



Division of Criminal Justice Services

New York State Sexual Offense Evidence Kit Data Entry Interface User Guide

This document provides instruction on completing and submitting Sexual Offense Evidence Kits (SOEK) to the New York State Crime Reporting program via the Integrated Justice Portal (IJPortal) interface.

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SOEK Report Screen

The Sexual Offense Evidence Kit report screen is used to inventory the number of SOEKs in possession of reporting agencies on a quarterly basis.

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Accessing the Interface

1. Log into the eJusticeNY Integrated Justice Portal (IJPortal) using your username and password.

Note: All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC). The TAC should use the "Feedback" link at the top right of the IJPortal for any questions related to IJPortal provisioning or email PortalHelpDesk@ejusticenyny.gov.

2. Select **Resources** from the tab options across the top of the IJPortal screen.
3. In the **Resources** drop down menu, select **SOEK Submission** and then select **Law Enforcement Agency/District Attorney**. This link will take you to the Sexual Offense Evidence Kit (SOEK) Submission of Reports Screen.

Note: The preferred browser for viewing the SOEK Interface is Internet Explorer.

Definition of SOEK

Pursuant to Executive Law 838-a, local law enforcement agencies and district attorneys are required to report certain information related to the number of Sexual Offense Evidence Kits (SOEK) in their possession to DCJS on a quarterly basis. The executive law requires police and prosecutorial agencies to submit SOEKs in its custody or control to an appropriate forensic laboratory within ten days of receipt. Forensic laboratories receiving these kits shall report the results to the submitting agency and appropriate prosecutorial entity within ninety days after receipt of a kit.

Data Fields – Law Enforcement/District Attorney

(SOEK Report Initial Screen)

- **Reporting ORI** – Originating Report Identification of the reporting agency (*required field)
- **Reporting Agency Name** – Reporting Agency name associated with the logged in ORI (*required field)
- **Preparer Name** – Name associated with the current user’s IJPortal account
- **Preparer Number** – Phone number associated with the current user’s IJPortal account (*required field)
- **Preparer Email** – Email address associated with the current user’s IJPortal account (*required)
- **Year** – Year of requested report (*required field)
- **Quarterly Reports** – available reports by year and quarter

(SOEK Report Entry Screen)

- **Number of Kits Received During the Quarter** – The number of sexual offense evidence kits that the police agency or district attorney’s office received during the quarter.
- **Number of Kits Received During the Quarter that were Submitted to Labs for Processing** – Of the number of sexual offense evidence kits received by the police agency or district attorney’s office during the quarter, the number of kits that were submitted to the lab for processing. (Please note, this data element is a sum of kits received during the quarter and submitted to the lab within 10 days of receipt and kits received during the quarter and submitted to the lab 11 days or more after receipt. This will be automatically calculated, no data entry needed for this number.)
- **Kits Received During Quarter – Sent to Lab Within 10 Days of Receipt** – The number of sexual offense evidence kits that were sent to the lab within 10 days of being received by the police agency or district attorney.
- **Kits Received During Quarter – Sent to Lab Within 11 or More Days After Receipt** – The number of sexual offense evidence kits that were sent to the lab 11 or more days after being received by the police agency or district attorney.

- **Total Number of Kits “In Custody or Control” Not Submitted for Processing at the End of the Quarter** – The total number of sexual offense evidence kits that have not submitted to the labs for processing at the end of the quarter.
- **Nothing to Report** – A law enforcement agency or district attorney’s office has no sexual offense evidence kits to report for the quarter.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

GET QUARTERLY REPORTS – Advances the user to the reports available by year and quarter.

NEXT – Moves the user to the to the report entry screen.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

SUBMIT – Submits the completed report to the DCJS database.

Data Entry of SOEK Counts

Upon opening the SOEK Submission of Reports Screen; the **Logged in ORI, Agency Name, Reporting ORI, and Preparer Information** will be pre-populated with information already associated with the user’s IJPortal account.

