

Track-Kit Audit Instructions

(For Agencies With Kits that Meet the Audit Requirement)

Effective September 1, 2019, Texas Government Code Section 420.047 requires the Texas Department of Public Safety to conduct an audit of unanalyzed sexual assault evidence collection kits. The audit requires law enforcement agencies to submit to the DPS a list of the agency's active criminal cases for which a sexual assault evidence collection kit has not been submitted for laboratory analysis.

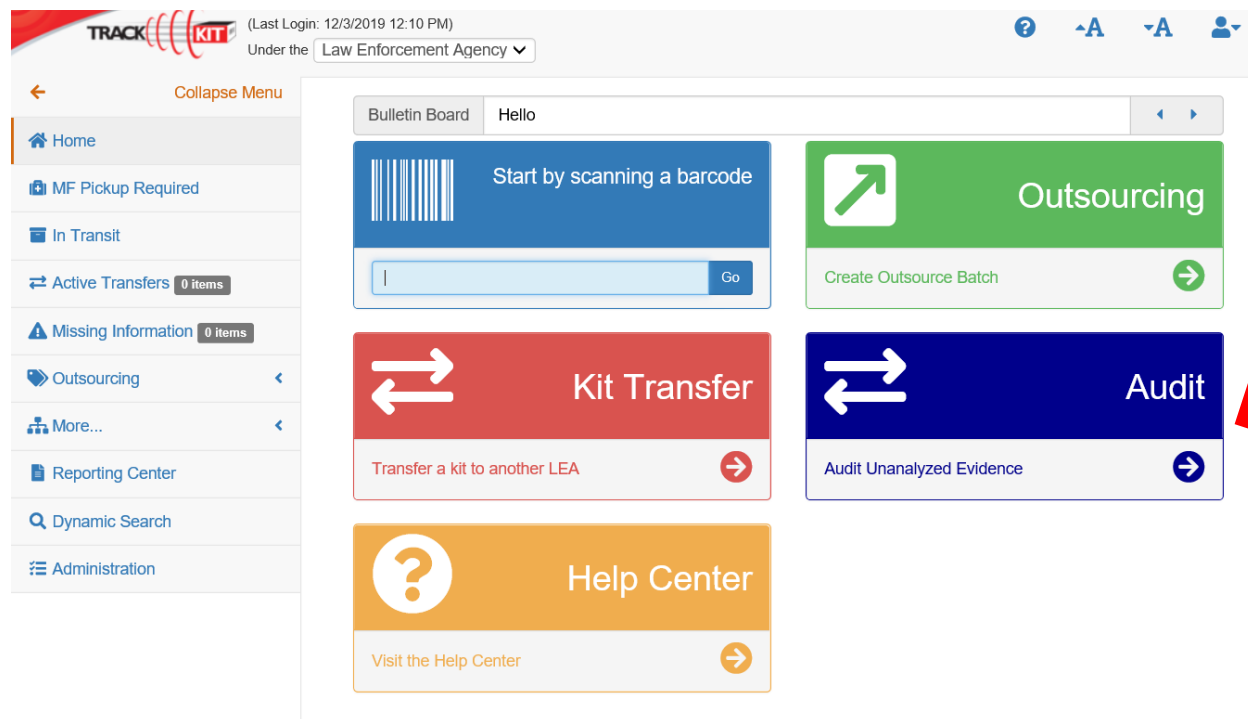
The audit will be conducted via the Track-Kit software system. A spreadsheet is available within Track-Kit that can be completed with the information required for each evidence kit. The spreadsheet will be submitted via Track-Kit to complete the audit. Law enforcement agencies are required to certify within Track-Kit if they do not have any kits that meet the audit requirement. Law enforcement agencies that do not currently have access to Track-Kit can email kittracking@dps.texas.gov for access information.

Each agency should identify a point of contact for their agency. **This person must be an agency administrator in Track-Kit.**

Instructions

Login to Track-Kit (<https://tx.track-kit.us/Login>) using your email address and password.

From the Track-Kit home screen, click on the Audit option...



If you do not see the Audit option, you are not a Track-Kit administrator for your agency. Please contact kittracking@dps.texas.gov to have your account updated.

The Audit of Unanalyzed Evidence window will open...

Audit of Unanalyzed Evidence

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

Audit Type

Please select the initial audit option. * ?

☐ Initial Audit: Submit a list of kits collected on or before August 31, 2019 which have not been submitted to a lab.

☐ DO NOT USE: This will be used in the future for quarterly reporting.

Contact Information

First Name * ? **Last Name *** ?

