

# THE RECSSA FORM & PLANNING SHEETS

Quick Guide



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The image features a light gray background with decorative geometric patterns in the corners. These patterns consist of overlapping semi-circles in four colors: orange, blue, green, and magenta. In the top-left corner, there is an orange semi-circle above a blue one. The top-right corner features a cluster of orange, magenta, green, and blue semi-circles. The bottom-left corner has magenta, green, and blue semi-circles. The bottom-right corner shows green, blue, and magenta semi-circles. Centered in the middle of the page is the text "PLANNING TEAM" in a bold, blue, sans-serif font, arranged in two lines.

# PLANNING TEAM






## PLANNING TEAM

Use the Planning Sheet to guide the process.

Templates are provided for note taking and planning the REC SSA process.



# PLANNING TEAM

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	A	B	C	D	E	F	
1	RECCSA Planning Team						
2							
3	Orgnaization.Program Name:						
4							
5	Members	(Team members should inclde representatives from across all levels of the organization.)					
6	Name	Role	email	Note			
7							
8							
9							
10							



# DATA FORM



# DATA COLLECTION FORM

Select the option that works best for your organization.

1. Google Form - Click the link on the website to make a copy of the RECSSA form. You will need a Google Account to save this form to your Drive.
  - Tip: Create a RECSSA Google Account just for managing forms and data.
2. Create your own - Using the preferred platform, copy all the domains, objectives, and ratings to build your own form.
3. Direct data entry - Refer to the RECSSA Matrix and enter roles and ratings directly into the Data Collection sheet.



# DATA COLLECTION FORM

## Resilient Early Childhood Systems Self-Assessment (RECSSA)

 Not shared

### Instructions

Rate your organization/agency on the four systems domains: 1) **Leadership**; 2) **Quality Improvement**; 3) **Infrastructure**; and 4) **Partnerships and Alignment**. For each of the domains there is a set of three desired outcomes, each with four indicators of progress (1 - **Awareness**; 2 - **Building**; 3 - **Emerging**; 4 - **Developed**).

For each system domain's desired outcome, select the indicator that best describes your organization's current status or level. For some elements, your organization's capacity may not fully or exactly match any of the descriptions. In these instances, select the description that is most suitable for your organization. It may help to also think about where you want early childhood trauma-informed care and resilience in your community to eventually be.

It is also important to note that the RECSSA is designed to be a tool for you to understand where your agency is in regard to early childhood trauma-informed care and resilience systems development in your community. The results of this assessment are not tied to

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**COLLECT DATA**



## SEND THE FORM

After the Planning Team completes the Pre-Training for staff, send out the form to collect data.

Gathering data from staff at all levels is critical to the RECSEA process.

Provide incentives, clear instructions, and explicit due dates.

Tip: Create a QR code for the form for completion on mobile devices.



