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DV

Connecticut Coalition  
Against Domestic Violence

# Lethality Assessment Program (LAP)

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## *Connecticut Coalition Against Domestic Violence*

Connecticut Coalition Against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those agencies that serve them. This computerized program will allow for the entering of data from all towns, cities, and agencies that have interaction with Domestic Violence victims.

11/1/2015

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# Lethality Assessment Program

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## Purpose

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.

## 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 for the 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 for 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 for Administrators

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## Home Page

This page is the initial page that will be accessed by all users. 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 (Fig. 1).

Each associated page with this program can be accessed from this page by clicking on the menu bar. Administrators will have access to all components of the program with no restrictions.

The following Administrator functions are available within the program:

- Admin Monthly Report
- Admin by Date
- Admin Task Report
- User Maintenance
- Town Maintenance
- Agency Maintenance

Each of these sections will be discussed further in this document.



### 1. Getting Started

If you do not have a Login ID, then you must Register first and wait for your Registration approval email. Please make sure that you Login to access the system. Both of these tasks can be done by clicking on the link at the top right of the screen.

### 2. Adding Data

Once you are logged into the system, you can add the appropriate data on the Data Entry page. Click on the Data Entry link from the Menu above to start entering your data.

### 3. Reports

You will be capable of generating various reports from the system. Click on the Reports link from the Menu above, and select which report you wish to run.

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*Fig. 1*

## Admin Reports

Administrative Reports can be found under the Reports dropdown menu (Fig. 2). Three reports are available to Administrators that will reflect the data entered into the system.



### 1. Getting Started

If you do not have a Login ID, then you must Register first and wait for your Registration approval email. Please make sure that you Login to access the system. Both of these tasks can be done by clicking on the link at the top right of the screen.

### 2. Adding Data

Once you are logged into the system, you can add the appropriate data on the Data Entry page. Click on the Data Entry link from the Menu above to start entering your data.

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You will be capable of generating various reports from the system. Click on the Reports link from the Menu above, and select which report you wish to run.

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*Fig. 2*

## Monthly Reports

Clicking on the Admin Monthly Report from the Report's dropdown menu will allow you to track data entry on a per month basis by each agency or all agencies. This report will also analyze each category and gives percentages of columns. Each column represents the information on the Help page for explaining the data entry values (Fig. 3).

### Agency Monthly Report

### Admin Monthly Report



Select Year: 2015 Select Month: Dec Select Agency: Center for Family Justice/Bridgeport

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Bridgeport	Fairfield	147,612	3	31	0.10	49204	1	33 %	2	67 %	0	0 %	1	100 %	1	100 %	0	0 %
Easton	Fairfield	7,631	3	31	0.10	2544	3	100 %	0	0 %	0	0 %	2	67 %	3	100 %	2	100 %
Fairfield	Fairfield	61,347	4	31	0.13	15337	0	0 %	4	100 %	0	0 %	1	0 %	1	0 %	0	0 %
Monroe	Fairfield	19,867	2	31	0.06	9934	0	0 %	2	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford	Fairfield	52,734	9	31	0.29	5859	4	44 %	5	56 %	0	0 %	4	100 %	4	100 %	3	75 %
Trumbull	Fairfield	36,578	0	31	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford-Troop G	Fairfield	7,500	1	31	0.03	7500	1	100 %	0	0 %	0	0 %	1	100 %	1	100 %	1	100 %
<b>TOTAL</b>		<b>325,769</b>	<b>22</b>	<b>31</b>	<b>0.71</b>	<b>14808</b>	<b>9</b>	<b>41 %</b>	<b>13</b>	<b>59 %</b>	<b>0</b>	<b>0 %</b>	<b>9</b>	<b>100 %</b>	<b>10</b>	<b>111 %</b>	<b>6</b>	<b>67 %</b>

Export to Basic Excel Spreadsheet

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Fig. 3

By selecting from the dropdown menus on this page, you can select different agencies, or report on all agencies for the month/year selected (Fig. 4).

