



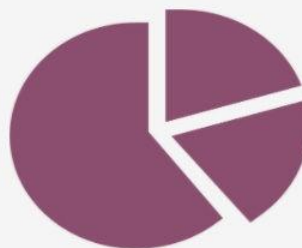
Connecticut's leading voice for victims of domestic violence



Add Your Agency's Data Here



Administrative LAP Reports



Graph Tools for Publication



Domestic Violence In-Service Training Bulletin



In-Service Training Videos



Website Navigation Training Videos



CTSafeConnect
Need Someone to Talk to CT Safe Connect



Connecticut Coalition Against Domestic Violence
CCADV Website

Lethality Assessment Program (LAP)

User Manual Version 4

Lethality Assessment Program

Purpose

This computerized program will allow for the entering of data from all towns, cities, and agencies that have interactions with Domestic Violence victims. The purpose of this scalable website program is to allow for a singular collection point of all Lethality Assessment forms into an industry standard database that can then generate the appropriate reports for management with accurate and timely data.

Operation

The Lethality Assessment Program website allows for the entry of data and generation of reports to ensure that Domestic Violence victims are receiving the support necessary.

- The program allows for data entry of Lethality Assessment forms from the police agencies that are the first to encounter the victims.
- The program allows Domestic Violence Agencies to add additional information to the forms, and to verify that the entries from the police agencies is accurate.
- The program allows administrators to change town and agency information, adding new users, towns, or agencies into the system.
- The program allows the appropriate reports to be generated based upon the data entered by the end users.

Overview of Program

Website

This website will be a single access point for all agencies involved in this project. This website will provide an effective and efficient way of collecting data regarding domestic violence screenings performed by the police services of the state.

Security

Access to all aspects of this program will be security dependent. Members logging into the website will be given authorization by an administrator(s), which will regulate what actions can be performed by the end users. Security authorizations will range from end users to administrators.

Website User Manual

Home Page

This page is the initial page that will be accessed by all users and any visitors to the website. It will give direction on how to access the website with a registration and login button, and then allow the user to access websites based upon security values.

Each associated page with this program can be accessed from this page by clicking on the menu bar and selecting from the dropdown menus.

Some content associated to the Lethality Assessment Program can be accessed simply by clicking on the available dropdown menus or the icons on the page.



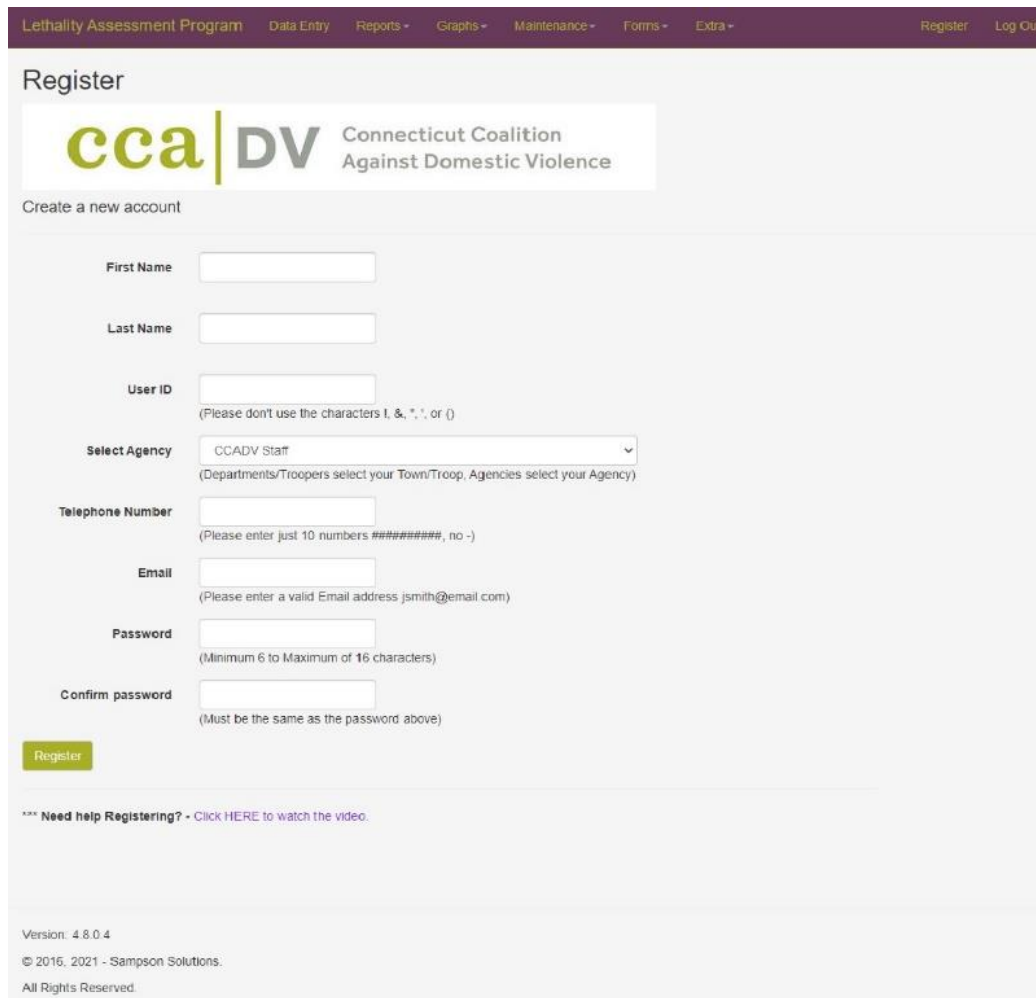
User Registration

Prior to having access to the program, users must first register their information with the website. By clicking on Register in the top righthand side of the page (see Fig. 1).



Fig. 1

You will be directed to a Registration page where you must enter the following information (see Fig 2):



Lethality Assessment Program Data Entry Reports Graphs Maintenance Forms Extra Register Log Out

Register

cca|DV Connecticut Coalition Against Domestic Violence

Create a new account

First Name

Last Name

User ID
(Please don't use the characters !, &, *, ', or ())

Select Agency
(Departments/Troopers select your Town/Troop, Agencies select your Agency)

Telephone Number
(Please enter just 10 numbers #####, no -)

Email
(Please enter a valid Email address jsmith@email.com)

Password
(Minimum 6 to Maximum of 16 characters)

Confirm password
(Must be the same as the password above)

[Register](#)

*** Need help Registering? - [Click HERE](#) to watch the video.

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Fig. 2

First Name – Your first name (No special characters should be used)

Last Name – Your last name (No special characters should be used)

User ID – Choose a User ID that you can remember

Agency – All Police Departments, Domestic Violence Agencies must select from the dropdown list provided. (see Fig. 3)

Register



Create a new account

A registration form for the Connecticut Coalition Against Domestic Violence. The form includes fields for First Name, Last Name, User ID, Select Agency, Telephone Number, Email, Password, and Confirm password. A dropdown menu for Select Agency is open, showing a list of agencies and troops. The list includes: Center for Family Justice/Bridgeport, Domestic Abuse Services Greenwich YWCA, Domestic Violence Crisis Center Norwalk/Stamford, Domestic Violence Program United Services Dayville/Willimantic, Interval House - East, Interval House - West, Meriden - Wallingford Chrysalis, Network Against Domestic Abuse Enfield/Windsor Locks, New Horizons Community Health Center Middletown, Prudence Crandall Center New Britain, Safe Futures New London, Safe Haven of Greater Waterbury, Susan B Anthony Project Torrington, Troop A, Troop B, Troop C, Troop D, Troop E, Troop F, Troop G, Troop H, Troop I, Troop K, Troop L, Umbrella Center for Domestic Violence Services Ansonia/North Haven, Womens Center of Greater Danbury, Womens Support Services Sharon, Andover, and Andover.

Fig. 3

Telephone Number – 10-digit telephone number with no extension (i.e., 2035551212)

Email – Email address that you can receive information from the program/administrator

Password – min of 6, max of 16 characters including upper and lower case letters, numbers and special characters. Passwords are case sensitive (please do not use / ' &)

Once all of the appropriate fields have been entered, click on the Register button at the bottom of the screen (see Fig 4).

If you need assistance in How to Register, click on the link and you will be brought to the Training Page where you can watch a video that you guide you through the process.

