

# LETHALITY ASSESSMENT PROGRAM

VER. 6 ADMIN MANUAL

Connecticut Coalition  
on Domestic Violence (CCADV)

Forms ▾

Extra ▾

Register

## Connecticut's Lethality Assessment Program



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## **PURPOSE**

The purpose of this website data collection program is to allow for a single collection point of all Lethality Assessment forms completed in the field, to gather the data from the forms into an industry standard database, and to supply forms and information to the end users of this website. This will allow for the generation of various reports that can assist the user with accurate and timely data, and a resource of tools available for the officers in the field and the Domestic Violence Agency personnel.

## **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 are accurate.
- The program allows all users to generate reports to assist in the development of services and available resources.
- The program offers various resources to the officers in the field and the Domestic Violence Agency personnel.

## **OVERVIEW OF PROGRAM**

### **WEBSITE**

This website will be a single access point for all agencies involved in the Lethality Assessment Program. This program is a program of the Connecticut Coalition Against Domestic Violence (CCADV). This website will provide an effective and efficient way of collecting data regarding domestic violence screenings performed by the police services of the state, and a resource of tools available to all end users.

### **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.

No personal identifiable information of domestic violence victims is collected on this site.

## HOME PAGE

This page is the initial page that will be accessible by all users and any visitors to the website. Without logging into the site, several resources will be available to all visitors of the site. Those with accounts to log into the site will have additional resources they may access including Data Entry, Reports, and Graphs, From this initial page, you can access numerous forms, and training on how to utilize this site.

Each associated page with this program can be accessed from this page by clicking on the menu bar and selecting from the dropdown menus, or by selecting one of the card buttons displayed on the page.

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

**CTLAP** A program of the Connecticut Coalition Against Domestic Violence (CCADV)

Forms ▾ Extra ▾ Register for Access Log In

# Connecticut's Lethality Assessment Program

In-Service Training Bulletins  
[See Bulletins](#)

Connecticut's LAP Reports  
[See Reports](#)

LAP Website Training Videos  
[Learn More](#)



CT Lethality Assessment Program is a program of the Connecticut Coalition Against Domestic Violence (CCADV). Have questions about the site or instructions? Please contact Andrea Deyo at: [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)



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## USER REGISTRATION

Prior to having access to the program, users must first register their information with the website. By clicking on Register for Access on the top menu bar of the Home page (see Fig. 1).

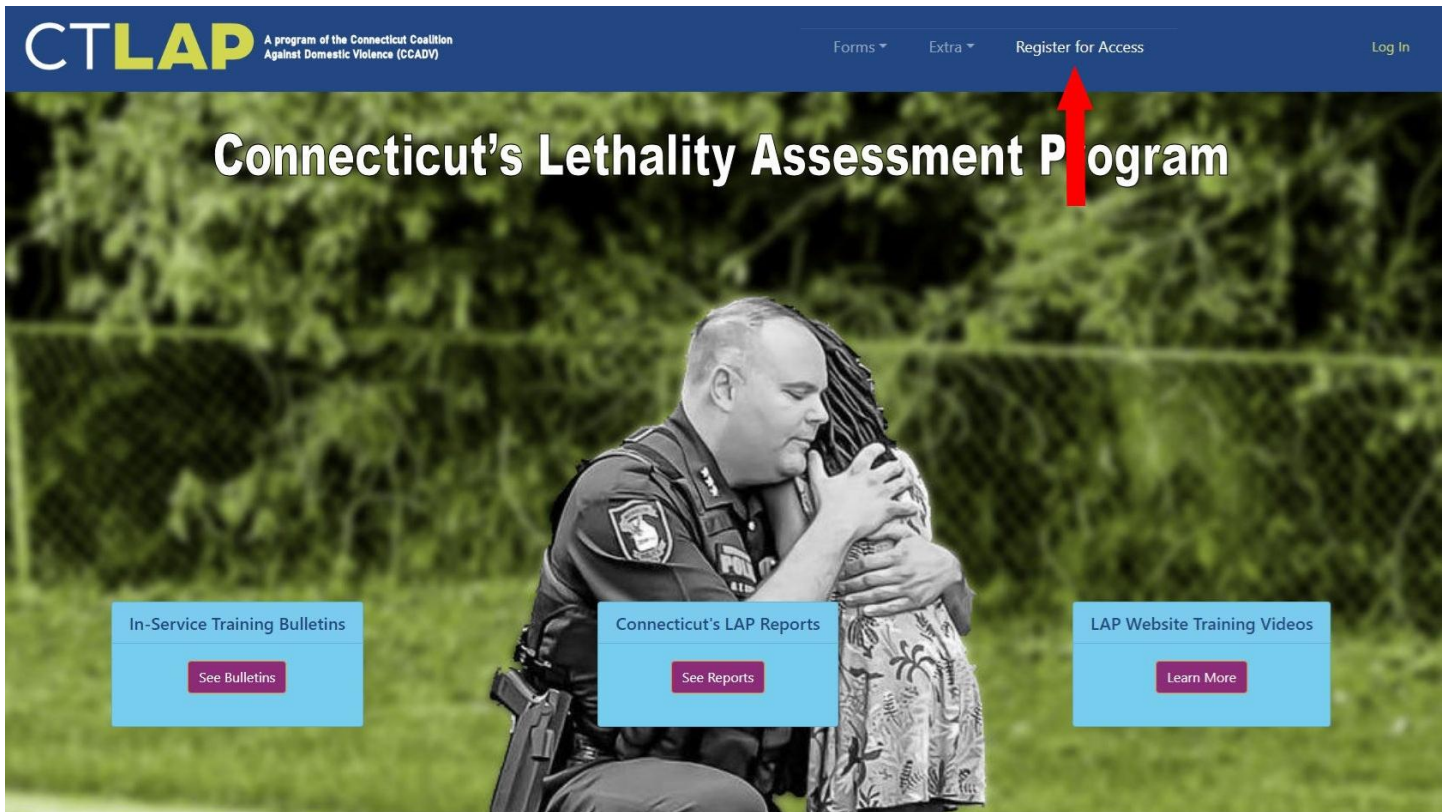


FIG. 1

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 to choose your agency. (see Fig. 3)

The screenshot shows the 'Register' page of the CT LAP website. The header includes the CT LAP logo and navigation links for 'Forms', 'Extra', 'Register for Access', and 'Log In'. The registration form fields are: First Name (William), Last Name (Smith), User ID (BigWill), Select Agency (CCADV Staff), Telephone Number, Email, Password, and Confirm password. The 'Select Agency' dropdown menu is open, displaying a list of agencies including CCADV Staff, CSP Command, Metro Transit Authority, Amtrak Police, 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, 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, The Center of Greater Danbury, Troop A, Troop B, and Troop C. A red asterisk warning reads: '\*\*\*Need Help Registering'. The footer contains the CTSafeConnect logo, contact information for Andrea Deyo (adeyo@ctcadv.org), and the cca|DV logo.

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

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

## Register

First Name	<input type="text" value="William"/>	
Last Name	<input type="text" value="Smith"/>	
User ID	<input type="text" value="BigWill"/>	(Please don't use the characters !, &, ", ', or {})
Select Agency	<input type="text" value="Ansonia"/>	(Departments/Troops select your Town/Troop, Agencies select your Agency)
Telephone Number	<input type="text" value="2035551212"/>	(Please enter just 10 numbers #####, no -)
Email	<input type="text" value="bigwill@myemail.com"/>	(Please enter a valid Email address jsmith@email.com)
Password	<input type="password" value="*****"/>	(Minimum 6 to Maximum of 16 characters)
Confirm password	<input type="password" value="*****"/>	(Must be the same as the password above)
<input type="button" value="Register"/>		

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



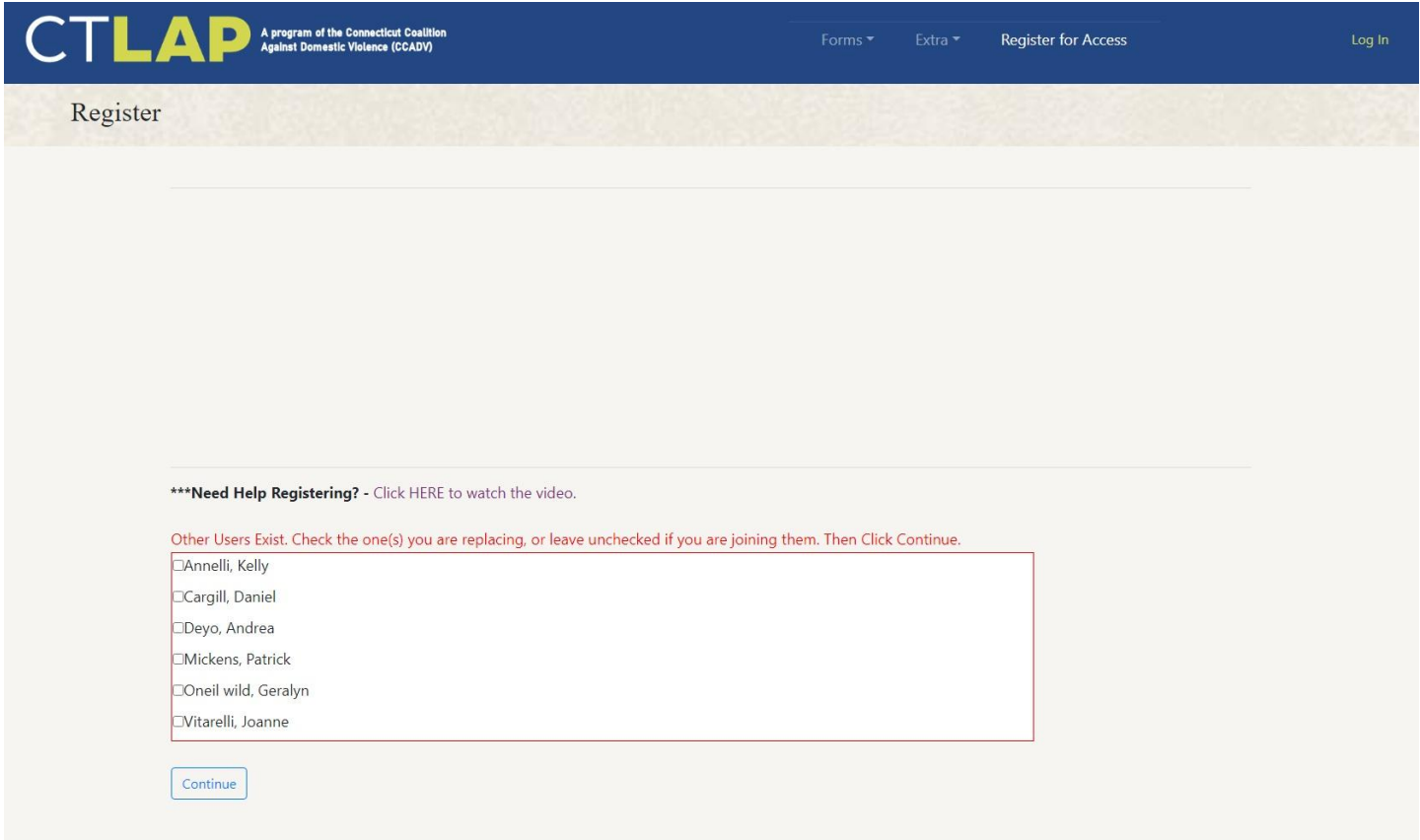
CT Lethality Assessment Program is a program of the Connecticut Coalition Against Domestic Violence (CCADV). Have questions about the site or instructions? Please contact Andrea Deyo at: [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)



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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.



