

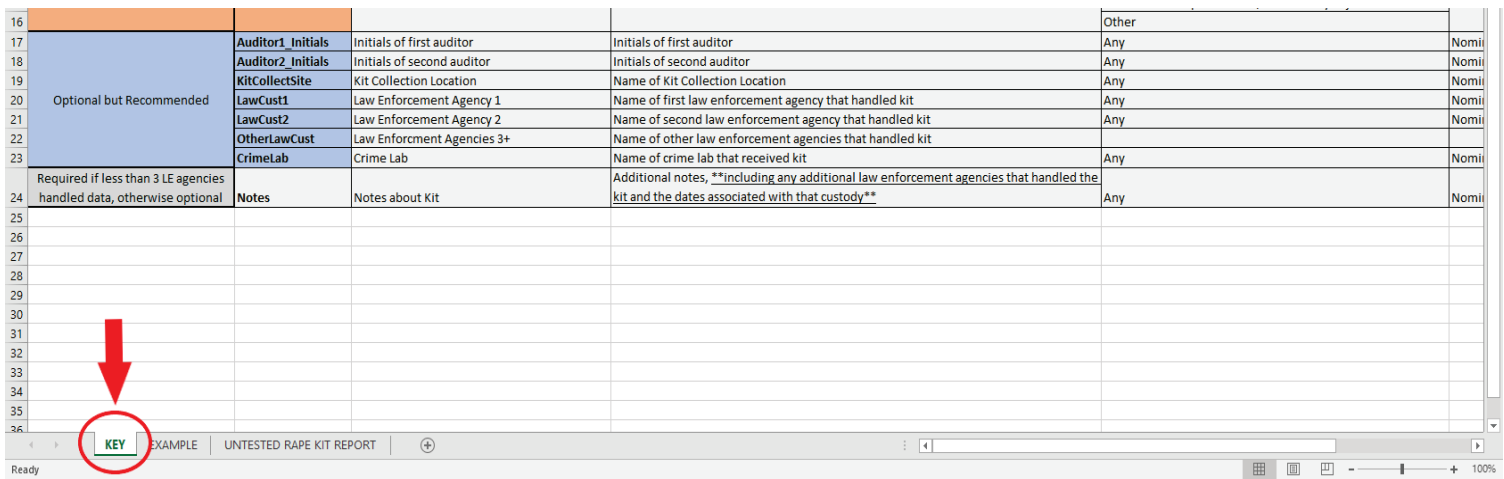
Sexual Assault Evidence Kit Inventory: Excel Spreadsheet Walkthrough

The CA DOJ has provided your organization/agency with an Excel spreadsheet for inventorying sexual assault evidence kits in your custody, as mandated by AB 3118. The Excel spreadsheet was designed to correspond to the paper-and-pencil log tool also provided by the CA DOJ.

The spreadsheet contains three “sheets”: (1) a key for the column names and details, (2) an example inventory spreadsheet for reference, and (3) your inventory sheet to be filled in by your organization.

First, look to the “KEY” sheet which can be accessed by selecting the “KEY” tab at the bottom of the excel spreadsheet (Figure 1). The Key may help you better understand the names, formatting, definition, and type of each variable (e.g. numeric, text, etc.) (Figure 2).

Figure 1



16					
17	Optional but Recommended	Auditor1_Initials	Initials of first auditor	Initials of first auditor	Nomi
18		Auditor2_Initials	Initials of second auditor	Initials of second auditor	Nomi
19		KitCollectSite	Kit Collection Location	Name of Kit Collection Location	Nomi
20		LawCust1	Law Enforcement Agency 1	Name of first law enforcement agency that handled kit	Nomi
21		LawCust2	Law Enforcement Agency 2	Name of second law enforcement agency that handled kit	Nomi
22		OtherLawCust	Law Enforcement Agencies 3+	Name of other law enforcement agencies that handled kit	Nomi
23		CrimeLab	Crime Lab	Name of crime lab that received kit	Nomi
24	Required if less than 3 LE agencies handled data, otherwise optional	Notes	Notes about Kit	Additional notes, **including any additional law enforcement agencies that handled the kit and the dates associated with that custody**	Nomi
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					

