cca|DV Connecticut Coalition
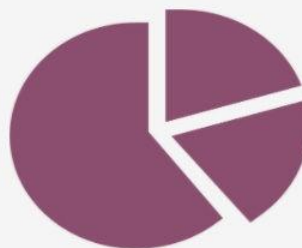Against Domestic Violence

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

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Website Navigation Training Videos

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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.
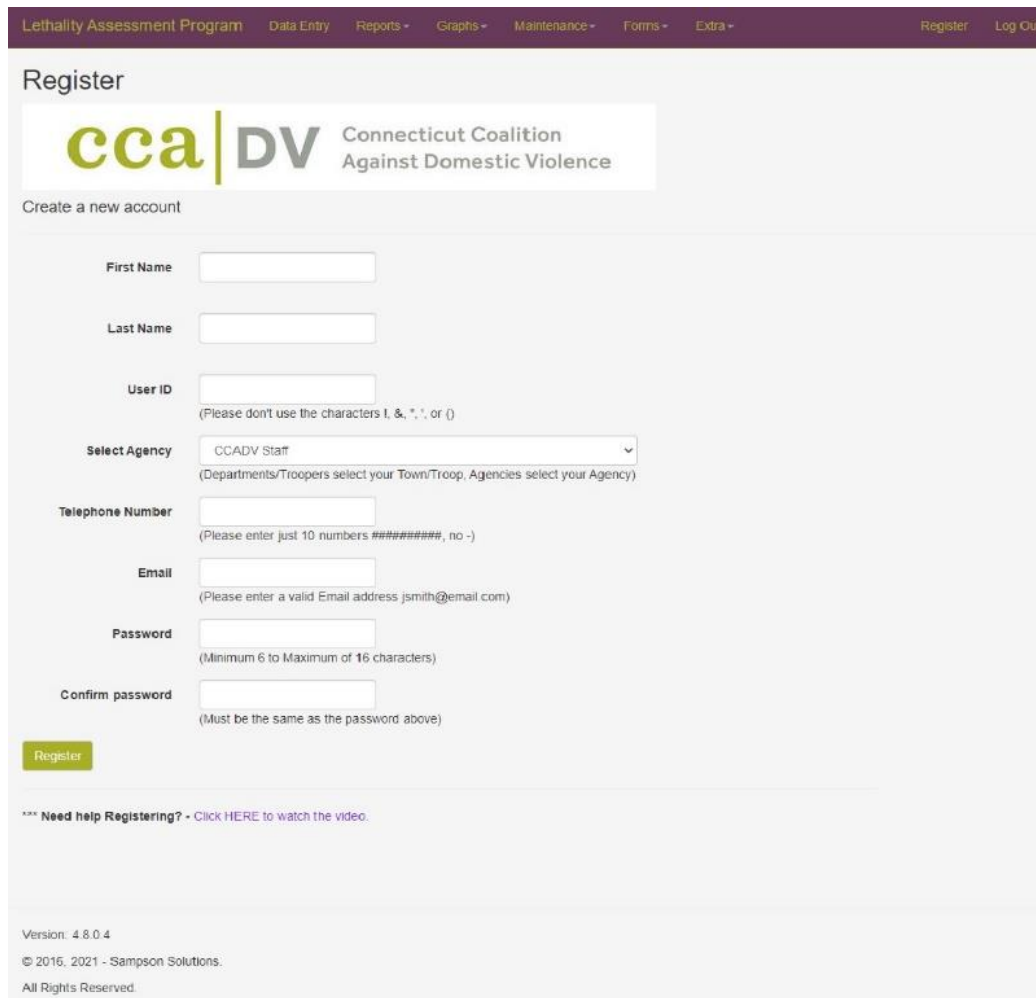
User Registration

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):

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

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Create a new account

First Name [   ]

Last Name [   ]

User ID

Select Agency

Telephone Number

Email

Password

Confirm password

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
Ansonia

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.