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FIG. 4A

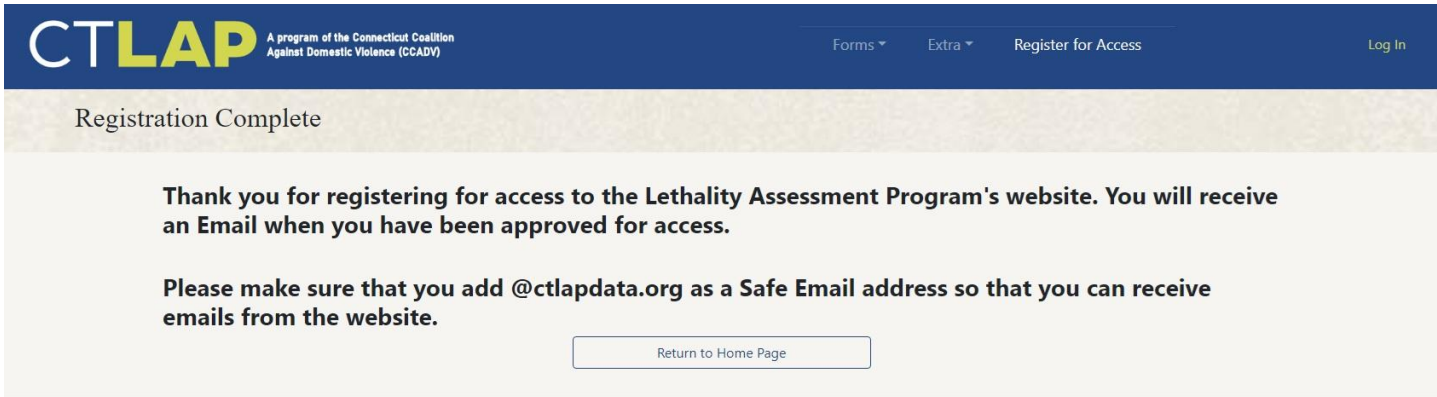
If you are adding yourself to the Coordinators list for your Department/Agency, then just click Continue.

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)

The program can be configured to automatically remove the replaced person if needed. Currently, the Administrator must manually de-activate the person based upon the emails received.





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FIG. 5

The Administrator(s) of the program will receive an email from the system and then 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 @ctlapdata.org. If you do not see the email, check your Clutter or Junk folder and set up your email to not block the sender. Many of the emails sent by the system are sent from postmaster@ctlapdata.org.

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).

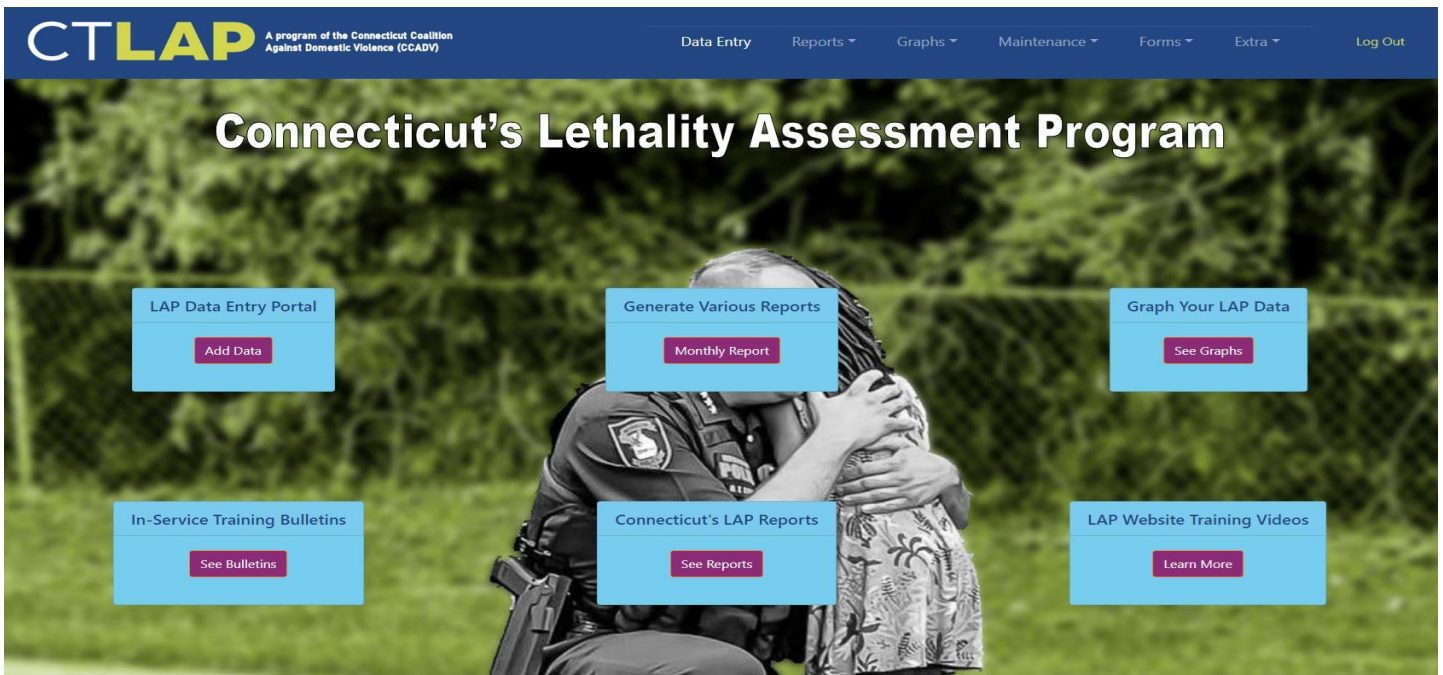
The screenshot shows the login page for the CT Lethality Assessment Program (CTLAP). At the top, there is a dark blue navigation bar with the CTLAP logo on the left, which includes the text "A program of the Connecticut Coalition Against Domestic Violence (CCADV)". On the right side of the navigation bar are links for "Forms", "Extra", "Register for Access", and "Log In". Below the navigation bar, the word "Login" is centered. The main content area is light beige and contains the instruction "Enter your User ID and Password to login." followed by a purple-bordered login form. The form has two input fields: "UserID" and "Password", and a "Log in" button at the bottom. Below the form, there are two links: "Register as a new user by clicking here" and "Forgot your Password? Enter your User ID and click here." The footer of the page features three logos: "CTSafeConnect" on the left, the program description and contact information in the center, and "cca|DV Connecticut Coalition Against Domestic Violence" on the right. Small text at the bottom center indicates the version (6.12.24.2024) and copyright (2016, 2025 - Sampson Solutions, LLC. All Rights Reserved.).

FIG. 6

Enter your User ID and Password, then click on the Log In button on the bottom of the page.

**(\*Note: Passwords are case sensitive)**

You will be returned to the Home Page, and based upon your security level, you will be capable of accessing more items either from the menu at the top of the page or the card buttons on the page to navigate through the program (see Fig. 7)



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FIG. 7

## FORGOT PASSWORD

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)

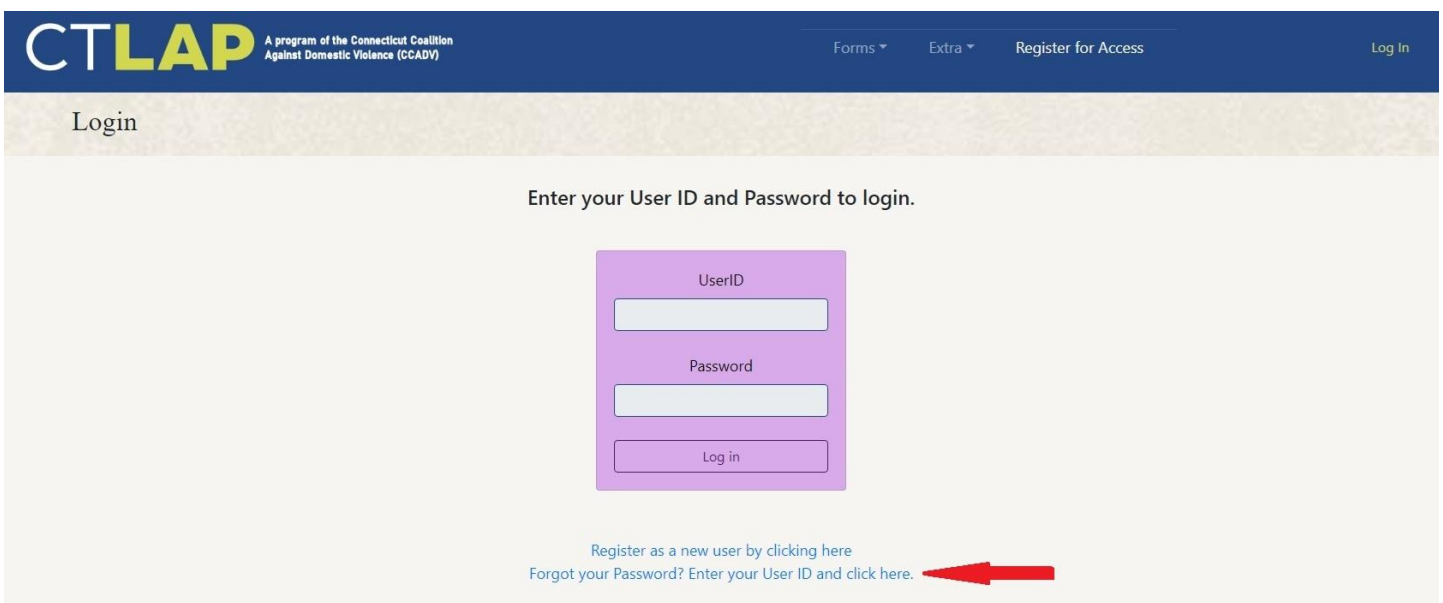
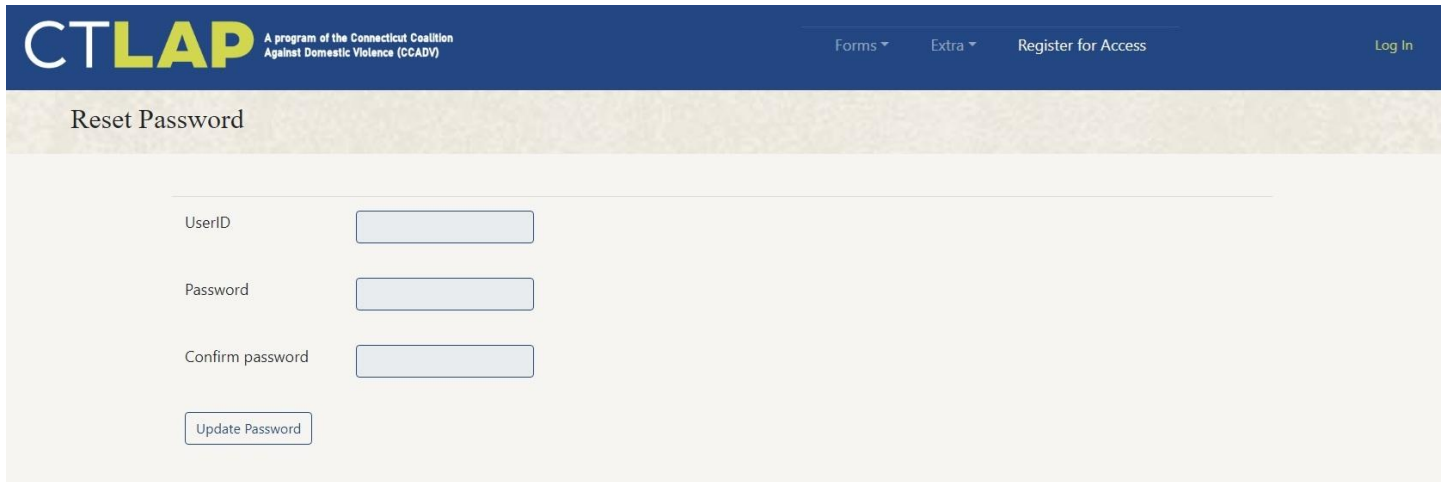


FIG. 8

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).



