Indiana
Statewide Sexual Assault Kit
Tracking System
User Manual for SANE personnel
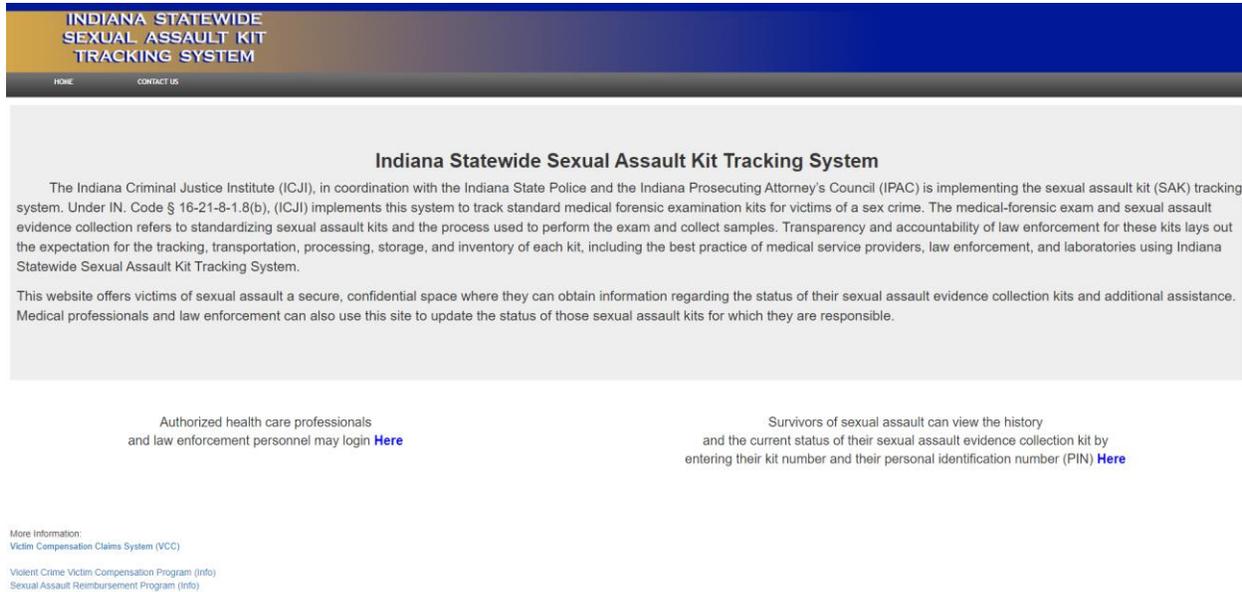
Contents

Landing Page

The Indiana Statewide Sexual Assault Kit Tracking System can be found online at https://www.sak.cji.in.gov. This link will provide access to the system for both victims and other authorized users. Below is an image that closely resembles the Indiana Statewide Sexual Assault Kit Tracking System landing page.

Users in the system fall into one of the following categories:

1) Victim or Victim Advocate
2) Sexual Assault Nurse Examiner (SANE) Personnel
3) Law Enforcement Personnel
4) Indiana Criminal Justice Institute staff

   Law Enforcement falls into two additional categories

   a) Law Enforcement Officer from an agency within the State of Indiana
   b) Indiana State Police and Marion County Crime Lab
5) Indiana Prosecuting Attorneys Council and Prosecutor's Offices

Each sexual assault kit is identified with a barcode. This barcode identifies the specific kit used for evidence collection. When evidence is collected, the SANE nurse will provide the victim with the kit number used for evidence collection and a 4-digit pin code assigned by the Sexual Assault Kit Tracking System. These two numbers, when used in the correct combination, can be used to view the handling of the sexual assault kit.

