The State of Georgia's
Sexual Assault Kit Tracking System
(GA SAKTS)

USER GUIDE

This System, administered by the Georgia Criminal Justice Coordinating Council, tracks sexual assault kits (SAK) processed by various state and local agencies. Agencies handling SAKs are legally required to use the system to manage SAK movement and update kit statuses for any kits in their possession. The system tracks SAKs by a unique SAK ID/Barcode number and does not capture any personally identifiable information. This system is not intended to serve as an official chain of custody for any sexual assault kit.

SAKTS Agency User Guide

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Appendix – Form Breakdown

Agency Administration

Process Guidelines

The Georgia SAKTS solution is a secure web-based system available on the Internet. All end users of the system will need to use a modern / recent browser version with Internet access or filtered Internet access, allowing the URLs below. The specific, technical information for connectivity is below:

- Physical Location Of Solution: Secure Nlets Datacenters, Within The United States

- Protocol: HTTPS using TLS 1.2 or higher

- Port: 443

- URLs - Allow these URLs, if your organization's network is filtering URLs to the Internet:

  - https://sakts-ga.public-safety-cloud.com/
  - https://sakts-ga-train.public-safety-cloud.com/

In support of Georgia State House Bill 255 and the Sexual Assault Reform Act of 2021; the sexual assault kit tracking system (SAKTS) has been developed for the state of Georgia through a partnership between the Criminal Justice Coordinating Council (CJCC) and the Georgia Bureau of Investigations (GBI).

This reform act requires all medical facilities, state, county and city agencies, and persons that handle, process or store sexual assault kits (SAK) to be registered users of the system as of June 30, 2022.

The system is a cloud-based solution, administered by each individual agency; therefore, a system administrator exists in each agency location. All system administrators are responsible for understanding the details outlined in this User Guide.

The system functionality will be limited to the logging of SAK usage and movement through the system via bar code tracking. The logging process may involve, depending on your role:

(a) Logging in newly obtained Sexual Assault Kit (SAK) inventory upon vendor delivery,
(b) Logging SAK transfers out of an agency,
(c) Logging SAK receipts into an agency,
(d) Logging use of an SAK (FME, Training, etc.),
(e) Logging SAK analysis status (pending or complete), and
(f) Logging SAK destruction status.

Involved Agency Types

- Tri-Tech (SA Kit Vendor)
- GBI Crime Labs
- Hospitals
- Sexual Assault Centers
- Child Advocacy Centers
- Law Enforcement Agencies

- Medical Examiner's Offices
- Prisons / Jails
- Military Bases
- Universities
- Unaffiliated Forensic Medical Providers
- Prosecutors

Access the Sexual Assault Kit Tracking System (SAKTS) using the link below (*be sure to save the link to your favorites in your browser*).

https://sakts-ga.public-safety-cloud.com/

When the system loads, you will use your username and password to access the system (these should have been be provided to you during your registration process, contact the CJCC if you need assistance).

State of Georgia CJCC
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System Access

Only authorized personnel from kit collection sites, law enforcement, prosecutors / solicitors, and GBI may access the system. Authorized personnel may obtain user credentials from their Agency Site Administrator.

Username

mike.mckinney@slalom.com

Password

••••••••••

Forgot your password?

Sign In

Survivor Access

As a survivor, you may view the status of your Sexual Assault Kit (SAK) by entering your kit's unique SAK ID/Barcode number as well as the PIN you were issued at the Forensic Medical Exam in the fields below.

For a list of survivor support services in Georgia by location, including crisis intervention hotlines, support groups, legal advocacy, emergency housing and transportation, and referrals for mental health services, please click here.

Kit ID Number

Reset   Get Status

❓ Help

SURVIVORS

View instructions for logging into the SAK Tracking System as a **survivor** here. Survivors can also view the Survivor FAQ or the Survivor Access Troubleshooting Guide for more information.

TECH SAFETY: If you are in danger, please use a safer computer, or call or 911, if it is safe to do so. Learn more technology safety tips here.

AUTHORIZED USERS

View instructions for logging into the SAK Tracking System as **authorized personnel** here.

REMINDER: For security purposes, remember to change your password on a regular and frequent basis.

For all other inquiries, contact the SAK Tracking System Coordinator by phone at 804-555-5555 or by email at sakts-coordinator@cjcc.gov

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Username

Password

Forgot your password?

Sign In

Your username is tied to an Agency Type; and your agency is one of many other agencies tied to that same agency type. The home screen that you see is the same home screen that all agencies of that type see; and the actions that you are able to perform are tied to your user role definition.

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Once logged in, you will be able to begin viewing, tracking and/or maintaining SA kits for your agency. The actions you will be able to take will depend on your job function and role assignment.

Sample Home Screen

State of Georgia CJCC
Sexual Assault Kit Tracking System

Kit #   🔍   👤 Mike McKinney

🏠 GBI Forensic Laboratory

Notifications ❶

⚙ CJCC Site

Reports ⌄

✉ Notify Agency of Kit Pickup

Notify Law Enforcement

🏷 Receive Kits

Receive from Law Enforcement

Receive from ME Office

Receive from Military Base

Receive from Non-GBI Lab

Retain at GBI Crime Lab

Retain at GBI Crime Lab

⑦ Help

Use this link to access training documentation for the SAK Tracking System : SAKTS User Guide.

Note: your home screen view may look different than the one pictured above, since different agencies have different valid actions and functions.