The screenshot shows the CTLAP website's 'Reset Password' page. The header is dark blue with the CTLAP logo on the left, which includes the text 'A program of the Connecticut Coalition Against Domestic Violence (CCADV)'. On the right side of the header are links for 'Forms', 'Extra', 'Register for Access', and 'Log In'. The main content area has a light beige background and is titled 'Reset Password'. It contains three input fields: 'UserID', 'Password', and 'Confirm password', each with a light blue border. Below these fields is a button labeled 'Update Password'.

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).

The screenshot shows the CTLAP Data Entry interface. At the top, there is a navigation bar with the CTLAP logo and a program description: "A program of the Connecticut Coalition Against Domestic Violence (CCADV)". The navigation bar includes links for "Data Entry", "Reports", "Graphs", "Maintenance", "Forms", "Extra", and "Log Out". Below the navigation bar, the page title "Data Entry" is displayed. The main content area features three dropdown menus: "Select Year:" (set to 2024), "Select Month:" (set to Dec), and "Select Agency:" (set to Center for Family Justice/Bridgeport). A button labeled "Add Other Towns" is located below the dropdowns. The main data area is titled "You are Entering Data for Dec - 2024" and contains a table with the following data:

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Service During Call	Service After Call	Edit
Bridgeport	18	13	5	0	12	12	7	0	Edit
Easton	0	0	0	0	0	0	0	0	Edit
Fairfield	4	3	1	0	3	3	3	0	Edit
Fairfield University	0	0	0	0	0	0	0	0	Edit
Housatonic Community College	0	0	0	0	0	0	0	0	Edit
Monroe	0	0	0	0	0	0	0	0	Edit
Stratford	10	5	3	2	1	1	0	0	Edit

At the bottom of the table, there is a summary row with the value "12" under the "Lethality Screens" column.

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
- Services After Call

# ENTRY CRITERIA

This is set up 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.

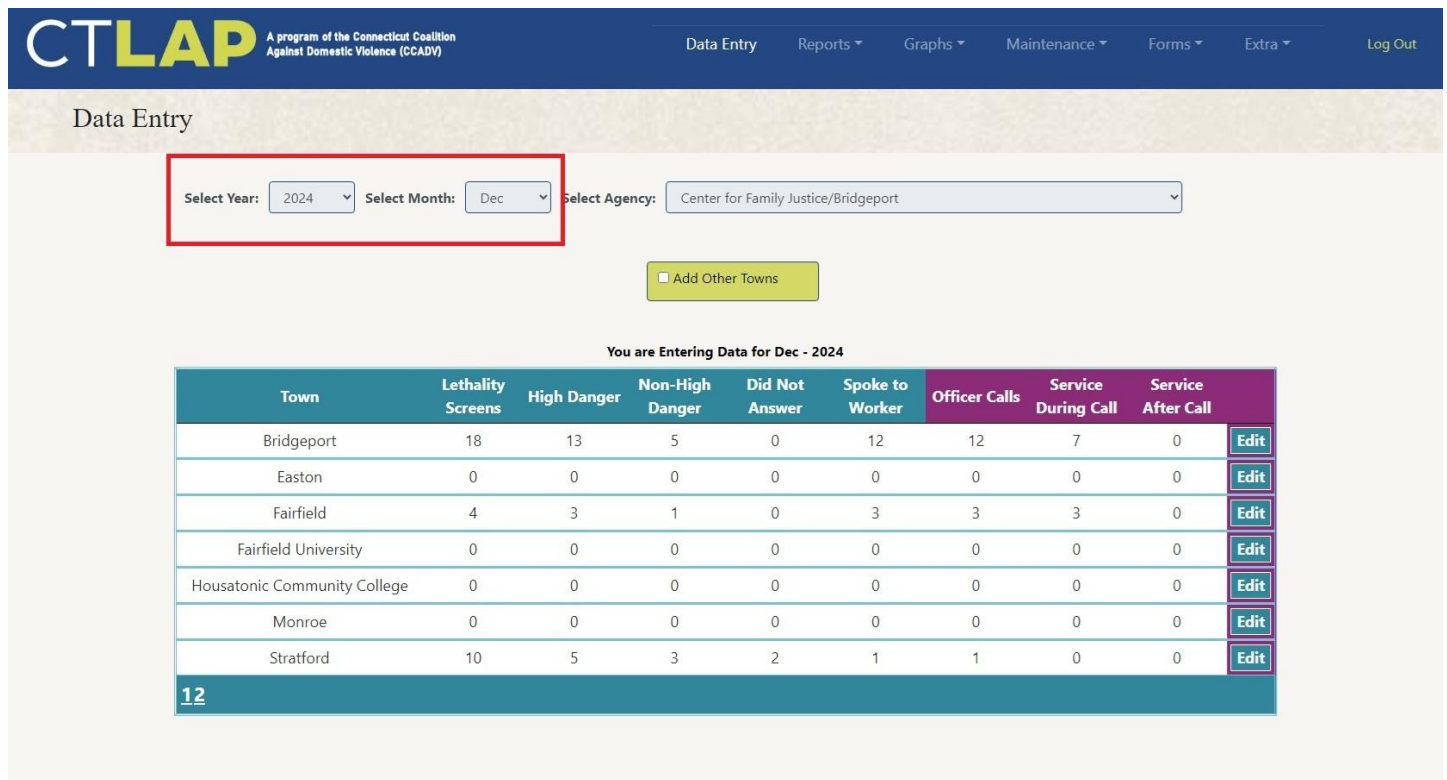


FIG. 11

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).

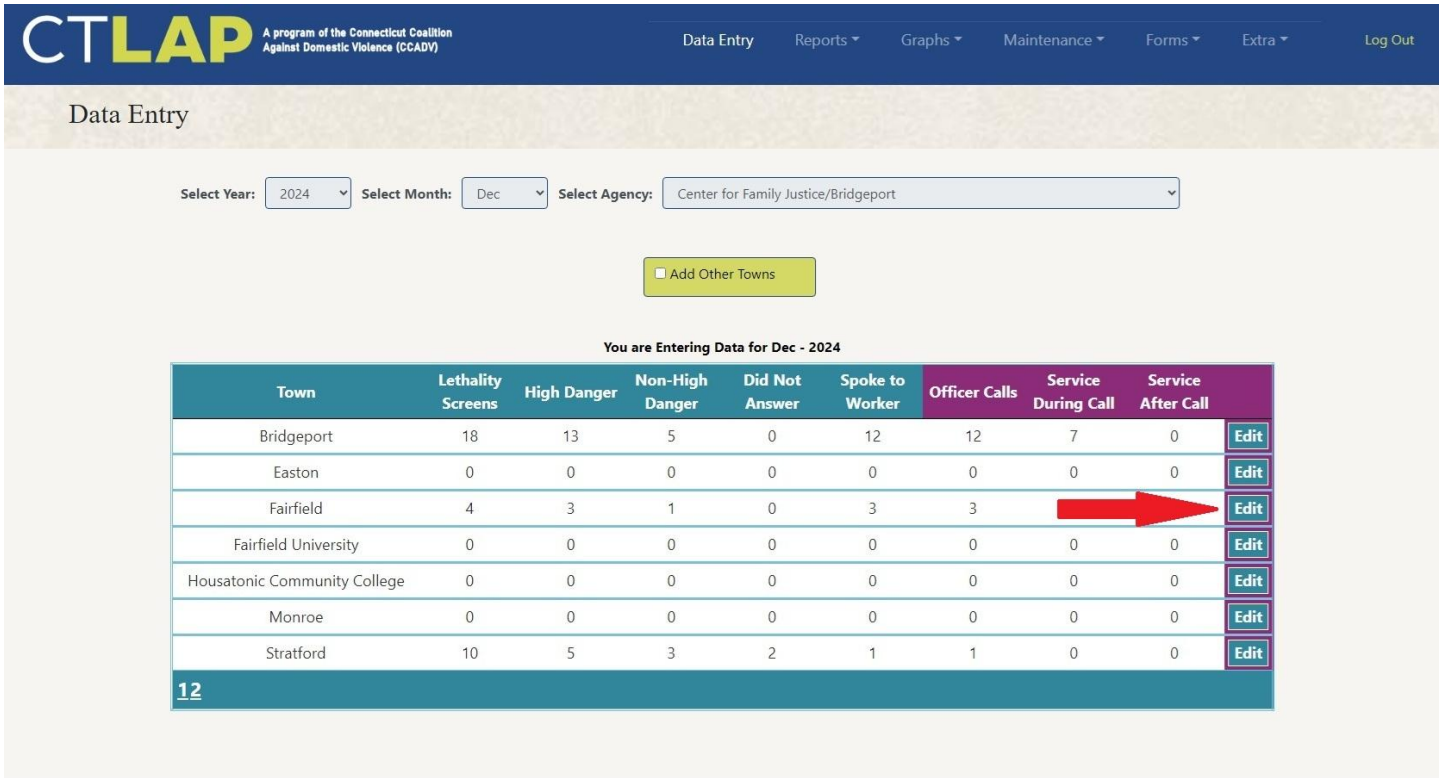


FIG. 12

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 when you click on Update. You can then click on the Update button on the right to save the data, or the Cancel button to disregard any changes (see Fig. 13).

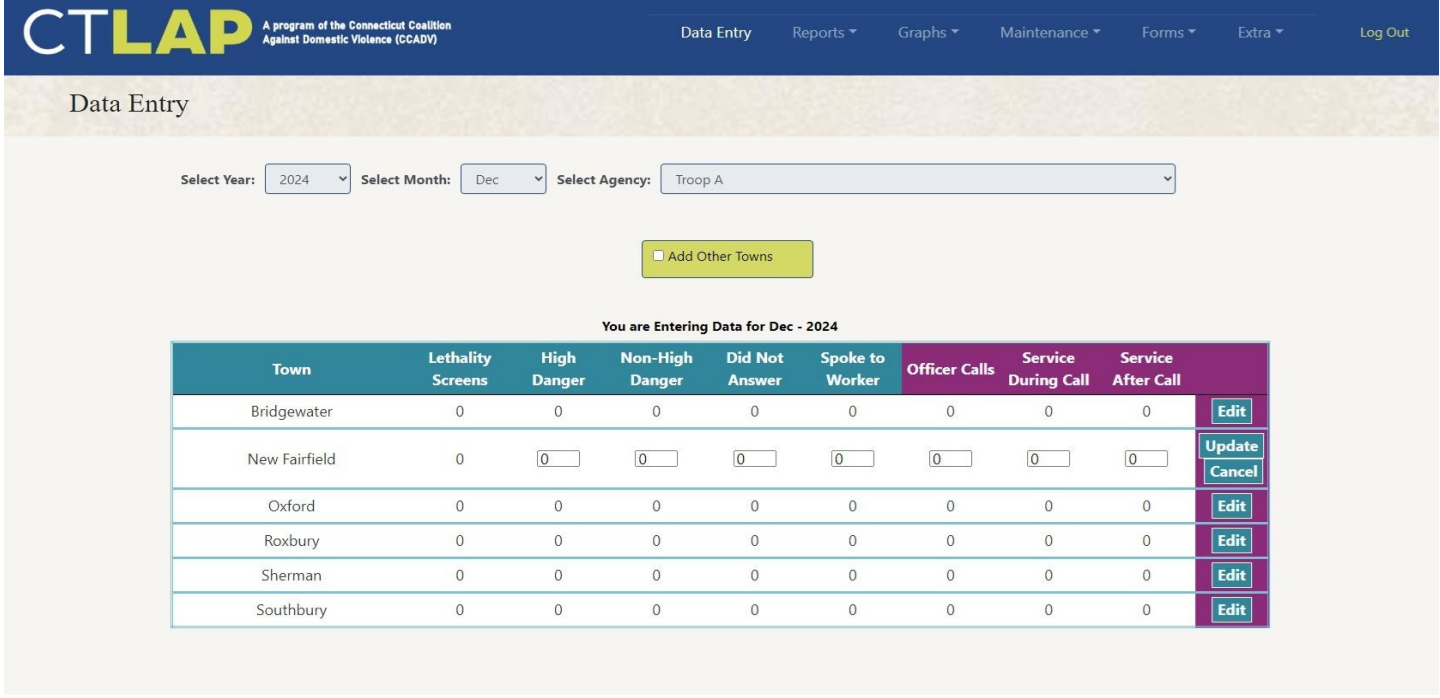


FIG. 13

**(\*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 be displayed to warn you that there is a discrepancy in the data entered (see Fig. 14).