Lethality Assessment Program Data Entry Reports ▾ Graphs ▾ Maintenance ▾ Forms ▾ Extra ▾ Register Log Out

Register

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Against Domestic Violence

Create a new account

First Name

Last Name

User ID
(Please don't use the characters !, &, ", ', or ())

Select Agency ▾
(Departments/Troopers select your Town/Troop, Agencies select your Agency)

Telephone Number
(Please enter just 10 numbers #####, no -)

Email
(Please enter a valid Email address jsmith@email.com)

Password
(Minimum 6 to Maximum of 16 characters)

Confirm password
(Must be the same as the password above)

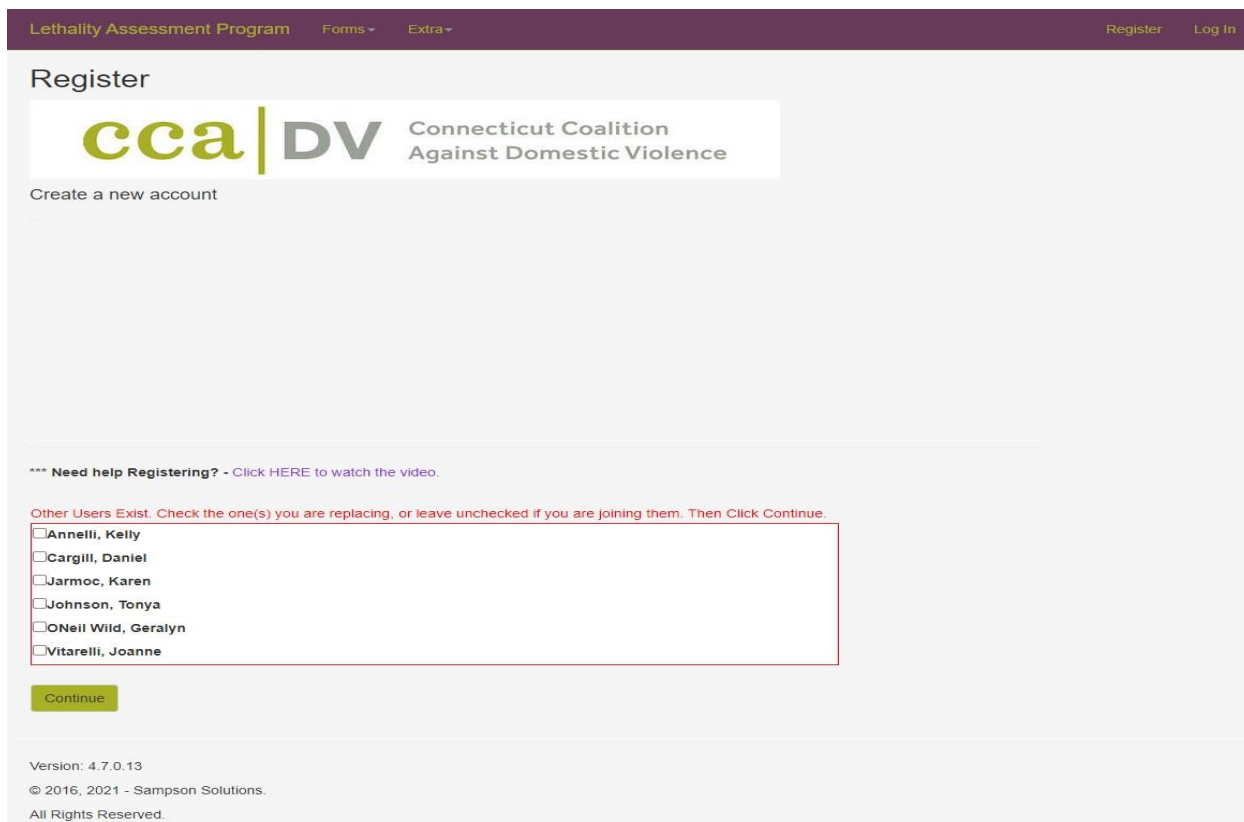
[Register](#)

*** **Need help Registering?** - [Click HERE to watch the video.](#)

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Fig. 4

If there is more than one person from your agency registered, you will see a page to ask if you are being added as a Coordinator, or the other person no longer needs access.



Lethality Assessment Program Forms Extra Register Log In

Register

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Create a new account

*** Need help Registering? - Click [HERE](#) to watch the video.

Other Users Exist. Check the one(s) you are replacing, or leave unchecked if you are joining them. Then Click Continue.

- ☐ Anelli, Kelly
- ☐ Cargill, Daniel
- ☐ Jarmoc, Karen
- ☐ Johnson, Tonya
- ☐ O'Neil Wild, Gerilyn
- ☐ Vitarelli, Joanne

Continue

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Fig. 4a

If you are adding yourself to the Coordinators list for your Department/Agency, then just click Continue.

If you are taking the place of the other registered Coordinator, then click the check box next to the other person's name, and click Continue. The other person will have their access revoked by the CCADV Administrator(s).

After registration is completed, you will see a registration page from the website alerting you that your request for access has been sent to the Administrator(s) (see Fig. 5)



Lethality Assessment Program Forms Extra Register Log In

Registration Complete

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Thank you for registering for access to the Lethality Assessment Program's website. You will receive an Email when you have been approved for access.

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Fig. 5

The Administrator(s) of the program must then go in and authorize the user for access to the system. Once the user is authorized by the Administrator, you will receive an email at the Email Address that you entered during your registration letting you know that you can now go in and access the system.

Please make sure that you allow emails from the sender domain @ctlap.org. If you do not see the email, check your Clutter or Junk folder and setup your email to not block the sender.

Access will then be granted through the Login Page, which can be reached from the Home Page.

User Login

From the Home Page, click on the Log in button on the top right of the page. You will then be directed to the Login page (see Fig. 6).

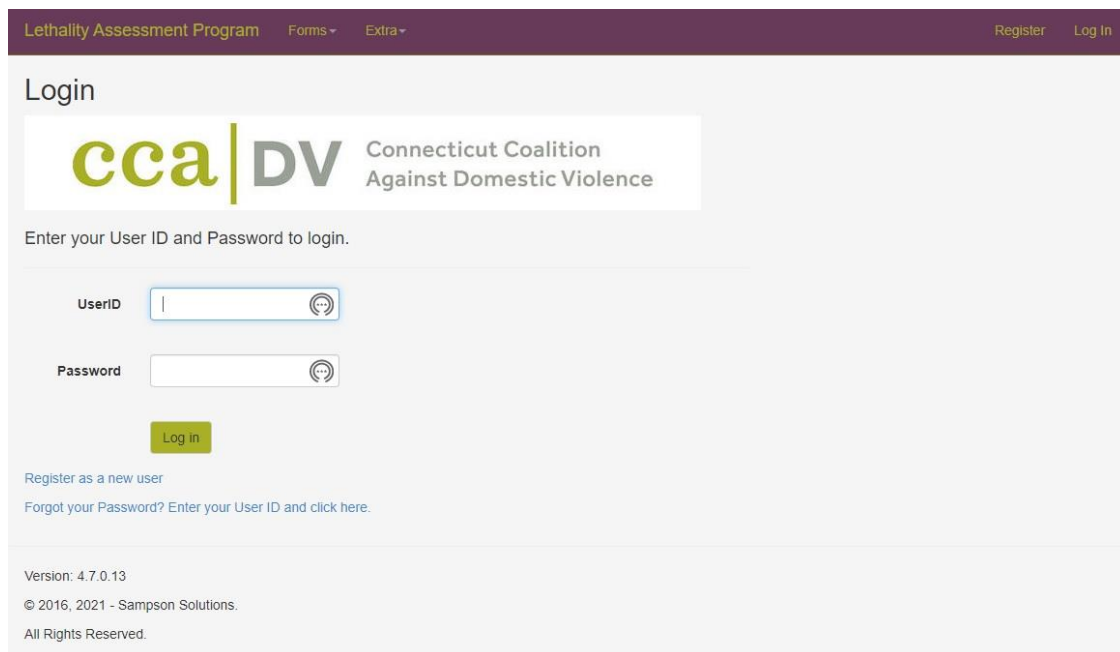
The screenshot shows the login interface for the Lethality Assessment Program. At the top, a dark purple header bar contains the text "Lethality Assessment Program" on the left, and "Forms" and "Extra" with dropdown arrows in the center. On the right side of the header are the links "Register" and "Log In". Below the header, the word "Login" is displayed in a large, light gray font. The main content area has a light gray background. It features the "cca|DV" logo in green and gray, followed by the text "Connecticut Coalition Against Domestic Violence" in a smaller gray font. Below the logo, a prompt reads "Enter your User ID and Password to login." There are two input fields: "UserID" and "Password", each with a small circular icon to its right. A green "Log in" button is positioned below the password field. At the bottom of the login section, there are two links: "Register as a new user" and "Forgot your Password? Enter your User ID and click here." The footer of the page, in a light gray box, contains the text "Version: 4.7.0.13", "© 2016, 2021 - Sampson Solutions.", and "All Rights Reserved."

