Documenting Harm And Preserving Information Workbook

A trauma-informed educational wellness worksheet for reflection, choice, self-care, and support.

Use this at your own pace. Skip, adapt, pause, or stop. You are allowed to choose what fits your body, culture, privacy, energy, safety, access needs, and real-life limits today.

This is a reflection tool, not a test. One honest sentence, one checked box, or one small next step can be enough.

Documenting Harm And Preserving Information

Workbook

A printable reflection and practice resource

Documenting What Is Happening

Incident logs, screenshots, timelines, communications, evidence folders, factual writing, privacy, and preparing organized information for an attorney or advocate.

Workbook 04

Safety, Advocacy & Recovery Education

Created by Michelle D. Elder, MSW, LMHC Free therapeutic-style education - not therapy, legal advice, medical care, or emergency response My Reflective Collective - Safety, Advocacy & Recovery Education Page 1 Before you begin This is a person-centered, trauma-informed workbook. You decide what to read, write, print, share, skip, or stop.

You do not need to prove that something is bad enough before seeking support. A worksheet should never be used to pressure someone to leave, stay, report, confront, forgive, remember more, or take legal action.

Immediate danger or medical emergency: call 911 in the U.S. or Canada. For suicide or mental-health crisis support in the U.S. or Canada, call or text 988. For relationship-abuse support in the U.S., contact the National Domestic Violence Hotline at 800-799-SAFE (7233), text START to 88788, or visit thehotline.org. Services, privacy practices, and emergency-response policies vary by location.

Technology safety: if someone may monitor your device, accounts, vehicle, home network, or location, use a safer device or location when possible. Private browsing and deleting history do not erase every record. Changing access or settings may alert a person who is monitoring you or erase evidence, so consider confidential technology-safety support before making changes.

This workbook provides general education, not legal advice, representation, investigation, diagnosis, psychotherapy, medical care, crisis response, or an individualized safety plan. Laws, court procedures, evidence rules, deadlines, confidentiality, and available remedies differ by place and situation. Consult a

licensed attorney, legal-aid program, tribal legal service, court self-help program, or trained advocate for guidance that fits your circumstances.

Choice and pacing

- Keep your eyes open, work in short sections, use initials, leave blanks, ask an advocate to sit with you, or stop.

Store or dispose of completed pages only in ways that support safety. Do not investigate, confront, or test another person because of a worksheet.

What would help this feel safer or more manageable today? _____

_____

___ _____

_____ My Reflective Collective - Safety, Advocacy & Recovery Education Page 2 My support and safety page Write only what is safe to keep. Consider neutral contact names or an advocate's guidance if discovery is a _____

_____ _____

_____ concern.

Immediate emergency plan Confidential advocate or hotline Attorney, legal aid, or court self-help Medical or mental-health support Trusted person and code word Safer device or location Transportation, children, pets, language, or accessibility needs My Reflective Collective - Safety, Advocacy & Recovery Education Page 3

1. Document only when it supports safety

Documentation can support memory, advocacy, medical care, workplace planning, or legal consultation, but it is not worth increasing danger. You do not need perfect records to deserve help.

Why am I documenting?

_____

_____ Who may use this information? _____

_____ Where can I work more safely? _____

_____ My Reflective Collective - Safety, Advocacy & Recovery Education Page 4

2. A factual incident log

Record date, time, location, people present, exact words or observable actions, injuries or damage, technology, witnesses, reports, and immediate impact. Label estimates and memories recorded later.

Pause point: If this section increases fear, confusion, dissociation, or urgency, stop. Orient to the date and place, move toward support, and use emergency or crisis services when needed.

Direct observations Exact words if remembered

What happened next

3. Facts, impact, and interpretation

- Keep all three but label them. Fact is directly observable. Impact is what changed for safety, health, work, money, housing, or daily life. Interpretation is what you believe it may mean.

Observable facts Impact on life or safety Questions for a professional My Reflective Collective - Safety, Advocacy & Recovery Education Page 6

4. Screenshots and messages

Capture sender, account, date/time, surrounding context, and URL when available. Avoid cropping the only copy. Export or print threads when possible and lawful.

