Sexual Assault Evidence Tracking System

YEAR 1

Texas Track-Kit by the Numbers

Track-Kit data from 09/01/2019 – 08/31/2020:

- Total Number of Kits: **9,413**
  - Report Kits: **8,781**
  - Non-Report Kits: **632**
- Survivors who have logged in: **2,176** (23.1%)
- Medical facilities, law enforcement agencies, labs, and prosecutors participating: **1,161**

August 31st marked the conclusion of the first year of statewide electronic sexual assault evidence tracking in Texas. Every Track-Kit user plays a vital role in ensuring the survivor's right to track their kit. Thank you to each of you for being an essential part of the program's success.

Adding Track-Kit Users

Track-Kit administrators have the ability to add additional users for their facility/agency/lab. Under menu, click on "Administration" then select the "Track-Kit Users Tab" in the Administration Center. At the bottom of the list of current users, there is an "Add" button. First name, last name, and email address are the required fields for all users. Please be sure to assign the new user a portal role: standard or administrator. For additional instructions on how to add or disable users, please refer to the FAQ tab in the Help Center.

Disabled Track-Kit Accounts

Due to DPS Cyber Security policy, Track-Kit accounts are automatically disabled after 90 days if there is no activity. Please login once every 90 days to keep Track-Kit accounts active.

In addition to DPS staff, Track-Kit administrators can re-enable disabled users for their facility/agency/lab. Click on "Administration" and then select the "Track-Kit Users Tab". To view disabled users, click the "Show Disabled" square at the bottom right hand of the screen. Select "Edit" next to the name of the disabled user. From the "Portal User Details" window, uncheck the "Disabled" box and click "Save".

Track-Kit Dynamic Searching/Reporting

All Track-Kit users have the ability to create user-defined searches and reports based on their individual needs. Users can search by various data fields populated in Track-Kit which can be especially helpful when the Track-Kit barcode is unknown. Additionally, the Dynamic Search feature gives users the ability to save frequently used queries and print and/or export the results in a wide range of formats. The Dynamic Search feature is located under the Menu on the home page.

Law Enforcement Agency Reminder

When law enforcement receives a kit from the medical facility, Track-Kit should be updated with the date it was received and the LEA case number.

4th Quarter SAK Reporting Due Oct 15th

Law enforcement agencies and labs should report their numbers in Track-Kit by utilizing the Audit feature, Quarterly Reporting option by October 15th. The fourth fiscal quarter covers June 1st – August 31st. For more information about the reporting requirements, please visit the SAK Audit and Reporting website or contact the DPS Laboratory by email at SAEreporting@dps.texas.gov.

STACS DNA Customer Support

Live technical support is available to all users Monday - Friday 8 am - 5 pm CST.

- Toll Free: 855-239-0677
- Email: support@stacsdna.com
- Chat feature within Track-Kit

DPS Contact Information

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