Submitting a Report for your Agency

1. Verify the **Preparer Number** and **Preparer Email** information is accurate.

***Note:** The **Preparer Number** and **Preparer Email** can be updated directly on the screen for the current submission. However, the default values of the **Preparer Number** and **Preparer Email** are linked to the user’s IJPortal account. If you wish to update the default values, click on the “My Profile” tab found in the upper right corner of the IJPortal screen, and select “Update my account” from the profile maintenance screen.*

2. Under **Report Selector**, use the dropdown arrow to select the **Report Year** for the SOEK report that is being submitted and click the **Get Quarterly Reports** button.

***Note:** The **Report Year** represents the SOEK reporting year and will display the available reporting quarters for that year. SOEK reports are to be submitted quarterly.*

3. To Select a report for submission, select the **Year** and **Quarter** by clicking on the radio button next to the **Year** and **Quarter** columns on the table and click **Next**.

4. Enter the data in the fields. Please refer to the definitions on the previous pages for what should be entered for each data element.

Nothing to Report (NTR): If your agency has no sexual offense evidence kits to report for a specific quarter, click the **Nothing to Report** checkbox at the bottom of the report submission screen. This will remove the ability to enter data into any of the reporting fields.

5. After data entry or Nothing to Report is complete, the sexual offense evidence kit report must be submitted to the DCJS Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.** Click on the **“SUBMIT”** command button on the lower right corner of screen. Review confirmation pop-up window and click **“YES”** to submit or **“NO”** to cancel the submission.
6. When selecting **“YES”**, a success message stating **“Data was saved successfully”** will appear. Click the **“OK”** command button. This action will return the user to the Sexual Offense Evidence Kit Reporting – Law Enforcement/District Attorney Submission of Reports Page. **“Quarterly Reports”** will display in the lower left hand side of the page.

Selecting **“NO”** will close the confirmation dialog box and the user will remain on the Sexual Offense Evidence Kit Reporting – Law Enforcement/District Attorney Create/Update Report page. **“Create or Update Report”** will display in the lower left side of the page. User can enter data, then select Submit or Cancel.

Note: Your agency’s submission status table on the Submission of Reports Screen will now display the Date Submitted and/or Date Modified.

SOEK General Messages

General messages are informational and/or confirm actions by the user.

 Data will be saved. Continue?

Selecting **“YES”** will result in a success message stating **“Data was saved successfully.”** Click the **“OK”** command button. This action will return the user to the Sexual Offense Evidence Kit Reporting – Law Enforcement/District Attorney Submission of Reports Page. **“Quarterly Reports”** will display in the lower left hand side of the page.

Selecting **“NO”** will close the confirmation dialog box and the user will remain on the Sexual Offense Kit Reporting – Law Enforcement/District Attorney Create/Update Report page. **“Create or Update Report”** will display in the lower left side of the page. User can enter data, then select Submit or Cancel.

 Data was saved successfully

Selecting **“OK”** will result in the confirmation dialog box closing and the user being returned to the Sexual Offense Evidence Kit Reporting – Law Enforcement Agency/District Attorney page. **“Quarterly Reports”** will display in the lower left hand side of the page.

 Are you sure you want to cancel?

Selecting **“YES”** will return the user to the Law Enforcement Agency/District Attorney Submission page where **“Quarterly Reports”** is displayed in the lower left hand side of the page

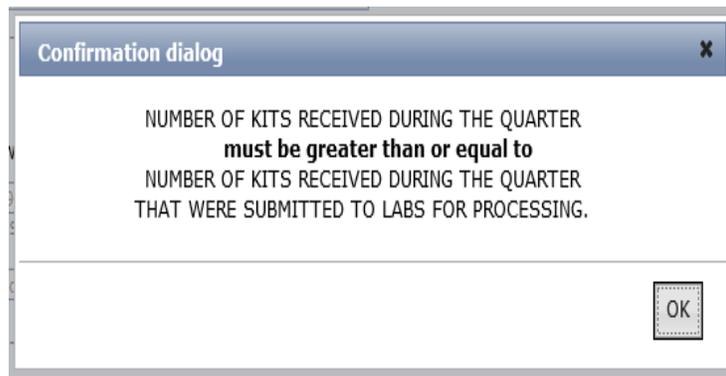
Selecting **“NO”** keeps the user on the Law Enforcement Agency/District Attorney **“Create/Update Report”** page. **“Create/Update Report”** will display in the lower left side of the page. User can then enter data, then select **Submit** or **Cancel**.