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	[CCADV Staff ▼] (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)
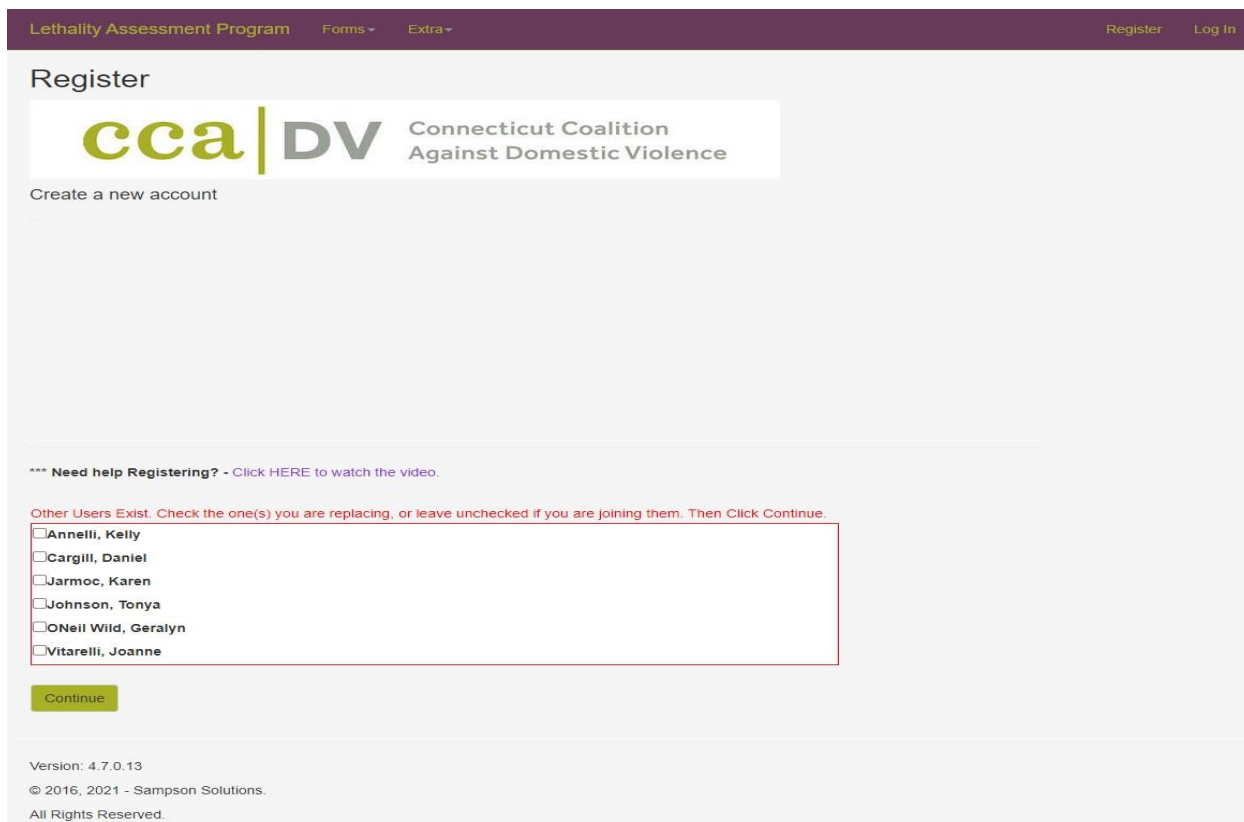
Register

*** Need help Registering? - Click HERE to watch the video.

Version: 4.8.0.4

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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.

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)

