

# ADVISORY BULLETIN

TRANSMITTAL NO. 2023-1

**TO: ALL FUNDED PROGRAMS and ALL KITS USERS  
ADVISORY COUNCIL MEMBERS**

**FROM: ELIZABETH CRONIN, ESQ.  
DIRECTOR**

**SUBJECT: SOECK – KITS ONBOARDING PROCESS REMINDER**

**DATE: Monday, January 23, 2023**

Dear Colleague:

Thank you for your cooperation and partnership as OVS has worked towards making the SOECK Storage Facility operational. Phase 1 Hospitals should continue the onboarding process listed below and the training for Kit Inventory and Tracking System (KITS). For more detailed instructions, please review the Hospital and Provider Guidance for Storage and Transfer of Unreported Sexual Offense Evidence Collection Kits here: <https://ovs.ny.gov/system/files/documents/2023/01/soeck-guidance-for-storage-and-transfer.pdf>.

As each Phase begins, the relevant hospital or medical facility staff must:

1. Watch the KITS Training Videos.
2. Read the Hospital Staff KITS Training User Guide.
3. Complete the KITS Training Attestation form and email it to [soeck@ovs.ny.gov](mailto:soeck@ovs.ny.gov).
4. Complete the setup of your KITS account according to the instructions sent by the system.
5. Hospital Admin Users must set up Examiners and Hospital Storage locations in KITS.
6. Send a notification of readiness to OVS by emailing [soeck@ovs.ny.gov](mailto:soeck@ovs.ny.gov).
7. Begin entering information about existing cases and kits into KITS.
8. Upon notification by OVS, follow the instructions for the delivery and shipment of items to the OVS Storage Facility.
9. [Subscribe to the OVS SOECK ListServ](https://lp.constantcontactpages.com/su/rkxChpJ/SOECK) to receive additional communication and announcements (<https://lp.constantcontactpages.com/su/rkxChpJ/SOECK>).

Hospitals that are not in Phase 1 will receive all applicable training materials prior to the start of each phase. OVS will continue to share anticipated start dates upon the conclusion of each prior phase.

On behalf of OVS, thank you for your continued commitment to providing the highest quality services to victims of crime in New York State.



Elizabeth Cronin, Esq.  
Director