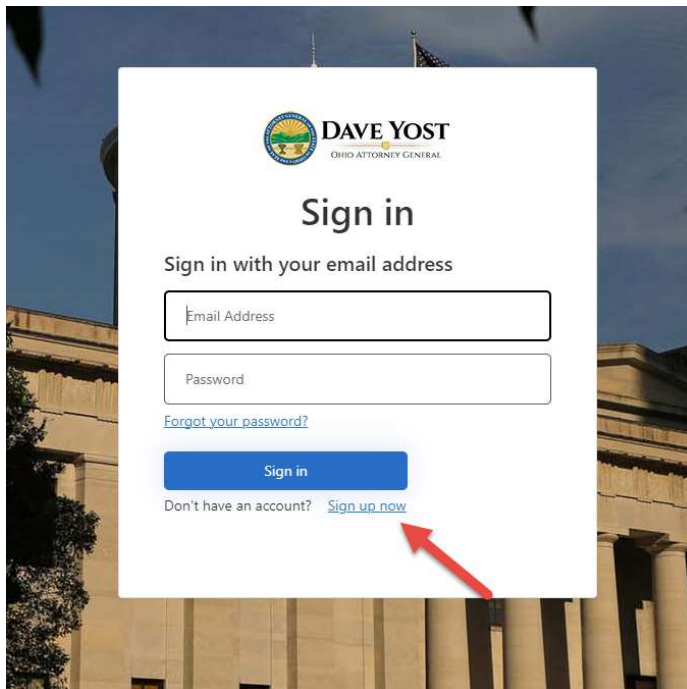


# SAK Annual Reporting

SAK reporting is for law enforcement, medical and laboratory entities, for access you need to create an account.

