook County Sheriff’s Office</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Financial Manager</td>
<td>Allisville County Sheriff’s Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Information Technology Manager</td>
<td>Cook County Sheriff’s Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>PMP Coordinator</td>
<td>Allisville County Sheriff’s Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**EXECUTIVE BOARD MEMBER AGENCIES**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Type</th>
<th>Voting/Non-Voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allisville County Sheriff’s Office</td>
<td>Local</td>
<td>Voting</td>
</tr>
<tr>
<td>Cook County Sheriff’s Office</td>
<td>Local</td>
<td>Voting</td>
</tr>
<tr>
<td>Davis County Sheriff’s Office</td>
<td>Local</td>
<td>Voting</td>
</tr>
</tbody>
</table>
EXECUTIVE BOARD MEMBER AGENCIES

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Type</th>
<th>Voting/Non-Voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flathead County Sheriff's Office</td>
<td>Local</td>
<td>Voting</td>
</tr>
<tr>
<td>Glenwood Springs Police Department</td>
<td>Local</td>
<td>Non-Voting</td>
</tr>
<tr>
<td>Lakewood Police Department</td>
<td>Local</td>
<td>Voting</td>
</tr>
<tr>
<td>Niagara Police Department</td>
<td>Local</td>
<td>Voting</td>
</tr>
<tr>
<td>Thunder Bay Police Department</td>
<td>Local</td>
<td>Voting</td>
</tr>
<tr>
<td>Michigan State Police</td>
<td>State</td>
<td>Voting</td>
</tr>
<tr>
<td>State Highway Patrol</td>
<td>State</td>
<td>Non-Voting</td>
</tr>
<tr>
<td>DEA</td>
<td>Federal</td>
<td>Voting</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal</td>
<td>Voting</td>
</tr>
</tbody>
</table>

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2023 Request for initiative: $230,000.00
Approved Budget: $0.00
Current Budget: $0.00

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 IDBP's 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?
Module 5: Management Initiatives

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 entered on a quarterly basis, at minimum?
☑ Yes ☐ No

Is PMP training provided annually?
Module 5: Management Initiatives

☑ 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. 

WebPMP Software & PMP Process Guidelines 5-27
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
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.

Certification Prep

How will you identify training activities recorded for PMP from other activities?
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

<table>
<thead>
<tr>
<th>On this screen …</th>
<th>During Budget Preparation</th>
<th>As the Year Progresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Record … Descriptive information about the initiative, its work products, and its participants.</td>
<td>Record …</td>
</tr>
<tr>
<td>Training</td>
<td>The expected training services to be provided: number of students, hours of training for four types of courses.</td>
<td>The actual level of training services provided by the initiative, including post-training surveys of attendees.</td>
</tr>
<tr>
<td>See it on …</td>
<td>Initiative Description and Budget Proposal document</td>
<td>Individual measurement tables: Table 7, Training Assessment</td>
</tr>
</tbody>
</table>

### Treatment and prevention initiatives

<table>
<thead>
<tr>
<th>On this screen …</th>
<th>During Budget Preparation</th>
<th>As the Year Progresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Record … Descriptive information about the initiative, its work products, and its participants.</td>
<td>Record …</td>
</tr>
<tr>
<td>Other Outputs</td>
<td>List of other outputs and expected values. These are available only to treatment and prevention initiatives.</td>
<td>The actual data recorded for other outputs (if used).</td>
</tr>
<tr>
<td>See it on …</td>
<td>Initiative Description and Budget Proposal document</td>
<td>Individual measurement tables: Other Outputs Report</td>
</tr>
</tbody>
</table>
## All other support initiatives

<table>
<thead>
<tr>
<th>During Budget Preparation</th>
<th>As the Year progresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On this screen …</strong></td>
<td><strong>record …</strong></td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td></td>
</tr>
<tr>
<td>Descriptive information about the initiative, its work products, and its participants.</td>
<td>record …</td>
</tr>
<tr>
<td><strong>See it on …</strong></td>
<td></td>
</tr>
<tr>
<td>Initiative Description and Budget Proposal document</td>
<td></td>
</tr>
</tbody>
</table>
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.

\[ \text{Certification Prep} \]
Who administers the surveys?
From where do the questions come?

\[ \text{Warning:} \ \text{Do not count meetings.} \]
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.
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)
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.

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*.

Top of screen

Make a habit to start every screen checking the program year.

After uploading the budget document, you can view it anytime using this button.

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.
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.

### 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

---

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.
Module 6: Support Initiatives

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

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

Click Add Request to open the data entry form.
Module 6: Support Initiatives

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.

Refer to the *HIDTA Program Policy and Budget Guidance*, to select the Chapter and Section for which a waiver is requested.

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.

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.

Click Save Request to save the uploaded document in WebPMP.

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

**Best Practice:**
Use the Training Notes field to document the data source or the formula used to calculate the numbers.
Module 6: Support Initiatives

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.

Book 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.

![Image of Other Outputs data table in WebPMP]
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.

- **Add an Output** opens the data entry form to add a new row.
- 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.
- 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.

Select the program year and the initiative(s).

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.
Support Initiative Description and Budget Proposal (Sample for Training)

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 Allesville 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

<table>
<thead>
<tr>
<th>HIDTA Participating Agency Positions, Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
</tr>
</tbody>
</table>

Page 1 of 3 on 3/27/2022 12:48:50 PM 26 Support
### Module 6: Support Initiatives

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Located</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Non-Co-Located</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>2</strong></td>
<td><strong>1</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

#### HIDTA Participating Agency Positions

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Title</th>
<th>Agency</th>
<th>HIDTA Funded</th>
<th>Co-Located</th>
<th>Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant</td>
<td>Allen County Sheriff's Office</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Training Coordinator</td>
<td>Allen County Sheriff's Office</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Training Specialist</td>
<td>Michigan State Police</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 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
  - [x] No

- Has HIDTA-sponsored and facilitated training been reported in PMP?
  - [ ] Yes
  - [x] No

- Has the Executive Board designated a Training Coordinator?
  - [ ] Yes
  - [x] 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

<table>
<thead>
<tr>
<th>Training Assistance Provided</th>
<th>2019 - 2021 Average</th>
<th>2021 Actual</th>
<th>2023 Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSES OFFERED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Students:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement</td>
<td>217</td>
<td>219</td>
<td>217</td>
</tr>
<tr>
<td>Analytical</td>
<td>184</td>
<td>184</td>
<td>184</td>
</tr>
<tr>
<td>Management</td>
<td>42</td>
<td>49</td>
<td>42</td>
</tr>
<tr>
<td>Demand Reduction</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Hours of Training Provided:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement</td>
<td>1,664</td>
<td>1,666</td>
<td>1,664</td>
</tr>
<tr>
<td>Analytical</td>
<td>1,457</td>
<td>1,486</td>
<td>1,457</td>
</tr>
<tr>
<td>Management</td>
<td>341</td>
<td>343</td>
<td>341</td>
</tr>
<tr>
<td>Demand Reduction</td>
<td>58</td>
<td>65</td>
<td>58</td>
</tr>
<tr>
<td>Totals:</td>
<td>452</td>
<td>460</td>
<td>451</td>
</tr>
<tr>
<td>Total No of Student Hours</td>
<td>3,521</td>
<td>3,560</td>
<td>3,520</td>
</tr>
</tbody>
</table>
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.

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*. 
Module 6: Support Initiatives

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.

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.

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.

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
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.

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.

Getting Here
1. Log in WebPMP; reports are listed at the top of the Dashboard.
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.
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

PMP Coordinator choices
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.
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](image-url)
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

<table>
<thead>
<tr>
<th>Core tables</th>
<th>Enforcement</th>
<th>Intelligence</th>
<th>Management</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – DTOs/MLOs as Expected</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 – DTOs/MLOs Open</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 – Investigative Activity</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 – Quantity and Value of Drugs Removed</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 – Return on Investment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 – Clan Meth Labs Dismantled</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>7 – Training Assessment</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>8 – Case/Event Deconflicts</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 – Analytical Support</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 – Case Agent Satisfaction</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>11 – Intelligence Reporting</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>12 – Review of Intel Products</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

See Appendix B to see the data screen(s) that provides each table’s data.
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.