Survivors may access the survivor's portal from the main landing page of the system. Survivors will not have a user login to access the system; they only need the kit number and the PIN issued to them during the FME collection process.

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Kit ID Number

Reset   Get Status

❓ Help

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Kit ID Number

Reset   Get Status

Once a valid kit number is entered into the field, and the user clicks 'Get Status', a 'PIN' field appears and will be required to view the kit status.

Kit ID Number

123456

PIN

Reset   Get Status

On the home page, users can search for a specific SA Kit by using the search bar on the top right of the screen (assuming that there are SA Kits in the system that have been procured or received by your agency)
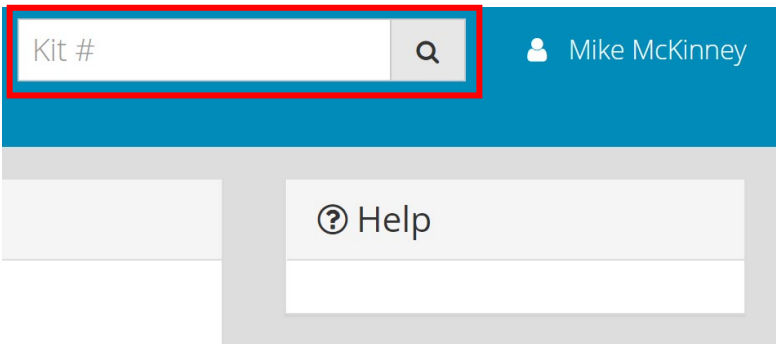
Note: your Agency can only see (a) kits that have been received by or added to your agency, or (b) kits that have been made public to everyone in your Agency Type.

You can also click on your username in the top right corner of the home page to select additional options of Site Administration, Security Administration and signing out of the system (more on these later).
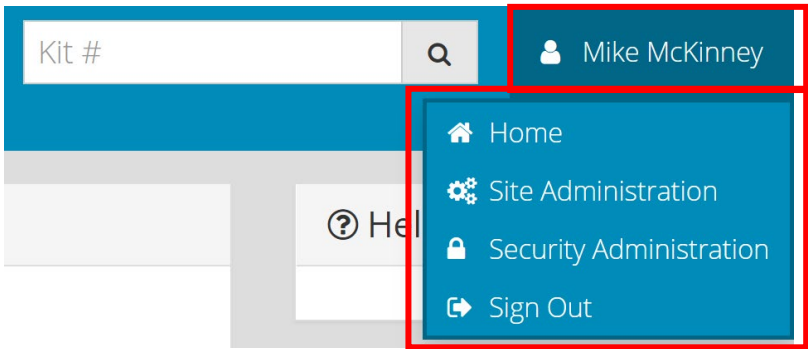
Top-left on your home page, you will find the Agency Type name listed next to a house icon. This is the agency type to which you are affiliated; clicking it will return you to the main home page screen.

Below the agency name, is a **Notifications link**. Notifications are Agency Type specific and setup by the CJCC. They alert you to kits that are inbound or that may need to be moved along in the process.

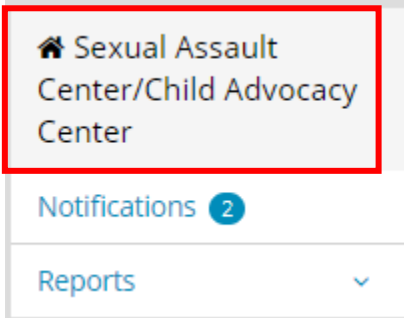*Examples of notifications are (a) A Kit was Collected X Days Ago, (b) A Kit was Received X Days Ago or (c) Need to notify Law Enforcement of a pickup.*

You can see the number of notifications pending before you click the link. Once in the notifications window, take note of the notification reason and the impacted kit numbers. You may choose to click the check box next to a kit number and take the recommended action against it by clicking the action button above it.

In this case, the action would be to 'Notify Law Enforcement'.

Under the agency name and below notifications, you will find a reports link. Clicking on this link will provide a drop-down list of all of the reports that have been created for your agency. These reports were developed to provide insights into the progress and success of the kit management workflow.

🏠 Sexual Assault Center/Children Advocacy Center

Notifications 1

Reports ⌄

🏠 Sexual Assault Center/Children Advocacy Center

Notifications 1

Reports ⌃

All Kits Ever Through Agency

Kits Currently Owned by Agency

Kits Collected in Last 365 Days

Familiar Kits Destroyed

Familiar Kits that Completed Analysis

Familiar Non-Reported Kits

Kits Received by Law Enforcement

Kits Received by GBI Crime Lab

Familiar Reported Kits ever Owned by Agency

Kits Sent out of this Agency

Clicking on a report will run the report and generate output. You can export the data for analysis per your requirements.

These reports are created and maintained by the CJCC administrators.

Once you click on a report, the report will run and generate results (*see sample results below from the "All Kits Currently in Agency" report*).

Kits Currently Owned by Agency

Results per Page: 10 ▾ Total: 2

Kit # ^	Kit Status	Analysis Status	Exemption Status	Received Date	Collected Date	Jurisdiction
21-000001	Available for Use		Reported - Requires Submission	6/2/21	5/26/21	
21-000028	Reported Collection Ready for Law Enforcement		Reported - Requires Submission	6/10/21	6/15/21	

Toggle Criteria | Export

If the report is set to allow Toggle, you may click on Toggle Criteria, which will open a window with definable criteria. This will allow you to sort the data (by using the Search button), as well as export the data for further analysis (using the Export button).

