Montana Department of Justice

Sexual Assault Kit Initiative

Course “Using the Sexual Assault Kit Tracking System”

Intro

Slide 2: Welcome to the course: Using the Sexual Assault Kit Tracking System

Slide 3: Disclaimer: This project was supported by Grant No. 2016-AK-BX-K015 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

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Slide 4: In this course, you will learn how to use the Sexual Assault Kit Tracking system.

Slide 5: This is an interactive course. In this simulation, you will move through the SAK Tracking application as if you were using it live. But don't worry, we will guide you through, step-by-step, and we will even fill in some of the blanks for you. Let's begin!

Menu

Slide 6: Menu: Choose from the options below to learn more.

- **How to Register**
- **Signing In**
- **Update Your Profile**
- **Register Additional Accounts**
- **Switch Between Accounts**
- **Add a Kit to Inventory**
- **Collect & Seal a Kit**
- **Transfer a Kit**
- **Discard a Kit**
- **Quiz** – *this option is hidden until all sections have been completed.*

How To Register

Slide 7: Navigate to the Kit Track Portal URL: https://svc.mt.gov/doj/kittrack

Slide 8: This will direct you to the ePass Montana login page. To register a new account, select the “Here” link. To sign into an already established account, select the “Login” button. Select an option now.

Slide 9: Very good! The Registration page opens, which lets you fill in the required fields and note the specified username and password. You will also need to create three security questions at the bottom of the page. This information will be used for future Kit Tracking access. After filling out all necessary fields, you need to save your information. We’ve highlighted the “Save Changes” button. Select the “Save Changes” button now.

Slide 10: Good. ePass will create a new account and direct you to the “Register With Account” page. Here, you want to enter the information for the medical facility you are registering with. For a list of all available medical facilities, select the search icon. Select the search icon now.

Slide 11: A dropdown search box appears, which you can use to search for your medical facility. We’ve already entered all necessary information for you. To continue, select the “Register” button in the lower right-hand corner. Select the “Register” button now to continue.

Signing In

Slide 12: Enter your ePass login credentials and select the “Login” button. We’ve entered some login credentials for you. Select the “Login” button now.

Update Your Profile

Slide 13: You will now be directed to the Medical Facility Kit Tracking home page. Here, you can search kits by scanning or entering their Kit ID numbers. Your main menu may consist of several tiles:

- Transfers In: Which shows the kits which have been transferred to your facility.
- Transfers Out: Which shows the kits which are on their way to FREPP or Law Enforcement.
- Inventory: The kits which are in your inventory are ready for use.
- Collected: which shows the kits which have been collected and are ready to

be sent to either FREPP or Law Enforcement.

- And Discarded: A kit might have been discarded for a variety of reasons: if it was damaged, lost, tampered with, contaminated, etc.

You also have header options, such as the Account Manager, and a dropdown menu specific to your profile.

Slide 14: To update your Profile information, select your name in the top right corner of the portal. Select the name now.

Slide 15: The Dropdown menu will show the following:
- the location of the Account you are currently using,
- The “Montana Kit Tracking” button will take you to the KitTrack home page.
- The “Profile” button will let you change or add information about yourself.
- The “Account Management” button is only available to Administrators and will let them add/change information about the facility and users.
- The “Switch Account” options will only be available to you if you are registered with multiple accounts.
- The “Register With Account” button will let you register with an additional account.
- You can sign out of the application with the “Sign Out” button,
- And the “ePass Montana Home” button will direct you back to your ePass Home page.

To update your Profile Information, select “Profile” from the dropdown menu now.

Slide 16: The Profile pop-up window will open. Here, you can update your information. When you are finished, select the “Save and Close” button. Select the “Save and Close” button now.

Register Additional Accounts

Slide 17: To register an additional facility under your profile, select “Register With Account.”

Slide 18: Enter the Account name and any other information and select the “Register” button. Select the “Register” button now.

Slide 19: Your account will switch to the newly added account.

Switch Between Accounts

Slide 20: To switch between any of your registered accounts, you can select an account from the “Switch Account” list. Select an account now.