<table>
<thead>
<tr>
<th>Threat-specific tables</th>
<th>Enforcement</th>
<th>Intelligence</th>
<th>Management</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLOs as Percent of Expected</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLOs as Percent of All</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prosecution</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Outputs *</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fugitive Apprehension</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Operations</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clan Lab Activities</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Clan Labs Dismantled</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Law Enforcement Outputs**</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.
Module 7: Reporting and Data Analysis

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.

Core Outputs

### 2022 CORE OUTPUTS

**HIDTA:** Canadian Border  
**INITIATIVE TITLE:** 26 Enforcement

#### PAST PERFORMANCE VS 2022 EXPECTED DTO-RELATED OUTPUTS AND OUTCOMES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Trafficking Organizations</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>International DTOs</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Multi-State DTOs</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Local DTOs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Money Laundering Organizations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>International MLs</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Multi-State MLs</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Local MLs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

#### PAST PERFORMANCE OF DRUG SEIZURES

<table>
<thead>
<tr>
<th>Drug Seizures (Units)</th>
<th>2019 - 2021 Average</th>
<th>2019 Actual</th>
<th>2020 Actual</th>
<th>2021 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (kg)</td>
<td>29.8416</td>
<td>0</td>
<td>4.5230</td>
<td>85.0000</td>
</tr>
<tr>
<td>Crack (kg)</td>
<td>10.3873</td>
<td>5.1489</td>
<td>0.0129</td>
<td>26.0000</td>
</tr>
</tbody>
</table>

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)](image-url)

<table>
<thead>
<tr>
<th>Other Law Enforcement Outputs by the Canadian Border HIDTA (26 Enforcement only)</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests</td>
<td>11</td>
<td>99</td>
<td>12</td>
</tr>
<tr>
<td>Firearm Tracing</td>
<td>0</td>
<td>0</td>
<td>33</td>
</tr>
<tr>
<td>Firearms Seized</td>
<td>108</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>NIBIN (Matching) Correlation</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>NIBIN Acquisition</td>
<td>0</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Vaping Cartridges Seized</td>
<td>10,581</td>
<td>8,894</td>
<td>124</td>
</tr>
<tr>
<td>Wiretaps (Lines)</td>
<td>24</td>
<td>22</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Initiative: 26 Enforcement</th>
<th>Initiative Type: Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Glenwood, WI</td>
<td>Budget: $880,000.00</td>
</tr>
<tr>
<td>Supervising Agency: Allsville County Sheriff's Office</td>
<td>As Of: 1/26/2023</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>2022 Expected Outputs OR 3 Year Average</th>
<th>2022 Actual Outputs # / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>DTOs Dismantled/Disrupted</td>
</tr>
<tr>
<td>$1,725,782.67</td>
<td>Assets Seized</td>
</tr>
<tr>
<td>111.67</td>
<td>Arrests</td>
</tr>
<tr>
<td>288.33</td>
<td>Firearms Seized</td>
</tr>
<tr>
<td>3703.67</td>
<td>Vaping Cartridges Seized (Qty Only)</td>
</tr>
<tr>
<td>23.00</td>
<td>Wiretaps (Lines)</td>
</tr>
</tbody>
</table>

**Drugs Seized**

<table>
<thead>
<tr>
<th># / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>261.69kg</td>
</tr>
<tr>
<td>0kg</td>
</tr>
<tr>
<td>260.33kg</td>
</tr>
<tr>
<td>16215.66kg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2022 DTOs &amp; MLOs</th>
<th>Dismantled</th>
<th>Disrupted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of International</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Number of Multi-State</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Number of Local</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Of Above, # of MLOs</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Event Deconflicts</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Cases Opened</td>
<td>Expected: 0</td>
<td>Actual: 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title 3's Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>
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.

Whenever you change the filters or your choices of data fields, click Refresh to execute your new instructions.

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. 

WebPMP Software & PMP Process Guidelines  7-19
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

⚠️ 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 system. 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.

<table>
<thead>
<tr>
<th>Task</th>
<th>PMP Coordinators</th>
<th>Initiative Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit user accounts</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit HIDTA Expected ROI</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Maintain the initiatives HIDTA’s initiatives list</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Validate enforcement initiatives’ DTO and seizures data</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add/delete agencies</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add/delete counties assigned to the regional HIDTA</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Update the list and units of drugs</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Update the list of destination areas</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Lock and unlock years to allow keying at the regional HIDTA</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Display and print reports</td>
<td>ALL</td>
<td>ALL*</td>
</tr>
<tr>
<td>Export data</td>
<td>ALL</td>
<td>ALL*</td>
</tr>
<tr>
<td>Import Case Explorer data</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

* 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.
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.

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.

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.
Module 8: Administrative Tasks

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.

![Image of WebPMP Software & PMP Process Guidelines](image-url)

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.
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.

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.
Module 8: Administrative Tasks

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.
Initiatives List

PMP Coordinators maintain the HIDTA’s list of defined initiatives.

Getting Here

1. Click Administration from the Home Page.
2. Click the Initiatives tab, if not already selected.

- Push is the logical first step each program year.
- 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.
- 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.

Click here to refresh the HIDTA’s total budget numbers from FMS.net; click Save to PMP after the refresh.

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.

<table>
<thead>
<tr>
<th>Master List of Other Outputs</th>
<th>PMP Coordinator selects choices to add to initiative user’s drop-down list of choices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appears on initiative’s drop-down list of choices</td>
</tr>
<tr>
<td></td>
<td>Other outputs the initiative reports</td>
</tr>
<tr>
<td></td>
<td>Initiative users select from the drop-down list to create the data table</td>
</tr>
</tbody>
</table>
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.
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.

- **Add an Output** opens the data entry form to add a new row.
- 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.

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.

a. From the data entry form, click the link, Add Output to List.

b. Scroll through the drop-down list (the master list for all HIDTAs) and make a selection (for your local initiative to use). Click a choice on the master list, then click Add Other Output.

c. Repeat a. and b. for each choice you need on the initiative’s list of available other outputs.

d. 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.

Click here to open the text boxes for editing.

Be sure to click **Save** when done.
Getting Here

1. Click Administration from the Home Page.
2. Click the Drugs tab.

Best Practice:
Record the source of the drug price in the Comments field.

Drug List

These are the drugs your HIDTA targets for seizure. A HIDTA may input local.

Building the list

Select from the list to add a drug

Price the drug here

Your HiDTA’s Drug List

NOTE: Requests to add a new drug/substance must be sent to Lisa Wiederlight (L.Wiederlight@wb.hidta.org)

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.
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.

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.

Be sure to click Save after making changes to the list in the new program year.

Search for a specific agency or use the navigation bar to advance thru multiple screens.
Module 8: Administrative Tasks

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.

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.
**Module 8: Administrative Tasks**

**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.

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.

- 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.
- Be sure to click **Save** after making changes to the list in the new program year.
- 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 **Dest Area** tab.
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.

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.
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.

<table>
<thead>
<tr>
<th>Report Description</th>
<th>End of Year Review</th>
<th>Budget</th>
<th>Directors’ Initiative Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual HIDTA Review (begin preview in January)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Review</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategy Review</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Budget Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Outputs (change program year)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Other Outputs Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Interdiction Report</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Initiative Description and Budget Proposal</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>HIDTA Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Progress Review</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>HIDTA DHE Report</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Initiative Expected Accomplishments Report</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Initiative Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative Outputs Report (Excel)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Resources Workload Report (Excel)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Initiative Report by Calendar Year (Excel)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Initiative Summary</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: Most of these reports are available only to PMP Coordinators.
Resources Workload Report

This report shows the distribution of workload among initiatives.

Getting Here
1. Click Reports tab on the Home Page.
2. Click the Resources Workload Report (Excel) tab.
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.
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.

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): Allouise County Sheriff's Office
CO-LOCATION SITE: Glenwood, WI

1. DESCRIPTION

Initiative Purpose
The Canadian Border Countering 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 coordinated 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 ACR. 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 these changes 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 Prince Police Department, Antiterror 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 ACR. Drug seizures will be investigated to trace the source of supply and inform investigations into Mexican DTOs and TCOs. CBCTF commanders anticipate higher seizure rates in CY2022 than reported for CY2021 due to these tactical changes and emphasis on transportation nodes.

Threat Focus
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

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
Appendix A: Exercises

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.