All Kits Currently in Agency

Results per Page: 10 ▾ Total: 1

Kit Status
[▾]

Exemption Status
[▾]

Analysis Status
[▾]

Anonymous Kit
[▾]

Received Start Date
[📅]

Received End Date
[📅]

Collected Start Date
[📅]

Collected End Date
[📅]

Jurisdiction
[▾]

Clear | Search

Kit # ^	Kit Status	Analysis Status	Exemption Status	Received Date	Collected Date	Jurisdiction
21-000001	Available for Use		Requires Submission	6/2/21	5/26/21	

Toggle Criteria | Export

The center of your home page is divided into left-center and right-center panels. On the left-center you will find an option to Notify Agency of Kit Pickup. Click this link to notify an agency that there is a kit that your agency owns that you are ready for their agency to pickup.
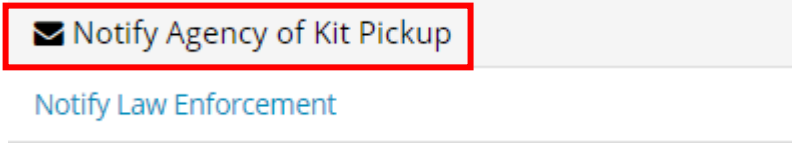
✉ Notify Agency of Kit Pickup

Notify Law Enforcement

The link options available to you are dependent of how your agency type was set up by the CJCC administrators. If you require a link option that is not present, contact a CJCC system administrator.

Clicking the Notify Agency of Kit Pickup link will open a new window, allowing the user to designate a kit to send and the related parameters. Clicking the green 'Notify' button will make the kit ready to be 'received' by the selected agency.

Notify Agency Window (click Notify Link)

Notify Law Enforcement

Kit #

Enter Kit # (e.g., 123456, 123-45678) and press Enter   +

Remove All

Date Sent/Transferred

07/07/2021 📅

Sending Agency Type   Sending Agency

Forensic Laboratory   GBI Crime Lab - Division of Forer

Receiving Agency Type   Receiving Agency

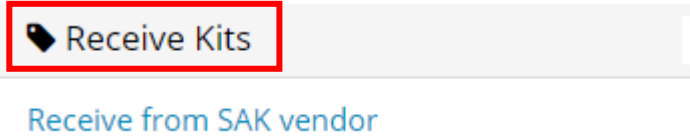Law Enforcement   ▾

Reason

Analysis Complete

Notify Law Enforcement

On the left-center you will find an option to Receive Kits. This is the link that you will click to initiate a system-based receipt of a kit that you do not currently posses and will be obtaining from another agency location (after they 'send' it to you).

🏷 Receive Kits

Receive from SAK vendor

The link options available to you are dependent of how your agency type was set up by the CJCC administrators. If you require a link option that is not present, contact a CJCC system administrator.

Clicking the Receive link will open a new window, allowing the user to designate a kit to receive and the related parameters. Clicking the green 'Receive' button will receive the kit into your Agency's ownership.

Receive Kit Window (click Receive Kits Link)

Receive from Sexual Assault Center

Kit #

| Enter Kit # (e.g., 123456, 123-45678) and press Enter | + |

Remove All

Date Received

05/05/2021

Receiving Agency Type	Receiving Agency
Forensic Laboratory	Georgia Bureau of Investigation

Sending Agency Type	Sending Agency
Sexual Assault Center	Sexual Assault Center

Reason

For Analysis

Receive

After you scan or enter the kit number into the Kit # field, you will need to click the "+" symbol to load the kits into the 'ready' position. You may scan or enter multiple kit numbers, separated by commas, and add multiple at a time. If you make a mistake, click Remove All or click an individual kit to remove.

Kit #

| Enter Kit # (e.g., 123456, 123-45678) and press Enter | + |

21-000021 ✖

Remove All

If you enter a kit that is **owned by another agency**, or a kit that **does not currently exist in the system**, or a kit number in the **wrong format** or the **action you are taking was done previously**, you will receive a warning message. Orange messages will display a warning but not stop your process.

Kit #

| Enter Kit # (e.g., 123456, 123-45678) and press Enter | + |

21-000021 ✖   21-000022 ✖

Remove All

Note: If you attempt kit **action is unauthorized** for that kit, you will receive an error. Red error messages will stop you from proceeding.

The action being attempted is unauthorized.

On the right-center you will find an option for Administrative Actions. This is the link that you will click to perform the tasks of creating and canceling survivor PINs and destroying kits that are due for destruction.

📕 **Administrative Actions**

Create PIN for Survivor

Cancel PIN for Survivor

Destroy Kit

!!!No kit should ever be destroyed without meeting all state, agency and legal requirements; always err on the side of preserving kits!!!

Destroy Kit Window (click Destroy Kit Link)

Destroy Kit

Kit Number

(e.g. 123456, 123-45678)

Date Destroyed

05/05/2021   📅

Agency Type

Forensic Laboratory

Agency

Georgia Bureau of Investigation

Reason

Used for Training

Destroy

Collection sites will have the ability to Create and Cancel survivor access to kits through generating or removing active PINs.