Slide 21 and 22: You will be redirected to the selected account.

Adding a Kit to Inventory

Slide 23: Upon receiving your request for kits, FREPP, within the Office of Victim Services, will assign the kits to your medical facility. Once the kits have arrived at your facility, you need to receive them from the “Transfers In” tile in your “Inventory” tile, so they are ready for processing when needed. To receive kits in your inventory, select “Transfers In” tile. Select the “Transfers In” tile now.

Slide 24: The ‘Transfers In’ page opens and shows you the available kits and their information.

- The unique SAK ID
- The Status Reason
- The Source
- And the Reason for Transfer.

Slide 25: Upon receiving sexual assault kits from the Office of Victim Services, you can transfer all kits from the “Transfers In” to “Inventory” tile by selecting the check box above all other check boxes, which will automatically select all kits at once. Select the check box now.

Slide 26: And now, select the “Select” button in the lower right corner.

Slide 27: Each selected kit will now show up as a tile. The tile shows the kit number, the Status of the kit, the current location of the kit, a details button, and a dropdown menu. You have several options to receive the kits in Inventory.

1) Select the “Receive” button at the top to receive all inventory at once. Select the highlighted “Receive” button now.

Slide 28: This will open the “Receive” pop-up window. Here, you can enter more information about the kits. Although several fields are available, only who received the inventory and the date of when the inventory was received are mandatory.

Slide 29: 2) You can also transfer kits one by one, by selecting the dropdown menu of a specific tile and selecting the “Receive button.” Select the highlighted “Receive” button now.

Slide 30: This will open the “Receive” pop-up window. You will have to fill out the same mandatory fields.

Slide 31: Your third option to receive kits in inventory can be found when selecting the “Details” button on a specific kit tile. Select the “Details” button now.

Slide 32: This will open the “Detail View” pop-up window, which shows all the information currently available on this kit. To receive a kit into Inventory from the Detail View screen, select the “Receive” button at the top of the page. Select the “Receive” button now.

Slide 33: This will open the familiar “Receive” pop-up window.

Slide 34: Although it is possible to receive only one kit at a time, you should receive all kits into inventory as soon as possible. Therefore, select the button to receive all kits at once. Select the “Receive” button now.

Slide 35: Once you have filled out all mandatory fields, select the “Receive” button.

Collect and Seal a kit

Slide 36: You can find the newly received kits in the Inventory tile. Select the Inventory tile now.

Slide 37: Your Inventory shows all the kits available for processing. Here are the kits we just received. To process a specific kit, select it from the inventory list. Select the highlighted kit now.

Slide 38: And now, select the “Select” button to continue.

Slide 39: Does this look familiar? Here, you can process the kit via the “Detail” button or the dropdown menu. Let’s select the “Collect and Seal” button to enter the collected information about the victim.

Slide 40: This is the Collect and Seal pop-up window. All information marked with a red Asterix requires your input.

- The Survivor Gender,
- the Survivor Date of Birth,
- the date and time of the assault,
- if the victim was a juvenile at the time of the assault,
- the date and time of the exam,
- who examined the victim,
- who collected the kit,
- and on what date and time the kit was collected.

It is important that you pay close attention to the entered dates and times. For example, the assault had to happen before the exam. Also, you might notice that no name field for the victim is available. The system is designed to limit any personal identifiable information. It is important not to enter the name of the victim even within the notes section, so the victim can stay anonymous. When you’ve entered all the information, as we did in this example, you can select the “Collect and Seal” button. Select the “Collect and Seal” button now.

Slide 41: It is important that you provide the victim with the kit number. This will enable them to anonymously check the status of the kit.

Slide 42: Once the kit has been collected and sealed, it will move from your "Inventory" to "Collected."

Transfer a Kit

Slide 43: To transfer a completed kit, select the "Collected" tile now.

Slide 44: The "Collected" pop-up window opens and reveals all the kits currently collected. Choose a kit…

Slide 45: …and select the "Select" button.

Slide 46: The kit will be displayed in a new window. Here, you can select the dropdown menu to choose a transfer. Select the dropdown menu now.

