

HC Standard® PERK Tracking

Version 4.4



HC Standard® Perk Tracking

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Chapter 1 - Getting Started with HC Standard® PERK Tracking

About HC Standard® PERK Tracking



HC Standard® PERK Tracking was developed to assist agencies in recording chain-of-custody movements for Personal Evidence Recovery Kits. Information collected in HC PERK Tracking™ is dispersed to appropriate users and agencies in a secure manner.

HC Standard® PERK Tracking also includes a Survivor Portal where victims can track their kit as it enters and leaves an agency. If victims do not choose to file a report, they see a countdown page with the amount of time remaining to file a report.

Role-based access allows agencies (users) to view only the information that is relevant to them. While some users may need only high level information, others require access to see detailed PERK data. This role-based access ensures HIPAA/HITECH compliance.

Access is determined by an HC Standard® Admin, and may only be changed by an Admin.

Chapter 2 - Using HC PERK Tracking Web

2 - 1: Logging in to HC Standard®

To log in to HC Standard®, as shown in FIGURE 2-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

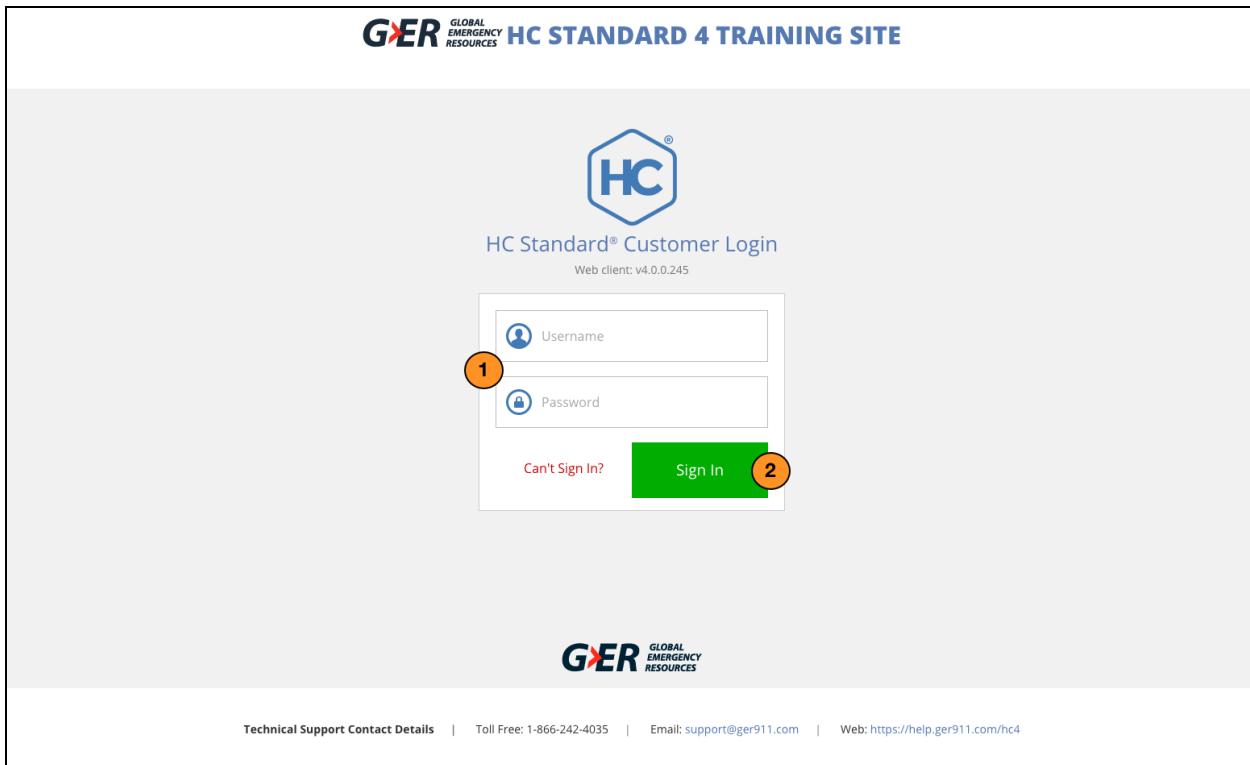


FIGURE 2-1: Login Dialog

2 - 2: Accessing HC PERK Tracking

Each participating agency in HC PERK Tracking will have a unique workspace assigned to them. Access the workspace, as shown in FIGURE 2-2:

1. Click or tap the **Workspaces** button.
2. Click or tap the **Agency name** workspace.

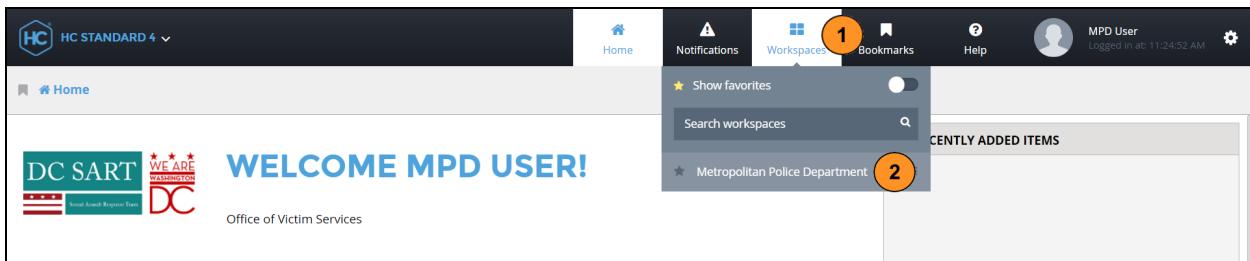


FIGURE 2-2: Select Workspace

1. Select the Agency matrix, as shown in FIGURE 2-3:

The screenshot shows a workspace interface with a sidebar on the left containing 'OVERVIEW' and 'MATRICES' sections. The main area is titled 'MATRICES' and displays a list with one item, 'MPD Perk Kits', which is circled in orange with the number '1'.

FIGURE 2-3: Select Matrix

Kits that are assigned to the respective Agency will be displayed in the matrix, as shown in FIGURE 2-4:

The screenshot shows a matrix view titled 'MPD PERK KITS'. The table has the following data:

	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
<input type="radio"/>	mdg	Active	Winkler	Henrietta		67 Maple Ave.	Los Angeles	MA	22056	555-123-1212	
<input type="radio"/>	789456	Active	Ridgeway	Cindy	T	123 Main St.	Springfield	TX	15932	555-123-1212	jane.doe@jo...
<input type="radio"/>	12345	Active	Arington	Pat		234 Colfax St.	Springfield	MI	18373	555-123-1212	pa@email.co...

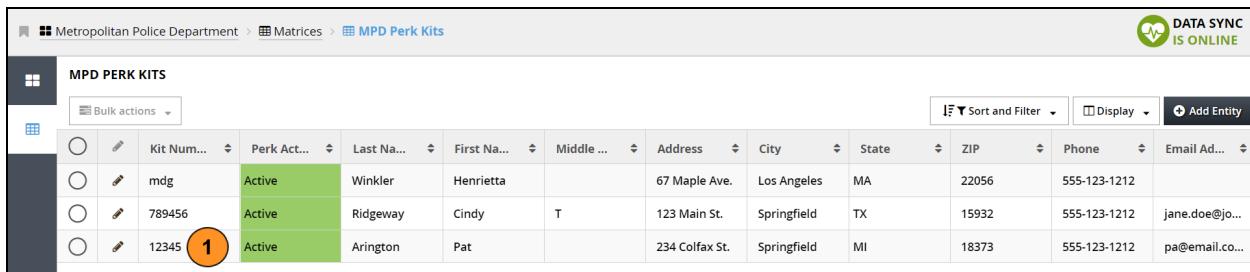
TOTAL ITEMS: 3 SELECTED ITEMS: 0

FIGURE 2-4: PERK Kits matrix

2 - 3: Viewing PERK Information

To view information for a kit, as shown in FIGURE 2-5:

1. Double click or tap the **Kit Number**.

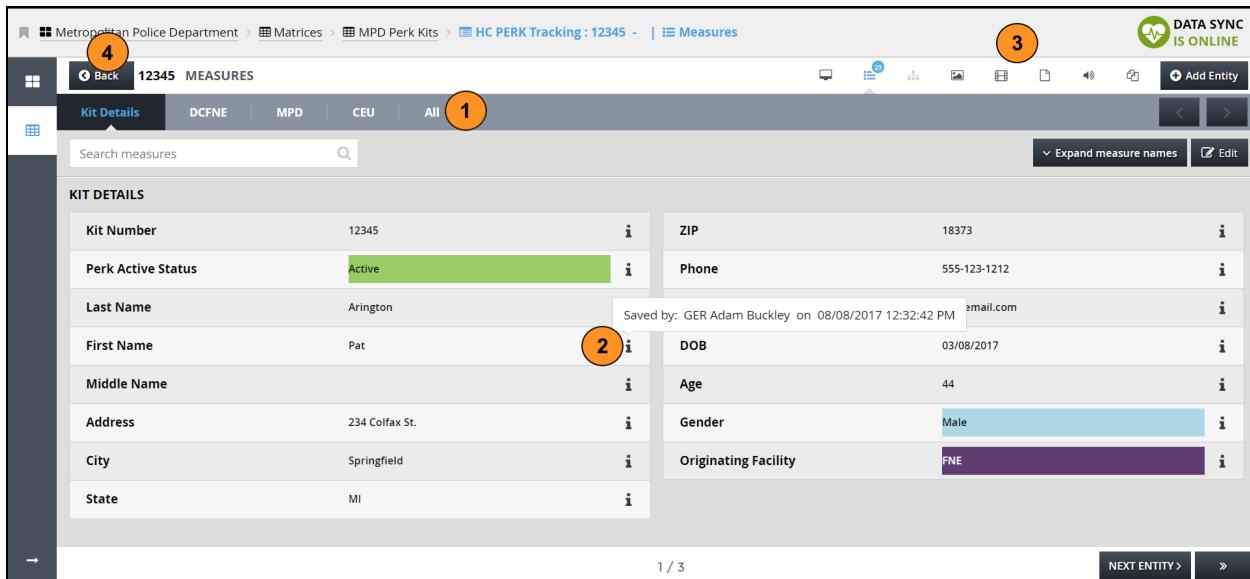


	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
	mdg	Active	Winkler	Henrietta		67 Maple Ave.	Los Angeles	MA	22056	555-123-1212	
	789456	Active	Ridgeway	Cindy	T	123 Main St.	Springfield	TX	15932	555-123-1212	jane.doe@jo...
	12345	Active	Arlington	Pat		234 Colfax St.	Springfield	MI	18373	555-123-1212	pa@email.co...

FIGURE 2-5: Select Kit

The entity view will open for the selected entity, as shown in FIGURE 2-6.

1. Click or tap the desired **section**.
2. Click or tap the **i** icon to view the user that entered the data and when.
3. Click or tap a **media** icon to view media files for the record, if any.
4. Navigate back to the matrix view by *clicking or tapping* in the navigation bar or the browser **Back** button.



Kit Number	12345	Perk Active Status	Active	Last Name	Arlington	First Name	Pat	Address	234 Colfax St.	City	Springfield	State	MI	ZIP	18373	Phone	555-123-1212	DOB	03/08/2017	Age	44	Gender	Male	Originating Facility	FNE
Saved by: GER Adam Buckley on 08/08/2017 12:32:42 PM email.com																									

FIGURE 2-6: View Kit Details

2 - 4: Updating PERK Kit Information

A user may update PERK information from the web or from the mobile module. To update kit information from the web, as shown in FIGURE 2-7:

1. Click or tap the **pencil** icon next to the desired kit.

	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
	mdg	Active	Winkler	Henrietta		67 Maple Ave.	Los Angeles	MA	22056	555-123-1212	
	789456	Active	Ridgeway	Cindy	T	123 Main St.	Springfield	TX	15932	555-123-1212	jane.doe@jo...
	12345	Active	Arington	Pat		234 Colfax St.	Springfield	MI	18373	555-123-1212	pa@email.co...

FIGURE 2-7: Select Kit

Navigate to and update the desired information, as shown in FIGURE 2-8:

1. Click or tap the desired **Agency** panel.
2. Enter information as necessary.
3. Click or tap **Save** when complete.
4. Click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

HC PERK Tracking : 12345 - | Edit

Kit Details | DCFNE | **MPD** | CEU | All

Search measures

MPD

MPD Receives Kit	08/07/2017 11:56:21 AM	SA Designation	SA
Criminal Complaint Number		Lead Detective	Detective 1
Sexual Assault Number		Officer Badge	

FIGURE 2-8: Edit Kit Record

2 - 5: Creating a PERK Number

Certain users can create a PERK Number that can be assigned to a kit and tracked in HC Standard® PERK Tracking. These users will also determine if a PERK Number is active in the system or held in storage for future use.

At least two matrices are available to create PERKs in the designated user's workspace, as shown in FIGURE 2-9:

1. **FNE/CNMC/DFS Perk Kits** - kits in this matrix have the status **Active**. This matrix represents PERKs that are active in the system and assigned to a survivor.
2. **Perk Kit Inventory** - kits in this matrix have the status **Unused**. This matrix is used to organize PERK Numbers for use at a later date.

The screenshot shows the 'HC Perk Tracking - FNE' workspace. On the left, there is a sidebar with icons for Home, Matrices, Charts, and Reports. The 'Matrices' section is expanded, showing five items: 'FNE Originated PERKS', 'FNE Perk Kits', 'Perk Kit Inventory' (which is highlighted with a red circle containing the number '1'), 'Ready For Closure - With Toxicology (FNE)', and 'Ready For Closure - Without Toxicology (FNE)'. To the right of the Matrices section is the 'Charts' section, which is currently empty. At the top right of the workspace is a search bar labeled 'Search all workspace items' with a magnifying glass icon.

FIGURE 2-9: Sample FNE/CNMC workspace

From within the desired matrix, continue to create a new PERK Number, as shown in FIGURE 2-10:

1. Click or tap the **Add Entity** button.

The screenshot shows the 'FNE PERK KITS' matrix within the 'HC Perk Tracking - FNE' workspace. The matrix has columns for Kit Number, Perk Active Status, Last Name, First Name, Middle Name, Address, City, State, ZIP, Phone, and Email Address. There are four rows of data: one row with 'mdg5161' and 'Active' status highlighted in green, and three other rows with 'a8', 'mdg516u', and 'Grey' respectively. At the top right of the matrix grid is a toolbar with several buttons, including 'Sort and Filter', 'Display', 'Import/Export', 'Add Entity' (which is highlighted with a red circle containing the number '1'), 'Create SubMatrix', and 'Tools'. A 'DATA SYNC IS ONLINE' indicator is visible in the top right corner of the workspace.

FIGURE 2-10: Add Entity button

The Add Matrix Item screen will display, as shown in FIGURE 2-11:

1. Enter a unique **Kit Number**. This number should be same number that is on the physical kit.
2. Click or tap **PERK Active Status** and set the desired **status**.
 - **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal.
 - **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal.
 - **Unused** - the PERK record is not in use. This status is often given to unassigned kits.
3. Update information as necessary.
4. Click or tap **Save** to save the PERK Number.

The screenshot shows the 'Add matrix item - Kit Details' page. At the top, there's a breadcrumb navigation: HC Perk Tracking - FNE > Matrices > FNE Perk Kits > Add matrix item - Kit Details. Below the breadcrumb is a header with tabs: Kit Details (selected), DCFNE, and MPD. A search bar labeled 'Search measures' is followed by a magnifying glass icon. To the right of the search bar are buttons for 'Expand measure names' (with a dropdown arrow), 'Cancel' (red button), 'Save' (green button with a checkmark icon), and 'Save and Next' (light green button). The main area is titled 'KIT DETAILS' and contains the following fields:

- Kit Number * (input field, highlighted with orange circle 1)
- Perk Active Status (dropdown menu, highlighted with orange circle 2, showing options: Active, Inactive, Unused)
- Last Name (input field, highlighted with orange circle 2, showing value 'Active')
- First Name (input field, highlighted with orange circle 3, showing value 'Unused')
- Middle Name (input field)
- Address (input field)
- City (input field)
- State (dropdown menu, highlighted with orange circle 3, showing value 'Select...')
- ZIP (input field)
- Phone (input field)
- Email Address (input field)
- DOB (input field, placeholder 'MM/dd/yyyy')
- Age (input field)
- Gender (dropdown menu, highlighted with orange circle 3, showing value 'Select...')
- Originating Facility (dropdown menu, highlighted with orange circle 4, showing value 'FNE')

FIGURE 2-11: Create PERK Number - Kit Details

2 - 6: Marking a PERK Inactive

Certain users will need to update the PERK status for their respective kits once a kit completes the process. For example, users may want to disable old kits from being viewed on the Survivor PERK Tracking Portal after a certain amount of time or when the kits have completed the process. No data is deleted or removed during this process.

In order to mark a kit as Inactive from the edit entity mode, as shown in FIGURE 2-12:

1. Click or tap the **Perk Active Status** drop-down.
2. Click or tap the **Inactive** item.
3. Click or tap the **Save** button.

The screenshot shows the 'Edit' screen for Kit ABC123. The 'Perk Active Status' dropdown is open, showing three options: 'Active' (highlighted with a red circle labeled '1'), 'Inactive' (highlighted with a red circle labeled '2'), and 'Unused'. The 'Save' button at the top right is highlighted with a red circle labeled '3'.

FIGURE 2-12: Update Perk Active Status

A save warning will appear, as shown in FIGURE 2-13. This warning is letting the user know that the Inactive status change goes against the rules of seeing the entity (or PERK ID) in the matrix. If a user proceeds from this point, the entity (PERK ID) will be removed from view.

1. Click or tap the **OK** button to proceed.

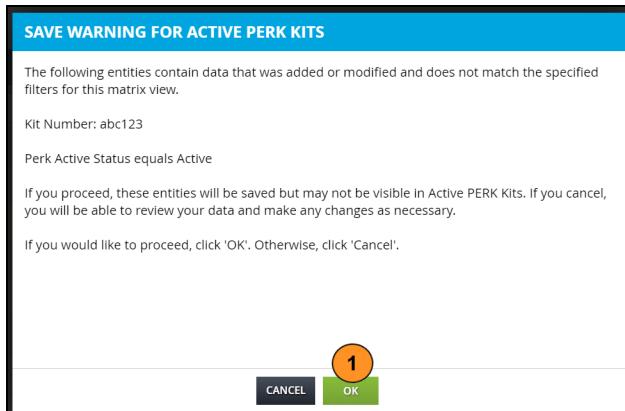


FIGURE 2-13: Save Warning

2 - 7: Viewing PERK Reports

To view a report within a Workspace, as shown in FIGURE 2-14:

1. Click or tap the **Reports** tab in the **Workspace Item** menu.
2. Click or tap the **Report** name.

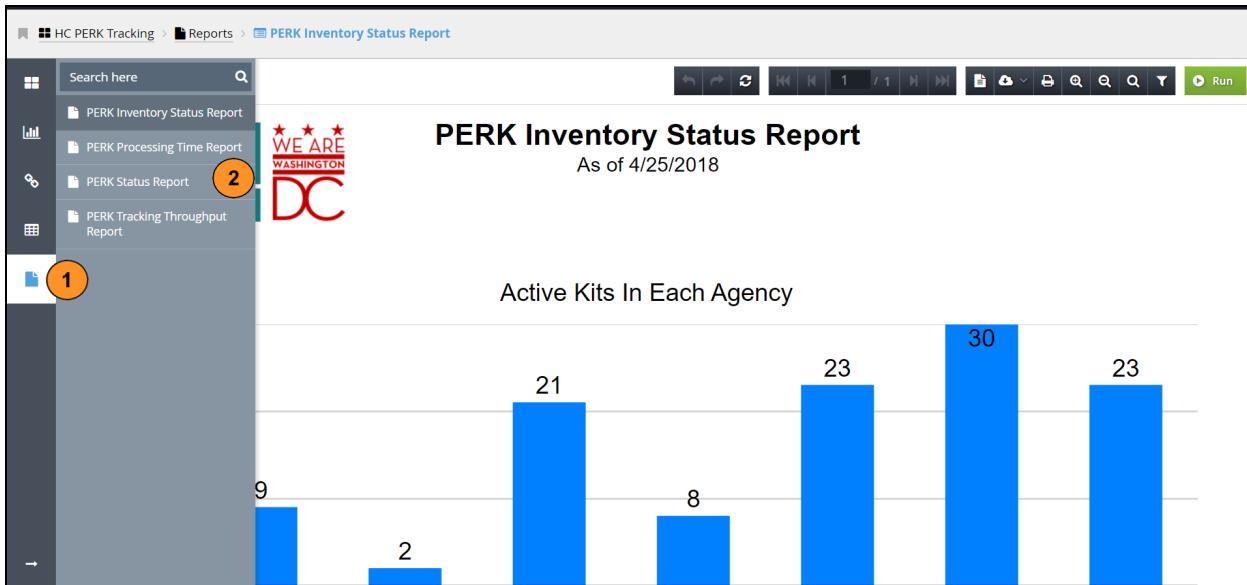


FIGURE 2-14: Reports

When the report generates, a user may then see parameter options for the report, as shown in FIGURE 2-15.

1. Select the appropriate **parameter options**.
2. Click or tap the **Run** button.

The screenshot shows the HC PERK Tracking workspace interface. On the left, there is a sidebar with various icons and a search bar. The 'Reports' icon is highlighted with a blue circle and labeled '1'. The 'PERK Tracking Throughput Report' is listed under the 'Reports' section and is also highlighted with a blue circle and labeled '2'. The main content area displays a message: 'To generate the PERK Tracking Throughput Report report, please make parameter selections.' Below this message are two input fields: '1. ENTER A START DATE' and '2. ENTER AN END DATE', both marked with a red asterisk. To the right of these fields is a green 'Run' button with a white play icon, which is also highlighted with a blue circle and labeled '2'.

FIGURE 2-15: Report Parameter Options

2 - 7.1 Report Controls

The controls found at the top of the **Report** preview are explained in FIGURE 2-16.

1. **Page Navigation:** Navigate forward and backward through a report.
2. **Print Preview:** View how a report will look before printing.
3. **Download:** Save the report to Acrobat (.pdf), comma delimited (.csv), Excel (.xls), Rich Text Format (.rtf), Web Archive, XPS Document and Tagged Image File Format file.
4. **Print:** Print the report using a printer on the user's local computer or network.
5. **Zoom:** Zoom in or out of the report for readability.
6. **Parameter Options:** Opens the parameter options used to generate the report.
7. **Run:** Re-run the report.



FIGURE 2-16: Report Controls

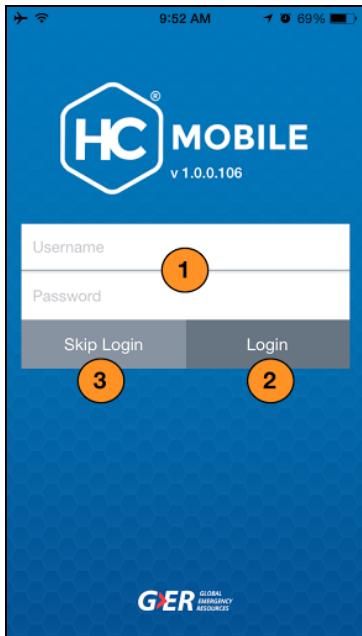
Chapter 3 - Using HC PERK Tracking Mobile

This chapter describes how to access an agency module and how to use it. Access to a particular agency module is determined by the user's login credentials. Most users will only see one agency module available to them.

3 - 1: Launching HC Mobile™

- Tap the **HC Mobile** icon to launch HC Perk Tracking.

3 - 2: Logging in to HC Mobile™



Log in to begin adding patient records, as shown in FIGURE 3-1.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are unavailable, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Data can be entered into HC Mobile™ at this point; however, no data will synchronize to the server until proper user credentials are entered.

FIGURE 3-1: Login Screen

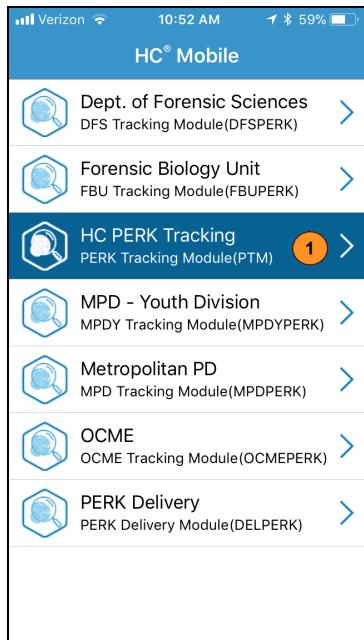


FIGURE 3-2: Module Selector

The modules available to the user will display on the user's device. Most users will only see one module. Select a module, as shown in FIGURE 3-2.