Go to <https://sakannualreporting.ohioattorneygeneral.gov/>

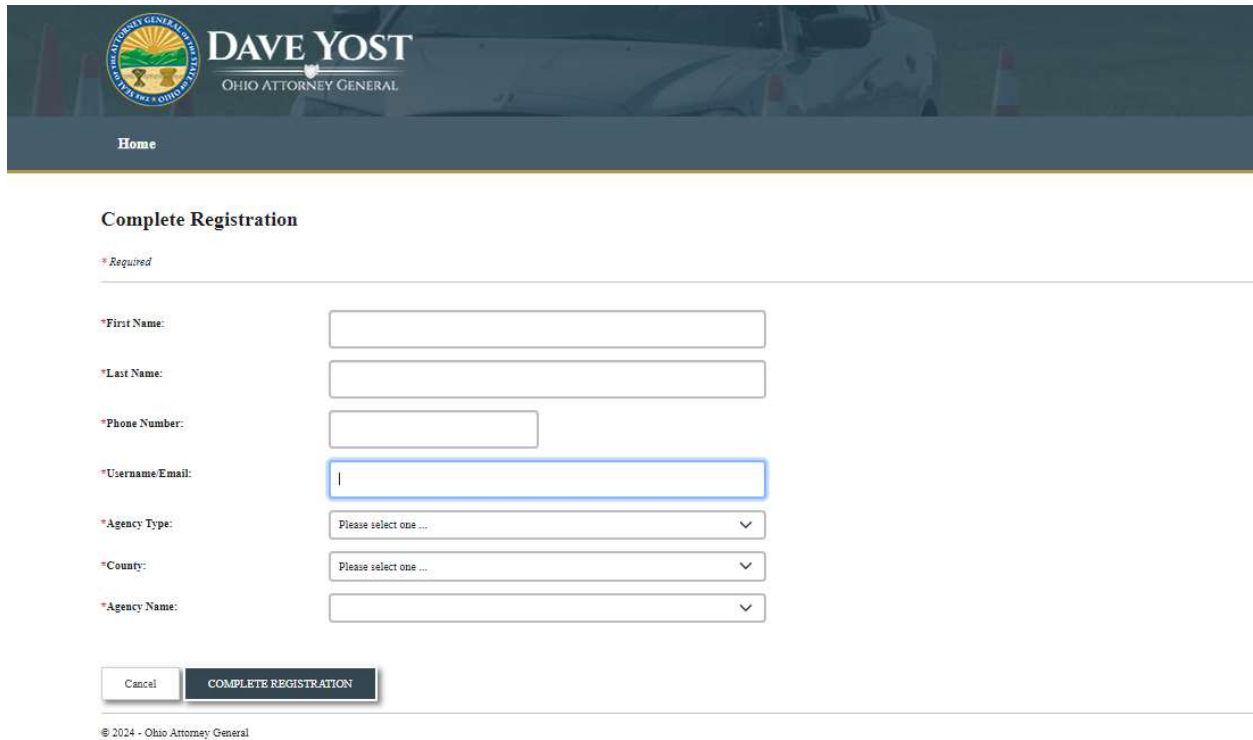
Click on sign up now



Complete the below information, by entering your email address and then select, send verification code. Once you have validated your email, you will be able to complete the additional fields by entering your preferred password, first name, last name and phone number. Then hit create.

The screenshot shows a mobile application interface for user registration. At the top left, there is a back arrow and the text 'Cancel'. The header features the logo of the Dave Yost Ohio Attorney General's office, which includes a circular seal with a sun and a plow, and the text 'DAVE YOST OHIO ATTORNEY GENERAL'. Below the header, the title 'User Details' is centered. The form consists of several input fields: 'Email Address' (with a red asterisk), 'New Password' (with a red asterisk), 'Confirm New Password' (with a red asterisk), 'First Name', 'Last Name', and 'Phone Number'. A blue button labeled 'Send verification code' is positioned below the email field, with a red arrow pointing to it. At the bottom of the form is a light blue button labeled 'Create'.

Next, you will need to complete the registration page, by confirming the information already auto-populated for you and by providing your agency type, county, agency name



The screenshot shows the 'Complete Registration' form on the Dave Yost Ohio Attorney General website. The header includes the Ohio Attorney General's seal and the name 'DAVE YOST OHIO ATTORNEY GENERAL'. Below the header is a 'Home' link. The form is titled 'Complete Registration' and has a 'Required' section. It contains the following fields:

- \*First Name:
- \*Last Name:
- \*Phone Number:
- \*Username/Email:
- \*Agency Type:
- \*County:
- \*Agency Name:

At the bottom of the form are two buttons: 'Cancel' and 'COMPLETE REGISTRATION'. Below the form is a copyright notice: '© 2024 - Ohio Attorney General'.

When you have completed the registration page, you will get a message as shown below stating your registration is pending approval. Once the SAK admin has approved your account, you will receive an email.

**Thank you for your registration – APPROVAL PENDING** You will receive an email once your account has been approved. Be sure to check your spam folder.

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Once you receive your email confirmation that your registration has been approved you can return to the SAK Application and log in to report your SAK kits.

# Reporting SAK Kits - Law Enforcement



The screenshot shows the Ohio Attorney General's website header with the logo and name 'DAVE YOST OHIO ATTORNEY GENERAL'. The navigation menu includes 'Home', 'Admin', and 'SA Kit'. A red arrow points to the 'SA Kit' link, which has a dropdown menu open with options: 'Report a Kit', 'My Kits', and 'Confirm Annual Reporting'. The main content area is titled 'Sexual Assault Kit Reporting Instructions' and contains text about the reporting requirements under ORC 2933.821, including a list of required data points.

**Sexual Assault Kit Reporting Instructions**

Ohio Revised Code 2933.821 requires annual reporting of sexual assault examination kits. The law requires that every person who is a law enforcement officer or a medical professional collect and submit data regarding violations of that section to the Attorney General's Office. To ensure comprehensive investigation involving suspect violations of ORC 2933.821, reporting is necessary even for cases eventually turned over to a prosecutor. Reporting forms can be found on the Ohio Attorney General website <https://www.ohioattorneygeneral.gov/>.