### Admin Monthly Report



Select Year: 2015 Select Month: Dec Select Agency: [Dropdown Menu]

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Bridgeport	Fairfield	147,612	3	31	0.10	49204	1	33 %	2	67 %	0	0 %	1	100 %	1	100 %	0	0 %
Easton	Fairfield	7,631	3	31	0.10	2544	3	100 %	0	0 %	0	0 %	2	67 %	3	100 %	2	100 %
Fairfield	Fairfield	61,347	4	31	0.13	15337	0	0 %	4	100 %	0	0 %	1	0 %	1	0 %	0	0 %
Monroe	Fairfield	19,867	2	31	0.06	9934	0	0 %	2	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford	Fairfield	52,734	9	31	0.29	5859	4	44 %	5	56 %	0	0 %	4	100 %	4	100 %	3	75 %
Trumbull	Fairfield	36,578	0	31	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford-Troop G	Fairfield	7,500	1	31	0.03	7500	1	100 %	0	0 %	0	0 %	1	100 %	1	100 %	1	100 %
<b>TOTAL</b>		<b>325,769</b>	<b>22</b>	<b>31</b>	<b>0.71</b>	<b>14808</b>	<b>9</b>	<b>41 %</b>	<b>13</b>	<b>59 %</b>	<b>0</b>	<b>0 %</b>	<b>9</b>	<b>100 %</b>	<b>10</b>	<b>111 %</b>	<b>6</b>	<b>67 %</b>

- All
- 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
- Umbrella Center for Domestic Violence Services Ansonia/North Haven
- Womens Center of Greater Danbury
- Womens Support Services Sharon

Export to Basic Excel Spreadsheet

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Fig. 4

A radio button list will appear if "All" is selected from the Agency dropdown menu. This radio button will allow you to change the report from All Agencies, to show only towns (Fig. 5), or showing only State Police Troops (Fig. 6).

### Admin Monthly Report



Select Year: 2015 Select Month: Dec Select Agency: All

All Agencies  
 Towns Only  
 CSP Only

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Bridgeport	Fairfield	147,612	3	31	0.10	49204	1	33 %	2	67 %	0	0 %	1	100 %	1	100 %	0	0 %
Easton	Fairfield	7,631	3	31	0.10	2544	3	100 %	0	0 %	0	0 %	2	67 %	3	100 %	2	100 %
Fairfield	Fairfield	61,347	4	31	0.13	15337	0	0 %	4	100 %	0	0 %	1	0 %	1	0 %	0	0 %
Monroe	Fairfield	19,867	2	31	0.06	9934	0	0 %	2	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford	Fairfield	52,734	9	31	0.29	5859	4	44 %	5	56 %	0	0 %	4	100 %	4	100 %	3	75 %
Trumbull	Fairfield	36,578	0	31	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %
Greenwich	Fairfield	62,610	4	31	0.13	15652	2	50 %	2	50 %	0	0 %	2	100 %	2	100 %	2	100 %
Darien	Fairfield	21,689	1	31	0.03	21689	0	0 %	1	100 %	0	0 %	0	0 %	0	0 %	1	∞
New Canaan	Fairfield	20,314	0	31	0.00	0	0	0 %	1	0 %	0	0 %	0	0 %	0	0 %	0	0 %
Norwalk	Fairfield	88,145	0	31	0.00	0	9	0 %	8	0 %	5	0 %	5	56 %	5	56 %	14	280 %
Stamford	Fairfield	128,278	0	31	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %
Weston	Fairfield	10,388	0	31	0.00	0	0	0 %	1	0 %	0	0 %	0	0 %	0	0 %	1	∞
Westport	Fairfield	27,561	5	31	0.16	5512	5	100 %	0	0 %	0	0 %	5	100 %	5	100 %	5	100 %
Wilton	Fairfield	18,692	2	31	0.06	9346	1	50 %	1	50 %	0	0 %	1	100 %	0	0 %	1	100 %
Coventry	Tolland	12,419	0	31	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %

Fig. 5

### Admin Monthly Report



Select Year: 2015 Select Month: Dec Select Agency: All

All Agencies  
 Towns Only  
 CSP Only

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
State Police																		
Troop A Southbury	Fairfield	54,491	16	31	0.52	3406	8	50 %	8	50 %	0	0 %	6	75 %	8	100 %	10	167 %
Troop B Canaan	Litchfield	30,857	7	31	0.23	4408	4	57 %	3	43 %	0	0 %	2	50 %	3	75 %	3	150 %
Troop C Tolland	Tolland	64,890	0	31	0.00	0	0	0 %	0	0 %	0	0 %	1	0 %	2	0 %	1	100 %
Troop D Danielson	Windham	63,183	10	31	0.32	6318	4	40 %	6	60 %	0	0 %	5	125 %	0	0 %	0	0 %
Troop E Montville	New London	88,385	6	31	0.19	14731	3	50 %	3	50 %	0	0 %	4	133 %	5	167 %	5	125 %
Troop F Westbrook	Middlesex	69,177	13	31	0.42	5321	6	46 %	7	54 %	0	0 %	4	67 %	5	83 %	2	50 %
Troop G Bridgeport	Fairfield	7,500	3	31	0.10	2500	2	67 %	1	33 %	0	0 %	2	100 %	2	100 %	2	100 %
Troop H Hartford	Hartford	77,075	3	31	0.10	25692	1	33 %	2	67 %	0	0 %	3	300 %	4	400 %	2	67 %
Troop I Bethany	New Haven	21,309	3	31	0.10	7103	0	0 %	3	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Troop K Colchester	Tolland	93,473	11	31	0.35	8498	4	36 %	7	64 %	0	0 %	5	125 %	6	150 %	1	20 %
Troop L Litchfield	Litchfield	46,729	3	31	0.10	15576	2	67 %	1	33 %	0	0 %	0	0 %	1	50 %	1	∞
<b>TOTAL</b>		<b>609,569</b>	<b>75</b>	<b>31</b>	<b>2.42</b>	<b>8128</b>	<b>34</b>	<b>45 %</b>	<b>41</b>	<b>55 %</b>	<b>0</b>	<b>0 %</b>	<b>32</b>	<b>94 %</b>	<b>36</b>	<b>106 %</b>	<b>27</b>	<b>84 %</b>

Export to Basic Excel Spreadsheet

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Fig. 6

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. 7).

Lethality Assessment Program   Data Entry   Reports ▾   Maintenance ▾   Extra ▾   Register   Log in

### Admin Monthly Report

**cca|DV** Connecticut Coalition Against Domestic Violence

Select Year: 2015   Select Month: Dec   Select Agency: Center for Family Justice/Bridgeport

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Bridgeport	Fairfield	147,612	3	31	0.10	49204	1	33 %	2	67 %	0	0 %	1	100 %	1	100 %	0	0 %
Easton	Fairfield	7,631	3	31	0.10	2544	3	100 %	0	0 %	0	0 %	2	67 %	3	100 %	2	100 %
Fairfield	Fairfield	61,347	4	31	0.13	15337	0	0 %	4	100 %	0	0 %	1	0 %	1	0 %	0	0 %
Monroe	Fairfield	19,867	2	31	0.06	9934	0	0 %	2	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford	Fairfield	52,734	9	31	0.29	5859	4	44 %	5	56 %	0	0 %	4	100 %	4	100 %	3	75 %
Trumbull	Fairfield	36,578	0	31	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %
Stratford-Troop G	Fairfield	7,500	1	31	0.03	7500	1	100 %	0	0 %	0	0 %	1	100 %	1	100 %	1	100 %
<b>TOTAL</b>		<b>325,769</b>	<b>22</b>	<b>31</b>	<b>0.71</b>	<b>14808</b>	<b>9</b>	<b>41 %</b>	<b>13</b>	<b>59 %</b>	<b>0</b>	<b>0 %</b>	<b>9</b>	<b>100 %</b>	<b>10</b>	<b>111 %</b>	<b>6</b>	<b>67 %</b>