The lifecycle of a sexual assault kit is as follows:
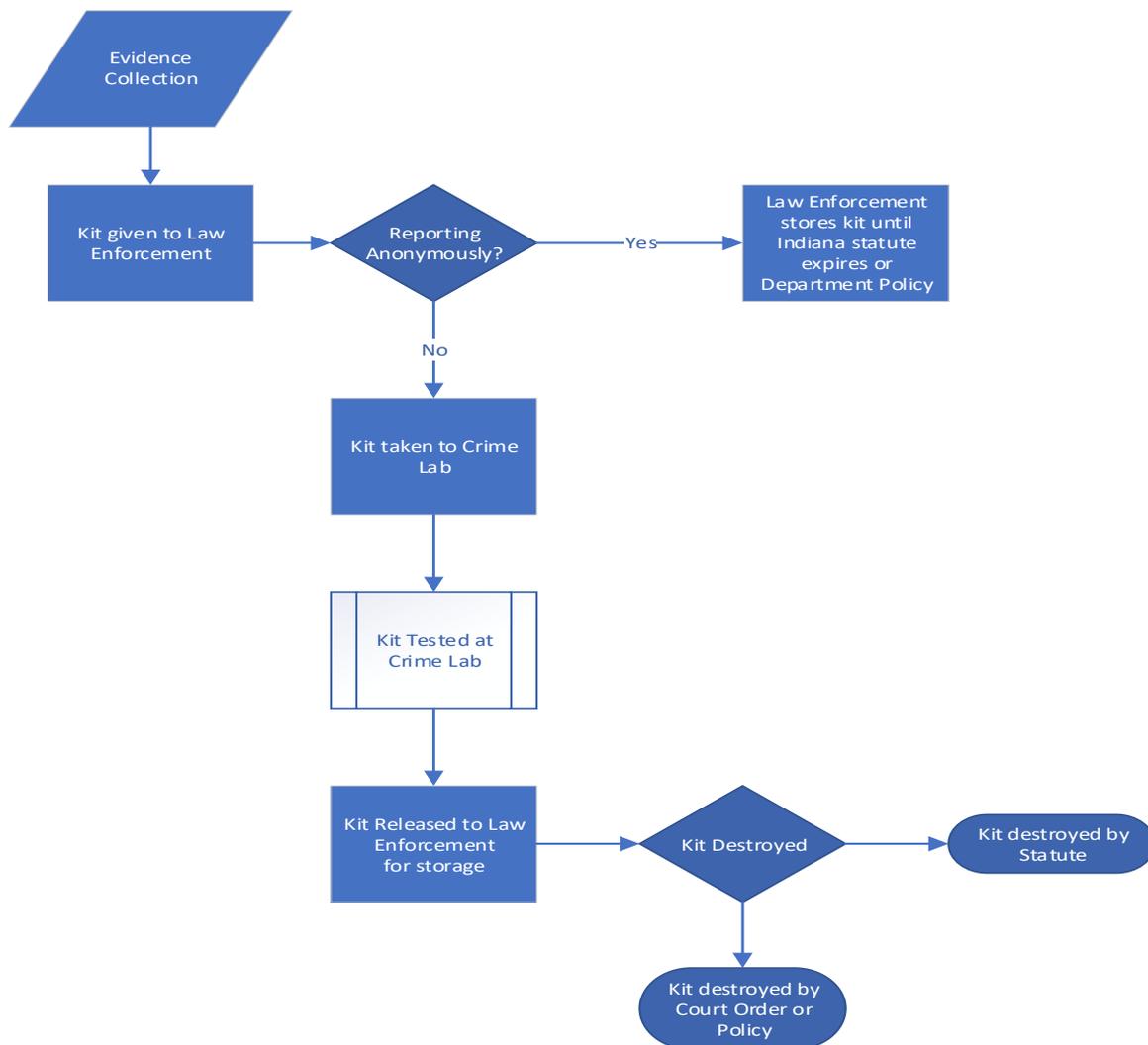
View Kit Status

The View Kit Status link on the landing page is designed for victims or victim's advocates which have the kit number and associated 4-digit pin number attached to that kit number to easily view the stages of the handling of a sexual assault kit.

This link can be used by anyone to see the kit status with matching kit and pin combinations. Authorized users with a responsibility to provide tracking updates will not use this link to make such updates.

