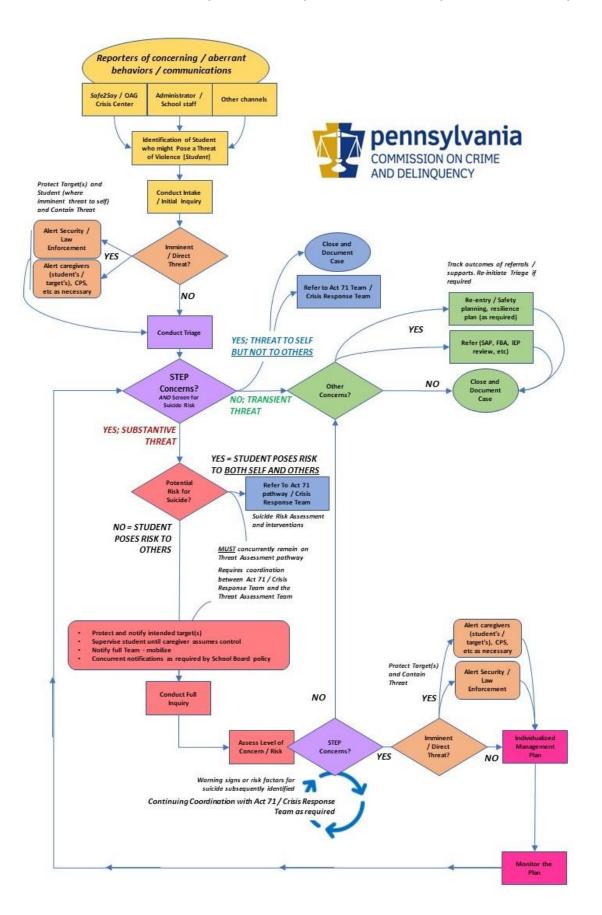
Threat Assessment CASE MANAGEMENT FORM

Threat Assessment Process Flowchart: This forms the basis for threat assessment procedures and case formulation.



THREAT ASSESSMENT CASE MANAGEMENT FORM

PART 1: INTAKE / INITIAL INQUIRY		
Person Completing Form:		Position:
Date Reported:	Time:	
Was this a Safe2Say Something Report?	🗌 Yes 🔲 No	If Yes; Safe2Say Something Ref#:

REPORTING PARTY:				
Name:		Position (circle):	Student	Teacher
		Administrator	Staff	Volunteer
Contact Phone:				
		Parent/Guardian	Anonym	ious
School/Program/Grade:		Other:		
Did you witness this threat? 🗌 Yes 📋 No	If NO, how did yo	u learn about it?		

STUDENT WHO MAY POSE A THREAT OF VIOLENCE (SUBJECT OF CONCERN):					
Student Name:			Grade:		
Date of Incident:	Time:	Прм	Student ID:		
Location of Incident:		Mode (circle):	In-Person	Phone	Text
		Letter	Social Media	Internet	Email
		Gesture	Other:		
Did the threat involve a weapon? Yes	No	If yes, identify ty	pe of weapon:		
Name(s) of any witnesses:					
Description of Concerning-Behaviors or Con possible, including language quoted. Attach copies of	f files/imag	es/videos received in v	writing or electroni	cally):	
Does this student have an IEP/504?		/es/unknown, cor \TE/TIME notified:		t Special Edu	ication.
Yes No	DA	TE/TIME notified:			

PART 1: INTAKE / INITIAL INQUIRY | SUBJECT AND TARGET INQUIRIES

Student Engaging in Threatening or **Otherwise Concerning Behavior:** (If more than one student, complete additional forms)

Student Interview Summary:

TARGET (1):				
Name:		ID#:		
Relationship to STUDENT [SUBJECT OF CONCERN]:		Position (circle):	Student	Teacher
		Administrator	Staff	Volunteer
School/Program/Grade:		Parent/Guardian	Contra	actor
		Other:		
Did you witness this threat? 🗌 Yes 🗌 No	If NO, how di	l you learn about it?		
Emergency Contact NAME:		Emergency Contact	Number:	

*If more than one student subject of concern or more than one target in this incident, attach additional copies of this page.

PART 1: INTAKE / INITIAL INQUIRY | WITNESS INQUIRIES

WITNESS (1):			
Name:	ID#:		
Relationship to STUDENT:	Position (circle):	Student	Teacher
	Administrator	Staff	Volunteer
School/Program/Grade:	Parent/Guardian	Contra	actor
	Other:		
Emergency Contact NAME:	Emergency Contact	Number:	
Witness Interview Summary:			

WITNESS (2):	
Name:	ID#:
Relationship to STUDENT:	Position (circle): Student Teacher
	Administrator Staff Volunteer
School/Program/Grade:	Parent/Guardian Contractor
	Other:
Emergency Contact NAME:	Emergency Contact Number:
Witness Interview Summary:	

*If more than two witnesses in this incident, attach additional copies of this page.