Export to Basic Excel Spreadsheet

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Fig. 7

## Admin by Date Range

You can generate a report that will show activity for all agencies similar to the Monthly Report, but will generate the data based upon a date range that is input. By selecting the beginning date, end date, and clicking on the Update Report button, a report will be generated for that town during the time period selected. (see Fig. 8, 9, 10)

Lethality Assessment Program   Data Entry   Reports ▾   Maintenance ▾   Extra ▾   Register   Log in

### Admin by Date Range

**cca|DV** Connecticut Coalition Against Domestic Violence

Select Agency: Center for Family Justice/Bridgeport   Begin Date:   End Date:   Update Report

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Fig. 8

### Admin by Date Range



Select Agency:  Begin Date:  End Date:

February, 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today: February 18, 2016

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Fig. 9

### Admin by Date Range



Select Agency:  Begin Date:  End Date:

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Bridgeport	Fairfield	147,612	52	214	0.24	2839	35	67 %	17	33 %	0	0 %	30	86 %	36	103 %	17	57 %
Easton	Fairfield	7,631	4	214	0.02	1908	4	100 %	0	0 %	0	0 %	3	75 %	4	100 %	3	100 %
Fairfield	Fairfield	61,347	40	214	0.19	1534	18	45 %	22	55 %	0	0 %	10	56 %	13	72 %	7	70 %
Monroe	Fairfield	19,867	7	214	0.03	2838	4	57 %	2	29 %	1	14 %	3	75 %	3	75 %	3	100 %
Stratford	Fairfield	52,734	10	214	0.05	5273	5	50 %	5	50 %	0	0 %	5	100 %	5	100 %	3	60 %
Trumbull	Fairfield	36,578	4	214	0.02	9144	3	75 %	1	25 %	0	0 %	3	100 %	4	133 %	1	33 %
State Police																		
Troop G Bridgeport	Fairfield	7,500	13	214	0.06	577	5	38 %	6	46 %	2	15 %	5	100 %	6	120 %	3	60 %
<b>TOTAL</b>		<b>325,769</b>	<b>130</b>	<b>214</b>	<b>0.61</b>	<b>2506</b>	<b>74</b>	<b>57 %</b>	<b>53</b>	<b>41 %</b>	<b>3</b>	<b>2 %</b>	<b>59</b>	<b>80 %</b>	<b>71</b>	<b>96 %</b>	<b>37</b>	<b>63 %</b>

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Fig. 10

Each individual Agency can be selected for the date range, or All agencies can be selected. Once again a radio button list will appear if "All" is selected from the Agency dropdown menu. This radio button will allow you to change the report from All Agencies, to show only towns or showing only State Police Troops (Fig. 11).

## Admin by Date Range



Select Agency:

All



Begin Date:

06/01/2015

End Date:

12/31/2015

- All Agencies  
 Towns Only  
 CSP Only

Jurisdiction	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to Hotline Worker	% Spoke to Hotline Worker	Officer Calls	% High Danger Officer Calls	Went to Services	% Went to Services
Bridgeport	Fairfield	147,612	52	214	0.24	2839	35	67 %	17	33 %	0	0 %	30	86 %	36	103 %	17	57 %
Easton	Fairfield	7,631	4	214	0.02	1908	4	100 %	0	0 %	0	0 %	3	75 %	4	100 %	3	100 %
Fairfield	Fairfield	61,347	40	214	0.19	1534	18	45 %	22	55 %	0	0 %	10	56 %	13	72 %	7	70 %
Monroe	Fairfield	19,867	7	214	0.03	2838	4	57 %	2	29 %	1	14 %	3	75 %	3	75 %	3	100 %
Stratford	Fairfield	52,734	10	214	0.05	5273	5	50 %	5	50 %	0	0 %	5	100 %	5	100 %	3	60 %
Trumbull	Fairfield	36,578	4	214	0.02	9144	3	75 %	1	25 %	0	0 %	3	100 %	4	133 %	1	33 %
Greenwich	Fairfield	62,610	50	214	0.23	1252	24	48 %	25	50 %	1	2 %	15	63 %	25	104 %	22	147 %
Darien	Fairfield	21,689	9	214	0.04	2410	4	44 %	6	67 %	0	0 %	3	75 %	4	100 %	8	267 %
New Canaan	Fairfield	20,314	10	214	0.05	2031	2	20 %	9	90 %	0	0 %	2	100 %	2	100 %	7	350 %
Norwalk	Fairfield	88,145	94	214	0.44	938	52	55 %	42	45 %	42	45 %	32	62 %	41	79 %	95	297 %
Stamford	Fairfield	128,278	0	214	0.00	0	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %	0	0 %