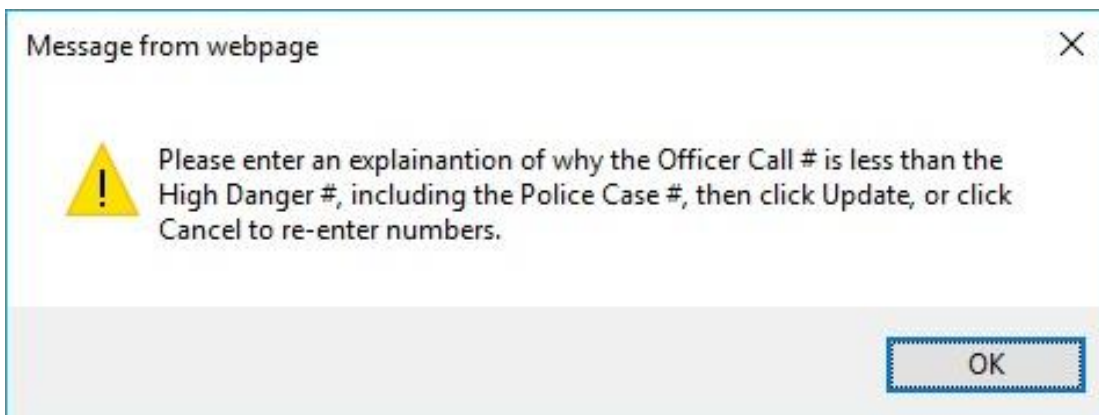


FIG. 14

The Agency must enter information in the Explanation field that will be shown 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).



Data Entry

Select Year: 2024 Select Month: Dec Select Agency: Center for Family Justice/Bridgeport

Add Other Towns

You are Entering Data for Dec - 2024

Town	Lethality Screens	High Danger	Non-High Danger	Did Not Answer	Spoke to Worker	Officer Calls	Service During Call	Service After Call	
Bridgeport	18	13	5	0	12	12	7	0	Edit
Easton	0	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Update Cancel
Fairfield	4	3	1	0	3	3	3	0	Edit
Fairfield University	0	0	0	0	0	0	0	0	Edit
Housatonic Community College	0	0	0	0	0	0	0	0	Edit
Monroe	0	0	0	0	0	0	0	0	Edit
Stratford	10	5	3	2	1	1	0	0	Edit

12

CAUTION: Officer Calls is less than High Danger value.

Explanation:

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 several reports from the system to track your entries, and your Lethality Screens. These reports include:

- Monthly Reports
- Stats by Month/Year
- Total Stats by Date
- DV Contacts
- Task Report
- Email by Date
- Admin Monthly Report
- Admin Task Report

All Administrator Reports contain fields that are not visible to the Officers or DV Agency personnel.

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

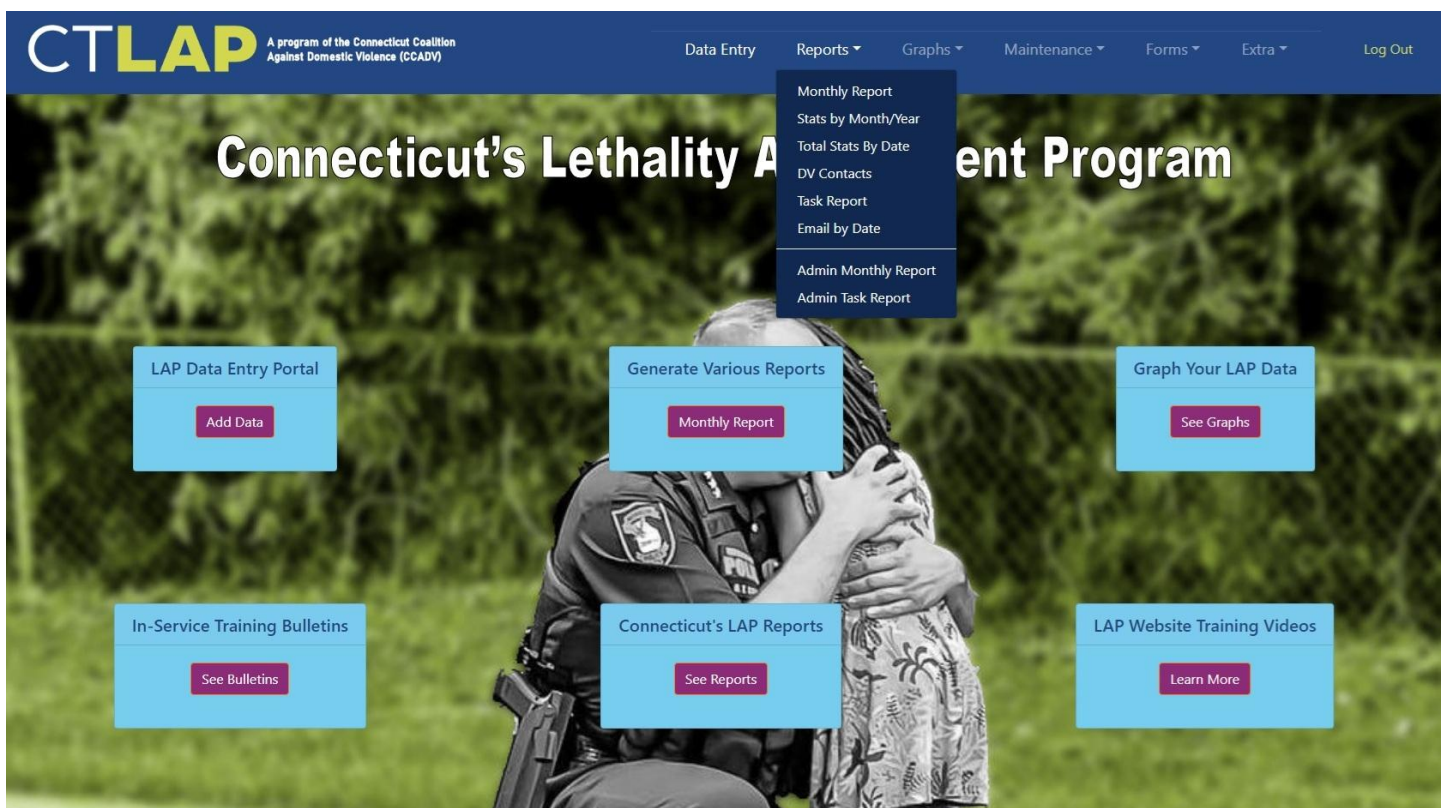


FIG. 16

## MONTHLY REPORTS

Clicking on the Monthly Reports button will allow you to track 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).

The Towns/Cities highlighted in yellow did not report for the given time period.

The Officer Calls highlighted in red, means that there are fewer Officer Calls than High Danger entries for this time period.

Administrators can select from each DV Agency or can show a report of all DV Agencies.

## ADMIN MONTHLY REPORT

CT LAP A program of the Connecticut Coalition Against Domestic Violence (CCADV)

Data Entry Reports Graphs Maintenance Forms Extra Log Out

Monthly Report

Select Year: 2024 Select Month: Dec Select Agency: The Center of Greater Danbury

Jurisdiction	County	Population	Lethality Screens	High Danger	Non-High Danger	DNA	Spoke to LAP-line Worker	Officer Calls	Services During Call	Services After Call
Bethel	Fairfield	19,372	5	3	2	0	3	0	2	0
Brookfield	Fairfield	17,055	2	0	2	0	0	0	0	0
Danbury	Fairfield	83,784	19	9	10	0	5	0	2	0
New Milford	Litchfield	27,474	8	2	6	0	1	1	1	0
Newtown	Fairfield	28,152	2	2	0	0	1	2	1	0
Redding	Fairfield	9,309	0	0	0	0	0	0	0	0
Ridgefield	Fairfield	25,205	0	0	0	0	0	0	0	0
Western CT State Univ	Fairfield	5,000	0	0	0	0	0	0	0	0
Troop A										
Bridgewater	Fairfield	1,675	0	0	0	0	0	0	0	0
New Fairfield	Fairfield	14,149	1	1	0	0	1	1	1	0
Roxbury	Fairfield	2,201	0	0	0	0	0	0	0	0
Sherman	Fairfield	3,671	1	1	0	0	0	0	0	0
<b>TOTAL</b>		<b>237,047</b>	<b>38</b>	<b>18</b>	<b>20</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>7</b>	<b>0</b>

Export to Excel Spreadsheet

FIG. 17

## EXPORT REPORTS

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).