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).
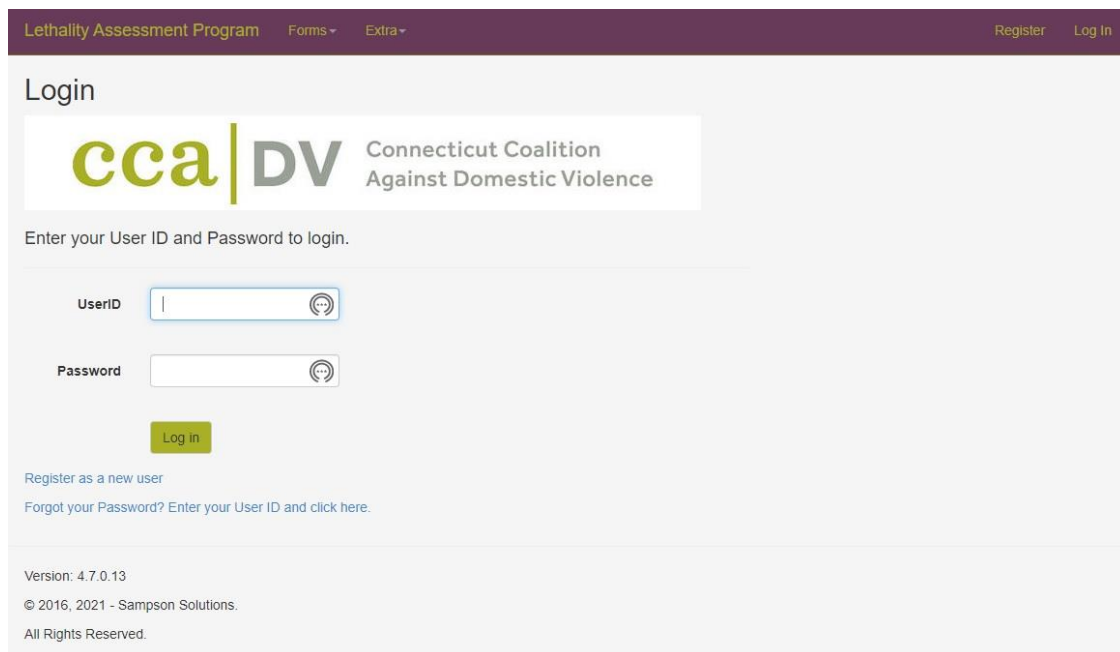
Fig. 6

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)
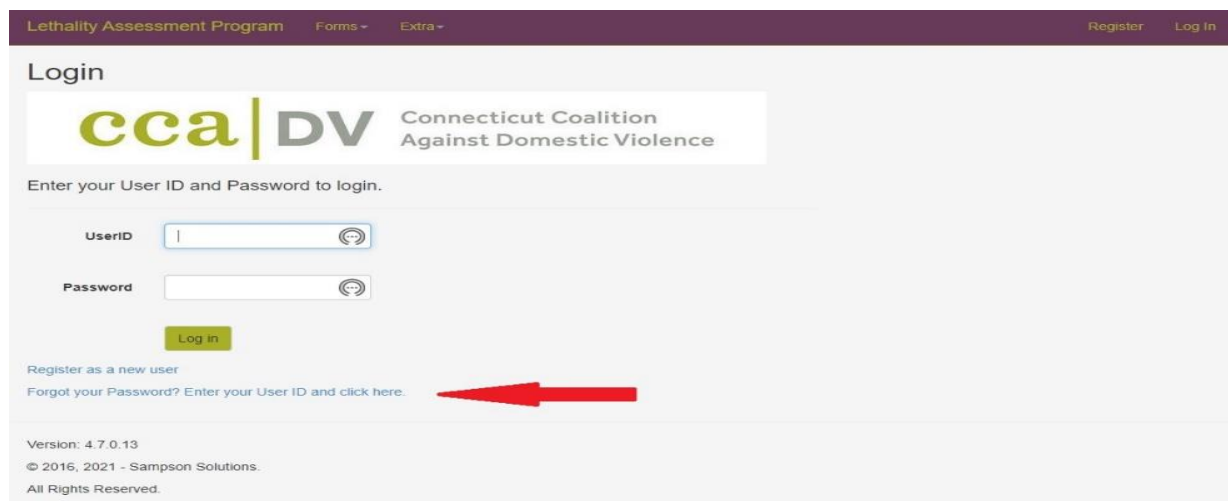
Fig. 8

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).

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.

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).

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).