This web application meets the mandates that are detailed in section 2933.821 of the bill. It states that the following data must be reported:

- The total number of all tested and untested sexual assault examination kits in possession of each governmental evidence-retention agency, whether the victim chose not to file a report with law enforcement.
- Medical facilities; the date each untested sexual assault examination kit was reported to law enforcement, if applicable, and
- Law enforcement agencies; the date each untested sexual assault examination kit was received from a medical facility, the date the kit was not submitted
- If an untested sexual assault examination kit belongs to another jurisdiction, the date that jurisdiction was notified and the date that jurisdiction was notified.

Click on report a Kit, your information should auto-populate the below fields, please click yes that you are reporting for the current year. If reporting for a previous year you will have to contact the SAK Admin: Sarah Smith at [Sarah.Smith@OhioAGO.gov](mailto:Sarah.Smith@OhioAGO.gov)



Home Admin SA Kit

## Report Kit Data

*\* Required*

First Name:

Last Name:

Phone Number:

Username/Email:

Agency Type:

Agency Name:

When you select Yes, you will enter the total number of kits you have, then you will provide the total number of tested and untested kits. Then select submit.

\*Are you reporting for the current calendar year?  Yes  No

How many kits do you have?

How many tested kits do you have?

How many untested kits do you have?

---

In the example below we have 6 kits to report, 3 have been tested and 3 are untested as shown below. Please keep in mind **kits are reported individually**. The below fields will need to be completed. SAK Kit number, any internal agency number used for SAK Kits, select if the kit was tested or not, select if the kit belongs to another jurisdiction and date received by the other jurisdiction.

How many kits do you have?

How many tested kits do you have?

How many untested kits do you have?

---

\*Kit Number

Internal Agency Number

\*Was the Kit tested?

---

Belongs to another JD?

Date retrieved

---

Once you enter the kit number, internal agency number and kit status of tested or untested you will kit submit. Submitted kits will appear on your dashboard under reported kits as shown below.

How many kits do you have?

How many tested kits do you have?

How many untested kits do you have?

---

\*Kit Number

Internal Agency Number

\*Was the Kit tested?

---

### Dashboard of submitted kits.

1 results found.

KITNUMBER	DATERECEIVED	ISTESTED	DATETESTED	CREATEDDATE	MODIFIEDDATE	MODIFIEDBY
SAK789		1		3/28/2024 10:00:41 AM		

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To continuing adding the remaining kits you will have to click on report a kit on the menu bar as shown below until all your kits have been submitted.

The screenshot shows the top navigation bar with the Ohio Attorney General's logo and name 'DAVE YOST OHIO ATTORNEY GENERAL'. Below the logo is a navigation menu with 'Home', 'Admin', and 'SA Kit'. A dropdown menu is open under 'SA Kit', with 'Report a Kit' highlighted by a red arrow. Other options in the dropdown are 'My Kits' and 'Confirm Annual Reporting'. Below the navigation bar, the page title is 'Kits By tancy' and it shows '2 results found.' followed by a table of submitted kits.

KITNUMBER	DATERECEIVED	ISTESTED	DATETESTED	CREATEDDATE	MODIFIEDDATE
SAK789		1		3/28/2024 10:00:41 AM	
SAK456		1		3/28/2024 10:14:20 AM	

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When you have kits that have not been tested you will have additional fields that will need to be completed as shown below. These additional fields are **required** when you have an untested kit.

*Kit Number	SAK741
Internal Agency Number	SAK7411
*Was the Kit tested?	NO
Was this reported to Law Enforcement?	Please select Y/N
Did Victim choose not to report?	Please select Y/N
Belongs to another JD?	Please select Y/N
Date retrieved	
Date Received From a Medical Facility	
Reason Not submitted to Lab	Please select a reason
Date Submitted to Lab	

Kits belonging to another jurisdiction, you will need to provide the date the other jurisdiction was notified and the date they retrieved the kit.