<table>
<thead>
<tr>
<th>Output Details</th>
<th>Actual Q1</th>
<th>Actual Q2</th>
<th>Actual Q3</th>
<th>Actual Q4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Firearm Tracing</td>
<td>33</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>33</td>
</tr>
<tr>
<td>Firearms Seized</td>
<td>$16,400.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$16,400.00</td>
</tr>
<tr>
<td>NIBIN (Matching) Correlation</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>NIBIN Acquisition</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Vaping Cartridges Seized (Qly Only)</td>
<td>124</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>124</td>
</tr>
<tr>
<td>Wiretaps (Lines)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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

**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

#### Overall Information

<table>
<thead>
<tr>
<th>Type</th>
<th>Violent</th>
<th>Gang Related</th>
<th>Result of DoE</th>
<th>Deconflicted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaders</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Members</td>
<td>13</td>
<td>163</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Scope

<table>
<thead>
<tr>
<th>Scope</th>
<th>DTO/MLO Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>0</td>
</tr>
<tr>
<td>Multi-State</td>
<td>0</td>
</tr>
<tr>
<td>Local</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Classification

<table>
<thead>
<tr>
<th>OCDET</th>
<th>CPOT</th>
<th>RPOT</th>
<th>PTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Local Organization Characteristics

- Dominican: 2
- Canadian: 1
- Caribbean: 1
- Caucasian American: 1
- El Salvadoran: 1
- Filipino: 1
- Hawaiian Local Mixed: 1
- Hispanic: 1
- Mexican American: 1

#### Trafficking Information

- **Drugs Trafficked:**
  - Heroin: 4
  - Cocaine: 2
  - Money Laundering: 2
  - Marijuana Plants - Indoor: 1
  - MDMA: 1

- **Local Geographic Areas:**
  - Bayfield, Wisconsin: 2
  - Lorain, Ohio: 2
  - Mackinac, Michigan: 2
  - Acoma, Michigan: 1
  - Alpena, Michigan: 1
  - Iron, Wisconsin: 1
  - Lewis, New York: 1

#### Source Organization Characteristics

- Dominican: 3
- Canadian: 1
- Caribbean: 1
- Caucasian: 1
- Colombian: 1
- Guatemalan: 1
- Hispanic: 1
- Mexican American: 1

#### 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

---

A-12 WebPMP Software & PMP Process Guidelines
Appendix A: Exercises

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
LOCATION: Thunder Bay Police Department

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 co-located 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 (CNW) 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 CNW 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 CNW analysts are located at the ISC. The 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): Aleville 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)
- Enacting 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 Sheriff’s 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 Sheriff’s Office and Princess University. Contract positions are administered by the Cook
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 initiators 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 Alkville County Sheriff’s 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

<table>
<thead>
<tr>
<th>HIDTA Participating Agency Positions, Summary</th>
<th>Federal</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>HDTA</th>
<th>Initiative</th>
<th>Position</th>
<th>Agency</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Agent</td>
<td>Thunder Bay Police Department</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Criminal analyst</td>
<td>Michigan State Police</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Deputy</td>
<td>Allsville County Sheriff's Office</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Intelligence Analyst</td>
<td>Allsville County Sheriff's Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Officer</td>
<td>Glenwood Springs Police Department</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Officer</td>
<td>Lakewood Police Department</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Prosecutor</td>
<td>District Attorneys Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Enforcement</td>
<td>Trooper</td>
<td>State Highway Patrol</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Criminal analyst</td>
<td>FBI</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Information technology specialist</td>
<td>Lakewood Police Department</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Intelligence analyst</td>
<td>Glenwood Springs Police Department</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Intelligence analyst</td>
<td>Thunder Bay Police Department</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Intelligence assistant</td>
<td>Glenwood Springs Police Department</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Intelligence specialist</td>
<td>Lakewood Police Department</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Special Agent / Supervisor</td>
<td>DEA</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Intelligence</td>
<td>Supervisor / Lt.</td>
<td>Thunder Bay Police Department</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Management</td>
<td>Accounting clerk</td>
<td>Allsville County Sheriff's Office</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Management</td>
<td>Deputy Director</td>
<td>Thunder Bay Police Department</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Management</td>
<td>Executive Assistant</td>
<td>Allsville County Sheriff's Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Management</td>
<td>Financial Manager</td>
<td>Allsville County Sheriff's Office</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Canadian Border 01 Support</td>
<td>Administrative Assistant</td>
<td>Allsville County Sheriff's Office</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
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

WebPMP Software & PMP Process Guidelines  B-1
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>
<thead>
<tr>
<th>DTOs/MLOs Disrupted or Dismantled by the Canadian Border HIDTA as a Percent of Expected</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Multi-State</td>
<td>26</td>
<td>26</td>
<td>53</td>
</tr>
<tr>
<td>Local</td>
<td>26</td>
<td>26</td>
<td>0</td>
</tr>
<tr>
<td>Actual Total</td>
<td>52</td>
<td>52</td>
<td>54</td>
</tr>
<tr>
<td>Actual Total as Percentage of Expected</td>
<td>52%</td>
<td>50%</td>
<td>69%</td>
</tr>
</tbody>
</table>

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?
Appendix B: Quick Map to Measurement Tables

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>
<thead>
<tr>
<th>Table 2: DTOs/MLOs Disrupted or Dismantled by the Canadian Border HIDTA as a Percent of all DTOs/MLOs Under Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Identified</strong></td>
</tr>
<tr>
<td><strong>Cases Open</strong></td>
</tr>
<tr>
<td>International</td>
</tr>
<tr>
<td>Multi-State</td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Disrupted or Dismantled</strong></td>
</tr>
<tr>
<td>International</td>
</tr>
<tr>
<td>Multi-State</td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td><strong>Total Disrupted or Dismantled</strong></td>
</tr>
<tr>
<td><strong>Disrupted or Dismantled as a Percentage of those Open</strong></td>
</tr>
<tr>
<td>International</td>
</tr>
<tr>
<td>Multi-State</td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td><strong>Percentage based on the Total Disrupted or Dismantled vs. Total Under Investigation</strong></td>
</tr>
</tbody>
</table>

As of 4/6/2021

**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?

<table>
<thead>
<tr>
<th>Initiative: 25 Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTO/ML/O/CO</td>
</tr>
<tr>
<td>Seizures</td>
</tr>
<tr>
<td>Clandestine Labs</td>
</tr>
<tr>
<td>Activities</td>
</tr>
<tr>
<td>Prosecution</td>
</tr>
<tr>
<td>Fugitive</td>
</tr>
<tr>
<td>Other Outputs</td>
</tr>
<tr>
<td>DHE</td>
</tr>
</tbody>
</table>

| Year: 2019                |
| DTO: Select one           |
| MLO: Select one           |
| CO: Select one            |

* Denotes Required Field

**Add/Edit DTO**

**Organization Info**

- **Organization ID**: Bad Boys 10
  - **Identified On**: 02/03/2015
- **Violent**: Yes
- **Gang Related**: No
- **Result of DHE**: Yes
- **Deconflicted**: Yes
- **Type**: Drug Trafficking
- **Scope**: Multi-State
- **Leaders**: 1
- **Members**: 9

**Classifications**

- **OCDETF**: Case No
- **CPOT**: 02/03/2015

**Case Disposition**

- **PTO Disposition**: Dismantled
- **Date**: 02/03/2015
- **Disruptions**: Organizational
- **Notes**: Leadership changed, see case notes