Email ? **Phone** ? **Extension** ?

Submission Details

Please certify whether or not your agency has a list to submit. * ?

☐ I certify that my agency does not have any kits that meet the audit requirement.

☐ I have a list of kits to submit for my agency.

Submission Date * ?

Under select initial audit option, only select Initial Audit. Since your agency has kits to report, download the template file. NOTE: If you have already completed the Excel document from the website, you will be able to select and upload that file under Submission Details.

Audit of Unanalyzed Evidence

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

Audit Type

Please select the initial audit option. * ?

☒ Initial Audit: Submit a list of kits collected on or before August 31, 2019 which have not been submitted to a lab.

☐ DO NOT USE: This will be used in the future for quarterly reporting.

Kits collected on or before August 31, 2019.

Please submit a list of your agency's active criminal cases for which a sexual assault evidence collection kit has not been submitted for laboratory analysis. Please see Government Code 420.003 for the statutory definition of an active criminal case.

[Download Template File](#)

When Download Template File is selected, this window will open. Click OK.

Audit Type

Please select the initial audit option. * ?

☒ Initial Audit: Submit a list of kits collected on or before August 31, 2019 which have not been submitted to a lab.

☐ DO NOT USE: This window is for...

Kits collected on or before August 31, 2019

Please submit a list of your agency's active criminal cases for which a sexual assault evidence collection kit has not been submitted for laboratory analysis. Please see Government Code 420.003 for the statutory definition of an active criminal case.

[Download Template File](#)

Contact Information

First Name * ?

Opening Initial Audit Data Set 1.xlsx

You have chosen to open:

Initial Audit Data Set 1.xlsx
which is: Microsoft Excel Worksheet (27.7 KB)
from: <https://tx-test.track-kit.us>

What should Firefox do with this file?

☒ Open with: **Microsoft Excel (default)**

☐ Save File

☐ Do this automatically for files like this from now on.

OK **Cancel**

When the Excel spreadsheet opens, click Enable Editing at the top of the screen.

Initial Audit Data Set 1-1 [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Vieh, Rebecca

