AI-Assisted Report Writing Workflow

Purpose:

This handout provides a step-by-step guide to using **AI tools like ChatGPT** for drafting, structuring, and refining **incident reports** while ensuring compliance with legal and ethical standards.

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1. Setting Up an AI-Assisted Project Folder

✅ **Create a Dedicated Folder** on your computer or cloud storage for **threat assessment documentation.**
✅ **Organize Files by Category:**

- Incident Reports

- Behavioral Assessments

- Follow-Up Documentation

- Risk Level Evaluations

- Student Safety Plans
   ✅ **Ensure FERPA Compliance** by storing sensitive files in **secure, access-controlled environments.**

📝 **Reference:** Case File Update Checklist for BTATs

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2. Uploading Documents into ChatGPT for Contextual Writing

✅ **Prepare Relevant Documents** for Upload (prior reports, safety plans, assessment notes).
✅ **Use Clear Prompts** to Guide AI in Report Drafting:

- *"Draft an objective incident report based on the following details…"*

- *"Summarize this behavioral assessment while maintaining factual language…"*

- *"Structure this student safety plan into a formal report…"*
   ✅ **Review AI Output for Accuracy & Objectivity.**

📝 **Handout:** Final Report & Documentation Best Practices

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3. Customizing AI-Generated Report Templates

✅ **Standard Report Structure:**

- **Incident Overview** (Who, What, Where, When, How)

- **Behavioral Observations** (Objective, Fact-Based)

- **Actions Taken** (Interventions, Notifications)

- **Recommendations & Next Steps**
  - ✅ **Edit AI-Generated Reports** for tone, clarity, and compliance.
  - ✅ **Ensure Proper Formatting:**

- Professional Font & Layout

- Chronological Event Order

- Required Signatures & Approvals

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4. Ethical Considerations & AI Disclosure

✅ **AI is a Tool, Not a Replacement for Professional Judgment.**

✅ **Human Review is Required** before submission.

✅ **Recommended AI Disclaimer:**

"This report was generated with AI assistance to enhance clarity and structure. It has been thoroughly reviewed and finalized by [Your Name] and approved by [Administrator Name]."

✅ **Confidentiality Reminder:** Ensure **no sensitive student data** is entered into AI systems without school approval.

📝 **Reference:** AI Usage & Ethical Disclosure Guidelines

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5. Key Takeaways

✅ **AI enhances efficiency but requires human oversight.**

✅ **Proper structuring and formatting ensure compliance.**

✅ **Reports must be objective, factual, and legally sound.**

✅ **Ethical use of AI includes transparency and disclosure.**

📝 **For Further Guidance:** Contact your **School Administrator or Threat Assessment Team Lead** for AI compliance policies.