

Map the system before adding another organization.

A four-page aid for discussing prevention scope, organizational functions, gaps, owners, decisions, and dependencies - without collecting case details.

Do not record names, threats, allegations, evidence, medical information, student records, or identifying details about any person of concern in this workbook.

Meeting purpose and desired decision

Local prevention problem in one sentence

Which lane or lanes are actually in scope?

☐ Community violence ☐ Suicide and crisis ☐ Domestic violence ☐ Unauthorized access ☐ School safety ☐ Targeted violence ☐ Other: _____

What is explicitly out of scope for this meeting?

Information sources and important limitations

Who already does what?

Record verified organizational functions. Do not imply partnership or assign a role without the organization's knowledge and agreement.

Emergency response		
Crisis support		
Behavioral health		
School or campus support		
Community violence intervention		
Hospital-linked intervention		
Domestic-violence services		
Victim and survivor services		
Youth and family support		
Housing and economic support		
Public health and evaluation		
Public safety and legal coordination		
Communications and accessibility		

A blank cell means unverified. Verify the current service, eligibility, hours, capacity, and handoff procedure directly with the organization.

No public front door without accountable ownership.

Assign organizational functions and decisions - never case information.

Governance and final decisions		
Emergency and crisis routing		
Safeguarding		
Privacy and data minimization		
Civil-rights and fairness review		
Training and supervision		
Accessibility		
Communications and source claims		
Evaluation and unintended-harm monitoring		
Corrections, complaints, and stop authority		
Safeguards or dependencies that block activation		

DECISION RECORD

Turn discussion into accountable next steps.

A convening is useful only when decisions, uncertainties, owners, and deadlines remain traceable.

Decision 1 - decision, rationale, owner, due date

Decision 2 - decision, rationale, owner, due date

Decision 3 - decision, rationale, owner, due date

Unresolved conflict, missing evidence, or external dependency

What will be tested next, and how will defects be recorded?

Next review date and required participants

This is an offline planning aid. Do not submit completed worksheets to GVRP. Retain or destroy them according to the accountable organization's approved records policy.

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