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

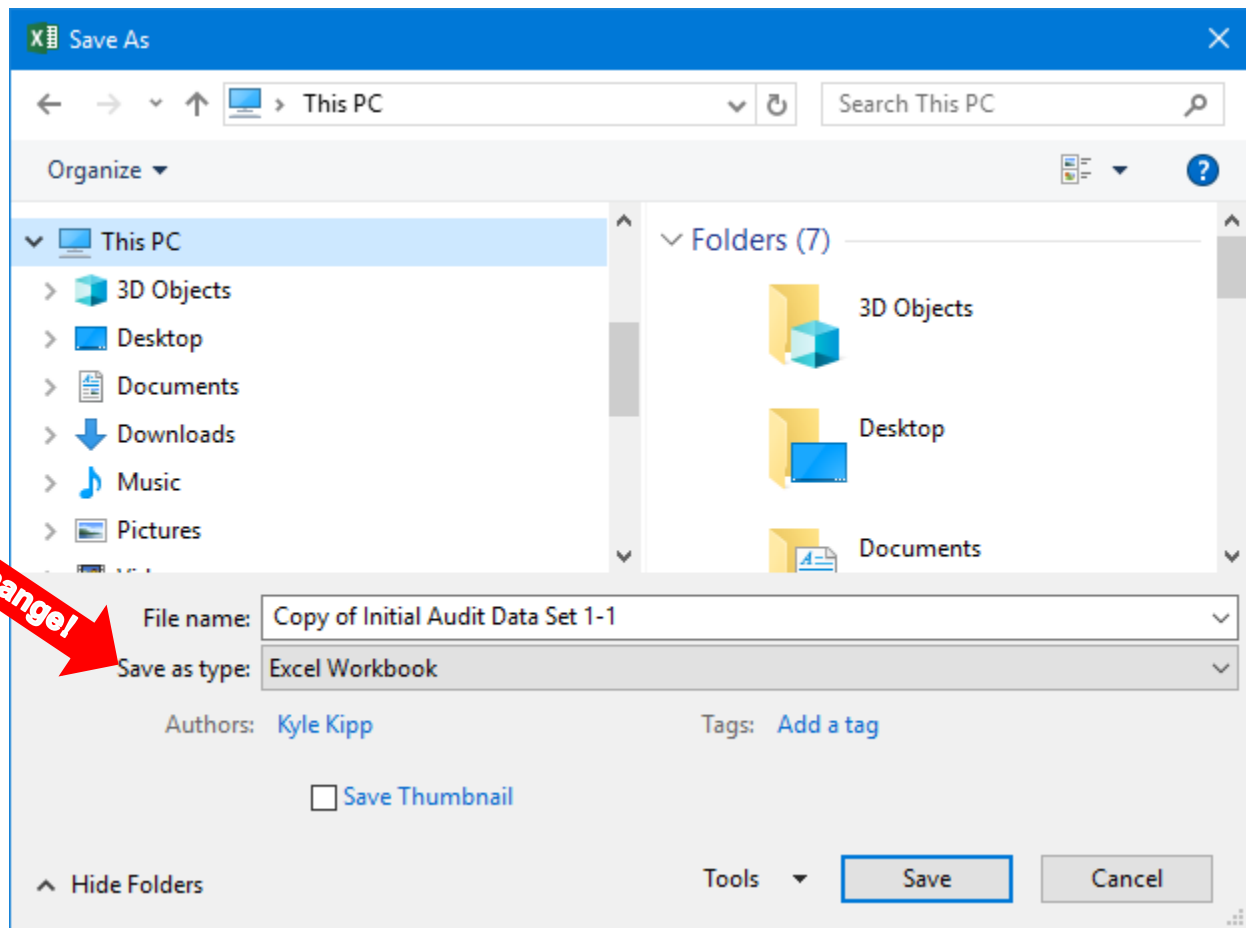
G2

	A	B	C
1			Instructions Please submit a list of your agency's active criminal cases for which a sexual assault evidence collection kit has not been submitted for laboratory analysis. Please see Government Code 420.003 for the statutory definition of an active criminal case. In Column A, please submit a list of case numbers for kits collected on or before August 31, 2019. In Column B, please submit the associated Offense Date.
2	Law Enforcement Case Number	Offense Date	
3			
4			
5			
6			
7			
8			
9			
10			

Sheet1

Complete the law enforcement case number and offense date columns for each sexual assault evidence collection kit collected on or before August 31, 2019 which has not been submitted for laboratory analysis.

Once that is complete, click on File, Save As, and select a location for the file to be saved. You may change the name of the file but please do not change the Save as type. It should be an Excel Workbook. Click Save.



In Track-Kit, complete the contact information...

Contact Information

First Name * ?

Last Name * ?

Email ?

Phone ?

Extension ?

In addition to First and Last Name, an email OR phone number is also required. This information will be used to contact your agency if additional information is needed.

Under Submission Details, certify whether or not your agency has a list to submit by selecting the appropriate option. Since you have a list (Excel Document) to submit, select the second option, add the submission date, and the Audit File option will appear...

Submission Details

Please certify whether or not your agency has a list to submit. * ?

☐ I certify that my agency does not have any kits that meet the audit requirement.

☒ I have a list of kits to submit for my agency.

Submission Date * ?

Audit File ?

Select file or Drop file here

Save

Cancel

Select the file from where you saved it or drag and drop it where indicated. The file will be added with a message that it is ready to upload.

Submission Details

Please certify whether or not your agency has a list to submit. * ?

☐ I certify that my agency does not have any kits that meet the audit requirement.

☒ I have a list of kits to submit for my agency.

Submission Date * ?

Audit File ?

Select file or Drop file here

Audit Data Set 1.xlsx 28 kb
Ready to upload

Save

Cancel

Click Save. You should receive a confirmation on the Track-Kit home screen.

The screenshot displays the Track-Kit home interface. At the top, the header includes the TRACK-Kit logo, a user login status of "(Last Login: 12/4/2019 2:06 PM)", and a dropdown menu for "Under the Law Enforcement Agency". On the left, a sidebar menu lists navigation options: Home, MF Pickup Required, In Transit, Active Transfers (0 items), Missing Information (0 items), Outsourcing, More..., Reporting Center, Dynamic Search, and Administration. The main content area features a green notification banner at the top stating "The audit has been successfully submitted.", with a red arrow pointing to it. Below the banner is a "Bulletin Board" section with a "Hello" message. The central area contains five large, color-coded action buttons: "Start by scanning a barcode" (blue) with a barcode icon and an input field; "Outsourcing" (green) with a right-pointing arrow icon and a "Create Outsource Batch" link; "Kit Transfer" (red) with a double-headed arrow icon and a "Transfer a kit to another LEA" link; "Audit" (dark blue) with a double-headed arrow icon and an "Audit Unanalyzed Evidence" link; and "Help Center" (orange) with a question mark icon and a "Visit the Help Center" link.