Original platform or device File naming method Where the unchanged copy is stored

_____

_____ My Reflective Collective - Safety, Advocacy & Recovery Education Page 7

5. Photos, injuries, and property

Seek medical care when needed. Photograph context and detail without risking safety. Note date, who took the image, and what it shows. Keep originals unchanged.

What was documented

Original storage location Related receipt, repair, record, or witness My Reflective Collective - Safety, Advocacy & Recovery Education Page 8

6. Building a timeline

A timeline can show patterns without forcing every event into memory at once. Use approximate dates honestly and include anchor events such as separation, filings, account access, work contact, or escalation.

Anchor dates Events before and after Gaps I will leave instead of guessing My Reflective Collective - Safety, Advocacy & Recovery Education Page 9

7. Evidence folders

Possible folders include incidents, messages, photos, finances, medical records, police reports, court papers, witnesses, and a master index. Use neutral filenames if discovery is a concern.

Folder structure Who has access How originals are protected

_____

_____ My Reflective Collective - Safety, Advocacy & Recovery Education Page 10

8. Preparing a concise packet

For an attorney or advocate, consider a one-page summary, current safety concerns, timeline, key documents, existing orders, deadlines, and questions. Let the professional decide legal relevance.

Three urgent questions Known deadlines

What information or outcome I seek _____

_____ _____

_____ **My Reflective Collective - Safety, Advocacy & Recovery Education Page 11**

9. Incident worksheet

- Use one page per incident. Write in your own words, avoid diagnosing motives, and note when information came from another person instead of direct observation.

Date, time, and location Actions or exact words Witnesses, files, and reports Impact and response Follow-up needed One-page action map

- Choose only steps that fit your safety, legal advice, capacity, culture, privacy, and real life.

_____

_____

What I know right now

What I want help understanding

Most urgent safety consideration One person or service I may contact A step from a safer device or place A step I am intentionally not taking yet Date to review Resources and scope guidance that fits your circumstances.

National Domestic Violence Hotline (U.S.) thehotline.org | 800-799-SAFE | text START to 88788 988 Suicide & Crisis Lifeline Call or text 988 in the U.S. or Canada Emergency services Call 911 for immediate danger or medical emergency in the U.S./Canada WomensLaw womenslaw.org - U.S. legal information and referrals Legal Services Corporation lsc.gov - U.S. civil legal-aid finder NNEDV Safety Net techsafety.org - technology-safety education 211 211.org - community-resource connections in many areas Copyright and sharing attribution, or present this material as individualized professional advice. Resource listings are starting points, not endorsements or guarantees.

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If there is immediate danger or a medical emergency: Call 911 in the United States or use your local emergency number. For U.S. suicide or mental-health crisis support, call or text 988. For relationship-safety support, contact the National Domestic Violence Hotline at 800-799-7233, text START to 88788, or visit TheHotline.org from a safer device when possible.

Privacy and safer searching If someone may monitor your device, accounts, internet connection, location, downloads, or browser activity, consider using a safer device and a trusted network. Private browsing may reduce locally saved history but does not make activity invisible. Clearing history can also be noticed. A website Quick Exit button changes the page; it cannot erase browser, download, router, account, employer, school, carrier, or device records. Choose only steps that feel safer in your situation.

Do not store identifying or safety-sensitive answers where another person may find them.

Educational scope and professional limits This resource provides general psychoeducation, reflection, and wellness support. It is not therapy, counseling, diagnosis, assessment, treatment, medical advice, legal advice, crisis response, forensic evaluation, or an individualized safety plan.

It does not replace care from a licensed clinician, healthcare professional, attorney, trained advocate, emergency service, or other qualified professional. Laws, court procedures, services, and risks vary by location and circumstance.

Choice, pacing, and inclusion You may skip, change, discuss, dictate, draw, pause, or stop any activity. No exercise can determine what you experienced, diagnose a condition, prove a legal claim, guarantee safety, or tell you whether to stay, leave, report, reconcile, forgive, or pursue court action. Adapt language and activities for culture, identity, disability, neurotype, age, literacy, sensory needs, and personal preference. Automatic translation can make mistakes; confirm legal, medical, emergency, and safety-critical wording with a qualified person.

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