Fig. 6

Enter your User ID and Password, then click on the Login button on the bottom of the page. (***Note: Passwords are case sensitive**)

You will be returned to the Home Page and should see your name confirming that you are now logged into the site. From here, based upon your security level, you will be capable of accessing the menu at the top of the page to navigate through the program (see Fig. 7)



Fig. 7

Login Errors

If you have forgotten your password, then it can be reset by you. At the bottom of the Login page you will see a link that says, "Forgot your Password, Enter Your User ID and Click Here" (See Fig. 8)

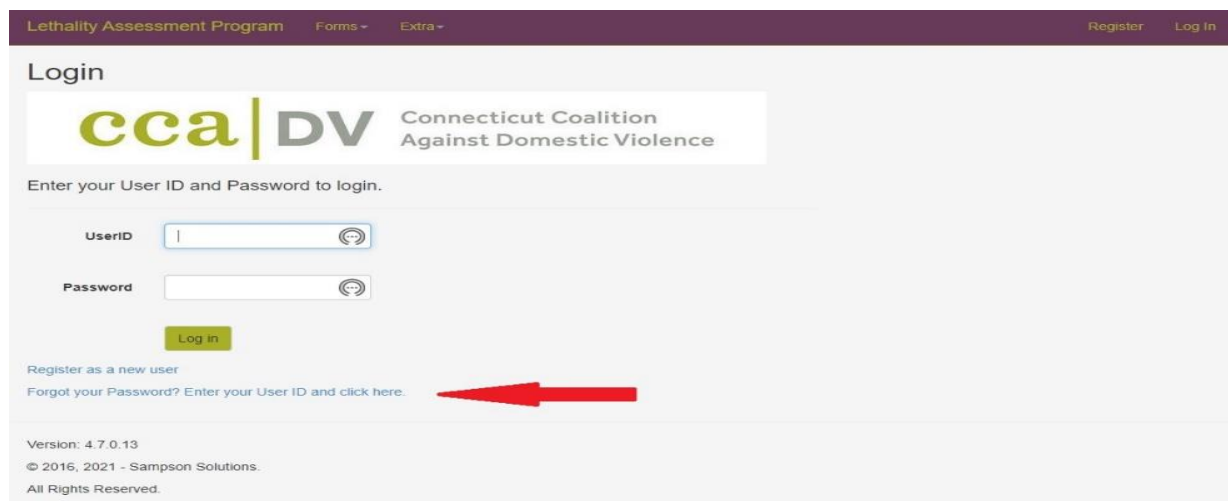


Fig. 8

By entering just your User ID, and clicking on that link, you will receive a Temporary Password in your Email account that you entered when you registered. Once you have that Temporary Password, go back to the Login page and enter your User ID, Temporary Password, and click on the Login button. You will be directed to a page to re-enter your password (see Fig. 9).

Fig. 9

You can reset your password by entering your new password in the New Password field and the Confirm Password field, and clicking on the Update Password button (*Note: Passwords are case sensitive). This will now change your password, and you can go back to the Login page and login to access the system.

Data Entry

This page is the basic data entry page for all Police Agencies and Domestic Violence Agencies to add the Lethality Screen data based upon the month, and year the LAP Screen was done. (see Fig 10).

Lethality Assessment Program Data Entry Reports Graphs Forms Extra Register Log Out

Data Entry

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Select Year: 2021 Select Month: Feb Agency: Interval House

[Add Other Towns](#)

You are Entering Data for Feb - 2021

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Went to Service	
Andover	0	0	0	0	0	0	0	Edit
Avon	0	0	0	0	0	0	0	Edit
Bloomfield	0	0	0	0	0	0	0	Edit
Bolton	0	0	0	0	0	0	0	Edit
Canton	0	0	0	0	0	0	0	Edit
Capital Community College	0	0	0	0	0	0	0	Edit
East Granby	0	0	0	0	0	0	0	Edit

12345

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Fig. 10

The entry of data is also restricted based upon the security level of the user's access. Data entry for the following fields can be completed by the Police Agency:

- High Danger Screens
- Non-High Danger Screens
- Did Not Answer
- Spoke to Hotline Worker

Data entry for the following fields can be completed by the Domestic Violence Agency:

- All listed above plus:
- Officer Calls
- Went to Service

Entry Criteria is setup in the program so that data is not capable of being changed after a certain period of time. This is a date in the current month that will only allow you to change the prior month until this date passes. Police Agencies have a grace period of up to ten (10) days, while Domestic Violence Agencies have a grace period of fifteen (15) days.

To enter data, click on the Data Entry tab on the top of the Home Page. You will then be directed to the Data Entry page. This page will automatically be filled with the town(s) you are responsible for. You will see town names highlighted in light blue if data has not been entered for the month selected (see Fig. 10).

At the top of the page, you will see dropdown lists for the Year, and the Month you want to enter data for (see Fig. 11). By choosing the appropriate Year/Month, you can select which month you are entering the data for, based upon Entry Criteria.

Lethality Assessment Program Data Entry Reports Graphs Forms Extra Register Log Out

Data Entry

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Select Year: 2021 Select Month: Feb Agency: Interval House [Add Other Towns](#)

You are Entering Data for Feb - 2021

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Went to Service	Edit
Andover	0	0	0	0	0	0	0	Edit
Avon	0	0	0	0	0	0	0	Edit
Bloomfield	0	0	0	0	0	0	0	Edit
Bolton	0	0	0	0	0	0	0	Edit
Canton	0	0	0	0	0	0	0	Edit
Capital Community College	0	0	0	0	0	0	0	Edit
East Granby	0	0	0	0	0	0	0	Edit

12345

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Fig. 11

By clicking on the Edit button on the right side of the town you would like to update, you can then edit the numbers for the month/year selected (see Fig. 12).

Lethality Assessment Program Data Entry Reports Graphs Forms Extra Register Log Out

Data Entry

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Select Year: Select Month: Agency:

[Add Other Towns](#)

You are Entering Data for Feb - 2021

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Went to Service
Andover	0	0	0	0	0	0	0
Avon	0	0	0	0	0	0	0
Bloomfield	0	0	0	0	0	0	0
Bolton	0	0	0	0	0	0	0
Canton	0	0	0	0	0	0	0
Capital Community College	0	0	0	0	0	0	0
East Granby	0	0	0	0	0	0	0

12345

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Fig. 12

Upon clicking on the Edit button, the data fields will become visible so that new figures can be added to the database. By clicking on each box inside the town, you can change the values to those that need to be entered. If the value is zero (0), then leave it in the box and it will automatically be saved. You can then click on the Update button on the right to save the data, or the Cancel button to disregard any changes and not save the data (see Fig. 13).

Lethality Assessment Program Data Entry Reports Graphs Forms Extra Register Log Out

Data Entry

cca | DV Connecticut Coalition Against Domestic Violence

Select Year: Select Month: Agency:

[Add Other Towns](#)

You are Entering Data for Feb - 2021

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Went to Service
Andover	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Avon	0	0	0	0	0	0	0
Bloomfield	0	0	0	0	0	0	0
Bolton	0	0	0	0	0	0	0
Canton	0	0	0	0	0	0	0
Capital Community College	0	0	0	0	0	0	0
East Granby	0	0	0	0	0	0	0

12345

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Fig. 13

(*Note: Even if a town has no Lethality data to enter for a month, you must still Edit the town, and then click Update to record the zero values.)

You can edit the numbers in any town that you are responsible for up until the Entry Criteria is met. It is recommended that you enter data daily or weekly for each month to ensure that data is entered prior to the Entry Criteria date. Once the Entry Criteria date is passed, then an Agency representative can change the data for that town, and in the case of an Agency, only the Administrator can change data once your Entry Criteria is passed.

Agency Data Entry

Agencies can enter data the same way as a Police Department. Agencies will also have access to the Officer Calls and Went to Service fields during data entry for each town they are responsible for.

If for some reason the Officer Calls field for a town is less than the number of High Danger Calls for that town, then additional information is required to be entered prior to the data being saved. An error message will display to warn you that there is a discrepancy in the data entered (see Fig. 14).