SOEK Error Messages

Error messages are hard edits, and **MUST** be corrected to successfully submit the report.

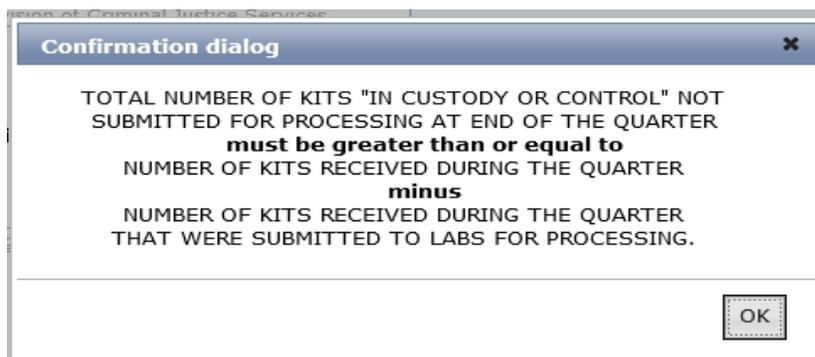
The following errors, along with their explanations are the type of error messages that may appear within the Sexual Offense Evidence Kit submission.

 NUMBER OF KITS RECEIVED DURING THE QUARTER **must be greater than or equal to** NUMBER OF KITS RECEIVED DURING THE QUARTER THAT WERE SUBMITTED TO THE LABS FOR PROCESSING.



If the audit is not satisfied, the message above will display. Click "OK" to return to the Law Enforcement Agency/District Attorney "**Create/Update Report**" page. In order to satisfy the audit, an agency must make sure the number of SOEKs received during the quarter is greater than or equal to the number of SOEKs received in the quarter and submitted to the labs for processing.

 TOTAL NUMBER OF KITS "IN CUSTODY OR CONTROL" NOT SUBMITTED FOR PROCESSING AT THE END OF THE QUARTER **must be greater than or equal to** NUMBER OF KITS RECEIVED DURING THE QUARTER **minus** NUMBER OF KITS RECEIVED DURING THE QUARTER THAT WERE SUBMITTED TO LABS FOR PROCESSING.



If the audit is not satisfied, the message above will display. Click “OK” to return the Law Enforcement Agency/District Attorney “**Create/Update Report**” page. In order to satisfy the audit, an agency must make sure the total number of SOEKs that have not been submitted to the labs for processing at the end of the quarter is greater than or equal to the number of SOEKs received during the quarter minus the number of SOEKs received in the quarter and submitted to the labs for processing.