Ready | **KEY** | EXAMPLE | UNTESTED RAPE KIT REPORT | 100%

Figure 2

	A	B	C	D	E
1		KEY			
2		Variable Name	Full Variable Name	Definition	Variable Options
3	Required for ALL Kits	UntestCount	Untested Kit Count	Number of untested kit inspected for report	1 to 999999999
4		KitIdentifier	Unique Kit Identification	Unique kit identifier that is used to track across agencies	Any
5		AssaultReport	Was Assault Reported	Indication of "whether or not assault was reported to a law enforcement agency"	Y or N
6		VictimProsec	Victim Choose to Prosecute	Indication of whether victim has chosen to "pursue prosecution at the time of the audit"	Y or N
7	Required for Kits in Which Victim has chosen to pursue prosecution at time of audit	Date_Collect	Date Sample Collected	Date the kit was collected	mm/dd/yyyy
8		Date_LawCust1Rec	Date Law Enforcement Agency 1 Received Kit	Date kit was picked up by law enforcement agency referenced in previous column	mm/dd/yyyy
9		Date_LawCust2Rec	Date Law Enforcement Agency 2 Received Kit	Date kit was picked up by law enforcement agency referenced in previous column	mm/dd/yyyy
10		Date_LawCust3Rec	Date Law Enforcement Agency 3 Received Kit	Date kit was picked up by law enforcement agency referenced in previous column	mm/dd/yyyy
11		Date_CrimeLabRec	Date Crime Lab Received Kit	Date kit was received by crime lab	mm/dd/yyyy
12		ReasonNoTest	Reason Kit Was Not Tested	Description of why the kit was not tested	Other case evidence tested Victim declined to cooperate/participate in investigation Allegations can't be substantiated/case not being investigated Not needed for prosecution/case already adjudicated Other
17	Optional but Recommended	Auditor1_Initials	Initials of first auditor	Initials of first auditor	Any
18		Auditor2_Initials	Initials of second auditor	Initials of second auditor	Any
19		KitCollectSite	Kit Collection Location	Name of Kit Collection Location	Any
20		LawCust1	Law Enforcement Agency 1	Name of first law enforcement agency that handled kit	Any
21		LawCust2	Law Enforcement Agency 2	Name of second law enforcement agency that handled kit	Any
22		OtherLawCust	Law Enforcement Agencies 3+	Name of other law enforcement agencies that handled kit	Any
23		CrimeLab	Crime Lab	Name of crime lab that received kit	Any
24	Required if less than 3 LE agencies handled data, otherwise optional	Notes	Notes about Kit	Additional notes, **including any additional law enforcement agencies that handled the kit and the dates associated with that custody**	Any

If you would like to see a few examples of completed kit entries, select the “EXAMPLE” tab at the bottom of the excel spreadsheet (Figure 3). You can see the sheet in Figure 4 (please note that you will need to scroll right to observe the sheet in its entirety).

Figure 3

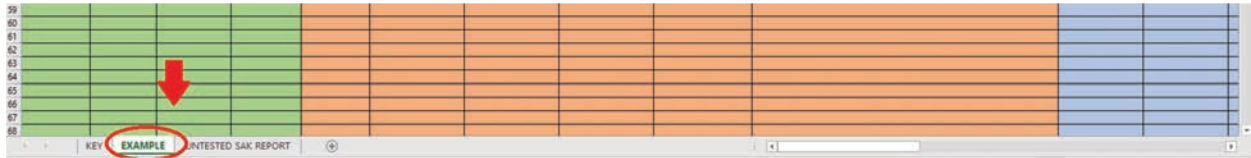


Figure 4

AssaultReport										
EXAMPLE										
Required for ALL Kits				Required for Kits Where Victim Has Chosen to Pursue Prosecution						Optional b
UntestCount	KitIdentifier	AssaultReport	VictimProsec	Date_Collect	Date_LawCust1Rec	Date_LawCust2Rec	Date_LawCust3Rec	Date_CrimeLabRec	ReasonNoTest	Auditor1_Initials
1	ab312	Y	Y	1/1/2018	1/9/2018			2/14/2018	Other case evidence tested	TJ
2	ab671	Y	Y	2/2/2018	2/10/2018	3/18/2018		4/1/2018	Not needed for prosecution/case already adjudicated	TJ
3	ab832	Y	Y	3/3/2017	3/6/2017	4/11/2017		6/2/2018	Not needed for prosecution/case already adjudicated	TJ
4	cd991	n	n						Other	
5	cd761	n	Y	5/5/2013	5/9/2013				Allegations can't be substantiated/case not being investigated or not prosecutable	
									Other	