Fig. 11

Dependent upon the radio button choice, you can click the Update Report button and see the corresponding results. 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.

## Admin Task Report

By selecting this report from the Report's dropdown menu, you will generate a report that will show you which Agencies did not complete its entry of data by month/year. This report is similar to the Task report, but does not allow for emailing Agencies, and provides a more in-depth view of the data entered by departments, but not finalized by agencies (Fig. 12, 13). This report can be exported to an Excel spreadsheet by clicking on the Export to Basic Excel Spreadsheet button on the bottom of the screen.

### Admin Task Report



Select Year: 2016

Select Month: Feb

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Fig. 12

### Admin Task Report



Select Year: 2015

Select Month: Dec

Town	Month	Year	Agency	Screens	High Danger	Non Danger	DNA	Spoke	Officer Calls	Service Reason	Completed	User ID
Sterling	12	2015	Domestic Violence Program United Services Dayville/Willimantic	1	0	1	0	1			12/29/2015 10:55:36	SGT McCusker
Killingly	12	2015	Domestic Violence Program United Services Dayville/Willimantic	7	2	5	0	3			12/29/2015 10:58:28	SGT McCusker
Windham	12	2015	Domestic Violence Program United Services Dayville/Willimantic	1	1	0	0	1			1/1/2016 10:42:10	CSP172
Andover	12	2015	Interval House - West	0	0	0	0	0			12/1/2015 11:41:21	CSP172
University of Hartford	12	2015	Interval House - West	2	0	2	0	0			1/6/2016 12:24:54	UHARTDPS
Oxford	12	2015	Umbrella Center for Domestic Violence Services Ansonia/North Haven	2	1	1	0	0			1/5/2016 09:53:32	DWagner
Guilford-Troop F	12	2015	Umbrella Center for Domestic Violence Services Ansonia/North Haven	1	1	0	0	1			1/7/2016 13:02:19	jmesham
Orange	12	2015	Umbrella Center for Domestic Violence Services Ansonia/North Haven	0	0	0	0	0			1/9/2016 10:09:52	hlarock

Export to Excel Spreadsheet

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Fig. 13

## Administrator Maintenance

Administrators of the program have unique functions available to them specifically. These functions include:

- User Maintenance
- Town Maintenance
- Agency Maintenance

With each of these functions, the Administrators can activate/deactivate user accounts, update Town information, and Agency information in the system.

### User Maintenance

This page will allow Administrators the opportunity to approve new registrations of end users and to associate the security level that the user will have in the program. It will also allow for deactivation of accounts while retaining the user's information to generate reports from the past.

By selecting User Maintenance from the Maintenance dropdown menu, you can access a list of current users who have registered for access to the system (Fig. 14).

Lethality Assessment Program
Register Log in

### User Maintenance



LastName	FirstName	UserID	TelNo	Agency	Email	Security	Status	
Anderle	Anthony	anderle268	(860) 570-8873	West Hartford	aanderle@westhartfordct.gov	Department	Active	Edit
Anelli	Kelly	Kannelli	(860) 282-7899		kannelli@ctcadv.org	Admin	Active	Edit
Anuszewski	Colleen	canuszewski	(860) 848-6507	Troop E	colleen.anuszewski@ct.gov	Department	Active	Edit
Arevalo	Guadalupe	garev1	(203) 630-1638	Meriden - Wallingford Chrysalis	guadalupe@mwchrysalis.org	Agency	Active	Edit
Aulerich	William	waulerich	(860) 862-4760	Mohegan Sun Police	waulerich@moheganmail.com	Department	Active	Edit
Baboolal	Teresa	tbaboolal	(860) 688-5273	Windsor	baboolal@townofwindsorct.com	Department	Active	Edit
Beeman	Laura	beemanlaura	(860) 489-3798	Susan B Anthony Project Torrington	lbeeman@sbaproject.org	Agency	Active	Edit
Belisle	Monique	mbelisle	(860) 886-5561	Norwich	mobelisle@sbcglobal.net	Department	Active	Edit
Bergenholtz	Peter	UHARTDPS	(860) 768-7823	University of Hartford	bergenhol@hartford.edu	Department	Active	Edit
Binette	Kim	kbinette	(203) 574-6941	Waterbury	kbinette@wtbypd.org	Department	Active	Edit

