

WEST VIRGINIA

SEXUAL ASSAULT EVIDENCE COLLECTION KIT

INFORMATION SYSTEM GUIDE

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WEST VIRGINIA SEXUAL ASSAULT EVIDENCE COLLECTION KIT INFORMATION SYSTEM GUIDE

1. Introduction and Purpose



West Virginia

Sexual Assault Evidence Collection Kit Information System

The West Virginia Sexual Assault Evidence Collection Kit (SAECK) Information System (the system) is a multidisciplinary software application with three primary functions: SAECK tracking, automated invoices for hospital reimbursement from the Forensic Medical Examination Fund, and quality reviews of kit collections. Features include:

- Ordering West Virginia SAECKs for use at hospitals (facilities) in West Virginia, Ohio, and Virginia
- Tracking the location of SAECKs from delivery to final disposition
- Evaluating the quality of evidence collection and providing feedback to nurse examiners and trainers.
- Allowing victims of sexual assault to track the location of the SAECK
- Providing automated Forensic Medical Examination Fund (FMEF) reimbursement requests upon kit collection and entry into the system

The system has been in use since 2016, and currently houses SAECK disposition data from over 5,300 SAECKs, and evidence quality reviews from over 2,300 SAECKs.

Each WV SAECK is labeled with a kit tracking number for identification purposes. Initial entry of the kit number is completed at the WVSP Forensic Laboratory prior to distribution. Subsequent tracking of each SAECK is dependent on the timely entry of further kit dispositions.

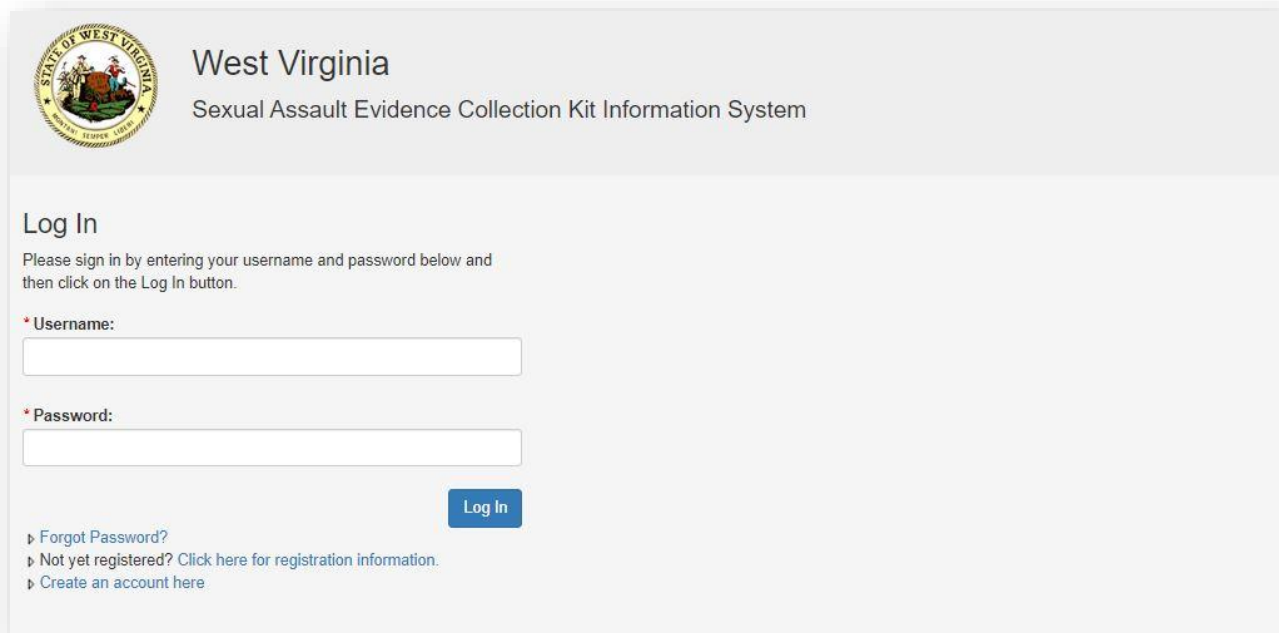
The website for the West Virginia Sexual Assault Evidence Collection Kit Information System is: <https://apps.wv.gov/DJCS/SAEK/Login.aspx>

The web site is funded in whole or in part through grants (2015-AK-BX-K009 and 2015-WF-AX-0034) from the Bureau of Justice Assistance, Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided).

2. Creating an Account

Access to the system is controlled and user access must be approved by the system administrators at the WVSP Forensic Laboratory.

1. Select “Create an account here” from the Log In page to create and activate a WV.gov account.
2. Contact the WVSP Forensic Laboratory at biology@wvsp.gov to request access to the system. You will need to provide your hospital (facility) name, your username, and your email used to create the account.