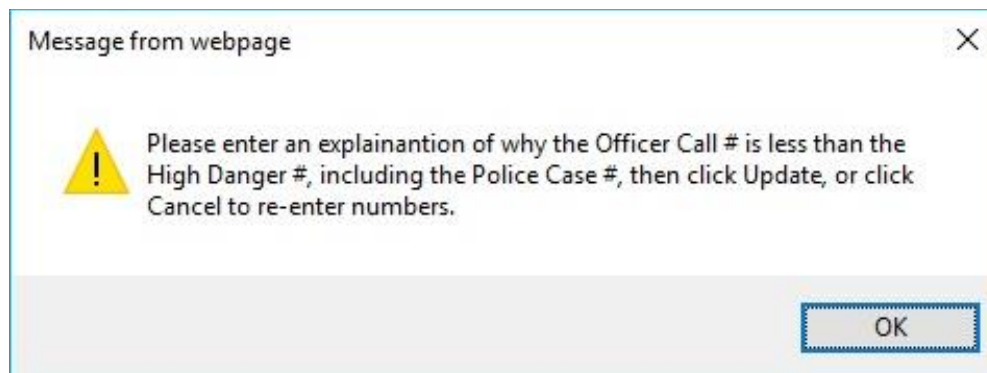



Fig. 14

The Agency must enter information in the Explanation field that will show below the list of towns or adjust the data in the appropriate fields. Once the explanation has been entered in the Reason field, click the Update button to save the data. Explanations must include a short reason and the Police Case #, if possible (see Fig. 15).

Lethality Assessment Program Data Entry Reports ▾ Graphs ▾ Forms ▾ Extra ▾ Register Log Out

Data Entry


Connecticut Coalition Against Domestic Violence

Select Year: Select Month: Agency: [Add Other Towns](#)

You are Entering Data for Feb - 2021

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Went to Service	
Andover	5	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	Update Cancel
Avon	0	0	0	0	0	0	0	Edit
Bloomfield	0	0	0	0	0	0	0	Edit
Bolton	0	0	0	0	0	0	0	Edit
Canton	0	0	0	0	0	0	0	Edit
Capital Community College	0	0	0	0	0	0	0	Edit
East Granby	0	0	0	0	0	0	0	Edit

12345

CAUTION: Officer Calls is less than High Danger value.

Explanation:

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Fig. 15

Reports

This program will allow you to view the data and then generate reports based upon the data that has been entered. These reports can be output to an Excel Spreadsheet form.

Reports available to you are based upon your user security level. You can generate a number of reports from the system to track your entries, and your Lethality Screens. These reports include:

- Monthly Reports
- Towns by Date Range
- Agencies by Date Range
- Task Reports
- Email Reports
- Admin Report
- Admin by Date
- Admin Tasks

Clicking on the Reports Drop Down Menu on the Home Page will bring you to the available reports (see Fig 16).

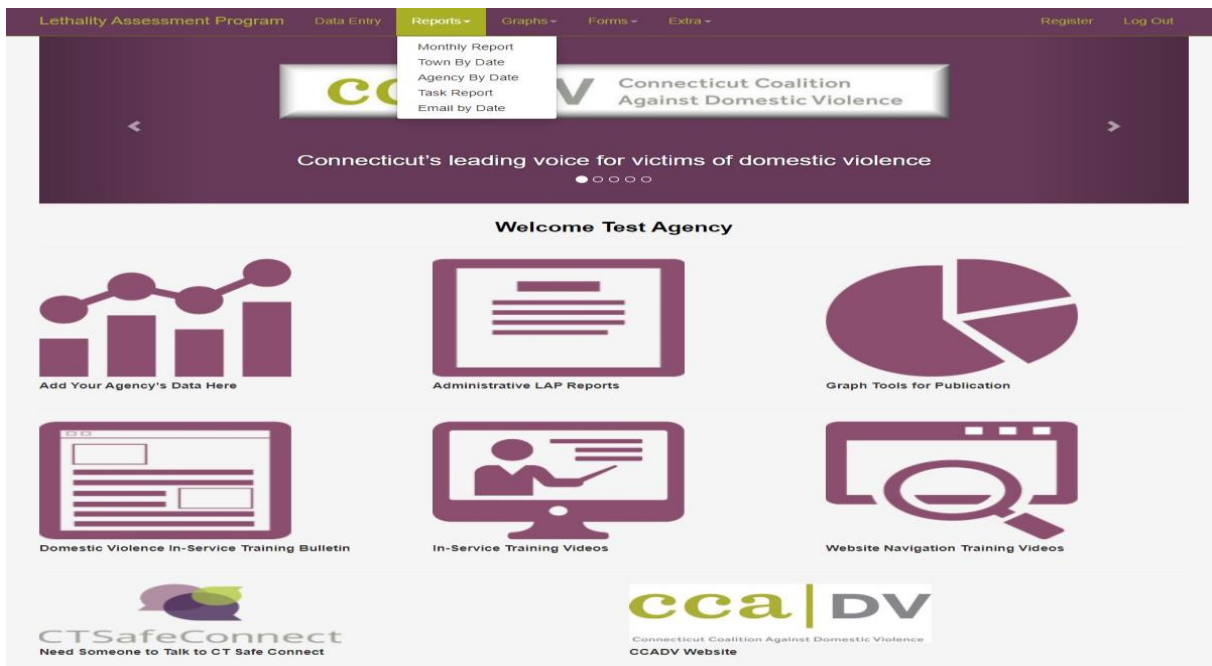


Fig. 16

Monthly Reports

Clicking on the Monthly Reports button will allow you to track your data entry on a per month basis. This report will show you each month that is entered as you select the month/year from the dropdown fields (see Fig. 17, 18, 19, 20). Those towns highlighted in yellow did not report for the given time period of the report.

Town Monthly Report

Monthly Report

cca|DV Connecticut Coalition Against Domestic Violence

Select Year: 2020 Select Month: Mar Agency: Ansonia

Jurisdiction	County	Population	Lethality Screens	High Danger	Non-High Danger	DNA	Spoke to Hotline Worker
Ansonia	New Haven	18,959	16	12	4	0	4
TOTAL		18,959	16	12	4	0	4

Export to Basic Excel Spreadsheet

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Fig. 17

State Police Troop/Sheriff's Office Monthly Report

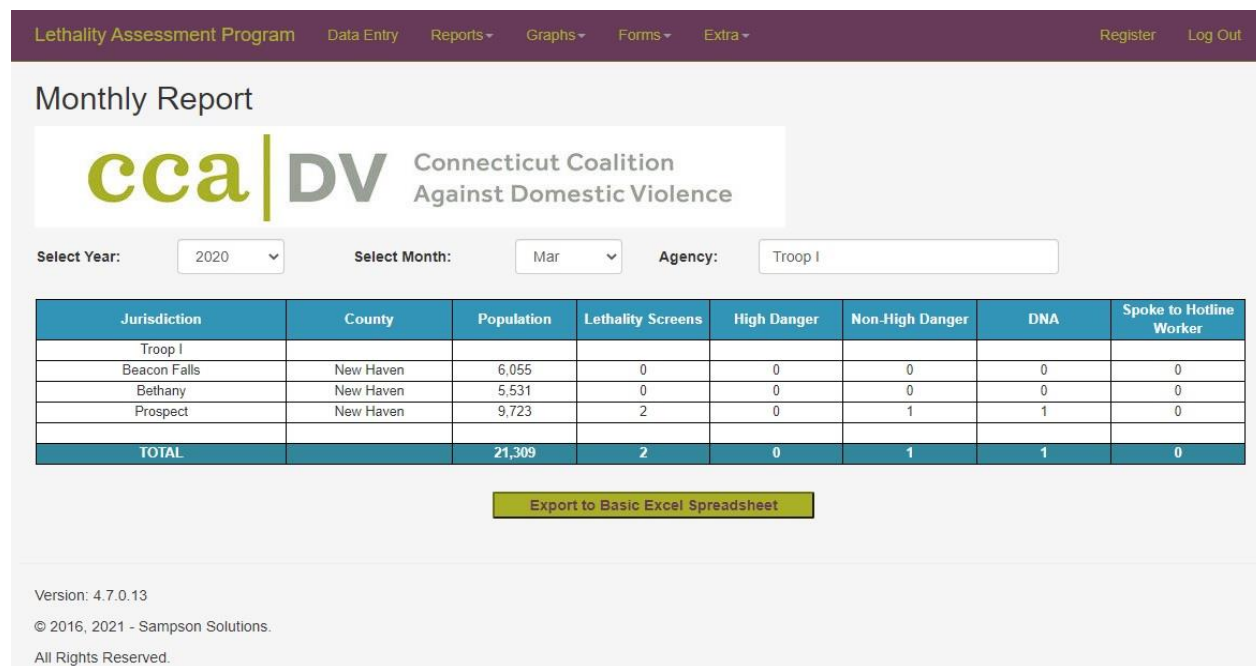


Fig. 18

CT State Police Command Monthly Report (Troops can be selected individually, or All Troops can be shown as in Fig. 19)