**WebPMP Software & PMP Process Guidelines** B-5
Appendix B: Quick Map to Measurement Tables

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>
<thead>
<tr>
<th>Type</th>
<th>Active Investigations During Reporting Year</th>
<th>Violent Organizations</th>
<th>Disrupted or Dismantled</th>
<th>Disrupted or Dismantled as a Percent of Investigated</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTO</td>
<td>A 156</td>
<td>B 52</td>
<td>C 28</td>
<td>18%</td>
</tr>
<tr>
<td>CPOT</td>
<td>78</td>
<td>52</td>
<td>28</td>
<td>33%</td>
</tr>
<tr>
<td>RPOT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>OCEDTF</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>PTO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>MLO</td>
<td>52</td>
<td>0</td>
<td>26</td>
<td>50%</td>
</tr>
<tr>
<td>CPOT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>RPOT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>OCEDTF</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>PTO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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?
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>
<thead>
<tr>
<th>Drug</th>
<th>Quantity Seized</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana/Cannabis</td>
<td>8</td>
<td></td>
<td>481,952</td>
</tr>
<tr>
<td>Marijuana Plants Indoor</td>
<td>5</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Marijuana Plants Outdoor</td>
<td>41</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Cocaine/Crack</td>
<td>287</td>
<td></td>
<td>9,060</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>18</td>
<td></td>
<td>952,648</td>
</tr>
<tr>
<td>Heroin</td>
<td>306</td>
<td></td>
<td>55,425</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>2</td>
<td></td>
<td>110,377</td>
</tr>
<tr>
<td>Synthetic Marijuana</td>
<td>266</td>
<td></td>
<td>5,733</td>
</tr>
<tr>
<td>Synthetic Hallucinogens &amp; Psychostimulants</td>
<td>51</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Natural Hallucinogens &amp; Psychostimulants</td>
<td>86</td>
<td></td>
<td>471,454</td>
</tr>
<tr>
<td>Prescription Drugs: Narcotics</td>
<td>8</td>
<td></td>
<td>3,300</td>
</tr>
<tr>
<td>Prescription Drugs: CNS Nervous System Depressants</td>
<td>7</td>
<td></td>
<td>124,293</td>
</tr>
<tr>
<td>Prescription Drugs: Stimulants</td>
<td>0</td>
<td></td>
<td>53</td>
</tr>
<tr>
<td>Prescription Drugs: Other</td>
<td>28</td>
<td></td>
<td>24,029</td>
</tr>
<tr>
<td>Other Opiates</td>
<td>72</td>
<td></td>
<td>747,942</td>
</tr>
<tr>
<td>Other Drugs and Substances</td>
<td>0</td>
<td></td>
<td>6,977</td>
</tr>
<tr>
<td>Total</td>
<td>1,185</td>
<td></td>
<td>2,993,923</td>
</tr>
</tbody>
</table>

As of 11/12/2020

Drug groups are determined by ONDCP and keyed by W/B PMP Administrators. WebPMP users merely select the seized drug.

Total quantity of all seizures in this drug group.
Table 4: Quantity and Value of Drugs Removed
Where Do the Numbers Come From?

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 |
|---------------------------------|-----------|-----------|-----------|
| Total ROI                       | 2020      | 2021      | 2022      |
| Total ROI                       | $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| 26%       | 31%       | 8%        |

Investigative Budget and Seizures

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigative Budget</td>
<td>$52,000,000</td>
<td>$52,000,000</td>
<td>$52,000,000</td>
</tr>
<tr>
<td>Wholesale Value of Drugs Seized</td>
<td>$14,686,524,028</td>
<td>$43,899,086,131</td>
<td>$76,247,736</td>
</tr>
<tr>
<td>Assets Seized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>$10,576,618</td>
<td>$49,469,732</td>
<td>$6,201,105</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$22,417,148</td>
<td>$17,048,486</td>
<td>$182,000</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$32,993,766</td>
<td>$66,518,218</td>
<td>$6,383,105</td>
</tr>
<tr>
<td>Total Drugs and Assets Seized</td>
<td>$14,718,517,794</td>
<td>$43,965,604,349</td>
<td>$82,630,841</td>
</tr>
</tbody>
</table>

As of 2/5/2023

These numbers come from FMS.net.
Table 5: Return on Investment
Where Do the Numbers Come From?

**B** Drug Seizures

**C** Asset Seizures

**A** Budgets

**Expected ROI**

- **Return on Investment**
  - **DRUGS**
    - 3-YR: $136.47
    - EXPECTED: $65.00
  - **ASSETS**
    - $0.64
    - $2.00
  - **TOTAL**
    - $137.31
    - $67.00

- **Budget**
  - **ENFORCEMENT**
    - $22,000,000.00
  - **SUPPORT**
    - $8,000,000.00
  - **TREATMENT**
    - $0.00

---

WebPMP Software & PMP Process Guidelines B-11
Table 6: Clandestine Labs Dismantled

This table shows the value of clandestine labs dismantled by size during the program year.

<table>
<thead>
<tr>
<th>Labs Dismantled</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 Oz</td>
<td>52</td>
<td>52</td>
<td>52</td>
</tr>
<tr>
<td>2 - 8 Oz</td>
<td>26</td>
<td>52</td>
<td>26</td>
</tr>
<tr>
<td>9 - 31 Oz</td>
<td>0</td>
<td>0</td>
<td>26</td>
</tr>
<tr>
<td>32 - 159 Oz</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 - 20 Lbs</td>
<td>26</td>
<td>0</td>
<td>26</td>
</tr>
<tr>
<td>Over 20 Lbs</td>
<td>0</td>
<td>26</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Labs Dismantled</strong></td>
<td><strong>104</strong></td>
<td><strong>130</strong></td>
<td><strong>130</strong></td>
</tr>
</tbody>
</table>

| 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** |

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

<table>
<thead>
<tr>
<th>Core Table 6</th>
<th>Definitions &amp; Key Terms</th>
</tr>
</thead>
</table>

#### Clandestine Laboratories

##### Laboratory Cases

<table>
<thead>
<tr>
<th></th>
<th>2014 - 2016 Avg</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Dump Sites Seized</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Chemical/Glassware Equipment Seized</td>
<td>17</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Children Affected</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Methamphetamine Laboratories

##### Methamphetamine Laboratories Dismantled by Size

<table>
<thead>
<tr>
<th></th>
<th>2014 - 2016 Avg</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less 2 Oz</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2 - 8 Oz</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>9 - 31 Oz</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>32 - 159 Oz</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Super Laboratories

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

<table>
<thead>
<tr>
<th>NSS Number</th>
<th>Comments</th>
</tr>
</thead>
</table>

##### Total Methamphetamine Laboratories Dismantled

<table>
<thead>
<tr>
<th></th>
<th>2014 - 2016 Avg</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Methamphetamine Laboratories Dismantled</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Other Clandestine Laboratories

<table>
<thead>
<tr>
<th>Lab Type</th>
<th>End Product</th>
<th>2 oz. or Less</th>
<th>3-9 oz.</th>
<th>10-31 oz.</th>
<th>32-159 oz.</th>
<th>More Than 10 lbs.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion</td>
<td>Cannabis Oil Extraction</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>Type of Training</th>
<th>Expected Students</th>
<th>Actual Students</th>
<th>Actual as Percent of Expected</th>
<th>Training Hours Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforcement</td>
<td>5,616</td>
<td>5,694</td>
<td>101%</td>
<td>43,342</td>
</tr>
<tr>
<td>Analytical</td>
<td>4,628</td>
<td>4,888</td>
<td>106%</td>
<td>37,492</td>
</tr>
<tr>
<td>Management</td>
<td>988</td>
<td>1,014</td>
<td>103%</td>
<td>8,840</td>
</tr>
<tr>
<td>Demand Reduction</td>
<td>182</td>
<td>208</td>
<td>114%</td>
<td>1,430</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11,414</strong></td>
<td><strong>11,804</strong></td>
<td><strong>103%</strong></td>
<td><strong>91,104</strong></td>
</tr>
</tbody>
</table>

**Two Month Follow-Up Responses.**

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Surveys Sent</th>
<th>Surveys Received</th>
<th>Response Rate</th>
<th>Question 1 - Yes</th>
<th>Question 2 - Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforcement</td>
<td>9,022</td>
<td>7,904</td>
<td>88%</td>
<td>93%</td>
<td>87%</td>
</tr>
<tr>
<td>Analytical</td>
<td>6,266</td>
<td>5,148</td>
<td>82%</td>
<td>96%</td>
<td>95%</td>
</tr>
<tr>
<td>Management</td>
<td>1,500</td>
<td>1,404</td>
<td>90%</td>
<td>89%</td>
<td>89%</td>
</tr>
<tr>
<td>Demand Reduction</td>
<td>390</td>
<td>312</td>
<td>80%</td>
<td>59%</td>
<td>67%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17,238</strong></td>
<td><strong>14,768</strong></td>
<td><strong>86%</strong></td>
<td><strong>93%</strong></td>
<td><strong>89%</strong></td>
</tr>
</tbody>
</table>

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?

Training is measured in both hours and number of students.

These are the questions on the surveys to which the participants responded.
Table 7: Training Assessment
Where Do the Numbers Come From?