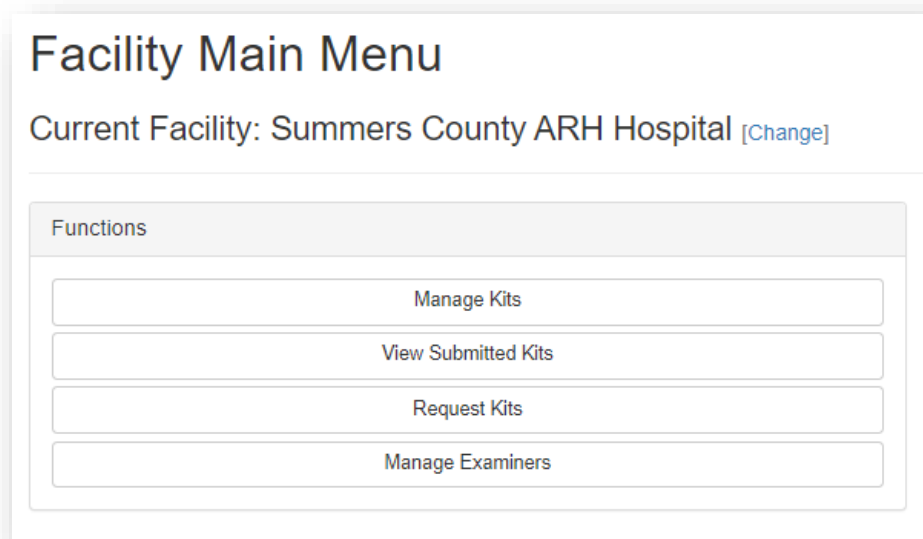


The screenshot shows the login interface for the West Virginia Sexual Assault Evidence Collection Kit Information System. At the top left is the West Virginia state seal. To its right, the text reads "West Virginia" and "Sexual Assault Evidence Collection Kit Information System". Below this is a "Log In" section with the instruction: "Please sign in by entering your username and password below and then click on the Log In button." There are two input fields: one for "Username:" and one for "Password:". A blue "Log In" button is positioned to the right of the password field. At the bottom of the login section, there are three links: "Forgot Password?", "Not yet registered? Click here for registration information.", and "Create an account here".

3. Hospital (Facility) Users

Kits are sent out by the WVSPFL to hospitals facilities in West Virginia, Ohio, Virginia, and Maryland. Each of these hospitals/facilities should have at least one designated system user that can order new kits, disposition (enter location information), and identify the examiners at that facility who are collecting SAECKs.

Some users may operate out of multiple hospitals and should ensure that the correct “Current Facility” is selected in the Facility Main Menu. The hospital (facility) user interface is a relatively simple, user-friendly page with four options to select from: Manage Kits, View Submitted Kits, Request Kits, and Manage Examiners.

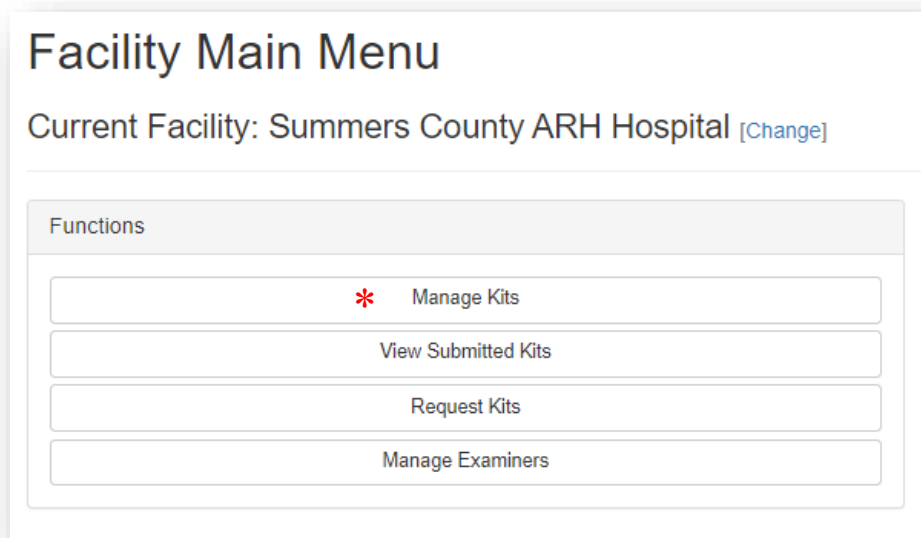


The screenshot shows a web interface titled "Facility Main Menu". Below the title, it says "Current Facility: Summers County ARH Hospital" with a blue "[Change]" link. Underneath is a section labeled "Functions" which contains four buttons: "Manage Kits", "View Submitted Kits", "Request Kits", and "Manage Examiners".

Functions
Manage Kits
View Submitted Kits
Request Kits
Manage Examiners

Functions performed at each of these tabs are described below.

3.1 MANAGE KITS



The “Manage Kits” tab is the most frequently used function of the system for hospital (facility) users. Upon collection, use, destruction, or transfer, each SAECK number must be accounted for here as soon as possible. Real time tracking of the kit location or disposition is particularly important for victims of sexual assault to track their kit movements, and for hospitals (facilities) to receive reimbursement from the FMEF.

Once the “Manage Kits” tab is selected, a dropdown list of SAECK numbers is available to select the kit number that you have at hand. Every kit is assigned to a specific hospital (facility) when shipped. The individual kit numbers will remain in your custody in the system until you modify the kit disposition. If a kit number is not in your dropdown list, please contact the WVSPFL at biology@wvsp.gov so it can be added.

The system should be used to identify the disposition of all kits once they are used by designating the kit as one of the following:

- Law Enforcement Agency
- Marshall University
- Not Used or Destroyed
- Training
- Forwarded to Another Hospital

From the dropdown list of SAECK Numbers, select your kit number and hit “Search”.

Facility Manage Kits

Current Facility: Summers County ARH Hospital [\[Change\]](#)

Select the kit ID number and click Search to find the kit then enter the required fields and click the Submit button.

Review the information carefully before submitting. Changes may not be made once the kit is submitted.

Kit ID Number

11581
11582
11588
11589
11590

Once the kit number is selected, the Kit Disposition can be selected from the dropdown menu with five choices:

Facility Manage Kits

Current Facility: Summers County ARH Hospital [\[Change\]](#)

Select the kit ID number and click Search to find the kit then enter the required fields and click the Submit button.

