

# **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 Victim 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.

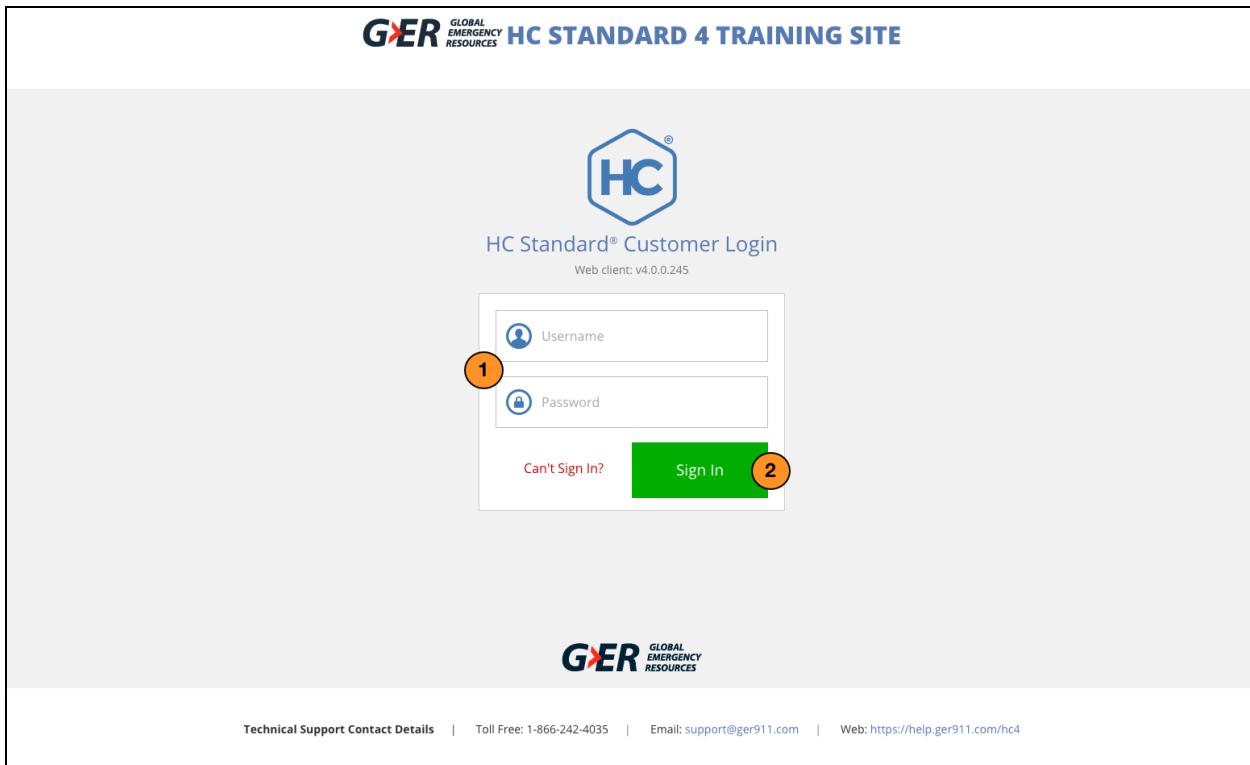


FIGURE 2-1: Login Dialog

## 2 - 2: Accessing HC PERK Tracker

Each participating agency in HC PERK Tracker 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.

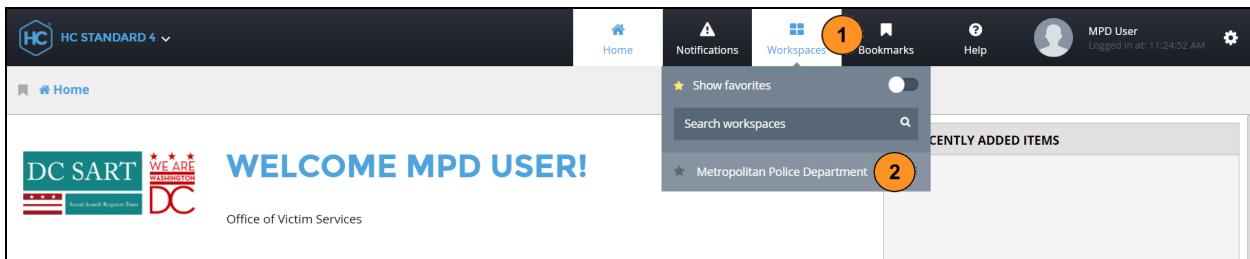


FIGURE 2-2: Select Workspace

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

The screenshot shows a workspace titled 'Metropolitan Police Department'. On the left, there's a sidebar with 'OVERVIEW' and 'MATRICES' sections. The main area is titled 'MATRICES' and contains a list with one item: 'MPD Perk Kits'. An orange circle highlights the number '1' next to the item name.