PART 1: INTAKE / INITIAL INQUIRY | RECORD REVIEW & OUTCOME OF SEARCH OF PERSON / PROPERTY

RECORDS CHECKED	S=Significant NS=Not Significant NA=Not Applicable	Remarks [include only where associated with significant findings]
Photo		
Prior Threat Assessment Case(s)		
Prior Act 71/Suicide Risk Case(s)	S NS NA	
Health Records		
SAP Referrals		
Conduct/Discipline	S NS NA	
Class Schedule	S NS NA	
Academic Records	S NS NA	
IEP/504	S NS NA	
Records from prior schools	S NS NA	
Mental Health Evaluations	S NS NA	
Criminal Records	S NS NA	
Law Enforcement Contacts	S NS NA	
Juvenile Probation Records	S NS NA	
Driver License Information		
Vehicle/Parking Information	S NS NA	
SRO/School Police Contacts		
Protective/No Contact Orders		
No Trespass Notice		
Weapons Permit(s)		
Social Media Presence		
Internet Usage/Search History		
Title IX Actions		
Search of person or property		
Records from Outside Agencies (e.g. social services/mental health)		
Other (Describe):	□s □ ns □ na	

*Attach additional copies of this page or supporting documentation if needed.

PART 2: IMMINENT/DIRECT THREATS					
Did the student subject of concern identify a target? Yes No	direct	If yes, include NAME(S) of targets:			
• • • • —	•	of target(s) notified?			
Is this an imminent threat requiring law	The follow	ving have been notified (circle):			
enforcement attendance? Yes No	9-1-1 S	RO/School Police Building Principal Superintendent			
Is medical attention	Other Thre	eat Assessment Team Members Parents/Guardians			
required?	School Saf	fety and Security Coordinator Children & Youth Services			
Is there imminent suicide risk?	s 🗌 No	If YES, have parents been notified?			
IF YES, DO NOT LEAVE THE STUDENT ALONE.					
For all imminent/direct threats, protect ta	arget(s) and	student (for threat to self) and contain threat.			
Additional Information Regarding the Reported Student or Incident/Behavior:					
Is this student acting alone? Yes No If No, include NAME(S) of others also engaging in concerning behaviors/communications:					

PARENT/GUARDIAN CONTACT (Coordinate with Building Principal):			
Parent Guardian NAME(S):	Contact Phone Number(s):		
Date Notified:	Method of Contact:		
Name of Staff who Contacted Parent(s)/Guardian(s)			

ONLY ONCE THE IMMINENT / DIRECT THREAT IS CONTAINED CAN THE THREAT ASSESSMENT TEAM PROCEED TO PART 3

INVESTIGATIVE THEMES		SIGNIFICANT FINDINGS
Motive: Does the student have motive(s) or grievances? What first brought them to someone's attention?	□Yes □No □Unknown	
Communications: Has the student engaged in concerning, or otherwise threatening communications suggesting ideas, intent, planning or preparation for violence?	□Yes □No □Unknown	
Inappropriate Interests: Has the student shown any inappropriate interest in, fascination, and / or identification with other incidents of mass attacks or other acts of targeted violence?	□Yes □No □Unknown	
Weapons Access: Does the student have (or are they developing) the capacity to carry out an act of targeted violence?	□Yes □No □Unknown	
Stressors: Has, or is, the student experiencing stressful events, setbacks, challenges or losses or are there circumstances that may affect the likelihood of an escalation to violent behavior?	□Yes □No □Unknown	
Desperation or Despair: Is the student experiencing hopelessness, desperation, and/or despair?	□Yes □No □Unknown	
Mental Health Disorders and Developmental Issues: Does the student have a diagnosed mental health disorder or developmental issue or exhibit behaviors that suggest a mental health disorder or developmental issue?	□Yes □No □Unknown	
Violence as an Option: Does the student see violence as an acceptable, desirable (only?) way to solve a problem?	□Yes □No □Unknown	
Concerned Others: Are other people concerned about the student's potential for violence?	□Yes □No □Unknown	
Planning and Capacity to Carry Out an Attack: Does the student have the ability, intent and will to plan and carry out an attack?	□Yes □No □Unknown	
Consistency: Are the student's conversation and "story" consistent with his or her actions?	□Yes □No □Unknown	
Protective Factors: Does the student have a positive, trusting, sustained relationship with at least one responsible person?	□Yes □No □Unknown	