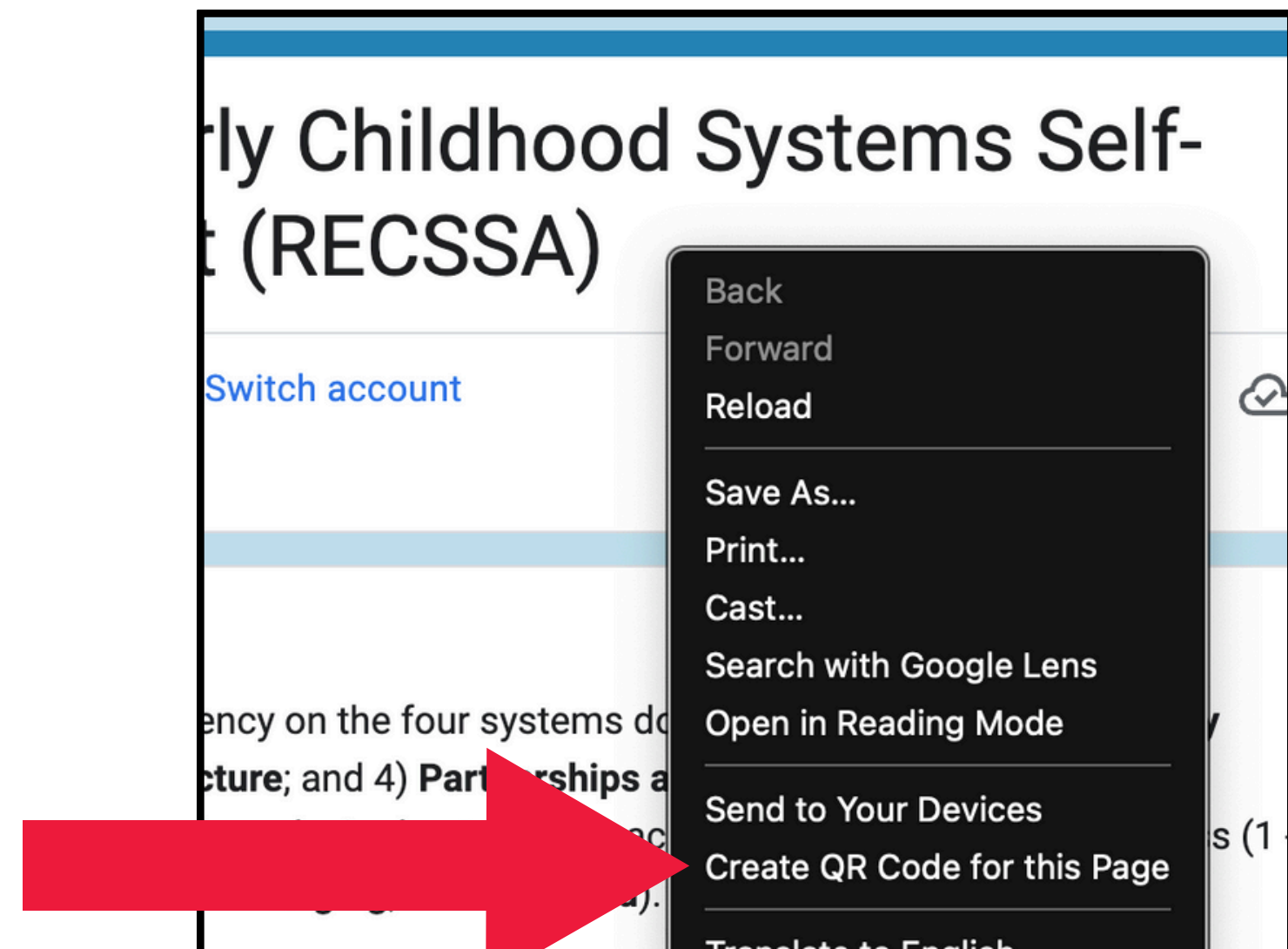
## OPTIONAL: CREATE A QR CODE

Open the form in Chrome in data entry or preview mode.

Right click to see pop-up menu.

Select "Create QR Code."

Email or print QR code for staff to scan.





**ANALYZE DATA**




## DATA SHEET

Copy the data from the form's data sheet into the Data Collection sheet.

Tip: See instructional video linked on website.



# DATA SHEET

 RECSSA Data Entry & Charts

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	A	B	C	D
	RECSSA Form Data			
1	Timestamp	Role	Leadership: Outcome 1 - [Leadership demonstrates an understanding of the impact and prevalence of trauma in daily practice and works to create a respectful and supportive environment for staff and the community they serve.]	Leadership: Outcome 2 [An equity lens is applied to all programs and policies to address bias and the impact of historical trauma and systemic oppression on multiple generations of families.]
2	11/29/2024 21:51:28	Direct Service	4	3
3	11/29/2024 21:52:30	Management - Supervisor, Manager	4	4
4	11/29/2024 21:53:50	Support Staff	4	2

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# **ACTION PLANNING TEAM**

## ACTION PLANNING

Use the Action Planning Sheet to guide the process.


Templates are provided for note taking and planning the REC SSA process.

After reviewing all the data and feedback from staff, complete the Action Plan template as a team.

Tip: The Action Planning Team can be the same or different from the Planning Team.



# DISCUSS FEEDBACK

 RECSSA Planning Team Worksheet

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	A	B	C	D	E	F	G
1	Program Feedback on RECSSA Results for Planning Team						
2							
3	Program Name:						
4							
5	Discussion Facilitator Name:						
6							
7	Date:						
8							
9	General Reactions:						
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12							



# ACTION PLAN DISCUSSION

REC SSA Planning Team Worksheet

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1	<b>RECCSA Action Planning Team</b>						
2							
3	<b>Orgnaization.Program Name:</b>						
4							
5	<b>Members</b>	(Team members should inclde representatives from across all levels of the organization. These may be the same members as the Planning Team or a new team.)					
6	<b>Name</b>	<b>Role</b>	<b>email</b>	<b>Note</b>			
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## ACTION PLAN

RECSSA Planning Team Worksheet

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A	B	C	D	E	F	G	H	I	J
1									
2	RECSSA ACTION PLAN								
3	ORGANIZATION NAME			DATE		Action Planning Team Members			
4	X			MM/DD/YY					
5	Domain: Leadership								
6	<p>This domain addresses building and improving the sociopolitical environment that surrounds the system, through system leadership so it produces the changes needed to sustain it. Leaders at different levels within and organization or agency are committed and demonstrate leadership to support trauma-informed care and practices</p> <p>1. Leadership demonstrates an understanding of the impact and prevalence of trauma in daily practice and works to create a respectful and supportive environment for staff and the community they serve.</p> <p>2. An equity lens is applied to all programs and policies to address bias and the impact of historical trauma and systemic oppression on multiple generations of families.</p> <p>3. Staff have access to meaningful leadership opportunities and are supported in trying new and innovative techniques to support keiki and their ohana.</p>								
7	ACTION ITEM	LEAD	OUTCOME	STATUS	START	END	RESOURCES REQUIRED	POTENTIAL BARRIERS	DESIRED OUTCOME
8	item description		1 ▾	On Hold ▾					
9			2 ▾	In Progr... ▾					
10			3 ▾	Not Start... ▾					
11			▾	Complete ▾					
12			▾	▾					