Review the information carefully before submitting. Changes may not be made once the kit is submitted.

Kit ID Number

Kit ID Number WVSP11589

* Kit Disposition

Law Enforcement Agency
Marshall University
Not Used or Destroyed
Training
Forwarded to Another Hospital

Law Enforcement Agency

All SAECKs where the adult victim consents to law enforcement involvement, and all pediatric SAECKs, must be sent to the WVSP Forensic Laboratory for testing using the prepaid FedEx Billable Stamp located inside of the SAECK box.

When “Law Enforcement Agency” is selected for a kit disposition, a dropdown list of law enforcement agencies will appear. At the top of the list, select “WVSP Forensic Laboratory” for all kits collected from victims of sexual assault in West Virginia (where the adult victim consents to law enforcement involvement, and all pediatric SAECKs).

If the incident occurred out-of-state, the SAECK may be released directly to the out-of-state investigating law enforcement agency/officer and “OUT OF STATE (State)” should be selected for the Agency.

The screenshot displays a web form for SAECK (Sexual Assault Evidence Collection Kit) management. At the top, there is a search bar with 'Kit ID Number' 11360 and a 'Search' button. Below this, the form is divided into several sections. On the left, 'Kit ID Number' is WVSP11360, 'Kit Disposition' is 'Law Enforcement Agency', and 'Agency' is a dropdown menu showing a list of agencies: WVSP Forensic Laboratory, ANAWALT POLICE DEPT., ANMOORE POLICE DEPT., ANSTED POLICE DEPT., and ANTHONY CORRECTIONAL CENTER. To the right, there are fields for 'Patient Name', 'Exam Type' (radio buttons for Adult and Pediatric), 'Exam Date' (a date picker), and 'Hospital Invoice Number'. A 'Submit' button is located at the bottom right. A second dropdown menu for 'Agency' is shown in the foreground, listing out-of-state options: OUT OF STATE (KENTUCKY), OUT OF STATE (MARYLAND), OUT OF STATE (OHIO), OUT OF STATE (PENNSYLVANIA), and OUT OF STATE (VIRGINIA).

Complete the remaining fields and submit to automatically generate a request to the WV Prosecuting Attorney’s Institute for \$1000 reimbursement from the Forensic Medical Examination Fund.

By completing the fields in the “Law Enforcement Agency” disposition promptly, the victim will be able to track the kit, and an automatic invoice will be sent to the Prosecuting Attorney’s Institute for reimbursement from the FMEF.

Note: If you do not update a kit disposition by the time the kit arrives at the WVSPFL, the system will be updated by Central Evidence Receiving to show that it has arrived at the WVSP Forensic Laboratory for testing. This will remove the kit number from the hospital (facility) dropdown list making it impossible to generate the automated request for reimbursement from the FMEF.

Marshall University

All SAECKs where the adult victim chooses not to involve law enforcement must be sent to the Marshall University Forensic Science Center (MUFSC) for storage using the prepaid FedEx Billable Stamp located inside of the envelope attached to the back of the SAECK box.

Kit ID Number	WVSP08161	*Patient Name	
*Kit Disposition	Marshall University	*Exam Type	☐ Adult ☐ Pediatric
*Date Forwarded	Pick a date...	*Exam Date	Pick a date...
*Examiner Name	Select One...	*Hospital Invoice Number	
Submit			

Complete the remaining fields and submit to automatically generate a request to the WV Prosecuting Attorney's Institute for \$1000 reimbursement from the Forensic Medical Examination Fund.

Not Used or Destroyed

To account for every kit tracking number and keep your queue of kit IDs clean, every SAECK should be dispositioned in the system, even those kits that we're opened and not used, or otherwise destroyed.

When this option is selected, free text field will allow you to describe the reason that the SAECK was not used or destroyed.

Kit ID Number	WVSP08161
*Kit Disposition	Not Used or Destroyed
*Not Used / Destroyed Reason	
*Examiner Name	Select One...
Submit	

Not Used or Destroyed kits are not reimbursed from the FMEF.

Training

If used for training purposes, the SAECK should be designated at such is the system to account for the use of the kit tracking number.

Training kits are not reimbursed from the FMEF.

Forwarded to Another Hospital

Hospitals are encouraged to request kits prior to running out. However, if you are asked by another hospital for a SAECK, it may be provided and should be entered into the system as “Forwarded to Another Hospital”. The transferred kit number will then show up in the queue of the receiving hospital and may be tracked by them from that point forward.

Kit ID Number	WVSP08161
* Kit Disposition	Forwarded to Another Hospital
* Forwarded to Facility Name	Select One...
* Date Forwarded	Pick a date... 
* Examiner Name	Select One...
Submit →	

3.2 VIEW SUBMITTED KITS

Facility Main Menu

Current Facility: Summers County ARH Hospital [\[Change\]](#)

Functions

Manage Kits

* View Submitted Kits

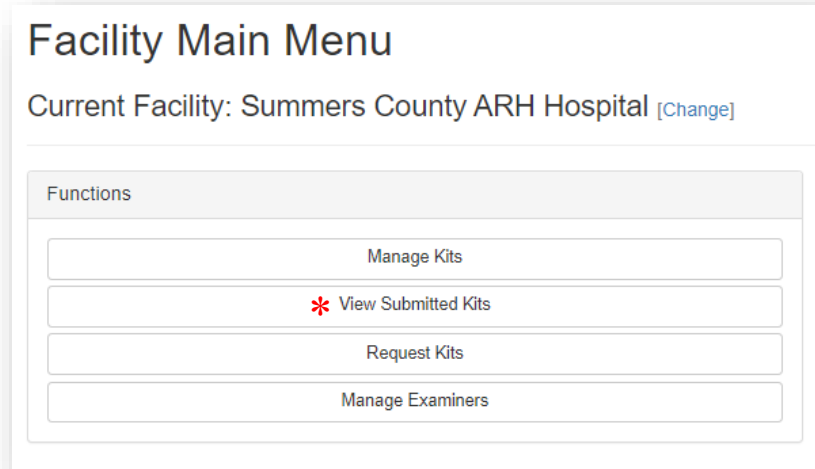
Request Kits

Manage Examiners

The “View Submitted Kits” option of the Facility Main Menu will give you a searchable list of all kits that your facility has tracked in the system.