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 table titled 'MPD PERK KITS' with 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...

At the bottom, it says '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 DETAILS

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

FIGURE 2-6: View Kit Details

## 2 - 4: Updating PERK Kit Information

A user may also update PERK information from the web instead of from the mobile module. To update kit information, 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 **Agency acronym** 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

Creating a new PERK Number is limited to only Forensic Nurse Examiner, Children's National Medical Center, and Central Evidence Unit users. These 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 staging for future use.

FNE, CNMC, and CEU users have two matrices in their workspace, as shown in FIGURE 2-9:

1. **FNE/CNMC/CEU Perk Kits** - kits in this matrix have the status **Active**. This matrix represents PERKs that are active in the system and assigned to a victim.
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.

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.

	Kit Num...	Perk Act...	Last Na...	First Na...	Middle ...	Address	City	State	ZIP	Phone	Email Ad...
<input type="radio"/>	mdg5161	Active	Mahoney	Mike	Tiberius						
<input type="radio"/>	mdg516u	Active	Grey	Alex							
<input type="radio"/>	a8	Active	CLARK	MARY	79 Central A...	Los Angeles	GA	23375	555-123-1212		

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 Victim Portal
  - **Inactive** - the PERK record is not active in the system and unavailable for query from the Victim Portal
  - **Unused** - the PERK record is not in use. This status is often given to staging 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. The 'Kit Number' field (1) is highlighted with a red circle. The 'Perk Active Status' dropdown (2) is open, showing 'Active' (green), 'Inactive' (blue), and 'Unused' (pink). The 'State' dropdown (3) is also visible. The top right features a 'Save' button (4) and other standard UI elements like 'Cancel' and 'Save and Next'.

FIGURE 2-11: Create PERK Number - Kit Details

## 2 - 6: Marking a PERK Inactive

FNE, CNMC, and CEU 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 Victim PERK Tracker 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.

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.

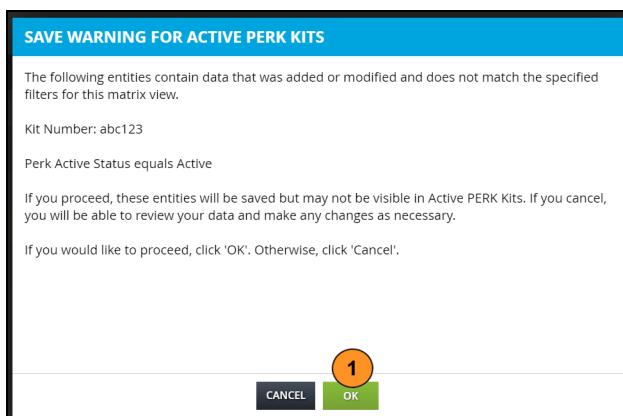


FIGURE 2-13: Save Warning

## 2 - 7: Viewing PERK Reports

To view a report within a Workspace:

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

### 2 - 7.1 Report Controls

---

The controls found at the top of the **Report** preview are explained in FIGURE 2-14.

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 2-14: Report Controls

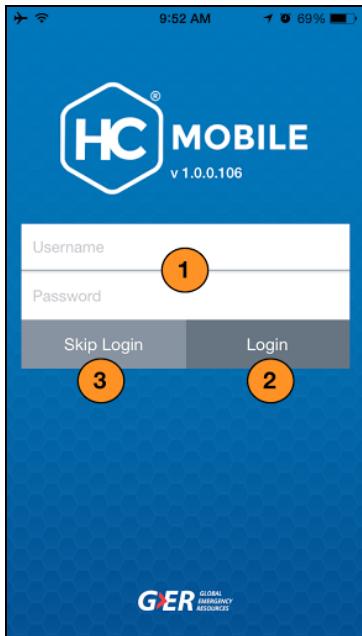
# Chapter 3 - Using HC PERK Tracking Mobile