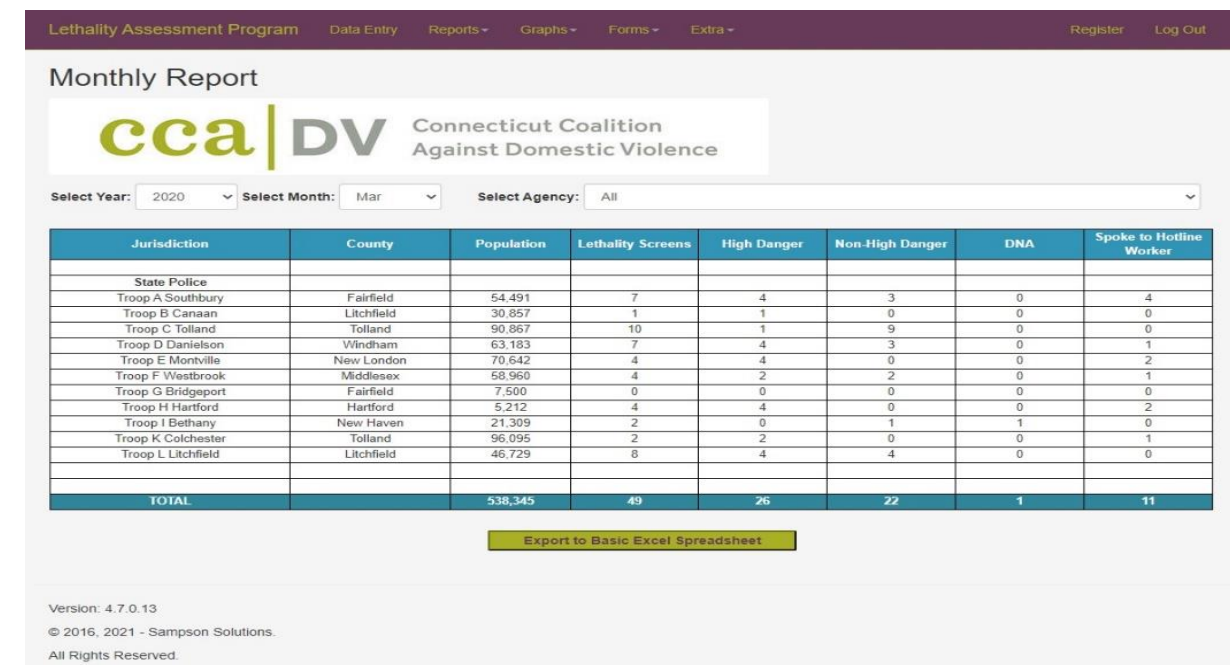


Fig. 19

Domestic Violence Agency Monthly Report

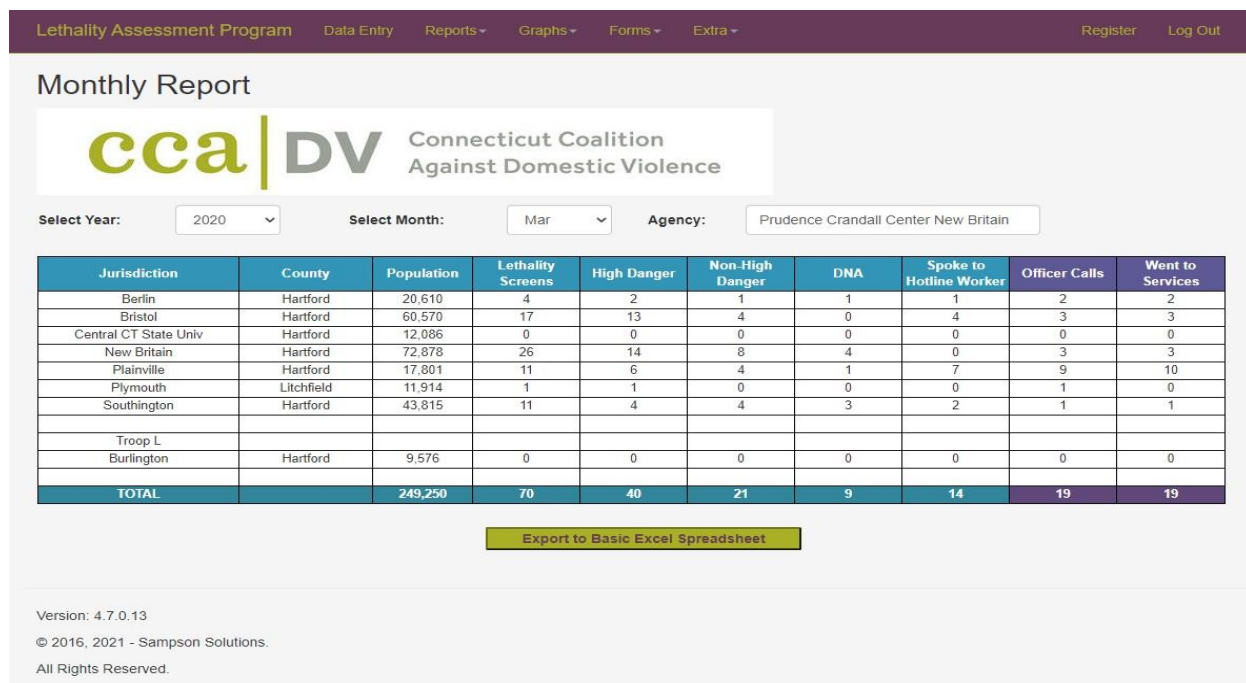


Fig. 20

Each of these reports can be exported to an Excel spreadsheet by clicking on the Export to Basic Excel Spreadsheet button on the bottom of the screen (see Fig. 21).

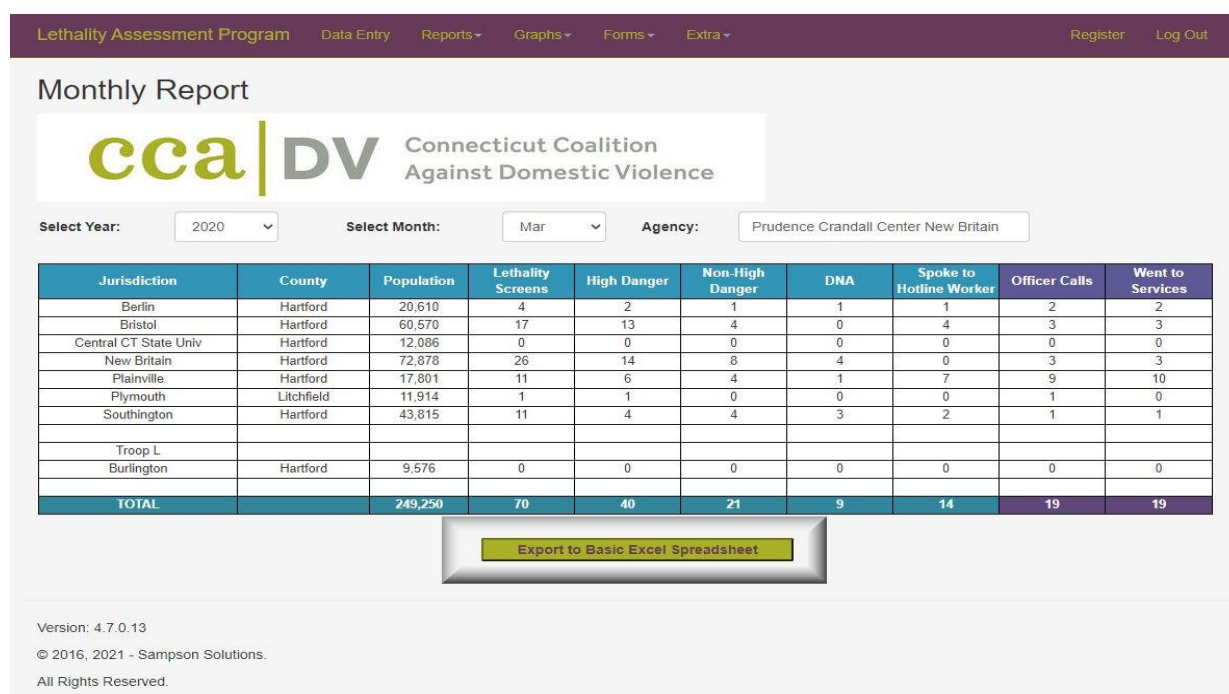


Fig. 21

Town by Date Range

You can generate a report that will show activity for your town(s) that you are responsible for by a date range. By selecting the beginning date, end date, and clicking on the Update Grid button, a report will be generated for that town during that time period. (see Fig. 22)