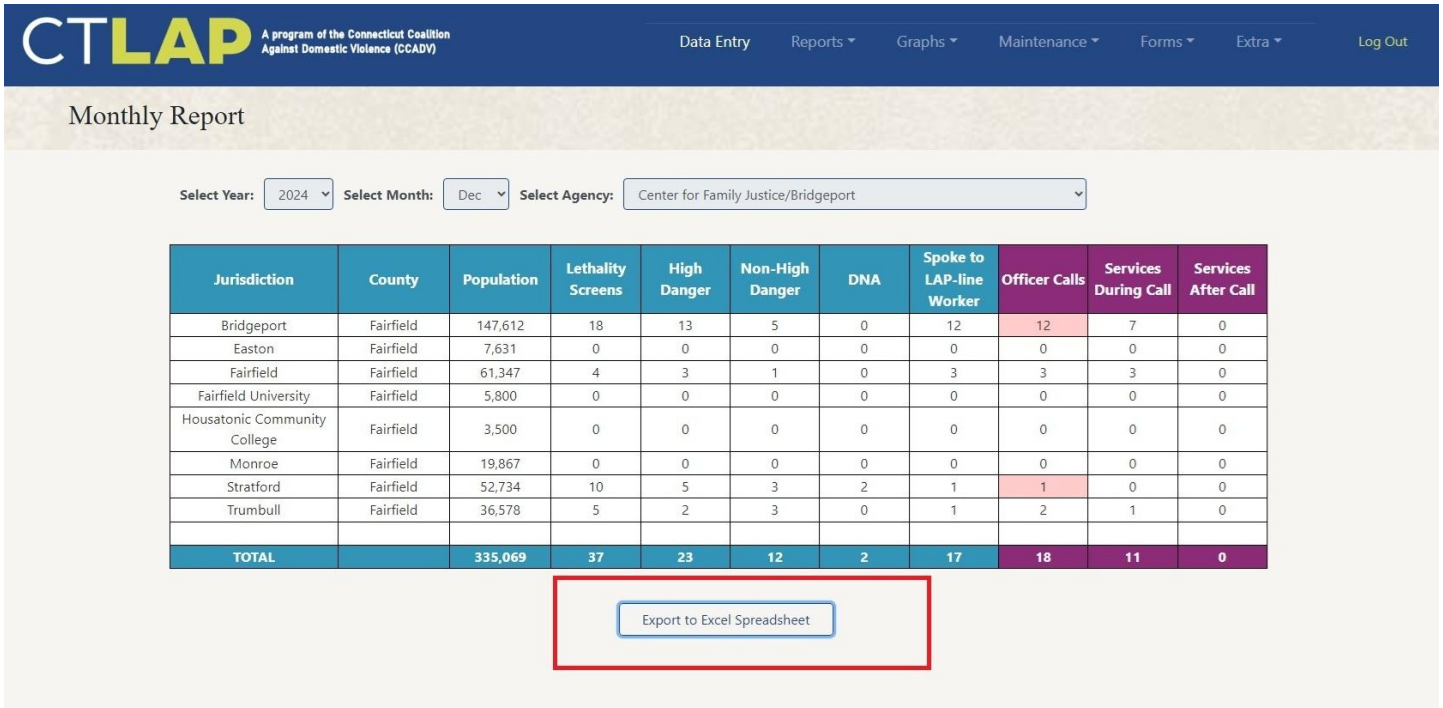


FIG. 21

## STATS BY MONTH/YEAR

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

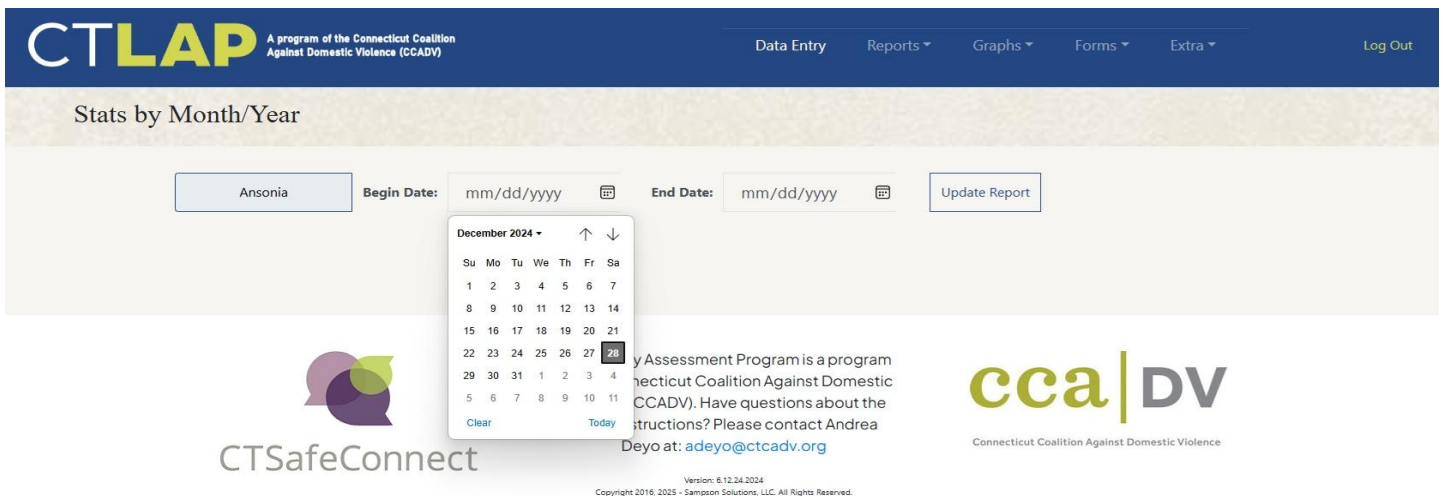


FIG. 22

Depending 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).

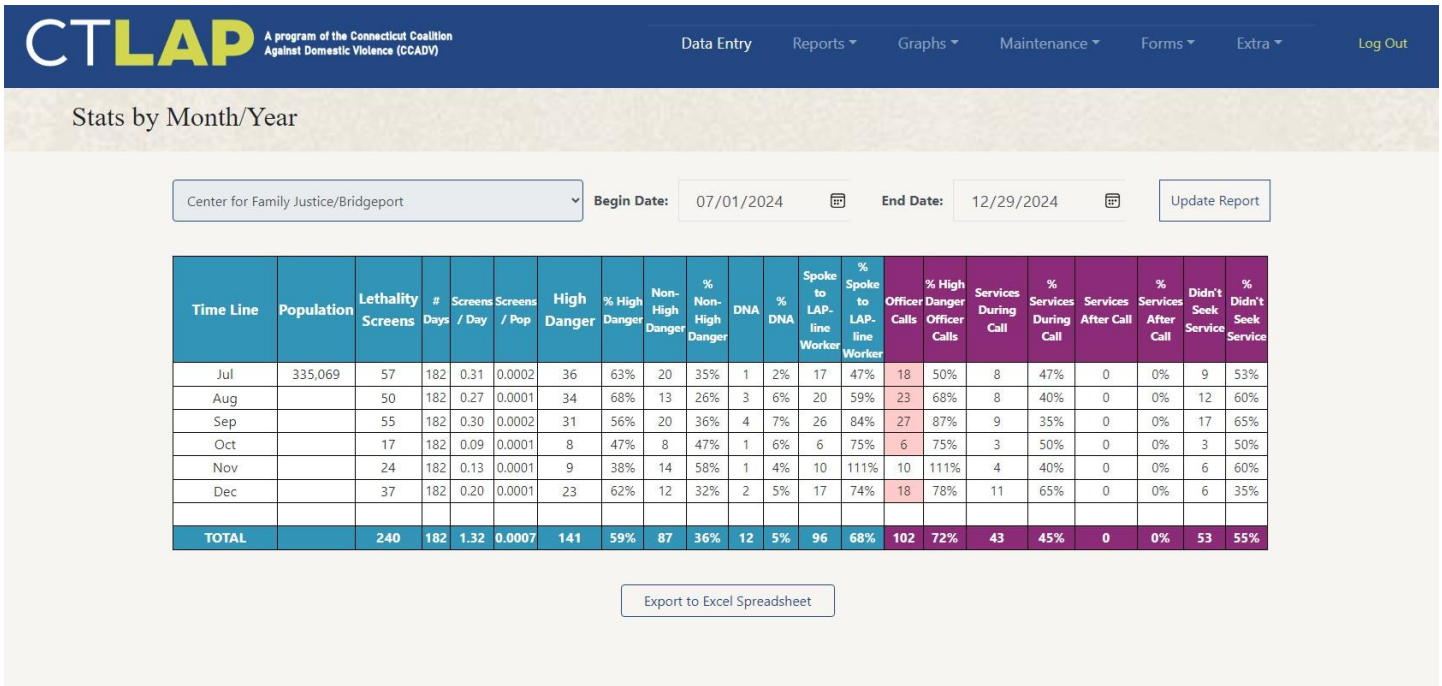


FIG. 23

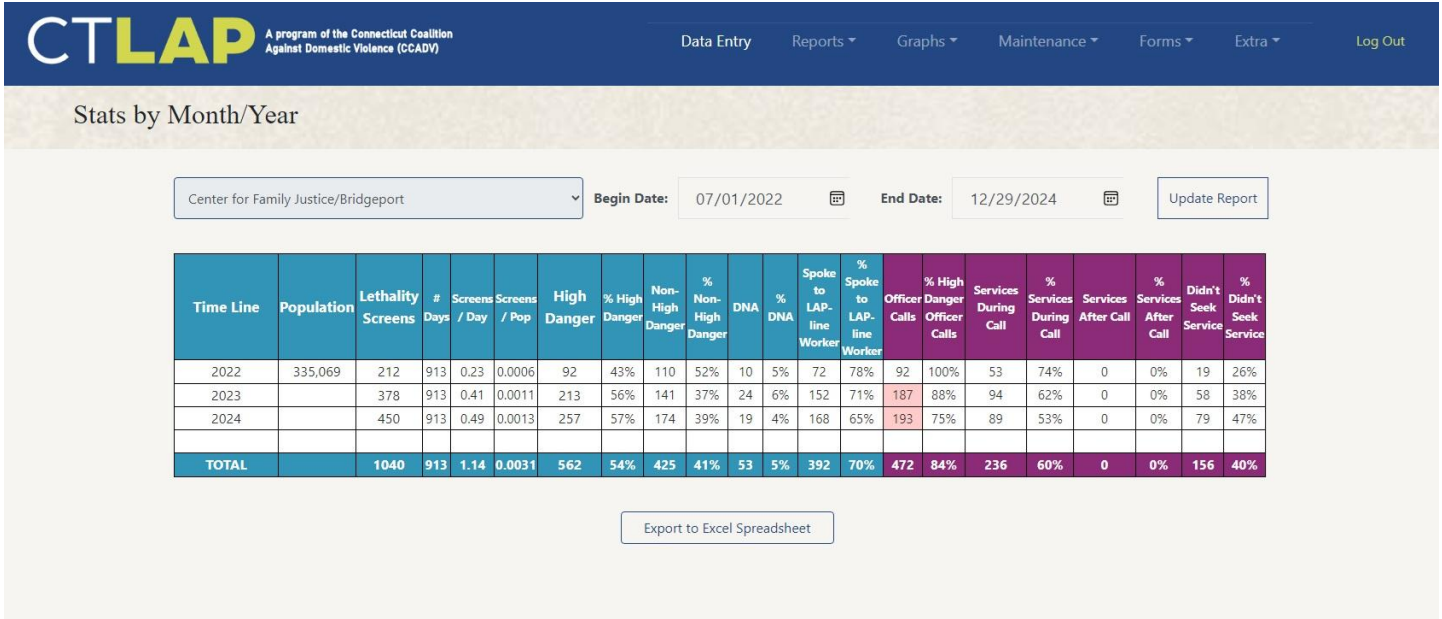


FIG. 24

### TOTAL STATS 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 town, beginning date, end date, and clicking on the Update Report button, a report will be generated for that town during that time period chosen. (see Fig. 25)

FIG. 25

A report showing the selected town will be generated for the date range you chose (see Fig. 26).

Jurisdiction	County	Population	Lethality Screens	# Screens / Day	Screens / Pop	High Danger	% High Danger	Non-High Danger	% Non-High Danger	DNA	% DNA	Spoke to LAP-line Worker	% Spoke to LAP-line Worker	Officer Calls	% High Danger Officer Calls	Services During Call	% Services During Call	Services After Call	% Services After Call	Didn't Seek Service	% Didn't Seek Service	
Bridgeport	Fairfield	147,612	93	182	0.51	0.0006	70	75%	21	23%	2	2%	56	80%	59	84%	23	41%	0	0%	33	59%
Easton	Fairfield	7,631	22	182	0.12	0.0029	20	91%	2	9%	0	0%	4	20%	3	15%	1	25%	0	0%	3	75%
Fairfield	Fairfield	61,347	36	182	0.20	0.0006	13	36%	22	61%	1	3%	12	92%	12	92%	7	58%	0	0%	5	42%
Fairfield University	Fairfield	5,800	0	182	0.00	0.0000	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Housatonic Community College	Fairfield	3,500	0	182	0.00	0.0000	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Monroe	Fairfield	19,867	0	182	0.00	0.0000	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Stratford	Fairfield	52,734	52	182	0.29	0.0010	24	46%	19	37%	9	17%	10	42%	13	54%	6	60%	0	0%	4	40%
Trumbull	Fairfield	36,578	33	182	0.18	0.0009	13	39%	20	61%	0	0%	13	100%	14	108%	6	46%	0	0%	7	54%
State Police																						
Troop G Bridgeport	Fairfield	7,500	4	182	0.02	0.0005	1	25%	3	75%	0	0%	1	100%	1	100%	0	0%	0	0%	1	100%
<b>TOTAL</b>		<b>335,069</b>	<b>240</b>	<b>182</b>	<b>1.32</b>	<b>0.0007</b>	<b>141</b>	<b>59%</b>	<b>87</b>	<b>36%</b>	<b>12</b>	<b>5%</b>	<b>96</b>	<b>68%</b>	<b>102</b>	<b>72%</b>	<b>43</b>	<b>45%</b>	<b>0</b>	<b>0%</b>	<b>53</b>	<b>55%</b>

FIG. 26

## DV CONTACTS

As an Administrator, you can generate a list of contacts based upon the Domestic Violence Agency you choose. The associated department contacts that report to the DV Agency are also available. It will give you the name, telephone number, and email address of the contacts so that you may address any issues directly with either the DV Agency or other personnel from the departments directly.