The third sheet can be accessed by selecting the “UNTESTED SEXUAL ASSAULT EVIDENCE KIT REPORT” tab at the bottom of the excel spreadsheet (Figure 5). **Please enter your inventory data on this spreadsheet.** You can see the sheet in Figure 6 (please note that you will need to scroll right to observe the sheet in its entirety).

Remember: One row = One Kit. It is a good data entry practice to put a period “.” in each cell in which data was not given, to indicate that the data enterer did not accidentally skip that cell.

Figure 5

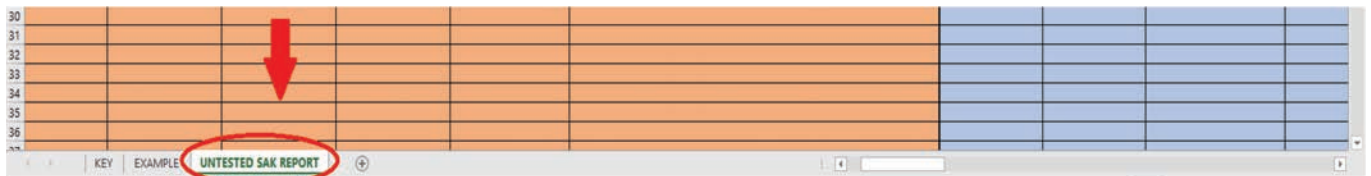


Figure 6

UNTESTED SEXUAL ASSAULT EVIDENCE KIT REPORT										
Required for ALL Kits				Required for Kits Where Victim Has Chosen to Pursue Prosecution						Optional but Recommended
UntestCount	KitIdentifier	AssaultReport	VictimProsec	Date_Collect	Date_LawCust1Rec	Date_LawCust2Rec	Date_LawCust3Rec	Date_CrimeLabRec	ReasonNoTest	Auditor1_Initials

Data can be directly entered directly into each cell, using filtering controls, or using “forms”.

When entering data directly into the cells, use the dropdown menu for the following variables: **AssaultReport**, **VictimProsec**, and **ReasonNoTest**.

The dropdown menu can be accessed by clicking on the cell of the variable being entered (Figure 7 & 8). Once the cell has been clicked, a dropdown arrow will appear. Click on the dropdown arrow to access the options available for that cell.

For **AssaultReported** and **VictimProsec**, there will be two options: select “y” for yes or “n” for no (Figure 7).

Figure 7

The screenshot shows a spreadsheet interface for the 'UNTESTED RAPE KIT REPORT'. The form is divided into two main sections: 'Required for ALL Kits' (columns A-D) and 'Required for Kits Where Victim Has Chosen to Pursue Prosecution' (columns E-J). The 'VictimProsec' dropdown menu is highlighted with a red circle and a red arrow, showing a list of options: 'y' and 'n'.

Required for ALL Kits				Required for Kits Where Victim Has Chosen to Pursue Prosecution						
UntestCount	KitIdentifier	AssaultReport	VictimProsec	Date_Collect	Date_LawCust1Rec	Date_LawCust2Rec	Date_LawCust3Rec	Date_CrimeLabRec	ReasonNoTest	
			y						Victim declined to cooperate/participate in investigation	
			n							

For **ReasonNoTest**, please select one of the following five options: “Other case evidence tested”, “Victim declined to cooperate/participate in investigation”, “Allegations can’t be substantiated/case not being investigated or not prosecutable”, “Not needed for prosecution/case already adjudicated”, or “Other” (Figure 8).