1 2 3 4 5 6 7 8 9 10

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Fig. 14

By clicking on the Edit button on the right side of the grid, the administrator can edit that user's information, including telephone number, Agency/Department, Email address, Security, and Status.

The Security is based upon the type of user that requests access to the site. This security will determine what functionality the user will have for editing monthly numbers, and generating reports. The following Security values are available:

Department – This security level is the basic level that is assigned to members of local police departments, and troopers that are responsible for the entry of Lethality Assessment Program screening forms into the system on a monthly basis.

Agency – This security is a higher level for those people who are responsible for entering information per town after the departments have entered their data. This would be an employee of a Domestic Violence Agency. This person would have access to changing the numbers entered by departments/troops, and have access to adding further information i.e. Officer Calls, and Went to Service.

CSP Command – This security level is reserved for Command Staff within the State Police organization who only need the capability to utilize the reporting features of the software to access the data. This security level cannot add or change any data in the system.

Administrator – This security level is the highest in the program. This level of security will allow the user to have full access to all the data, and reports within the system. This security level is also necessary to access any of the Maintenance features of the software.

Along with security built into the program, there is a Status selection for each user. The user's Status will determine if they have access to the system or not. The following Status values are available:

Active – This user will have access to the system based upon their security level.

Inactive – This user will have no access to the system. If an inactive user attempts to login to the website, they will receive a message stating that their User ID has been deactivated, and to contact an Administrator.

Each of these User fields that can be changed can be seen in the figures below (Fig. 15, 16, 17, 18).

### User Maintenance



LastName	FirstName	UserID	TelNo	Agency	Email	Security	Status	
Anderle	Anthony	anderle268	(860) 570-8873	West Hartford	aanderle@westhartfordct.gov	Department	Active	Edit
Anelli	Kelly	Kannelli	(860) 282-7899		kannelli@ctcadv.org	Admin	Active	Edit
Anuszewski	Colleen	canuszewski	(860) 848-6507	Troop E	colleen.anuszewski@ct.gov	Department	Active	Edit
Arevalo	Guadalupe	garev1	(203) 630-1638	Meriden - Wallingford Chrysalis	guadalupe@mwchrysalis.org	Agency	Active	Update Cancel
Aulerich	William	waulerich	(860) 862-4760	Mohegan Sun Police	waulerich@moheganmail.com	Department	Active	Edit
Baboolal	Teresa	tbaboolal	(860) 688-5273	Windsor	baboolal@townofwindsorct.com	Department	Active	Edit
Beeman	Laura	beemanlaura	(860) 489-3798	Susan B Anthony Project Torrington	lbeeman@sbaproject.org	Agency	Active	Edit
Belisle	Monique	mbelisle	(860) 886-5561	Norwich	mbelisle@sbcglobal.net	Department	Active	Edit
Bergenholtz	Peter	UHARTDPS	(860) 768-7823	University of Hartford	bergenhol@hartford.edu	Department	Active	Edit
Binette	Kim	kbinette	(203) 574-6941	Waterbury	kbinette@wtbydpd.org	Department	Active	Edit