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).
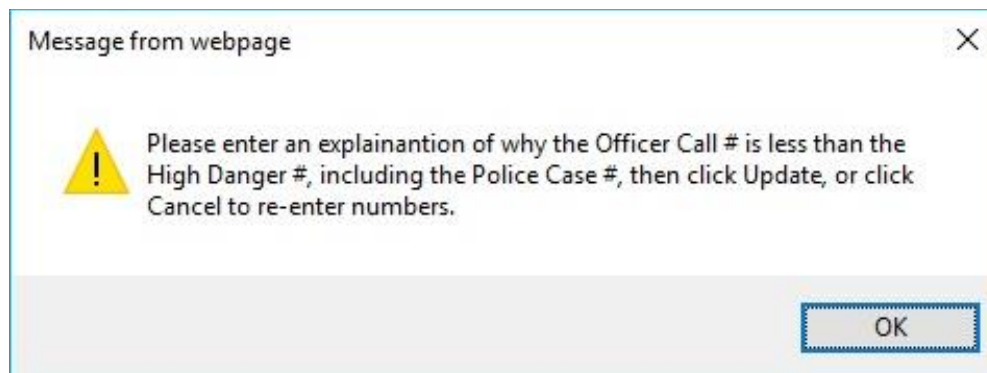
Fig. 14

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).

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).
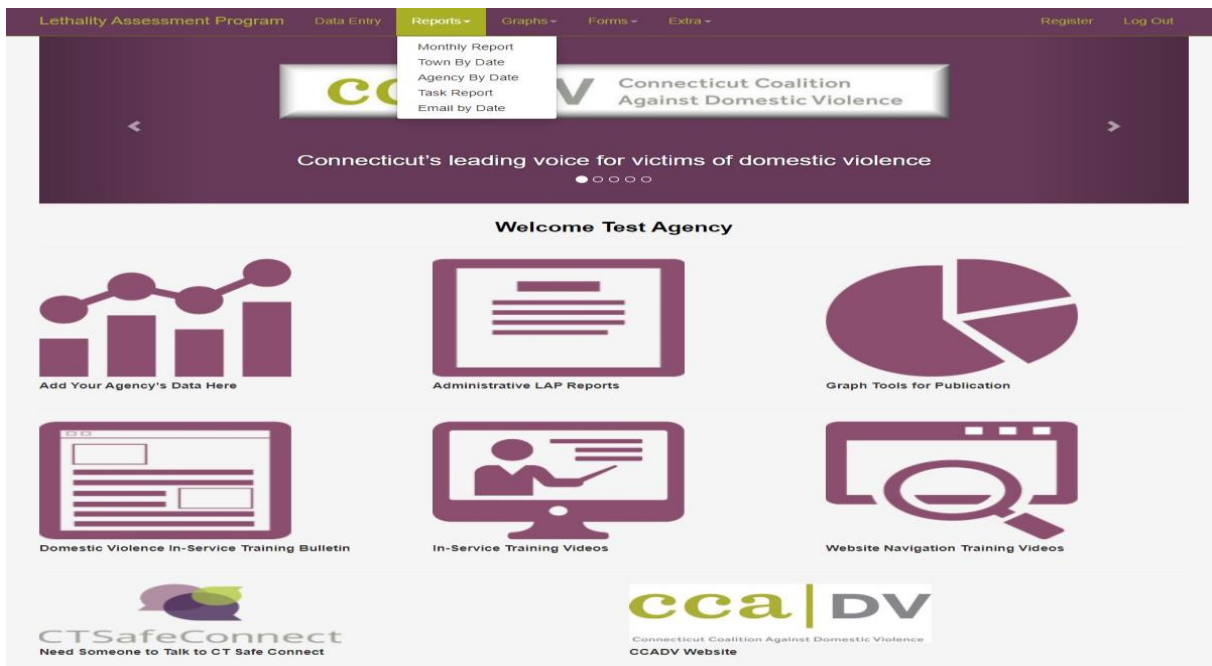
Fig. 16