TRIAGE NOTES (Also refer to Appendix 1 for case formulation):		

THREAT CLASSIFICATION			
No Threat / Transient Threat	Substantive Threat	Imminent/Direct Threat	Threat to SELF

TRIAGE RECOMMENDATION:			
No Threat / Transient Threat:	Unknown or Substantive	Imminent/Direct Threat	Threat to SELF
DOCUMENT & CLOSE CASE	Threat:	INITIATE CRISIS RESPONSE	REFERRAL(S)
UNLESS OTHER CONCERNS EXIST	INITIATE FULL INQUIRY	PROTOCOL (CRP) FROM	CLOSE THREAT
- IN WHICH CASE CONDUCT RE-		EMERGENCY OPERATIONS PLAN*	ASSESSMENT CASE
ENTRY / SAFETY PLANNING AND /			<u>UNLESS</u> THREAT TO
OR REFER (E.G., TO SAP)			OTHERS IS ALSO
			PRESENT

*For Imminent/Direct Threats, initiate full threat assessment inquiry once the student, target, and environment are made safe.

PART 4: THREAT TO SELF

For All Threats to Self, Implement the Following:

- Refer to Act 71 Team / Crisis Response Team (CRT)
- Close and Document Case
- Should the Act 71 Team / CRT identify potential for thereat to others, refer back to the Threat Assessment Team

PART 5: TRANSIENT THREATS Are OTHER Concerns Present? Yes No Unknown

If NO OTHER Concerns, Close and Document Case

If YES, OTHER Concerns are Present or Unknown, Then Implement the Following:

- Re-Entry / Safety Planning; Resilience Plan (as required)
- Referrals (SAP, FBA, IEP Review, etc.)
- Track Outcomes of Referrals / Supports; Re-Initiate Triage if Required

TRIAGE COMPLETED BY:

Name	Position	Signature	Date
REVIEWED BY:			
Name	Position	Signature	Date

PART 6: SUBSTANTIVE THREATS – FULL INQUIRY				
Is there also potential suicide risk? Yes No	If YES, RETURN to PART 4			
IF YES, DO NOT LEAVE THE STUDENT ALONE.	Student remains on Threat Assessment Pathway Act 71 Team / CRT coordinate with TAT			
For ALL Substantive Threats, Implement the Following:				
 Protect and notify intended target(s) 				
Supervise student until caregiver assumes control				
Notify full team – mobilize				
Concurrent notifications as required by School Board Policy				
CONDUCT FULL INQUIRY & ASSESS LEVEL OF CONCERN / RISK				

Student Engaging in Threatening or Otherwise Concerning Behavior: (If more than one student, complete additional forms)

Student Interview Summary (A more in-depth interview may be conducted for substantive threats. Provide detail here):

PARENT/GUARDIAN INTERVIEW		
Name:	Relationship to STUDENT [SUBJECT OF CONCERN]:	
Parent/Guardian Interview Summary:		

*If more than one student subject of concern or more than one parent/guardian interview, attach additional copies of this page.

CONTRIBUTOR INTERVIEW (May include other caregivers, teachers/school staff, police/SRO, community-			
based providers, other students, etc.)			
Name:	ID#:		
Relationship to STUDENT:	Position (circle): Student Teacher		
	Administrator Staff Volunteer		
School/Program/Grade:	Parent/Guardian Contractor		
	Other:		
Emergency Contact NAME:	Emergency Contact Number:		
Interview Summary:			

CONTRIBUTOR INTERVIEW (May include other caregivers, tec based providers, other students, etc.)	achers/school staff,	police/SRO	, community-
Name:	ID#:		
Relationship to STUDENT:	Position (circle):	Student	Teacher
	Administrator	Staff	Volunteer
School/Program/Grade:	Parent/Guardian	Contra	ictor
	Other:		
Emergency Contact NAME:	Emergency Contact I	Number:	

Interview Summary:

CONTRIBUTOR INTERVIEW (May include other caregivers, te	achers/school staff, police/SRO, community	-
based providers, other students, etc.)		
Name:	ID#:	
Relationship to STUDENT:	Position (circle): Student Teacher	
	Administrator Staff Volunteer	
School/Program/Grade:	Parent/Guardian Contractor	
	Other:	
Emergency Contact NAME:	Emergency Contact Number:	
Interview Summary:		

CONTRIBUTOR INTERVIEW (May include other caregivers, tec based providers, other students, etc.)	achers/school staff,	police/SRC), community-
Name:	ID#:		
Relationship to STUDENT:	Position (circle):	Student	Teacher
	Administrator	Staff	Volunteer
School/Program/Grade:	Parent/Guardian	Contra	actor
	Other:		
Emergency Contact NAME:	Emergency Contact I	Number:	

Interview Summary:

*If additional contributors in this incident, attach additional copies of this page.