12345678910

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Fig. 15

### User Maintenance



LastName	FirstName	UserID	TelNo	Agency	Email	Security	Status	
Anderle	Anthony	anderle268	(860) 570-8873		aanderle@westhartfordct.gov	Department	Active	Edit
Anelli	Kelly	Kannelli	(860) 282-7899	Center for Family Justice/Bridgeport Domestic Abuse Services Greenwich YWCA Domestic Violence Crisis Center Norwalk/Stamford	kannelli@ctcadv.org	Admin	Active	Edit
Anuszewski	Colleen	canuszewski	(860) 848-6507	Domestic Violence Program United Services Dayville/Williamantic Interval House - East Interval House - West	colleen.anuszewski@ct.gov	Department	Active	Edit
Arevalo	Guadalupe	garev1	(203) 630-1638	Meriden - Wallingford Chrysalis	guadalupe@mwchrysalis.org	Agency	Active	Update Cancel
Aulerich	William	waulerich	(860) 862-4760	Network Against Domestic Abuse Enfield/Windsor Locks New Horizons Community Health Center Middletown Prudence Crandall Center New Britain	waulerich@moheganmail.com	Department	Active	Edit
Baboolal	Teresa	tbaboolal	(860) 688-5273	Safe Futures New London Safe Haven of Greater Waterbury Susan B Anthony Project Torrington	baboolal@townofwindsorct.com	Department	Active	Edit
Beeman	Laura	beemanlaura	(860) 489-3798	Troop A Troop B Troop C Troop D	lbeeman@sbaproject.org	Agency	Active	Edit
Belisle	Monique	mbelisle	(860) 886-5561	Troop E Troop F Troop G Troop H	mbelisle@sbcglobal.net	Department	Active	Edit
Bergenholtz	Peter	UHARTDPS	(860) 768-7823	Troop I Troop J Troop K Troop L	bergenhol@hartford.edu	Department	Active	Edit
Binette	Kim	kbinette	(203) 574-6941	Umbrella Center for Domestic Violence Services Ansonia/North Haven Womens Center of Greater Danbury Womens Support Services Sharon Andover Ansonia	kbinette@wtbydpd.org	Department	Active	Edit

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Fig. 16

### User Maintenance



LastName	FirstName	UserID	TelNo	Agency	Email	Security	Status	
Anderle	Anthony	anderle268	(860) 570-8873	West Hartford	aanderle@westhartfordct.gov	Department	Active	Edit
Anelli	Kelly	Kannelli	(860) 282-7899		kannelli@ctcadv.org	Admin	Active	Edit
Anuszewski	Colleen	canuszewski	(860) 848-6507	Troop E	colleen.anuszewski@ct.gov	Department	Active	Edit
Arevalo	Guadalupe	garev1	(203) 630-1638	Meriden - Wallingford Chrysalis	guadalupe@mwchrysalis.org	Admin Agency Department CSP Command	Active	Update Cancel
Aulerich	William	waulerich	(860) 862-4760	Mohegan Sun Police	waulerich@moheganmail.com	Department	Active	Edit
Baboolal	Teresa	tbaboolal	(860) 688-5273	Windsor	baboolal@townofwindsorct.com	Department	Active	Edit
Beeman	Laura	beemanlaura	(860) 489-3798	Susan B Anthony Project Torrington	lbeeman@sbaproject.org	Agency	Active	Edit
Belisle	Monique	mbelisle	(860) 886-5561	Norwich	mobelisle@sbcglobal.net	Department	Active	Edit
Bergenholtz	Peter	UHARTDPS	(860) 768-7823	University of Hartford	bergenhol@hartford.edu	Department	Active	Edit
Binette	Kim	kbinette	(203) 574-6941	Waterbury	kbinette@wtbydpd.org	Department	Active	Edit