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: Launch HC Mobile™

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

## 3 - 2: Login 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

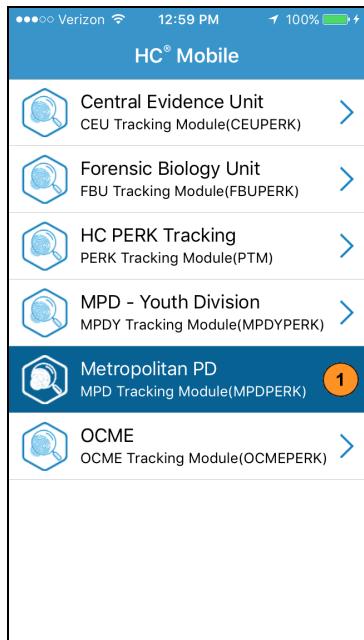


FIGURE 3-2: Module Selector

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:

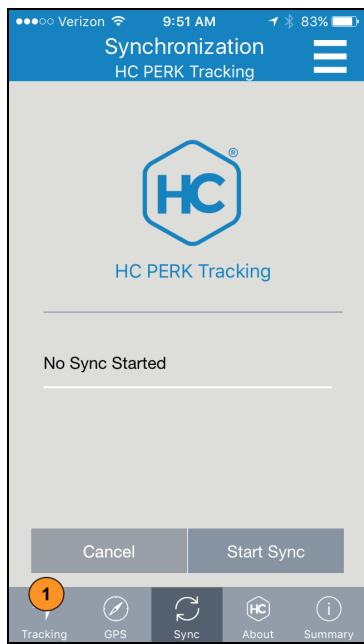
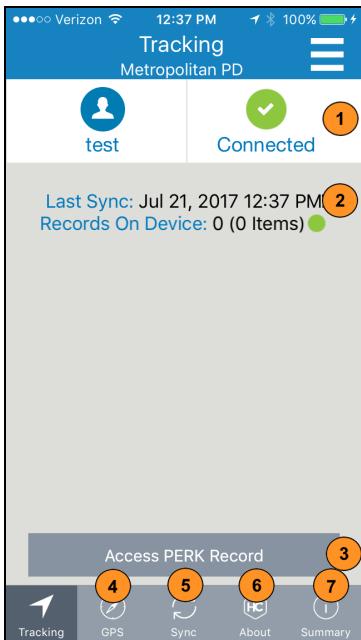


FIGURE 3-3: Sync Screen

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: Module Menu

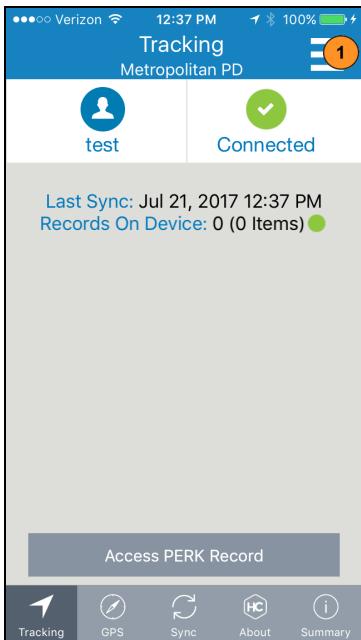
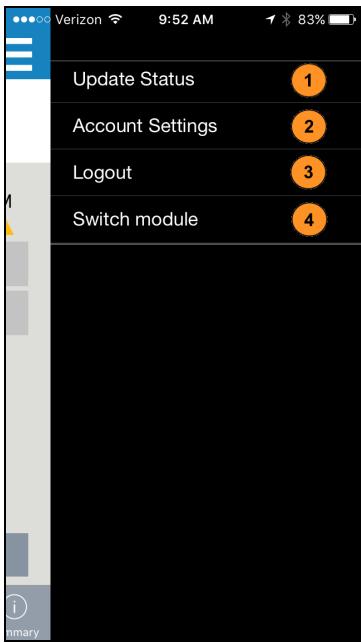


FIGURE 3-5: Menu

To access the menu, as shown in FIGURE 3-5:

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



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

1. **Update Status** - Only available for Forensic Nurse users, see "Forensic Nurse Users - Status Panel" on page 14.
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

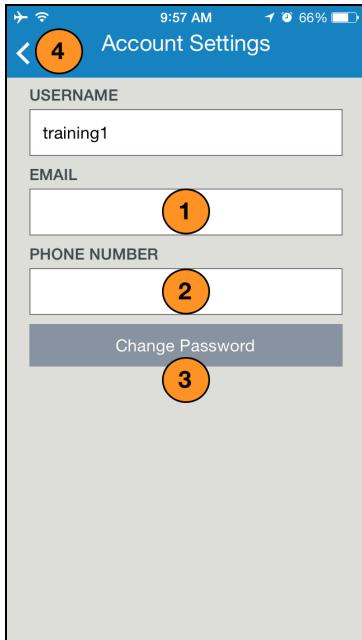


FIGURE 3-7: Account Settings

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.