Create survivor PIN Window (click Create PIN link)

Create PIN for Survivor

Kit Number

(e.g. 123456, 123-45678)

Agency Type

Sexual Assault Center/Children Advoc

Agency

Sexual Assault Center

PIN

Generate

Reason

Policy

Create PIN for Survivor

Cancel survivor PIN Window (click Cancel PIN Link)

Cancel PIN for Survivor

Kit Number

(e.g. 123456, 123-45678)

Agency Type

Sexual Assault Center/Children Advoc

Agency

Sexual Assault Center

Reason

Leaked PIN

Cancel PIN for Survivor

Note: 'Reasons' are setup by the CJCC administrator; contact a CJCC admin if there is a need for additional reason options.

On the right-center, if you are a **Collection Site** location, you will find an option for Collect Kit / Complete Exam. This is the link that you will click to 'Use' a kit in a forensic medical exam.

When a kit is 'collected', the kit is updated to reflect whether it is a reported or non-reported kit, and the kit status is updated in to reflect its readiness to move forward into either storage or to law enforcement and eventually to a lab.

Sample Collect windows for reported and non-reported kits.

Collect Reported Kit

Kit Number
(e.g. 123456, 123-45678)

Date Collected
08/23/2021

Collecting Agency Type
Sexual Assault Center/Children Advoc

Collecting Agency
Sexual Assault Center

Reason
Reported

Will Send To Agency Type
Law Enforcement

Will Send To Agency

Collect Reported Kit

Collect Non-Reported Kit

Kit Number
(e.g. 123456, 123-45678)

Date Collected
08/23/2021

Collecting Agency Type
Sexual Assault Center/Children Advoc

Collecting Agency
Sexual Assault Center

Reason
Non-Reported

Will Send To Agency Type
Law Enforcement

Will Send To Agency

Collect Non-Reported Kit

The kit collection step is **critical** for survivor tracking. When completing the collection criteria window, you will enter the kit number to be collectedd and the date of collection. The only other field to be selected will be the intended receiving agency...which will be a list of values from which to select. All other fields will auto complete.

ng System

Collect Reported Kit

Kit Number

(e.g. 123456, 123-45678)

Date Collected

08/23/2021

Collecting Agency Type

Sexual Assault Center/Children Advoc

Reason

Reported

Will Send To Agency Type

Law Enforcement

A.B.A.C. Police Department
Abbeville Police Department
Abraham Baldwin Agricultural College Police
Acworth Police Department
Adairsville Police Department
Adel City Marshal's Office
Adel Police Department
Adrian Police Department
Agnes Scott College Department Of Public Safety
Ailey Police Department
Alamo Police Department
Alapaha Police Department
Albany Police Department
Albany State University Police Department
Albany Technical College Police Department
Albany- Dougherty Marshal's
Alma Police Department
Alma Police Dept
Alpharetta Department Of Public Safety

Collect Reported Kit

Once you complete the form, click on Collect Kit to process the collection. You will still need to perform an action on the kit to either RETAIN on site or to SEND to the next agency for their receipt.

Once a kit has been collected and the status of the kit has been set to Non-Reported; there may be a reason that this status needs to change.

To change the current status of a kit from non-reported to reported, authorized agencies will use the 'Change Status' action available on their home screens.

♻ Change Status

Change Kit Status to Reported
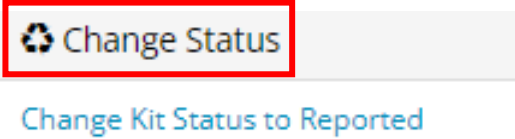
By clicking on the appropriate link, users will be taken to a window (below) to enter the necessary parameters that will allow for the status change to be made. Enter the kit number and date and click the Change button.

Change Kit Status to Reported

Kit Number

(e.g. 123456, 123-45678)

Date of Change

07/07/2021

Agency Type

Sexual Assault Center/Children A

Agency

Sexual Assault Center

Reason

Reported

Change Kit Status to Reported

The kit collection step is **critical** for survivor tracking. During the FME collection process, the practitioner conducting the examination will provide the survivor with a slip of paper (contained within the SA Kit) that will have a bar code and a place to write a PIN.

The practitioner will generate a PIN from within the SAK Tracking System to provide to the survivor. These materials will enable the survivor to access their kit and view its status in the system.

You may use the 'Generate' button to have the system create a random 5-digit PIN for the survivor; or, if the survivor wants to create their own PIN, then you may enter a PIN manually.

