

The Indiana Sexual Assault Kit (“INSAK”) Tracking System was developed by the Indiana Criminal Justice Institute (“ICJI”) in collaboration with the Indiana Prosecuting Attorneys Council and the Indiana State Police. Starting April 1, 2020, it will provide victims of sexual assault with information on the location and status of the physical evidence gathered during their forensic medical exam. As directed by state law, all sexual assault examination kits collected in Indiana and correspond to an incident that also happened in Indiana are required to be entered into INSAK and tracked throughout its lifespan.

Q. When should the lab mark the kit as 'Testing Complete'?

A. The lab should mark testing complete only when the report has been completed.

Q. What happens if a victim loses their PIN or their information is incorrect?

A. Please direct the individual to contact ICJI staff. They have the ability to access details on a kit in order to correct entries and can also share the pin number with a victim.

Q. Are kits from suspects also registered?

A. No. This system is designed to only track kits associated with a victim’s forensic medical exam.

Q. How long should you retain a sexual assault kit?

A. Sexual assault examination kits must be stored in accordance with state law. Please reference Indiana Code [35-41-4-2](#) and [16-21-8-10](#).

Q. What if a kit is missing a PIN number?

A. While every kit should have a PIN number, if for some reason that information is missing, law enforcement officers should contact CJI staff. During the call, please share your credentials and kit information. If CJI determines the information is credible and sufficient, they should be able to obtain the PIN number for you. However, if the kit is in the hands of crime lab personnel, a crime lab account password may be used in place of a PIN number to update the kit status so that there is no delay in the workflow to complete kit testing.

Q. What happens if a step is missed as information is being entered?

A. In the spirit of transparency to the victim, it is recommended that users immediately contact CJI staff before any further tracking information takes place. They have the ability to amend the information in the tracking system. Once that has been completed, the crime lab can then identify the kit has been received.

Q. Will only Indiana hospitals enter kits? What about kits from other states?

A. Only Indiana providers are required to enter information into the system. Kits collected by providers from outside of Indiana will need to be added manually.

Q. How can I obtain an account?

A. Law enforcement leadership or evidence collection site personnel with administrator access may create, update and delete accounts for their agency. If your agency or medical facility doesn't have an administrator, contact CJI staff.

Q. Do you have to be an administrator to change tracking information or mark a kit disposed?

A. No. The only function of the administrator is to manage accounts for the agency/facility. Any individual with an account may make updates to the system. However, those not authorized to use the system, **DO NOT NEED** and **SHOULD NOT** be given access to an account.

Q. What about kits that were collected prior to April 1, 2020?

A. Kits in which evidence was collected prior to April 1, 2020, will not be entered or tracked through this system.

Q. Is the system compatible with scanning barcodes?

A. Yes. Any computer with the technology can scan a barcode into the appropriate field in the system.

Q. If a victim calls to request kit information, can we release it?

A. No. Kit information should only be shared through the Criminal Justice Institute. However, appropriate law enforcement agencies are permitted to share the status of the kit, but only in reference to a police report.

Q. How does this system comply with VOCA rules that patients should not be billed for sexual assault exams? Is this different for anonymous patients?

A. The system does not have an impact on how a patient is billed. All claims for reimbursement are still required to be submitted by the provider that performed the exam. A patient's status as either reporting or anonymous has no impact on how billing is handled or whether or not a kit is entered in the tracking system.

Q. Are there different types of reporting options and how does that impact what information is available?

A. Yes. There are either reporting victims or non-reporting victims (those that wish to be kept anonymous). For reporting victims, their name will be included in the database, which is only accessible by law enforcement, providers and CJI. For non-reporting victims, those that wish to be kept anonymous, their name will not be included in the system. In that case, providers should use the patient's medical record number in the last name field and the word anonymous in the first name field. This will allow reference to the report at a later date.

Q. Are there different procedures for handling the kits related to the system?

A. No. You should follow all existing paperwork and chain of custody handling procedures. This system is in addition to existing processes in an effort to provide transparency for victims wishing to monitor the status of their kit.

Q. Where should I write the PIN number on the kit?

A. The PIN number should be written next to the kit barcode.