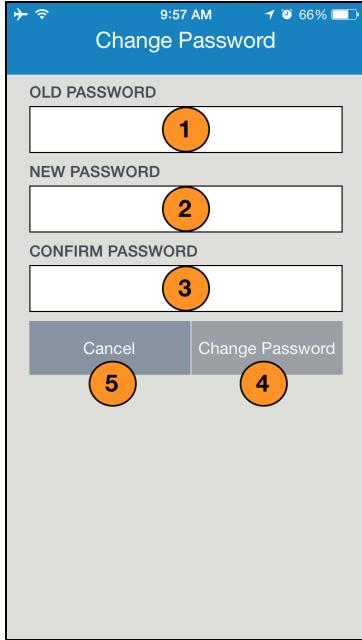


FIGURE 3-8: Change Password

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.

## 3 - 6: Forensic Nurse Users - Status Panel

The Status Panel, as shown in FIGURE 3-9, is where the forensic nurse 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:

Originating Facility	Perk Status
<ul style="list-style-type: none"><li><b>FNE</b> - Forensic Nurse Examiners<ul style="list-style-type: none"><li>Records tagged with <b>FNE</b> are classified as adult kits</li></ul></li><li><b>CNMC</b> - Children's National Medical Center<ul style="list-style-type: none"><li>Records tagged with <b>CNMC</b> are classified as youth kits</li></ul></li></ul>	<ul style="list-style-type: none"><li><b>Active</b> - the PERK record is active in the system and available to be queried from the Victim Portal</li><li><b>Inactive</b> - the PERK record is not active in the system and unavailable for query from the Victim Portal</li><li><b>Unused</b> - the PERK record is not in use. This status is often given to staging kits.</li></ul>

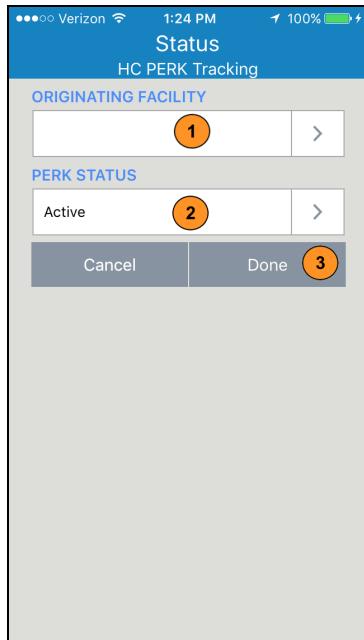


FIGURE 3-9: Status Panel

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

### 3 - 7: Entering Record Information

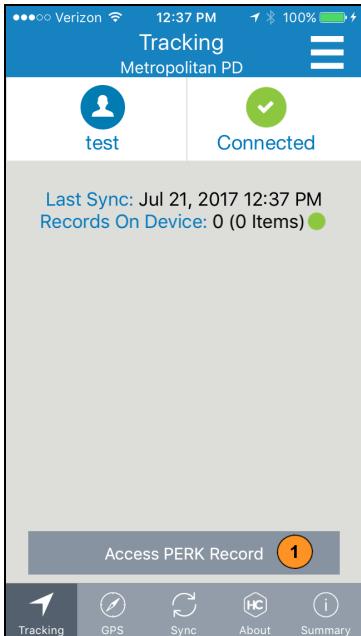


FIGURE 3-10: Record Button

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.

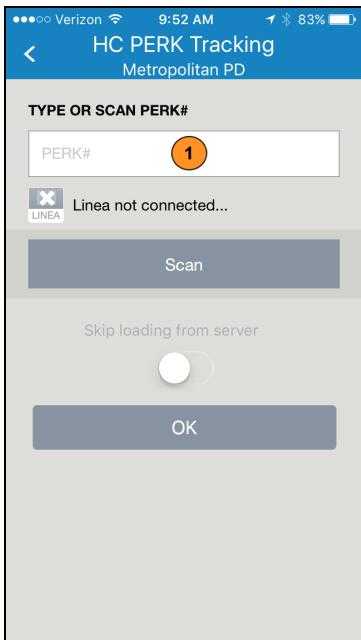


FIGURE 3-11: PERK #

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 #:



FIGURE 3-12: Camera Scan Window

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.