WVSP11341	Law Enforcement Agency	WVSP Forensic Laboratory	10/1/2024
WVSP11343	Marshall University	No Agency	10/9/2024
WVSP11344	Training	No Agency	
WVSP11346	Training	No Agency	
WVSP11347	Training	No Agency	
WVSP11376	Law Enforcement Agency	OUT OF STATE (PENNSYLVANIA)	9/21/2024
WVSP11377	Law Enforcement Agency	WVSP Forensic Laboratory	9/23/2024
WVSP11378	Not Used or Destroyed	No Agency	pt decided not to complete SAFE requested back clothing collected and left
WVSP11379	Law Enforcement Agency	WVSP Forensic Laboratory	8/19/2024
WVSP11380	Marshall University	No Agency	8/12/2024
WVSP11454	Law Enforcement Agency	WVSP Forensic Laboratory	3/11/2024
WVSP11455	Law Enforcement Agency	WVSP Forensic Laboratory	4/22/2024
WVSP11456	Law Enforcement Agency	OUT OF STATE (OHIO)	4/1/2024
WVSP11457	Law Enforcement Agency	WVSP Forensic Laboratory	3/11/2024
WVSP11459	Law Enforcement Agency	WVSP Forensic Laboratory	2/26/2024
WVSP11484	Law Enforcement Agency	WVSP Forensic Laboratory	1/16/2024

3.3 REQUEST KITS

A screenshot of a web application titled "Facility Main Menu". Below the title, it says "Current Facility: Summers County ARH Hospital" with a "[Change]" link. Under a "Functions" header, there are four buttons: "Manage Kits", "* View Submitted Kits" (with a red asterisk icon), "Request Kits", and "Manage Examiners".

Facility Main Menu

Current Facility: Summers County ARH Hospital [\[Change\]](#)

Functions

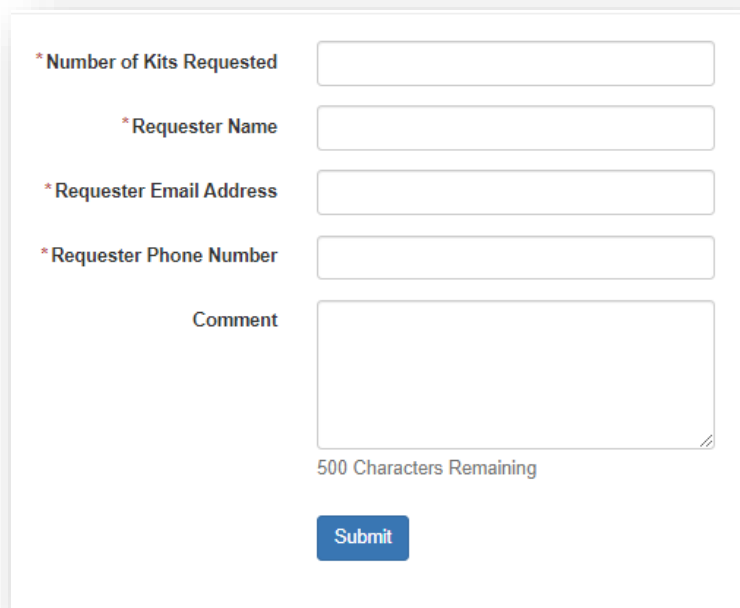
Manage Kits

* View Submitted Kits

Request Kits

Manage Examiners

The “Request Kits” option of the Facility Main Menu will generate an easy-to-complete form. The “Submit” button will generate an automatic email to the WVSP Forensic Laboratory which will be filled as soon as possible. Please make requests prior to running out of kits and allow two weeks for delivery.

A screenshot of a "Request Kits" form. It contains four required fields: "Number of Kits Requested", "Requester Name", "Requester Email Address", and "Requester Phone Number", each with an asterisk. Below these is a "Comment" text area with a "500 Characters Remaining" indicator. A blue "Submit" button is at the bottom.