1. From the application launcher, select the desired **module**.

The Synchronization screen will appear, as shown in FIGURE 3-3. Once the synchronization process is complete it will display the main screen. If a user wishes to return to the main screen sooner:

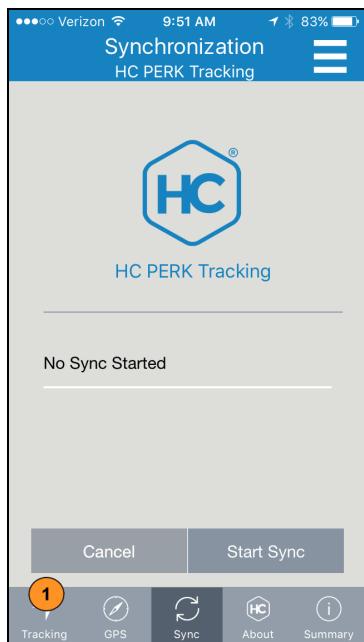
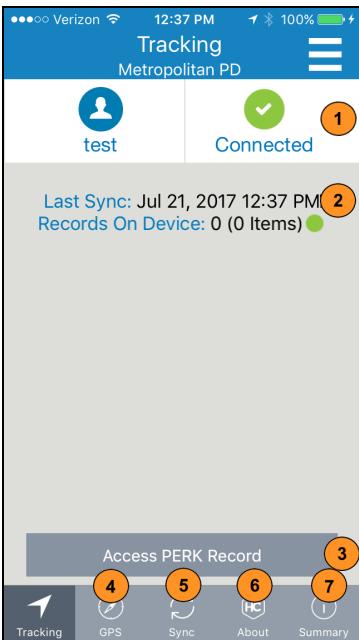


FIGURE 3-3: Sync Screen

1. Tap the **Tracking** icon in the navigation tray to continue.

If there is no data connection or the module is still open from a previous log in, the user will be directed to the module Main Screen.

3 - 3: Main Screen



Each agency module has a similar Main Screen, as shown in FIGURE 3-4

1. **Connection Status** - Shows current connection status to the server.
2. **Sync Status** - Shows last date and time the device synchronized. Records on device shows how many records are currently on the user's device. A green icon means there are no records and a yellow icon indicates there are still records to be synchronized.
3. **Access PERK Record** Button - Starts desired entry mode.
4. **GPS** - Shows current GPS data.
5. **Sync** - Controls data synchronization.
6. **About** - Displays HC Mobile™ version information.
7. **Summary** - Presents memory, battery and GPS status.

FIGURE 3-4: Main Screen

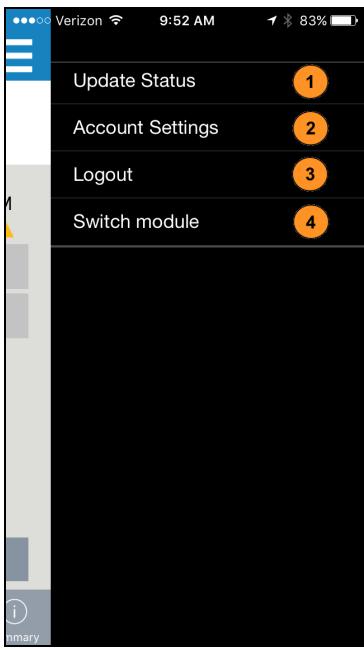


Note: The device may occasionally lose its connection with the server. If this occurs, records will remain on the device's internal memory but will not be uploaded to the database. The device should Auto Synchronize with the database once the connection is re-established.

3 - 4: Main Screen Menu Options



FIGURE 3-5: Menu

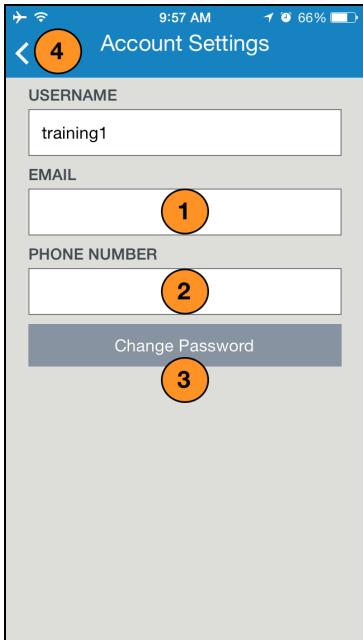


Menu Items include, as shown in FIGURE 3-6:

1. **Update Status** - Only available for Forensic Nurse users, see "Setting Status Panel" on page 16.
2. **Account Settings** - Access settings for the user account.
3. **Logout** - Log out of the HC Standard® account.
4. **Switch Module** - Switch to another HC Mobile™ application.

FIGURE 3-6: Menu Items

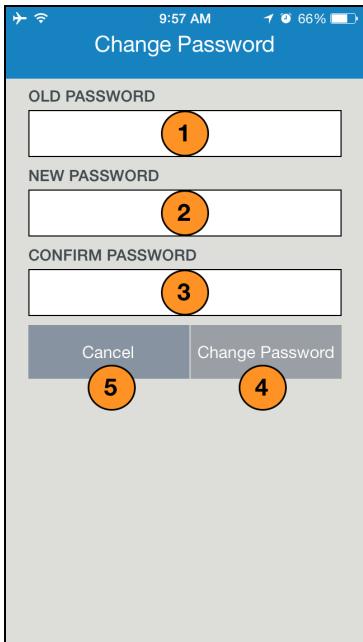
3 - 5: Account Settings



Users are able to access account settings from the **Menu**, as shown in FIGURE 3-7.

1. Enter or change the **EMAIL** address for the account.
2. Enter or change the **PHONE NUMBER** associated with the account.
3. Tap **Change Password** to change the password for the account.
4. Tap the <Back button to go back to the previous page.

FIGURE 3-7: Account Settings



To change the password, as shown in FIGURE 3-8:

1. Enter the **OLD PASSWORD**.
2. Enter the **NEW PASSWORD**.
3. Enter the new password again under **CONFIRM PASSWORD**.
4. Tap **Change Password** to save changes.
5. Tap **Cancel** to abandon changes.

FIGURE 3-8: Change Password

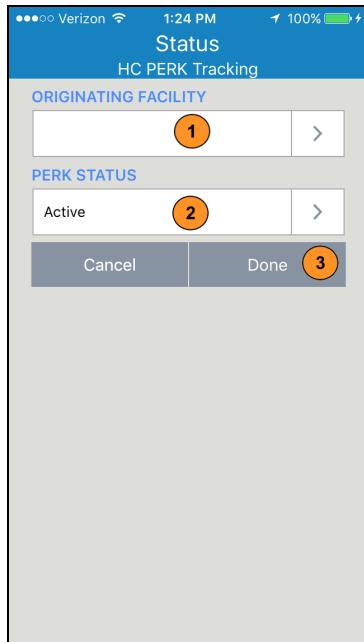
3 - 6: Setting Status Panel

The Status Panel is in the HC PERK Tracking Module only. This panel, as shown in FIGURE 3-9, is where the forensic nurse or other user selects key elements describing all PERK records that are scanned by the user. This only needs to be done once per login session. Each selection made here impacts every record scanned and saved. If the user hasn't set this information before attempting to scan a PERK barcode, they will be prompted to set this information.

Items are all selected from drop-down lists which the HC Standard® System Administrator has created in HC Standard®. The following describes the options available:

Perk Status

- **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal.
- **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal.
- **Unused** - the PERK record is not in use. This status is often given to unassigned kits.



1. Select the **ORIGINATING FACILITY**.
2. Select the **PERK STATUS**.
3. Tap **Done** once the user has made the appropriate selection(s).

FIGURE 3-9: Status Panel

3 - 7: Entering Record Information

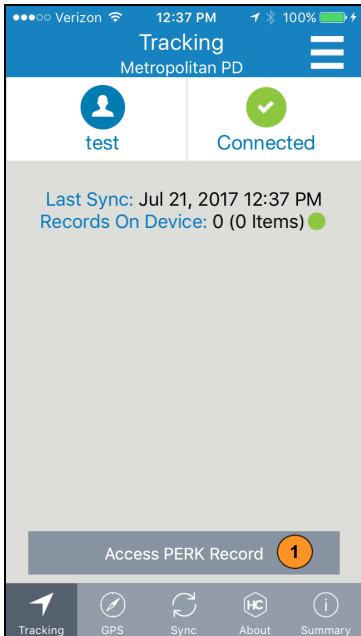


FIGURE 3-10: Record Button

Scanning a PERK barcode will start a new record or retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 3-10.

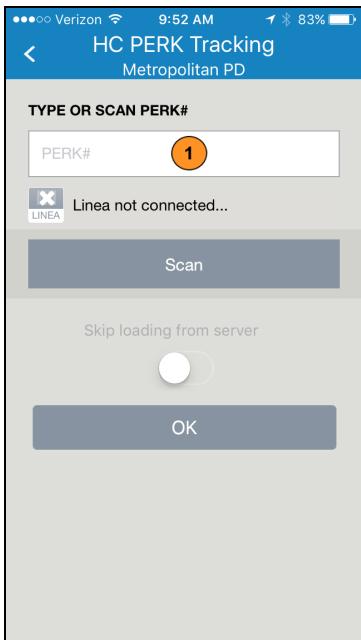


FIGURE 3-11: PERK #

The next step requires the user to enter PERK #, as shown in FIGURE 3-11:

1. Enter a **PERK#**. The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

There are two ways to enter a PERK #:

1. **Scan a barcode** – From the PERK# screen, *tap* the **Scan** button. Proper technique is to *align* the window with the vertical center of the barcode, and hold the camera steady, as shown in FIGURE 3-12. If the barcode is not read right away, slightly vary the distance between the camera and barcode. If the device has a camera flash, turn it on in low-light conditions by *tapping Light*. The **Front** control switches between the rear- and front-facing cameras. The device will automatically focus on the barcode and will open the record when it registers the PERK#.
2. **Manual input** – If a tag is not available, it is possible to input a PERK# manually using the onscreen keyboard. Make sure the PERK# is unique so that the data from one patient is not mixed with another.



Note: The PERK # is the only required field to open a record.

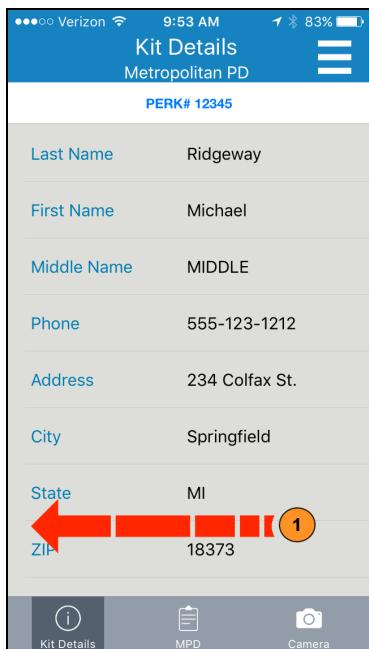
3 - 8: HC PERK Tracking Panels

Once a PERK# is entered, begin entering information by *tapping* on the screen and *manually entering* data with the onscreen keyboard. None of the panels have any required fields.

Swipe between **panels** from right-to-left to advance to the next panel.

To move directly to a specific panel *tap* an item's **icon** along the navigation tray, and *select* the desired panel.

Tap the **Menu** button in the top right corner of any panel to **Save**, **Print**, or perform **Other** actions.



The first panel contains a panel called **Kit Details** which contains details used to verify the kit scanned is the kit expected. Forensic Nurse users have the ability to update the information in this panel. Move to the next panel, as shown in FIGURE 3-13:

1. *Swipe* to continue.

FIGURE 3-13: Kit Details Panel

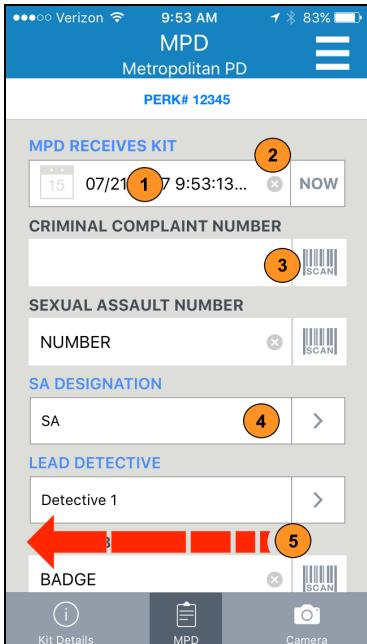


FIGURE 3-14: Agency Panel

The next panel contains the agency specific data fields. Update the desired information, as shown in FIGURE 3-14:

1. Enter received time by *tapping* the **Now** button. A specific date and time can be selected by *tapping* the box.
2. *Tap* the **x** to the right of the received time boxes to clear and enter a different time.
3. *Tap* in the field to enter text data. *Tap* the **SCAN** button to launch the barcode scanner to scan data into this field.
4. *Select* options from a drop-down list to make a choice.
5. *Swipe* to continue.

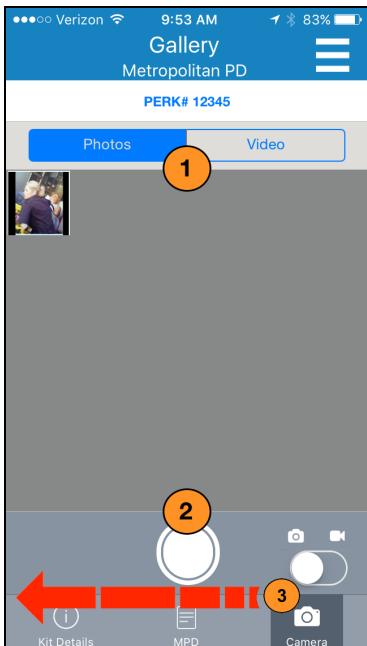


FIGURE 3-15: Camera Panel

To capture photos or videos, as shown in FIGURE 3-15:

1. *Tap* the **Photos** tab to enter photo mode or *tap* the **Video** tab to enter video mode.
2. *Tap* the **white** button to open the camera to take a picture or start and stop a recording.
3. *Swipe* to continue.

Videos can be up to 60 seconds in length and can be saved for review. Video does take a large amount of space on the device and requires more time to sync. Multiple video clips per patient are allowed.

To delete a photo or video, as shown in FIGURE 3-16:

1. *Tap and hold* on a video or picture and then *tap* **Yes** on the prompt that appears.

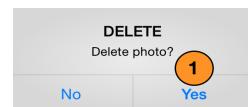


FIGURE 3-16: Delete Confirmation

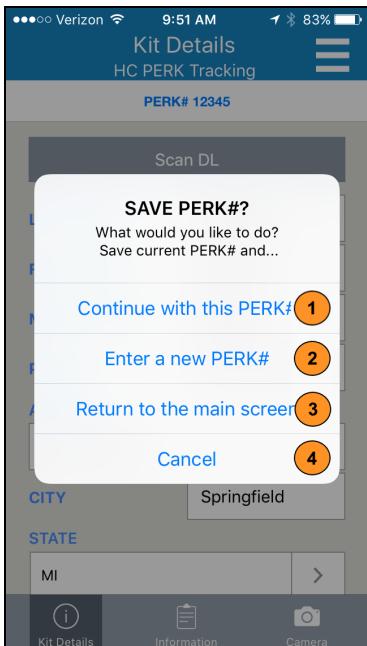


FIGURE 3-17: Next Steps Panel

Note: It is not necessary to complete **every** panel for a record in order to save a record's information.

3 - 9: Additional Actions (While in a record)

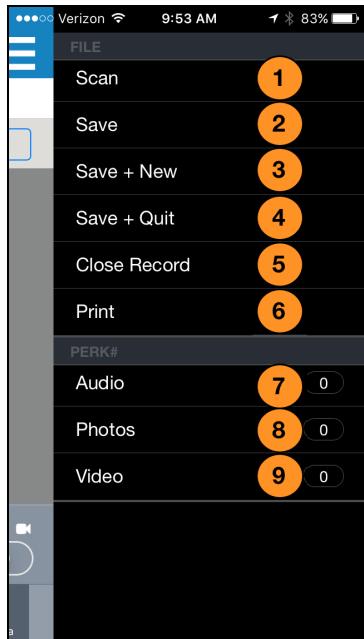


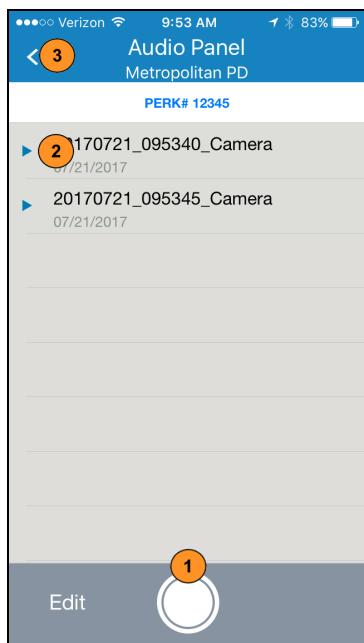
FIGURE 3-18: Record Menu

The **Menu** button allows users to perform the following additional functions within a patient record, as shown in FIGURE 3-18:

1. **Scan** – Saves the current record and immediately uses the camera to scan another barcode.
2. **Save** - Captures a snapshot of the record and continues working with the record.
3. **Save + New** - Saves the current record and starts a new one.
4. **Save + Quit** – Saves and exists the current record, and returns to the HC PERK Tracking main screen.
5. **Close Record** – Discards the current record and any changes the user made and returns to the HC PERK Tracking main screen.
6. **Print** – Prints the current record to a connected network Printer.
7. **Audio** – Displays any audio files associated with the record.
8. **Photos** – Displays any photos associated with the record.
9. **Video** – Displays any videos associated with the record.

3 - 10: Capturing Audio Notes

On any panel in a record, audio can be added to supplement the text information. If the user is on a specific section of the application and does not have time to type into the device, the user may capture audio notes that will be associated with that specific page or panel.



To create a recording, as shown in FIGURE 3-19:

1. Tap on the **RECORD** button and begin speaking into the unit. Tap on the **RECORD** button a second time to stop recording.

If the user wishes to play back the notes recorded:

2. Tap the **play** button for the recording.

When complete with audio recordings:

3. Tap < **Back** icon to go back to the previous screen.

Delete a recording by *swiping* to the left over a recording title then *tapping* the red circle.

FIGURE 3-19: Audio Panel

3 - 11: Recalling a Previously Entered Record

Go to the Main Screen:

- Tap **Access PERK Record** and manually type the kit number; or simply *scan* the barcode of a previously entered kit.

If the PERK# was found on the HC Standard® server, the record will appear and information can be entered.

3 - 12: PERK Delivery Module

Certain users may have access to the PERK Delivery Module. This module is designed to log certain aspects during a PERK delivery such as who received the items and their credential information. The following panels are available once a PERK is accessed in the module.

The screenshot shows the 'Kit Details' panel for a PERK with ID 'abc123'. The screen includes a header with signal strength, time (2:01 PM), battery level (93%), and a menu icon. Below the header, the title 'Kit Details' and 'PERK Delivery' are displayed. The main content area contains the following data:

PERK# abc123	
Last Name	McNeil
First Name	
Middle Name	
Phone	555-123-1212
Address	129 POPLAR ST
City	ROSLINDALE
State	MA
ZIP	██████████ (1)

At the bottom, there are three buttons: 'Kit Details' (with an info icon), 'Delivery' (with an info icon), and 'Camera' (with a camera icon).

FIGURE 3-20: Kit Details

The first panel contains a panel called **Kit Details** which contains details used to verify the kit scanned is the kit expected. Move to the next panel, as shown in FIGURE 3-20:

1. *Swipe* to continue.

The screenshot shows the 'Delivery' panel for a PERK with ID 'abc123'. The screen includes a header with signal strength, time (3:00 PM), battery level (50%), and a menu icon. Below the header, the title 'Delivery' and 'PERK Delivery' are displayed. The main content area contains the following fields:

- RECEIVING AGENCY**: An input field with a right-pointing arrow.
- RECEIPT DATE & TIME**: A date picker showing '15' (2) and a time picker showing 'NOW'.
- RECEIVING PERSON**: An input field.
- RECEIVING PERSON BADGE**: An input field with a barcode icon and a 'SCAN' button.
- Clear Panel**: A button (1) with a red arrow pointing to it.

At the bottom, there are three buttons: 'Kit Details' (with an info icon), 'Delivery' (with an info icon), and 'Camera' (with a camera icon).

FIGURE 3-21: Delivery Panel

Enter delivery information, as shown in FIGURE 3-21:

1. If there were previous delivery information on this panel, tap the **Clear Panel** button to clear the data. All previous entries are saved in the PERK history.
2. *Enter new Information* as necessary.
3. *Swipe* to continue.

Chapter 4 - Survivor PERK Tracking Portal

Survivors in HC Standard® PERK Tracking may use their PERK number to track the kit status as it moves through the PERK process.

4 - 1: Filed Report Status

To begin, survivors simply enter their PERK number into the portal, as shown in FIGURE 4-1:

1. *Enter assigned PERK number.*
2. *Click or tap the TRACK IT button.*



FIGURE 4-1: PERK Survivor Portal

If the survivor has chosen to file a report, then after entering a PERK number, the portal will display a progress page. This page contains the following items, as shown in FIGURE 4-2:

1. Department status board
2. Historical Status and Location/Information

The screenshot shows the 'TRACKING YOUR PHYSICAL EVIDENCE RECOVERY KIT' portal. At the top, there is a blue header with the HC logo and the title. Below the header, there is a horizontal bar with four colored boxes representing different agencies. The first two boxes are green, indicating they have processed the kit, while the last two are grey, indicating they have not yet received it. A circled '1' is placed above the green boxes. Below this, a section titled 'Kit Number: 12345 – Historical Status and Location/Information' is shown, with a circled '2' above it. This section contains a table with columns for Agency Name, Date Received, and Number of Days. The data in the table is as follows:

Agency Name	Date Received	Number of Days
DC Forensic Nurse Examiners	8/08/2017	1
Metropolitan Police Department	8/08/2017	
Office of the Chief Medical Examiner		
Department of Forensic Sciences		
Forensic Biology Unit		

FIGURE 4-2: PERK Portal

The information displayed will update as a PERK moves through the various agencies. The survivor will see a total number of days the kit has been in process as well as the entry date and number of days a kit is at a particular agency.

4 - 2: Unfiled Report Status

Survivors that choose not to report will see a page display that indicates a report has not been filed for the kit number as well as the remainder of days left to file a report, as shown in FIGURE 4-3:

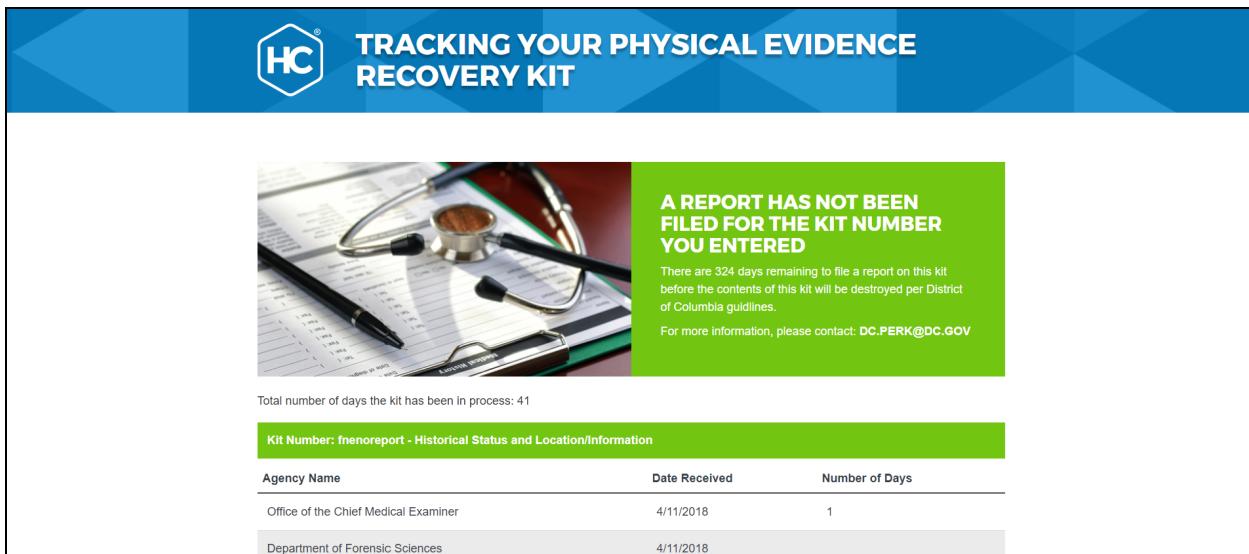


FIGURE 4-3: Unfiled Report Page

4 - 3: Inactive Kit Message

Survivors may see an inactive kit message after they enter a PERK number. This occurs for one of two reasons:

1. The PERK has completed each agency and is no longer an actively tracked item in HC PERK Tracking.
2. The PERK number entered does not exist in HC PERK Tracking.

