



K-12 Threat Assessment Case Worksheet

When running a threat assessment, this Case Worksheet can guide the team through the behavioral threat assessment process, including gathering information (“collecting the dots”), analyzing the information (“connecting the dots”), making an assessment, and developing an intervention plan.

Gather Information from Multiple Sources

The team should gather as much information as possible on the person of concern. Information can be sought from an array of sources, including teachers, administrators, school staff, external sources, etc.

Information Source	Results
Reporting party	
Current teachers	
Counselors	
Support staff	
Social media	
Law enforcement	
External agencies	
Parents	
Other: _____	

6. Is the person of concern experiencing hopelessness, desperation, and/or despair?

7. Does the person of concern have a trusting relationship with at least one meaningful person (e.g., a teacher, family member, coach, counselor, advisor, etc.)?

8. Does the person of concern view violence as an acceptable, desirable, or the only way to solve problems?

9. Is the person of concern's conversation and "story" consistent with his or her actions?

10. Are other people concerned about the person of concern's potential for violence?

11. What circumstances might affect the likelihood the person of concern may decide to engage in violence or resort to violence – either increase the likelihood or decrease it?

Make the Assessment

The team should review and discuss the responses obtained above. Using that information, the team should then answer the two assessment questions below, to determine whether the team believes that the person of concern poses a threat of violence.

Assessment Question 1

Does the person of concern pose a threat of violence, whether to others, to self, or to both? Put another way, does the person of concern appear to be on a pathway to violence or is otherwise preparing to engage in violence?

- YES – If “YES”, do all of the items below:**
 - Document assessment
 - Develop and implement a case management / intervention plan
 - Monitor implementation of the case management plan, re-assess, and update case management plan as needed
 - Document all efforts
 - Skip Assessment Question 2 (do not answer)

- NO**
 - Go to Assessment Question 2

Assessment Question 2

If the person of concern does not pose a threat of violence at this time, does the person show some other need for help or intervention, such as mental health care?

- YES – If “YES”, do all of the items below:**
 - Develop and implement a referral or monitoring plan to refer person to needed resources
 - Monitor to ensure referral occurs
 - Document assessment
 - Document referral and monitoring efforts

- NO**
 - Document assessment
 - Close the case

Develop and Implement an Intervention and/or Monitoring Plan

The team should gather as much information as possible on the person of concern. Information can be sought from an array of sources, including teachers, administrators, school staff, external sources, etc.

Who Needs to be Involved?	What Needs to Be Done	When Was it Done?
Administrators		
Teachers		
Counselor		
Support staff		
Family		
SRO/Law enforcement		
External agencies		
Coaches		
Other: _____		
Other: _____		