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

Fig. 17

State Police Troop/Sheriff's Office Monthly Report

Jurisdiction	County	Population	Lethality Screens	High Danger	Non-High Danger	DNA	Spoke to Hotline Worker
Troop I							
Beacon Falls	New Haven	6,055	0	0	0	0	0
Bethany	New Haven	5,531	0	0	0	0	0
Prospect	New Haven	9,723	2	0	1	1	0
TOTAL		21,309	2	0	1	1	0
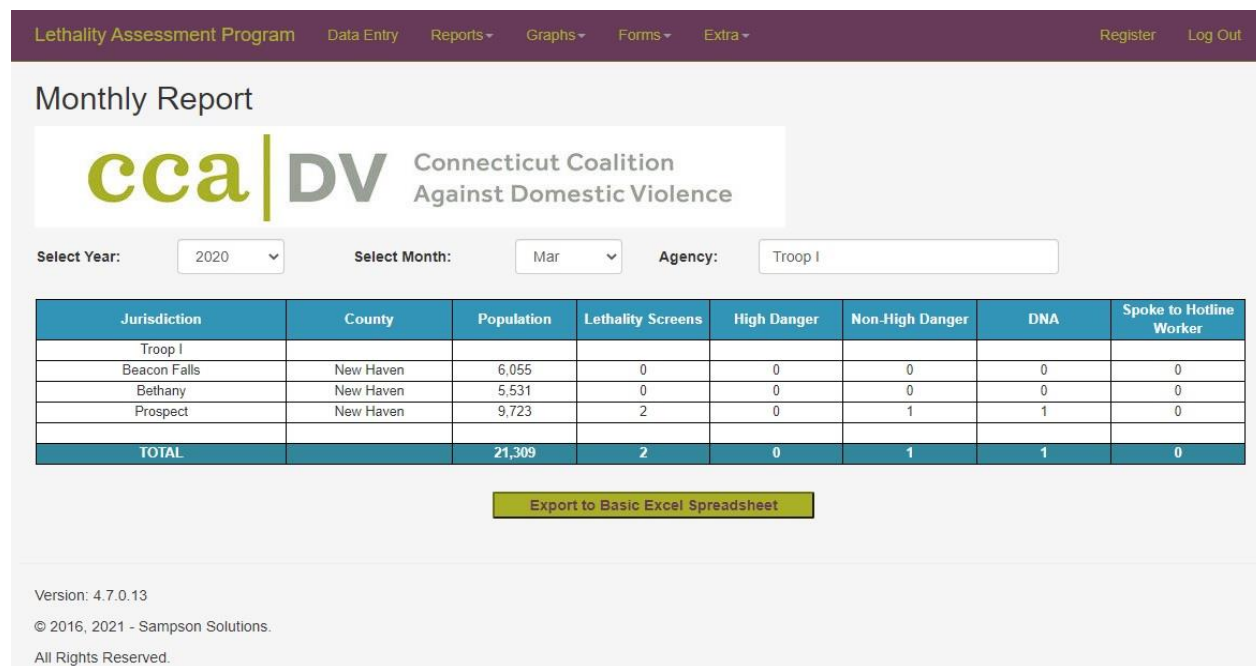
Fig. 18

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

Jurisdiction	County	Population	Lethality Screens	High Danger	Non-High Danger	DNA	Spoke to Hotline Worker
State Police							
Troop A Southbury	Fairfield	54,491	7	4	3	0	4
Troop B Canaan	Litchfield	30,857	1	1	0	0	0
Troop C Tolland	Tolland	90,867	10	1	9	0	0
Troop D Danielson	Windham	63,183	7	4	3	0	1
Troop E Montville	New London	70,642	4	4	0	0	2
Troop F Westbrook	Middlesex	58,960	4	2	2	0	1
Troop G Bridgeport	Fairfield	7,500	0	0	0	0	0
Troop H Hartford	Hartford	5,212	4	4	0	0	2
Troop I Bethany	New Haven	21,309	2	0	1	1	0
Troop K Colchester	Tolland	96,095	2	2	0	0	1
Troop L Litchfield	Litchfield	46,729	8	4	4	0	0
TOTAL		538,345	49	26	22	1	11