<table>
<thead>
<tr>
<th>Initiative: 25 Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
</tr>
<tr>
<td>Training</td>
</tr>
<tr>
<td>Training Provider</td>
</tr>
<tr>
<td>Enforcement Survey</td>
</tr>
<tr>
<td>Analytical Survey</td>
</tr>
<tr>
<td>Management Survey</td>
</tr>
<tr>
<td>Demand Reduction Survey</td>
</tr>
<tr>
<td>Definitions &amp; Key Terms</td>
</tr>
</tbody>
</table>

### Training Services

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>2015 - 2017 Avg</th>
<th>Expected</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforcement</td>
<td>213</td>
<td>260</td>
<td>66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>66</td>
</tr>
<tr>
<td>Analytical</td>
<td>179</td>
<td>200</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Management</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
</tbody>
</table>

### Demand Reduction Survey

Hours of Training

<table>
<thead>
<tr>
<th>Question 1</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the course perform as expected?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>50</td>
<td>42</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

### Management Survey

<table>
<thead>
<tr>
<th>Question 1</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the course improve your knowledge, skills, and abilities needed to perform your job?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>53</td>
<td>48</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

### Analytical Survey

<table>
<thead>
<tr>
<th>Question 2</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Since the completion of this course, have you used the knowledge, skills, or abilities you acquired in the training?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>50</td>
<td>42</td>
</tr>
<tr>
<td>No</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

### Enforcement Survey

<table>
<thead>
<tr>
<th>Question 1</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the course improve your knowledge, skills, and abilities needed to perform your job?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>53</td>
<td>48</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Question 1</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Surveys Sent Out</td>
<td>54</td>
<td>48</td>
</tr>
<tr>
<td>Total Number of Surveys Received</td>
<td>53</td>
<td>48</td>
</tr>
</tbody>
</table>
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) |
|---|---|---|
| **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

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?
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>
<thead>
<tr>
<th>Analytical Case Support</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected to Provide</td>
<td>2,678</td>
<td>2,758</td>
<td>2,758</td>
</tr>
<tr>
<td>Actual Provided</td>
<td>2,756</td>
<td>2,834</td>
<td>2,808</td>
</tr>
<tr>
<td>Actual as Percent of Expected</td>
<td>103%</td>
<td>103%</td>
<td>102%</td>
</tr>
</tbody>
</table>

As of 4/8/2021
### Table 9 – Analytical Support
Where Do the Numbers Come From?

**Initiative: 01 Intelligence**

<table>
<thead>
<tr>
<th>Case Support</th>
<th>2014 - 2016 Avg</th>
<th>Expected</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases Provided Analytical Support</td>
<td>46</td>
<td>40</td>
<td>12</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>26</td>
</tr>
</tbody>
</table>

**Law Enforcement Activities**

<table>
<thead>
<tr>
<th>New HIDTA Cases</th>
<th>2014 - 2016 Avg</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIDTA Initiative Cases Opened</td>
<td>??</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Case Support</td>
<td></td>
<td>57</td>
<td>18</td>
<td>16</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
# Table 10 – Case Agent Satisfaction

<table>
<thead>
<tr>
<th>Survey Statistics</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases Supported</td>
<td>2,756</td>
<td>2,834</td>
<td>2,808</td>
</tr>
<tr>
<td>Surveys Sent</td>
<td>6,240</td>
<td>1,560</td>
<td>1,248</td>
</tr>
<tr>
<td>Survey Responses</td>
<td>3,328</td>
<td>1,404</td>
<td>1,170</td>
</tr>
</tbody>
</table>

**Percentage Useful**

| 100% | 100% | 100% |

**How accurate was the intelligence analysis or Case Support**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Accurate</td>
<td>3,224</td>
<td>1,352</td>
<td>1,040</td>
</tr>
<tr>
<td>Mostly Accurate</td>
<td>52</td>
<td>52</td>
<td>130</td>
</tr>
<tr>
<td>Somewhat Accurate</td>
<td>52</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inaccurate</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Overall, how accurate was the intelligence analysis**

| 96% | 100% | 100% |

**How useful was the intelligence analysis or Case Support**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Useful</td>
<td>3,250</td>
<td>1,300</td>
<td>1,092</td>
</tr>
<tr>
<td>Useful</td>
<td>78</td>
<td>104</td>
<td>78</td>
</tr>
<tr>
<td>Somewhat Useful</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not Useful</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**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?

<table>
<thead>
<tr>
<th>Initiative: 26 Intelligence</th>
<th>Very Accurate</th>
<th>Mostly Accurate</th>
<th>Somewhat Accurate</th>
<th>Inaccurate</th>
</tr>
</thead>
<tbody>
<tr>
<td>How accurate was the Intelligence Analysis or Case Support</td>
<td>26</td>
<td>8</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Very Useful</th>
<th>Useful</th>
<th>Somewhat Useful</th>
<th>Not Useful</th>
</tr>
</thead>
<tbody>
<tr>
<td>How useful was the Intelligence Analysis or Case Support</td>
<td>35</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Survey Statistics**

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Surveys Sent Out</td>
<td>40</td>
</tr>
<tr>
<td>Total Number of Surveys Received</td>
<td>38</td>
</tr>
</tbody>
</table>
Table 11: Intelligence Reporting

<table>
<thead>
<tr>
<th>Intelligence Product Type</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Strategic Products</td>
<td>41</td>
<td>203</td>
<td>169</td>
</tr>
<tr>
<td>Number Posted to HSIN</td>
<td>34</td>
<td>104</td>
<td>55</td>
</tr>
<tr>
<td>Number Posted to EPIC</td>
<td>43</td>
<td>143</td>
<td>100</td>
</tr>
<tr>
<td>Number of Operational Products</td>
<td>19</td>
<td>140</td>
<td>26</td>
</tr>
<tr>
<td>Number of Tactical Products</td>
<td>20</td>
<td>97</td>
<td>142</td>
</tr>
<tr>
<td>Number of Joint Strategic Products</td>
<td>21</td>
<td>111</td>
<td>19</td>
</tr>
<tr>
<td>Number of IIRs Using HIDTA Information</td>
<td>150</td>
<td>97</td>
<td>34</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Profile</th>
<th>Other Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Services</td>
<td></td>
</tr>
<tr>
<td>[ ] Intelligence Services</td>
<td>Case Agent Survey</td>
</tr>
</tbody>
</table>

### Year: 2020
- Definitions & Key Terms

**Select a different Initiative: 26 Intelligence**

### Intelligence Services

#### Case Support

<table>
<thead>
<tr>
<th>Cases Provided Analytical Support</th>
<th>2019 - 2021 Avg</th>
<th>Expected</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Deconflictions

<table>
<thead>
<tr>
<th>Event Deconflictions</th>
<th>2019 - 2021 Avg</th>
<th>Expected</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>54</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target/Investigative Data Deconflictions</th>
<th>132</th>
<th>125</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
</table>

### Strategic Products

<table>
<thead>
<tr>
<th>Number of Strategic Products</th>
<th>2019 - 2021 Avg</th>
<th>1st Qtr.</th>
<th>2nd Qtr.</th>
<th>3rd Qtr.</th>
<th>4th Qtr.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Posted to HSN</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number Posted to EPIC</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Operational Products</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Tactical Products</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Joint Strategic Products</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Additional Notes**

[SAVE]
Table 12 – Review of Intelligence Products

<table>
<thead>
<tr>
<th>Table 12: Assessment of Strategic Intelligence Products Produced by the Canadian Border HIDTA</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Documents</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Documents Produced</td>
<td>208</td>
<td>858</td>
<td>0</td>
</tr>
<tr>
<td>Surveys Sent</td>
<td>41,600</td>
<td>65,800</td>
<td>0</td>
</tr>
<tr>
<td>Survey Responses</td>
<td>37,154</td>
<td>75,660</td>
<td>0</td>
</tr>
<tr>
<td>Percentage Useful</td>
<td>99%</td>
<td>100%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>How effective was the Strategic Intelligence Document in describing the situation or threat it addressed?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very Effective</td>
<td>36,400</td>
<td>75,634</td>
<td>0</td>
</tr>
<tr>
<td>Mostly Effective</td>
<td>338</td>
<td>26</td>
<td>0</td>
</tr>
<tr>
<td>Somewhat Effective</td>
<td>416</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not Effective</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overall, how effective was the intelligence analysis</td>
<td>99%</td>
<td>100%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>How useful was the Strategic Intelligence Document?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very Useful</td>
<td>36,400</td>
<td>75,400</td>
<td>0</td>
</tr>
<tr>
<td>Useful</td>
<td>416</td>
<td>260</td>
<td>0</td>
</tr>
<tr>
<td>Somewhat Useful</td>
<td>338</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Not Useful</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overall, how useful was the intelligence analysis</td>
<td>99%</td>
<td>100%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

As of 4/8/2021
Table 12 – Review of Intelligence Products
Where Do the Numbers Come From?