* Number of Kits Requested

* Requester Name

* Requester Email Address

* Requester Phone Number

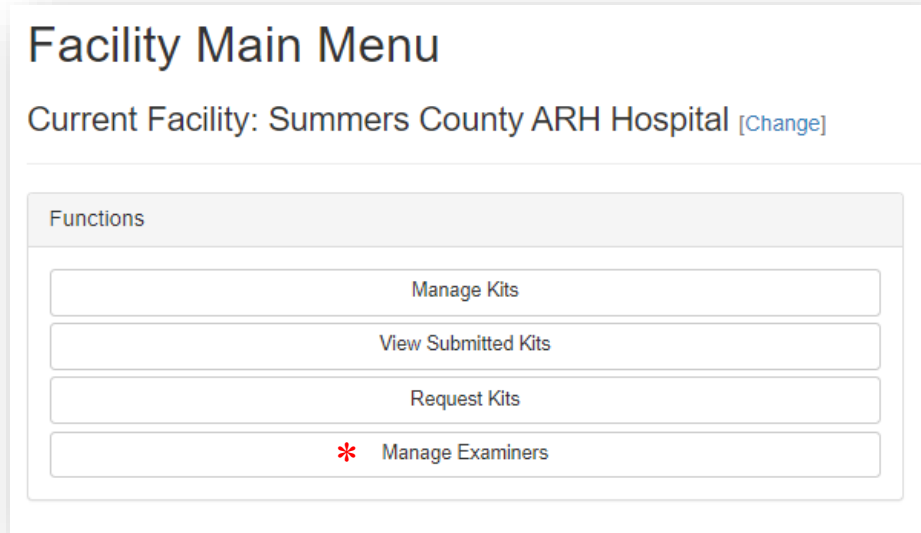
Comment

500 Characters Remaining

Submit

SAECKs are distributed directly from the WVSP Forensic Laboratory by the Sexual Assault Kit Coordinator and are addressed to the Emergency Department unless specifically requested in the comments box. Shipping is by the United States Postal Service.

3.4 MANAGE EXAMINERS

A screenshot of a web application interface titled "Facility Main Menu". Below the title, it says "Current Facility: Summers County ARH Hospital" with a blue "[Change]" link. A section titled "Functions" contains four buttons: "Manage Kits", "View Submitted Kits", "Request Kits", and "Manage Examiners". The "Manage Examiners" button is highlighted with a red asterisk icon to its left.

Facility Main Menu

Current Facility: Summers County ARH Hospital [\[Change\]](#)

Functions

- Manage Kits
- View Submitted Kits
- Request Kits
- * Manage Examiners

The “Manage Examiners” option of the Facility Main Menu allows hospitals to enter examiner names and qualifications into the system. Examiner names are required when a SAECK is dispositioned to the WVSP Forensic Laboratory, MUFSC, or forwarded to another hospital. Examiner names and qualifications are used as metrics when evaluating the quality of evidence collection in SAECKs.

4 Victim Services Portal

Each SAECK is labeled with a unique kit tracking number that will allow the victim to track the location of the SAECK as it moves from one location to another. No personal identifying information is included in the portal, and no results or other information about the SACEK is available from the portal.

At the time of kit collection, a tracking card is given to the victim containing the information needed to use the Victim Services Portal.



To use the portal, go to www.go.wv.gov/kit and enter the kit tracking number. The format of the kit tracking number is specific and must be capitol letters WVSP followed by a five-digit number. i.e. WVSP12345

Victim Services Portal

This service enables tracking of sexual assault evidence collection kits in the State of West Virginia in compliance with WV State Code. You must have your Kit ID number to use this application. For free and confidential support in accessing the kit tracking application, contact the local rape crisis center in your area. Contact information can be found at: <https://fris.org/CrisisCenters/WVCrisisCenters.html>

Enter the Kit ID number and select the Search button to retrieve the kit status.

Kit ID Number:

 Search

(Example: WVSP01234)

 [Please click here for more information about resources for sexual assault survivors.](#)

5 Laboratory Users:

WVSPFL employees are responsible for the distribution of new SAECKs and the initial entry of the kit numbers into the system, using the system to perform quality reviews of evidence collection, and for the system administration.

The Main Menu is divided into four groups:

Functions

Lab Admin Functions.

Reports

System Admin Configuration Tools

Functions	System Admin Configuration Tools
Evaluate Kit	Manage Admin Users
Manage Kits	Manage Facility Users
	Manage Agency List
	Manage Analyst List
	Manage Facility List
	Manage Examiner Qualifications
	Manage Examiners
	Manage Facilities

Lab Admin Functions
Edit Evaluated Kit

Reports
Kit Evaluation Report
Reimbursement Request Report
Facility User Listing Report

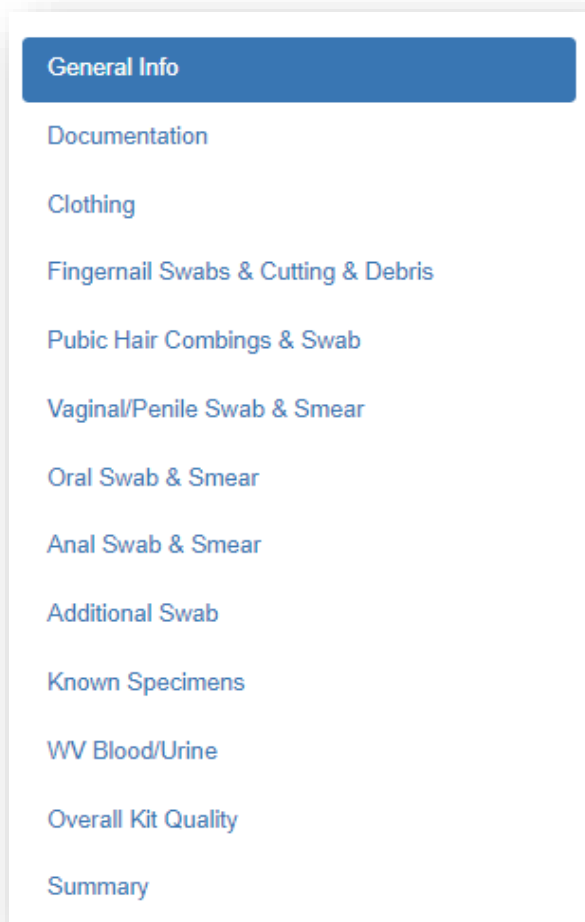
5.1 FUNCTIONS – EVALUATE KIT

Proper collection, packaging, documentation, and labeling of sexual assault evidence is critical to the laboratory's ability to successfully identify and test biological material. Therefore, every SAECK that is tested at the WVSPFL is evaluated to determine if the collection, packaging, documentation, and labeling of kit items was well done, needs improvement, or was poorly collected.

