

What is Track-Kit?

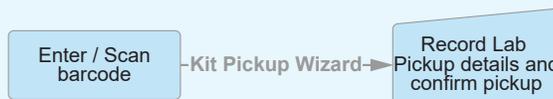
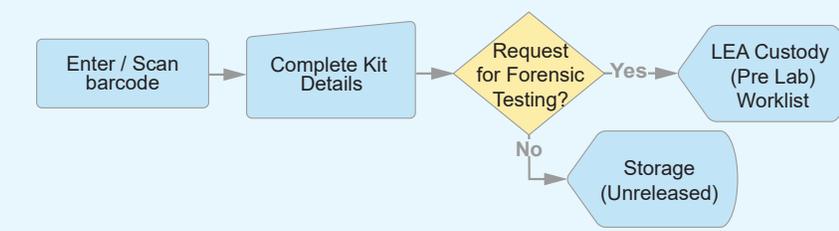
Track-Kit is a web-based software for tracking sexual assault kits. It is a highly integrated solution used to track kits from distribution, to collection, to processing, to storage. Track-Kit also allows survivors to confidentially view the location and status of their kits.



- Picking Up/Receiving Kits
- Releasing Kits
- Receiving Unexpected Kits
- Skipping Lab Processing
- Transferring Kits Between Law Enforcement
- Address Missing Information
- Reporting Center
- Dynamic Search
- Administration

Picking Up Kits

You will pick up kits from medical facilities and laboratories. You must enter mandatory fields (marked with a red asterisk *) to complete a pickup.



Entering LEA Investigation Review and Result

When the medical facility requests testing for a kit, you will receive a notification indicating that investigation results are required for the kit. You may provide investigation results at any point once the kit has been picked up from the medical facility.

1. Select the **LEA Investigation Review and Result**.

If you Refer the Case

- To refer the case to prosecutor, select 'Case Referred to Prosecutor'.
- Select a **Date Referred** date.

If you Decline the Case

- To decline referral to prosecutor, select 'Contact Law Enforcement Agency Assigned to Case'.
- Select a **Reason for Declining Referral**.
- Select an Investigation Complete date

 Investigation Review and Result fields may be displayed to the survivor.

Survivor Password

You can help survivors reset their passwords.

1. At the bottom of the **Kit Details** page, click **Reset Survivor Password** to open the Password Reset Wizard.
2. Select a reset method using the radio buttons.
 - If 'Password Reset Email' or 'Password Reset Text' is selected, the account will be locked until the password has successfully been reset by the survivor.
 - If 'Manual Password Reset' is selected, you must provide the new password to the survivor so they can access the account.

Skiping Lab Processing

You may skip lab processing for a kit in your agency's possession or at the laboratory. This feature is available once a kit is picked up from medical facility and before the kit is delivered to lab.



1. Enter/Scan the kit barcode to open the **Kit Details**.
2. Click the **Skip Lab Processing** button, then select a **Skip Lab Processing Reason**.
 - If the kit is in lab possession, a notification will be sent to the laboratory. The kit's status is not changed.
 - To reverse this action: enter or scan the kit's barcode to open **Kit Details** and click the **Undo Skip Lab Processing** button.

Transferring Kits

You can transfer kits from your agency to another law enforcement agency.



1. Enter/Scan the kit barcode to open the **Kit Transfer Wizard**.
2. Select the organization.
 - Commonly selected LEAs in Track-Kit appear on the **Organization** drop-down list.
 - Select **Other Organization** to open the **Organizations Lookup** table to select other LEAs, including an out-of-state.
3. Click **Initiate Transfer**.
 - If the kit is going to an LEA in Track-Kit, the transfer will stay on the **Active Transfers** worklist until the receiving LEA confirms receipt. Kits transferred out-of-state leave Track-Kit and are marked **Tracking Complete**.



Required fields missing

Kits stay on this worklist until you enter the missing data, such as the **LEA Pickup Date from MF**.



Generate reports

Configure pre-defined reports to your preferences and save for future reports.



Advanced search features

Apply filters to conduct a multi-layered search and save your query for future searches

Administration Center

If you have administration privileges on your account, you can manage the Administration Center for your site. It is possible that not all administrative features are enabled for your account.

Administration Center								
Organization	Dashboard	Associated Agencies	Track-Kit Users	Track-Kit Roles	Officers	Notification Recipients	Notification Types	Bulletin Board Messages
Edit Organization and Survivor Contact information	View and interact with summary Dashboard charts	Link an associated lab and commonly selected law enforcement agencies to your facility	Add as many Track-Kit Users to your site as required.			Edit Notification Types (pre-written email messages). Add and edit Notification Recipients.		Post Bulletin Board Messages