LIGHTHOUSE

August 2022

Lighthouse Screening 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 complete a CSE-IT screening with Lighthouse:

1. 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 if you are unable to login.

2. Create a new person record

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.**

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3. 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.**

4. 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. Click **Next** after completing each category, or select the tabbed sections at the top. Each section will be scored as you proceed.
- Once all sections are complete, click **Calculate Overall Score** on 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.
- If your organization has multiple locations and/or programs, optionally select the location and/or program for this screening.
- Click **Submit** to complete 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