The quality review data are then used to identify training needs or improvements that need to be made to the SAECK itself. Review Data are also used by the WV Sexual Assault Forensic Evidence (SAFE) Commission to identify trends in kit quality across WV hospitals/facilities, examiner qualifications, or other variables.

When the "Evaluate Kit" tab is selected, thirteen pages of review questions and quality scores are presented that must be answered and scored as "Well Done", "Needs Improvement" or "Poorly Collected". Comments are mandatory on all "Needs Improvement" and "Poorly Collected" scores to describe the deficiency.

Categories for evaluation include:



The screenshot displays a vertical list of evaluation categories within a software interface. At the top, a blue header bar contains the text "General Info". Below this, a list of categories is presented in blue text. The categories are: Documentation, Clothing, Fingernail Swabs & Cutting & Debris, Pubic Hair Combing & Swab, Vaginal/Penile Swab & Smear, Oral Swab & Smear, Anal Swab & Smear, Additional Swab, Known Specimens, WV Blood/Urine, Overall Kit Quality, and Summary.

- General Info
- Documentation
- Clothing
- Fingernail Swabs & Cutting & Debris
- Pubic Hair Combing & Swab
- Vaginal/Penile Swab & Smear
- Oral Swab & Smear
- Anal Swab & Smear
- Additional Swab
- Known Specimens
- WV Blood/Urine
- Overall Kit Quality
- Summary

When scoring the quality of each category, guidelines are available to help make the score. Generally, the benefit of doubt should be given to the examiner. Patient care is more important than evidence collection, and patients have the right to refuse any part of the SAECK.

Comments should not be critical of the collection but should provide feedback on the proper method and needs of the laboratory.

Guidelines for Section Score

Well Collected Kit

Kit was thoroughly collected, packaged and labeled properly, and the kit documentation was thoroughly completed.

Examples:

- Items collected appropriate for the incident
- All documentation completed and legible
- No problems noted with the quality/quantity of the collected items

Needs Improvement

Minor difficulty interpreting the items collected or errors indicating some need for improvement in the kit collection.

Examples:

- Unclear notes or labels.
- Minimal notes
- Unused items remaining in kit
- Minimal sample collection
- One known saliva swab collected
- Minor packaging errors

Poorly Collected Kit

Significant issues that do or could affect the laboratory's turnaround time, procedures, or the investigation.

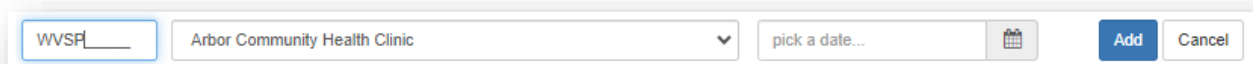
Examples:

- Slides not prepared from vaginal, anal, or additional swabs when contact was described
- Known specimens not collected
- Incomplete kit paperwork
- Serious errors or omissions with the kit
- Paperwork not included
- Appropriate samples not collected based on the incident
- Serious errors in packaging (items in plastic, needles, etc.)

5.2 FUNCTIONS – MANAGE KITS

The WVSPFL Sexual Assault Kit Coordinator is the primary user of the “Manage Kits” tab. When a kit order is received, the kit coordinator will prepare the order for shipment and log each kit number into the system with the receiving hospital as the initial disposition. In doing so, the queue of kit numbers for each hospital is populated with the kit numbers in their respective possession.

When the “Manage Kits” tab is selected, a data entry screen is presented allowing for the kit number, facility, and date of shipment to be entered.



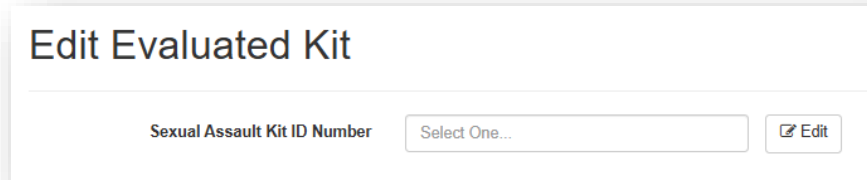
The screenshot shows a horizontal data entry form. It consists of several input fields and buttons. The first field is a text box containing 'WVSP'. The second field is a dropdown menu showing 'Arbor Community Health Clinic' with a downward arrow. The third field is a date picker with the text 'pick a date...' and a calendar icon. To the right of these fields are two buttons: a blue 'Add' button and a white 'Cancel' button with a grey border.

A search function is also available allowing individual kit numbers to be queried. The facility that the kit was sent to, and the disposition of the kit are displayed.

5.3 LAB ADMIN FUNCTIONS – EDIT EVALUATED KIT

Only System Administrators and Lab Administrators have the ability to edit previously evaluated kit scores.

Once the kit number is selected, every aspect of the kit evaluation and scoring will be presented for editing. The need to edit an existing evaluation is rare, but may occur when new or missed information leads to a change in the kit quality score.



The screenshot shows a web form titled "Edit Evaluated Kit". Below the title, there is a label "Sexual Assault Kit ID Number" followed by a dropdown menu with the text "Select One...". To the right of the dropdown is a button with a pencil icon and the text "Edit".

5.4 REPORTS – KIT EVALUATION REPORT

The Kit Evaluation Report tab provides multiple fields to query the system for lists of kit numbers. If an individual kit number is known, it may be entered as well.

The details of each reviewed kit may be seen by selecting “View Details”.

Query results may be exported to a Microsoft Excel file by selecting “Export Data”.