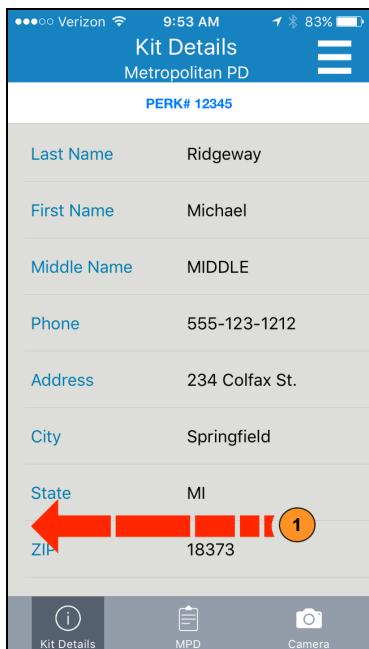


FIGURE 3-13: Kit Details Panel

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.

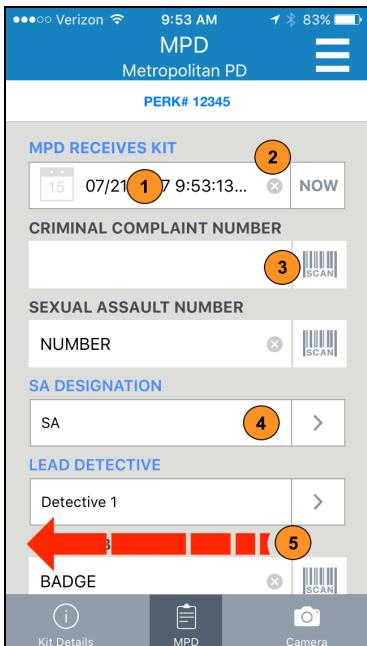


FIGURE 3-14: Agency Panel

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.

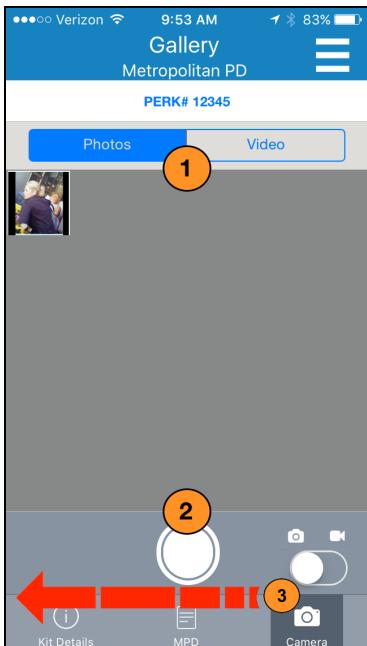


FIGURE 3-15: Camera Panel

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.

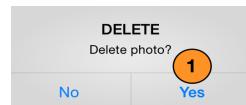
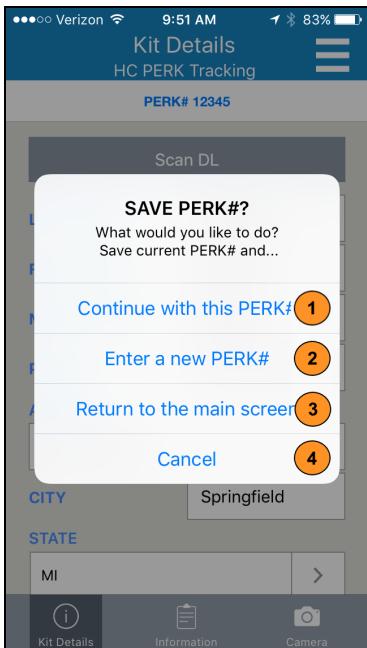


FIGURE 3-16: Delete Confirmation



Using the Save PERK#? prompt, as shown in FIGURE 3-17:

The user will be asked to save the record after *swiping* from the **Camera** screen.

The record will *automatically* be saved and the user decides what action to take next:

1. **Continue with this PERK#** - Saves and keeps current record open.
2. **Enter a new PERK#** - Saves the current record and navigates to the Type or Enter PERK# panel.
3. **Return to the main screen** - Saves the current record and returns to the Main Screen.
4. **Cancel** - Does not save the record at this time and keeps the record open.