A sample message is displayed in FIGURE 4-4.

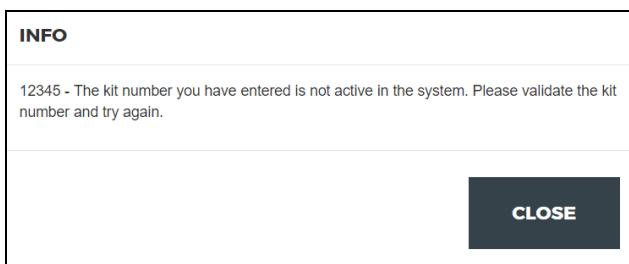


FIGURE 4-4: Inactive Kit Message

4 - 4: Transferred to Outside Lab Message

If a survivor's PERK was transferred to an outside lab, the survivor will see a message indicating this information. A sample message is displayed in FIGURE 4-5:

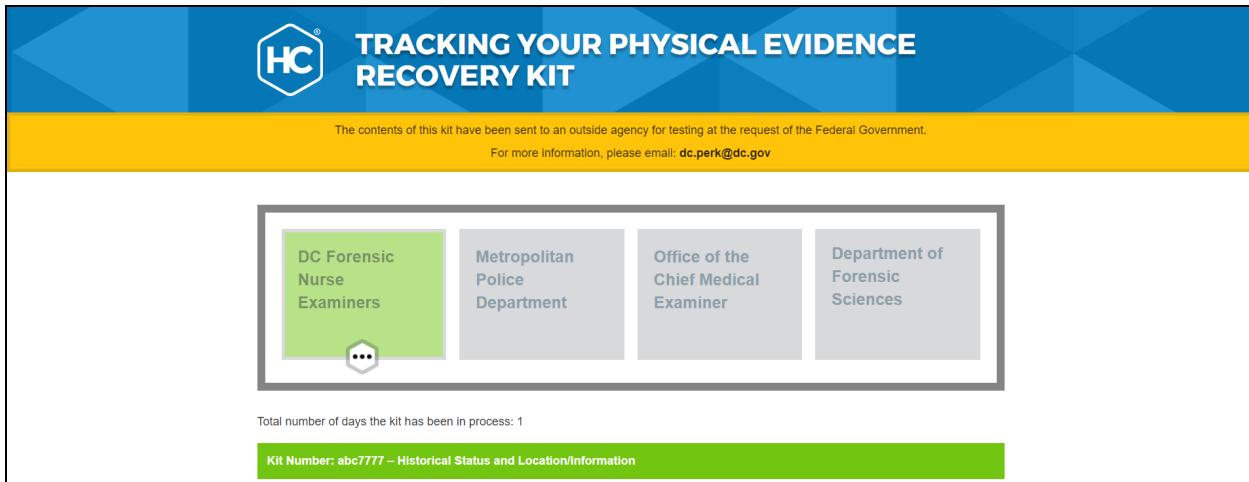


FIGURE 4-5: Transferred to Outside Lab Message

Chapter 5 - Forensic Nurse Examiner/Children's National Medical Center Guide

The following chapter provides Forensic Nurse Examiner (FNE) and Children's National Medical Center (CNMC) users guided steps to accomplish their role in the HC Standard® PERK Tracking System.

Topics include:

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5 - 1: Creating a new PERK using the Web

Forensic Nurse Examiner (FNE), Children's National Medical Center (CNMC), and other designated users are able to create new PERKs from either the Web or Mobile module. New, unused kits may be loaded for storage purposes or active kits may be registered and used immediately. The following process will show a user how to create an unused PERK using the web.

5 - 1.1 Logging in to HC Standard®

To create a new PERK ID, first log in to HC Standard, as shown in FIGURE 5-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

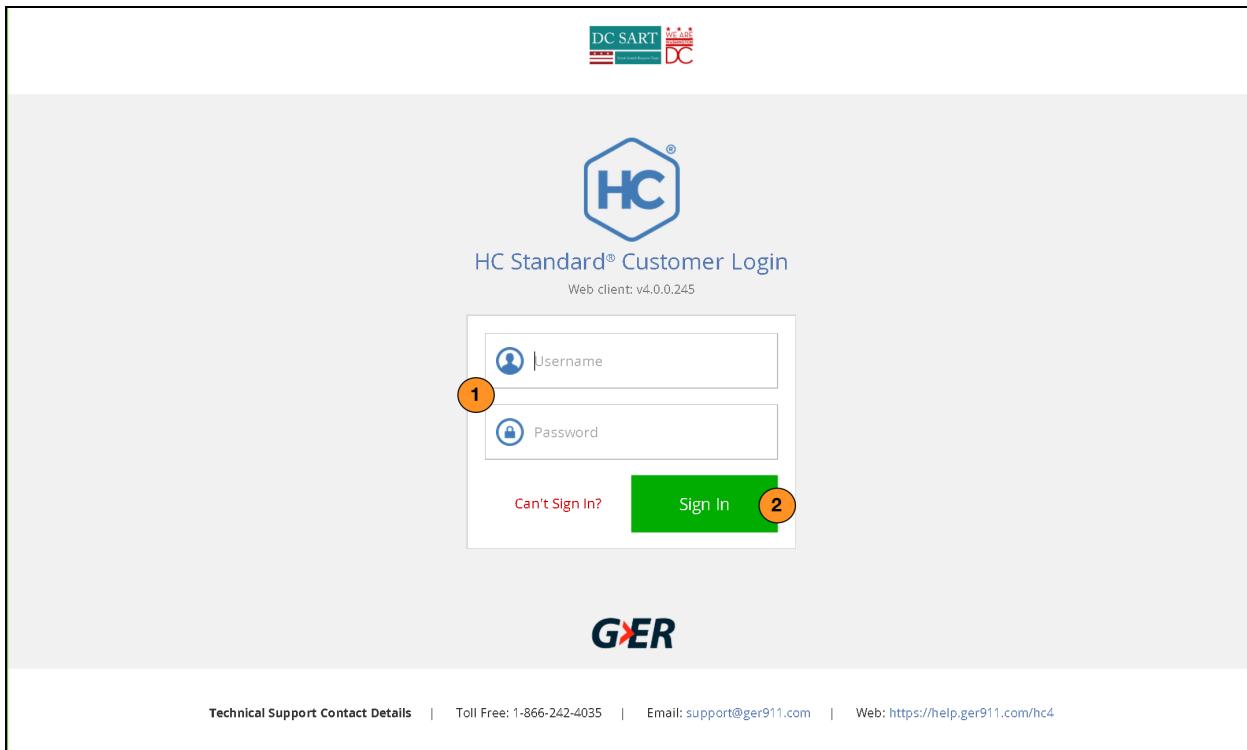


FIGURE 5-1: Login Dialog

5 - 1.2 Accessing a Workspace

Open the HC PERK Tracking - FNE or HC PERK Tracking - CNMC workspace, as shown in FIGURE 5-2:

1. Click or tap the **Workspaces** button.
2. Click or tap the **Agency name** workspace.

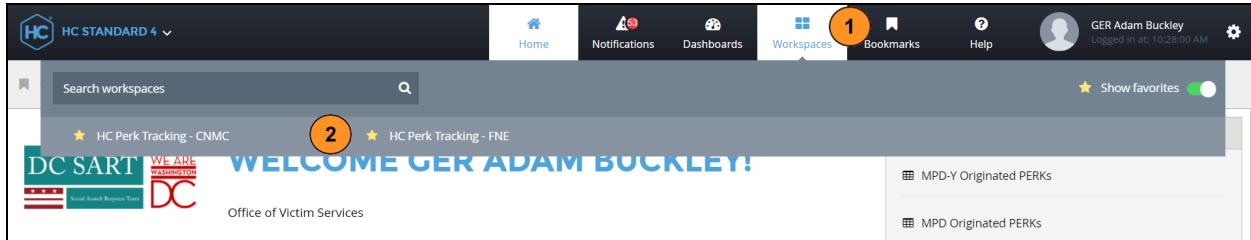


FIGURE 5-2: Select Workspace

5 - 1.3 Accessing Matrices

FNE and CNMC have several matrices in their workspace, as shown in FIGURE 5-3:

- **FNE/CNMC Originated Perks** - kits in this matrix are active and created by either FNE or CNMC. This matrix is used to show all active perks originated by FNE or CNMC regardless of where they are in the PERK process.
- **FNE/CNMC PERK Kits** - kits in this matrix have the status **Active**. This matrix represents PERKs that are active, in possession by FNE or CNMC, and assigned to a survivor.
- **Perk Kit Inventory** - kits in this matrix have the status **Unused**. This matrix is used to organize PERK Numbers for use at a later date and are currently unassigned.
- **Ready For Closure - With Toxicology** - any kits in this matrix are active, originated by FNE or CNMC, and are eligible to be marked as inactive (closed).
- **Ready For Closure - Without Toxicology** - any kits in this matrix are active, originated by FNE or CNMC, and are eligible to be marked as inactive (closed).

1. Click or tap **PERK Kit Inventory** to continue.

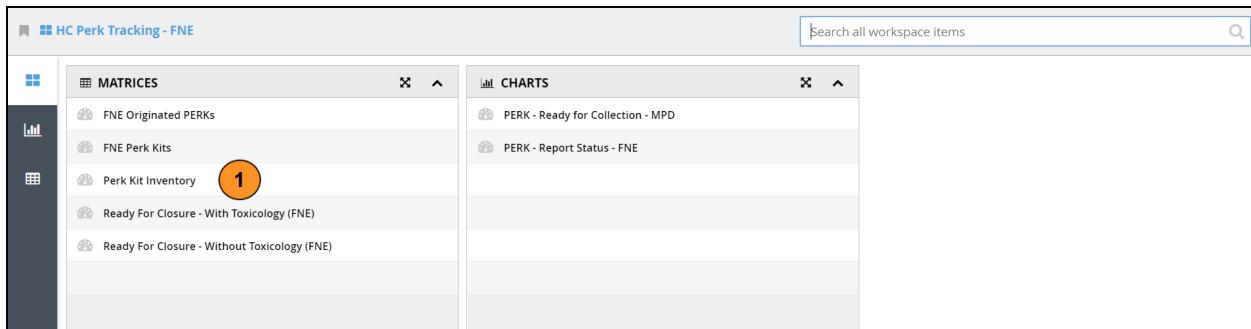


FIGURE 5-3: Sample FNE/CNMC workspace

5 - 1.4 Creating a PERK record

From the PERK Kit Inventory matrix, continue to create a new PERK Number, as shown in FIGURE 5-4:

1. Click or tap the **Add Entity** button.

PERK KIT INVENTORY				
	Kit Number	Perk Active Status	Originating Facility	Last Modified
<input type="radio"/>	abc7777	Unused	FNE	4/19/18 4:39 PM
<input type="radio"/>	mpdunused	Unused	MPD	4/19/18 4:39 PM
<input type="radio"/>	17-9876	Unused	FNE	1/26/18 10:45 AM

FIGURE 5-4: Add Entity button

The Add Matrix Item screen will display, as shown in FIGURE 5-5:

1. Enter a unique **Kit Number**. This number should be same number that is on the physical kit.
2. Click or tap **PERK Active Status** and set the status to **Unused**.
 - **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal
 - **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal. This is used to close a PERK after it has completed the process.
 - **Unused** - the PERK record is not in use. This status is often given to unassigned PERKS.
3. Click or tap **Originating Facility** and set to the appropriate agency (FNE or CNMC).
4. Click or tap **Save** to save the PERK.

ADD MATRIX ITEM

Kit Details Delivery

Search measures

KIT DETAILS

Kit Number *	<input type="text"/> 1
Perk Active Status	2

Originating Facility	3
----------------------	---

4

FIGURE 5-5: Create PERK Number - Kit Details

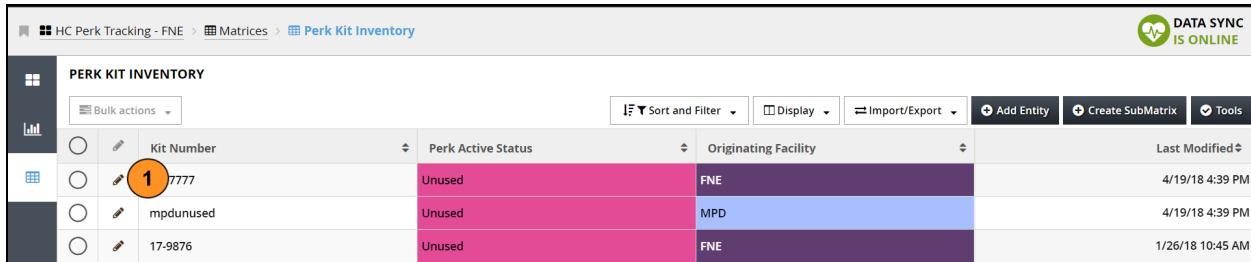
5 - 2: Working with a PERK on the Web

Users may also work with PERK records from the Web. The following workflow describes how a user will turn an unused kit into an active kit and how to edit the PERK data.

5 - 2.1 Converting an unused PERK to an active PERK

Users should access the PERK Kit Inventory matrix to start. To make a PERK kit active from the **PERK Inventory Matrix**, as shown in FIGURE 5-6:

1. Click or tap the **pencil** icon next to the desired kit.

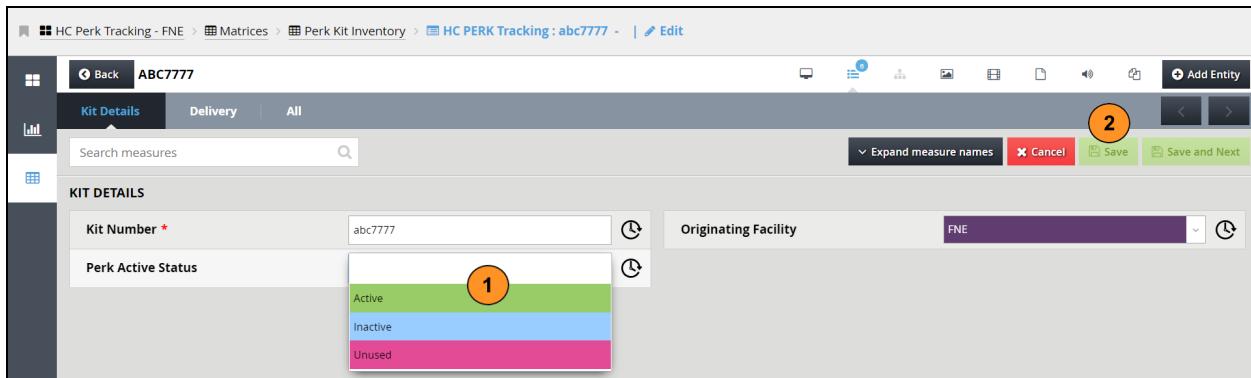


PERK KIT INVENTORY				Last Modified
	Kit Number	Perk Active Status	Originating Facility	
<input type="radio"/>	ABC7777	Unused	FNE	4/19/18 4:39 PM
<input type="radio"/>	mpdunused	Unused	MPD	4/19/18 4:39 PM
<input type="radio"/>	17-9876	Unused	FNE	1/26/18 10:45 AM

FIGURE 5-6: Select Kit

Navigate to and update the desired information, as shown in FIGURE 5-7:

1. Click or tap the **PERK Active Status** measure and select **Active**.
2. Click or tap **Save** when complete.



The screenshot shows the 'Edit' screen for kit ABC7777. The 'Kit Details' tab is selected. In the 'KIT DETAILS' section, the 'Perk Active Status' dropdown is open, showing three options: 'Active' (highlighted with a red circle), 'Inactive', and 'Unused'. The 'Originating Facility' field is set to 'FNE'. At the top right, there are buttons for 'Cancel', 'Save', and 'Save and Next'. The 'Save' button is highlighted with a red circle.

FIGURE 5-7: Edit Kit Record

Users will receive a warning describing that the updated status will remove the PERK from the current view, as shown in FIGURE 5-8:

1. Click or tap **OK** to proceed.

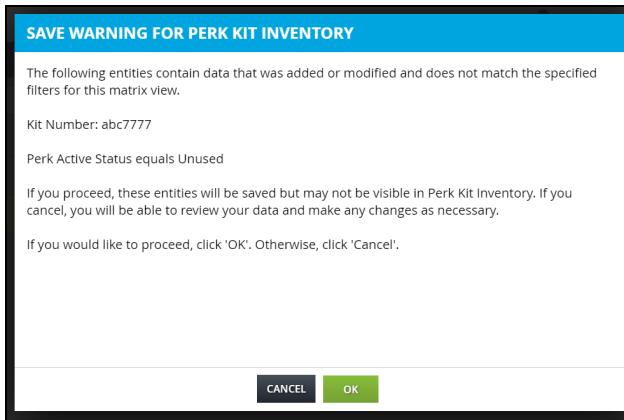


FIGURE 5-8: Save Warning

The PERK will now be removed from the **PERK Kit Inventory** matrix and will appear in the **FNE/CNMC PERK Kits** matrix. Users should switch to the FNE/CNMC PERK Kits matrix to continue working with the PERK.

5 - 2.2 Updating a PERK with Survivor and PERK Details

Users should access the **FNE PERK Kits** or **CNMC PERK Kits** matrix to start, as shown in FIGURE 5-9:

1. Click or tap the **pencil** icon next to the desired kit.

FNE PERK KITS														Bulk actions	Sort and Filter	Display	Import/Export	Add Entity	Create SubMatrix	Tools
	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...									
<input type="radio"/>		Active																		
<input type="radio"/>		Active																		
<input type="radio"/>		child1																		
<input type="radio"/>		Active	Winkler	Ann		666 Hollywo...	Boston	MA	25847	555-123-1212										

FIGURE 5-9: Select Kit

Navigate to and update PERK information, as shown in FIGURE 5-10:

1. Enter Survivor demographic information on the first section.
 - **Name** - free text fields to enter survivor's name.
 - **Address** - free text and drop-down lists to enter survivor's address.
 - **Phone** - numeric field to enter survivor's contact number.
 - **Email** - free text field to enter survivor's email address.
 - **DOB/Age** - date/time and numeric field to select birth date and enter current age.
 - **Gender** - drop down list to select Male or Female.
2. Click or tap the **FNE** section to enter PERK data.

FIGURE 5-10: Edit PERK

Continue to edit PERK information, as shown in FIGURE 5-11:

1. Enter agency information, as necessary.
 - **Patient Hospital Label** - a free text field used to enter hospital record information, if known.
 - **Transferred to Outside Agency & Outside Agency** - used when the assault occurred outside of the district borders and the forensic nurse is sending the kit away.
 - **Is there Toxicology?** - if the PERK contains DNA samples, or other toxicology samples, the user should select **Yes**.
 - **Report/No Report** - is the survivor filing a report? If yes, select **Report**. When the survivor files a report, their PERK may be queried on the Survivor Portal. If the survivor chooses not to file a report, they will receive a message indicating as such on the Survivor Portal.
 - **Ready for Collection by MPD?** - if the survivor has chosen to file a report and the PERK is ready for MPD, select **Yes**.
2. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

FIGURE 5-11: FNE Section

5 - 2.3 Closing a PERK

Once a PERK has completed the process, the PERK originator is expected to mark the PERK as inactive. For example, users may want to disable old kits from being viewed on the Survivor PERK Tracking Portal after a certain amount of time or when the kits have completed the process. No data is deleted or removed during this process. This workflow should be performed using the web instead of mobile module.

Users can locate PERKs for closure by accessing either the **Ready For Closure - With Toxicology** or **Ready For Closure - Without Toxicology** matrix. These matrices will display all the active PERKs created by either FNE or CNMC users that have met the rules for closure.

Access either **Ready For Closure - With Toxicology** or **Ready For Closure - Without Toxicology** matrix to start, as shown in FIGURE 5-12:

1. Click or tap the **pencil** icon next to the desired PERK.

FIGURE 5-12: FNE Originated PERKs to close

Continue marking a PERK inactive, as shown in FIGURE 5-13:

1. Click or tap the **Perk Active Status** drop-down
2. Click or tap the **Inactive** item.
3. Click or tap the **Save** button.

The screenshot shows the 'HC Perk Tracking - FNE' interface. The top navigation bar includes 'Back', 'OVS003', 'Add Entity', and various icons. Below the navigation is a toolbar with 'Expand measure names', 'Cancel', 'Save', and 'Save and Next'. The main area is titled 'KIT DETAILS' and contains fields for 'Kit Number *' (ovs003), 'Perk Active Status' (dropdown menu open), 'Last Name' (Active), 'First Name' (Inactive), 'Middle Name' (Unused), 'ZIP', 'Phone' (5555555555), 'Email Address', 'DOB', and 'Age'. The 'Perk Active Status' dropdown is circled with a red '1', and the 'Inactive' option is circled with a red '2'. The 'Save' button is circled with a red '3'.

FIGURE 5-13: Update Perk Active Status

A save warning will appear, as shown in FIGURE 5-8. This warning is letting the user know that the Inactive status change goes against the rules of seeing the entity (or PERK ID) in the matrix. If a user proceeds from this point, the entity (PERK ID) will be removed from view.

1. Click or tap the **OK** button to proceed.

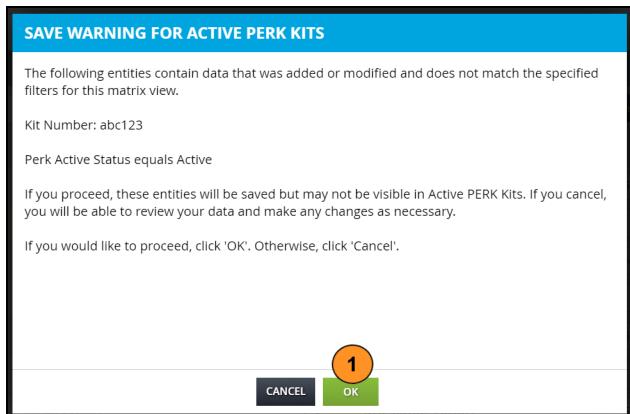
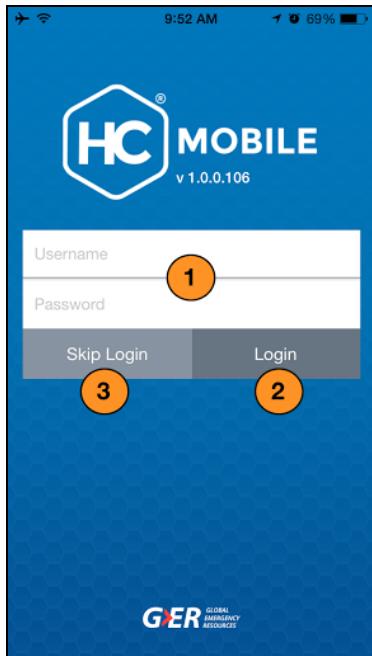


FIGURE 5-14: Save Warning

5 - 3: Creating a new PERK and Working with a PERK on a Mobile Device

Forensic Nurse Examiner (FNE), Children's National Medical Center (CNMC), and other designated users are able to create new PERKs from either the Web or Mobile module. New, unused kits may be loaded for storage purposes or active kits may be registered and used immediately. The following process will show a user how to create a PERK using the mobile module.

5 - 3.1 Logging in to HC Mobile™



Log in, as shown in FIGURE 5-15.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are unavailable, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Data can be entered into HC Mobile™ at this point; however, no data will synchronize to the server until proper user credentials are entered.