PART 6: SUBSTANTIVE THREATS – FULL INQUIRY (Questions adapted from INVESTIGATIVE THEMES described by the National Threat Assessment Center (NTAC)) – The themes explored here deliberately replicate those used at the Triage stage (PART 3) as they are consistently valid in the assessment of threat for violence. At FULL INQUIRY however, greater detail, including from other contributor interviews / information is generated

INVESTIGATIVE THEMES		SIGNIFICANT FINDINGS
Motive: Does the student have motive(s) or grievances?	□Yes □No □Unknown	
What first brought them to someone's attention?		
Communications: Has the student engaged in	□Yes □No □Unknown	
concerning, or otherwise threatening communications		
suggesting ideas, intent, planning or preparation for		
violence?		
Inappropriate Interests: Has the student shown any	□Yes □No □Unknown	
inappropriate interest in, fascination, and / or		
identification with other incidents of mass attacks or		
other acts of targeted violence?		
Weapons Access: Does the student have (or are they	□Yes □No □Unknown	
developing) the capacity to carry out an act of targeted		
violence?		
Stressors: Has, or is, the student experiencing stressful	□Yes □No □Unknown	
events, setbacks, challenges or losses or are there		
circumstances that may affect the likelihood of an		
escalation to violent behavior?		
Desperation or Despair: Is the student experiencing hopelessness, desperation, and/or despair?	□Yes □No □Unknown	
hopelessness, desperation, and/or despans		
Mental Health Disorders and Developmental Issues:	□Yes □No □Unknown	
Does the student have a diagnosed mental health		
disorder or developmental issue or exhibit behaviors		
that suggest a mental health disorder or developmental		
issue?		
Violence as an Option: Does the student see violence as	□Yes □No □Unknown	
an acceptable, desirable (only?) way to solve a		
problem?		
	□Yes □No □Unknown	
Concerned Others: Are other people concerned about the student's potential for violence?		
Planning and Capacity to Carry Out an Attack: Does the	□Yes □No □Unknown	
student have the ability, intent and will to plan and		
carry out an attack?		
Consistency: Are the student's conversation and "story"	□Yes □No □Unknown	
consistent with his or her actions?		
Protective Factors: Does the student have a positive,	□Yes □No □Unknown	
trusting, sustained relationship with at least one		
responsible person?		

FULL INQUIRY NOTES	(Also refer to	Appendix 1	for case	formulation):
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FULL INQUIRY: IMREAT CLASSIFI	CATION	
Low/Transient	Moderate	High Imminent/Direct Threat
Has subsequent suicide risk been If YES, DO NOT LEAVE THE STUDE		 If YES: Continue with Full Inquiry and assessment of level of risk to others; <u>AND</u> RETURN to PART 4: THREAT TO SELF Act 71 Team / CRT coordinate with TAT
Are there STEP Concerns?	🗌 Yes 🔲 No	If NO, Return to Part 5: TRANSIENT THREATS
		If YES, Is this an Imminent/Direct Threat? Yes No
		If this is an IMMINENT/DIRECT THREAT, RETURN to PART 2
		If this is NOT an IMMINENT/DIRECT THREAT, Implement the Following:
		Individualized Management Plan (PART 7)
		Monitor and update the Plan as required
		Return to PART 3: TRIAGE: STEP CONCERNS to
		continue to monitor progress and screen suicide risk

FULL INQUIRY COMPLETED BY:

Position	Signature	Date
Position	Signature	Date
	Position Position	

PART 7: CASE MANAGEMENT PLAN					
Student Name:	ID:				
INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE			
SUBJECT INTERVENTIONS: De-escalate, contain, or control the individual who may take	SUBJECT INTERVENTIONS: De-escalate, contain, or control the individual who may take violent action				
	=	-			
TARGET INTERVENTIONS: Decrease vulnerabilities of the target					
ENVIRONMENTAL INTERVENTIONS: Address environment and systems to discourage environment and systems to discou	scalation	-			
PRECIPITATING EVENTS: Prepare and mitigate against precipitating events that may trip	gger adverse reactions	r			
DATE FOR NEXT REVIEW:					
Print Name of Team Leader:	Date:				
Signature of Team Leader:					