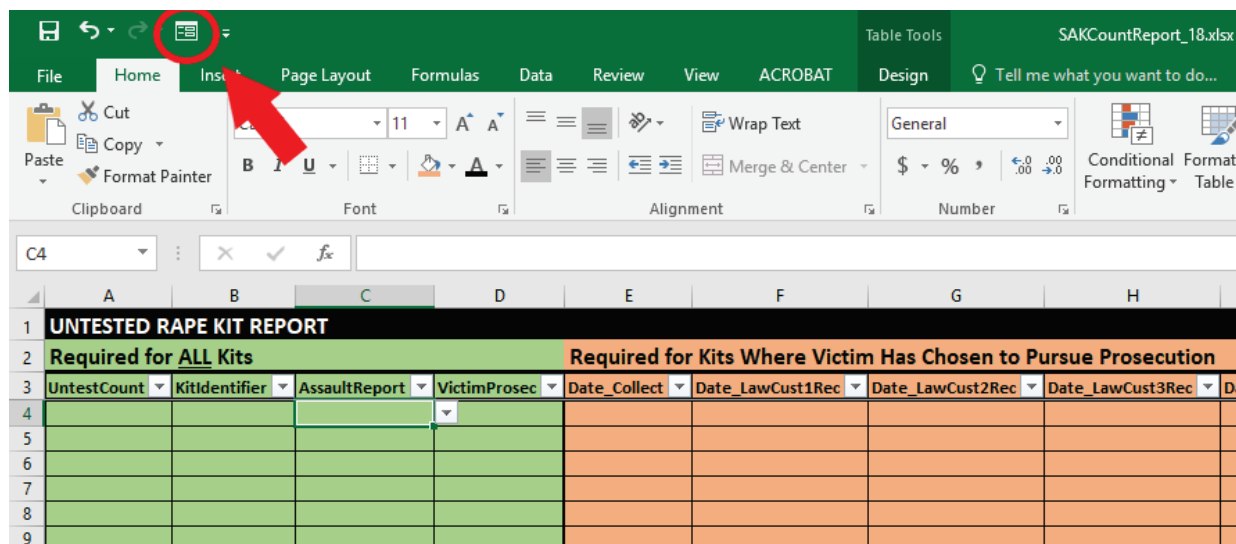
Figure 8

The screenshot shows a close-up of the 'ReasonNoTest' dropdown menu. The menu is open, displaying five options: 'Victim declined to cooperate/participate in investigation', 'Other case evidence tested', 'Allegations can't be substantiated/case not being investigated or not prosecutable', 'Not needed for prosecution/case already adjudicated', and 'Other'. A red circle and a red arrow point to the dropdown arrow in the 'ReasonNoTest' cell.

Date_CrimeLabRec	ReasonNoTest	Auditor1_Initials	Audi
	Victim declined to cooperate/participate in investigation		
	Other case evidence tested		
	Allegations can't be substantiated/case not being investigated or not prosecutable		
	Not needed for prosecution/case already adjudicated		
	Other		

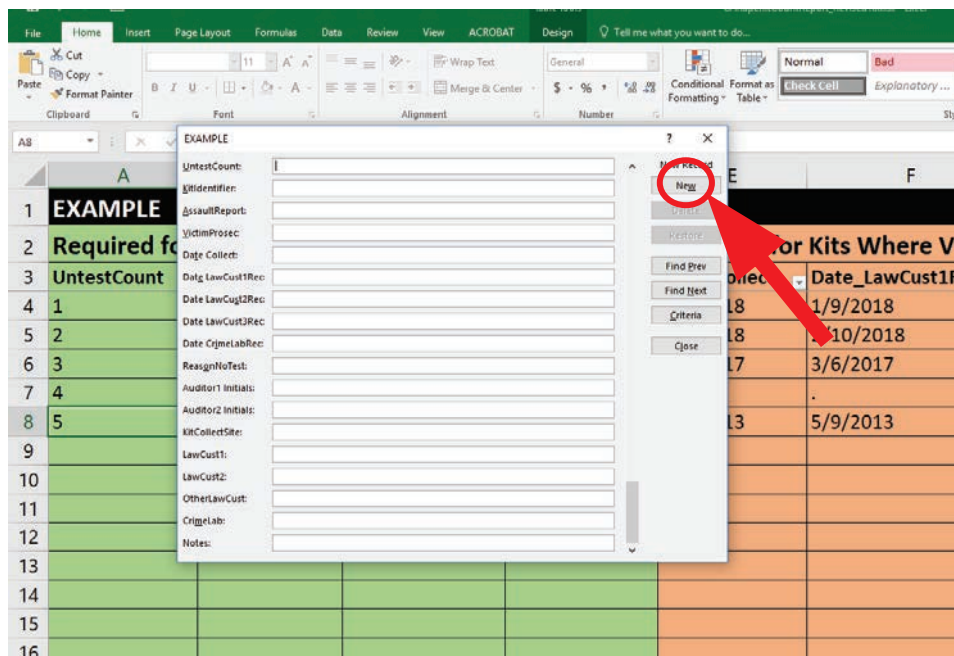
In addition to entering data individually into each cell, “forms” can be used to enter data. In order to use “forms” click on the forms button in the quick access toolbar (Figure 9). (If the forms icon is not there, follow the link provided to add the forms icon to the quick access toolbar).