FIGURE 5-15: Login Screen

5 - 3.2 Selecting a Module

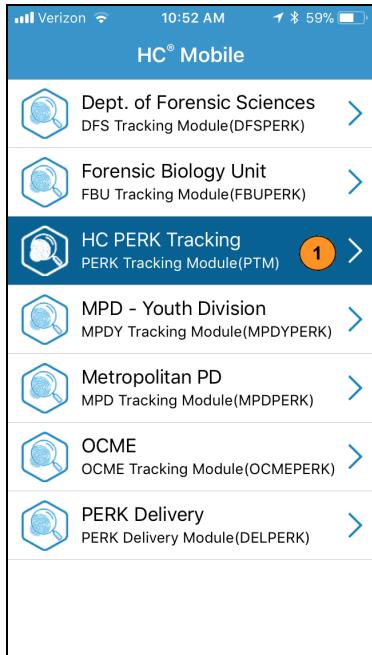


FIGURE 5-16: Module Selector

If this is the first time a user is using the device, the module selector will display. Subsequent logins will skip this step. Most users will only see one module. Select HC PERK Tracking, as shown in FIGURE 5-16.

1. From the application launcher, select **HC PERK Tracking**.

5 - 3.3 Creating and Updating a PERK

The Status Panel in the HC PERK Tracking Module, as shown in FIGURE 5-17, is where the forensic nurse or other user selects key elements describing all PERK records that are scanned by the user. This only needs to be done once per login session. Each selection made here impacts every record scanned and saved. If the user hasn't set this information before attempting to scan a PERK barcode, they will be prompted to set this information.

Perk Status

- **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal
- **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal. This is used to close a PERK after it has completed the process.
- **Unused** - the PERK record is not in use. This status is often given to unassigned kits.

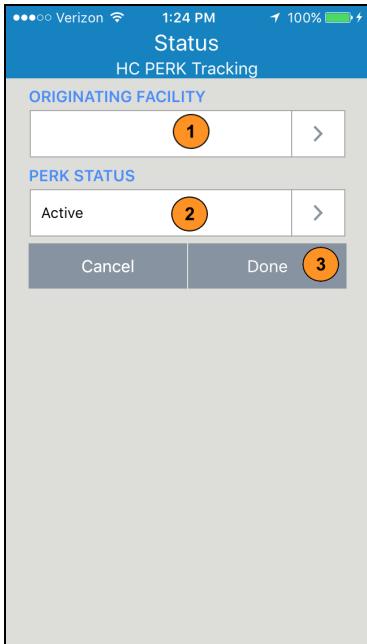


FIGURE 5-17: Status Panel

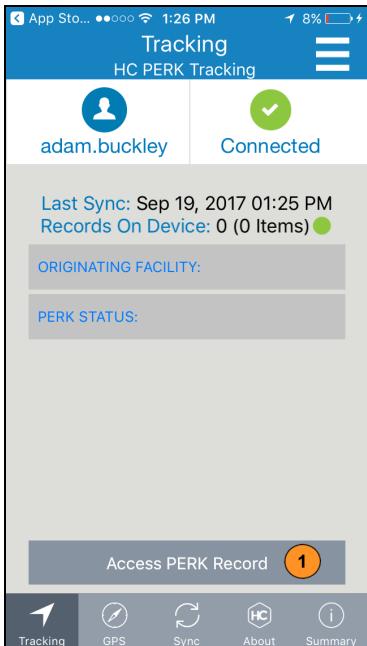


FIGURE 5-18: Record Button

1. Select the **ORIGINATING FACILITY** as either FNE or CNMC.
2. Select the **PERK STATUS** - use **Active** for entering new kits or **Unused** for staging kits.
3. Tap **Done** once the user has made the appropriate selection(s).

Scanning a PERK barcode will start a new record or retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 5-18.

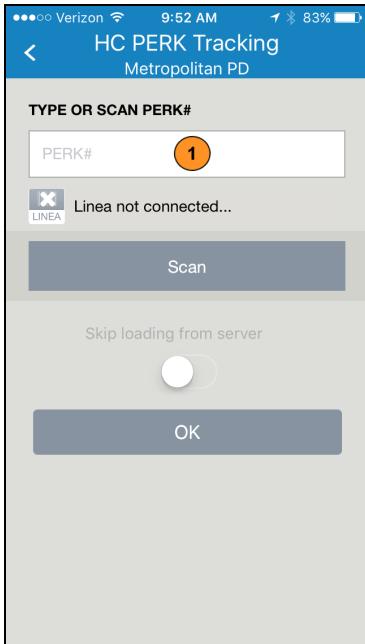


FIGURE 5-19: PERK #



FIGURE 5-20: Kit Details Panel

The next step requires the user to enter PERK#, as shown in FIGURE 5-19:

1. Enter a **PERK#**. The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

The next panel contains survivor demographic fields. If a user is only creating staging kits, no further information is necessary and the user can save and close the record at this point. If this is an active PERK, update the desired survivor information, as shown in FIGURE 5-20:

1. Manually enter information.
OR
2. Tap the **Scan DL** button to populate patient's demographic data from the patient's driver's license. **Scan the 3D barcode** on the driver's license. The demographic information will be pulled from the patient's driver's license and automatically entered into the Patient Information panel.
3. Swipe to continue.

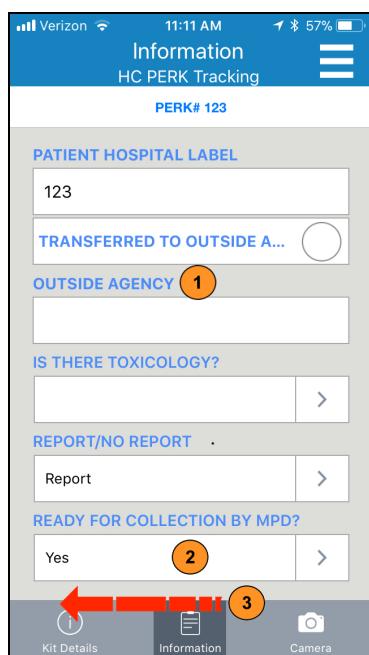


FIGURE 5-21: Agency Panel

The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 5-21:

1. Enter the **information** as necessary.
 - **Patient Hospital Label** - a free text field used to enter hospital record information, if known.
 - **Transferred to Outside Agency & Outside Agency** - used when the assault occurred outside of the district borders and the forensic nurse is sending the kit away.
 - **Is there Toxicology?** - if the PERK contains DNA samples, or other toxicology samples, the user should select **Yes**.
 - **Report/No Report** - is the survivor filing a report? If yes, select **Report**. When the survivor files a report, their PERK may be queried on the Survivor Portal. If the survivor chooses not to file a report, they will receive a message indicating as such on the Survivor Portal.
 - **Ready for Collection by MPD?** - if the survivor has chosen to file a report and the PERK is ready for MPD, select **Yes**.
2. **Ready for Collection by MPD?** - if the survivor has chosen to file a report and the PERK is ready for MPD, select **Yes**.
3. **Swipe** to continue.

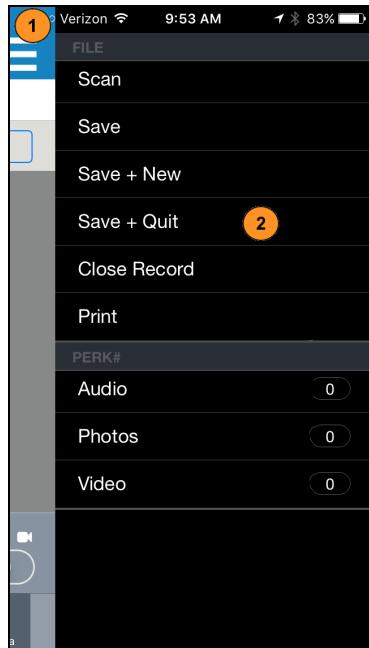


FIGURE 5-22: Record Menu

The next step is to save and close the PERK, as shown in FIGURE 5-22:

1. Tap the **menu** icon to display the menu.
2. Tap **Save + Quit** to save the PERK record and return to the main screen.

Chapter 6 - Metropolitan Police Department/Metropolitan Police Department - Youth Division Guide

The following chapter provides Metropolitan Police Department (MPD) and Metropolitan Police Department - Youth Division (MPD-Y) users guided steps to accomplish their role in the HC Standard® PERK Tracking System.

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6 - 1: Creating a new PERK using the Web

Metropolitan Police Department (MPD) and Metropolitan Police Department - Youth Division (MPD-Y) users are able to create new PERKs from either the Web or Mobile module. Instances where MPD or MPD-Y users will create a PERK occur when a report was filed outside the District but the assault occurred inside the District. MPD and MPD-Y users will work with an outside Forensic Nurse to collect survivor details. New kits may be registered and used immediately. The following process will show a user how to create a PERK.

6 - 1.1 Logging in to HC Standard®

To create a new PERK ID, first log in to HC Standard, as shown in FIGURE 6-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

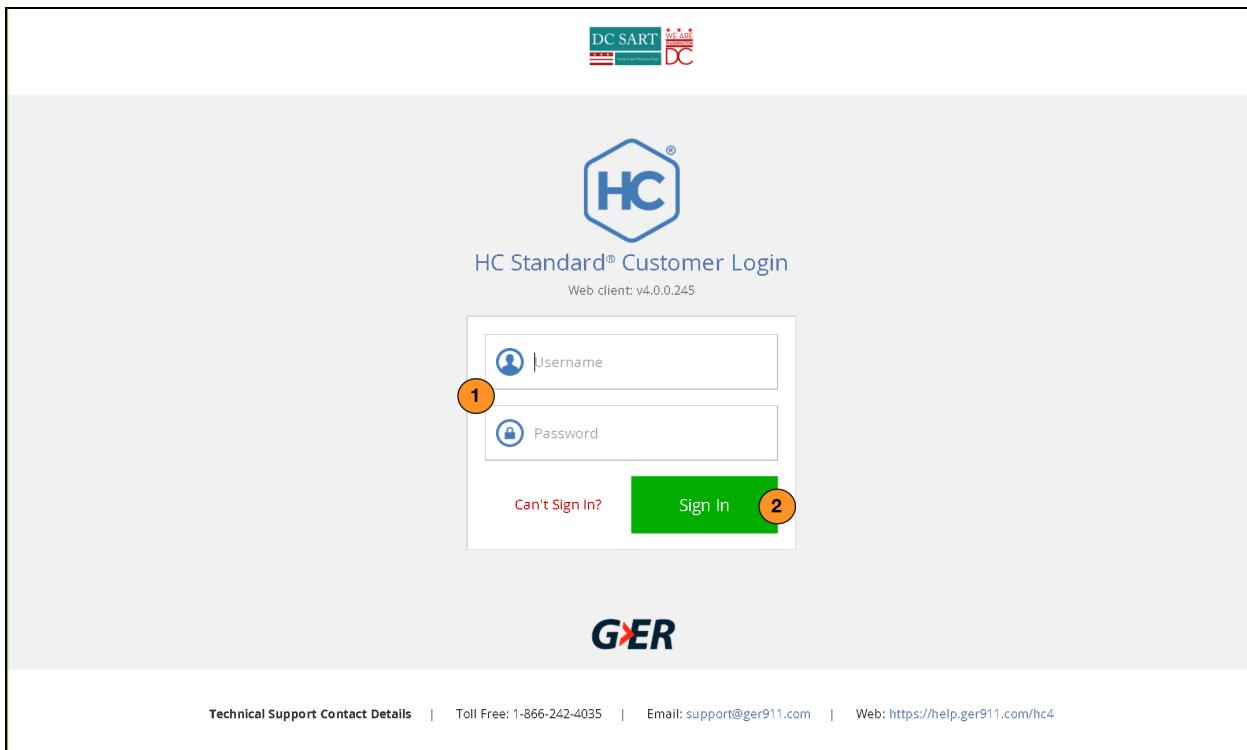


FIGURE 6-1: Login Dialog

6 - 1.2 Accessing a Workspace

Open the Metropolitan Police Department or Metropolitan Police Department workspace, as shown in FIGURE 6-2:

1. Click or tap the **Workspaces** button.
2. Click or tap the **Agency name** workspace.

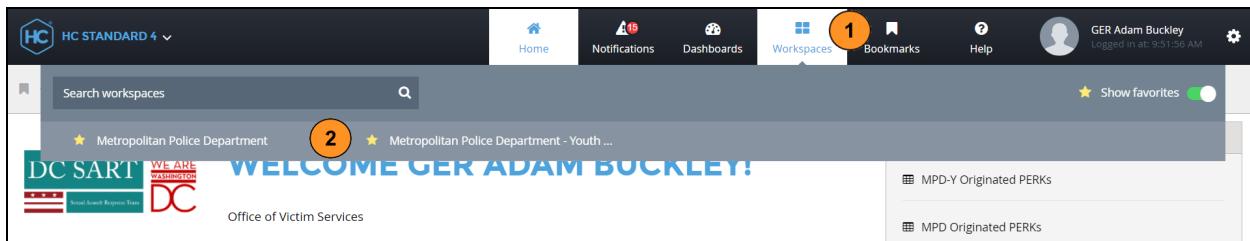


FIGURE 6-2: Select Workspace

6 - 1.3 Accessing Matrices

MPD and MPD-Y have several matrices in their workspace, as shown in FIGURE 6-3:

- **MPD/MPD-Y Originated Perks** - kits in this matrix are active and created by either MPD or MPD-Y. This matrix is used by MPD or MPD-Y to create a PERK record.
- **MPD/MPD-Y PERKS Ready For Pickup** - kits in this matrix have been marked as **ready for pickup** by a forensic nurse.
- **MPD/MPD-Y PERK Kits** - kits in this matrix are active, and in possession by MPD or MPD-Y. This matrix is used to update MPD details in a PERK.
- **Ready For Closure - With Toxicology** - any kits in this matrix are active, originated by MPD or MPD-Y, and are eligible to be marked as inactive (closed).
- **Ready For Closure - Without Toxicology** - any kits in this matrix are active, originated by MPD or MPD-Y, and are eligible to be marked as inactive (closed).

1. Click or tap **MPD Originated PERKS** to continue.

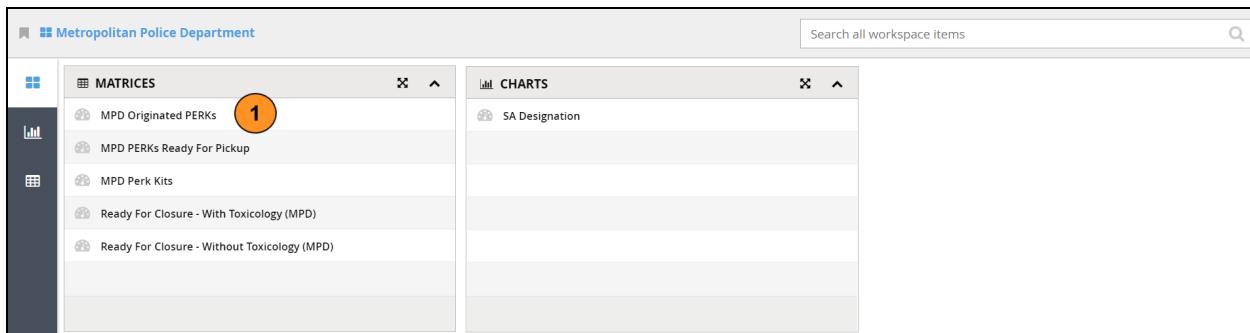


FIGURE 6-3: Sample MPD/MPPD workspace

6 - 1.4 Creating a PERK Record

From the MPD Originated PERKs matrix, continue to create a new PERK Number, as shown in FIGURE 6-4:

1. Click or tap the **Add Entity** button.

FIGURE 6-4: Add Entity button

The Add Matrix Item screen will display, as shown in FIGURE 6-5:

1. Enter a unique **Kit Number**. This number should be same number that is on the physical kit.
2. Click or tap **PERK Active Status** and set the status to **Active**.
 - **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal
 - **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal. This is used to close a PERK after it has completed the process.
 - **Unused** - the PERK record is not in use. This status is often given to unassigned kits.
3. Enter survivor demographic information.
 - **Name** - free text fields to enter survivor's name.
 - **Address** - free text and drop-down lists to enter survivor's address.
 - **Phone** - numeric field to enter survivor's contact number.
 - **Email** - free text field to enter survivor's email address.
 - **DOB/Age** - date/time and numeric field to select birth date and enter current age.
 - **Gender** - drop down list to select Male or Female.
4. Click or tap **Originating Facility** and set to the appropriate agency (MPD or MPD-Y).
5. Click or tap the **FNE** section to enter additional PERK details.

FIGURE 6-5: Create PERK Number - Kit Details

Add additional PERK details, as shown in FIGURE 6-6:

1. Add additional information as necessary.
 - **Patient Hospital Label** - a free text field used to enter hospital record information, if known.
 - **Transferred to Outside Agency & Outside Agency** - used when the assault occurred outside of the District borders and the PERK is being sent outside the District for processing. When MPD/MPD-Y creates a PERK, these fields are usually left blank.
 - **Is there Toxicology?** - if the PERK contains DNA samples, or other toxicology samples, the user should select **Yes**.
 - **Report/No Report** - is the survivor filing a report? If yes, select **Report**. When the survivor files a report, their PERK may be queried on the Survivor Portal. If the survivor chooses not to file a report, they will receive a message indicating as such on the Survivor Portal.
2. Optionally, click or tap the **MPD** section to add MPD details to the PERK.
3. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

FIGURE 6-6: Additional PERK Details

6 - 2: Working with a PERK using the Web

The following workflow describes how a user will receive a PERK from a forensic nurse.

6 - 2.1 Receiving a PERK from a Forensic Nurse

Users should access the **MPD/MPD-Y PERKS Ready For Pickup** matrix to start. To receive a PERK kit, as shown in FIGURE 6-7:

1. Click or tap the pencil icon next to the desired kit.

FIGURE 6-7: Select Kit

Navigate to the MPD section and update the desired information, as shown in FIGURE 6-8:

1. Click or tap the **MPD** section.
2. Click or tap the **MPD Receives Kit** field. A date picker will appear and the user can click or tap the **now** button to add the current date and time or manually enter a **date and time**.
3. Optionally, add additional **MPD details** to the PERK.
4. Click or tap **Save** when complete.

FIGURE 6-8: Edit Kit Record

Users will receive a warning describing that the updated information will remove the PERK from the current view, as shown in FIGURE 6-9:

1. Click or tap **OK** to proceed.

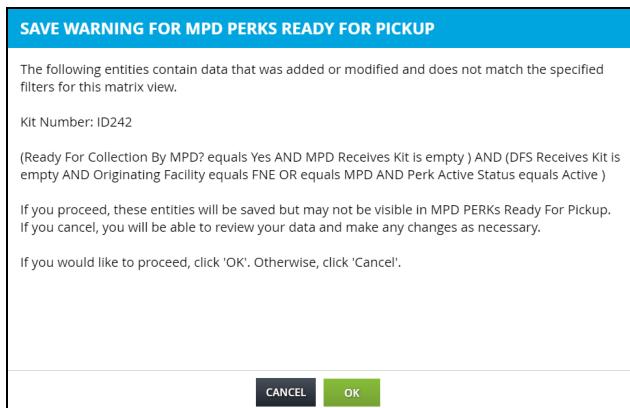


FIGURE 6-9: Save Warning

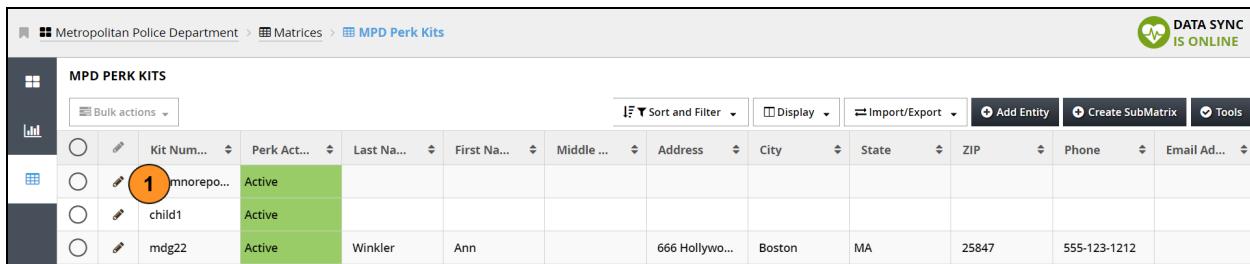
The PERK will now be removed from the **MPD/MPD-Y PERKS Ready For Pickup** matrix and will appear in the **MPD/MPD-Y PERK Kits** matrix. Users should switch to the **MPD/MPD-Y PERK Kits** matrix to continue working with the PERK if the user has not yet added additional MPD details.

6 - 2.2 Updating PERK Metropolitan Police Department/Metropolitan Police Department - Youth Agency Information

When users receive a PERK from a Forensic Nurse, they will need to add MPD/MPD-Y information to the PERK. Users will also enter this information if MPD or MPD-Y originated the PERK record without assistance from FNE or CNMC. The MPD/MPD-Y PERK Kits matrix contains all PERK kits active and in possession by MPD/MPD-Y.

Users should access the **MPD/MPD-Y PERK Kits** matrix to start, as shown in FIGURE 6-10:

1. Click or tap the **pencil** icon next to the desired kit.

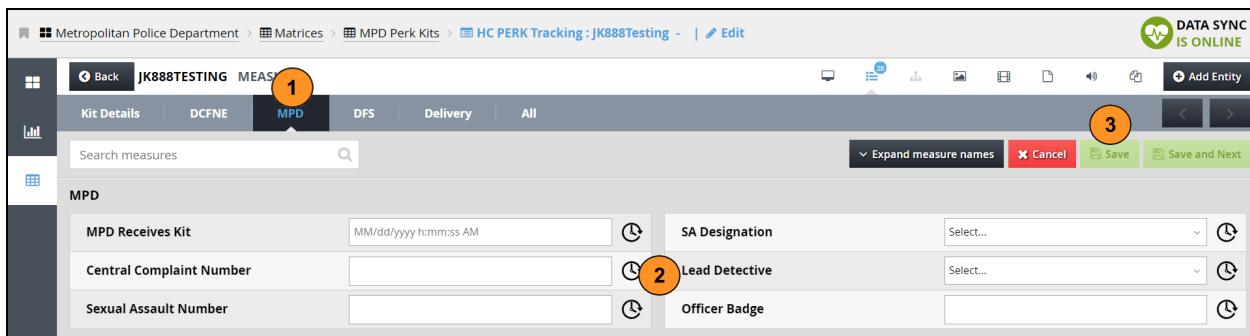


	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
<input type="radio"/>		1 mnmorepo...	Active								
<input type="radio"/>		child1	Active								
<input type="radio"/>		mdg22	Active	Winkler	Ann	666 Hollywo...	Boston	MA	25847	555-123-1212	

FIGURE 6-10: Select Kit

Navigate to and update PERK information, as shown in FIGURE 6-11:

1. Click or tap the **MPD** section to enter PERK data.
2. Enter the information, as necessary.
 - MPD Receives Kit** - is a timestamp field to indicate when MPD/MPD-Y took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at MPD or MPD-Y. Tap the **NOW** button to enter the current date and time or manually select a **date** and **time**.
 - Central Complaint Number** - is a free text field to enter CCN information.
 - Sexual Assault Number** - is a free text field to enter a SAN.
 - SA Designation** - Either SA or SX
 - Lead Detective** - drop down list used to select the lead detective.
 - Officer Badge** - a free text field used to enter badge information.
3. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.



JK888TESTING MEASURES

Kit Details DCFNE MPD DFS Delivery All

Search measures

MPD

MPD Receives Kit	MM/dd/yyyy h:mm:ss AM	SA Designation	Select...
Central Complaint Number		Lead Detective	Select...
Sexual Assault Number		Officer Badge	

Expand measure names Cancel Save Save and Next

FIGURE 6-11: Edit PERK

6 - 2.3 Closing a PERK

Once a PERK has completed the process, the PERK originator is expected to mark the PERK as inactive. For example, users may want to disable old kits from being viewed on the Survivor PERK Tracking Portal after a certain amount of time or when the kits have completed the process. No data is deleted or removed during this process. This workflow should be performed using the web instead of mobile module.

Users can locate PERKs for closure by accessing either the **Ready For Closure - With Toxicology** or **Ready For Closure - Without Toxicology** matrix. These matrices will display all the active PERKs created by either MPD or MPD-Y users that have met the rules for closure.