As a DV Agency Administrator, you can see each town that reports to you and their contact information. (see Fig. 27)

Contact Town/Agency	Contact Name	Contact Tel. #	Contact Email
Center for Family Justice/Bridgeport	Cwikla Masas, Kayte	(203) 334-6154	kcwikla@centerforfamilyjustice.org
Bridgeport	Azevedo Rasuk, Laura	(203) 581-5235	laura.azevedo-rasuk@bridgeportct.gov
Easton	Fox, Evelyn	(203) 638-0587	efox@eastonctpolice.com
Fairfield	Takacs, Jason	(203) 254-4609	jtakacs@fairfieldct.org
Fairfield University	Santos, Michael	(203) 254-4090	msantos@fairfield.edu
Monroe	Buckley, Nicole	(203) 452-2831	nbuckley@monroectpolice.com
Monroe	Cascante, Stacy	(203) 727-4397	scascante@monroectpolice.gov
Stratford	Wrigley, Tom	(203) 385-4168	twrigley@townofstratford.com
Trumbull	Weir, Brian	(203) 261-3665	bweir@trumbull-ct.gov

FIG. 27

You may export this list to an Excel spreadsheet for your records.

## ADMIN 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 with a town. This report will then allow the Administrator to automatically send an email to the responsible Domestic Violence Agency.

Clicking on Admin Task Report from the Report Menu page will show you if data is missing from a specific town for the year selected (see Fig. 28). Due to this report running on a yearly basis, I is recommended to run this report quarterly at a minimum.

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Data Entry Reports Graphs Maintenance Forms Extra Log Out

### Admin Task Report

Select Year: 2024

Agency	Notes	Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Bridgeport-Troop G on 1/2024 are missing. Please forward them to CCADV for entry.	<input checked="" type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Bridgeport on 1/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Trumbull on 1/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Fairfield on 1/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Stratford on 1/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Easton on 1/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Monroe on 1/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Fairfield on 2/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Stratford on 2/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Trumbull on 2/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Easton on 2/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Monroe on 2/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Bridgeport on 2/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Bridgeport on 3/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email
Center for Family Justice/Bridgeport	Your LAP statistics for Easton on 3/2024 are missing. Please forward them to CCADV for entry.	<input type="checkbox"/> Send Email

FIG. 28

On the right-hand 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. 29).

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Data Entry Reports Graphs Forms Extra Log Out

### Task Manager

Select Year: 2024 Select Month: Jul Agency: Interval House

Jurisdiction	Notes	Send Email
Canton	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Capital Community College	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Manchester Community College	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
State Capitol	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
State Supreme Court	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Trinity College	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
University of Hartford	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
University of St Josephs	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
<b>Troop K</b>	Your Troop's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Andover	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email
Bolton	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email
Hebron	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email
Marlborough	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email

Send Selected Emails

FIG. 29

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. 30).



### Task Manager

Select Year:  Select Month:  Agency:

Jurisdiction	Notes	Send Email
Canton	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Capital Community College	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Manchester Community College	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
State Capitol	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
State Supreme Court	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Trinity College	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
University of Hartford	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
University of St Josephs	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
<b>Troop K</b>	Your Troop's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input checked="" type="checkbox"/> Send Email
Andover	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email
Bolton	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email
Hebron	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email
Marlborough	Your Town's monthly CT LAP statistics for 7/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you.	<input type="checkbox"/> Send Email

Send Selected Emails

FIG. 30

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/time the email was sent. (Fig. 31)

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Data Entry Reports Graphs Maintenance Forms Extra Log Out

### Email by Date

All Begin Date: 01/01/2024 End Date: 02/29/2024 Update Report

Sent From	Sent To	Message	Date Sent
Network Against Domestic Abuse Enfield/Windsor Locks	Windsor - East Windsor	This Email is from: Jaime Ingaran. Your Town's monthly CT LAP statistics for 2/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - East Windsor	2/6/2024 9:08:31 AM
Network Against Domestic Abuse Enfield/Windsor Locks	Windsor - East Windsor	This Email is from: Jaime Ingaran. Your Town's monthly CT LAP statistics for 2/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - East Windsor	2/6/2024 9:08:31 AM
Network Against Domestic Abuse Enfield/Windsor Locks	Suffield	This Email is from: Jaime Ingaran. Your Town's monthly CT LAP statistics for 2/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Suffield	2/6/2024 9:08:31 AM
Network Against Domestic Abuse Enfield/Windsor Locks	Windsor Locks	This Email is from: Jaime Ingaran. Your Town's monthly CT LAP statistics for 2/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Windsor Locks	2/6/2024 9:08:31 AM
Network Against Domestic Abuse Enfield/Windsor Locks	Troop C	This Email is from: Jaime Ingaran. Your Troop's monthly CT LAP statistics for 2/2024 are due by midnight on the 10th. Please ensure data entry is complete. Thank you. - Troop C	2/6/2024 9:08:31 AM

FIG. 31

## GRAPH TOOL

The new graph tools allow you to graph your data based upon a date range. These graphs can show you your data entry values so that you can analyze several agency's data. All graphs can be exported allowing you to incorporate them into your own reports.

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Data Entry Reports Graphs Maintenance Forms Extra Log Out

### Graph Data

Center for Family Justice/Bridgeport Begin Date: mm/dd/yyyy End Date: mm/dd/yyyy Update Report

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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	30	31	1	2	3	4
5	6	7	8	9	10	11

Clear Today

CT Lethality Assessment of the Connecticut Coalition Against Domestic Violence (CCADV). Have questions about the site or instructions? Please contact Andrea Deyo at: [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)

CTSafelyConnect

cca|DV Connecticut Coalition Against Domestic Violence

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FIG. 32

Three different types of graphs are created automatically (linear, bar, spline). Each category can be turned on or off by clicking on the checkbox on the left within that category's title. By right clicking on the graph, you can save it away on your local computer or paste it into a custom report. (Fig. 33)

Graph Data

Center for Family Justice/Bridgeport **Begin Date:** 01/01/2024 **End Date:** 12/28/2024

<input checked="" type="checkbox"/> Total Screens	450
<input checked="" type="checkbox"/> High Danger	257
<input checked="" type="checkbox"/> Non-High Danger	174
<input checked="" type="checkbox"/> Did Not Answer	19
<input checked="" type="checkbox"/> Spoke to LAP Line Worker	168
<input checked="" type="checkbox"/> Officer Calls	193
<input checked="" type="checkbox"/> Service During Call	89
<input checked="" type="checkbox"/> Service After Call	0

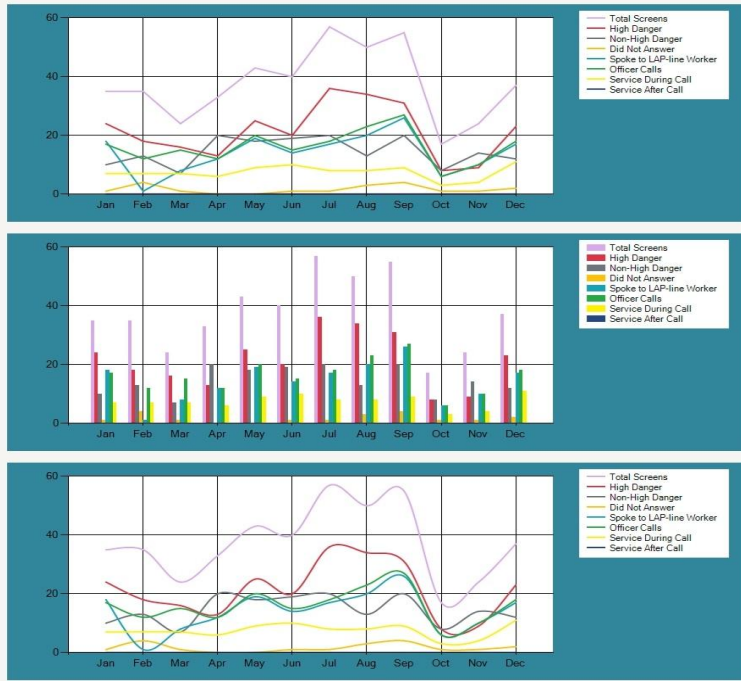


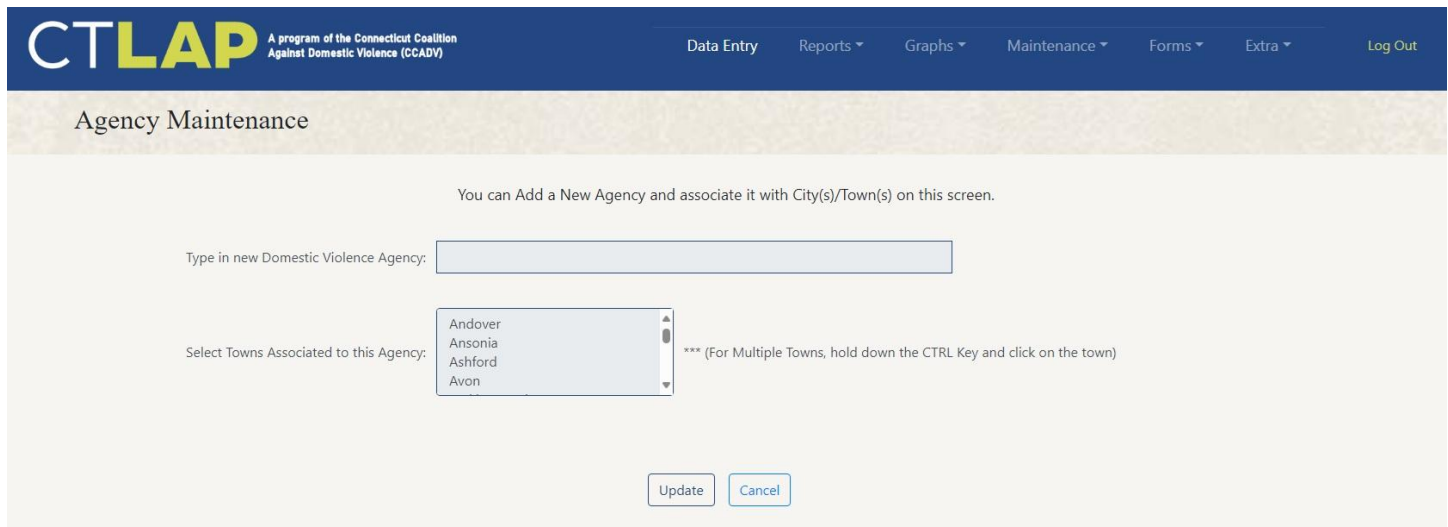
Fig. 33

## MAINTENANCE

As an Administrator, you have several options to maintain the system's data. Updating DV Agencies, Towns, and Users are all essential parts of the system. Other Administrative capabilities include sending emails to all end users and monitoring all user activity.

## AGENCY MAINTENANCE

This allows you to add a new Domestic Violence Agency to the system and associate the towns that the new agency will serve. It will not allow you to change a current Domestic Violence Agency's name.