When you click on 'Create PIN' the PIN that you selected (or the one generated) will be saved as the new PIN.
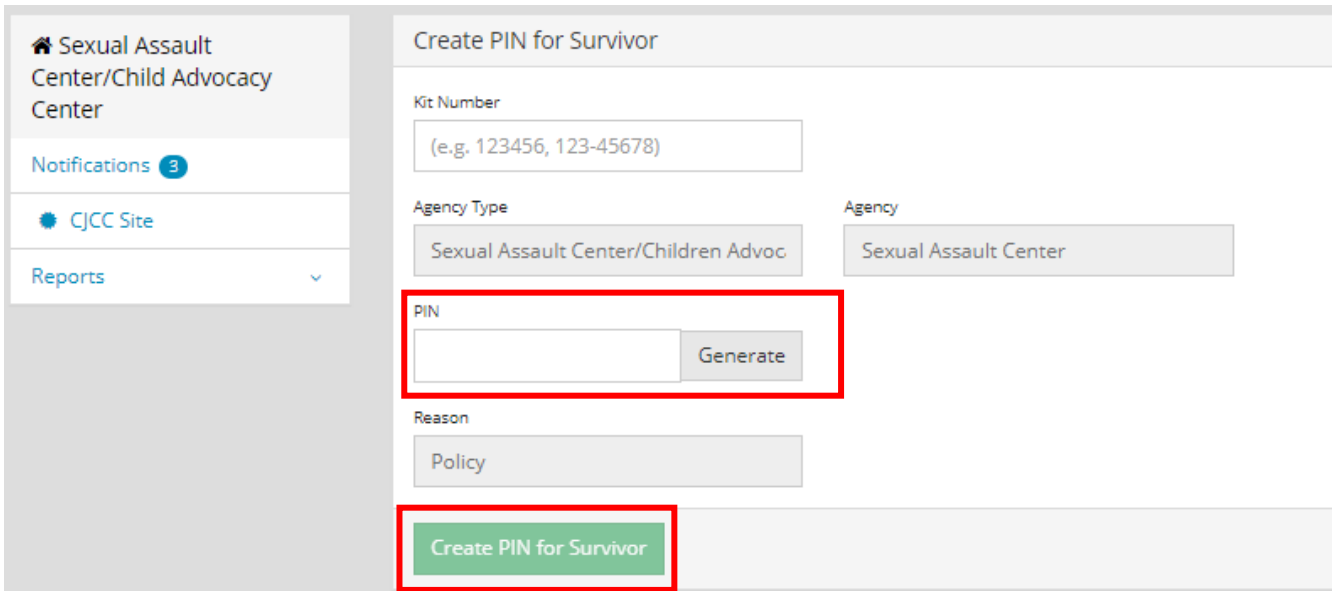
If the need arises, you may cancel a kit's PIN by clicking on the Cancel PIN for survivor link, entering the kit number and clicking the 'Cancel PIN' button.

Administrative Actions

Create PIN for Survivor

Cancel PIN for Survivor

Cancel PIN for Survivor

Kit Number

(e.g. 123456, 123-45678)

Agency Type

Sexual Assault Center/Children Advoc

Agency

Sexual Assault Center

Reason

Leaked PIN

Cancel PIN for Survivor

You may also create a new PIN if needed (typically if an advocate requests a new PIN for the survivor); this would be done via the Create PIN process outlined in the preceding page of this document.

If you are required to hold a kit on-site for a long period of time (ex. storage of a non-reported kit), you may use the 'Retain on Site" functionality. This action will place the kit into a holding status that will prevent it from being moved to another agency.

(if you need to move the kit later, you may need to change the kit status before it will be able to move in the system (see Change Status training).

To place a kit into a retain on site status, click on the 'Retain at ____' link.

🔖 Retain at SAC / CAC

Retain at SAC / CAC

Then, in the window, enter the kit number that you wish to retain on site and then click 'Retain at _____' to place the kit into this new status.

Retain at SAC / CAC

Kit Number

(e.g. 123456, 123-45678)

Agency Type

Sexual Assault Center/Children A

Agency

Sexual Assault Center

Reason

Non-Reported

Retain at SAC / CAC

Certain agencies can transfer a kit to another agency for use in Forensic Medical Exams. These agencies, when requested, may transfer a kit to a needing agency by clicking on the 'Transfer Kit to Agency' link on their home page.

Transfer Kit to Agency

Transfer Kit to Hospital

Transfer Kit to Sexual Assault Center/Children's Advocacy Center

In the action window, enter the kit number and select the agency where you will be transferring the kit (you do not need to fill in the grayed-out fields and the date will auto populate. Then, click 'Transfer to Agency'.

Transfer Kit to Hospital

Kit #

Enter Kit # (e.g., 123456, 123-45678) and press Enter   +

Remove All

Date Sent/Transferred

08/03/2021

Sending Agency Type	Sending Agency
Law Enforcement	Test Police Department

Receiving Agency Type	Receiving Agency
Hospital	

Reason

For Use

Transfer Kit to Hospital

If you are a **Lab** location/site, you will not need to directly start and stop analysis in the system.

The system has been configured such that receiving a kit into the GBI Crime lab will automatically place the kit into a status of "Analysis Started" (place into the forensic analysis process) and then notifying law enforcement that the kit is ready for pickup will automatically place the kit into a status of "Analysis Completed" (remove the kit from the forensic analysis process).

These steps are very important to the overall SAK tracking process and especially to the survivor and the prosecution team.

GBI Forensic Laboratory

Receive Kits — Kit placed in status of "Analysis Started"