Belongs to another JD?	YES
Date notified	1/9/2024
Date retrieved	1/12/24

Once all the Kits have been entered, you will select confirm annual reporting.






If the total number of kits entered does not match your total count of kits being reported, you will receive the below error and will need to be corrected before you will be able to confirm your annual reporting.






During your confirmation you will need to provide additional information related to total number of kits in your possession over 30 days, total number of kits destroyed and the reason for destruction. Once completed, hit the confirm annual reporting button.

Reporting Year:	2024
How many tested kits do you have?	<input type="text" value="6"/>
How many tested kits do you have?	<input type="text" value="3"/>
How many untested kits do you have?	<input type="text" value="3"/>
Total number of kits in possession for more than 30 days 	<input type="text"/>
Total number of kits destroyed 	<input type="text"/>
Reason for destruction 	<input type="text"/>

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Once you have submitted you annual reporting, you will receive the below message that your reporting was submitted successfully.



**Confirm Annual Report** 

Annual Reporting has been submitted successfully.

# Reporting SAK Kits - Medical Facilities



**DAVE YOST**  
OHIO ATTORNEY GENERAL

Home Admin **SA Kit**

Report a Kit  
My Kits

## Sexual Assault Kit Reporting Instructions

Ohio Revised Code 2933.821 requires annual reporting of sexual assault examination kits. The law requires that every 1 ORC 2933.821 collect and submit data regarding violations of that section to the Attorney General's Office. To ensure comprehensive investigation involving suspect violations of ORC 2933.821. Reporting is necessary even for cases eventually turned over to a prosecution. Reporting forms can be found on the Ohio Attorney General website <https://www.ohioattorneygeneral.gov/>.

This web application meets the mandates that are detailed in section 2933.821 of the bill. It states that the following data must be reported:

- The total number of all tested and untested sexual assault examination kits in possession of each governmental evidence-retention facility, whether the victim chose not to file a report with law enforcement.
- Medical facilities; the date each untested sexual assault examination kit was reported to law enforcement, if applicable, and
- Law enforcement agencies; the date each untested sexual assault examination kit was received from a medical facility, the date the kit was not submitted
- If an untested sexual assault examination kit belongs to another jurisdiction, the date that jurisdiction was notified and the date that jurisdiction reported the kit.

Click on report a Kit, your information should auto-populate the below fields, please click yes that you are reporting for the current year. If reporting for a previous year you will have to contact the SAK Admin: Sarah Smith at [Sarah.Smith@OhioAGO.gov](mailto:Sarah.Smith@OhioAGO.gov)

Home Admin **SA Kit**

## Report Kit Data

*\* Required*

First Name:

Last Name:

Phone Number:

Username/Email:

Agency Type:

Agency Name:

When you select Yes, you will enter the total number of kits you have, then you will provide the total number of tested and untested kits. Then select submit.

\*Are you reporting for the current calendar year?  Yes  No

How many kits do you have?

How many tested kits do you have?

How many untested kits do you have?

In the example below we have 4 kits to report, 2 have been tested and 2 are untested as shown below. Please keep in mind **kits are reported individually**. The below fields will need to be completed. SAK Kit number, any internal agency number used for SAK Kits, select if the kit was tested or not.

How many kits do you have?

How many tested kits do you have?

How many untested kits do you have?

---

\*Kit Number

Internal Agency Number

\*Was the Kit tested?

To continuing adding the remaining kits you will have to click on report a kit on the menu bar as shown below until all your kits have been submitted.



Once you enter the kit number, internal agency number and kit status of tested or untested you will kit submit. Submitted kits will appear on your dashboard under reported kits as shown below.

4 results found.