After entering the kit number and matching pin, clicking on the View Kit Status link will result in the kit handling steps to be displayed.
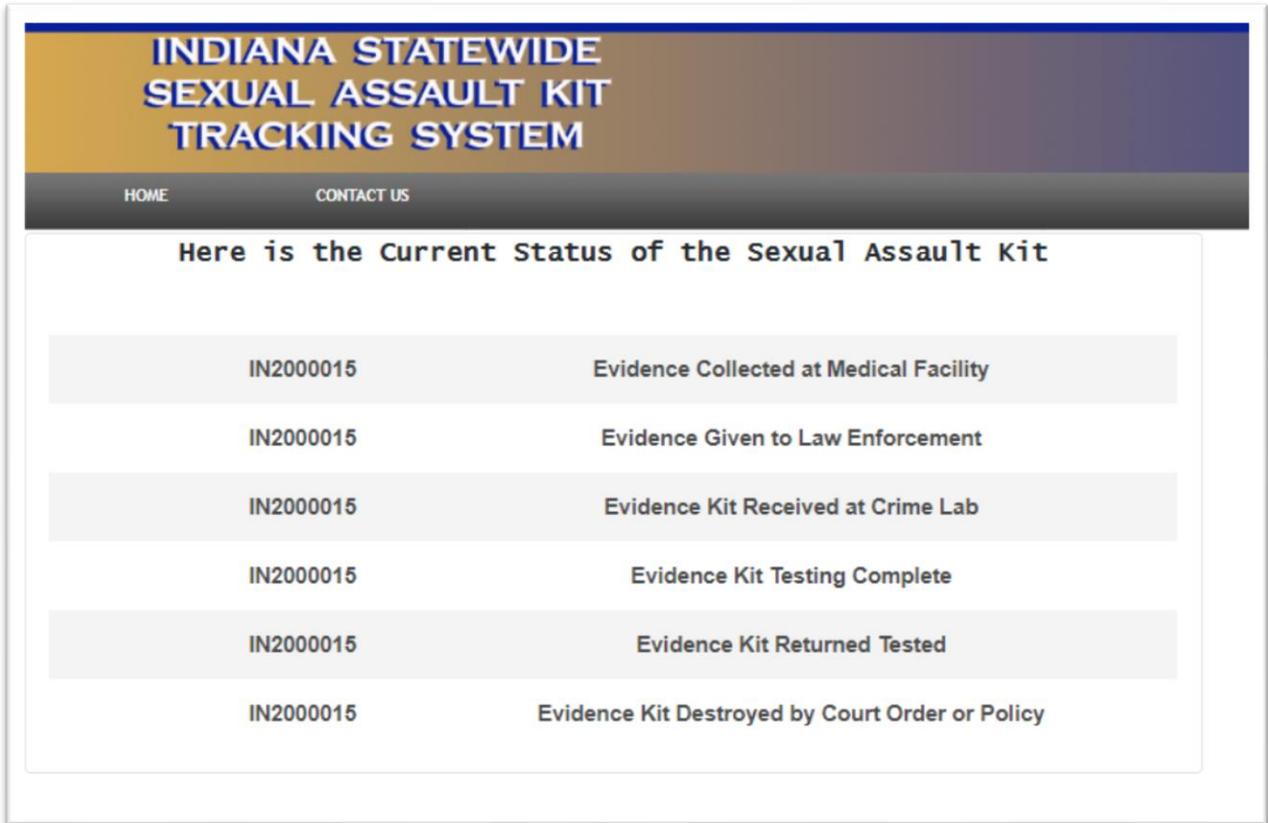
Login

Authorized users with an account in this system can use the Login button on the main landing page. Once a user clicks that link, they will be presented with a login request in which they will enter their email address and account password.

Should a user forget their password and a password reset be necessary, they may simply click on the 'Forgot Password' link on the login page. They will be asked their email address associated with their Sexual Assault Kit Tracking System account. Once that is provided, an email will be sent to that email address with a link to reset their password.

The only other way for a user to have a password reset is for an agency administrator in the facility that is responsible for the user's account to trigger that email to be sent. The administrator cannot reset a user's account.

Navigation

Once a user is logged in, the following header will be available on all of the screens. The 'Home' link will take the user back to the landing page of the logged in user. A sample of the header can be seen in the image below. For administration instructions, see the next section in this document, Administration.

Administration

If the logged in user is also an administrator, they will see a link for 'Users' as well as the 'Home' link described in the above section. The 'Users' button will allow the identified administrator to add, edit and delete new users for their facility/agency or trigger a password reset for a specific user.

When the administrator clicks the 'Users' button they will see a list of the users that have been assigned accounts in their agency/facility.
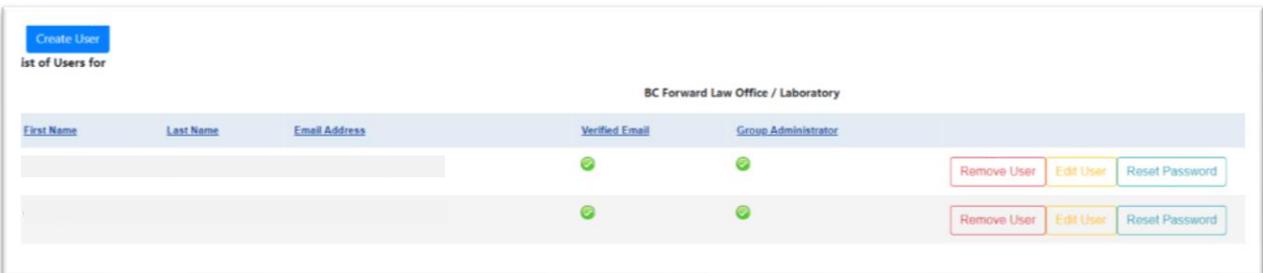
To create a new account, click the Create User button. The image below will appear for the administrator to complete the new user form. Once the Email address, First and Last names of the new user are completed and the identification if this new user should also be an administrator are submitted, an email will be immediately sent to the new user's registered email account.