Access the **Ready For Closure - With Toxicology** or **Ready For Closure - Without Toxicology** matrix, as shown in FIGURE 6-12:

1. Click or tap the **pencil** icon next to the desired PERK.

READY FOR CLOSURE - WITH TOXICOLOGY (MPD)									
	Kit Number	Perk Active St...	Last Name	First Name	Middle Name	Is There Toxic...	Specimen Dis...	Analyst End T...	
<input type="radio"/>	003	Active	Brown	Jackland		Yes	05/10/2017 3:53:00 ...	05/10/2017 1:51:32 ...	

FIGURE 6-12: MPD Originated PERKs to close

Continue marking a PERK inactive, as shown in FIGURE 6-13:

1. Click or tap the **Perk Active Status** drop-down
2. Click or tap the **Inactive** item.
3. Click or tap the **Save** button.

KIT DETAILS	
Kit Number *	ovs003
Perk Active Status	1
Last Name	Active
First Name	Inactive
Middle Name	Unused
ZIP	<input type="text"/>
Phone	5555555555
Email Address	<input type="text"/>
DOB	<input type="text"/>
Age	<input type="text"/>

FIGURE 6-13: Update Perk Active Status

A save warning will appear, as shown in FIGURE 6-14. This warning is letting the user know that the Inactive status change goes against the rules of seeing the entity (or PERK ID) in the matrix. If a user proceeds from this point, the entity (PERK ID) will be removed from view.

1. Click or tap the **OK** button to proceed.

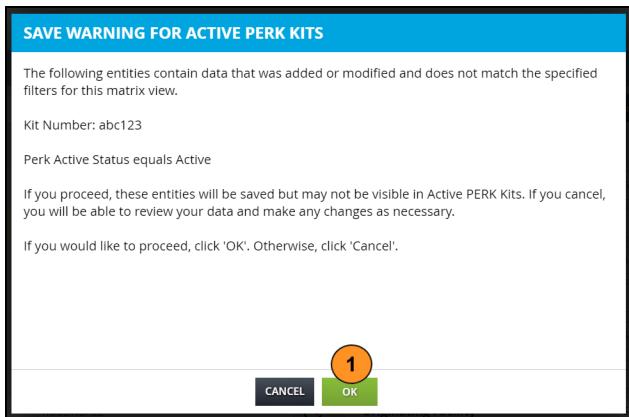
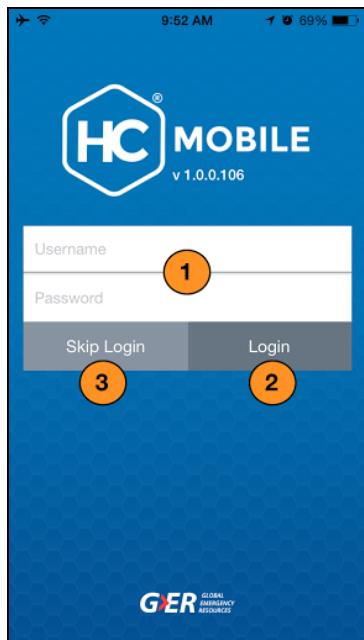


FIGURE 6-14: Save Warning

6 - 3: Creating a new PERK on a Mobile Device

MPD and MPD-Y users are able to create new PERKs from either the Web or Mobile module. The following process will show a user how to create a PERK using the mobile module.

6 - 3.1 Logging in to HC Mobile™

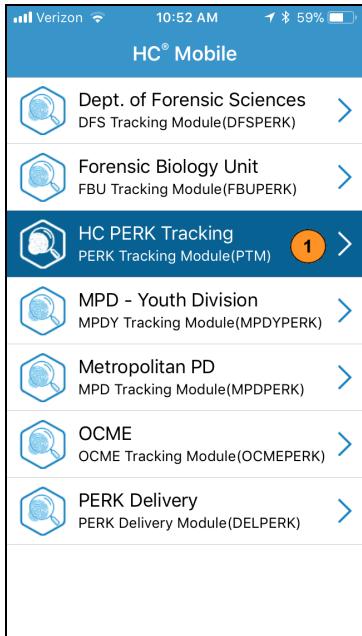


Log in, as shown in FIGURE 6-15.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are unavailable, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Data can be entered into HC Mobile™ at this point; however, no data will synchronize to the server until proper user credentials are entered.

FIGURE 6-15: Login Screen

6 - 3.2 Selecting a Module



If this is the first time a user is using the device, the module selector will display. Subsequent logins will skip this step. Most users will only see one module. Select HC PERK Tracking, as shown in FIGURE 6-16.

1. From the application launcher, select **HC PERK Tracking**.

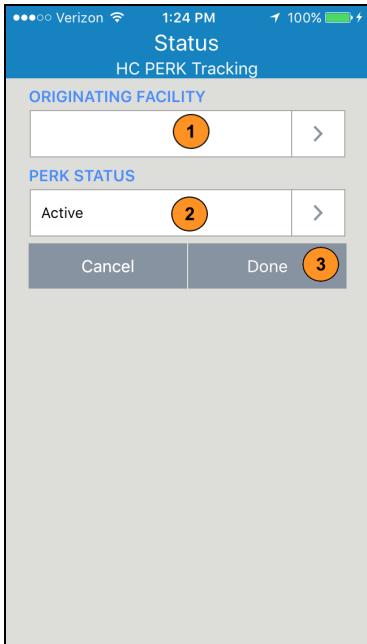
FIGURE 6-16: Module Selector

6 - 3.3 Creating and Updating a PERK

The Status Panel in the HC PERK Tracking Module, as shown in FIGURE 6-17, is where the MPD or MPD-Y user selects key elements describing all PERK records that are scanned by the user. This only needs to be done once per login session. Each selection made here impacts every record scanned and saved. If the user hasn't set this information before attempting to scan a PERK barcode, they will be prompted to set this information.

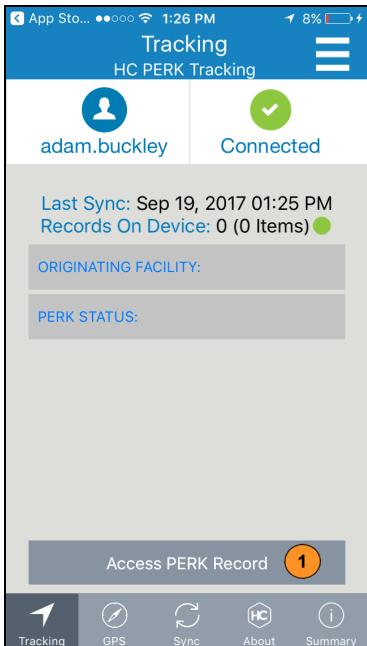
Perk Status

- **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal.
- **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal. This is used to close a PERK after it has completed the process.
- **Unused** - the PERK record is not in use. This status is often given to unassigned kits.



1. Select the **ORIGINATING FACILITY** as either MPD or MPD-Y.
2. Select the **PERK STATUS** - use **Active** for entering new kits or **Unused** for staging kits.
3. Tap **Done** once the user has made the appropriate selection(s).

FIGURE 6-17: Status Panel



Scanning a PERK barcode will start a new record or retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 6-18.

FIGURE 6-18: Record Button

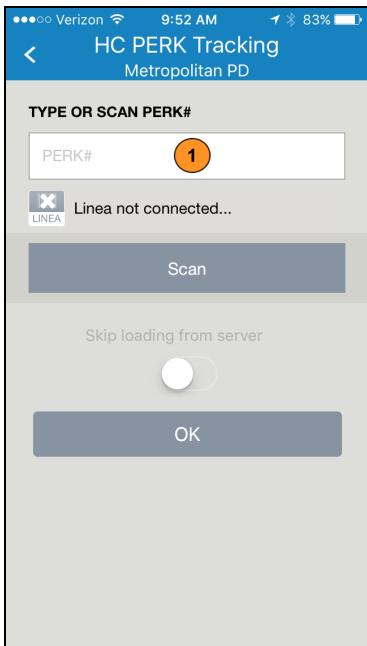


FIGURE 6-19: PERK #

The next step requires the user to enter PERK #, as shown in FIGURE 6-19:

1. Enter a **PERK#**. The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

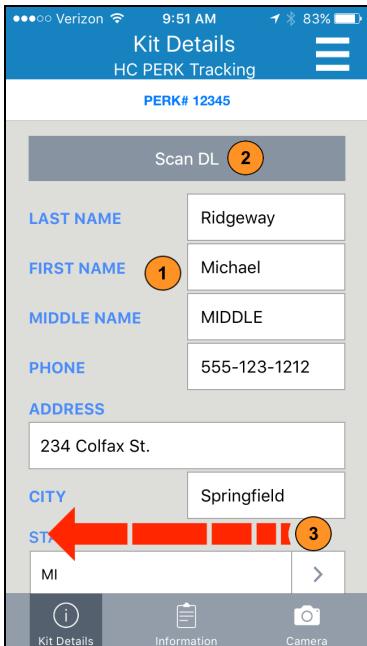


FIGURE 6-20: Kit Details Panel

The next panel contains survivor demographic fields. If a user is only creating staging kits, no further information is necessary and the user can save and close the record at this point. If this is an active PERK, update the desired survivor information, as shown in FIGURE 6-20:

1. Manually enter information.
OR
2. Tap the **Scan DL** button to populate patient's demographic data from the patient's driver's license. **Scan the 3D barcode** on the driver's license. The demographic information will be pulled from the patient's driver's license and automatically entered into the Patient Information panel.
3. Swipe to continue.

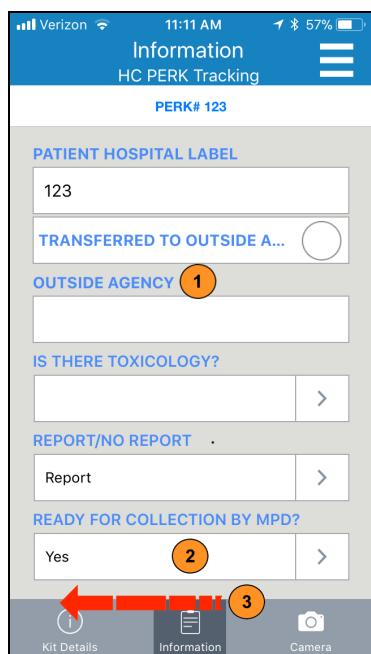


FIGURE 6-21: Agency Panel

The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 6-21:

1. Enter the **information** as necessary.
 - **Patient Hospital Label** - a free text field used to enter hospital record information, if known.
 - **Transferred to Outside Agency & Outside Agency** - used when the assault occurred outside of the District borders and the PERK is being sent outside the District for processing. When MPD/MPD-Y creates a PERK, these fields are usually left blank.
 - **Is there Toxicology?** - if the PERK contains DNA samples, or other toxicology samples, the user should select **Yes**.
 - **Report/No Report** - is the survivor filing a report? If yes, select **Report**. When the survivor files a report, their PERK may be queried on the Survivor Portal. If the survivor chooses not to file a report, they will receive a message indicating as such on the Survivor Portal.
2. **Ready for Collection by MPD?** - if the survivor has chosen to file a report and the PERK is ready for MPD, select **Yes**.
3. **Swipe** to continue.

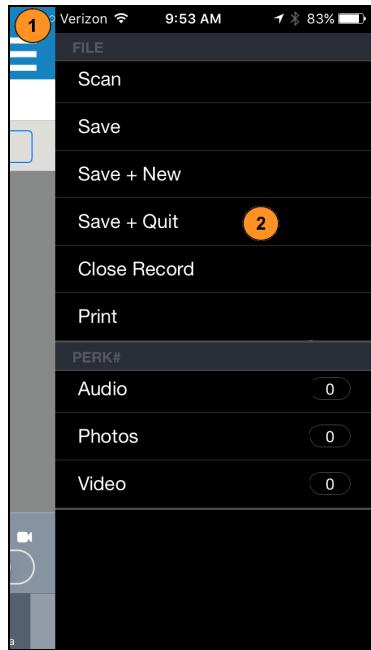


FIGURE 6-22: Record Menu

The next step is to save and close the PERK, as shown in FIGURE 6-22:

1. Tap the **menu** icon to display the menu.
2. Tap **Save + Quit** to save the PERK record and return to the main screen.

6 - 4: Working with a PERK on a Mobile Device

When users receive a PERK from a forensic nurse, they will need to add MPD/MPD-Y information to the PERK. Users will also enter this information if MPD or MPD-Y originated the PERK record without assistance from FNE or CNMC. If users have logged in to HC Mobile™ before, they may start in a different module. Follow the steps below to switch to a different module and begin updating PERK information.

6 - 4.1 Selecting a Module

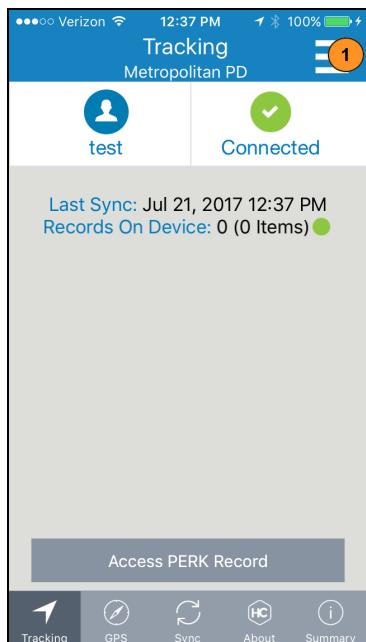


FIGURE 6-23: Menu

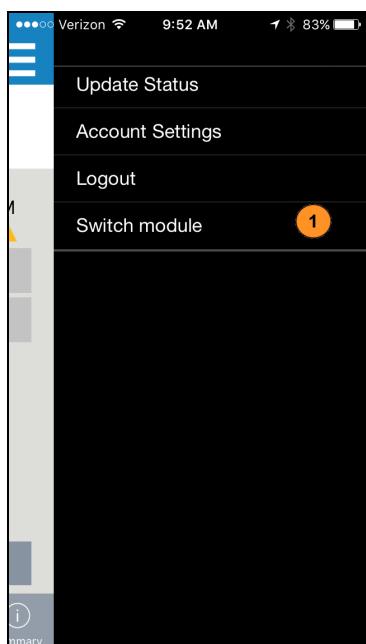


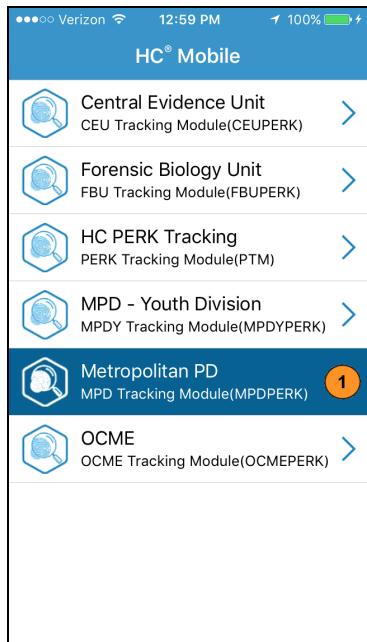
FIGURE 6-24: Menu Items

To access the menu, as shown in FIGURE 6-23:

1. Tap the **Menu** button to access the menu.

Menu Items include, as shown in FIGURE 6-24:

1. Tap **Switch Module** to change to another HC Mobile™ application.

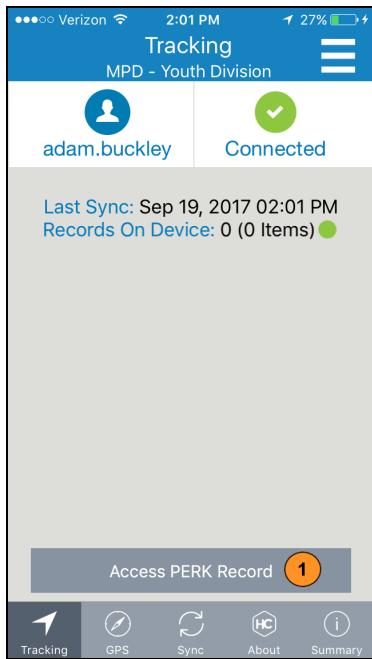


Select Metropolitan PD or MPD - Youth Division, as shown in FIGURE 6-25.

1. From the application launcher, select **Metropolitan PD or MPD - Youth Division**.

FIGURE 6-25: Module Selector

6 - 4.2 Updating PERK Metropolitan Police Department/Metropolitan Police Department - Youth Agency Information



Scanning a PERK barcode will retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 6-26.

FIGURE 6-26: Record Button

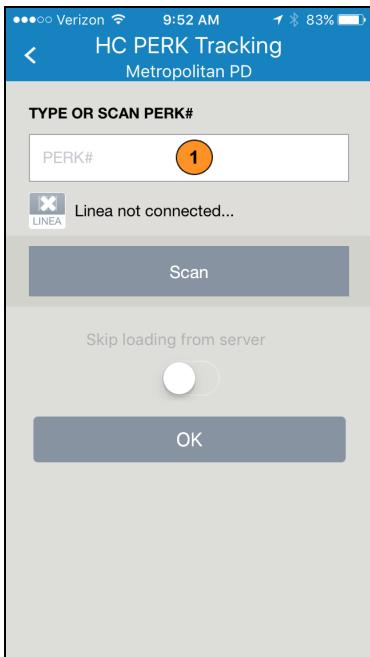


FIGURE 6-27: PERK #

The next step requires the user to enter PERK #, as shown in FIGURE 6-27:

1. *Enter a PERK#.* The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

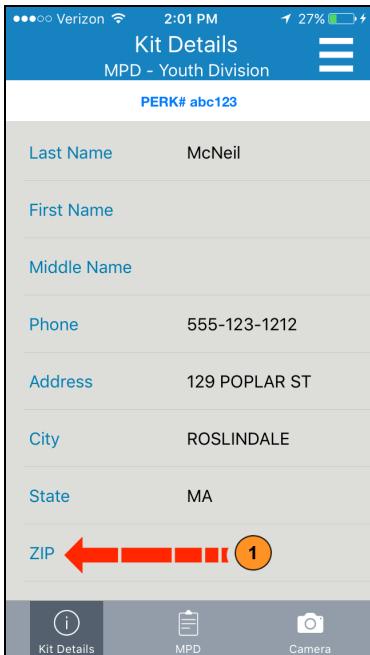
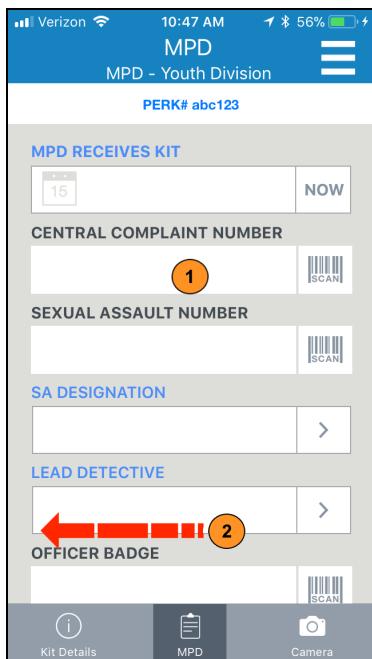


FIGURE 6-28: Kit Details Panel

The next panel contains survivor demographic fields. This is a read-only panel used to confirm the PERK in front of the user is the desired PERK. Continue, as shown in FIGURE 6-28:

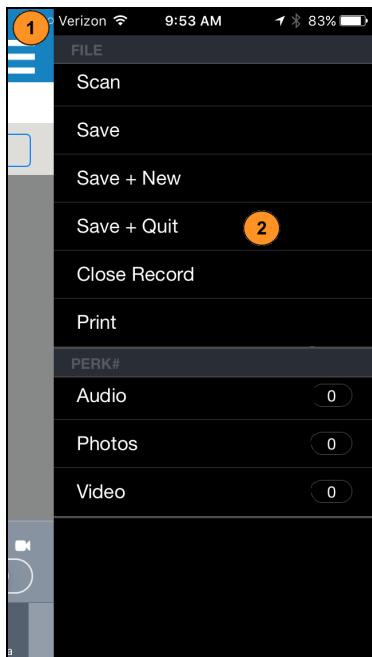
1. *Swipe to continue.*



The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 6-29:

1. Enter the information as necessary.
 - **MPD Receives Kit** - is a timestamp field to indicate when MPD/MPD-Y took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at MPD or MPD-Y. Tap the **NOW** button to enter the current date and time or manually select a **date and time**.
 - **Central Complaint Number** - is a free text field to enter CCN information.
 - **Sexual Assault Number** - is a free text field to enter a SAN.
 - **SA Designation** - Either SA or SX
 - **Lead Detective** - drop down list used to select the lead detective.
 - **Officer Badge** - a free text field used to enter badge information
2. Swipe to continue.

FIGURE 6-29: Agency Panel



The next step is to save and close the PERK, as shown in FIGURE 6-30:

1. Tap the **menu** icon to display the menu.
2. Tap **Save + Quit** to save the PERK record and return to the main screen.

FIGURE 6-30: Record Menu

Chapter 7 - Department of Forensic Sciences Guide

The following chapter provides Department of Forensic Sciences (DFS) guided steps to accomplish their role in the HC Standard® PERK Tracking System.

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7 - 1: Creating a new PERK using the Web

Department of Forensic Sciences (DFS) users are able to create new PERKs from either the Web or Mobile module. Instances where DFS users will create a PERK occur when there is a homicide. DFS users will work with OCME to collect case details. New, unused kits may be loaded for storage purposes or active kits may be registered and used immediately. The following process will show a user how to create an unused PERK.

7 - 1.1 Logging in to HC Standard®

To create a new PERK ID, first log in to HC Standard, as shown in FIGURE 7-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

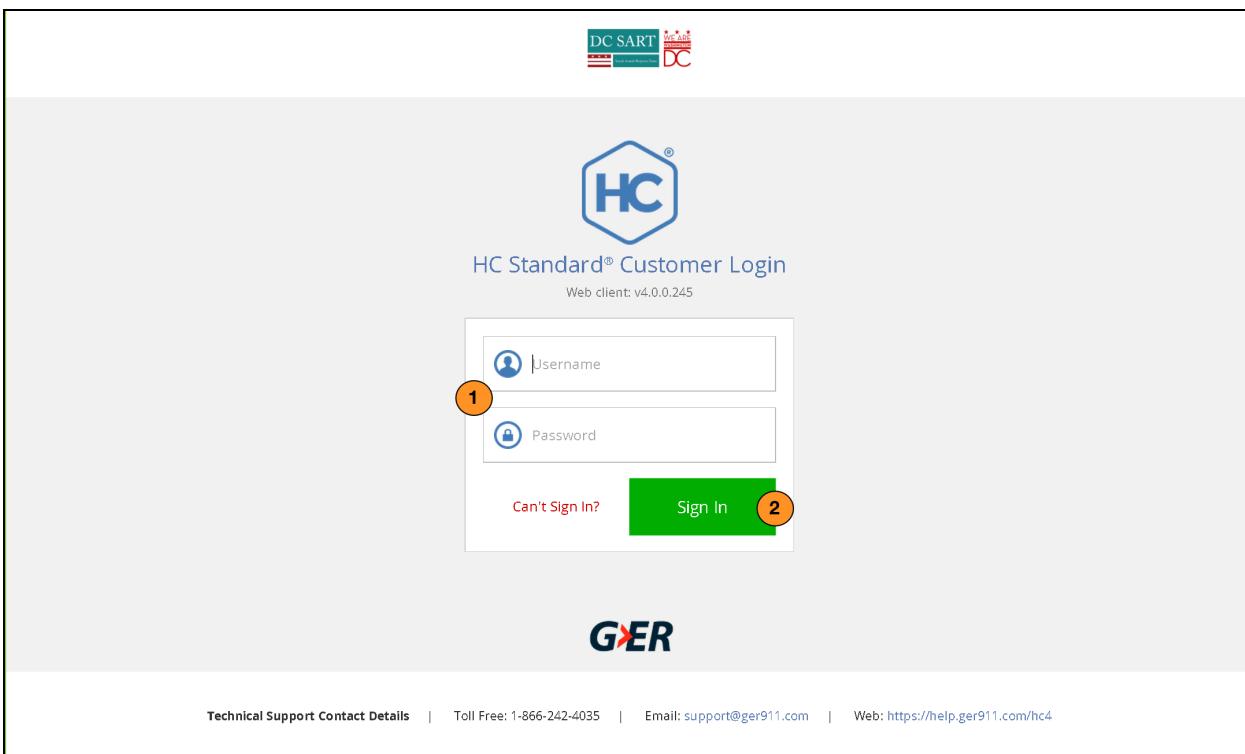


FIGURE 7-1: Login Dialog

7 - 1.2 Accessing a Workspace

Open the DFS workspace, as shown in FIGURE 7-2:

1. Click or tap the **Workspaces** button.
2. Click or tap the **DFS** workspace.

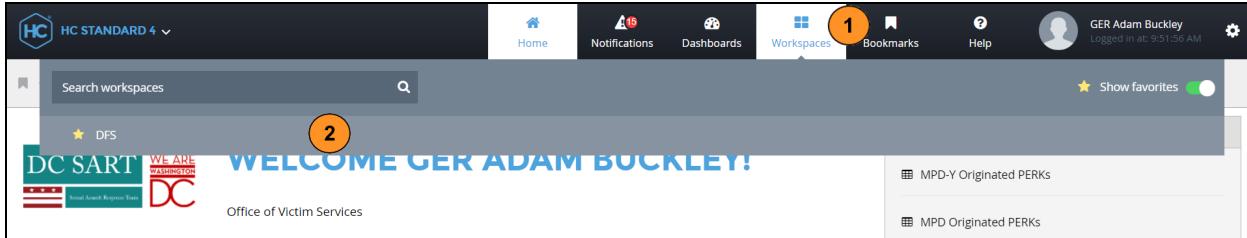


FIGURE 7-2: Select Workspace

7 - 1.3 Accessing Matrices

DFS has several matrices in their workspace, as shown in FIGURE 7-3:

- **DFS Originated Perks** - kits in this matrix are active and created by DFS.
- **DFS Unit PERK Kits** - kits in this matrix have the status **Active**. This matrix represents PERKs that are active in the system and assigned to a survivor. PERKs that appear here are either active in DFS or incoming kits from MPD.
- **Perk Kit Inventory** - kits in this matrix have the status **Unused**. This matrix is used to organize PERK Numbers for use at a later date and are currently unassigned.
- **Ready For Closure - With Toxicology** - any kits in this matrix are active, originated by MPD or MPD-Y, and are eligible to be marked as inactive (closed).
- **Ready For Closure - Without Toxicology** - any kits in this matrix are active, originated by MPD or MPD-Y, and are eligible to be marked as inactive(closed).