Fig. 19

Domestic Violence Agency Monthly Report
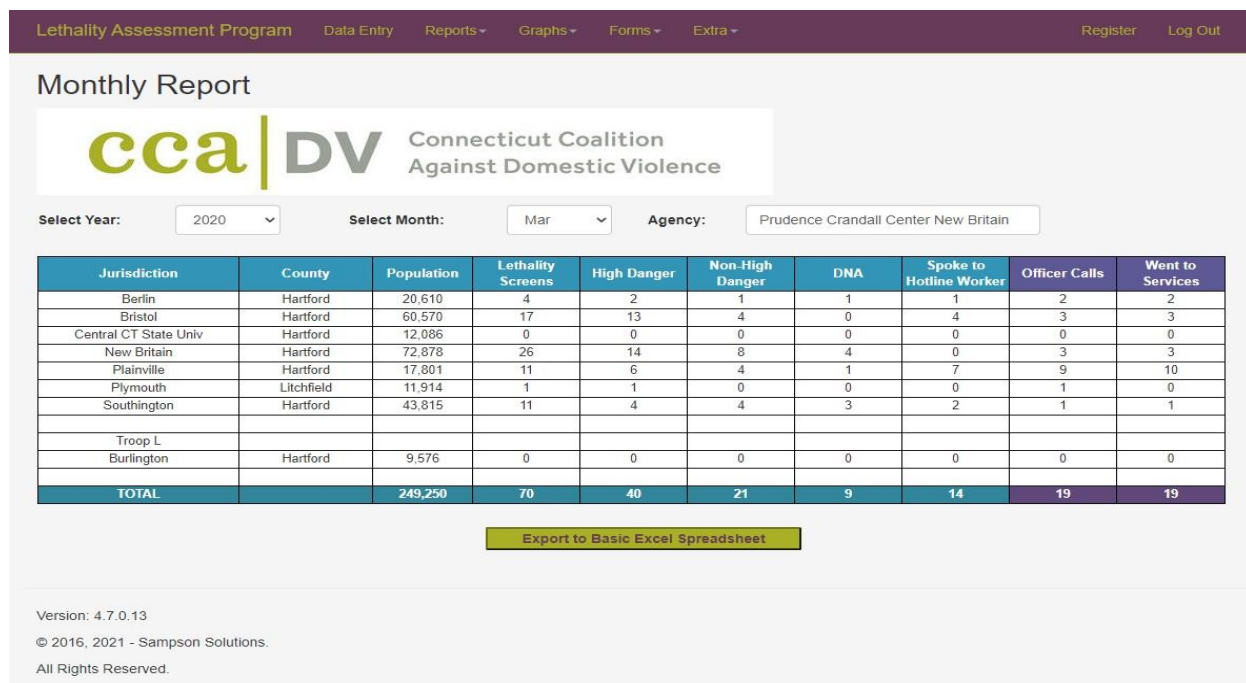
Fig. 20

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).
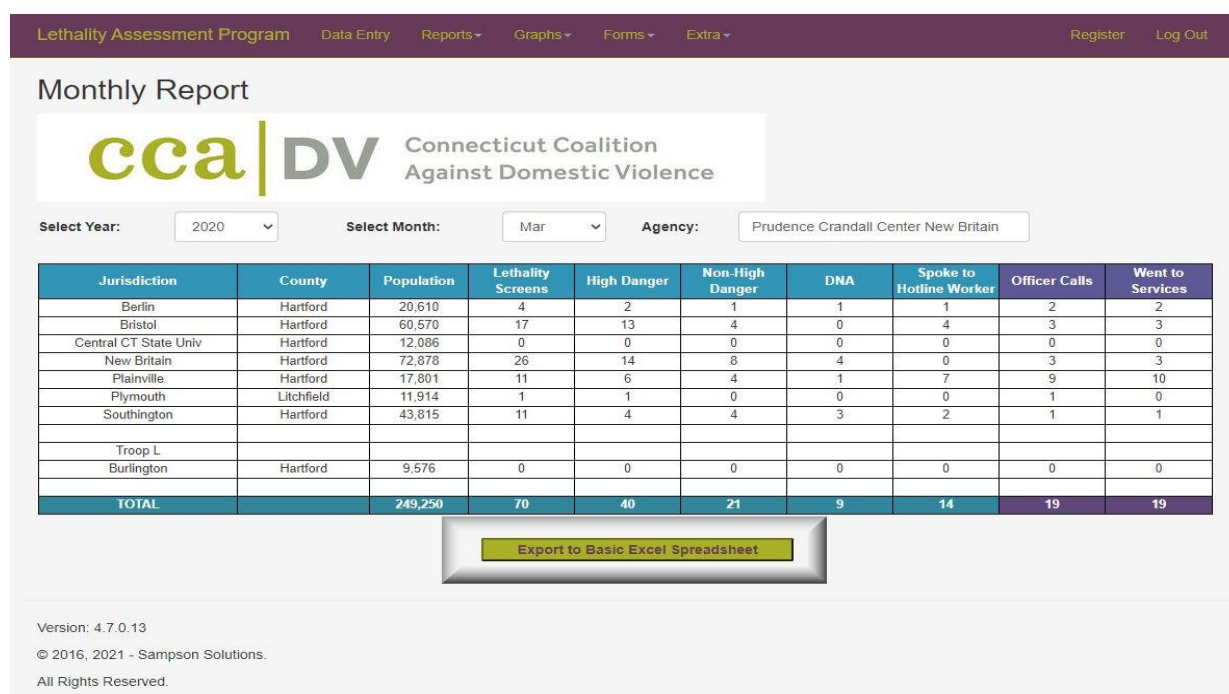
Fig. 21