Lethality Assessment Program Data Entry Reports+ Graphs+ Forms+ Extra+ Register Log Out

Town by Date Report

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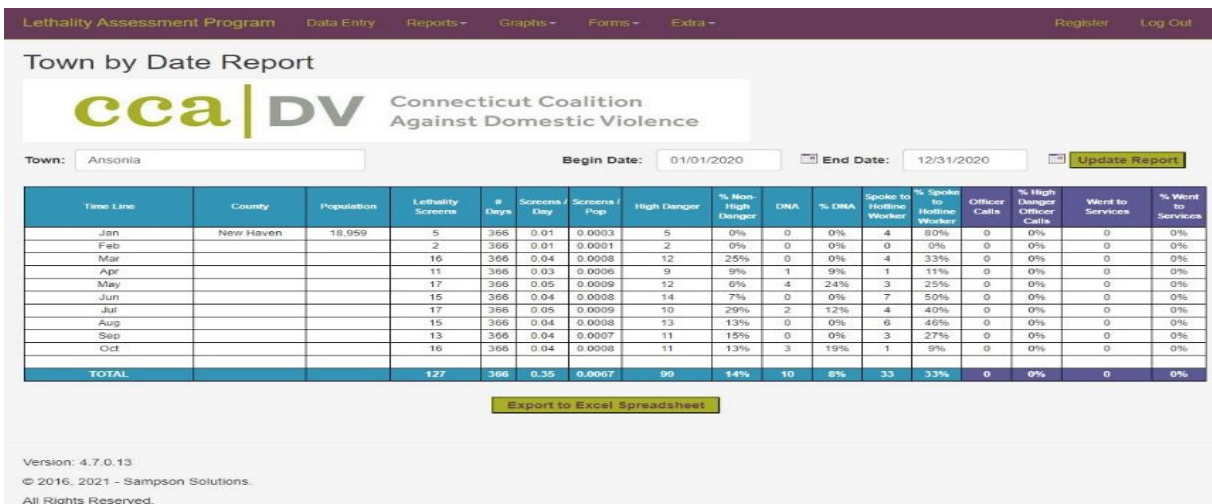
Town:

Begin Date: End Date: [Update Report](#)

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Fig. 22

Dependent upon the date range selected, two different reports will be generated. If the date range is within a 12-month period, then a report covering each month will be generated (see Fig. 23). If the date range is greater than 12 months, a yearly report will be generated (see Fig. 24).



Lethality Assessment Program Data Entry Reports+ Graphs+ Forms+ Extra+ Register Log Out

Town by Date Report

cca|DV Connecticut Coalition Against Domestic Violence

Town: Begin Date: End Date: [Update Report](#)

Time Line	County	Population	Lethality Score	# Days	Screens / Day	Screens / Pop	High Danger	% Non-High Danger	DNA	% DNA	Spoken to Hotline Worker	% Spoken to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Jan	New Haven	18,959	5	366	0.01	0.0003	5	0%	0	0%	4	80%	0	0%	0	0%
Feb			2	366	0.01	0.0001	2	0%	0	0%	0	0%	0	0%	0	0%
Mar			10	366	0.04	0.0008	12	25%	0	0%	4	33%	0	0%	0	0%
Apr			11	366	0.03	0.0008	9	9%	1	9%	1	11%	0	0%	0	0%
May			17	366	0.05	0.0009	12	6%	4	24%	3	25%	0	0%	0	0%
Jun			15	366	0.04	0.0008	14	7%	0	0%	7	50%	0	0%	0	0%
Jul			17	366	0.05	0.0009	10	29%	2	12%	4	40%	0	0%	0	0%
Aug			15	366	0.04	0.0008	13	13%	0	0%	6	46%	0	0%	0	0%
Sep			13	366	0.04	0.0007	11	15%	0	0%	3	27%	0	0%	0	0%
Oct			16	366	0.04	0.0008	11	13%	3	19%	1	9%	0	0%	0	0%
TOTAL			127	366	0.35	0.0067	99	14%	10	8%	33	33%	0	0%	0	0%

[Export to Excel Spreadsheet](#)

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Fig. 23



Fig. 24

Agency by Date Range Report

The same types of reports are available to Domestic Violence Agencies as the Town by Date Range Reports.

Dependent upon the date range selected, two different reports will be generated. If the date range is within a 12-month period, then a report covering each month will be generated (see Fig. 23). If the date range is greater than 12 months, a yearly report will be generated (see Fig. 24). These reports will contain all the towns covered by the Agency.

Task Report

The Task Report will generate a report that will alert a Domestic Violence Agency when no data has been entered for a specific police agency associated to a town. This report will then allow the Agency to automatically send an email to the police agency.

Clicking on Task Report from the Report Menu page will show you if data is missing from a specific town for the month/year selected (see Fig. 25).

Lethality Assessment Program Data Entry Reports Graphs Forms Extra Register Log Out

Task Manager

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Select Year: 2021 Select Month: Mar Agency: Prudence Crandall Center New Britain

Jurisdiction	Notes	Send Email
Berlin	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Bristol	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Central CT State Univ	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
New Britain	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Plainville	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Plymouth	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Southington	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Troop L	Your Troop's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Burlington	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email

Send Selected Emails


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Fig. 25

On the righthand side of the report, is an accessible checkbox feature that you can select who to send an email to. By clicking on the Send Email checkbox next to a town, this will add that town as a recipient of the email (see Fig. 26).

Lethality Assessment Program Data Entry Reports ▾ Graphs ▾ Forms ▾ Extra ▾ Register Log Out

Task Manager


**Connecticut Coalition
Against Domestic Violence**

Select Year: 2021 ▾ Select Month: Mar ▾ Agency: Prudence Crandall Center New Britain

Jurisdiction	Notes	Send Email
Berlin	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Bristol	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Central CT State Univ	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
New Britain	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Plainville	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Plymouth	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Southington	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Troop L	Your Troop's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Burlington	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email

[Send Selected Emails](#)


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Fig. 26

By clicking on the Send Selected Email button on the bottom of the page, you will send a brief email to each town selected that will alert them to the fact that no data has been entered (see Fig. 27).

Lethality Assessment Program Data Entry Reports ▾ Graphs ▾ Forms ▾ Extra ▾ Register Log Out

Task Manager


**Connecticut Coalition
Against Domestic Violence**

Select Year: 2021 ▾ Select Month: Mar ▾ Agency: Prudence Crandall Center New Britain

Jurisdiction	Notes	Send Email
Berlin	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Bristol	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Central CT State Univ	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
New Britain	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Plainville	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Plymouth	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Southington	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Troop L	Your Troop's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Burlington	Your Town's monthly CT LAP statistics for 3/2021 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email

[Send Selected Emails](#)

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Fig. 27


A message box will advise you as to the towns that will successfully receive the email. If there is no police agency contact information, then you will be notified that the specified town has no contact information.

Email Report

The Email Report is a list of all the emails that have been generated by the program. This report will show you if you have sent email(s) from your Agency to a specific town, who received the email, the subject matter of the email, the message in the email, and what date the email was sent.

Lethality Assessment Program Data Entry Reports ▾ Graphs ▾ Maintenance ▾ Extra ▾ Register Log Out

Email by Date Report

 **Connecticut Coalition
Against Domestic Violence**

Select Agency: Begin Date: End Date: [Update Report](#)

Sent From	Sent To	Message	Date Sent
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Bridgeport	10/5/2017 8:19:07 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Easton	10/5/2017 8:19:07 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - UConn Storrs	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED] Univ	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Eastern CT State Univ	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Westport	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Westport	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED] Canaan	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - New Canaan	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Darien	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Greenwich	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Monroe	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Town's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Monroe	10/5/2017 8:19:08 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED] Troop D	This Email is from: Daniel Cargill. Your Troop's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Troop D	10/5/2017 8:19:09 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED]	This Email is from: Daniel Cargill. Your Troop's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Troop D	10/5/2017 8:19:09 AM
Dcargill@ctcadv.org - CCADV Staff	[REDACTED] Troop C	This Email is from: Daniel Cargill. Your Troop's monthly CT LAP statistics for 9/2017 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Troop C	10/5/2017 8:19:09 AM

Fig. 28

Graph Tool

The website allows you graph your data based upon a date range. These graphs can show you your data entry values so that you can analyze your town/agencies data. All graphs can be exported allowing you to incorporate them into your own reports.