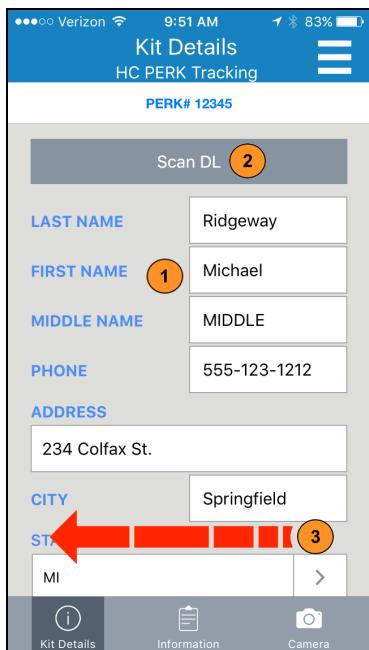
FIGURE 3-17: Next Steps Panel



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

### 3 - 9: Forensic Nurse Users - Update Kit Details

Forensic Nurse users have the ability to update Kit Details on the first panel in their module.

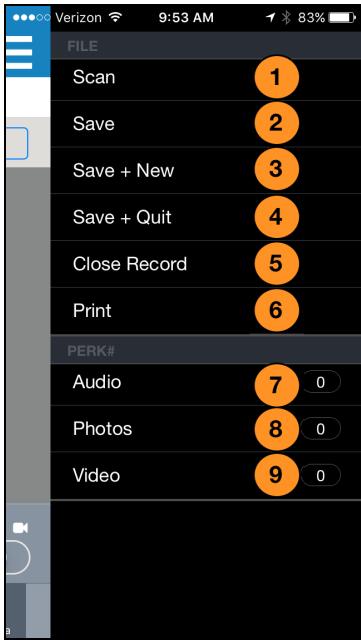


The next panel contains the agency specific data fields. Update the desired information, as shown in FIGURE 3-18:

1. Manually enter information.
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 3-18: Kit Details Panel

### 3 - 10: Additional Actions (While in a record)



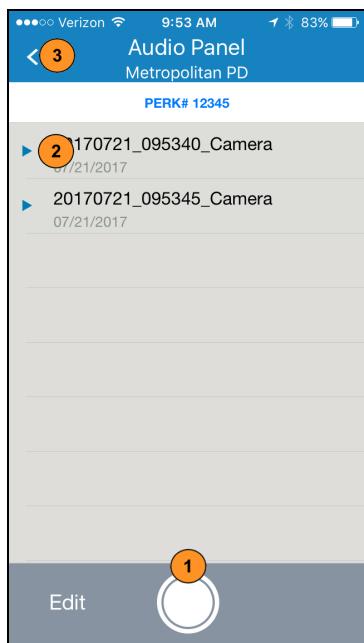
The **Menu** button allows users to perform the following additional functions within a patient record, as shown in FIGURE 3-19:

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.

FIGURE 3-19: Record Menu

### 3 - 11: 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 3-20:

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 3-20: Audio Panel

### 3 - 12: 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.

# Chapter 4 - Victim PERK Tracker Portal

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

## 4 - 1: Filed Report Status

To begin, victims 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 Victim Portal

If the victim 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's a blue header with the HC logo and the title. Below it, a grey bar displays the kit number '12345 – Historical Status and Location/Information'. The main content area is divided into two sections: '1. Department status board' and '2. Historical Status and Location/Information'.

**1. Department status board:** This section shows four boxes representing different agencies. The first two boxes are green, indicating they have processed the kit. The third and fourth boxes are grey, indicating they have not yet processed it. Each box has a small icon below it: a checkmark for the first, three dots for the second, and a question mark for the third.

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		
Central Evidence Unit		

**2. Historical Status and Location/Information:** This section provides a detailed history of the kit's processing. It lists the agency name, date received, and number of days spent at each agency. The Metropolitan Police Department is listed as having received the kit on 8/08/2017, but the number of days is not specified. Other agencies listed include the Office of the Chief Medical Examiner, Central Evidence Unit, and Forensic Biology Unit.

FIGURE 4-2: PERK Portal

The information displayed will update as a PERK moves through the various agencies. The victim 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

Victims 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

Victims 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.

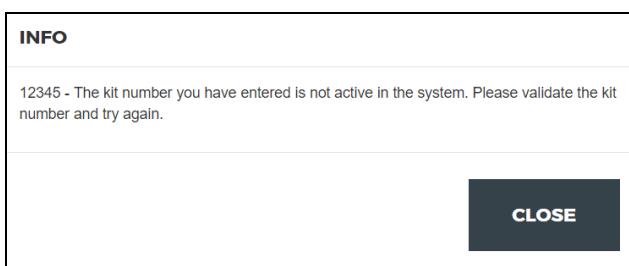


FIGURE 4-4: Inactive Kit Message