1. Click or tap **PERK Kit Inventory** to continue.

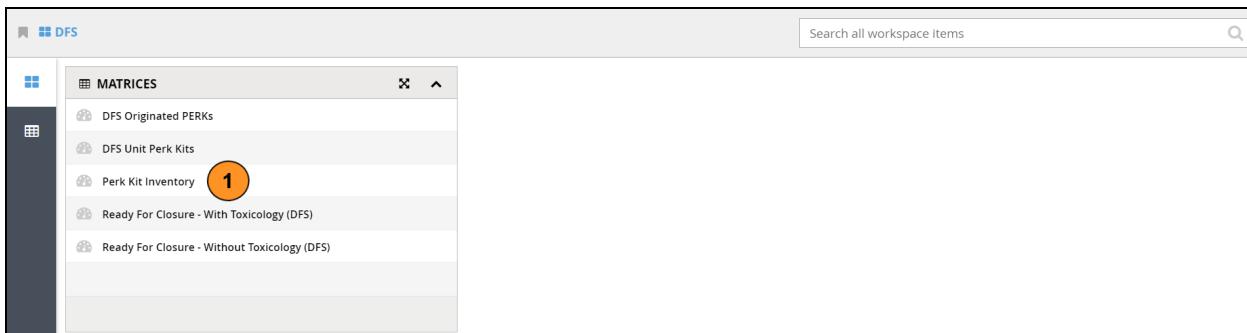


FIGURE 7-3: Sample DFS workspace

7 - 1.4 Creating a PERK Record

From the PERK Kit Inventory matrix, continue to create a new PERK Number, as shown in FIGURE 7-4:

1. Click or tap the Add Entity button.

PERK KIT INVENTORY			
	Kit Number	Perk Active Status	Originating Facility
<input type="radio"/>	abc7777	Unused	FNE
<input type="radio"/>	mpdunused	Unused	MPD
<input type="radio"/>	17-9876	Unused	FNE

FIGURE 7-4: Add Entity button

The Add Matrix Item screen will display, as shown in FIGURE 7-5:

1. Enter a unique **Kit Number**. This number should be same number that is on the physical kit.
2. Click or tap **PERK Active Status** and set the status to **Unused**.
 - **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal
 - **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal. This is used to close a PERK after it has completed the process.
 - **Unused** - the PERK record is not in use. This status is often given to unassigned kits.
3. Click or tap **Originating Facility** and set to the appropriate agency DFS.
4. Click or tap **Save** to save the PERK.

FIGURE 7-5: Create PERK Number - Kit Details

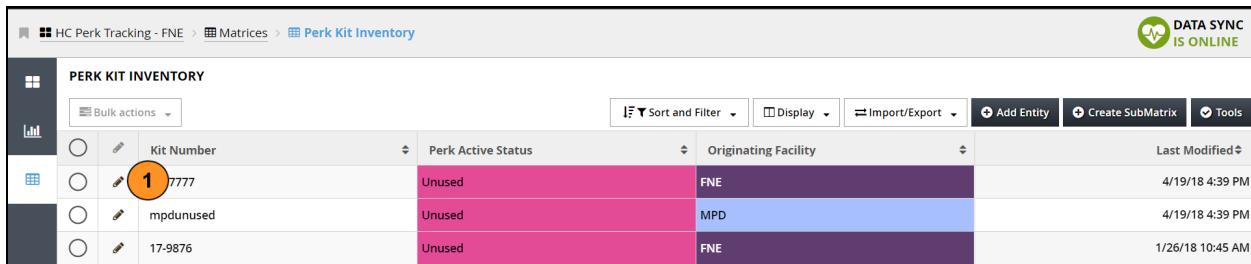
7 - 2: Working with a PERK using the Web

Users may also work with PERK records from the Web. The following workflow describes how a user will turn an unused kit into an active kit and how to edit the PERK data.

7 - 2.1 Converting an unused PERK to an active PERK

Users should access the PERK Kit Inventory matrix to start. To make a PERK kit active from the **PERK Inventory Matrix**, as shown in FIGURE 7-6:

1. Click or tap the **pencil** icon next to the desired kit.

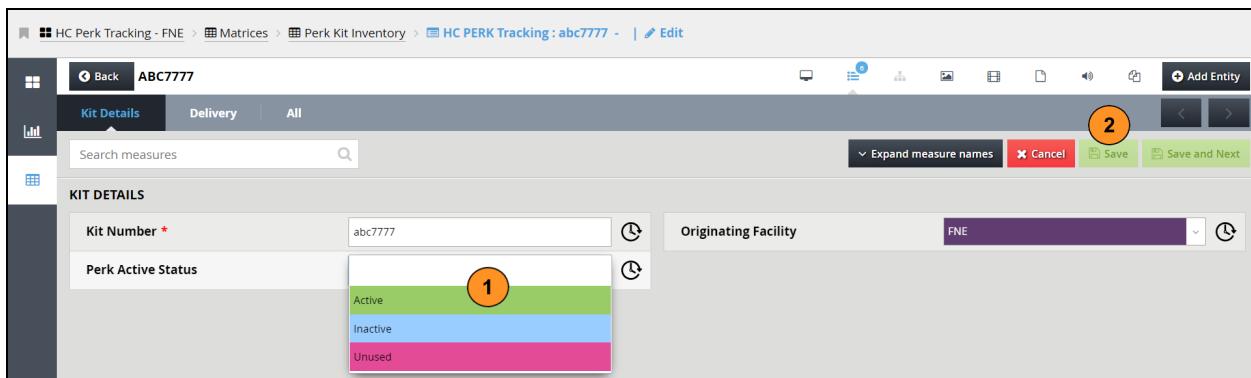


Kit Number	Perk Active Status	Originating Facility	Last Modified
17777	Unused	FNE	4/19/18 4:39 PM
mpdunused	Unused	MPD	4/19/18 4:39 PM
17-9876	Unused	FNE	1/26/18 10:45 AM

FIGURE 7-6: Select Kit

Navigate to and update the desired information, as shown in FIGURE 7-7:

1. Click or tap the **PERK Active Status** measure and select **Active**.
2. Click or tap **Save** when complete.



The screenshot shows the 'Edit Kit Record' interface for kit ABC7777. The 'KIT DETAILS' section contains fields for 'Kit Number' (abc7777) and 'Originating Facility' (FNE). The 'Perk Active Status' field is a dropdown menu with three options: 'Active' (highlighted with a red circle), 'Inactive', and 'Unused'. The 'Save' button at the bottom right is also highlighted with a red circle.

FIGURE 7-7: Edit Kit Record

Users will receive a warning describing that the updated status will remove the PERK from the current view, as shown in FIGURE 7-8:

1. Click or tap **OK** to proceed.

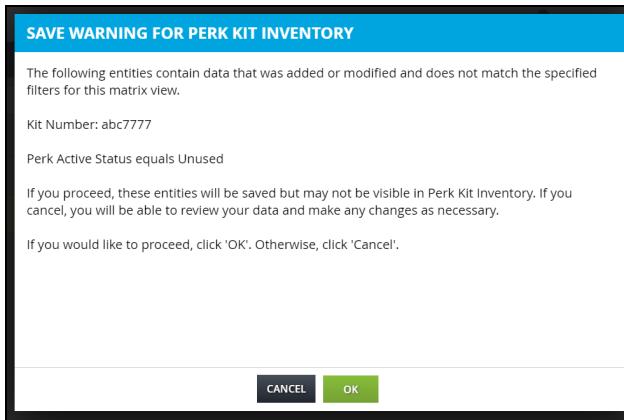


FIGURE 7-8: Save Warning

The PERK will now be removed from the **PERK Kit Inventory** matrix and will appear in the **DFS Originated PERKs** matrix. Users should switch to the DFS Originated PERKs matrix to continue working with the PERK.

7 - 2.2 Updating a PERK with Survivor and PERK Details

Users should access the **DFS Originated PERKs** matrix to start, as shown in FIGURE 7-9:

1. Click or tap the **pencil** icon next to the desired kit.

DFS ORIGINATED PERKS													
		Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...	Bulk actions
<input type="radio"/>		mnorepo...	Active										
<input type="radio"/>		child1	Active										
<input type="radio"/>		mdg22	Active	Winkler	Ann		666 Hollywo...	Boston	MA	25847	555-123-1212		

FIGURE 7-9: Select Kit

Navigate to and update PERK information, as shown in FIGURE 7-10:

1. Enter Survivor demographic information on the first section.
 - **Name** - free text fields to enter survivor's name.
 - **Address** - free text and drop-down lists to enter survivor's address.
 - **Phone** - numeric field to enter survivor's contact number.
 - **Email** - free text field to enter survivor's email address.
 - **DOB/Age** - date/time and numeric field to select birthdate and enter current age.
 - **Gender** - drop down list to select Male or Female.
2. Click or tap the **FNE** section to enter additional PERK details.

The screenshot shows the 'HC PERK Tracking' application interface. At the top, there is a navigation bar with links: 'DFS', 'Matrices', 'DFS Originated PERKs', 'HC PERK Tracking : JK777Testing', and an 'Edit' button. Below the navigation bar, the title 'MDG22' is displayed with a red circle containing the number '2'. The main content area is titled 'KIT DETAILS'. It contains several input fields: 'Kit Number *' (mdg22), 'Perk Active Status' (Active, highlighted with a green background), 'Last Name' (Winkler), 'First Name' (Ann), 'Middle Name' (empty), 'Address' (666 Hollywood Dr.), 'City' (Boston), 'State' (MA), 'ZIP' (25847), 'Phone' (555-123-1212), 'Email Address' (empty), 'DOB' (highlighted with a red circle labeled '1'), 'Age' (MM/dd/yyyy), 'Gender' (Male, highlighted with a blue background), and 'Originating Facility' (DFS, highlighted with a yellow background). At the bottom of the form, there are buttons for 'PREVIOUS ENTITY' and 'NEXT ENTITY', and a status indicator '3 / 7'. The top right of the form has buttons for 'Expand measure names', 'Cancel', 'Save', and 'Save and Next'.

FIGURE 7-10: Edit PERK

Continue to edit PERK information, as shown in FIGURE 7-11:

1. Enter agency information, as necessary.
 - **Patient Hospital Label** - a free text field used to enter hospital record information, if known.
 - **Transferred to Outside Agency & Outside Agency** - used when the assault occurred outside of the District borders and the PERK is being sent outside the District for processing. These fields will be left blank for homicide cases.
 - **Is there Toxicology?** - if the PERK contains DNA samples, or other toxicology samples, the user should select **Yes**.
 - **Report/No Report** - is the survivor filing a report? As a homicide case, the user is expected to select **No Report**. When a PERK is set to report, the PERK may be queried on the Survivor Portal. When a PERK is set to No Report, the Survivor Portal will display a message indicating no report was filed.
2. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

The screenshot shows a software interface for managing PERK records. At the top, the navigation path is DFS > Matrices > DFS Originated PERKS > HC PERK Tracking : mdg22 - | Edit. Below this, a toolbar includes Back, MDG22, Add Entity, and various document icons. The main area is titled 'FNE' and contains several input fields: 'Patient Hospital Label' (empty), 'Transferred to Outside Agency' (unchecked), 'Report/No Report' (set to 'Report' with a circled '1'), 'Ready For Collection By MPD?' (set to 'Yes'), and 'Is There Toxicology?' (set to 'Yes'). At the bottom right are 'Expand measure names', 'Cancel', 'Save' (circled '2'), and 'Save and Next' buttons.

FIGURE 7-11: FNE Section

7 - 2.3 Updating PERK Department of Forensic Sciences Agency Information

When users receive a PERK from MPD, they will need to add DFS information to the PERK. Users will also enter this information if DFS originated the PERK record without assistance from FNE or CNMC. The DFS Unit PERK Kits matrix contains all PERK kits active in DFS or kits that are incoming from MPD.

Users should access the **DFS Unit PERK Kits** matrix to start, as shown in FIGURE 7-12:

1. Click or tap the pencil icon next to the desired kit.

The screenshot shows a matrix titled 'DFS UNIT PERK KITS'. The columns are: Kit Num..., Perk Act..., Last Na..., First Na..., Middle ..., Address, City, State, ZIP, Phone, and Email Ad... . The rows represent different kits. The first row, labeled 'mnorepo...', has its 'Actions' column highlighted with a circled '1'. Other rows include 'child1' and 'mdg22', each with 'Active' status in the 'Perk Act...' column. The 'Address' column for 'mdg22' lists '666 Hollywo...', 'Boston', 'MA', '25847', and '555-123-1212'.

FIGURE 7-12: Select Kit

Navigate to and update PERK information, as shown in FIGURE 7-13:

1. Click or tap the **DFS** section to enter PERK data.
2. Enter the **information**, as necessary.
 - **DFS Receives Kit** - is a timestamp field to indicate when DFS took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at DFS. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.
 - **DFS Number** - free text field to enter a Department of Forensic Sciences number.
 - **DFS Personnel Receiving Kit** - drop down list to select personnel receiving the PERK.
 - **Badge** - free text field to enter badge information.
 - **Transfer to Outside Lab** - when entered, the survivor portal will display a message indicating the PERK was sent to an outside lab.
 - **Permission to Consume** - details to track Consume requests and if approved or denied.
 - **Transfer to DNA** - when the PERK is ready to turn over to FBU, the user should enter a timestamp. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.
3. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

The screenshot shows a software interface for managing PERKs. At the top, there's a navigation bar with links like 'DFS', 'Matrices', 'DFS Unit Perk Kits', and 'HC PERK Tracking : a8 - | Edit'. Below the navigation is a toolbar with icons for back, forward, search, and various file operations. The main area is divided into sections: 'DFS' (selected), 'DFCNE', 'MPD', 'FBU', 'OCME', 'Delivery', and 'All'. Under the 'DFS' section, there are several input fields: 'DFS Receives Kit' (set to 05/08/2017 8:38:00 AM), 'DFS Number' (empty), 'DFS Personnel Receiving Kit' (dropdown menu open), 'DFS Badge' (empty), 'Transfer to DNA' (empty), 'Transferred to Outside Lab' (checkbox), and 'Outside Lab Name' (empty). To the right of these are sections for 'Permission to Consume' (checkbox, dropdown, and timestamp field), 'Consume Notes' (text input), 'Date Permission Granted' (timestamp field), 'Was Permission Granted?' (dropdown), and 'Who Granted Permission?' (text input). Callouts are overlaid on the interface: '1' is on the 'DFS Receives Kit' field, '2' is on the 'Was Permission Granted?' dropdown, and '3' is on the 'Save' button in the toolbar.

FIGURE 7-13: Edit PERK

7 - 2.4 Closing a PERK

Once a PERK has completed the process, the PERK originator is expected to mark the PERK as inactive. For example, users may want to disable old kits from being viewed on the Survivor PERK Tracking Portal after a certain amount of time or when the kits have completed the process. No data is deleted or removed during this process. This workflow should be performed using the web instead of mobile module.

Users can locate PERKs for closure by accessing either the **Ready For Closure - With Toxicology** or **Ready For Closure - Without Toxicology** matrix. These matrices will display all the active PERKs created by DFS that have met the rules for closure.

Access either **Ready For Closure - With Toxicology** or **Ready For Closure - Without Toxicology** matrix to start, as shown in FIGURE 7-14:

1. Click or tap the **pencil** icon next to the desired PERK.

Kit Number	Perk Active Status	Last Name	First Name	Middle Name	Is There Toxic...	Specimen Dis...	Analyst End T...
1003	Active	Brown	Jackland		Yes	05/10/2017 3:53:00 ...	05/10/2017 1:51:32 ...

FIGURE 7-14: DFS Originated PERKs to close

Continue marking a PERK inactive, as shown in FIGURE 7-15:

1. Click or tap the **Perk Active Status** drop-down
2. Click or tap the **Inactive** item.
3. Click or tap the **Save** button.

Kit Number *	Phone
abc123	555-123-1212

Perk Active Status	Last Name	First Name	Middle Name	Address	Phone	Email Address	DOB	Age	Gender	DFS Number
1	Active	2	Unused	129 POPLAR ST	555-123-1212		MM/dd/yyyy		Select...	

FIGURE 7-15: Update Perk Active Status

A save warning will appear, as shown in FIGURE 7-16. This warning is letting the user know that the Inactive status change goes against the rules of seeing the entity (or PERK ID) in the matrix. If a user proceeds from this point, the entity (PERK ID) will be removed from view.

1. Click or tap the **OK** button to proceed.

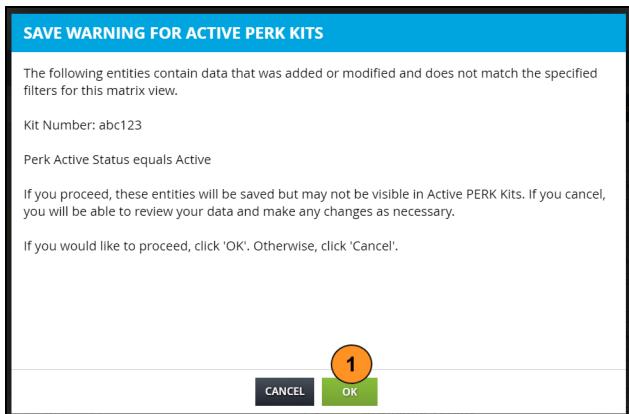
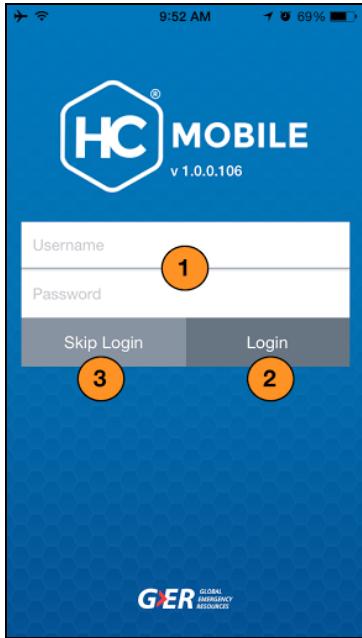


FIGURE 7-16: Save Warning

7 - 3: Creating a new PERK on a Mobile Device

DFS users are able to create new PERKs from either the Web or Mobile module. New, unused kits may be loaded for storage purposes or active kits may be registered and used immediately. The following process will show a user how to create a PERK using the mobile module.

7 - 3.1 Logging in to HC Mobile™

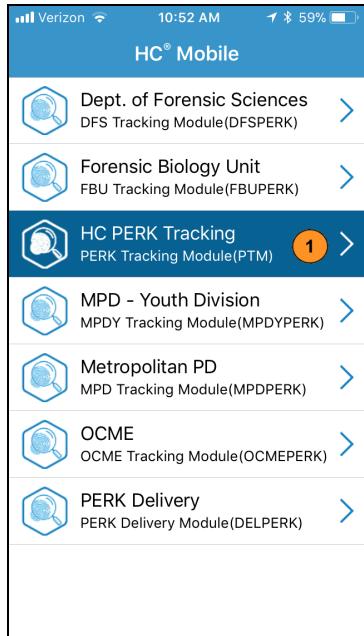


Log in, as shown in FIGURE 7-17.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are unavailable, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Data can be entered into HC Mobile™ at this point; however, no data will synchronize to the server until proper user credentials are entered.

FIGURE 7-17: Login Screen

7 - 3.2 Selecting a Module



If this is the first time a user is using the device, the module selector will display. Subsequent logins will skip this step. Most users will only see one module. Select HC PERK Tracking, as shown in FIGURE 7-18.

1. From the application launcher, select **HC PERK Tracking**.

FIGURE 7-18: Module Selector

7 - 3.3 Creating and Updating a PERK

The Status Panel in the HC PERK Tracking Module, as shown in FIGURE 7-19, is where the DFS user selects key elements describing all PERK records that are scanned by the user. This only needs to be done once per login session. Each selection made here impacts every record scanned and saved. If the user hasn't set this information before attempting to scan a PERK barcode, they will be prompted to set this information.

Perk Status

- **Active** - the PERK record is active in the system and available to be queried from the Survivor Portal.
- **Inactive** - the PERK record is not active in the system and unavailable for query from the Survivor Portal. This is used to close a PERK after it has completed the process.
- **Unused** - the PERK record is not in use. This status is often given to unused kits.

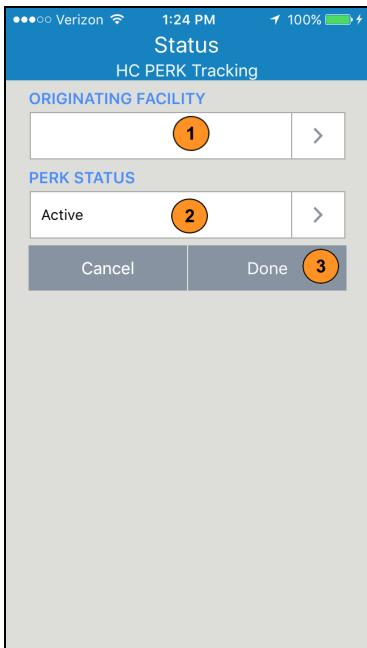


FIGURE 7-19: Status Panel

1. Select the **ORIGINATING FACILITY** as DFS.
2. Select the **PERK STATUS** - use **Active** for entering new kits or **Unused** for staging kits.
3. Tap **Done** once the user has made the appropriate selection(s).

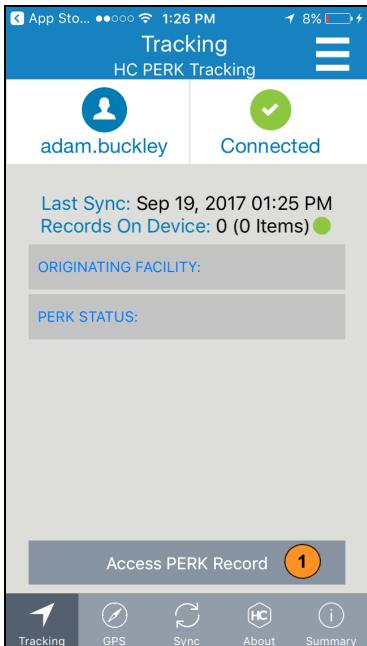


FIGURE 7-20: Record Button

Scanning a PERK barcode will start a new record or retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 7-20.