Slide 47: You can choose to transfer to Evidence at a Law Enforcement facility, or you can transfer the kit for holding at FREPP. For now, let's transfer to Evidence. Select "Transfer to Evidence" now.

Slide 48: In the "Transfer to Evidence" pop-up window, you have to select:

- The Transfer Method: Ship, Pickup, or Delivery. If you select Pickup or Delivery, you simply select the Destination. If you select to ship the kit, you will also have to select your shipping method and enter the tracking number.
- The Destination: which is the Law Enforcement office.
- Who initiated the transfer to evidence.
- And what day and time the transfer was initiated.

When all required data has been entered, select "Initiate Transfer." Select the "Initiate Transfer" button now.

Slide 49: You will see that the current location of the kit changed from the Medical Facility to the Law Enforcement office. The kit will also have moved from the "Collected" tile to the "Transfers Out" tile on the home page.

Slide 50: If you want to transfer the kit to FREPP instead, choose "Transfer to FREPP" from the dropdown menu. Select "Transfer to FREPP" now.

Slide 51: The "Transfer to FREPP" pop-up window contains the same options as the Transfer to Evidence window. Choose the Transfer Method, the destination, who initiated the transfer to FREPP, and what day and time the transfer was initiated. Then, when you have entered all required information, select "Initiate Transfer."

Slide 52: You will see that the current location of the kit changed from the Medical Facility to the DOJ Victims Services. The kit will also have moved from the "Collected" tile to the "Transfers Out" tile on the home page.

Slide 53: You can also transfer multiple kits at the same time. Simply select multiple kits in the "Collected" tile – then you can either transfer all kits to the same location at once or choose what happens with each kit individually.

Discard a Kit

Slide 54: In some cases, you may have to discard a kit. A kit can be discarded for a variety of reasons: if it was damaged, lost, tampered with, contaminated, etc. To discard a kit, scan or enter the Kit ID from the home page to locate the correct kit.

Slide 55: Now, select the dropdown menu to choose an action. Select the dropdown menu now.

Slide 56: Then, select "Discard" from the dropdown menu.

Slide 57: The Discard pop-up window will open. Here you have to enter a "Reason for Action," identify who discarded the kit, and on what date and time the kit was discarded. Now, select the "Discard" button.

Slide 58: The kit will move from its original tile to the "Discarded" tile.

Quiz

Slide 59: Let's test what you've learned. The following is an interactive quiz. Complete the task as if you were using the Sexual Assault Kit Tracking System live.

Slide 60: The Office of Victim Services has just assigned eight new kits to your facility. Let's receive those kits into Inventory. Which steps do you have to follow?

Slide 61-63: *Moving through the slides.*

Slide 64: Correct! You should receive all kits into your Inventory as once.

Slide 65: No, sorry. That is incorrect. When possible, receive all kits at once into your Inventory.

Slide 66: Multiple Choice: In the Collect & Seal window, which of the following requires input? (mark all that apply – more than one answer possible)

- ☑ A) The Survivor Gender
- ☑ B) The Survivor Date of Birth
- ☑ C) The date and time of the assault

- ☑ D) The date and time of the exam
- ☐ E) The name of the victim

Correct Answer: That's correct. You should not even mention the name of the victim in the notes section. The system is designed to limit any personal identifiable information. It is important not to enter the name of the victim even within the notes section, so the victim can stay anonymous. However, the victim's gender and date of birth are mandatory, as well as the dates and times of the assault and the exam. Click anywhere to continue.

Incorrect Answer: No, that's incorrect. You should not even mention the name of the victim in the notes section. The system is designed to limit any personal identifiable information. It is important not to enter the name of the victim even within the notes section, so the victim can stay anonymous. However, the victim's gender and date of birth are mandatory, as well as the dates and times of the assault and the exam. Click anywhere to continue.

Slide 67: Enter your feedback in the box below.

Slide 68: Quiz Results.

Slide 69: In this course, you have learned how to use the Sexual Assault Kit Tracking System.

Slide 70: Thank you for completing this course. Select "Close" to exit.