The screenshot shows the 'Agency Maintenance' page of the CTLAP system. The header includes the CTLAP logo and navigation links for Data Entry, Reports, Graphs, Maintenance, Forms, Extra, and Log Out. The main content area has a title 'Agency Maintenance' and a sub-header 'You can Add a New Agency and associate it with City(s)/Town(s) on this screen.' Below this, there is a text input field labeled 'Type in new Domestic Violence Agency:'. Underneath that is a list box labeled 'Select Towns Associated to this Agency:' containing the towns 'Andover', 'Ansonia', 'Ashford', and 'Avon'. To the right of the list box is a note: '\*\*\* (For Multiple Towns, hold down the CTRL Key and click on the town)'. At the bottom of the form are two buttons: 'Update' and 'Cancel'.

FIG 34.

By typing in the new DV Agency's name and selecting the towns from the list that will be associated to the new agency, you can click on the Update button to make the changes in the database. To select multiple towns, hold the **<CTRL>** key down as you click on each town.

## TOWN MAINTENANCE

This allows you to update information related to the town chosen. This may include the population, DV Agency they report to, and the State Police Troop that may cover them if the local police department is disbanded.

## Town Maintenance

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:

FIG 35.

## USER MAINTENANCE

This web page will allow you to see all the information regarding personnel that are allowed to utilize this site. Items include:

- Last Name
- First Name
- User ID
- Telephone Number
- Agency
- Email
- Security
- Status

Each user is assigned to a specific Security and Status. As an Administrator, you have the option of making the account Active, or Inactive, and you can assign the Security for each individual.

You can filter the list of users by Agency or Last Name. If you select the Radio Button for Agency, it will give you a list based upon their agency affiliation in alphabetical order. By selecting a letter, you can sort by last name.

To Edit a user, make them Active or add Security, click on the Edit button to the right of the name. Any user who has a Status of NEW, means that they have just registered for access. By changing their status to Active, it will automatically send an email to that user to let them know their User ID has been activated in the system.

You can also make Users In-active, which will revoke their access to the system.

User Maintenance

Please Select a Letter to Filter by		<input checked="" type="radio"/> Name <input type="radio"/> Agency		ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Inactive				
LastName	FirstName	UserID	TelNo	Agency	Email	Security	Status	Edit
Mancini	Laura			Susan B Anthony Project Torrington		Agency	Active	Edit
Marciano	Meg			Domestic Abuse Services Greenwich YWCA		Agency	Active	Edit
Marcus	Adam			Danbury		Department	Active	Edit
Martin	Amanda			West Hartford		Department	Active	Edit
Massicotte	Katherine			New Milford		Department	Active	Edit
McCarter	Matthew			Cromwell		Department	Active	Edit
mcgeough	Sergeant			East Hartford		Department	Active	Edit
Melendez	Ariel			Yale University		Department	Active	Edit
micca	penni			Interval House		Agency	Active	Edit
Michaels	Lindsey			Montville		Department	Active	Edit
Michaelson	Amy			Guilford		Department	Active	Edit
Mickens	Patrick			CCADV Staff		Department	Active	Edit
Milano	Susan			Branford		Department	Active	Edit
Miller	Charles			Willimantic		Department	Active	Edit
Miller	Janae			Interval House		Agency	Active	Edit
Miller	Kathleen			East Lyme		Department	Active	Edit
molina	adriana			Stamford		Department	Active	Edit
Morello	Larry			Troop K		Department	Active	Edit
Moreno	Lauren			Domestic Violence Crisis Center Norwalk/Stamford		Agency	Active	Edit
Morgan	Amber			Branford		Department	Active	Edit

FIG 36.

If there are more than 20 users listed, you will see page numbers at the bottom, which will allow you to see the remaining users.

## E-MAIL USERS

This page allows Administrators to email messages to its Active end users. You are allowed three choices to send your emails:

- All Active End Users
- DV Agencies End Users
- Department End Users

Fill in the email body and click on the Send Email button below to send your email to the users.

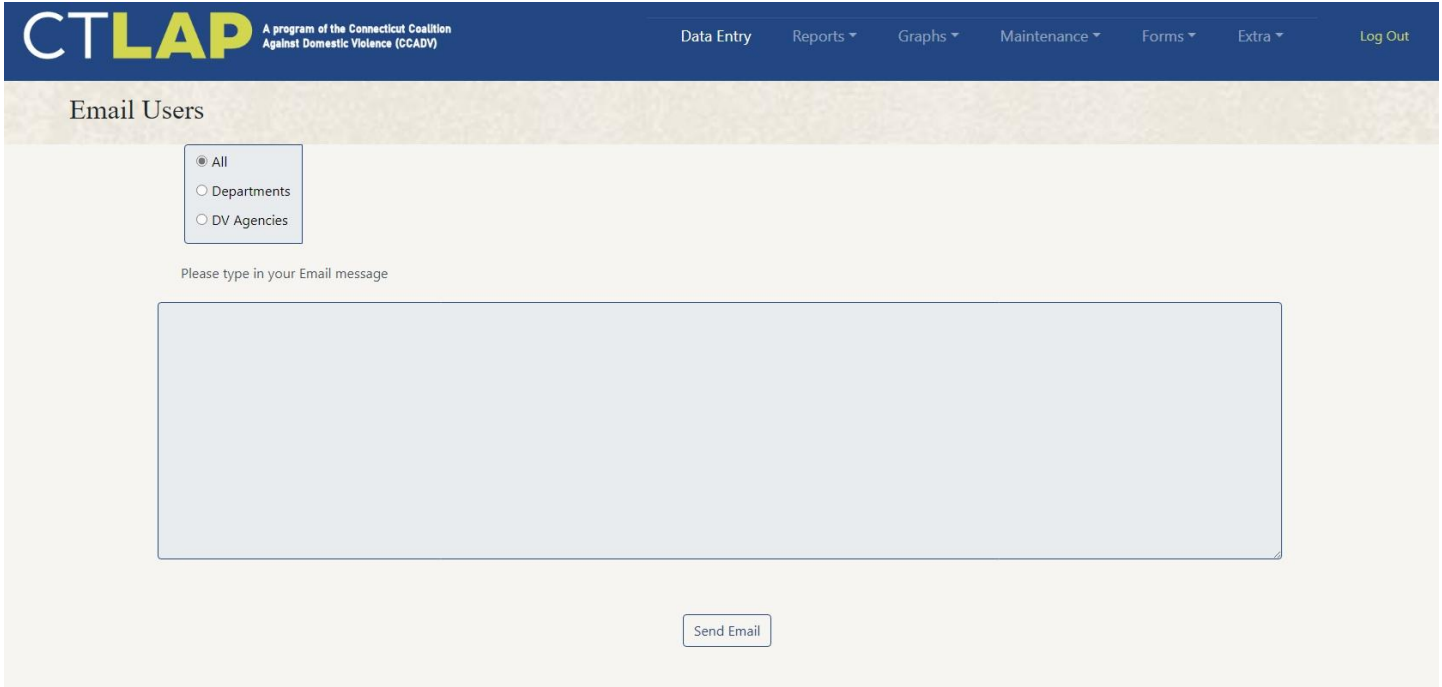


FIG 37.

## SITE ACTIVITY

This page allows the Administrators to run a report that will show you what pages are being visited the most on this site. You can select each web page individually or run a report for all the pages. This report is generated by selecting a date range.

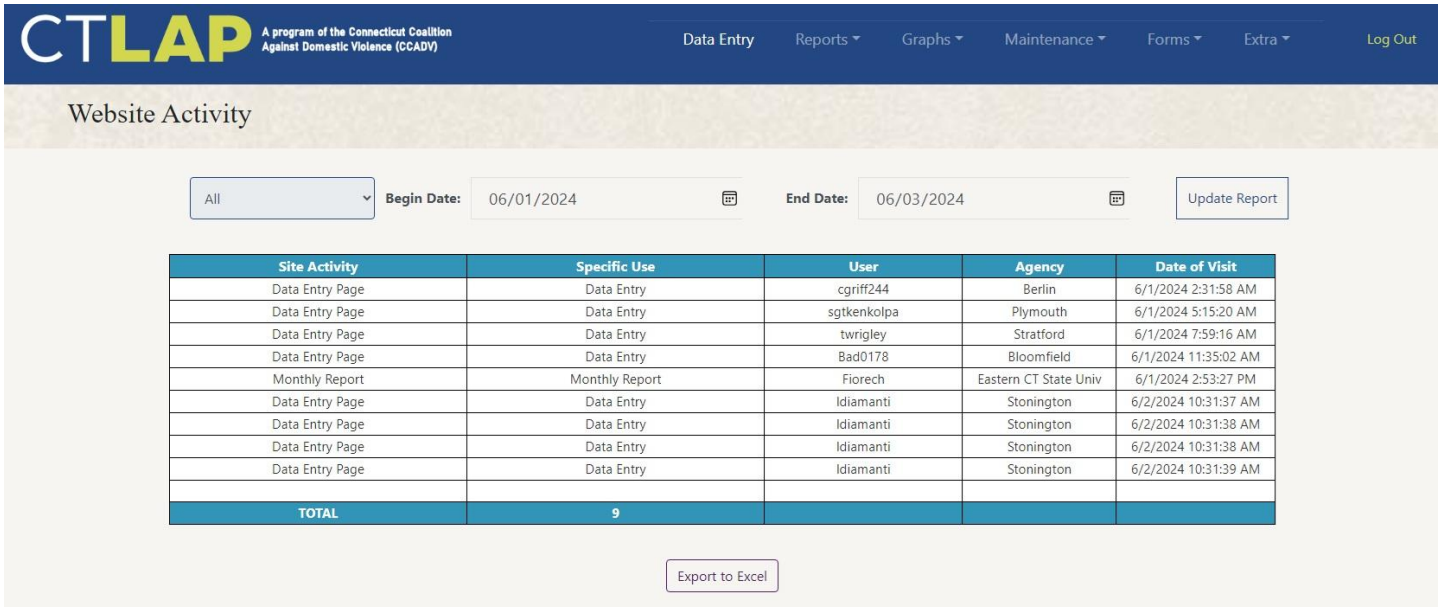


FIG 38.

# 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 Instructions/Definitions for the fields you will find on the Data Entry and Report pages. By clicking on the button, you will see the instructions/definition of that field, which will assist you during Data Entry or the various Reports that the system outputs.