<table>
<thead>
<tr>
<th>Initiative: 01 Intelligence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Services</td>
</tr>
<tr>
<td>Intelligence Service</td>
</tr>
<tr>
<td>Strategic Products Survey</td>
</tr>
<tr>
<td>Case Agent Survey</td>
</tr>
<tr>
<td>Year: 2020</td>
</tr>
</tbody>
</table>

**Strategic Products Survey**

- **How effectively did the strategic intelligence document describe the situation or threat it addressed?**
  - Very Accurate: 7
  - Mostly Accurate: 1
  - Somewhat Accurate: 0
  - Inaccurate: 0

- **How useful was the strategic intelligence document?**
  - Very Useful: 8
  - Useful: 0
  - Somewhat Useful: 0
  - Not Useful: 0

**Survey Statistics**

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Products Produced</td>
<td>11</td>
</tr>
<tr>
<td>Total Number of Surveys Sent Out</td>
<td>9</td>
</tr>
<tr>
<td>Total Number of Surveys Received</td>
<td>8</td>
</tr>
</tbody>
</table>

**Survey Notes**

2 customers (MC30 and GCP) are unable to return survey due to assignment conflict; promised by 8/1/2018.
Appendix C: Supplemental Information
Appendix C: Supplemental Information

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.

<table>
<thead>
<tr>
<th>Represents:</th>
<th>If today’s date is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prev (_{yr})</td>
<td>2022</td>
</tr>
<tr>
<td>Curr (_{yr})</td>
<td>2023</td>
</tr>
<tr>
<td>Next (_{yr})</td>
<td>2024</td>
</tr>
</tbody>
</table>

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 (IDBPs) 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.
Appendix C: Supplemental Information

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.

   ![HIDTA.net Login Screen]

2. Login to HIDTA.net with your credentials.

   The HIDTA.net menu of applications is displayed.
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.

<table>
<thead>
<tr>
<th>Drug Group</th>
<th>Notes / Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana/Cannabis</td>
<td>All cannabis products that are not plants: hash, edibles, honey oil, butane oil, etc.</td>
</tr>
<tr>
<td></td>
<td>Does not include Marinol, which is categorized as Other prescription Drug.</td>
</tr>
<tr>
<td>Marijuana Plants – Outdoor</td>
<td>Self-evident; unless definitely known to be indoor plants, all plants are classified as outdoor</td>
</tr>
<tr>
<td>Marijuana Plants – Indoor</td>
<td>Self-evident; unless definitely known to be indoor plants, all plants are classified as outdoor</td>
</tr>
<tr>
<td>Cocaine /Crack</td>
<td>Includes coca leaves</td>
</tr>
<tr>
<td>Methamphetamine/Ice</td>
<td>Includes powder, crystal meth, and methamphetamine in solution</td>
</tr>
<tr>
<td>Heroin</td>
<td>Only heroin – all types, e.g., Southwest Asian, Mexican Black Tar, Mexican Brown Tar, etc.</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>All fentanyl and its analogues</td>
</tr>
<tr>
<td>Synthetic Marijuana</td>
<td>New group of synthetic marijuana – Syn. Marijuana, K2-spice</td>
</tr>
<tr>
<td>Synthetic Hallucinogens &amp; Psychostimulants</td>
<td>Manufactured psychoactive substances – PCP, MDMA, LSD</td>
</tr>
<tr>
<td>Natural Hallucinogens &amp; Psychostimulants</td>
<td>Cultivated/natural psychoactive substances – khat, psylisibon mushrooms, toads</td>
</tr>
<tr>
<td>Prescription Drugs: Narcotics</td>
<td>OxyContin, Hydrocodone, Methadone, Morphine, etc.</td>
</tr>
<tr>
<td>Prescription Drugs: Stimulants</td>
<td>Amphetamines and related products</td>
</tr>
<tr>
<td>Prescription Drugs: Central Nervous System</td>
<td>CNS depressants include benzodiazepines; e.g., Valium, Xanax, Halcion, ProSom</td>
</tr>
<tr>
<td>Depressionants</td>
<td>– barbiturates, e.g., Nembutal, Luminal Sodium</td>
</tr>
<tr>
<td></td>
<td>– non-benzodiazepine sleep medications, e.g., Ambien, Lunesta, and Sonata</td>
</tr>
<tr>
<td></td>
<td>– generic equivalents</td>
</tr>
<tr>
<td>Prescription Drugs: Other</td>
<td>All other prescription drugs not properly classified as a narcotic, stimulant, or central nervous system depressant</td>
</tr>
<tr>
<td>Other Opiates</td>
<td>Opium, poppy plants, etc. – cultivated non-prescription substances derived from opium poppies</td>
</tr>
<tr>
<td>Other Drugs and Substances</td>
<td>Anabolic steroids, precursors of all kinds, and drugs/substances that do not fit in one of the above categories</td>
</tr>
</tbody>
</table>
Appendix C: Supplemental Information

List of Valid Drugs

W/B Administrators maintain the list of valid drugs; a link appears on the Sidebar of the Home Page.

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.

![Image of Performance Management Process interface with highlighted valid drugs link.]

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

Performance Management Process

Reports

- Budget Preparation
- Initiative Information
- Initiative Summary

Initiatives

Law Enforcement

- 26 Enforcement

SUMMARIZE SELECTED DTOs

Intelligence

WebPMP Software & PMP Process Guidelines C-9
## List of Valid Drugs (continued)

<table>
<thead>
<tr>
<th>Valid Drug</th>
<th>Invalid Drug (should be replaced with valid drug)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alprazolam</td>
<td>Xanax</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>Adderall, Vyvanse</td>
</tr>
<tr>
<td>Buprenorphine</td>
<td>Suboxone, Suboxone Sublingual Films</td>
</tr>
<tr>
<td>Busprione</td>
<td>Buspar</td>
</tr>
<tr>
<td>Butalbital</td>
<td>Butalbitol with Codeine</td>
</tr>
<tr>
<td>Carisoprodol</td>
<td>Soma</td>
</tr>
<tr>
<td>Ciprofloxacin</td>
<td>Ciprofloxacin Hydrochloride</td>
</tr>
<tr>
<td>Clonazepam</td>
<td>Clonopin, Klonopin</td>
</tr>
<tr>
<td>Clonidine</td>
<td>Clonidine Hydrochloride</td>
</tr>
<tr>
<td>Codeine</td>
<td>Codeine Syrup, Codeine combination product 90 mg/du</td>
</tr>
<tr>
<td>Cyclobenzaprine</td>
<td>Cyclobenzaprine Hydrochloride</td>
</tr>
<tr>
<td>Dizepam</td>
<td>Valium</td>
</tr>
<tr>
<td>DMT</td>
<td>Diethyltryptamine, Dimethyltryptamine</td>
</tr>
<tr>
<td>Gamma Butyrolactone</td>
<td>Gamma Butyrolactone (liquid)</td>
</tr>
<tr>
<td>GHB</td>
<td>GHB Liquid</td>
</tr>
<tr>
<td>Heroin</td>
<td>Heroin packets</td>
</tr>
<tr>
<td>Heroin, white</td>
<td>China White, Chine White</td>
</tr>
<tr>
<td>Hydrocodone</td>
<td>Hydrocodone combination product 15 mg/du, Lortab, Norco, Vicodin</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Dilaudid</td>
</tr>
<tr>
<td>Ice</td>
<td>Crystal Methamphetamine</td>
</tr>
<tr>
<td>Khat</td>
<td>Khat plant Constituent of</td>
</tr>
<tr>
<td>Kratom</td>
<td>Mitragynyna</td>
</tr>
<tr>
<td>LSD</td>
<td>Lysergic acid diethylamide</td>
</tr>
<tr>
<td>Marijuana, Commercial Grade</td>
<td>Marijuana, Domestic mid-grade</td>
</tr>
<tr>
<td>Valid Drug</td>
<td>Invalid Drug (should be replaced with valid drug)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Marijuana (Indoor) or Marijuana (Outdoor)</td>
<td>Marijuana Plants</td>
</tr>
<tr>
<td>MDMA</td>
<td>Ecstasy, Molly, 2-CB, MDMA Powder (Molly)</td>
</tr>
<tr>
<td>Meperidine</td>
<td>Demerol</td>
</tr>
<tr>
<td>Mescaline</td>
<td>Cactus which contains mescaline, Peyote, Peyote &quot;cacti&quot; Constituent of</td>
</tr>
<tr>
<td>Mesterolone</td>
<td>Proviron</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>Methamphetamine, Powder, Methamphetamine, Mexico Produced</td>
</tr>
<tr>
<td>Methamphetamine in solution</td>
<td>Liquid Methamphetamine</td>
</tr>
<tr>
<td>Methandrostenoone</td>
<td>Dianabol, Turinabol</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Quaalude</td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>Dexmethylphenidate Hydrochloride, Ritalin, Concerta</td>
</tr>
<tr>
<td>Modafinil</td>
<td>Provigil</td>
</tr>
<tr>
<td>Morphine</td>
<td>Morphine methylsulfonate, Morphine Sulfate, MS Contin</td>
</tr>
<tr>
<td>Naloxone</td>
<td>Naltexone</td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Oxycodone Hydrochloride, OxyContin, Endocet, Percocet, Roxicet, Roxicodone</td>
</tr>
<tr>
<td>Oxymorphone</td>
<td>Opana ER</td>
</tr>
<tr>
<td>PCP</td>
<td>Phencyclidine</td>
</tr>
<tr>
<td>Psilocybin</td>
<td>Psilocyn</td>
</tr>
<tr>
<td>Quetiapine fumarate</td>
<td>Seroquil</td>
</tr>
<tr>
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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.
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).

