

# Medical Facility IKTS Help

1. Visit <https://isp.idaho.gov/SexualAssaultKitTracking/>



This site tracks sexual assault kits issued by the State of Idaho



## Authorizing Legislation

This website enables the tracking of sexual assault evidence kits\* in the state of Idaho in compliance with [Idaho Code Chapter 29, Title 67, Section 67-2919](#).

*\*Sexual assault evidence kit" means a set of materials, such as swabs and tools for collecting blood samples, used to gather forensic evidence from a victim of reported sexual assault and the evidence obtained with such materials.*

[Sexual Assault Victim Notification Form](#)



## Instructions

Victims of sexual assault can view the history and current status of their sexual assault evidence kit by entering the sexual assault evidence kit tracking # in the "serial number" box above and clicking the adjacent search button with the magnifying glass icon (Q)

Authorized medical, law enforcement, county prosecutor, and lab personnel should select "Login" and enter their unique Username and Password to manage the status of sexual assault evidence kits under the jurisdiction of their agency.

## Disclaimer

The IKTS system is a program designed to track all sexual assault kits collected in Idaho and provide a mechanism for victim notification of kit status. IKTS is not intended to be an official chain of custody record for legal purposes, and is not treated as such by IKTS user agencies. While great effort is made to ensure the information may be relied upon as generally accurate, the intention of this system is for tracking, victim notification and public information. ISPS is not responsible for incorrect or inaccurate information contained in IKTS.

2. Click 'login' in the upper right-hand corner to log into your medical account.

3. Once logged in, you will be directed to your facility's dashboard.



DASHBOARD / DOMESTIC VIOLENCE AND SEXUAL ASSAULT CENTER DASHBOARD

## Domestic Violence and Sexual Assault Center Dashboard

Incoming Kits **2**

In-Process Kits **19**

↓ Receive Kits...

<input type="checkbox"/> Serial #	Sent On	Sent By	
<input type="checkbox"/> 06121	03/21/2023	ISP Forensic Lab Meridian (Shannon Arredondo)	...
<input type="checkbox"/> 99999	08/10/2023	ISP Forensic Lab Meridian (Racheal Peterson)	...

- Once you are at the dashboard, you can view and receive incoming kits, and view all kits that are currently in process. From the dashboard, you will click the 'in process kits' tab to see the list of kits at your facility.

### Domestic Violence and Sexual Assault Center Dashboard

Incoming Kits 1 In-Process Kits 19

↓ Receive Kits...

Serial #	Sent On	Sent By
06121	03/21/2023	ISP Forensic Lab Meridian (Shannon Arredondo)

- From there, you will click on the kit number associated with the SAK used.

### Domestic Violence and Sexual Assault Center Dashboard

Incoming Kits 1 In-Process Kits 20

Serial #	Received On	Received By	Status	Destination Agency
06466	01/30/2023	Emily Mangas	Unused	...
06670	08/28/2023	Amanda Cook	Unused	...
06672	08/28/2023	Amanda Cook	Unused	...
06673	08/28/2023	Amanda Cook	Unused	...
06694	09/28/2023	Amanda Cook	Unused	...
06695	09/28/2023	Amanda Cook	Unused	...
06703	09/28/2023	Amanda Cook	Unused	...
06704	09/28/2023	Amanda Cook	Unused	...
06707	09/28/2023	Amanda Cook	Unused	...
06710	09/28/2023	Amanda Cook	Unused	...
99999	01/08/2024	Deb Wetherelt	Unused	...
06895	01/02/2024	Amanda Cook	Unused	...
06896	01/02/2024	Amanda Cook	Unused	...
06897	01/02/2024	Amanda Cook	Unused	...
06898	01/02/2024	Amanda Cook	Unused	...
06899	01/02/2024	Amanda Cook	Unused	...
06901	01/02/2024	Amanda Cook	Unused	...
06902	01/02/2024	Amanda Cook	Unused	...

- After you select the correct kit, the kit details page will open. Here, you will enter all the collecting data (medical agency, law enforcement agency that the case belongs to, collection date, and victim type).

