

FOCUS THREAT ASSESSMENT DOCUMENTATION DIRECTIONS

Threat Assessments are *student specific*

- Select student > “SSS” > Manage Students > “Threat Assessment”

The screenshot shows the top navigation bar with tabs: Scheduling, Grades, Assessment, Attendance, Discipline, Forms, Billing, Eligibility, and Florida Reports. Below this is a secondary bar with links: Enrollment, Schedule, Requests, Grades, Gradebook, Absences, Activities, Referrals, Test History, and Audit. The 'SSS' link is circled in red.

The screenshot shows a box titled 'Select your program' with the text 'The active program may be changed later at any time'. Below this text is a blue button labeled 'Threat Assessment', which is circled in red.

- “Scheduled Date” – optional
 - Use to schedule meetings in advance (sets alerts for team members)
 - “Late” is when the scheduled date has passed
- Action > “Initiate Event”

The screenshot shows the 'Create New Event' form. It has fields for Scheduled Date, Event, Action, Forms, Campus, and Date Initiated. The 'Initiate Event' button under the Action field is circled in red.

- An Incident Report will populate (in the SSS format)
- Default information to primary student (threat) to student #1 field
 - Enter standard information (parent notification, action taken, etc.)
 - Enter Incident Description – details of the threat/threatening behavior (copy/paste narrative into threat assessment document)
 - Select “Save & Validate”

The screenshot shows the 'Incident Report' form. It has a left sidebar with links: Incident Report, Meeting Participants, and Threat Assessment. The 'Save & Validate' button is circled in red. The main area shows a dropdown menu for 'Select One' and a text area for 'Incident Description'.

- **Select “Meeting Participants” --- or --- “Next Step”**
 - Enter name/title of each participant – 2 options:
 - Electronic “Select to Sign” – users enter their username & password – sign with mouse

Threat Assessment Meeting Participants		Date of Meeting: 08/27/2019	
Electronic Signatures:	Position/Title	Signature	
(Click to Sign)		Username	
(Click to Sign)		Password	
(Click to Sign)			
(Click to Sign)			
		Clear Cancel Sign	

Signatures/Printed Names:	Position Title
Signature:	Assistant Principal
Jane Doe	
Signature:	YRD
Cpl. Billy Bob	
Signature:	Counselor
Judy Bloom	

- Select “Save & Validate”
- **Select “Threat Assessment” ---or--- “Next Step”**
- **“THREAT REPORT”** – red items are required fields (paste narrative from incident report)

Student Name:	John Doe	Student ID:	123456	Birthdate:	08/27/2003
School of Enrollment:	SHS	Grade:	11	Age:	16
Student makes a threat to: ☐ Harm to Self ☒ Harm to Others ☐ Bullying ☐ Harassment					
THREAT REPORT					
Location Threat Occurred:			Date/Time Threat Made: 08/27/2019 03:00pm		
☒ School Building or Grounds ☐ School Bus/Other Travel ☐ School-Sponsored Activity ☐ Digital communication such as text or post ☐ Other					
Summary of the incident or threat. What was reported? Include who said or did what to whom. Who else was present?					
Student made the following post on <u>Snapchat</u> : "I'm coming after you, watch your back, I have a gun in my backpack." Numerous students reported this post and a tip was received on <u>FortifyFL</u> .					

- **“ASSESSMENT FINDINGS”** – select applicable sources of information reviewed
 - Do not use anyone else’s name other than the student in question
 - Threat Assessment may become public records requests
 - The redaction process may become automatic and other person’s names cannot be used
 - Items to review include
 - Prior threats, discipline incidents and records
 - Academics
 - Special education records or records from other schools
 - Law enforcement records

INCIDENT or BEHAVIOR OF CONCERN		
ASSESSMENT FINDINGS (All sources are not needed in most cases.)		
Sources of Information	What information was reviewed?	Relevant Findings
Prior threats ☐ Reviewed ☐ Not applicable ☐ Not available		
Prior discipline incidents ☐ Reviewed ☐ Not applicable ☐ Not available		
Academic records ☐ Reviewed ☐ Not applicable ☐ Not available		
Special education records ☐ Reviewed ☐ Not applicable ☐ Not available		
Records from other schools ☐ Reviewed ☐ Not applicable ☐ Not available		
Discipline records ☐ Reviewed ☐ Not applicable ☐ Not available		
Law enforcement records ☐ Reviewed ☐ Not applicable ☐ Not available		

- **“KEY OBSERVATIONS”**
 - Help assess whether a threat is TRANSIENT or SUBSTANTIVE
 - Must be considered in the broader context of the situation and other known facts
 - Regard these items as a checklist to make sure you have considered these aspects of the threat
 - They are **not** to be summed or used as a score
 - Threat is less likely to be serious with questions 1-6
 - Threat is more likely to be serious with questions 7-18
 - Do not use anyone else’s name other than the student in question

KEY OBSERVATIONS

These items can help assess whether a threat is transient or substantive, but must be considered in the broader context of the situation and other known facts. Regard these items as a checklist to make sure you have considered these aspects of the threat, but they are not to be summed or used as a score.