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.
Getting Here
Users with access to ORS data:

1. Click the **ORS Tables** tab on the Home Page.
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.

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</tbody>
</table>
# Task Force Roster Report

## Task Force Activity

<table>
<thead>
<tr>
<th>Task Force Title / Position</th>
<th>Home Agency</th>
<th>HDOT Funded</th>
<th>Co-located</th>
<th>Time Status</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

## PMP Main Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Work Phone #</th>
<th>Cell Phone #</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

## Task Force Address(es)

### Notes / Comments / Questions / Explanations:

---

Do you have questions? Please contact NCRIC / NCHD TA PMP representative at pmp@ncric.ca.gov (415) 575-2770! FAX (415) 553-7411

Form Ver: VN13-33825

C-18 WebPMP Software & PMP Process Guidelines
# PMP Monthly Status Report (Sample)

**Northern California Regional Intelligence Center (NCRIC)**
**Northern California High Intensity Drug Trafficking Area (NC HIDTA)**
**PMP Monthly Stat Report - 2016**

Red boxed items are mandatory for submittal. Please complete all applicable blue fields.

To Begin: Clear Form (click here)

<table>
<thead>
<tr>
<th>HIDTA Task Force</th>
<th>Reporting Month</th>
</tr>
</thead>
</table>

Reports must be submitted by the 10th of the month following the reporting period. Please submit reports to your INITIATIVE COMMANDER.

### Major Drug Seizures

<table>
<thead>
<tr>
<th>Amount</th>
<th>Unit</th>
</tr>
</thead>
</table>

### Drug Trafficking & Money Laundering Organizations

Activity to Report | Case # / Identifier

All DTO activity reporting requires you to fill out a DTO Case Survey form. Please contact your PMP representative for the latest version.

### Clandestine Lab Seizures

<table>
<thead>
<tr>
<th>Qty</th>
<th>NSS # / Notes</th>
</tr>
</thead>
</table>

*Please submit a copy of the WGIN Clan Lab card/report for all reported clandestine laboratories.* **If you are reporting a “Super Lab” (processing capacity of 150 Qs or greater) you must also supply us with the EPC National Seizure System (NSS) number.*

### Pharmaceutical Drug Seizures

<table>
<thead>
<tr>
<th>Amount</th>
<th>Unit</th>
</tr>
</thead>
</table>

### Asset Seizures

<table>
<thead>
<tr>
<th>Qty</th>
<th>Value</th>
</tr>
</thead>
</table>

### Weapon Seizures

<table>
<thead>
<tr>
<th>Qty</th>
</tr>
</thead>
</table>

Other:

---

Form Ver: LR151209
Page 1 of 2
## PMP Monthly Status Report (Sample)

### Notes / Comments / Questions / Explanations:

<table>
<thead>
<tr>
<th>Searches Conducted</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Electronic Intercepts</th>
<th>Qty</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Arrests Made</th>
<th>Qty</th>
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</table>

Do you have questions? Please contact WOR / NE NETA PMP representative at
pmp@ncrif.ca.gov
Tel: (415) 575-2778 Fax: (415) 553-7413
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: ____________
Appendix C: Supplemental Information

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)

<table>
<thead>
<tr>
<th>Hispanic</th>
<th>Caucasian</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>Colombian</td>
</tr>
<tr>
<td>Asian</td>
<td>Eastern European</td>
</tr>
</tbody>
</table>

Others:

Disposition of DTO Case (Check all that apply.)

<table>
<thead>
<tr>
<th>Identified</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Targeted</td>
<td>Date</td>
</tr>
<tr>
<td>Open (A)</td>
<td>Date</td>
</tr>
<tr>
<td>Disrupted (B)</td>
<td>Date</td>
</tr>
<tr>
<td>Dismantled (C)</td>
<td>Date</td>
</tr>
<tr>
<td>Closed (D)</td>
<td>Date</td>
</tr>
<tr>
<td>Suspended (E)</td>
<td>Date</td>
</tr>
</tbody>
</table>

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 ___________

WebPMP Software & PMP Process Guidelines C-23
## DTO Data Collection Form (Sample)

<table>
<thead>
<tr>
<th><strong>INITIATIVE/GROUP:</strong></th>
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<tbody>
<tr>
<td><strong>SUBMITTED BY:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Time Period:</strong></td>
<td>Notes</td>
</tr>
<tr>
<td>Organization Identifier</td>
<td></td>
</tr>
<tr>
<td>Case Number</td>
<td></td>
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<tr>
<td>Agent Assigned</td>
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<tr>
<td>Shadow Case (Yes or No)</td>
<td>A shadow or secondary case is one for which another initiative/subinitiative has primary responsibility.</td>
</tr>
<tr>
<td>Violent (Yes or No)</td>
<td>Does the DTO routinely engage in kidnapping, extortion, murder, aggravated assault, robbery, etc.?</td>
</tr>
<tr>
<td>Gang-Related (Yes or No)</td>
<td>Is it related to an established gang with gang symbols and initiation rights, as opposed to a group of people who have organized</td>
</tr>
<tr>
<td>Organization Type (DTO or MLO)</td>
<td></td>
</tr>
<tr>
<td>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 though a continuing series of illegal drug production</td>
<td></td>
</tr>
<tr>
<td>M - Money Laundering - a hierarchy of individuals engaged in processing illegal drug profits through a continuing series of illegal activities</td>
<td></td>
</tr>
<tr>
<td>Operational Scope (International, Multi-state or Local)</td>
<td></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>M - If it regularly carries out illegal drug trafficking or money laundering activities in more than one state. A DTO should not be</td>
<td></td>
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<tr>
<td>L - If its illegal drug trafficking or money laundering activities are generally, but not always limited to the same metropolitan area, or -</td>
<td></td>
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<tr>
<td>Number of Principals</td>
<td></td>
</tr>
<tr>
<td>Drugs Trafficked</td>
<td>List the drugs trafficked by the DTO in descending order, beginning with the drug trafficked most often. (Add rows if needed)</td>
</tr>
<tr>
<td>Source Area</td>
<td>Geographic area(s) from which the DTO directly obtains its supply of drugs.</td>
</tr>
<tr>
<td>Local Geographic Area</td>
<td>County or counties where the drugs and/or drug assets are seized.</td>
</tr>
<tr>
<td>DTO Characteristics</td>
<td>Identify the most salient descriptive characteristics of the DTO: race, national origin, group/gang membership, etc. so long as the information is drawn from trustworthy sources.</td>
</tr>
<tr>
<td>Source Organization Characteristics</td>
<td>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 sources.</td>
</tr>
<tr>
<td>Date Organization Identified</td>
<td></td>
</tr>
<tr>
<td>Date Case Opened</td>
<td>You only need to fill in this date if it is different from the date the organization was identified.</td>
</tr>
<tr>
<td>Date Case Identified as OCDETF</td>
<td>Has this DTO been designated for investigation/prosecution as an Organized Crime Drug Enforcement Task Force case?</td>
</tr>
<tr>
<td>OCDETF Case #</td>
<td></td>
</tr>
<tr>
<td>Date Case Identified as CPOT</td>
<td>Is this DTO known to be linked to or affiliated with a major international drug trafficking organization and/or money laundering enterprise.</td>
</tr>
<tr>
<td>Date Case Identified as RPOT</td>
<td>Is this DTO known to be linked to or affiliated with a major regional/national DTO and/or money laundering enterprise that is</td>
</tr>
<tr>
<td>Date Case Identified as PTO</td>
<td>Priority Target Organization - designated as such by DEA</td>
</tr>
<tr>
<td>Date Organization Dismantled</td>
<td>Destroyed the organization’s leadership, financial base and supply network such that the organization is incapable of operating and/or</td>
</tr>
<tr>
<td>Date Organization Disrupted 1</td>
<td>Impeded the operation of the targeted organization, as indicated by changes in organizational leadership and/or changes in methods</td>
</tr>
<tr>
<td>Date Organization Disrupted 2</td>
<td></td>
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<tr>
<td>Date Organization Disrupted 3</td>
<td></td>
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<tr>
<td>Date Organization Disrupted 4</td>
<td></td>
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<tr>
<td>Date Judicial Pending</td>
<td></td>
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<tr>
<td>Date Case Closed</td>
<td>Date case referred to another HIDTA or another agency; do not count referrals to other groups within your own HIDTA.</td>
</tr>
<tr>
<td>Date Case Suspended</td>
<td></td>
</tr>
<tr>
<td>Comments/Final Disposition</td>
<td>This is especially important if a case was closed but the DTO or MLO was not dismantled. One or two sentences are sufficient.</td>
</tr>
</tbody>
</table>

