

## NAVIGATION: HOW TO USE THIS TOOLKIT & EXAMPLES OF USAGE

- ❖ **TABLE OF CONTENTS:** The Table of Contents is located on page 2 of the Immigration Toolkit and is divided into 11 sections:
  - Section 1: About This Toolkit
  - Section 2: Domestic Violence
  - Section 3: The Intersection of Immigration and Domestic Violence
  - Section 4: Know Your Rights – Law Enforcement
  - Section 5: Legal Options
  - Section 6: Safety Planning
  - Section 7: Public Benefits
  - Section 8: Housing
  - Section 9: Resources
  - Section 10: Frequently Asked Questions
  - Section 11: Safety Planning Templates

Each section listed above is hyperlinked – clicking the link will bring you directly to that section. This allows you to direct a client to the appropriate resources with ease. Listed below are some examples of when you might use this feature:

- If your client has questions about whether he/she is in a domestic violence situation, you can click on “Section 2: Domestic Violence” which will take you directly to that section. You and your client can then review the different types of abuse and warning signs together to figure out his/her next steps in the situation. You can also advise the client to take the “Danger Assessment Quiz” located on page 8 of the toolkit.
- If your client has questions about his/her potential eligibility to apply for a T-Visa, you can click on “Section 5: Legal Options” which will bring you directly to that section in the toolkit. From there, you can click on “5. T-Visa” listed under “Jump to:” at the bottom of page 14. You and your client can then read about the T-Visa together to see if he/she may be eligible to apply.
- ❖ **QR CODES:** There are various QR codes listed throughout the Immigration Toolkit for easy accessibility to resources such as Connecticut 2-1-1, USCIS, CIRI, and many more helpful links. To access the content linked via these QR codes, you can use the camera on your mobile device (such as a tablet or smart phone). Simply point your camera at the QR code and tap the screen on your mobile device where the code is located. This should then take you directly to the linked website. If the QR code link does not work, try moving your camera closer or further away from the code. Alternatively, you can simply click the link listed below each QR code in the toolkit.
- ❖ **PRINTABLE TEMPLATES:** Section 11: Safety Planning Templates (pages 48-63 of the toolkit) contains various easily fillable templates for clients including a checklist of important documents,

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*For questions or more information, please contact...*

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family information, emergency contacts, medical information, communication plans, financial information, and safety planning. To work with clients on filling these templates out, press the “print” icon towards the top right of your screen, select your desired page(s) under the “Pages” tab, and print. This allows you to assist the client with completion. The client can then save these documents for future reference. Listed below is an example of when you might use this section of the toolkit:

- If your client has concerns about the safety of his/her children during an emergency, you can click on “Section 11: Safety Planning Templates” and scroll down to page 52. You can print a copy for each child and assist the client with completion. Once completed with the correct information, you can advise the client to put a copy in each child’s backpack, so they may all have easy access to emergency contact information and safe meeting locations.