KITNUMBER	DATE RECEIVED	ISTESTED	DATE TESTED	CREATEDDATE	MODIFIEDDATE	MODIFIEDBY
MED147		1		3/29/2024 12:18:29 PM		VIEW/EDIT
MED456		1		3/29/2024 12:19:09 PM		VIEW/EDIT
MED8789	1/12/2024 12:00:00 AM	0		3/29/2024 12:36:34 PM		VIEW/EDIT
MED963	1/15/2024 12:00:00 AM	0		3/29/2024 12:37:22 PM		VIEW/EDIT

When you have kits that have not been tested you will have additional fields that will need to be completed as shown below. These additional fields are **required** when you have an untested kit.

*Kit Number	<input type="text" value="MED8789"/>
Internal Agency Number	<input type="text" value="MED7891"/>
*Was the Kit tested?	<input type="text" value="NO"/>
Was this reported to Law Enforcement?	<input type="text" value="Please select Y/N"/>
Did Victim choose not to report?	<input type="text" value="Please select Y/N"/>
Date delivered to the Medical Facility	<input type="text"/>
Date Reported to Law Enforcement	<input type="text"/>

Once all the Kits have been entered, you will select confirm annual reporting.



If the total number of kits entered does not match your total count of kits being reported, you will receive the below error and will need to be corrected before you will be able to confirm your annual reporting.

## Confirm Annual Report

Kits Reported and Total Kits on the shelf donot match.

During your confirmation you will need to provide additional information related to total number of kits in your possession over 30 days, total number of kits destroyed and the reason for destruction. Once completed, hit the confirm annual reporting button.

Reporting Year:	2024
How many tested kits do you have?	<input type="text" value="4"/>
How many tested kits do you have?	<input type="text" value="2"/>
How many untested kits do you have?	<input type="text" value="2"/>
Total number of kits in possession for more than 30 days	<input type="text"/>
Total number of kits destroyed	<input type="text"/>
Reason for destruction	<input type="text"/>

Once you have submitted you annual reporting, you will receive the below message that your reporting was submitted successfully.



## Confirm Annual Report

Annual Reporting has been submitted successfully.



## Reporting SAK Kits - Laboratories

Select reporting for the current year

Note: Any reports for the previous year, please contact admin when prompted

Enter the required information:

How many total kits

How many of those are tested/untested

Enter the information for the first case and click submit

\*Are you reporting for the current calendar year?

Yes  No

How many kits do you have?

2

How many tested kits do you have?

1

How many untested kits do you have?

1

\*Kit Number

Internal Agency Number

\*Was the Kit tested?

Please select Y/N

Date received

Agency received from

Cancel

SUBMIT

If a DNA profile was entered into CODIS, enter the date in the field Date results entered in DNA Index/DB

Select Not applicable for Reason not created

If a DNA profile was NOT entered into CODIS, leave the field blank.

Select Insufficient DNA for Reason not created

\*Was the Kit tested?

