EMAP Sample Pilot Framework

A non-binding structure for scoping, operating, evaluating, and closing an EMAP pilot.

Planning framework

Use this non-binding framework to structure an initial EMAP pilot discussion. Replace each planning prompt with organization-specific decisions during a qualified scoping process.

1. PURPOSE	State the operational or accountability problem the pilot is intended to evaluate. Describe the desired improvement without using confidential case details.
2. PARTICIPATING ORGANIZATIONS	Identify the court, prosecutor, sheriff/law-enforcement agency, jail, provider, government office, nonprofit, or other approved organizations expected to participate.
3. PILOT SCOPE	Define the workflow, jurisdiction, program, user groups, and approximate population or activity included in the evaluation. Identify what is expressly out of scope.
4. PILOT PERIOD	Establish a proposed start, evaluation period, review cadence, and closeout date. Duration should be determined during planning rather than assumed from this framework.
5. PREPARATION & READINESS	Confirm project contacts, authorized users, workflow assumptions, organizational approvals, technology access, orientation needs, and any required procurement/security/policy review.
6. EVALUATION AREAS	Select the areas that matter to the project: information access, communication, workflow clarity, documentation, coordination, usability, administrative impact, reporting, or other approved objectives.
7. GOVERNANCE & REVIEW	Identify who owns pilot decisions, who receives issues or questions, how changes are approved, and when participating organizations will review progress.
8. CLOSEOUT	Document findings, unresolved questions, lessons learned, and whether the appropriate next step is to stop, refine, extend, or discuss broader implementation.

Suggested evaluation questions

- Did authorized participants have timely access to the information relevant to their responsibilities?
- Were communications, notifications, responses, and follow-through easier to document?
- Could users understand status and next steps?
- Did the workflow fit normal operational settings and devices?
- What policy, configuration, training, technical, or procurement issues require additional work?

Planning notice

This framework is provided for planning discussion only. It is not a proposal, contract, memorandum of understanding, statement of work, procurement specification, funding commitment, or guarantee of implementation.