---
## DTO Data Collection Form (Sample)

![DTO Data Collection Form](image)

### Instructions and Definitions

- Submit by Email: primary:pmp@ncric.ca.gov
- Or via fax: (615) 553-7411

*Instructions and definitions are attached; click Acrobat "paperclip" to access.*

*Reset Form*  
*Print Form*  
*Submit by Email*
## Seizure Data Collection Form (Sample)

<table>
<thead>
<tr>
<th>INITIATIVE/GROUP:</th>
<th>SUBMITTED BY:</th>
<th>MONTH &amp; YEAR:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Arrest/Seizure</td>
<td>Make an entry for each date there is a seizure and/or arrest.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location (County)</td>
<td>County in which the seizure or arrest took place.</td>
<td></td>
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<tr>
<td>Case or File Name</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Type: DTO, MLO, or Other</td>
<td>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 &quot;Other.&quot;)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Number</td>
<td></td>
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</tr>
<tr>
<td># of Arrests</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### DRUG(S)/ASSETS SEIZED

<table>
<thead>
<tr>
<th>Drug/Asset</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine hcl Kg</td>
<td></td>
</tr>
<tr>
<td>Crack Cocaine Kg</td>
<td>For all drugs:</td>
</tr>
<tr>
<td>Heroine Kg</td>
<td>&gt; Please carry to three decimal places for kilograms, e.g., 5.234 Kg.</td>
</tr>
<tr>
<td>Opium Kg</td>
<td>&gt; Do not type Kg or DU after the amount; just type the amount.</td>
</tr>
<tr>
<td>Khat Kg</td>
<td>&gt; 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</td>
</tr>
<tr>
<td>Methamphetamine Ice Kg</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine pwdr Kg</td>
<td></td>
</tr>
<tr>
<td>Marijuana Kg</td>
<td></td>
</tr>
<tr>
<td>Marijuana Hydroponic Kg</td>
<td></td>
</tr>
<tr>
<td>Marijuana plants #</td>
<td></td>
</tr>
<tr>
<td>MDMA (Ecstasy) DU</td>
<td></td>
</tr>
<tr>
<td>GHB DU</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Cash Seized</td>
<td></td>
</tr>
<tr>
<td>Cash Value of All Other Assets Seized</td>
<td>Other assets include real estate, jewelry, vehicles, etc. (but not guns)</td>
</tr>
<tr>
<td>Assets Seized</td>
<td>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</td>
</tr>
</tbody>
</table>

### WEAPONS SEIZED

<table>
<thead>
<tr>
<th>Weapon</th>
<th>Details/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Pistols</td>
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<tr>
<td># of Revolvers</td>
<td></td>
</tr>
<tr>
<td># of Shotguns</td>
<td></td>
</tr>
<tr>
<td># of Rifles</td>
<td></td>
</tr>
<tr>
<td># of Other Weapons</td>
<td></td>
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</tbody>
</table>

C-26  WebPMP Software & PMP Process Guidelines
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 Table]

Total Number of Students:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>127</td>
<td>176</td>
<td>139</td>
<td>6</td>
<td>448</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enforcement</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1: Yes</td>
<td>409</td>
<td>127</td>
<td>492</td>
<td>151</td>
<td>315</td>
<td>139</td>
<td>61</td>
<td>6</td>
<td>1277</td>
<td>423</td>
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<tr>
<td>Question 2: No</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Question 2: Yes</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Analytical</th>
<th>Sent</th>
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<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
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</thead>
<tbody>
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<td>Question 1: Yes</td>
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<td>Question 2: No</td>
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<tr>
<td>Question 2: Yes</td>
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<table>
<thead>
<tr>
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<th>Received</th>
<th>Sent</th>
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<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1: Yes</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Question 2: No</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Question 2: Yes</td>
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<td>0</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Demand Reduction</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
<th>Sent</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1: Yes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Question 2: No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Number of Students:</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforcement</td>
<td>406</td>
<td>2</td>
<td>237</td>
<td>162</td>
<td>807</td>
</tr>
<tr>
<td>Analytical</td>
<td></td>
<td></td>
<td>12</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Management</td>
<td>192</td>
<td>43</td>
<td>1</td>
<td>155</td>
<td>391</td>
</tr>
<tr>
<td>Demand Reduction</td>
<td>4</td>
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<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>598</td>
<td>49</td>
<td>260</td>
<td>317</td>
<td>1,214</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Training Provided:</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforcement</td>
<td>5,634.00</td>
<td>8.00</td>
<td>5,024.00</td>
<td>3,308.00</td>
<td>13,974.00</td>
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<td>Analytical</td>
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<tr>
<td>Management</td>
<td>2,725.00</td>
<td>686.00</td>
<td>3.00</td>
<td>1,726.00</td>
<td>5,142.00</td>
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<tr>
<td>Demand Reduction</td>
<td></td>
<td>16.00</td>
<td></td>
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<td>16.00</td>
</tr>
<tr>
<td>Total</td>
<td>8,359.00</td>
<td>712.00</td>
<td>5,119.00</td>
<td>5,034.00</td>
<td>19,224.00</td>
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</tbody>
</table>

Total Number Surveys Sent:
<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>593</td>
<td>43</td>
<td>243</td>
<td>313</td>
<td>1,192</td>
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</table>
## Other Outputs Offline Template

Additional Other Outputs for the ________HIDTA, 20__

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Output</th>
<th>Expected Quantity</th>
<th>Actual Numerical Quantity</th>
<th>Total Quantity</th>
<th>Expected Value</th>
<th>Actual Value</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
## Case Explorer Data Stored in WebPMP

The table below summarizes where Case Explorer data can be used within WebPMP.

<table>
<thead>
<tr>
<th>C</th>
<th>G</th>
<th>E</th>
<th><strong>PULLED by WebPMP</strong> – by WebPMP users’ action.</th>
<th><strong>Enforcement</strong> tab at …</th>
<th><strong>Intelligence</strong> tab at …</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Arrests</td>
<td>Other Outputs</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Firearm seizures</td>
<td>Asset Seizures</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Event/case deconfliction</td>
<td>Activities</td>
<td>Services</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Analytical support</td>
<td>Activities</td>
<td>Services</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Number of cases opened</td>
<td>Activities</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Page</th>
<th>Suggestion or Correction Needed</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Handouts (current or proposed)

<table>
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<th>Suggestion or Correction Needed</th>
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</thead>
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WebPMP Software & PMP Process Guidelines  
Suggestion Form
### Best Practices to Share With Others

<table>
<thead>
<tr>
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<th>Best Practice</th>
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</tr>
</tbody>
</table>

### Other Materials or Training Needed

Describe the additional materials or training needed.

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