Kit Evaluation Report

Kit ID Number

Facility

Agency

Analyst

Evaluation Date Start

Evaluation Date End

Lab Case Number

Showing 5 entries

Kit ID	Analyst ID	Submission Date	Evaluation Date	Facility	Agency	Lab Case Number	Overall Kit Quality	
WVSP08810	1 DWM	6/17/2020	6/17/2020	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	MORGANTOWN POLICE DEPT.	20-475-1	Well Done	View Details
WVSP08809	5 SEJ	3/16/2020	3/16/2020	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	WHEELING POLICE DEPT.	19-4043-1	Well Done	View Details
WVSP08805	5 SEJ	8/4/2020	8/4/2020	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	WVSP-ELKINS	20-478-1	Well Done	View Details
WVSP08813	3 JBH	12/13/2019	12/13/2019	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	MORGANTOWN POLICE DEPT.	19-4198/1	Well Done	View Details
WVSP08792	5 SEJ	8/14/2020	8/14/2020	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	WVSP-WEST UNION	20-671-1	Well Done	View Details

Showing 36 to 40 of 2,372 entries

Previous

1

...

7

8

9

...

475

Next

Export Data

Home

5.5 REPORTS – REIMBURSEMENT REQUEST REPORT

Reimbursements from the FMEF are received and distributed by the West Virginia Prosecuting Attorney’s Institute. However, the system can be queried by laboratory users to identify the number of requests for reimbursement.

Query results may be exported to a Microsoft Excel file by selecting “Export Data”.

Reimbursement Request Report

Kit ID Number

Select One...

Status

Select One... ▼

Facility

Select One...

Processed Date Start

Pick a date... 

Processed Date End

Pick a date... 

Search

Show 5 entries

Kit ID	Examination Date	Exam Type	Facility	Submitted Date	Processed Date	Status
WVSP11325	10/22/2024	Pediatric	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	10/23/2024		New
WVSP11326	10/21/2024	Adult	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	10/23/2024		New
WVSP11323	10/16/2024	Adult	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	10/23/2024		New
WVSP11322	10/14/2024	Adult	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	10/23/2024		New
WVSP11504	10/21/2024	Adult	Princeton Community Hospital Association Inc.	10/22/2024		New

Showing 1 to 5 of 1,716 entries

Previous

1

2

3

4

5

...

344

Next

Export Data

Home

5.6 REPORTS – FACILITY USER LISTING REPORT

The “Facility User Listing Report” is a searchable list of all hospital (facility) users. It provides the system administrator with each hospital (facility) user’s name, username, email address, system roles, and facility name.

Facility User Listing Report

Facility	Username	Email Address	First and/or Last Name
All Facilities ▼			
 Search			

5.7 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE ADMIN USERS

Each user in the system must have a defined user role(s). The system administrator is responsible for assigning the following user roles in this tab:

<u>AnalystUser</u>	Usually members of the Hospital Association and the Division of Justice Services, AnalystUsers have access to the quality review and scoring data for the purpose of gathering statistics and providing feedback to examiners.
<u>KitReimbursementUser</u>	The Forensic Medical Examination Fund Administrator at the West Virginia Prosecuting Attorney’s Institute is the “KitReimbursement” user. This user will receive automated requests for reimbursement from the FMEF as kits are dispositioned in the system. They are the only user that will see the victim’s name associated with the kit number.
<u>LabAdmin</u>	The LabUser role cannot access System Admin Configuration Tools or the Facility User Report functions, but can access the LabAdmin Functions to edit a previously evaluated kits.
<u>LabUser</u>	LabUser is the primary system user at the WVSP Forensic Laboratory. The LabUser role cannot access any System Admin Configuration Tools or the LabAdmin Functions.
<u>SystemAdmin</u>	SystemAdmin users can access and manage all System Administrative Configuration Tools, Functions, and Reports.

To assign user roles, a SystemAdmin will find a user by entering the users email address or username into the search bar below, and then edit the users permissions.

Manage Admin Users

Enter the person's WV.gov Username or email address and click **Find User** to grant them access to this system.
If the person does not have a WV.gov Username, they can create one at <https://apps.wv.gov/accounts>.

Add New User

Search by: Username **Find User**

Manage Admin Users

Assign the properpermissions for this user. Select **Submit** to save your changes.

Edit User Permissions

Username:

Email:

Roles:

- ☐ AnalystUser
- ☐ LabAdmin
- ☒ LabUser
- ☐ SystemAdmin

Submit

5.8 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE FACILITY USERS

Each kit collection facility must have at least one designated facility user. To assign facility users, a SystemAdmin will find a user by entering the users email address or username into the search bar below, and then designating them as a facility user.

If one person is the designated facility user at multiple facilities, each facility must be selected individually.

Caution should be given to facilities requesting multiple facility users to ensure that multiple requests for kits are generated by different users.

Manage Facility Users

Current Facility: CAMC Women and Children's Hospital [\[Change\]](#)

Enter the person's WV.gov Username or email address and click [Find User](#) to grant them access to this system.

If the person does not have a WV.gov Username, they can create one at <https://apps.wv.gov/accounts>.

Add New User

Search by: [Find User](#)

Existing Users

Username	Full Name	Email	Roles	
		@vandaliahealth.org	FacilityUser	Edit Remove
		@yahoo.com	FacilityUser	Edit Remove
		@vandaliahealth.org	FacilityUser	Edit Remove
		@camc.org	FacilityUser	Edit Remove
		@camc.org	FacilityUser	Edit Remove
		@camc.org	FacilityUser	Edit Remove
		@camc.org	FacilityUser	Edit Remove

5.9 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE AGENCY LIST

Prior to 2020, each kit collection facility released kits directly to the investigating law enforcement agency. To allow entry and tracking of those kit transfers, each facility was entered into the system under this tab. With direct submission of SAECKs, all kits where the incident was reported to law enforcement must now be sent directly to the WVSP Forensic Laboratory, which is the first option listed (See Page 7 of this document).

