

Lighthouse Quick Start Guide

Lighthouse is an innovative software platform used by professionals to identify victims of human trafficking, coordinate their care, and understand trends. Lighthouse was developed by Allies Against Slavery, a nonprofit organization based in Austin, Texas that harnesses the power of technology, data, and partnerships to protect freedom and dignity.

Follow these steps to get started with Lighthouse:

1. Lighthouse Software License Agreement

Organizations must complete a **software license agreement** to use Lighthouse. Go to <https://alliesagainstslavery.org/lighthouse-support>, scroll to Getting Started, click **Sign Agreement** at Step 1, and submit the form. Documents will be sent to your organization contact for electronic signature. This step only needs to be done once by a person with organizational authority to sign agreements; if the license agreement is already in place, skip to User Registration.

2. User Registration

Each person in an organization who uses Lighthouse (the **user**) needs to register with their name and email address (use work rather than personal emails). Go to <https://alliesagainstslavery.org/lighthouse-support>, scroll to Getting Started, click **Register Users** at Step 2, and submit the form. You will receive an email confirmation when your user setup is complete. There is also an option on the form to request registration for multiple users.

3. CSE-IT Training

You must complete CSE-IT training before you begin screening with the tool. If you have already attended this training, skip to Login. Otherwise go to <https://alliesagainstslavery.org/lighthouse-support>, scroll to Getting Started, click **Request Training** at Step 3, and submit the form. You will receive information about upcoming CSE-IT training sessions. Your user ID will be activated after your training completion is confirmed. There are also options on the support page for Lighthouse training.



4. Login

Go to <https://lighthouse.alliesagainstslavery.org/login> to **login** using the email address you registered. Now you are ready to use Lighthouse!

The first time you login, select **Forgot password?** to reset your password. You will receive an email with a link to set a new password. Check the spam folder if this email does not appear in the inbox, and contact lighthouse@alliesagainstslavery.org if you are unable to login.

5. Complete a CSE-IT Screening

The **person record** within Lighthouse stores information about clients, including biographical and supplemental data, CSE-IT screenings and case notes. To complete a CSE-IT screening, you must first create or edit the person record.

Create a new person record

Follow these steps if you are entering information about someone for the first time.

- Click **Add New Person**.
- Complete the fields on the next screen, following your organization's protocols (e.g., your organization may choose to use initials instead of first and last name, and store the full client information in another system).
- Click **Submit**.
- Follow the steps below to **Add CSE-IT Screening**.



Edit an existing person record

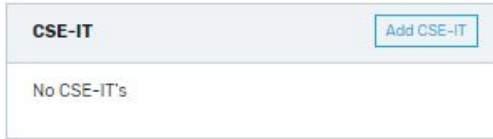
Follow these steps if the person's information is already entered in Lighthouse, or if you are unsure whether the record exists.

- Search existing records by typing identifying information in the **Search** bar on the right side of the dashboard.
- When you have located the person record, click the **case number** in blue letters under the **Case** column.
- Follow the steps below to **Add CSE-IT Screening**.



Add CSE-IT Screening

- Click the **Add CSE-IT** button on the right side of the screen within the person record.



- Complete the **Pre-CSE-IT Assessment** on the **Introduction** tab.
- Move through the **Questionnaire** by clicking on the indicators in each section of the tool and clicking **Next** after each completed category, or by clicking the tabbed sections at the top. Each section will be scored as you proceed.

Introduction **Questionnaire** Score

HOUSING PRIOR ABUSE PHYSICAL HEALTH ENVIRONMENT RELATIONSHIPS CURRENT TRAUMA COERCION EXPLOITATION

HOUSING AND CAREGIVING. The youth experiences housing or caregiving instability for any reason.	No Information	No Concern	Possible Concern	Clear Concern
a. Youth runs away or frequently leaves their residence for extended periods of time (overnight, days, weeks)	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
b. Youth experiences unstable housing, including multiple foster/group home placements	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
c. Youth experiences periods of homelessness, e.g. living on the street or couch surfing	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
d. Youth relies on emergency or temporary resources to meet basic needs, e.g. hygiene, shelter, food, medical care	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
e. Parent/caregiver is unable to provide adequate supervision	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
f. Youth has highly irregular school attendance, including frequent or prolonged tardiness or absences	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
g. Youth has current or past involvement with the child welfare system	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
Indicator 1 Score: A subtotal of 4-5 indicates <i>Possible Concern</i> . A subtotal ≥ 6 indicates <i>Clear Concern</i> .		No Concern		

Next

- Once all sections are complete, click **Calculate Overall Score** within the **Exploitation** tab. You must complete all sections and indicators within the screening.
- View the summary information and concern level on the **Score** tab, and complete the **Post-CSE-IT Assessment**. Note that the Pre- and Post-Assessments are for information purposes and do not affect the score.
- Click **Update** to submit the screening; it will be saved within the person record.

Support & Resources

For more information about Lighthouse, including training webinars and other resources, visit <https://alliesagainstslavery.org/lighthouse-support>