### Sexual Assault Kit #99999

Save Kit Timeline Send Kit... Repurpose Kit...

Expiration Date

08/10/2078

Collecting Medical Agency

Collection Date

Destination Law Enforcement Agency

Victim Type

Named  Anonymous

Save

- Once the kit details have been entered, click 'save' either in the top or bottom right of the screen.

### Sexual Assault Kit #99999

Save Kit Timeline Send Kit... Repurpose Kit...

Expiration Date

08/10/2078

Collecting Medical Agency

Domestic Violence and Sexual Assault Center

Collection Date

01/08/2024

Destination Law Enforcement Agency

Bonneville County Sheriff's Office

Victim Type

Named  Anonymous

Save

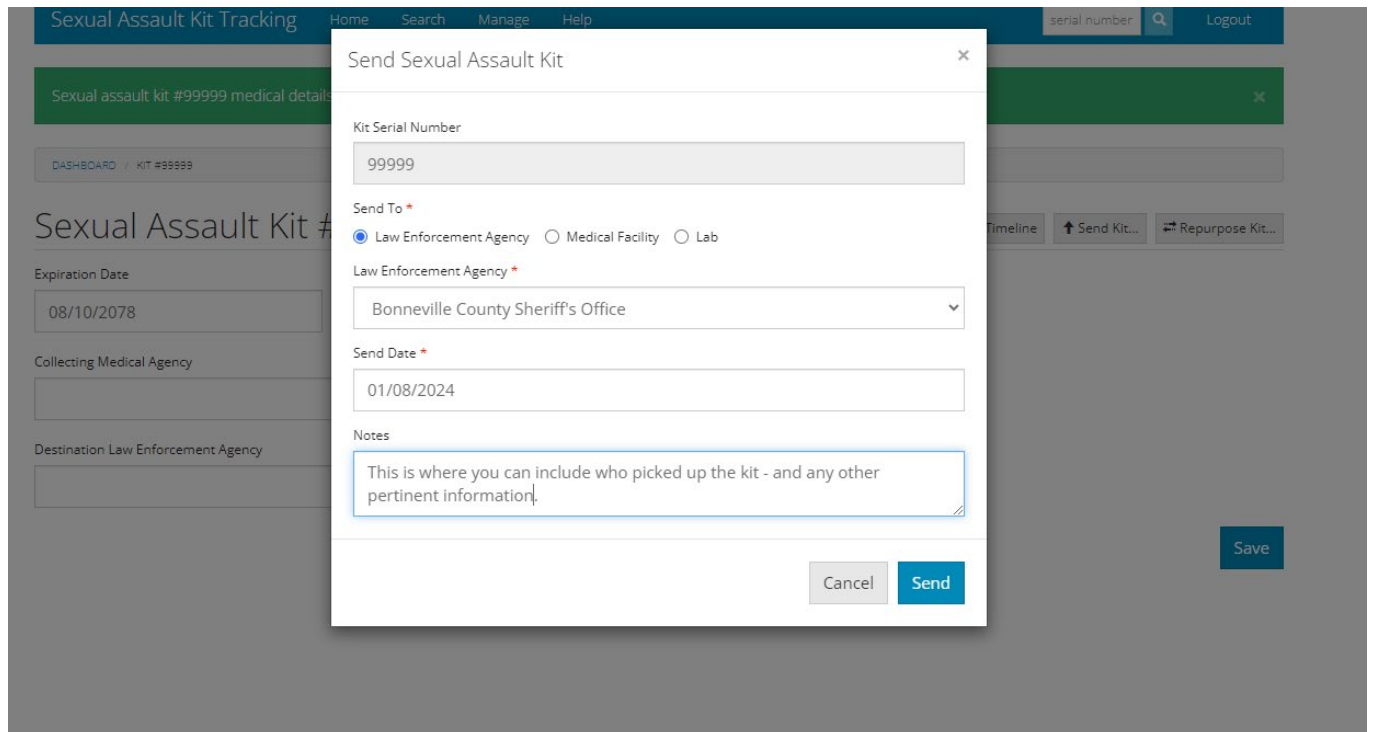
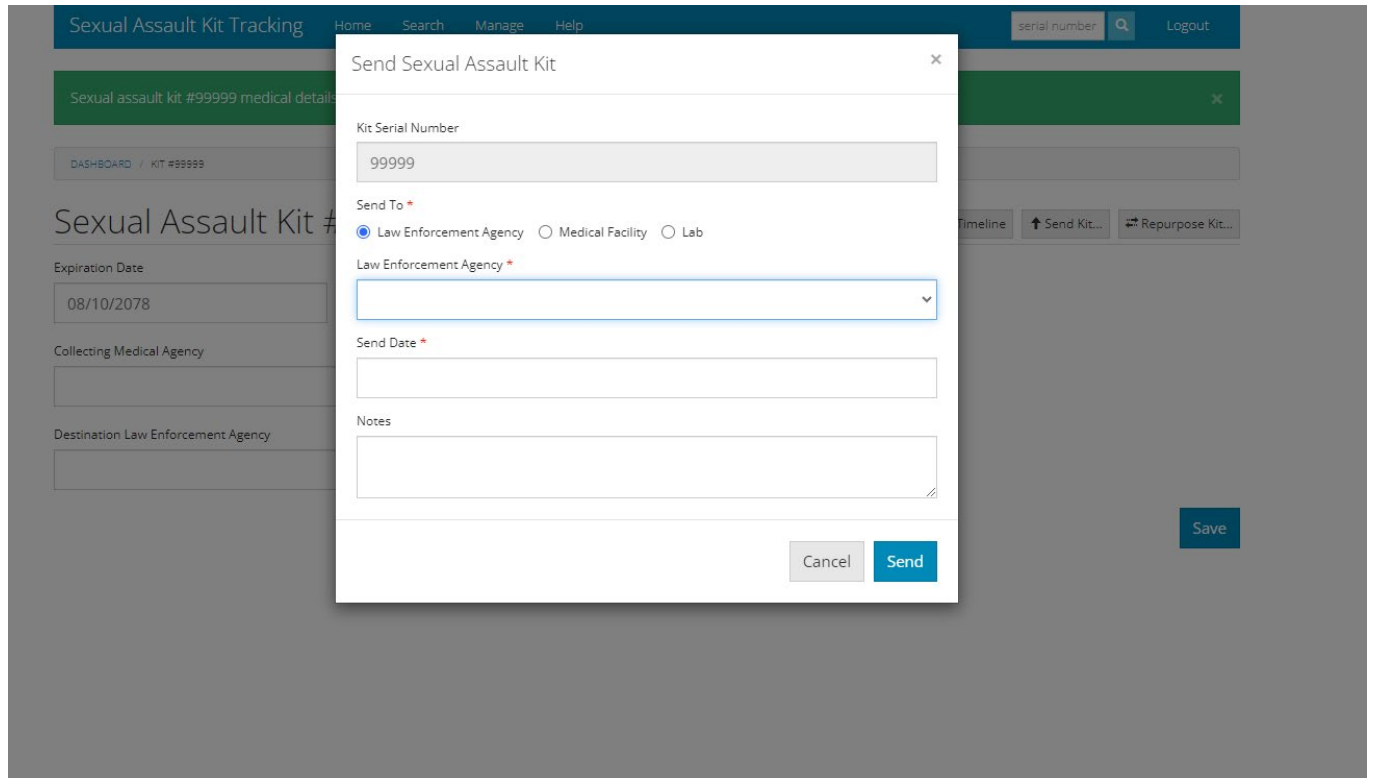
- Once you have saved the kit details, you will click on 'send kit' in the upper right-hand corner of your screen. Here, you will enter the law enforcement agency that your facility is sending the kit to, the date that it was sent, and any notes that may be important to the kit/case.

### Sexual Assault Kit #99999

Save Kit Timeline Send Kit... Repurpose Kit...

Expiration Date

08/10/2078



9. After you click 'send' the kit when then be send via IKTS to the law enforcement agency's incoming kits for them to receive.