The new user will be required to validate that account by logging into their email system, finding the email and clicking the link to go to the validation page to validate their account. The validation page will require them to assign themselves a password.   A sample of the email message can be found in the following section, Obtaining and Validating a User Account.

To edit/update a user's account, the administrator will need to find the account in the list of users within their agency or nursing facility and click the 'Edit' button on the row of that user's profile. A window will pop up similar to the image below and the administrator may make changes to the user's profile.

Obtaining and Validating a User Account

When an administrator enters a new user account for their agency/facility, the email address associated with the new user will be sent an email similar to the following image.

FROM: ViolentCrimeCompensation@cji.in.gov

Indiana Criminal Justice Institute

Hello <email address> Welcome;

The Indiana General Assembly has given supervisory management to the Indiana Criminal Justice institute (ICJI) to implement a tracking system for sexual assault kits. With additional cooperation from the Indiana State Police and Indiana Prosecuting Attorney's Council (IPAC), the Indiana Statewide Sexual Assault Kit Tracking System (SAK) has been created, and will be used by law enforcement agencies, laboratories, and Sexual Assault Nurse Examiners (SANE nurses).

This system will serve as a tool for victims to positively impact sexual assault responses and the experience of victims.
The tracking system will be utilized using a kit number and associated pin number for the evidence collection at the medical forensic examiner facility and the movement of that kit through the kit

lifecycle.

The Web application can be found at https://sak.cji.in.gov.

Your Account is almost ready, but before you can login you must first visit
https://sak.cji.in.gov/Public/VerificationUserPage.aspx?uniqueCode=67fd83b331e7cb2992b024

Once you visit the verification URL you will be redirected to the login page.

If you have any problems accessing your account, please contact our helpdesk via email at: sakhelp@cji.in.gov.

If you have any other problems or questions please contact an ICJI representative

Phone: (317)232-0157 or (317) 232-1233

Email: helpdesk@cji.in.gov

Thank you

In order to validate the account to be used, the new user will be required to click on the link in the email. The link will take them to a password page for the user to enter a new password to be used with the Sexual Assault Kit Tracking System. Once this has been submitted, the user can go to the main landing page and select the login button to use the tracking system.

Verification Page

Please enter a strong password you will remember

Your email will be the Username!

chbrown@cji.in.gov

Password

[   ]

Re Enter Password

[   ]

ResetPassword

Nursing

After a SANE nurse logs into the system with their email address and associated password, they will be presented with a screen that contains two panels:

> **Right**: Register a new sexual assault kit
> **Left**: Update Kit Information / Lookup

Right Panel

When evidence is collected by a SANE nurse, the SANE nurse will select an unopened evidence collection kit from the facilities inventory. The nurse will then register the use of that kit in the Sexual Assault Kit Tracking System. When registering the kit, the nurse will enter the following data points:

1) The sexual assault kit number*
    This number should be scanned if the computer being used to register the kit has a scanner. If not, the nurse can type in the kit number.
2) Victim's First Name
3) Victim's Last Name
4) The Evidence Collection Facility Name*
    This information is automatically populated from the nurse's login account information.
5) Law Enforcement Agency responsible for this report
6) Date Evidence Collected
    This information is also auto-populated based on the date and time this information was entered into the Sexual Assault Tracking System
7) Date of the Crime (If known)
8) Identify if the victim chooses to remain anonymous

Once this information is submitted, a randomly assigned 4-digit pin number will be associated to this kit. This number will be shared with the victim so that they may view the status and handling of their sexual assault kit. VERY IMPORTANT!   Write the pin next to the kit number on the box!

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Please Print this Page for your Records

Your Kit is:

IN19002200

Your Pin Number is:

4039

Helpful information : National Sexual Assault Hotline at 800-656-HOPE (4673)

Left Panel

When the kit is released to law enforcement, or to see the handling of a kit, enter the kit number and the associated pin number. In-addition, when a kit is released to law enforcement, the SANE nurse should acknowledge this by searching for the kit with the pin and selecting the appropriate drop-down value from the list and click the 'Update Kit Information' button.

Victim Name:Jill Crider

IN2000003   Evidence Collected at Medical Facility

- Select -   Update Kit Information

- Select -
Evidence Given to Law Enforcement