Threat is likely to be less serious:

1. Subject admits to threat (statement or behavior).

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

2. Subject has explanation for threat as benign (such as joke or figure of speech).

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

3. Subject admits feeling angry toward target at time of threat.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

4. Subject retracts threat or denies intent to harm.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

5. Subject apologetic or willing to make amends for threat.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

6. Subject willing to resolve threat through conflict resolution or some other means.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

Threat is likely to be more serious:

7. Subject continues to feel angry toward target.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

8. Subject expressed threat on more than one occasion.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

9. Subject has specific plan for carrying out the threat.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

10. Subject engaged in preparation for carrying out the threat.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

11. Subject has prior conflict with target or other motive.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

12. Subject is suicidal.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

13. Threat involved use of a weapon other than a firearm, such as a knife or club.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

14. Threat involves use of a firearm.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

15. Subject has possession of, or ready access to, a firearm.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

16. Subject has or sought accomplices or audience for carrying out threat.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

17. Threat involves gang conflict.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

18. Threat involves peers or others who have encouraged subject in making threat.

☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available

- **“OBSERVATIONS SUGGESTING NEED FOR INTERVENTION”** – (risk) factors to consider in identifying possible interventions to assist the subject and reduce risk. These items are not summed or scored. Use the term “partially” as appropriate to the category to mean the condition is moderate or not clearly present.

- 19 total risk factors
- Each observation increases the risk for a need for intervention(s)
- Do not use anyone else’s name other than the student in question

OBSERVATIONS SUGGESTING NEED FOR INTERVENTION	
This is an optional form used as needed for intervention planning. Here are some factors to consider in identifying possible interventions to assist the subject and reduce risk. These items are not summed or scored. Use the term “partially” as appropriate to the category to mean the condition is moderate or not clearly present.	
1. History of physical violence. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
2. History of criminal acts. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
3. Preoccupation with violence, violent individuals, or groups that advocate violence. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
4. Preoccupation with mass shootings or infamous incidents. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
5. History of intense anger or resentment. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
6. Has grievance or feels treated unfairly. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
7. Feels abused, harassed, or bullied. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
8. History of self-injury or suicidal ideation or attempts. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
9. Has been seriously depressed. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
10. Experienced serious stressful events or conditions. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
11. Substance abuse history. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
12. History of serious mental illness (symptoms such as delusions or hallucinations). ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
13. Might or does qualify for special education services due to serious emotional/behavioral disturbance. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
14. Prescribed psychotropic medication. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
15. Substantial decline in level of academic or psychosocial adjustment. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
16. Lacks positive relationships with one or more school staff. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
17. Lacks supportive family. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
18. Lacks positive relationships with peers. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	
19. Other factors that suggest need for intervention. ☐ Yes ☐ Partially ☐ No ☐ Don't know/Not available	

- **“THREAT RESPONSE”** – document actions taken as a result of the threat
 - 26 total options, including ‘other’
 - Action ranges: warning, apology, mental health assessment, IEP/504, ISS/OSS, arrest
 - Do not use anyone else’s name other than the student in question

THREAT RESPONSE	
☐ 1. Increased contact/monitoring of subject	
☐ 2. Reprimand or warning	
☐ 3. Parent conference	
☐ 4. Student apology	
☐ 5. Contacted target of threat, including parent, if target is a minor	
☐ 6. Counseling	
☐ 7. Conflict mediation	
☐ 8. Schedule change	
☐ 9. Transportation change	
☐ 10. Mental health assessment	
☐ 11. Mental health services in school	
☐ 12. Mental health services outside school	
☐ 13. Assess need for special education services	
☐ 14. Review of individualized Education Program (IEP) for students already receiving services	
☐ 15. 504 Plan or modification plan	
☐ 16. Behavior Support Plan created or modified	
☐ 17. In-school time out or suspension	
☐ 18. Out-of-school suspension	
☐ 19. Referral for expulsion	
☐ 20. Other disciplinary action	
☐ 21. Change in school placement (e.g., transfer, homebound instruction)	
☐ 22. Services for other persons affected by threat	
☐ 23. Law enforcement consulted	
☐ 24. Legal actions (e.g., arrest, detentions, charges)	
☐ 25. Other actions	

- **“LEVEL OF THREAT”** – required

- **Not a threat**
- **Transient** > no safety plan required
- **Serious Substantive** > **safety plan required**
- **Very Serious Substantive** > **safety plan required**

LEVEL OF THREAT	
Date of initial classification:	☐ Not a threat ☐ Transient (No safety plan in place) ☐ Serious Substantive (Safety plan in place) ☐ Very Serious Substantive (Safety plan in place)
Date of change in classification, if any:	☐ Not a threat ☐ Transient ☐ Serious Substantive ☐ Very Serious Substantive

- **“SAFETY/CASE PLAN”** – required for all substantive threats

- Detail the safety plan and date of implementation
- Detail follow-up information or revisions to the safety plan as needed

SAFETY/CASE PLAN	
This section can be used to describe the plan for any case and should be completed in cases of a very serious substantive threat.	
Case Resolution or Safety Plan Describe how case was resolved, including any plan for further actions. List persons responsible for each component of plan.	Date
Follow-up or Revision of Plan Describe current status of plan and any revisions. List persons responsible for each component of revised plan.	Date

- Select “Save & Validate”
- Select the interview forms as needed
- Select “Uploads --- or --- “Next Step”
 - Upload pictures (ie., from social media) or documents (writing/journals)
 - “Save & Validate”

- Select **“RETURN TO MANAGE STUDENT”**
 - The threat assessment is complete when the following minimum forms are completed:
 - Incident report
 - Meeting participants
 - Threat Assessment
 - A green checkmark will appear in each section, confirming it is complete
 - A red asterisk indicates a section was not completed
 - This is permissible for sections which are not mandatory (i.e., interviews)

< Previous Step > Next Step Print **Return to Manage Student**

✓ [Incident Report](#)

✓ [Meeting Participants](#)

✓ [Threat Assessment](#)

[Uploads \(0\)](#)

- **SUBMIT TO DISTRICT**

☒ **Submit to District**

Selecting Submit to District indicates that all steps of the Threat Assessment are completed and ready for district review