Figure 9



This will bring up a “form”. The form may already be populated. To create a new form, click “new” (Figure 10). Forms can be used for data entry and data searching.

Figure 10



When using forms, information for the following variables must be entered as they appear in the dropdown menu: **AssaultReport**, **VictimProsec** and **ReasonNoTest**. For **AssaultReport** and **VictimProsec**, enter a “y” for yes or “n” for no (case sensitive; remove punctuations if copying and pasting) as the response.

For **ReasonNoTest**, respondents may write in one of the following choice options: “Other case evidence tested”, “Victim declined to cooperate/participate in investigation”, “Allegations can’t be substantiated/case not being investigated or not prosecutable”, “Not needed for prosecution/case already adjudicated”, or “Other” (case sensitive; remove punctuations if copying and pasting).

Alternatively, the responses for **AssaultReport**, **VictimProsec**, and **ReasonNoTest** may be left blank in forms and entered directly in the cells following the dropdown menu instructions for Figures 7 and 8.

If information for **AssaultReport**, **VictimProsec**, or **ReasonNoTest** is entered incorrectly in forms, an error message will appear indicating an invalid response (Figure 11). Select “Retry” and enter the response as it appears in the dropdown menu or leave the variable blank and enter the information manually into the cell with the dropdown menu after the remaining sections on forms has been completed.

Figure 11

The screenshot displays the Microsoft Excel interface with the 'UNTESTED RAPE KIT REPORT' form. The 'AssaultReport' dropdown menu is set to 'yes', which is highlighted with a red box. A red arrow points to the 'VictimProsec' field. An error dialog box is open, stating: 'Microsoft Excel: This value doesn't match the data validation restrictions defined for this cell.' The dialog box includes 'Retry', 'Cancel', and 'Help' buttons. The background shows the Excel ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, ACROBAT, and Design. The worksheet has columns A through I and rows 1 through 3. The form fields are listed on the left side of the worksheet.

1	UNTESTED RAPE KIT REPORT									
2	Required for ALL Kits				Required for Kits Where Victim Has Chosen to Pursue Prosecution					
3	UnTestCount	KitIdentifier	AssaultReport	VictimProsec	Date_Collect	Date_LawCust1Rec	Date_LawCust2Rec	Date_LawCust3Rec	Date_CrimeLabRec	ReasonNoTest
4	UnTestCount:	KitIdentifier:	AssaultReport: yes	VictimProsec:	Date_Collect:	Date_LawCust1Rec:	Date_LawCust2Rec:	Date_LawCust3Rec:	Date_CrimeLabRec:	ReasonNoTest:
5	Auditor1 Initials:	Auditor2 Initials:	KitCollectSite:	LawCust1:	LawCust2:	OtherLawCust:	CrimeLab:	Notes:		

To learn more about forms, follow the link provided below.

Instructions on Excel Forms: <https://support.microsoft.com/en-us/help/291073/how-to-use-the-forms-controls-on-a-worksheet-in-excel>

Please send any data entry questions to Research.Center@doj.ca.gov with “Sexual Assault Evidence Kit Inventory” in the title of the email.