 **PREPARER PHONE IS REQUIRED**

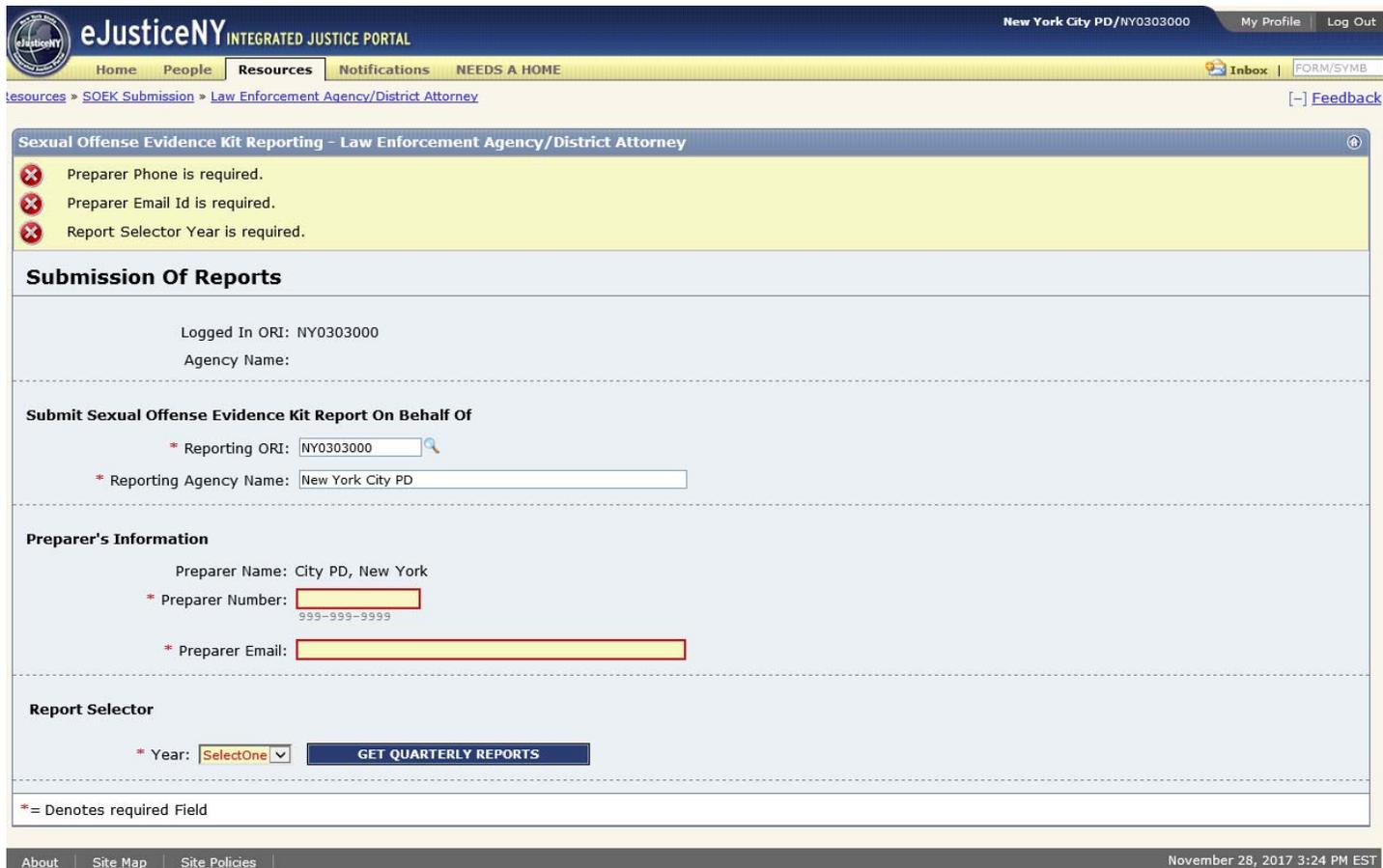
A phone number must be entered, the field may not be left blank.

 **PREPARER EMAIL IS REQUIRED**

An email address must be entered, the field may not be left blank.

 **REPORT SELECTOR YEAR IS REQUIRED**

A Report Year must be selected prior to clicking the **Get Quarterly Reports** command button.



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resources > SOEK Submission > Law Enforcement Agency/District Attorney [-] Feedback

Sexual Offense Evidence Kit Reporting - Law Enforcement Agency/District Attorney

-  Preparer Phone is required.
-  Preparer Email Id is required.
-  Report Selector Year is required.

Submission Of Reports

Logged In ORI: NY0303000
Agency Name:

Submit Sexual Offense Evidence Kit Report On Behalf Of

* Reporting ORI: 

* Reporting Agency Name:

Preparer's Information

Preparer Name: City PD, New York

* Preparer Number: 999-999-9999

* Preparer Email:

Report Selector

* Year:

* = Denotes required Field

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