Notify Agency of Kit Pickup — Kit placed in status of "Analysis Completed"
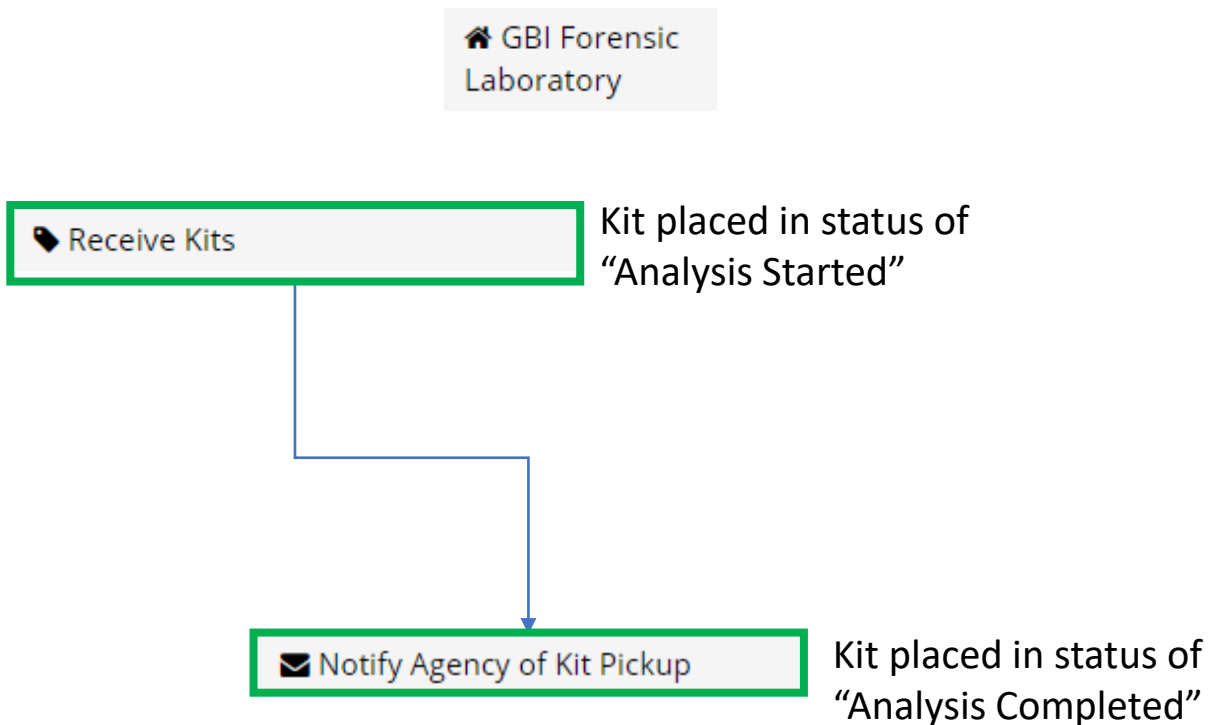
Undo a Previous Action

If you make a mistake in your workflow and realize that you submitted an action that you need to undo; there is an option to undo a previous action on a kit; however, although others may be able to see the action - you **must be the agency that performed the action** to undo that action.

To undo a previous action, you will need to search for the kit in question using the kit search functionality (top-right of screen).

Enter the kit number and click search. → | 20-000001 | 🔍 | 👤 Mike McKinney |

Search Results Screen

Kit #: 20-000001

Details

Status	Reported Kit Sent to Law Enforcement
Agency	Test Hospital
Exemption Status	Non-Reported

History

Date	Action	Reason	
6/1/2021	Entered into System by Tri-Tech	Register for Tracking	
6/2/2021	Tri-Tech sent kit to Test Hospital	For Use	
6/4/2021	Test Hospital received kit from Tri-Tech	For Use	
6/5/2021	Collected by Test Hospital, Notice sent to Test Police Department	Reported	
6/30/2021	Test Hospital sent kit to Test Police Department	Reported	Undo

You will then be able to UNDO each action, one at a time and starting with the most recent action by clicking the Undo button next to the listed action.

Once you click undo, another undo button will appear next to the prior action.

Report Link Description

On the home page; when you click on the 'Reports' link, you will get a listing of reports that you can run by clicking the report name (link). Note: not all agencies have access to all reports shown below.

Reports	
All Kits Ever Through Agency	All kits that ever came through this agency.
Kits Currently Owned by Agency	All kits that are currently owned by this agency.
Kits Collected in Last 365 Days	All kits collected via FME in the last 365 days.
Familiar Kits Destroyed	All kits that ever came through this agency, that are now destroyed.
Familiar Kits that Completed Analysis	All kits that ever came through this agency, that have completed analysis.
Familiar Non-Reported Kits	All kits that ever came through this agency, that are set as Non-Reported.
Kits Received by Law Enforcement	All kits from this agency that were ever received by Law Enforcement.
Kits Received by GBI Crime Lab	All kits from this agency that were ever received by the GBI Crime Lab.
Familiar Reported Kits ever Owned by Agency	All kits that ever came through this agency, that are set as Reported.
Kits Sent out of this Agency	All kits that were ever sent from this agency.
Kits Received into this Agency	All kits that were ever received into this agency.

The help section of the report output page will also provide some report details.

Below is an example of the results from running the "All kits that ever came through this agency" report.

You see the kit number, the agency name, the kit status, the analysis status*, the exemption status*, the received date*, the collected date*, and the jurisdiction. (* if applicable)

All Kits Ever Through Agency

Results per Page: 10 | Total: 6

Kit # ^	Agency	Kit Status	Analysis Status	Exemption Status	Received Date	Collected Date	Jurisdiction
123456	GBI Crime Lab - Division of Forensic Sciences	At GBI Lab for Analysis		Reported - Requires Submission	5/25/21	5/25/21	
21-000001	Sexual Assault Center	Destroyed		Reported - Requires Submission	6/2/21	5/26/21	
21-000005	Test ME Office	Available for Use		Non-Reported	6/2/21	5/27/21	
21-000020	Tri-Tech	Sent to Sexual Assault Center		Non-Reported		6/14/21	
21-000021	GBI Crime Lab - Division of Forensic Sciences	Sent to Law Enforcement		Reported - Requires Submission	6/15/21	6/14/21	
21-000028	Sexual Assault Center	Reported Collection Ready for Law Enforcement		Reported - Requires Submission	6/10/21	6/15/21	

Toggle Criteria | Export

Clicking the 'Toggle Criteria' button allows the user to refine the search parameters and yield different view results against the same data set.