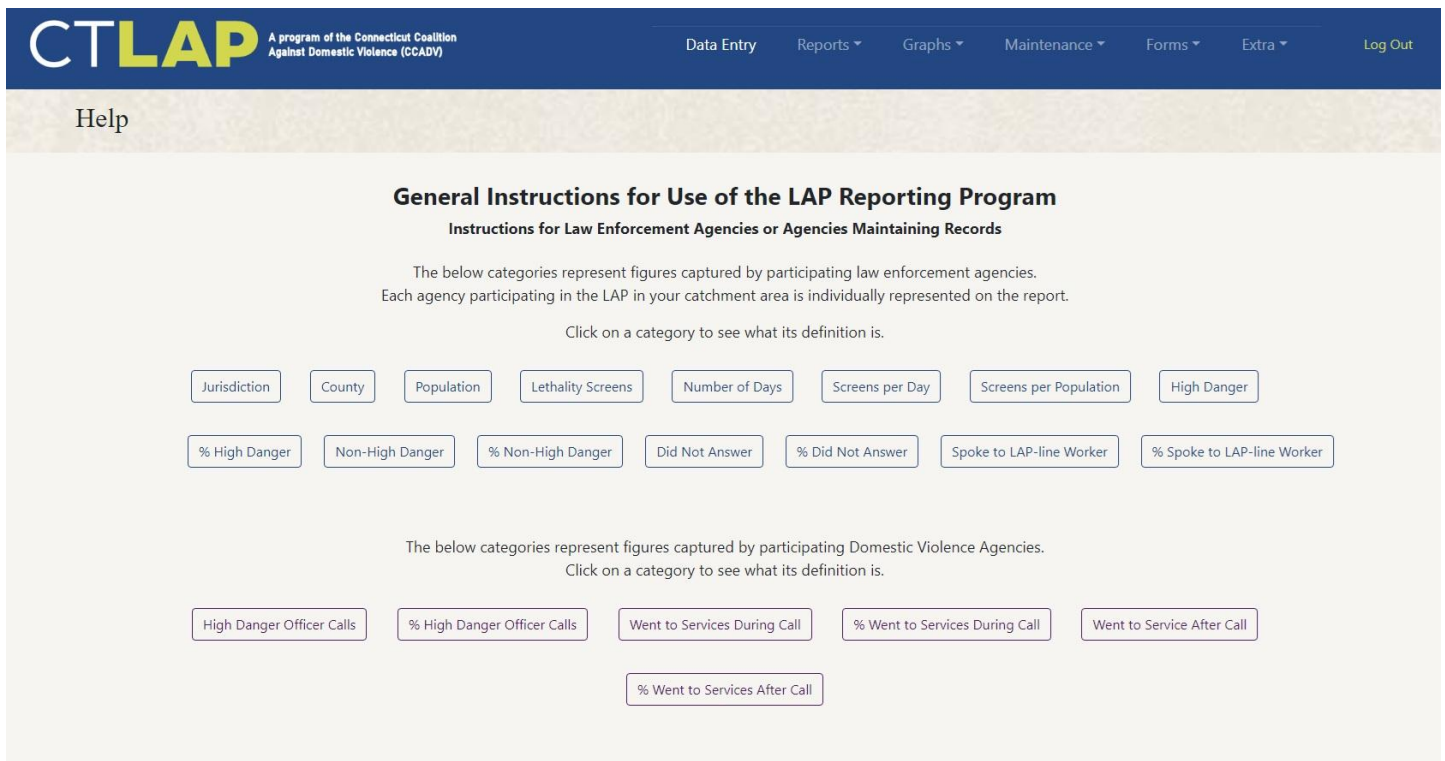


FIG. 39

The blue outlined buttons are for officers in the field to utilize for instructions/definitions for Data Entry or Reports in the system.

The purple outlined buttons are available for the Domestic Violence Agency personnel to utilize for instructions/definitions for Data Entry or Reports in the system.



# 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 Connecticut Coalition Against Domestic Violence Law Enforcement contact, and the program’s technical support contact information.

You can either call or email the CCADV’s Law Enforcement Liaison for any information or issues with the website.

The program’s technical support person is also available to assist if you encounter an issue or errors attempting to perform an action on this site.

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Data Entry Reports ▾ Graphs ▾ Maintenance ▾ Forms ▾ Extra ▾ Log Out

## Contact US


**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:** [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)  
**Software Support:** [csampson@sampson.solutions](mailto: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.

  
CTSafeConnect

CT Lethality Assessment Program is a program of the Connecticut Coalition Against Domestic Violence (CCADV). Have questions about the site or instructions? Please contact Andrea Deyo at: [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)

  
Connecticut Coalition Against Domestic Violence

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FIG. 40

## 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.

The screenshot shows the top navigation bar of the CTLAP website. The header includes the CTLAP logo (CT in blue, LAP in green) and the text 'A program of the Connecticut Coalition Against Domestic Violence (CCADV)'. Navigation links include 'Data Entry', 'Reports', 'Graphs', 'Maintenance', 'Forms', 'Extra', and 'Log Out'. The main content area is titled 'About Us' and features the following text:

### 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.

At the bottom of the page, there are three logos: 'CTSafeConnect' with a purple and green speech bubble icon, 'CT Lethality Assessment Program is a program of the Connecticut Coalition Against Domestic Violence (CCADV). Have questions about the site or instructions? Please contact Andrea Deyo at: [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)' with a small version number '6:12.24.2024' and copyright notice 'Copyright 2016, 2025 - Sampson Solutions, LLC. All Rights Reserved.', and 'cca|DV Connecticut Coalition Against Domestic Violence'.

FIG. 41

# VIDEO TRAINING

The Video Training page can be accessed by clicking on the Extra button and selecting LAP Website Video Training from the links listed. The training videos will discuss each section of the program and how to utilize each available feature of the program.


This should be the first resource an end user accesses when first utilizing this site, or to answer any questions that the end user may have.

**CTLAP** A program of the Connecticut Coalition Against Domestic Violence (CCADV)


Data Entry Reports Graphs Maintenance Forms Extra Log Out

## Website Training

- 1. Getting Started**
  - An overview of the LAP website
  - How to Register for Access to the website
  - How to Login to the website
- 2. Adding Data**
  - How to Add Data for Cities and Towns
  - How to Add Data for Troops
  - How to Add Data for DV Agencies
- 3. Reports**
  - How to Run a Monthly Report
  - How to Run a Total Statistics Report
  - How to Run a Statistics by Date Report
  - How to Run a Task Report
  - How to Run an Email Report
- 4. Graphs**
  - How to Develop a Graph With Your Data
- 5. Forms**
  - Get the Forms you need for all Lethality Assessment Program related tasks
- 6. Extra**
  - Get Training Materials, and User Manuals

  
CTSafeConnect

CT Lethality Assessment Program is a program of the Connecticut Coalition Against Domestic Violence (CCADV). Have questions about the site or instructions? Please contact Andrea Deyo at: [adeyo@ctcadv.org](mailto:adeyo@ctcadv.org)

  
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FIG. 42

# IN-SERVICE TRAINING

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

Simply click on the year header to show all the materials uploaded during that year. Items such as roll call training for officers, important articles relating to Domestic Violence, Statistical Reports published by CCADV, and other training aides are available.

The screenshot shows the CTLAP website interface. The header includes the CTLAP logo (A program of the Connecticut Coalition Against Domestic Violence (CCADV)) and navigation links: Data Entry, Reports, Graphs, Maintenance, Forms, Extra, and Log Out. The main content area is titled "In-Service Training" and features a table of "2022 Domestic Violence In-Service Training Bulletins (Click on the Month/Year for full document)".

2022 Domestic Violence In-Service Training Bulletins (Click on the Month/Year for full document)	
January 2022	<p><a href="#">July 2022</a></p> <ul style="list-style-type: none"> <li>• <b>Supervisor's Corner</b> - Updated Roommate Exceptions Training Video</li> <li>• <b>LAP Process</b> - 2022 LAP Training &amp; Technical Assistance MOU</li> <li>• <b>Investigator's Support</b> -Sexual Assault Victim Interview Questions &amp; Supplemental Report Form</li> </ul>
February 2022	<p><a href="#">August 2022</a></p> <ul style="list-style-type: none"> <li>• <b>Supervisor's Corner</b> - Apple Changes You Should Know &amp; ENDTAB Article</li> <li>• <b>LAP Process</b> - Application for Training and Technical Assistance The Connecticut Lethality Assessment Program</li> <li>• <b>Investigator's Support</b> -Documenting Non-Fatal Strangulation Cases &amp; Safety Planning Recommendations</li> <li>• <b>Rollcall/In-Service Training</b> - <a href="#">Strangulation Investigations</a></li> </ul>
March 2022	<a href="#">September 2022</a>
April 2022	<a href="#">October 2022</a>
May 2022	<a href="#">November 2022</a>
<p><a href="#">June 2022</a></p> <ul style="list-style-type: none"> <li>• <b>Supervisor's Corner</b> - June 1, 2022 Additional Process to Effect Risk Protection Order Investigations &amp; New Affidavit for Risk Protection Order</li> <li>• <b>LAP Process</b> - 2021 LAP Data Year in Review</li> <li>• <b>Investigator's Support</b> -Sexual Assault Victim Interview Questions &amp; Supplemental Report Form</li> </ul>	<p><a href="#">December 2022</a></p>

FIG. 43

# LAP FORMS

Various forms related to the Lethality Assessment Program are available on the website.

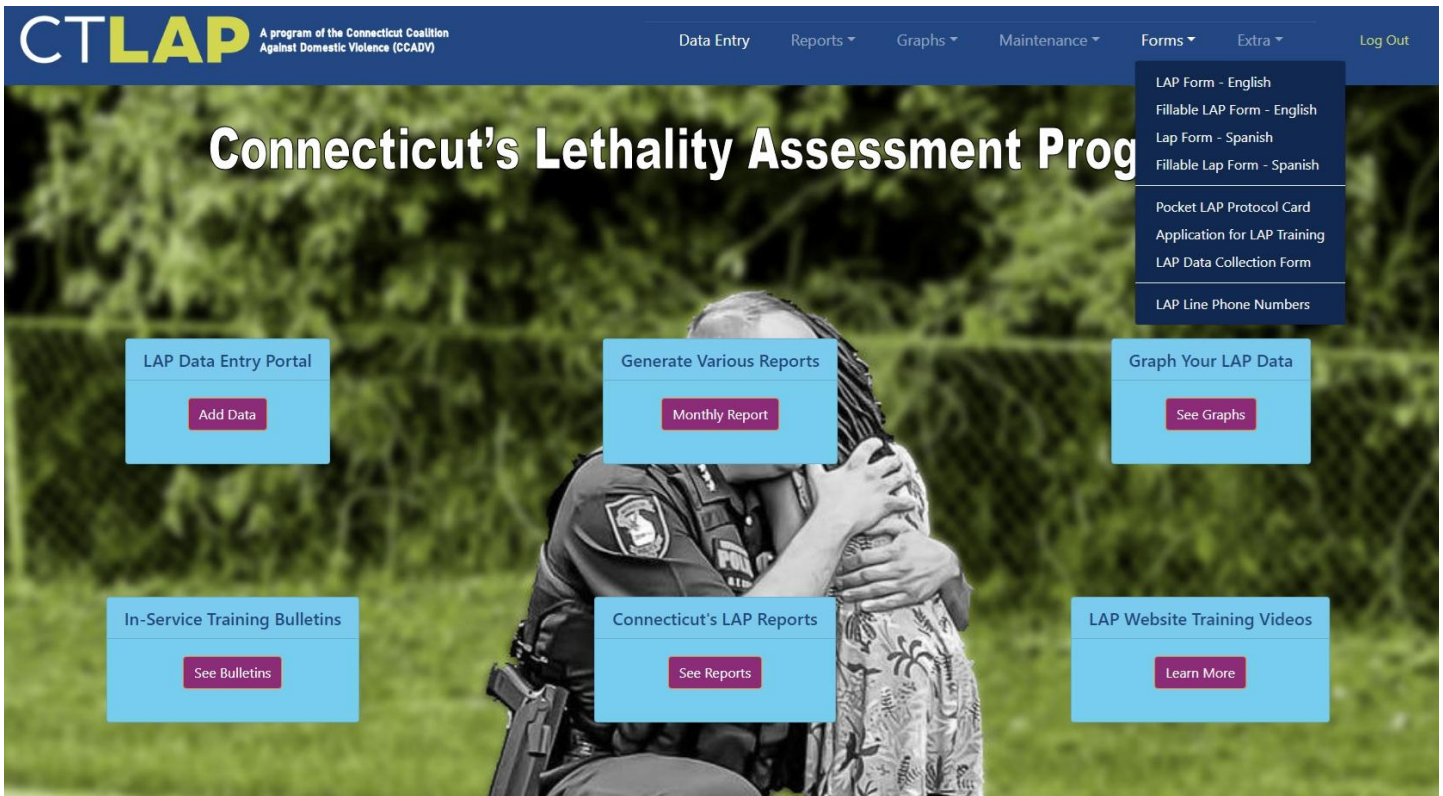


FIG. 44

You can choose to download or print each of these forms:

- Lethality Assessment Form – English
- PDF Fillable Lethality Assessment Form – English
- Lethality Assessment Form – Spanish
- PDF Fillable Lethality Assessment Form – Spanish
- Pocket Lap Protocol Card
- Application for LAP Training
- LAP Data Collection Form
- LAP Line Phone Numbers