IF an agency would need to be added (an out of state law enforcement agency for example), a System Admin User would select “Add” and enter the name of the law enforcement agency.

Manage Agency List

Enter the agency name and click the [Add](#) button.

Agency Name

ALDERSON POLICE DEPT.

ANAWALT POLICE DEPT.

ANMOORE POLICE DEPT.

ANSTED POLICE DEPT.

ANTHONY CORRECTIONAL CENTER

Show 5 entries

[Edit](#) [Deactivate](#)

[Edit](#) [Deactivate](#)

[Edit](#) [Deactivate](#)

[Edit](#) [Deactivate](#)

[Edit](#) [Deactivate](#)

[Add](#) [Cancel](#)

Showing 1 to 5 of 698 entries

[Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [...](#) [140](#) [Next](#)

[Home](#)

5.10 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE ANALYST LIST

To identify the scientist (analyst) performing a kit quality review, each scientist must be entered into the system. Each analyst’s name is associated with an analyst ID Number. To manage the analyst list, a SystemAdmin will add new individual’s information or edit/deactivate existing information.

Manage Analyst List

Enter the analyst name and ID and click the [Add](#) button.

Analyst Name

C

A

K

L

M

Analyst ID Number

7 C

8 A

9 K

10 L

11 M

Show 5 entries

[Edit](#) [Deactivate](#)

[Edit](#) [Deactivate](#)

[Edit](#) [Activate](#)

[Edit](#) [Deactivate](#)

[Edit](#) [Deactivate](#)

[Add](#)

Showing 1 to 5 of 13 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

5.11 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE FACILITY LIST

Each kit collection facility must be entered individually into the system. A SystemAdmin will enter each facility using the official hospital (facility) name which must match the OASIS vendor name for that hospital (facility). FMEF invoices will not be processed unless the System hospital/ facility name is identical to the OASIS hospital (facility) name.

Manage Facility List

Enter the facility information and click the [Add](#) button.

Showing 5 entries

Facility Name	Address 1	Address 2	City	State	Zip	Phone		
West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	1 Medical Center Drive		Morgantown	WV	26506	3045984000	Edit	Deactivate
Wetzel County Hospital	3 E. Benjamin Drive		New Martinsville	WV	26155	3044558000	Edit	Deactivate
Wheeling Hospital, Inc.	1 Medical Park		Wheeling	WV	26003	3042433000	Edit	Deactivate
Williamson Memorial Hospital	P.O. Box 1980		Williamson	WV	25661	3042352500	Edit	Deactivate
Winchester Medical Center Inc.	1840 Amherst Street		Winchester	VA	22601	5405368000	Edit	Deactivate

[Add](#)

Showing 86 to 90 of 93 entries

[Previous](#) [1](#) [...](#) [15](#) [16](#) [17](#) [18](#) [19](#) [Next](#)

5.12 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE EXAMINER QUALIFICATIONS

When Sexual Assault examiners are entered into the System their qualifications are also described by selecting from a drop-down list of options. To populate the drop-down list, each type of qualification must be entered. Most of the common qualifications are already entered, but should a new qualification be needed, a SystemAdmin will us this tab to make the entry.

Manage Examiner Qualifications

Enter the qualification title and click the [Add](#) button.

Qualification Title	
DO	Edit Deactivate
MD	Edit Deactivate
PA	Edit Deactivate
RN	Edit Deactivate
APRN	Edit Deactivate
SANE	Edit Deactivate
Unknown	Edit Deactivate
SANE A	Edit Deactivate
CFNP	Edit Deactivate
Examiner	Edit Deactivate
PNPBC	Edit Deactivate
LPN	Edit Deactivate
FNP-BC	Edit Deactivate
Supply Technician	Edit Deactivate
RN-SANE-P	Edit Deactivate
Add	

5.13 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE EXAMINERS

Each examiner is entered into the System by the SystemAdmin or by facility users. These names are associated with each collected kit and related to the kit quality reviews for that specific SAECK. The SytemAdmin or facility user will enter the examiner’s name, qualification, and facility. Multiple facilities may be entered for examiners that provide services at multiple locations.

Manage Examiners

To add a new examiner, select the [Add](#) button and enter the examiner information and click the [Add](#) button to save the new examiner.

Select the [Edit](#) button to update an existing examiner.

Select the [Deactivate](#) button to deactivate an examiner. Deactivated examiners will not show in the examiner drop down list on the kit submission page.

Examiner Name

Select One...

Examiner Qualification

Select One...

Examiner Facility

Select One...

Search

Show 5 entries

Examiner Name	Examiner Qualification	Examiner Facility	
S	RN	Herbert J. Thomas Memorial Hospital Association	Edit Activate
S	RN	St. Mary's Medical Center	Edit Deactivate
S	SANE	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	Edit Activate
S	RN	Herbert J. Thomas Memorial Hospital Association	Edit Deactivate
S	SANE	West Virginia University Hospitals, Inc. - J. W. Ruby Memorial Hospital	Edit Activate

Add

5.14 SYSTEM ADMIN CONFIGURATION TOOLS – MANAGE FACILITIES

The Manage Facilities tab allows the SystemAdmin to see the facility user screen to aid in troubleshooting and training. All functions of the screen are active and should only be used by the SystemAdmin when the facility user is unable to do so.

Facility Main Menu

Current Facility: CAMC Women and Children's Hospital [\[Change\]](#)

Functions

Manage Kits

View Submitted Kits

Request Kits

Manage Examiners