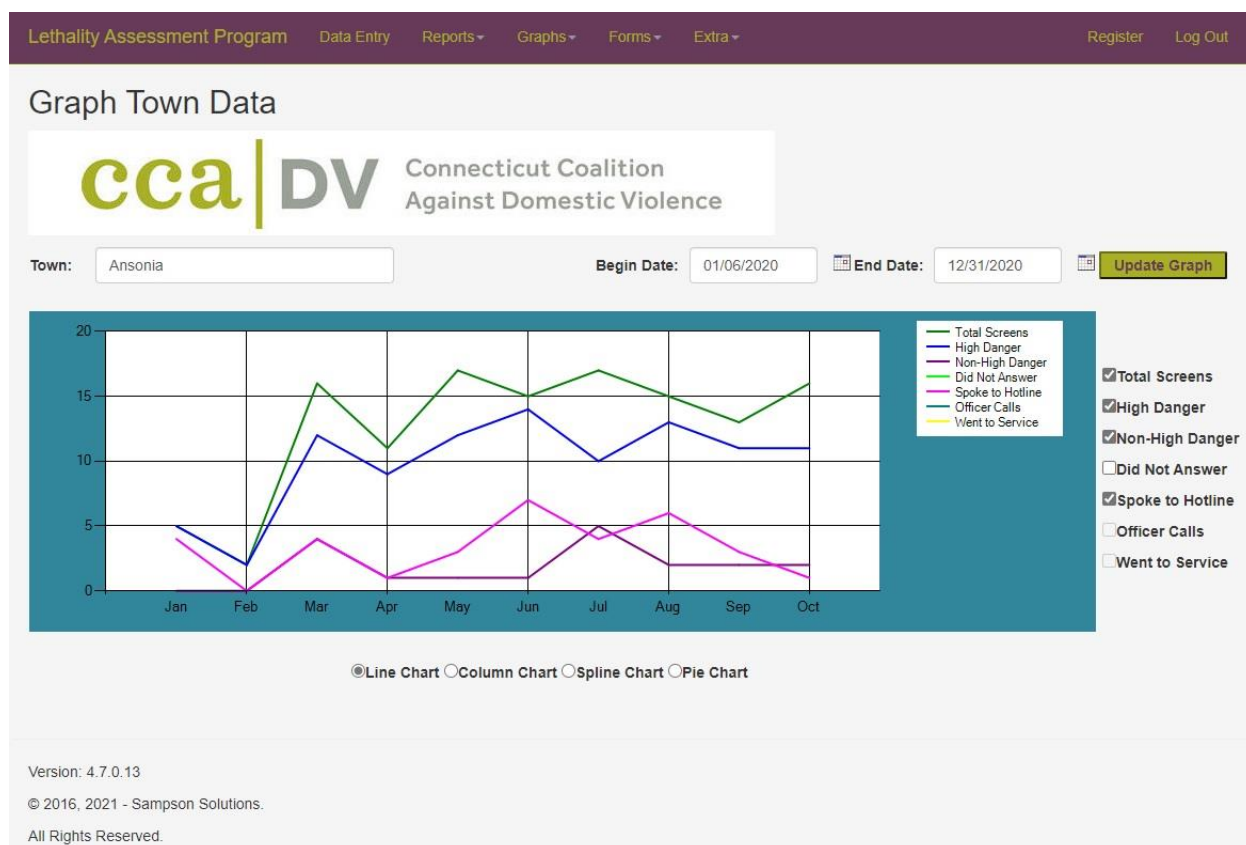


Fig. 29


Each category is selectable and by right clicking on the graph, you can save it away on your local computer or paste it into a custom report.

Help Page

The Help page can be accessed by clicking on the Extra button and selecting Help from the dropdown menu. This page will give you the 2015 Instructions for the Data Entry Fields.

Lethality Assessment Program Forms ▾ Extra ▾ Register Log In

Help



Connecticut's leading voice for victims of domestic violence.

[Click for the new English Lethality Assessment Form Rev. 10/2020](#)
[Click for the new Fillable English Lethality Assessment Form Rev. 10/2020](#)
[Click for the new Spanish Lethality Assessment Form Rev. 10/2020](#)
[Click for the new Fillable Spanish Lethality Assessment Form Rev. 10/2020](#)

Instructions for Filling Out the LAP Statistical Report

General Instructions for Use of the LAP Reporting Program

Instructions for Law Enforcement Agencies or Agency Maintaining Records
The below categories represent figures captured by participating law enforcement agencies.
Each agency participating in the LAP in your catchment area is individually represented on the report.

Jurisdiction: Reporting law enforcement agency.

County: County in which the reporting agency is located.

Population: Population served by the reporting agency, in terms of calls for service. For a university police department, for example, that might mean the university's population the police department serves directly.

Lethality Screens: Total number of Lethality Screens administered by the reporting agency during the reporting period, such as one month (monthly report) or one quarter (quarterly report).

Number of days within the reporting period. For one month that might be 28, 30 or 31 days. Or it may be the number of days in the reporting period in which the reporting agency participated in the LAP; this would be the case for agencies that initiated implementation, for example, in the middle of the reporting period. An agency beginning on June 15th would record 16 days as the "# of days" in the month in which it participated in the LAP.

Screens/Day: Automatic calculation that divides the number of Lethality Screens for the reporting period by the number of days in the reporting period. LAP Statistical

Screens/Pop: Automatic calculation that divides the number of Lethality Screens for the reporting period by the size of the served population.

High Danger: Number of Lethality Screens where the victim has been assessed as being at "High Danger," either based on the protocol or on the belief of the officer. Report the number of High Danger assessments based on the protocol and officer's belief as a combined number. For your own monitoring purposes, you may want to separate the two.

% High Danger: Automatic calculation that divides the number of High Danger Lethality Screens by the total number of Lethality Screens.

Non-High Danger: Number of Lethality Screens where the victim has been assessed as being at "Non-High-Danger."

% Non-High Danger: Automatic calculation that divides the number of Non-High Danger Lethality Screens by the total number of Lethality Screens.

DNA: "DNA" is the acronym for "Did Not Answer." DNA means that the victim declined to answer ALL of the questions on the Lethality Screen. This would apply when the officer initially introduces the Lethality Screen to the victim and (s)he says that (s)he doesn't want to answer the questions, then declines again when the officer encourages her/him a second time to answer. This type of Lethality Screen is counted as an administered Lethality Screen because the officer believed the victim should be assessed.

% DNA: Automatic calculation that divides the number of "DNA" Lethality Screens by the total number of Lethality Screens.

Spoke to Hotline Worker: Number of High Danger victims who speak by phone to the hotline worker after being encouraged by the officer to do so.

% Spoke to Hotline Worker: Automatic calculation that divides the number of victims who spoke to the hotline worker by the number of High Danger Lethality Screens.


Fig. 30

Contact Page

The Contact page can be accessed by clicking on the Extra button and selecting Contact from the dropdown menu. This page will give you the contact information for the State's Coalition Against Domestic Violence and the program's technical support contact information.

Lethality Assessment Program Forms ▾ Extra ▾ Register Log In

Contact



Connecticut's leading voice for victims of domestic violence.

Connecticut Coalition Against Domestic Violence
655 Winding Brook Drive, Ste. 4050
Glastonbury, CT 06033
Phone: (860) 282-7899
Toll Free (CT Only): (800) 281-1481
Fax: (860) 282-7892

Law Enforcement Support: dcargill@ctcadv.org
Software Support: csampson@sampson.solutions

This website is expressly developed for CCADV and its End Users for the gathering/reporting of data. This computer program is protected by copyright law, and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

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Fig. 31

About Page

The About page can be accessed by clicking on the Extra button and selecting About from the dropdown menu. This page will give you background information on the Lethality Assessment Program, specific State's Coalition Against Domestic Violence, and has a link to the State's CADV website.

[Lethality Assessment Program](#) [Forms](#) [Extra](#) [Register](#) [Log In](#)

About



Connecticut Coalition
Against Domestic Violence

Connecticut's leading voice for victims of domestic violence.


Connecticut Coalition Against Domestic Violence

Connecticut's leading voice for victims of domestic violence and those agencies that serve them. We are a membership organization of Connecticut's 18 domestic violence service agencies that provide critical support to victims including safety planning, emergency shelter, court advocacy, counseling and support groups, among other services.

The Lethality Assessment Program (LAP) began in Connecticut on September 15, 2012. LAP is an innovative partnership with law enforcement to implement nationally recognized risk assessment strategies to better serve domestic violence victims in the greatest danger.

