

**“The LAP makes the dangerous situation more real to everybody.”**

*Plainville Police Department,  
Connecticut  
National LAP Participant*

# DATA COLLECTION INSTRUCTIONS

**MNADV will provide feedback on how your law enforcement agency or domestic violence service program (DVSP) compares to others in terms of your size, the number of Lethality Screens administered, the number of victims in services, etc.**

We suggest that you do not collect more data than what we ask. We understand that, for example, demographic data can be very helpful when determining whether your agency is serving specific populations or to request funding to better serve specific populations, but that information is not necessary to serve the victim in front of you. Asking questions to collect information other than the Lethality Screen questions extends the length of the call and may put an additional barrier between you and the victim. Further, it interrupts the flow of the protocol, which is a process that was carefully designed to best connect with the victim.

## Call on MNADV for Assistance

MNADV will provide technical assistance, as capable, upon request. Additionally, more detailed, and user-friendly formatted documents are available upon request. You are welcome to contact us if you have difficulty with any of these steps.



## LETHALITY ASSESSMENT PROGRAM

*This project was supported by Grant No. 2011-TA-AX-K111 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.*

# Instructions for Law Enforcement Agencies

The following categories represent figures captured by participating law enforcement agencies. Each agency participating in the LAP in the county is individually represented on the report.

**Jurisdiction:** Reporting law enforcement agency.

**County:** County in which the reporting agency is located.

**Population:** Population served by the reporting agency, in terms of calls for service. For a sheriff's office, for example, this might mean the county's population that the sheriff's office serves, minus the jurisdictions in the county (such as municipalities) that are served by a different law enforcement agency. So, for a county of 50,000, in which the sheriff's office has been trained in the LAP, and in which there is also a city of 20,000 that is separately patrolled by a police department, the sheriff's office would directly serve 30,000 residents.

**Lethality Screens:** Total number of Lethality Screens administered by the participating law enforcement agency during the reporting period, such as one quarter or one year.

**Number of Days:** The number of days within the reporting period. For one quarter, that might be 90, 91, or 92 days. Or it may be the number of days in the reporting period in which the law enforcement agency participated in the LAP; this would be the case for agencies that initiated implementation, for example, in the middle of the reporting period. An agency beginning on June 1st would record 30 days as the "number of days" in the quarter in which it participated in the LAP.

**Screens per Day:** Automatic calculation that divides the number of Lethality Screens for the reporting period by the number of days in the reporting period.

**Screens per Population:** Automatic calculation that divides the number of Lethality Screens for the reporting period by the size of the served population.

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

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

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

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

**DNA:** The acronym for “Did Not Answer.” DNA means that **none** of the questions were answered. This would apply when the officer initially introduces the Screen to the victim and the victim says she/he does not want to answer the questions, and then declines again when the officer encourages her/him a second time.

This type of Lethality Screen is counted as an administered Lethality Screen because the officer believed the victim should be assessed. If the officer still assessed the victim as being in High-Danger based on other information, this would count as a “High-Danger” victim, *not* a DNA. For example, if an officer wanted to administer a Lethality Screen to a victim who had serious injuries and could not answer questions because she/he was receiving medical treatment, the officer would likely assess that victim as being in High-Danger, though no questions were answered.

**Percentage of DNA:** Automatic calculation that divides the number of DNA Lethality Screens by the total number of Lethality Screens.

**Spoke to Hotline Advocate:** Number of High-Danger victims who speak by phone to the hotline advocate after being encouraged by the officer to do so.

**Percentage Spoke to Hotline Advocate:** Automatic calculation that divides the number of victims who spoke to the hotline advocate by the total number of Lethality Screens.

# Instructions for Domestic Violence Service Programs

The categories represent figures captured by the DVSP.

**High-Danger Officer Calls:** The number of calls during the reporting period that the DVSP hotline receives from officers reporting a High-Danger case.

**Percentage of High-Danger Calls:** Automatic calculation that divides the number of High-Danger calls received from officers by the number of High-Danger Lethality Screens received from those officers' reporting agency.

**Went to Services:** The number of High-Danger victims who spoke on the phone to the hotline advocate during the officer-initiated call, who also availed themselves of the DVSP services. This includes any High-Danger victim who went to an intake appointment or into shelter, engaged in counseling or crisis management, attended support group meetings, received legal advocacy, obtained transitional housing, etc.

- Example: a victim and her three children stayed in shelter one night. This counts as one person receiving services — “one screen, one person counted.”
- Example: a victim completes an intake, and enrolls her child in the counseling program. She does not take advantage of any other services for herself. This counts as one person receiving services
- Example: a victim stays in shelter for three weeks and engages in crisis counseling. She accepts referrals for pro bono legal services. This counts as one person receiving services.
- Example: a victim attends a crisis management appointment the day after the screen, and then does not attend any follow up appointments or receive any other services until one year later when she starts attending support group meetings. This counts as one person receiving services.
- Example: a victim attends a crisis management appointment the day after the screen, and then does not receive any other services until the day after she is screened in again following a second incident. This counts as two — one for the first screen and one for the second screen.
- Example: a victim agrees to receive follow-up calls, and an advocate calls her every couple days for several weeks but never meets the victim face-to-face. These calls last anywhere from 20 minutes to an hour, but they are always advocate-initiated. The advocate and victim safety plan and engage in crisis counseling over the phone. This counts as one person receiving services — because the victim was engaging with the hotline.
- Example: a victim agrees to receive follow-up calls, and an advocate calls her every couple days for several weeks but never meets the victim face-to-face. These calls usually last under 5 minutes. This does not count as a victim receiving services because the victim never truly engaged with the hotline.

**Percentage Went to Services:** Automatic calculation that divides the number of High-Danger victims who engaged in DVSP services by the number of High-Danger officer calls.