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Fig. 17

### User Maintenance



LastName	FirstName	UserID	TelNo	Agency	Email	Security	Status	
Anderle	Anthony	anderle268	(860) 570-8873	West Hartford	aanderle@westhartfordct.gov	Department	Active	Edit
Anelli	Kelly	Kannelli	(860) 282-7899		kannelli@ctcadv.org	Admin	Active	Edit
Anuszewski	Colleen	canuszewski	(860) 848-6507	Troop E	colleen.anuszewski@ct.gov	Department	Active	Edit
Arevalo	Guadalupe	garev1	(203) 630-1638	Meriden - Wallingford Chrysalis	guadalupe@mwchrysalis.org	Agency	Active	Update Cancel
Aulerich	William	waulerich	(860) 862-4760	Mohegan Sun Police	waulerich@moheganmail.com	Department	Active	Edit
Baboolal	Teresa	tbaboolal	(860) 688-5273	Windsor	baboolal@townofwindsorct.com	Department	Active	Edit
Beeman	Laura	beemanlaura	(860) 489-3798	Susan B Anthony Project Torrington	lbeeman@sbaproject.org	Agency	Active	Edit
Belisle	Monique	mbelisle	(860) 886-5561	Norwich	mobelisle@sbcglobal.net	Department	Active	Edit
Bergenholtz	Peter	UHARTDPS	(860) 768-7823	University of Hartford	bergenhol@hartford.edu	Department	Active	Edit
Binette	Kim	kbinette	(203) 574-6941	Waterbury	kbinette@wtbydpd.org	Department	Active	Edit

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Fig. 18

## Town Maintenance

This page will allow Administrators the capability to update the Town's information in the database. Adding / changing an associated Domestic Violence Agency with a town, changing the population figures for a town, and associating a town with a specific State Police Troop will be accomplished on this page (Fig. 19).

Lethality Assessment Program   Data Entry   Reports   Maintenance   Extra   Register   Log in

### Town Maintenance

**cca | DV** Connecticut Coalition Against Domestic Violence

You can Update the Population, Agency, or Troop Associated with a City/Town on this screen.

Select County:

Select City/Town:

Population:

DV Agency:

State Police Troop:

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*Fig. 19*

By selecting the County, and then the town within that county, you can change the values for the Population, Domestic Violence Agency, and if that town has a resident trooper, the troop that covers the town can be associated to the town.

Each of these fields can be changed separately:

**Population** – Change the population and click on the Update Population button

**DV Agency** – Select the appropriate Domestic Violence Agency from the dropdown list and click on the Update Agency button. (\*Note that any data entered by a town prior to the Agency update will be retained with the original agency.)

**State Police Troop** – Select a troop that has a residential trooper that is responsible for this town, and the troop is tasked with entering the Lethality Assessment Program screen form data into the system.

## Agency Maintenance

This page will allow Administrators the opportunity to add new agencies in the program, and associate the towns that the agency covers (Fig. 20).

By typing in the name of the new Domestic Violence Agency, and selecting the towns that are covered by that agency, clicking on the Update button will create the new agency and associate the towns in the system.

Multiple towns can be selected by holding down the Control (CTRL) key while left mouse clicking on the town. Each town selected will be highlighted in blue to show that they have been selected.

\*Note that all data entered by a town prior to changing that town's DV Agency will be retained in the system.

The screenshot shows the 'Agency Maintenance' page of the Lethality Assessment Program. At the top is a navigation bar with links for 'Lethality Assessment Program', 'Data Entry', 'Reports', 'Maintenance', and 'Extra'. On the right side of the bar are 'Register' and 'Log in' links. Below the navigation bar, the page title 'Agency Maintenance' is displayed. The main content area features the logo for the 'Connecticut Coalition Against Domestic Violence' (cca|DV). Below the logo, a message states: 'You can Add a New Agency and associate it with City(s)/Town(s) on this screen.' There are two input fields: 'Type in New Agency Name:' followed by a text box, and 'Select Towns Associated to this Agency:' followed by a multi-select dropdown menu. The dropdown menu lists 'Andover', 'Ansonia', 'Ashford', and 'Avon'. A note below the dropdown reads: '\*\*\* (For Multiple Towns, hold down the <CTRL> Key)'. At the bottom of the form are two buttons: 'Update' (green) and 'Cancel' (purple). The footer of the page contains the copyright notice '© 2016 - Sampson Solutions'.

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*Fig. 20*

These are the reports and functions associated to the Administrators of the system. Along with these reports and functions, the Administrators of the system have full access to change data entered by each town or agency without date limitations.