PART 7: CASE MANAGEMENT PLAN UPDATE (To Be Updated Regularly While Case		
Student Name:	ID:	
INTERVENTION/TASK		
SUBJECT INTERVENTIONS: De-escalate, contain, or control the second second second second second second second se	he individual who may take violent action	
UPDATES:	SOURCE	
INTERVENTION/TASK	PERSON RESPONSIBLE DATE DU	
TARGET INTERVENTIONS: Decrease vulnerabilities of the tar		
UPDATES:	SOURCE	
INTERVENTION/TASK	PERSON RESPONSIBLE DATE DU	
ENVIRONMENTAL INTERVENTIONS: Address environment ar UPDATES:	SOURCE	
INTERVENTION/TASK	PERSON RESPONSIBLE DATE DU	

PRECIPITATING EVENTS: Prepare and mitigate against precipitating events that may trigger adverse reactions			
UPDATES:	SOURCE		
INTERVENTION/TASK	PERSON RESPONSIBLE	DATE DUE	
COMMENTS (IF CASE CLOSED, Include Reasons):			
DATE FOR NEXT REVIEW (or CASE CLOSED):			
Person Completing Update Form:	Date:		
Signature of Person Completing Form:			

CURRENT THREAT CLASSIFICATIO	ON		
No Threat / Transient Threat	Substantive Threat	Imminent/Direct Threat	☐ Threat to SELF

CURRENT TRIAGE RECOMMEND			
No Threat/ Transient Threat:	Continued Substantive	Imminent/Direct Threat	Threat to SELF
DOCUMENT & CLOSE CASE	Threat:	INITIATE EMERGENCY	REFERRAL(S)
	SUSTAIN TAT CASE	OPERATIONS PLAN	CLOSE CASE

Appendix 1: STEP^{©1} CONCERNS

Targeted violence stems from an interaction among the subject(s), the target(s), the environment and the precipitating events. Continuously reflect on all parts of *STEP* to ensure vital information is not missed.

Use the following STEP[©] Concerns to guide case conceptualization for both TRIAGE and FULL INQUIRY.

STUDENT / SUBJECT OF CONCERN

The goal of threat assessment and management is to gain a holistic understanding of the subject of concern – the individual who might pose a threat of violence. This may be revealed by gathering information from school educational and discipline records, witnesses, social media posts, the individual themselves, and observations made by teachers, counselors, administrators, School Resource Officers or other Law Enforcement Officers and others who know the individual. Consider the following with regard to the subject:

- Self-perception, coping skills, mental health, response to rules and authority
- Exposure to or engagement in violence
- Access to and experience with weapons and motivation towards using violence as a means to solve problems
- Behavior(s) causing concern or impacting others
- Concerning communications and/or directly communicated threats
- Leakage behaviors: intentional or unintentional communication of intent to do harm
- Identified grievances and/or motives for violence; fixation on grievances or target(s)
- Pathway to violence behaviors: ideation/intent, planning, preparation (means, method, opportunity)
- Interest in or identification with perpetrators or violent acts
- Despondency, despair, isolation, difficulty coping, or suicidality
- Significant changes of behavior or mental health concerns
- Lack of protective factors

TARGET/OTHERS

The target may be an individual, a group of individuals or a location. In some cases, the relationship between a grievance and the target may be identified; however, in other cases it may be difficult or impossible to identify the relationship. Consider the following:

- The potential target and the factors that may increase or decrease their vulnerability for harm
- Are potential target(s) fearful of harm; does the subject present as a safety concern?

ENVIRONMENT (or SETTING)

A focus on the environment gives consideration to the context in which the individual is operating both in school and in the community. An understanding of the environments in which the individual exists, both in and out of school, is critical to determine the level of concern. Consider the following:

- School climate and culture (e.g., bullying, bias, poor conflict management, high rates of stress or violence, etc.)
- Social relationships, including adverse peer influences
- Family dynamics and relationships
- Lack of support, guidance, or resources at home, school and/or community

PRECIPITATING EVENTS (or SITUATION)

An understanding of the stressors affecting the individual of concern is an important step in assessing and managing the case. Stressors may be acute or chronic and can be anything in their life that causes them tension or worry. In general, the more stressors in a person's life, the more difficult it will be for them to cope. For this reason, an understanding of the individual's response to stressors is as important as identifying the stressors themselves. The threat assessment team must operate with the understanding that, in the face of multiple precipitating events, an individual's stress level may be such that they are vulnerable to a "last straw" or triggering event, an event which causes them to advance on the path to violence. Consider the following:

- Impending loss or failure or return to school after separation
- Key dates, events, triggers/reminders, or anniversaries of loss