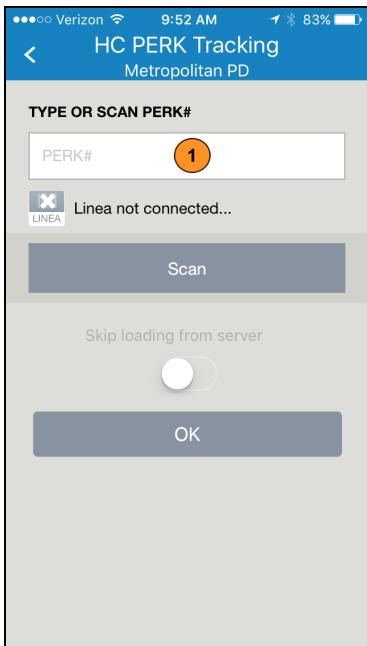


FIGURE 7-21: PERK #

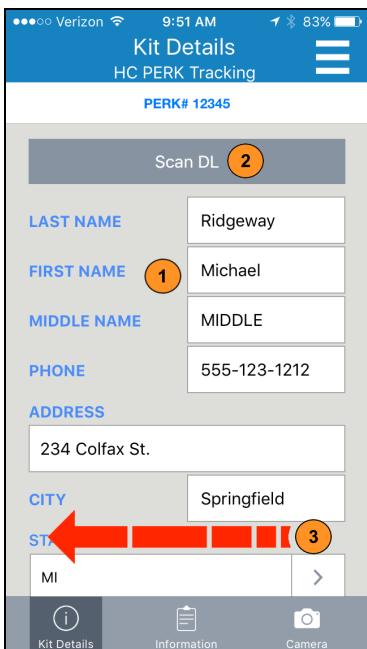


FIGURE 7-22: Kit Details Panel

The next step requires the user to enter PERK #, as shown in FIGURE 7-21:

1. Enter a **PERK#**. The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

The next panel contains survivor demographic fields. If a user is only creating staging kits, no further information is necessary and the user can save and close the record at this point. If this is an active PERK, update the desired survivor information, as shown in FIGURE 7-22:

1. Manually **enter** information.
OR
2. Tap the **Scan DL** button to populate patient's demographic data from the patient's driver's license. **Scan the 3D barcode** on the driver's license. The demographic information will be pulled from the patient's driver's license and automatically entered into the Patient Information panel.
3. **Swipe** to continue.

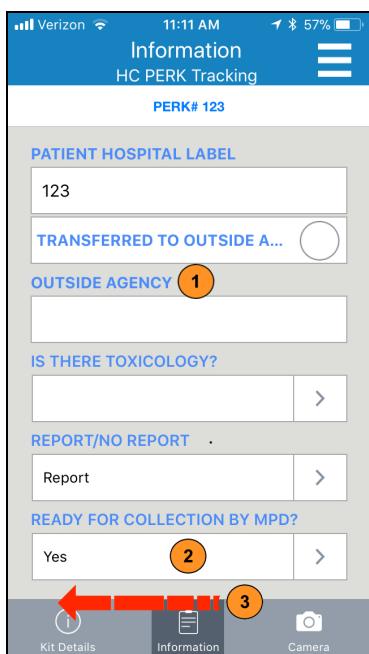


FIGURE 7-23: Agency Panel

The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 7-23:

1. Enter the **information** as necessary.
 - **Patient Hospital Label** - a free text field used to enter hospital record information, if known.
 - **Transferred to Outside Agency & Outside Agency** - used when the assault occurred outside of the District borders and the PERK is being sent outside the District for processing. These fields will be left blank for homicide cases.
 - **Is there Toxicology?** - if the PERK contains DNA samples, or other toxicology samples, the user should select **Yes**.
 - **Report/No Report** - is the survivor filing a report? As a homicide case, the user is expected to select **No Report**. When a PERK is set to report, the PERK may be queried on the Survivor Portal. When a PERK is set to No Report, the Survivor Portal will display a message indicating no report was filed.
2. **Ready for Collection by MPD?** - This may be left **blank** for DFS originated PERKs.
3. **Swipe** to continue.

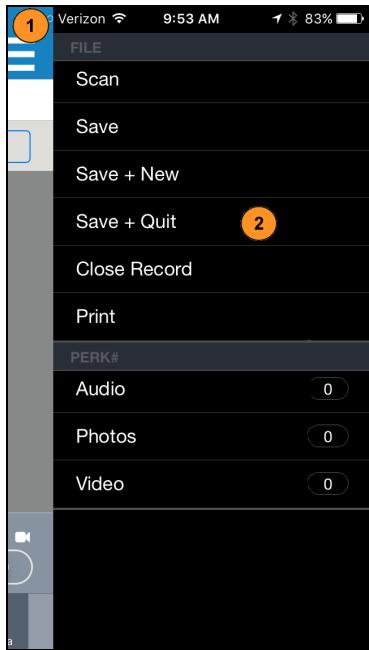


FIGURE 7-24: Record Menu

The next step is to save and close the PERK, as shown in FIGURE 7-24:

1. Tap the **menu** icon to display the menu.
2. Tap **Save + Quit** to save the PERK record and return to the main screen.

7 - 4: Working with a PERK on a Mobile Device

When users receive a PERK from MPD, they will need to add DFS information to the PERK. Users will also enter this information if DFS originated the PERK record without assistance from FNE or CNMC.

If users have logged in to HC Mobile™ before, they may start in a different module. Follow the steps below to switch to a different module and begin updating PERK information.

7 - 4.1 Selecting a Module

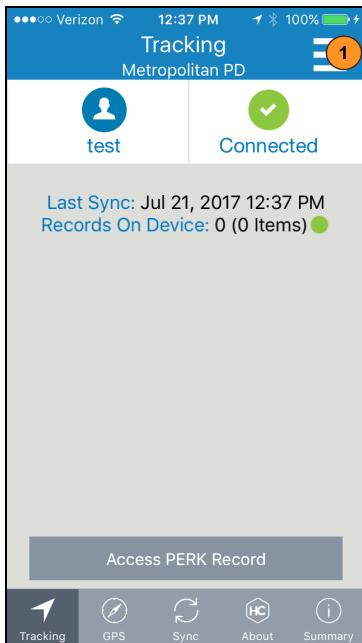


FIGURE 7-25: Menu

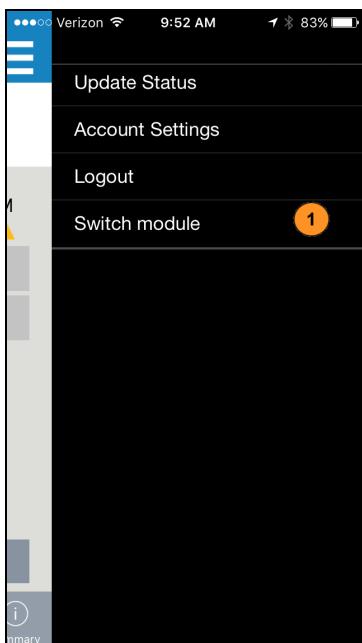


FIGURE 7-26: Menu Items

To access the menu, as shown in FIGURE 7-25:

1. Tap the **Menu** button to access the menu.

Menu Items include, as shown in FIGURE 7-26:

1. Tap **Switch Module** to change to another HC Mobile™ application.

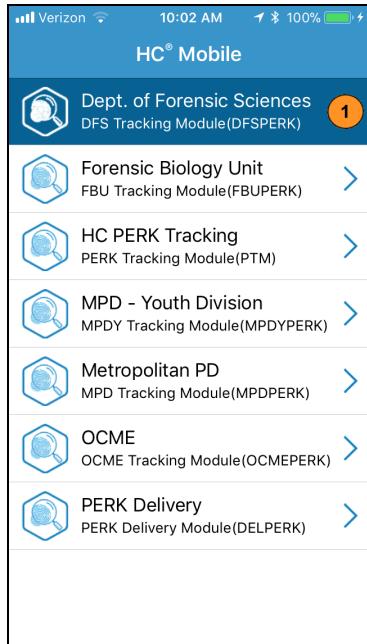


FIGURE 7-27: Module Selector

Select Dept. of Forensic Sciences, as shown in FIGURE 7-27.

1. From the application launcher, select **Dept. of Forensic Sciences**.

7 - 4.2 Updating Department of Forensic Sciences Agency Information

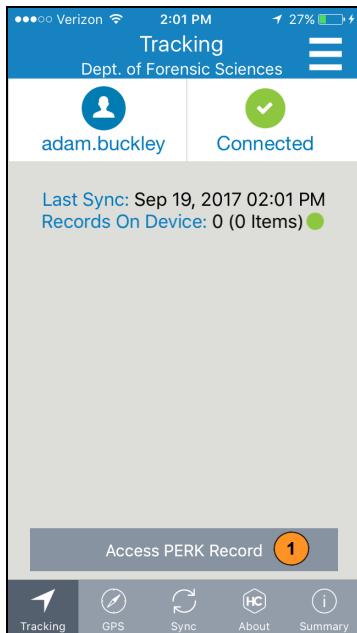


FIGURE 7-28: Record Button

Scanning a PERK barcode will retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 7-28.

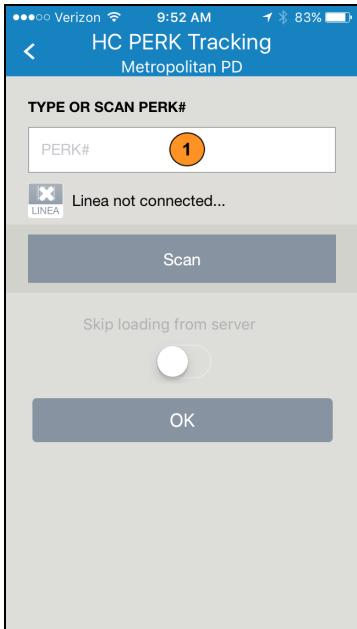


FIGURE 7-29: PERK #

The next step requires the user to enter PERK #, as shown in FIGURE 7-29:

1. *Enter a PERK#.* The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

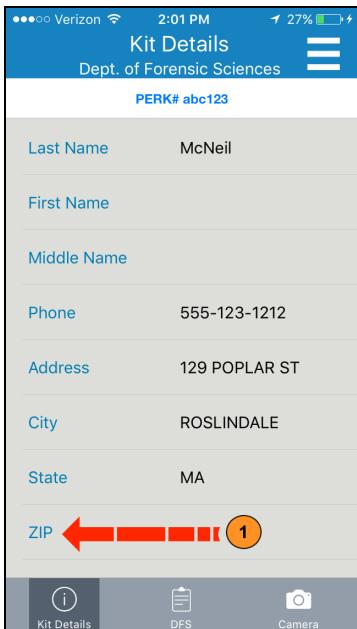


FIGURE 7-30: Kit Details Panel

The next panel contains survivor demographic fields. This is a read-only panel used to confirm the PERK in front of the user is the desired PERK. Continue, as shown in FIGURE 7-30:

1. *Swipe* to continue.

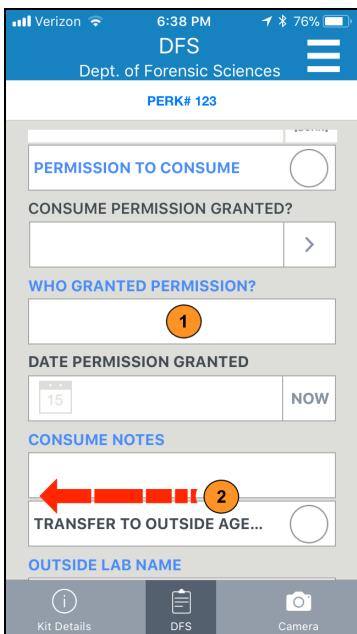


FIGURE 7-31: Agency Panel

The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 7-31:

1. Enter the information as necessary.

- **DFS Receives Kit** - is a timestamp field to indicate when DFS took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at DFS. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.
- **DFS Number** - free text field to enter a Department of Forensic Sciences number.
- **DFS Personnel Receiving Kit** - drop down list to select personnel receiving the PERK.
- **Badge** - free text field to enter badge information.
- **Transfer to Outside Lab** - when entered, the survivor portal will display a message indicating the PERK was sent to an outside lab.
- **Permission to Consume** - details to track Consume requests and if approved or denied.
- **Transfer to DNA** - when the PERK is ready to turn over to FBU, the user should enter a timestamp. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.

2. Swipe to continue.

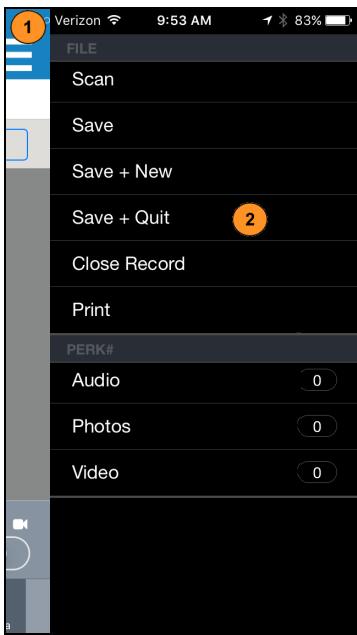


FIGURE 7-32: Record Menu

The next step is to save and close the PERK, as shown in FIGURE 7-32:

1. Tap the **menu** icon to display the menu.

2. Tap **Save + Quit** to save the PERK record and return to the main screen.

Chapter 8 - Office of the Chief Medical Examiner Guide

The following chapter provides Office of the Chief Medical Examiner (OCME) users guided steps to accomplish their role in the HC Standard® PERK Tracking System.

Topics include:

8 - 1: Working with a PERK using the Web	81
8 - 1.1 Logging in to HC Standard®	81
8 - 1.2 Accessing a Workspace	81
8 - 1.3 Accessing a Matrix	82
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8 - 1: Working with a PERK using the Web

Office of the Chief Medical Examiner (OCME) users are able to work with PERKs from either the Web or Mobile module. The following process will show a user how to work with a PERK using the Web.

8 - 1.1 Logging in to HC Standard®

To work with a PERK, first log in to HC Standard, as shown in FIGURE 8-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

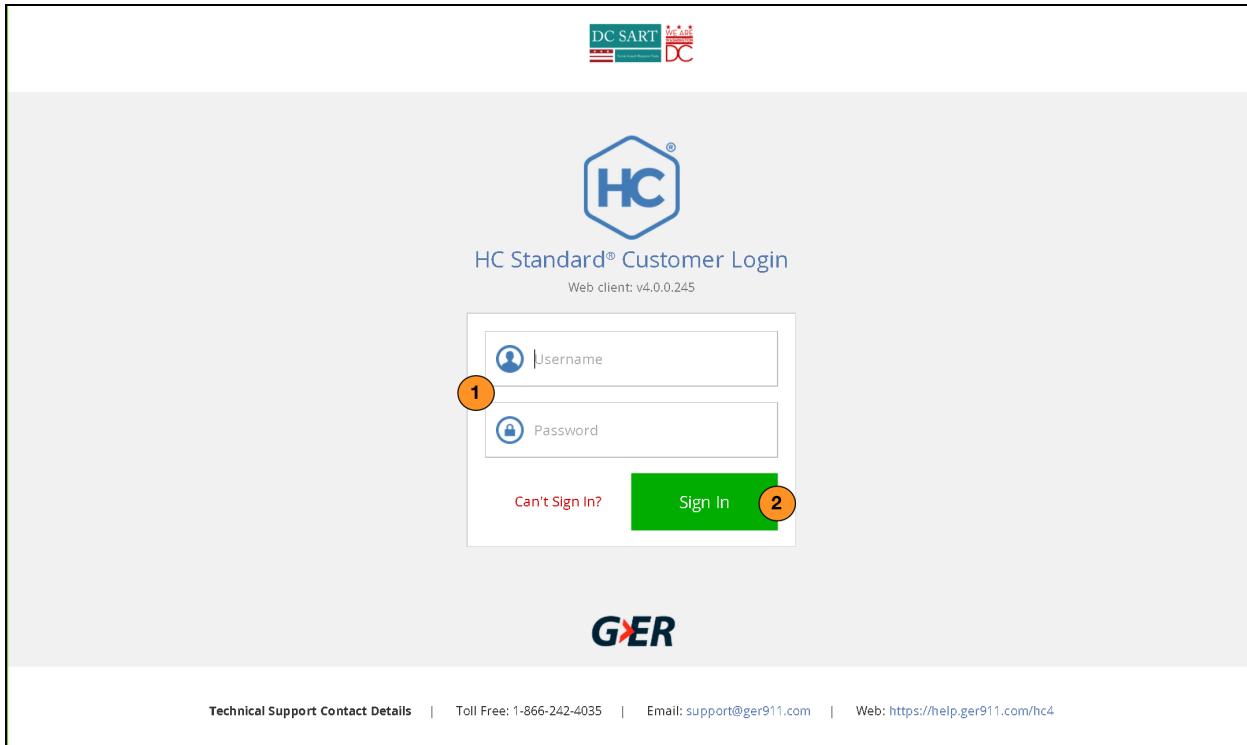


FIGURE 8-1: Login Dialog

8 - 1.2 Accessing a Workspace

Open the Office of the Chief Medical Examiner workspace, as shown in FIGURE 8-2:

1. Click or tap the **Workspaces** button.
2. Click or tap the **Office of the Chief Medical Examiner** workspace.

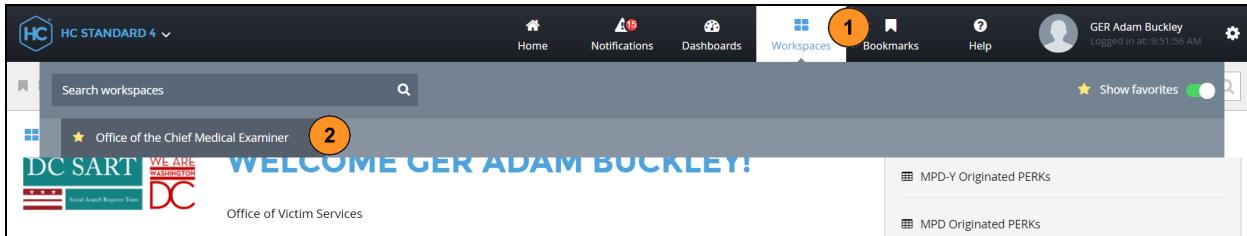


FIGURE 8-2: Select Workspace

8 - 1.3 Accessing a Matrix

OCME has a matrix in their workspace, as shown in FIGURE 8-3:

- **OCME PERK Kits** - kits in this matrix have the status **Active**. This matrix represents PERKs that are active in the system and assigned to a survivor. PERKs that appear here are either in possession by OCME or incoming kits from a forensic nurse or MPD.

1. Click or tap **OCME PERK Kits** to continue.

FIGURE 8-3: Sample OCME workspace

8 - 1.4 Updating PERK Office of the Chief Medical Examiner Agency Information

1. Click or tap the pencil icon next to the desired kit, as shown in FIGURE 8-4.

	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
<input type="radio"/>	1mmorepo...	Active									
<input type="radio"/>	child1	Active									
<input type="radio"/>	mdg22	Active	Winkler	Ann		666 Hollywo...	Boston	MA	25847	555-123-1212	

FIGURE 8-4: Select Kit

Navigate to and update PERK information, as shown in FIGURE 8-5:

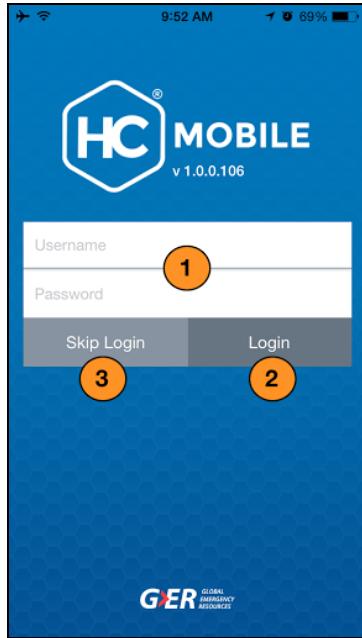
1. Click or tap the **OCME** section to enter PERK data.
2. Enter the **information**, as necessary.
 - **OCME Receives Kit** - is a timestamp field to indicate when OCME took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at OCME. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.
 - **LAN** - free text field to enter LAN information.
 - **Tox Analyst Receiving Kit** - drop down list to select the Toxicology Analyst performing work on the PERK.
 - **Tox Analyst Badge** - free text field to enter badge information.
 - **Toxicology Start & End Time** - timestamp fields to indicate when the Tox Analyst starts and stops work on the PERK. Tap the **NOW** button to enter current date and time or *manually* select a **date** and **time**.
 - **Tox Report Upload?** - Yes/No options.
 - **Transfer to Outside Lab** - when entered, the survivor portal will display a message indicating the PERK was sent to an outside lab.
 - **Specimen Disposal** - when the specimens are destroyed, users should enter a timestamp. Once a timestamp is entered, the PERK will show as completed OCME in the survivor portal. Tap the **NOW** button to enter the current date and time or *manually* select a date and time. The user will see a matrix warning when saving the record with a timestamp and should select **OK** to proceed.
3. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

FIGURE 8-5: Edit PERK

8 - 2: Working with a PERK on a Mobile Device

OCME users are able to work with PERKs from either the Web or Mobile module. The following process will show a user how to work with a PERK using the mobile module.

8 - 2.1 Logging in to HC Mobile™

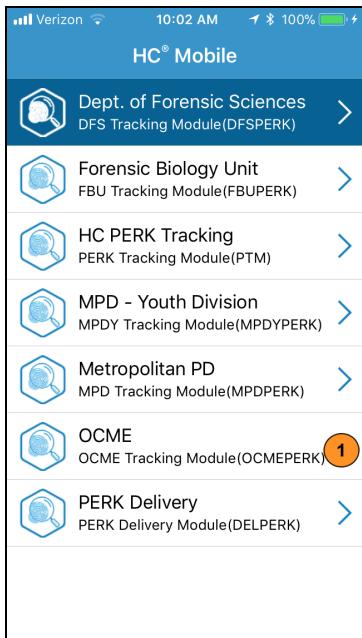


Log in, as shown in FIGURE 8-6.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are unavailable, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Data can be entered into HC Mobile™ at this point; however, no data will synchronize to the server until proper user credentials are entered.

FIGURE 8-6: Login Screen

8 - 2.2 Selecting a Module

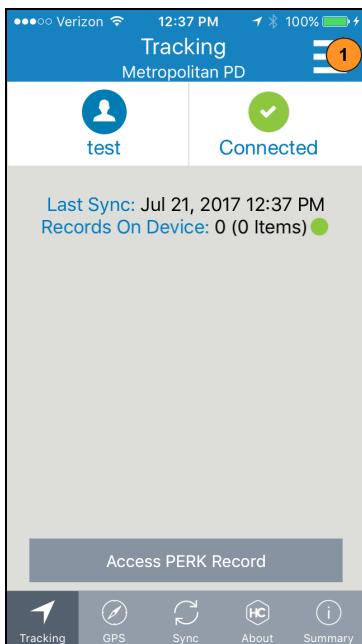


If this is the first time a user is using the device, the module selector will display. Subsequent logins will skip this step. Most OCME users will only see one module. Select HC PERK Tracking, as shown in FIGURE 8-7.

1. From the application launcher, select **OCME**.

FIGURE 8-7: Module Selector

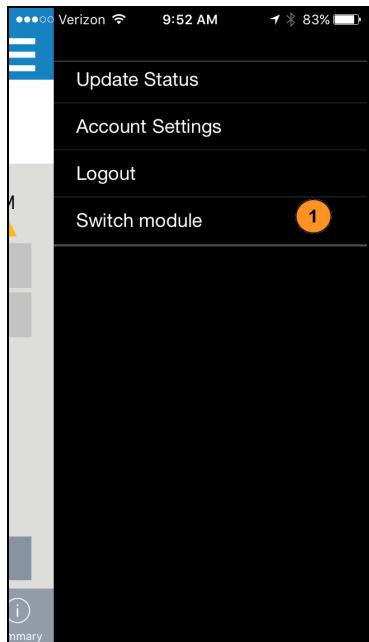
If users have logged in to HC Mobile™ before, they may start in a different module. Follow the steps below to switch to a different module and begin updating PERK information.