All Kits Ever Through Agency

Results per Page: 10 | Total: 6

Agency

Kit Status

Exemption Status

Analysis Status

Anonymous Kit

Received Start Date

Received End Date

Collected Start Date

Collected End Date

Jurisdiction

Clear Search

You can also click the 'Export' button and view the report data in Excel. This allows for further analysis and the combining of data sets. The example below also uses the results from running the "All kits that ever came through this agency" report.

You see the kit number, the agency name, the kit status, the analysis status*, the exemption status*, the received date*, the collected date*, and the jurisdiction. (* if applicable)

In the example below, I manually set certain columns to wrap text and I top justified the data.

	A	B	C	D	E	F	G
1	Kit Number	Agency	Kit Status	Exemption Status	Received Date	Collected Date	Jurisdiction
2	123456	GBI Crime Lab - Division of Forensic	At GBI Lab for Analysis	Reported - Requires Submission	5/25/2021	5/25/2021	
3	21-000001	Sexual Assault Center	Destroyed	Reported - Requires	6/2/2021	5/26/2021	
4	21-000005	Test ME Office	Available for Use	Non-Reported	6/2/2021	5/27/2021	
5	21-000020	Tri-Tech	Sent to Sexual Assault Center	Non-Reported		6/14/2021	
6	21-000021	GBI Crime Lab - Division of Forensic	Sent to Law Enforcement	Reported - Requires Submission	6/15/2021	6/14/2021	
7	21-000028	Sexual Assault Center	Reported Collection Ready for Law Enforcement	Reported - Requires Submission	6/10/2021	6/15/2021	
8							

Using the Excel versions of the report are good if you need to compare and contrast data sets that have shared elements, but that provide different data results; such as comparing date received versus data collected.

If a collected sexual assault kit is picked up by law enforcement, but not received by law enforcement, then the kit remains "owned" by the collection agency. This situation may create false reporting, since the kit is no longer in their physical custody. If the kit remains unreceived for several days past the physical pick up, the collection agency may use this OPTIONAL action that will update the kit status to picked up; however, the ownership will still remain with the collection site until the law enforcement agency receives the kit.

🚗 Kit Picked-Up by Law Enforcement

Mark Kit as "Picked-Up by Law Enforcement"

In the action window, enter the kit number, date and the intended receiving agency before clicking on 'Mark Kit as Picked Up'.

Mark Kit as "Picked-Up by Law Enforcement"

Kit #

Enter Kit # (e.g., 123456, 123-45678) and press Enter

Remove All

Date Sent/Transferred

02/08/2022 📅

Sending Agency Type	Sending Agency
Sexual Assault Center/Children Advoc	Sexual Assault Center

Receiving Agency Type	Receiving Agency
Law Enforcement	

Reason

Picked-Up by Law Enforcement

Mark Kit as "Picked-Up"

Appendix

Form Breakdown

Form Breakdown – Notify Agency of Kit Pickup

On the home page; when you click the 'Notify Agency of Kit Pickup" link, you will get a pop-up window like the one below. The pop-up window has been configured to minimize the amount of data selection required.

Key in one or many kit numbers, clicking on the "+" after each entry. Or scan in one or many kit numbers and you will not need to click the "+". The kit number format is '21-000001'. If there is an error with a kit, that kit will show up orange; if not, it will show as green.

Notify *Agency*

Kit #

Enter Kit # (e.g., 123456, 123-45678) and press Enter **+**

Remove All

Date Sent/Transferred

07/07/2021

The action date will populate with the current system date; this may be changed.

Sending Agency Type

Forensic Laboratory

Sending Agency

GBI Crime Lab - Division of Forer

Receiving Agency Type

Law Enforcement

Receiving Agency

The initiating agency details and the impacted agency will auto-populate and cannot be changed.

Reason

Analysis Complete

The impacted agency name may be selected.

Notify *Agency*

Click 'Notify Agency' once complete. If there is an issue, you may get an error.

If the reason is greyed out, it may not be changed; else, you may select a reason.

On the home page; when you click on a link to '**Receive from** *Agency*", you will get a pop-up window like the one below. The pop-up window has been configured to minimize the amount of data selection required.

Key in one or many kit numbers, clicking on the "+" after each entry. Or scan in one or many kit numbers and you will not need to click the "+". The kit number format is '21-000001'. If there is an error with a kit, that kit will show up orange; if not, it will show as green.

Receive from *Agency*

Kit #

Enter Kit # (e.g., 123456, 123-45678) and press Enter   +

Remove All

Date Received

06/24/2021

The action date will populate with the current system date; this may be changed.

Receiving Agency Type   Receiving Agency

Forensic Laboratory   GBI Crime Lab - Division of f

Sending Agency Type   Sending Agency

Law Enforcement   ⌄

The initiating agency details and the impacted agency will auto-populate and cannot be changed.

Reason

For Analysis

The impacted agency name may be selected.

Receive from *Agency*

Click 'Receive from *Agency*' once complete. If there is an issue, you may get an error.

If the reason is greyed out, it may not be changed; else, you may select a reason.

On the home page; when you click on a link to **'Collect Reported (non-anonymous) Kit'** or **'Collect Non-Reported (anonymous) Kit**, you will get a pop-up window like the one below. The pop-up window has been configured to minimize the amount of data selection required.

Key in one kit number or scan in one kit number. The kit number format is '21-000001'. If there is an error with a kit, that kit will show up orange; if not, it will show as green.

