



Toolkit Resource

Gap Analysis Planning Sheet

Victim researchers and service providers can use this Planning Sheet to guide their work on a gap analysis. As described in the Center for Victim Research’s (CVR) quick reference guide, a [gap analysis](#) helps identify solutions for gaps between a community’s victim services’ needs and resources. This guide walks through the four steps of gap analysis outlined in CVR’s guide.

Step 1. Identify the focus area for the gap analysis and envision an ideal response. *Guiding question: Where do we want to be?*

- What specific type(s) of victim services will be addressed in the gap analysis?

- What will be the geographic focus of the gap analysis?
City _____ State _____
County _____ National _____
- Which stakeholders (individuals and organizations) should be involved in the gap analysis process?

- As defined by the stakeholders, what is the ideal state of victim services within the focus area?

Step 2. Collect data to gain a comprehensive, accurate understanding of the current state of victim service resources in the community. *Guiding question: Where are we now?*

- What existing data do you need to understand the current state of victim services (e.g., agency records, census data, law enforcement records, or the geographic location of service agencies)?

- What additional data would help you more fully understand the current state of victim services (e.g., community survey, interviews/focus groups with stakeholders/survivors, other additional data)?

Step 3. Analyze the current state of the community compared to its ideal state, with respect to victim service resources. *Guiding question: What is the gap between where we are now and where we want to be?*

- Once data are collected, what themes are found across the different data sources that help you identify the gaps between the current and ideal state of victim services in the geographic area?

- Of the identified gaps in services, which do stakeholders agree are the highest priority to address?

High Priority	Medium Priority	Low Priority

Step 4. Stakeholders determine action steps to identify solutions to the gaps. *Guiding question: How do we get there?*

- For each priority gap identified, articulate the current gap, ideal state of victim services, and action steps for resolving the difference between the ideal and current state of services.

Current Gap in Services	Envisioned Future Ideal State of Services	Possible Action Steps to Address the Gap
<i>Example: There is a long wait list for forensic interviews for child victims of sexual abuse.</i>	<i>Example: All forensic interviews are completed within three days of the first report of abuse.</i>	<i>Example: 1) Streamline victim referrals to forensic interviews; 2) Train more experts to do forensic interviews; 3) Solicit donations to hire more certified interviewers; 4) Refer children on the wait list to agencies in nearby communities.</i>

- How will stakeholders monitor new activities to assess whether they effectively address the gaps?

- As the current gaps are resolved, how will stakeholders continue to identify and address new gaps that arise or gaps that become more prominent in the future?