Modeled after the LAP first piloted in Maryland in 2005, this program is a two-pronged intervention process that makes use of a specialized lethality assessment instrument and an accompanying protocol. Trained police on the scene of a domestic violence call assess a victim's risk for serious injury or death and can then immediately link those at greatest risk to their local domestic violence advocate for support and safety information.

Home Website:



Connecticut Coalition Against Domestic Violence

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Fig. 32

User Manual

The User Manual can be accessed by clicking on the Extra button and selecting User Manual from the dropdown menu. This will load the User Manual into Adobe Acrobat Reader.

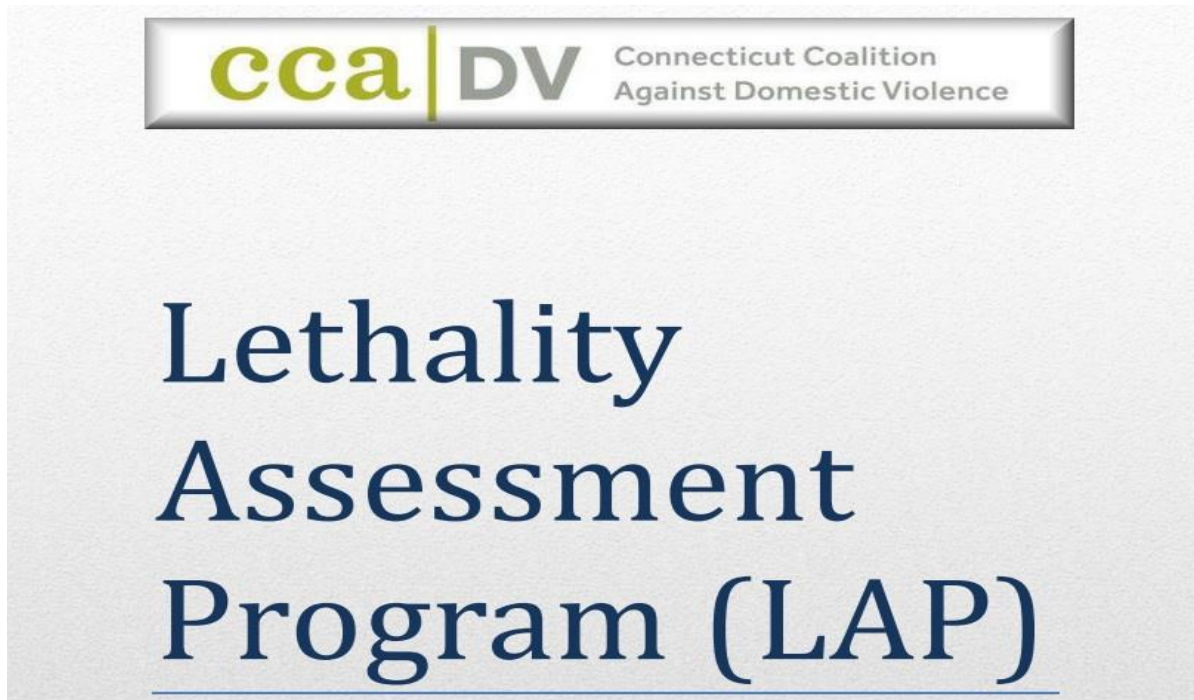


Fig. 33


Video Training

The Video Training page can be accessed by clicking on the Extra button and selecting Video Training from the links listed. The training videos will discuss each section of the program.

The screenshot shows the 'Video Training' page of the Lethality Assessment Program. At the top is a dark purple navigation bar with the text 'Lethality Assessment Program' and dropdown menus for 'Forms' and 'Extra'. On the right side of the bar are links for 'Register' and 'Log In'. Below the navigation bar, the word 'Training' is displayed. A large purple banner features the 'cca | DV' logo and the text 'Connecticut Coalition Against Domestic Violence' and 'Connecticut's leading voice for victims of domestic violence.' Below the banner, there are four numbered sections: 1. Getting Started (with links for registration and login), 2. Adding Data (with links for adding data for cities, troops, and agencies), 3. Reports (with a link for running a task report), and 4. Graphs (with a link for developing a graph). At the bottom, the version number '4.7.0.13' and copyright information '© 2016, 2021 - Sampson Solutions. All Rights Reserved.' are listed.

Lethality Assessment Program Forms ▾ Extra ▾ Register Log In

Training



Connecticut Coalition
Against Domestic Violence

Connecticut's leading voice for victims of domestic violence.

- 1. Getting Started**
[How to Register for Access to the website](#)
[How to Login to the website](#)
- 2. Adding Data**
[How to Add Data for Cities - Towns](#)
[How to Add Data for Troops](#)
[How to Add Data for DV Agencies](#)
- 3. Reports**
[How to Run a Task Report](#)
- 4. Graphs**
[How to Develop a Graph With Your Data](#)

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Fig. 34

CCADV Videos

The CCADV Videos page can be accessed by clicking on the Extra button and selecting CCADV Videos from the links listed. CCADV has created and selected numerous videos that will assist you in various topics relating to Domestic Violence incidents.


Lethality Assessment Program

Extra

Register


Log In

CCADV Videos

 211 Helpline

Watch later


Share




211 Helpline

2-1-1 offers a variety of resources to people in need. They recommend services to victims, as well as their families, as an additional way of getting them into services. They provide connections to shelters, support groups, and safety planning tools. Calling 2-1-1 is completely confidential and free. They are there to help anyone who needs it, including their Military and Veteran support services.


211 Helpline




Benefits of a U-Visa Certification Process



Documenting Strangulation Cases



Dominant Aggressor FAQ



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Fig. 35

In-Service Training

This page contains monthly bulletins from CCADV Administrators and have a wealth of knowledge surrounding not only Domestic Violence, but also policing, mental health, and informative articles.

Lethality Assessment Program Forms Extra Register Log In	
Click Here to See the 2019 Domestic Violence In-Service Training Bulletins (Click on the Month/Year for full document)	
January 2019 <ul style="list-style-type: none">• Updated LAP Screen and Task Manager Report - How to Run this Task Report. Explanation in LAP Manual, page 20.• Strangulation - Documenting Strangulation Cases - Roll Call Video.• Fatality Review Report - Reducing intimate partner violence (IPV) homicide in Connecticut.	July 2019 <ul style="list-style-type: none">• Went to Services - Refer to this Explanation.• Connecticut's Domestic Violence Information Hub A New Way to Connect to Safety - Link to Safe Connect Description• CGS 47a-1 Rights and Responsibility of a Landlord and Tenant - Definitions - New Exception to Domestic Violence.
February 2019 <ul style="list-style-type: none">• One Focus Each Quarter: Focus on Communication - Schedule ONE face-to-face meeting, Plan TWO phone conversations, Exchange THREE emails.• 211 Helpline - CT 211 Helpline Roll Call Video.• How Police Agencies can Help Prevent K-9 Duty Deaths - How Police Agencies Can Help Prevent K-9 Duty Deaths.	August 2019 <ul style="list-style-type: none">• New Graph by Department & Agency - Graph Your Department or Agency.• Police Notification Family Violence Defendant Failure to Appear - Family Violence Defendant Failure to Appear.• A Blue Crisis - American Police Beat Suicide Prevention Resources for First Responders.
March 2019 <ul style="list-style-type: none">• Application for Training and Technical Assistance - How to Implement The Domestic Violence Connecticut Lethality Assessment Program (CTLAP).• Communication - Tools for Field Communication.• Psychological Survival Strategies - Arming Police Officers with Psychological Survival Strategies.	September 2019 <ul style="list-style-type: none">• Safe Haven of Greater Waterbury's New LAP phone number October 1, 2019 203-753-7387 Bethlehem, Watertown, Wolcott, Waterbury, Cheshire, Woodbury, Middlebury, Naugatuck, Prospect, Southbury• Dominant Aggressor FAQ: - There are a few reoccurring questions that are often asked about the adoption of Public Act 18-5 "Dominant Aggressor" provisions in Connecticut.• What to do with the screens - All Screens must be sent to the Domestic Violence program by the end of the shift or next morning. This includes all High-Danger, Non High-Danger, Refused to be Screened.

Fig. 36

LAP Annual Reports

This page contains several Annual Reports from CCADV.

Lethality Assessment Program Forms Extra Register Log In	
LAP Reports	
Domestic Violence LAP Reports	
2018 - 2019 Lethality Assessment Program Update	2017 Lethality Assessment Program Report
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Fig. 37