

# 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 & Lighthouse Training

You must complete CSE-IT training before you begin screening with Lighthouse. 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 CSE-IT training completion is confirmed. For Lighthouse training, go to Step 4 and click on **Enroll in 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!

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. Contact [lighthouse@alliesagainstslavery.org](mailto: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.

- o Click **Add New Person**.
- o 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).
- o Click **Submit**.
- o Follow the steps below to **Add CSE-IT Screening**.



### Edit an existing person record

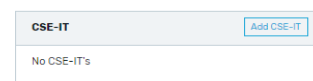
Follow these steps if the person’s information is already entered in Lighthouse, or if you are unsure whether the record exists.

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



### Add CSE-IT Screening

- o Click the **Add CSE-IT** button on the right side of the screen within the person record.
- o Complete the **Pre-CSE-IT Assessment** on the **Introduction** tab.
- o Move through the **Questionnaire** by clicking on the indicators in each section of the tool. Click **Next** after completing each category, or select the tabbed sections at the top. Each section will be scored as you proceed.
- o Once all sections are complete, click **Calculate Overall Score** on the **Exploitation** tab. You must complete all sections and indicators within the screening.
- o 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.
- o If your organization has multiple locations and/or programs, optionally select the location and/or program for this screening.
- o Click **Submit** to complete the screening; it will be saved within the person record.



Introduction	Questionnaire	Score
<p><b>Introduction</b></p> <p><b>PRE-CSE-IT ASSESSMENT: The youth experiences knowing or suspecting vulnerability for one reason:</b></p> <p>a. Youth can easily or frequently leave their residence for extended periods of time (overnight, day, week)</p> <p>b. Youth experiences crowded housing, including multiple people per home placement</p> <p>c. Youth experiences periods of homelessness, e.g. living on the street or couch surfing</p> <p>d. Youth relies on emergency or temporary resources for most basic needs, e.g. hygiene, shelter, food, transportation</p> <p>e. Family caregiver is unable to provide adequate supervision</p> <p>f. Youth has highly irregular school attendance, including frequent or prolonged absences or truancy</p> <p>g. Youth has current or past involvement with the child welfare system</p> <p><b>Indicator Values:</b> 1 indicates a 4-5 indicator Possible Concern. 4 indicates a 6 indicator Clear Concern.</p>	<p><b>No Information</b></p> <p><b>No Concern</b></p> <p><b>Possible Concern</b></p> <p><b>Clear Concern</b></p>	<p><b>No Information</b></p> <p><b>No Concern</b></p> <p><b>Possible Concern</b></p> <p><b>Clear Concern</b></p>

## Support & Resources

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