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)

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).

Fig. 23

Town by Date Report

Time Line	County	Population	Lethality Screens	# Days	Screens / Day	Screens / Pop	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
2012	New Haven	18,959	25	3288	0.01	0.0013	15	32%	2	8%	14	93%	0	0%	0	0%
2013			73	3288	0.02	0.0039	33	49%	4	5%	26	79%	0	0%	0	0%
2014			75	3288	0.02	0.0040	34	51%	3	4%	33	97%	0	0%	0	0%
2015			58	3288	0.02	0.0031	33	34%	5	9%	25	76%	0	0%	0	0%
2016			72	3288	0.02	0.0038	33	36%	13	18%	26	79%	0	0%	0	0%
2017			68	3288	0.02	0.0036	33	40%	8	12%	21	64%	0	0%	0	0%
2018			49	3288	0.01	0.0026	35	27%	1	2%	18	51%	0	0%	0	0%
2019			66	3288	0.02	0.0035	56	9%	4	6%	20	36%	0	0%	0	0%
2020			127	3288	0.04	0.0067	99	14%	10	8%	33	33%	0	0%	0	0%
TOTAL			613	3288	0.19	0.0323	371	31%	50	8%	216	58%	0	0%	0	0%

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).

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).

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).

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.

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.
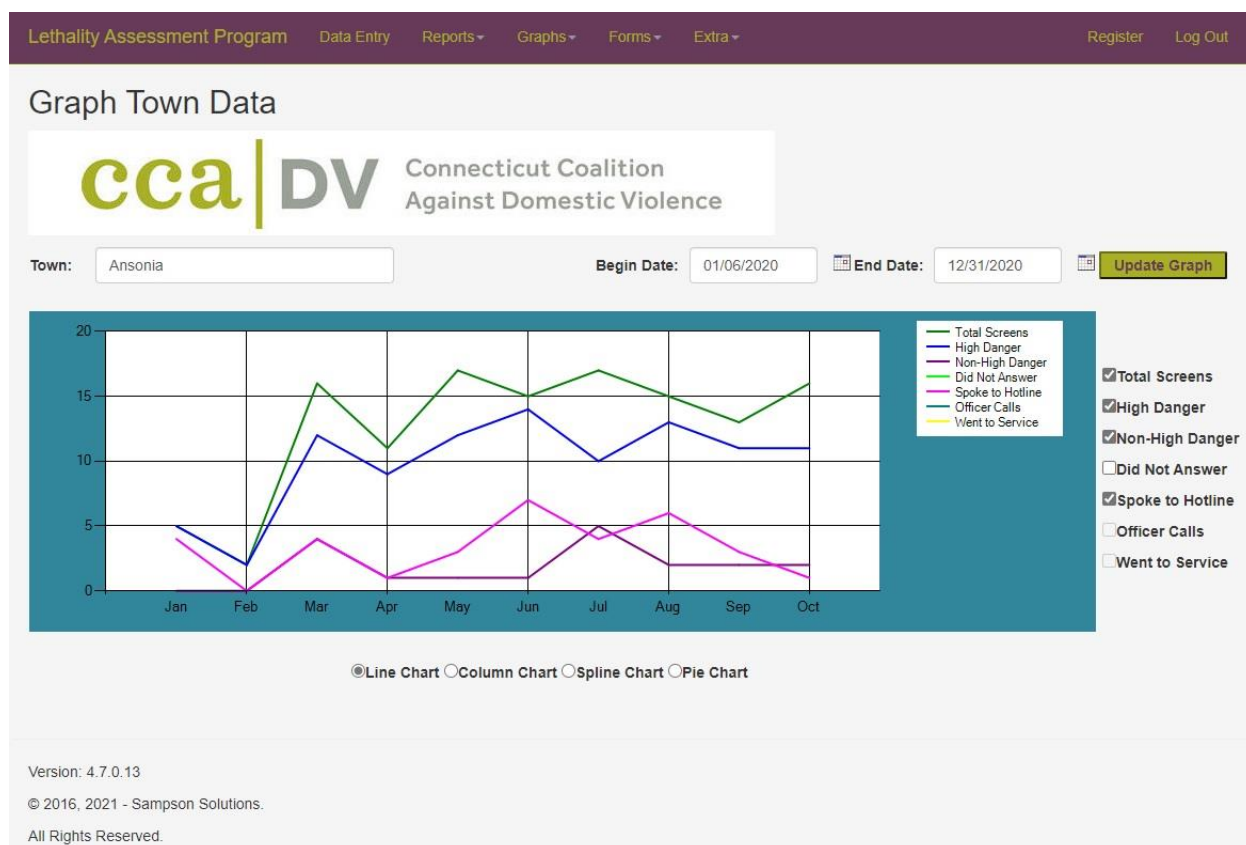
Fig. 29