To access the menu, as shown in FIGURE 8-8:

1. Tap the **Menu** button to access the menu.

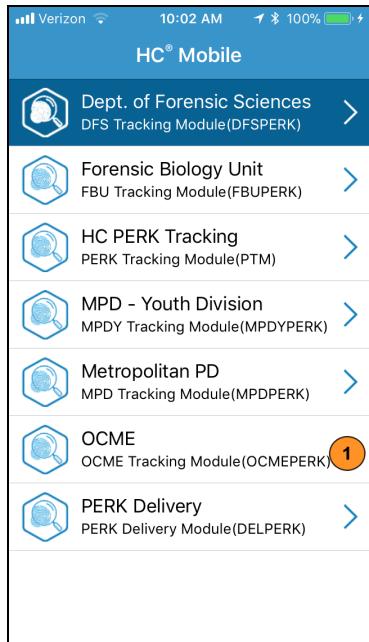
FIGURE 8-8: Menu



Menu Items include, as shown in FIGURE 8-9:

1. Tap **Switch Module** to change to another HC Mobile™ application.

FIGURE 8-9: Menu Items



Select OCME, as shown in FIGURE 8-10.

1. From the application launcher, select **OCME**.

FIGURE 8-10: Module Selector

8 - 2.3 Updating PERK Office of the Chief Medical Examiner Agency Information

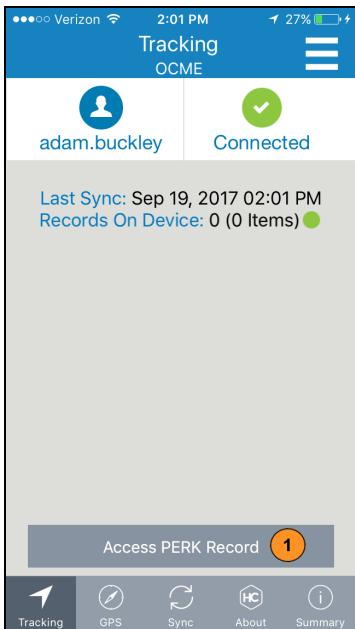


FIGURE 8-11: Record Button

Scanning a PERK barcode will retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 8-11.

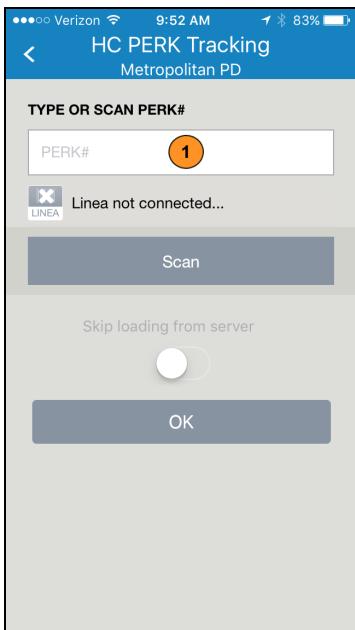


FIGURE 8-12: PERK #

The next step requires the user to enter PERK #, as shown in FIGURE 8-12:

1. Enter a **PERK#**. The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

The Kit Details panel displays the following information:

Kit Details	
Dept. of Forensic Sciences	
PERK# abc123	
Last Name	McNeil
First Name	
Middle Name	
Phone	555-123-1212
Address	129 POPLAR ST
City	ROSLINDALE
State	MA
ZIP	<input type="text"/> 02139 (1)

At the bottom are three buttons: Kit Details, DFS, and Camera.

FIGURE 8-13: Kit Details Panel

The next panel contains survivor demographic fields. This is a read-only panel used to confirm the PERK in front of the user is the desired PERK. Continue, as shown in FIGURE 8-13:

1. Swipe to continue.

The OCME panel displays the following fields:

OCME	
OCME	
PERK# abc123	
OCME RECEIVES KIT	
15	NOW
LAN	
TOX ANALYST RECEIVING KIT	
	>
TOX ANALYST BADGE (1)	
<input type="text"/> 15	SCAN
TOXICOLOGY START TIME	
15	NOW
TOXICOLOGY END TIME	
15	NOW

At the bottom are three buttons: Kit Details, OCME, and Camera.

FIGURE 8-14: Agency Panel

The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 8-14:

1. Enter the information as necessary.

- **OCME Receives Kit** - is a timestamp field to indicate when OCME took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at OCME. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.
- **LAN** - free text field to enter LAN information.
- **Tox Analyst Receiving Kit** - drop down list to select the Toxicology Analyst performing work on the PERK.
- **Tox Analyst Badge** - free text field to enter badge information.
- **Toxicology Start & End Time** - timestamp fields to indicate when the Tox Analyst starts and stops work on the PERK. Tap the **NOW** button to enter current date and time or *manually* select a date and time.
- **Tox Report Upload?** - Yes/No options.
- **Transfer to Outside Lab** - when entered, the survivor portal will display a message indicating the PERK was sent to an outside lab.
- **Specimen Disposal** - when the specimens are destroyed, users should enter a timestamp. Once a timestamp is entered, the PERK will show as completed OCME in the survivor portal. Tap the **NOW** button to enter the current date and time or *manually* select a date and time.

2. Swipe to continue.

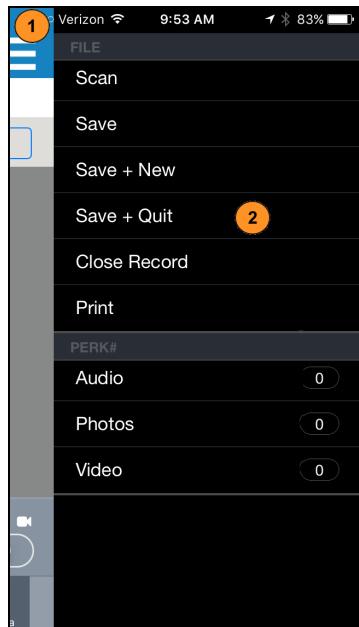


FIGURE 8-15: Record Menu

The next step is to save and close the PERK, as shown in FIGURE 8-15:

1. Tap the **menu** icon to display the menu.
2. Tap **Save + Quit** to save the PERK record and return to the main screen.

Chapter 9 - Forensic Biology Unit Guide

The following chapter provides Forensic Biology Unit users guided steps to accomplish their role in the HC Standard® PERK Tracking System.

Topics include:

9 - 1: Working with a PERK using the Web	91
9 - 1.1 Logging in to HC Standard®	91
9 - 1.2 Accessing a Workspace	91
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9 - 2: Working with a PERK on a Mobile Device	94
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9 - 2.3 Updating PERK Forensic Biology Unit Agency Information	97

9 - 1: Working with a PERK using the Web

Forensic Biology Unit (FBU) users are able to work with PERKs from either the Web or Mobile module. The following process will show a user how to work with a PERK using the Web.

9 - 1.1 Logging in to HC Standard®

To work with a PERK, first log in to HC Standard, as shown in FIGURE 9-1:

1. Type the valid **Username** and **Password**, provided by an Admin.
2. Click or tap the **Sign In** button.

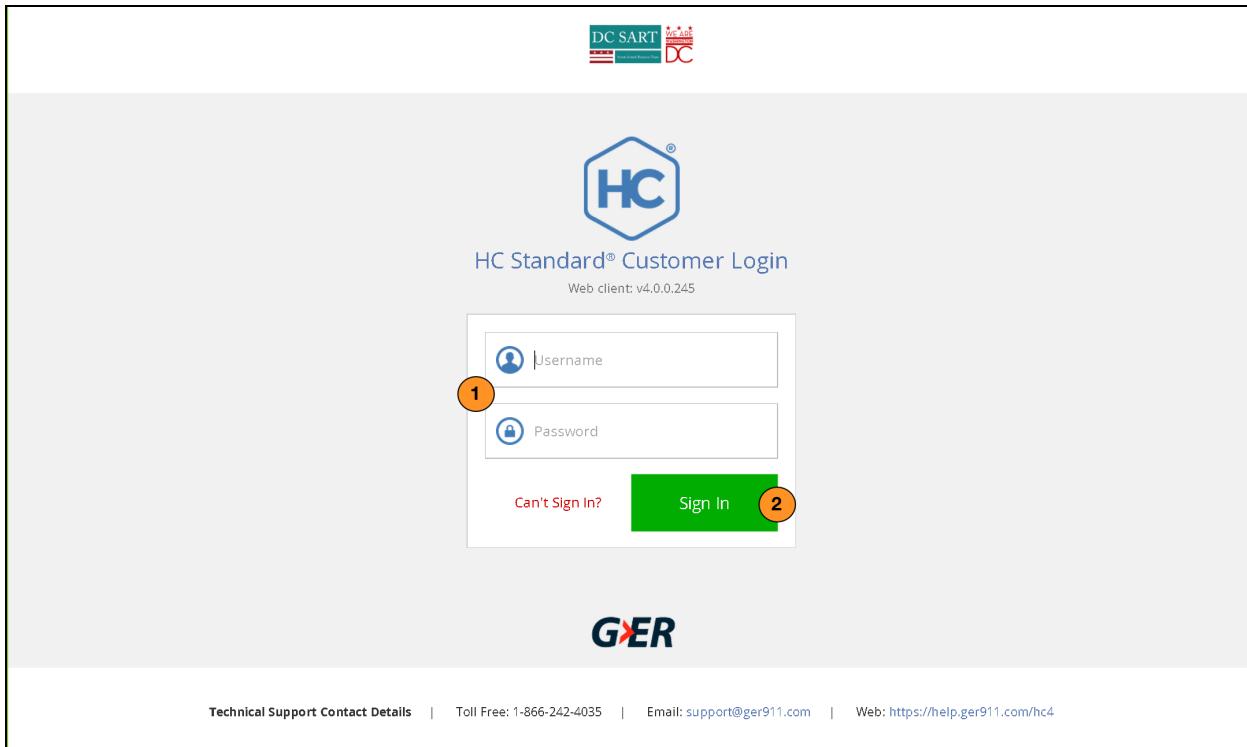


FIGURE 9-1: Login Dialog

9 - 1.2 Accessing a Workspace

Open the Forensic Biology Unit workspace, as shown in FIGURE 9-2:

1. Click or tap the **Workspaces** button.
2. Click or tap the **Forensic Biology Unit** workspace.

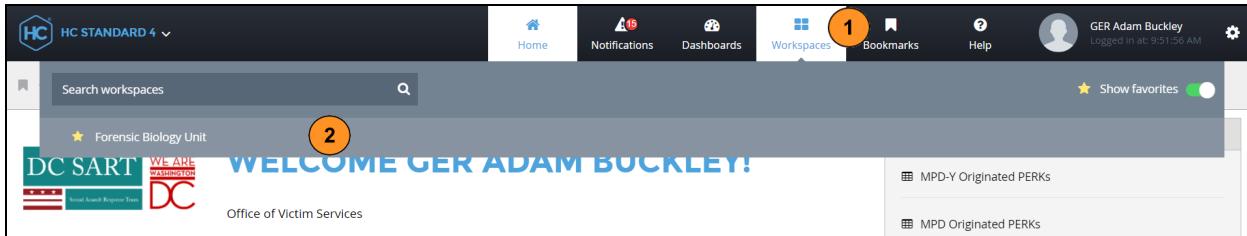


FIGURE 9-2: Select Workspace

9 - 1.3 Accessing a Matrix

FBU has a matrix in their workspace, as shown in FIGURE 9-3:

- **Forensic Biology Unit PERK Kits** - kits in this matrix have the status **Active**. This matrix represents PERKs that are active in the system and assigned to a survivor. PERKs that appear here are either in possession by FBU or incoming kits from DFS.

1. Click or tap **Forensic Biology Unit PERK Kits** to continue.

The screenshot shows a software interface for the 'Forensic Biology Unit'. In the top left, there's a sidebar with a grid icon and a dark vertical bar. The main area has a title bar 'Forensic Biology Unit' and a search bar 'Search all workspace items'. Below the title bar is a section titled 'MATRICES' with a sub-section 'Forensic Biology Unit Perk Kits'. A single row in this matrix is highlighted with a light orange background and has the number '1' circled in orange at the top right of its cell.

FIGURE 9-3: Sample FBU workspace

9 - 1.4 Updating PERK Forensic Biology Unit Agency Information

1. Click or tap the **pencil** icon next to the desired kit, as shown in FIGURE 9-4.

The screenshot shows a detailed view of the 'Forensic Biology Unit PERK Kits' list. At the top, there's a breadcrumb navigation: 'Forensic Biology Unit > Matrices > Forensic Biology Unit Perk Kits'. To the right is a green circular icon with a white heart and the text 'DATA SYNC IS ONLINE'. Below the header is a toolbar with buttons for 'Bulk actions', 'Sort and Filter', 'Display', 'Import/Export', 'Add Entity', 'Create SubMatrix', and 'Tools'. The main area is a table with columns: Kit Num..., Perk Act..., Last Na..., First Na..., Middle ..., Address, City, State, ZIP, Phone, and Email Ad... . There are four rows of data. The second row, which corresponds to the kit '1mmorepo...', has its edit icon (pencil) circled in orange. The data in the table is as follows:

Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
1mmorepo...	Active									
child1	Active									
mdg22	Active	Winkler	Ann		666 Hollywo...	Boston	MA	25847	555-123-1212	

FIGURE 9-4: Select Kit

Navigate to and update PERK information, as shown in FIGURE 9-5:

1. Click or tap the **FBU** section to enter PERK data.
2. Enter the **information**, as necessary.
 - **FBU Receives Kit** - is a timestamp field to indicate when FBU took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at FBU. Tap the **NOW** button to enter the current date and time or *manually* select a **date** and **time**.
 - **FBU Analyst Receiving Kit** - drop down list to select the analyst receiving the PERK.
 - **Badge Information** - a free text field used to enter badge information.
 - **Analyst Start Time** - timestamp analyst begins work on the PERK. Tap the **NOW** button to enter the current date and time or *manually* select a **date** and **time**.
 - **Ready To Return to DFS?** - when the PERK is complete, mark Yes. DFS users will see the kit in their matrix.
 - **Analyst End Time** - when the analyst completes work on the PERK, a timestamp should be entered. Tap the **NOW** button to enter the current date and time or *manually* select a **date** and **time**. When a timestamp is entered, the PERK will show complete at FBU on the Survivor Portal. The user will see a matrix warning when saving the record with a timestamp and should select **OK** to proceed.
3. Click or tap **Save** when complete or click or tap **Back** to return to the matrix. Users will receive a warning if they have entered data but not saved.

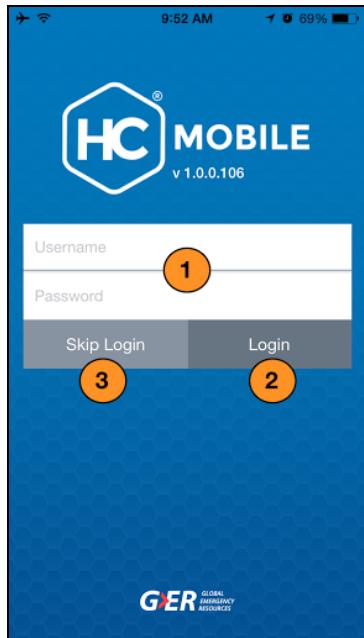
The screenshot shows the 'OCME' tab selected in the navigation bar. The main area displays various timestamp and dropdown fields for managing a PERK. The 'Save' button is highlighted with a red circle labeled '3'. A second red circle labeled '2' highlights the 'Tox Analyst Receiving Kit' dropdown. A third red circle labeled '1' highlights the 'OCME Receives Kit' timestamp field.

FIGURE 9-5: Edit PERK

9 - 2: Working with a PERK on a Mobile Device

FBU users are able to work with PERKs from either the Web or Mobile module. The following process will show a user how to work with a PERK using the mobile module.

9 - 2.1 Logging in to HC Mobile™

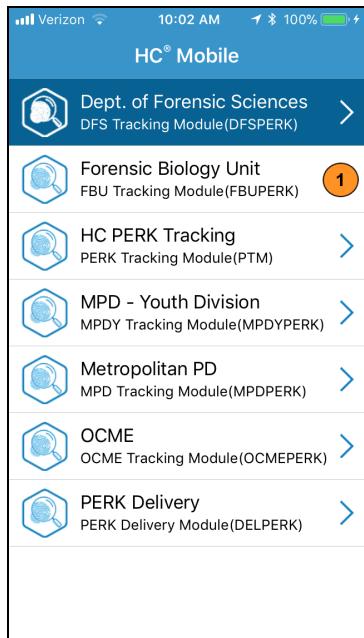


Log in, as shown in FIGURE 9-6.

1. Enter **Username** and **Password** as provided by an HC Standard® Administrator.
2. Tap the **Login** button.
OR
3. If username and password are unavailable, the user can tap the **Skip Login** button to enter the HC Mobile™ application. Data can be entered into HC Mobile™ at this point; however, no data will synchronize to the server until proper user credentials are entered.

FIGURE 9-6: Login Screen

9 - 2.2 Selecting a Module

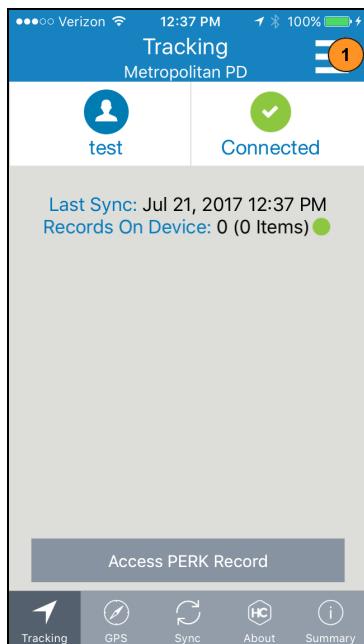


If this is the first time a user is using the device, the module selector will display. Subsequent logins will skip this step. Most FBU users will only see one module. Select HC PERK Tracking, as shown in FIGURE 9-7.

1. From the application launcher, select **Forensic Biology Unit**.

FIGURE 9-7: Module Selector

If users have logged in to HC Mobile™ before, they may start in a different module. Follow the steps below to switch to a different module and begin updating PERK information.



To access the menu, as shown in FIGURE 9-8:

1. Tap the **Menu** button to access the menu.

FIGURE 9-8: Menu

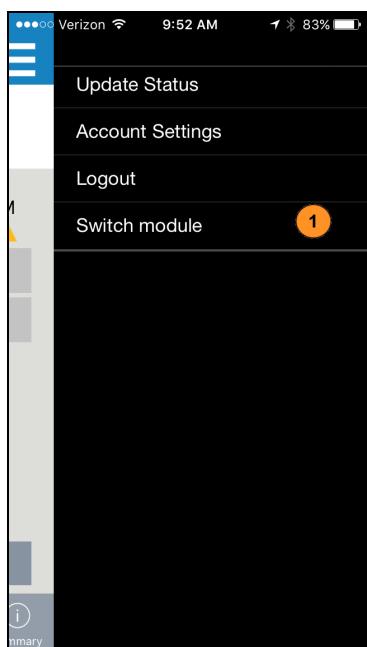


FIGURE 9-9: Menu Items

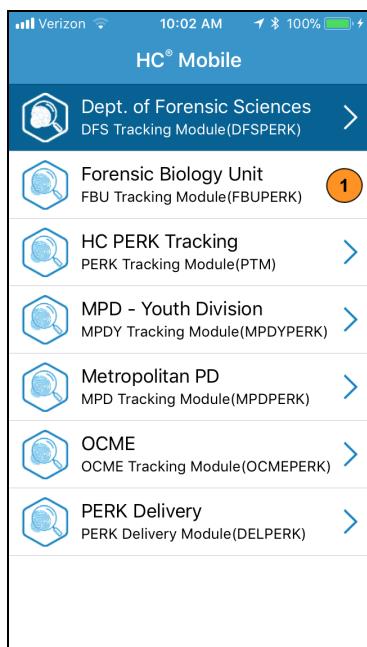


FIGURE 9-10: Module Selector

Menu Items include, as shown in FIGURE 9-9:

1. Tap **Switch Module** to change to another HC Mobile™ application.

Select FBU, as shown in FIGURE 9-10.

1. From the application launcher, select **Forensic Biology Unit**.

9 - 2.3 Updating PERK Forensic Biology Unit Agency Information

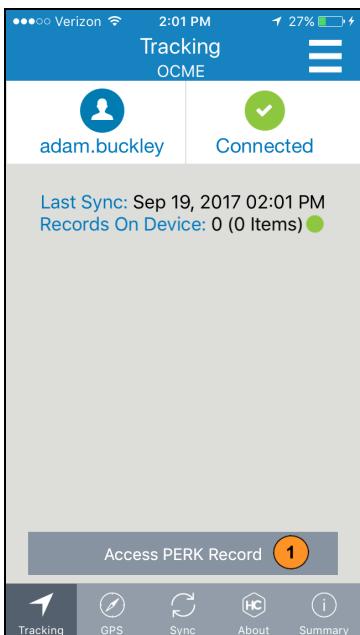


FIGURE 9-11: Record Button

Scanning a PERK barcode will retrieve existing information that has already been entered into the system for that PERK Record.

1. Tap the **Access PERK Record** button on the Main Screen, as shown in FIGURE 9-11.

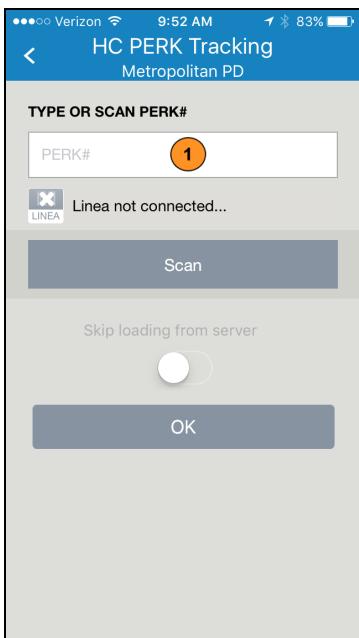


FIGURE 9-12: PERK #

The next step requires the user to enter PERK #, as shown in FIGURE 9-12:

1. Enter a **PERK#**. The PERK# is a unique string assigned to a personal evidence recovery kit. All information on the kit is stored under this PERK# and is available for recall and updating at later dates.

FIGURE 9-13: Kit Details Panel

The next panel contains survivor demographic fields. This is a read-only panel used to confirm the PERK in front of the user is the desired PERK. Continue, as shown in FIGURE 9-13:

1. *Swipe* to continue.

FIGURE 9-14: Agency Panel

The next panel contains data fields regarding the PERK. For updating PERK details, as shown in FIGURE 9-14:

1. *Enter the information* as necessary.
 - **FBU Receives Kit** - is a timestamp field to indicate when FBU took ownership of the PERK. When this field is entered, the Survivor Portal will reflect the PERK being in progress at FBU. *Tap the NOW button to enter the current date and time or manually select a date and time.*
 - **FBU Analyst Receiving Kit** - drop down list to select the analyst receiving the PERK.
 - **Badge Information** - a free text field used to enter badge information.
 - **Analyst Start Time** - timestamp analyst begins work on the PERK. *Tap the NOW button to enter the current date and time or manually select a date and time.*
 - **Ready To Return to DFS?** - when the PERK is complete, mark Yes. DFS users will see the kit in their matrix.
 - **Analyst End Time** - when the analyst completes work on the PERK, a timestamp should be entered. *Tap the NOW button to enter the current date and time or manually select a date and time.* When a timestamp is entered, the PERK will show complete at FBU on the Survivor Portal.
2. *Swipe* to continue.

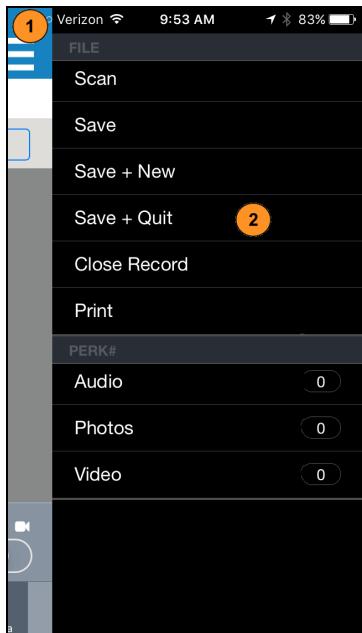


FIGURE 9-15: Record Menu

The next step is to save and close the PERK, as shown in FIGURE 9-15:

1. Tap the **menu** icon to display the menu.
2. Tap **Save + Quit** to save the PERK record and return to the main screen.