



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security

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Sexual Assault Evidence Kit Tracking System Task Force

Executive Office of Public Safety and Security
One Ashburton Place, Room 2133
Boston, MA 02108
December 5, 2018

Meeting Minutes

Members Attending: Undersecretary Matt Moran (Chair), Executive Office of Public Safety and Security (EOPSS); Lindy Aldrich, Victim Rights Law Center; Maureen Gallagher, Jane Doe, Inc.; Susie Marshall, Middlesex County District Attorney's Office; Erica Neu, Boston Police Department Crime Laboratory; Janice Peters, Massachusetts Hospitals Association; Katia Santiago-Taylor, Boston Area Rape Crisis Center; Joan Sham, MA Sexual Assault Nurse Examiner (SANE) Program; Jennifer Sprague, Plymouth County District Attorney's Office; Kristen Sullivan, Massachusetts State Police Crime Laboratory; Patricia Sullivan, Medford Police Department

Others Attending: Doug Levine, EOPSS; Samantha Frongillo, EOPSS; Michael Bishop, EOPSS; Jenny Barron, EOPSS; James Slater, Department of Criminal Justice Information Services; Stephanie McCarthy, Massachusetts Office for Victim Assistance; Kevin Kosiorek, Boston Police Department Crime Laboratory; Lisa Sears, Senator Cynthia Creem's Office; Richard Powell, Senator Cynthia Creem's Office; Dan Atkinson

The meeting convened at 10:00am.

Joan Sham requested an amendment to fourth bullet under her section on page 2 of the November 7, 2018 minutes to reflect that pediatric SANEs should have access to tracking system software. A motion was made to approve the November 7th minutes as amended by Joan Sham and was seconded by Kristen Sullivan. The motion passed unanimously.

Tim Stacy from STACS DNA (Simple Tracking and Control Software for DNA Labs), Inc. began a presentation detailing the company's statewide tracking system product, Track-Kit.

STACS DNA is operating in five states right now (i.e., Arizona, Washington, Michigan, Texas, and Nevada).

Cindy Chung from STACS DNA proceeded to give a demonstration of the sexual assault evidence kit tracking system.

The system features customizable portals for each user. Ms. Chung gave an overview of the tracking system from each of the five portals:

- 1) Hospital portal
- 2) Law enforcement portal
- 3) Crime lab portal
- 4) Survivor portal
- 5) Prosecutor portal

Track Kit guides a user through the entire process.

In response to questions from the Task Force members, Ms. Chung informed the group of the following information:

- The portal is mobile friendly.
- Home screen is a single page with tabs across the top (My Kit, Resources, Contacts, Clear Browser History, FAQ)
- Provides information on each kit (where collected, who collected, adult vs. pediatric kit, dates of pick up, etc.)
- There are options to have “user identifiable fields”.
- The system is highly configurable to adapt to a state’s specific needs.
- Can change portal between English and Spanish.
- Robust search tool to be able to quickly locate cases.
- There are training videos for each portal, as well as on-site and webinar trainings available as a part of a package of services.
- Multi-channel support for administrative users is offered via online chat, online ticketing (i.e., via email), telephone.
- A series of report options are available.

After the conclusion of the presentation, the Task Force engaged in a short debriefing discussion.

Chairman Moran indicated that EOPSS posted a request for information on CommBuys and STACS DNA was the only responsive vendor who both had a relevant product and wanted to offer a demonstration.

Chairman Moran also noted that the software as a service model, which would provide ongoing technical and other support services is critical. He also indicated that we will be able to refine the tracking system as we roll it out.

The Chairman briefly laid out a roadmap for the remaining one or two meetings.

The questions the Task Force needs to focus on are:

- 1) What are we statutorily required to do?
- 2) What do the core requirements for the system look like?

The next meeting of the Task Force will be Wednesday, January 9, 2019
Members were also asked to hold Wednesday, January 23, 2019 if necessary.

A motion to adjourn was made by Jennifer Sprague and seconded by Katia Santiago-Taylor. The motion passed unanimously.

The meeting adjourned at 11:31am.