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.

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.

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.

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.
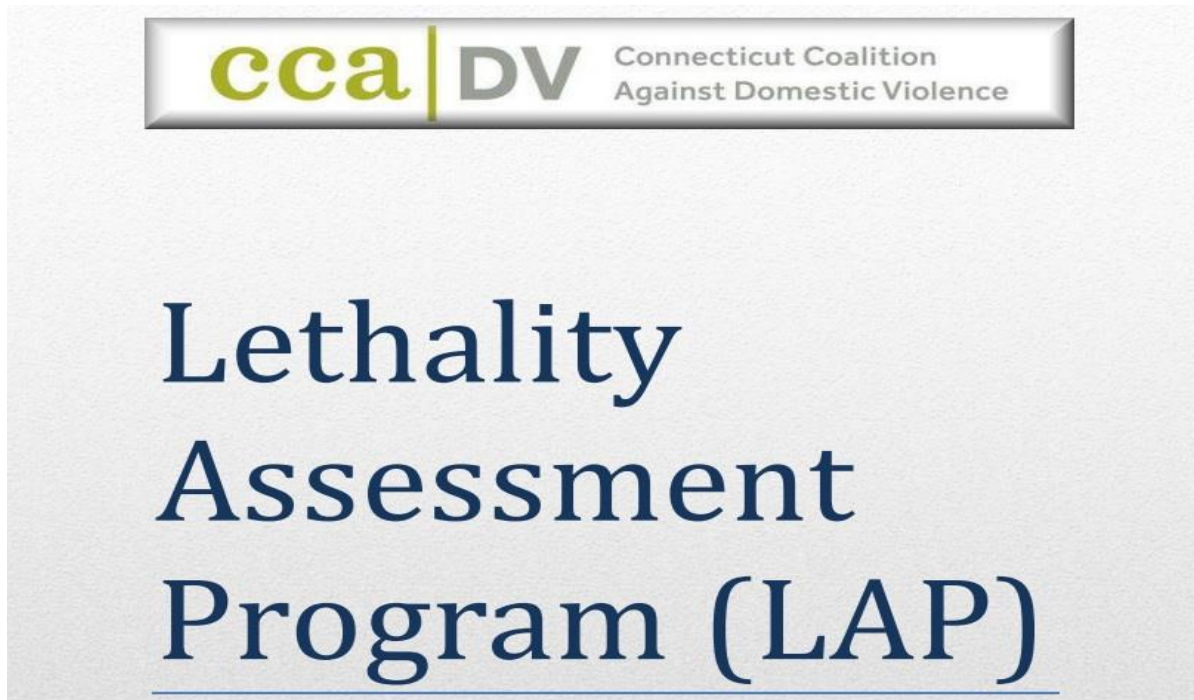
Fig. 33

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.

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.

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.

Fig. 36

LAP Annual Reports

This page contains several Annual Reports from CCADV.

Fig. 37