Collect Reported Kit

Kit Number

(e.g. 123456, 123-45678)

Date Collected

08/23/2021

The action date will populate with the current system date; this may be changed.

Collecting Agency Type

Sexual Assault Center/Children Advoc

Collecting Agency

Sexual Assault Ce

The initiating agency details and the impacted agency will auto-populate and cannot be changed.

Reason

Reported

Will Send To Agency Type

Law Enforcement

Will Send To Agency

The impacted agency name may be selected.

Collect Reported Kit

If the reason is greyed out, it may not be changed; else, you may select a reason.

Click 'Collect Kit' once complete. If there is an issue, you may get an error.

On the home page; when you click on a link to **'Create PIN'** to a kit, you will get a pop-up window like the one below.

Key in one kit number or scan in one kit number. The kit number format is '21-000001'. If there is an error with a kit, that kit will show up orange; if not, it will show as green.

Create PIN for Survivor

Kit Number

(e.g. 123456, 123-45678)

The initiating agency details will auto-populate and cannot be changed.

Agency Type

Sexual Assault Center/Children Advoc

Agency

Sexual Assault Center

PIN

Generate

You may click the 'generate button to have the system generate a unique PIN for the survivor; or you may enter one of the survivor's choosing. BE SURE TO INCLUDE this PIN on the kit number sheet provided to the survivor.

Reason

Policy

Create PIN for Survivor

Click 'Create PIN' once complete. If there is an issue, you may get an error.

The reason should be greyed out and set to policy for this action.

On the home page; when you click on a link to **'Cancel PIN'** to a kit, you will get a pop-up window like the one below.

Key in one kit number or scan in one kit number. The kit number format is '21-000001'. If there is an error with a kit, that kit will show up orange; if not, it will show as green.

Cancel PIN for Survivor

Kit Number

(e.g. 123456, 123-45678)

The initiating agency details will auto-populate and cannot be changed.

Agency Type

Sexual Assault Center/Children Advoc

Agency

Sexual Assault Center

Reason

Leaked PIN

The reason should be greyed out and set to 'leaked PIN' for this action.

Cancel PIN for Survivor

Click 'Cancel PIN' once complete. If there is an issue, you may get an error.

Note: Once you Cancel a PIN, you may return to the Create PIN link to generate a new PIN to share with the survivor or their advocate.

On the home page; when you click on a link to **'Destroy'** to a kit, you will get a pop-up window like the one below.

Key in one kit number or scan in one kit number. The kit number format is '21-000001'. If there is an error with a kit, that kit will show up orange; if not, it will show as green.

Destroy Kit

Kit Number

(e.g. 123456, 123-45678)

The Date Destroyed will populate with the current date; but this may be changed.

Date Destroyed

06/24/2021

The initiating agency details will auto-populate and cannot be changed.

Agency Type

Forensic Laboratory

Agency

GBI Crime Lab - Division of F

Reason

Used for Training

The reason may be greyed out; if not, you may select a reason.

Destroy

Click 'Destroy' when ready.

If there is an issue with this action, you may get an error similar to the one below.

This kit is not scheduled for destruction.

Destroy Kit

Destruction of kits is NOT REQUIRED. We recommend holding onto kits that have gone through FME collection process until destruction is truly necessary.

SAKTS AGENCY

SYSTEM ADMINISTRATOR

Guidance for Agency Administrators of the Georgia Sexual Assault Kit Tracking System (SAKTS)

Under the user name, on the right-top portion of the home screen, there you can navigate to Security Administration – assuming that you are setup as an Agency Security Administrator.

When the Security Administration page loads, the border color will change to orange to indicate that you are in an administration mode and edits and updates to the site configuration will be possible.

From this screen, and for the Agency Types for which you have access, you will be able to create and maintain agency users and agency security administrators.

Agency Administration – New User Setup

To set up a new agency user, click on the "New" button to the far right of the screen *(there will be a 'New' button for new users and for agency administrators)*

A new user creation window will launch; complete the fields in BOTH tabs in the window and click 'Add' to add the new user to the database *(for agency administrators, you will only have the first tab 'global' to complete).*

Tab 1

Tab 2

Be sure to assign new users to the proper and necessary roles. DO NOT SELECT SITE ADMIN!

SAKTS
PROCESS GUIDELINES

Process Guidelines for the
Georgia Sexual Assault Kit Tracking System
(SAKTS)

There are some important guidelines of which everyone working within the Sexual Assault Kit Tracking System should be aware. These guidelines are key to ensuring that this very important, state-wide, and legislature-supported process is successful.

G1.0 – All agencies will have active and registered primary and secondary agency administrators on staff to support agency system administration.

G1.1 – Kit notifications shall be sent to receiving locations as soon as the kits are ready to be received (picked up); kits shall not sit in holding statuses nor shall delays be made without significant and justifiable reason.

G1.2 – Kits shall be received in the system and physically picked up up within the legal, statutory timeframes (*96 hours for Law enforcement to pickup FME collected kits and 30 days for GBI Labs to receive reported kits from Law enforcement*).

G1.3 – If an action is taken that was in error; or a change to an action needs to take place, the agency administrator, or other approved official, will perform an undo action on the necessary previous action (or actions as applicable) to resolve the situation and then the authorized individual will apply the correct action.

G1.4 – If an Agency needs to add a Bar Code Sticker to an older sexual assault kit, be sure to affix the bar code high enough on the lit to not interfere with the opening and closing of the kit.