YES

Date received

Agency received from

Date tested

Date results entered in DNA Index/DB

Reason not created

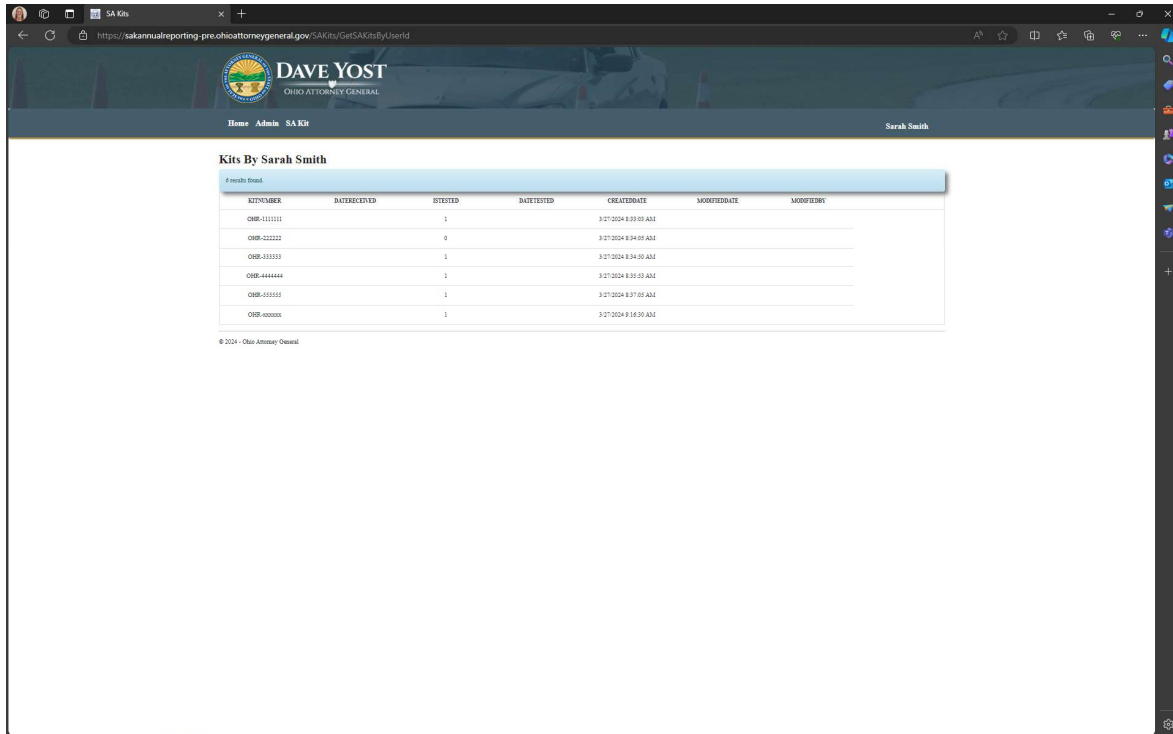
Please select a reason

Cancel

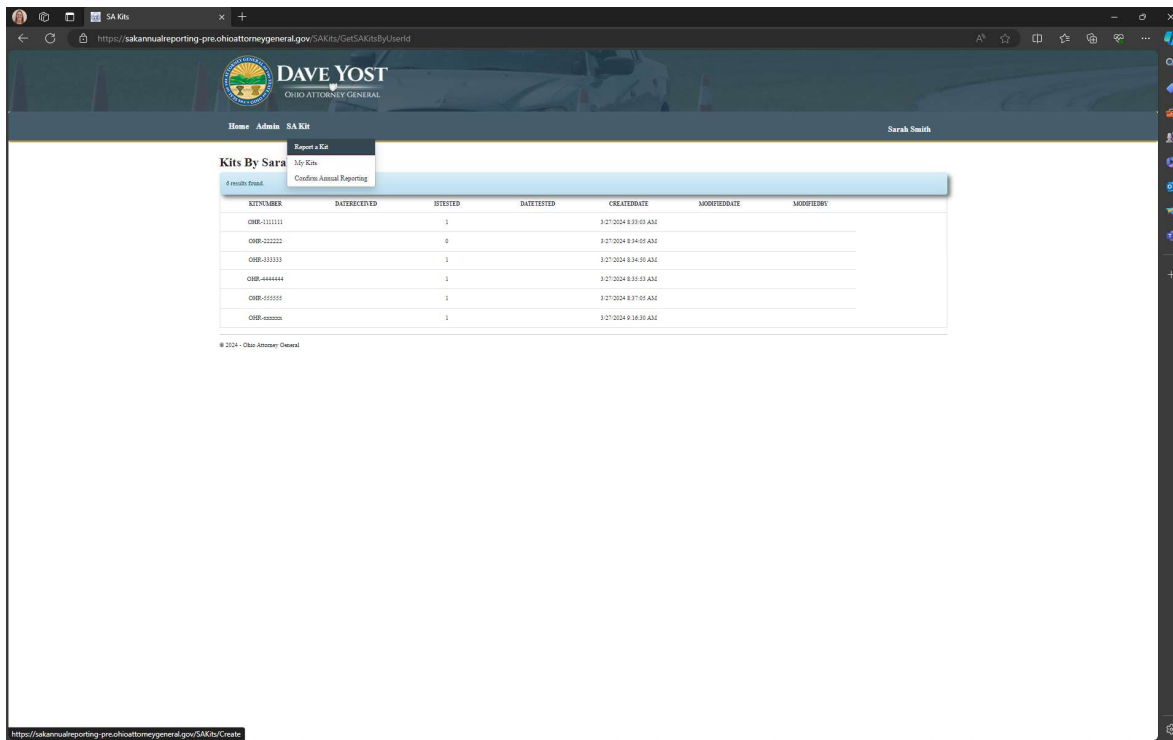
SUBMIT



After each case is submitted, the following view will appear. You can modify any case prior to confirming the annual report.

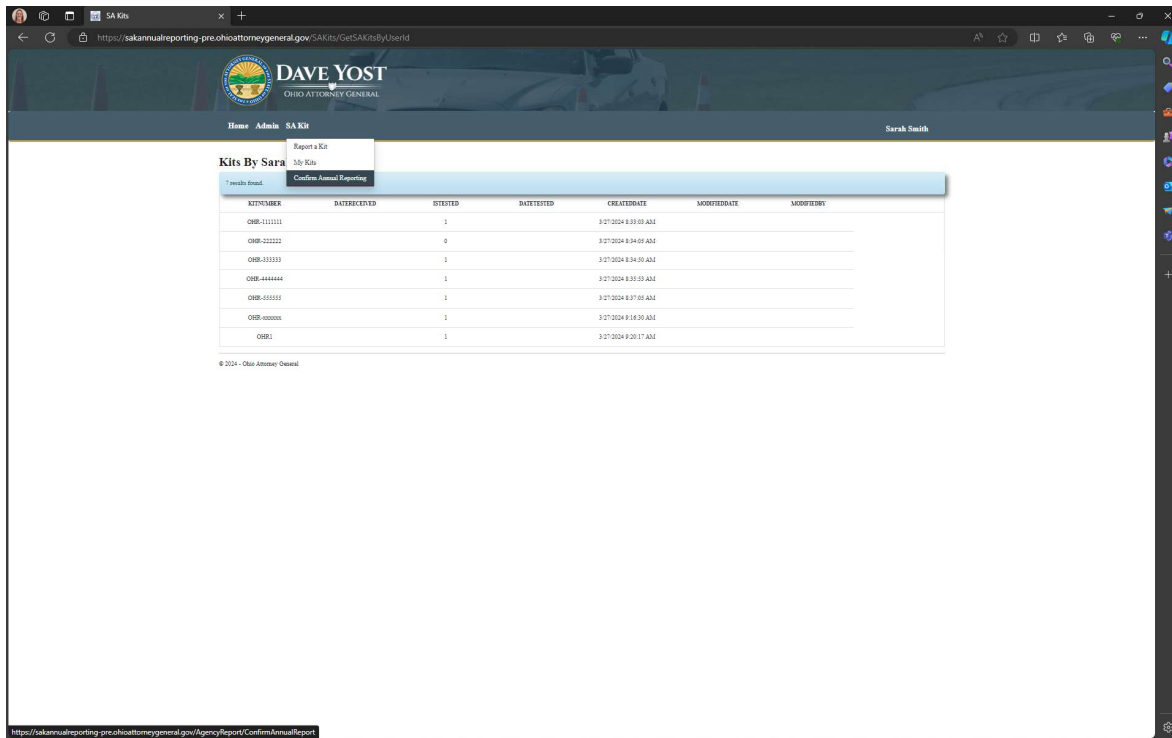


To report multiple kits, continue to select **Report a kit** after each submission.



Once all kits are entered, select **Confirm annual reporting**

Note: Once the annual reporting is confirmed, no additional edits can be made.



Ensure all data is entered correctly and confirm annual reporting.

Once you have submitted your annual reporting, you will receive the below message that your reporting was submitted successfully.

