

ADMINISTERING THE RECSSA


The image features a light gray background with decorative geometric shapes in the corners. These shapes are composed of semi-circles and quarter-circles in four colors: orange, blue, green, and magenta. In the top-left corner, there is an orange semi-circle and a blue semi-circle. In the top-right corner, there is a cluster of shapes including orange, blue, green, and magenta semi-circles. In the bottom-left corner, there is a cluster of magenta, green, and blue semi-circles. In the bottom-right corner, there is a cluster of green, blue, and magenta semi-circles.

HOW DO WE BEGIN?

PLANNING TEAM:

- Create a Planning Team.
- The Planning Team should include representation from all levels of staff and leadership.
- This team will lead the administration of the REC SSA and will review the results with the organization.



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WHAT DOES THE PLANNING TEAM DO?

PLANNING TEAM ACTION ITEMS:

- Identify a timeline for the process
- Determine engagement strategies & incentives
- Review the RECSSA Tool materials and the RECSSA form.
- Determine if training or translation is needed for staff. Ensure that all staff will understand the tool and how to complete it.
- Do a test run with the planning team



PRE-TRAINING FOR STAFF:

- The Planning Team designs training tailored to their staff's training needs
- The training may include:
 - Purpose & intent of the RECSSA
 - Review the Domains & Outcomes
 - Review the rating scale
 - Review the language & define terms used in the RECSSA
 - Timeline & expectations for completion
 - Intent for results

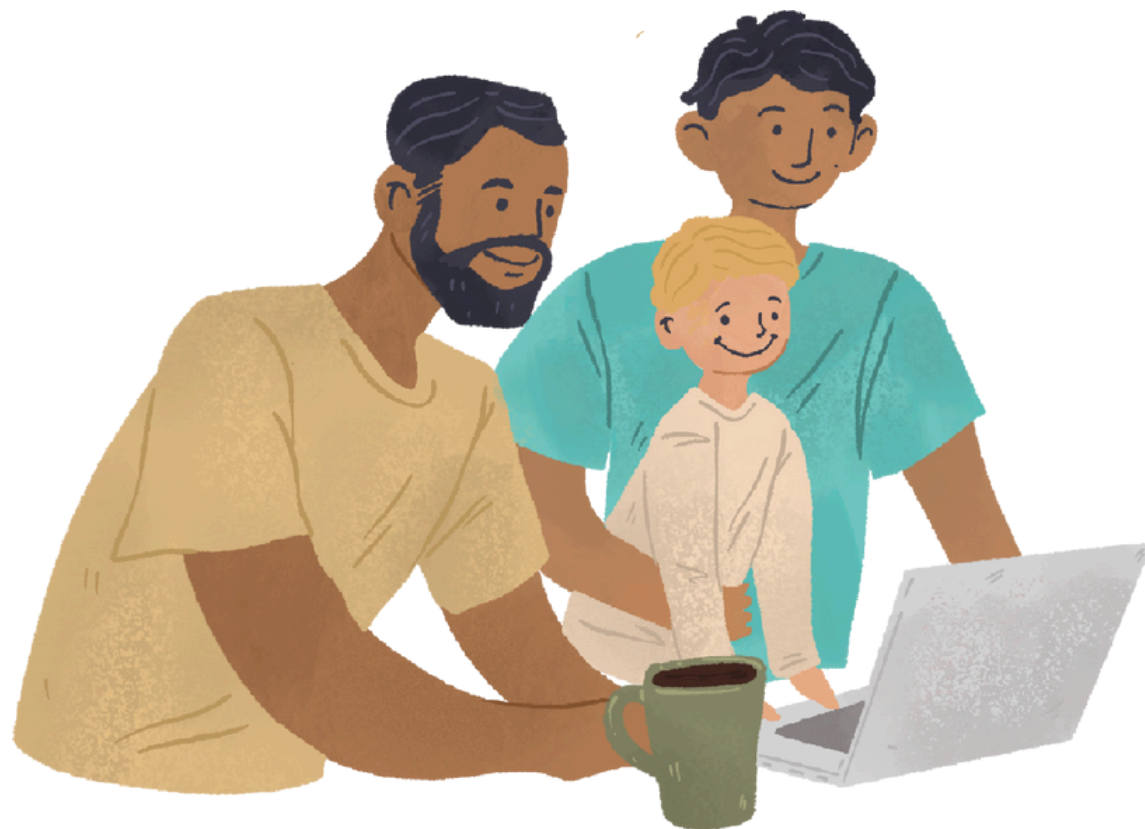


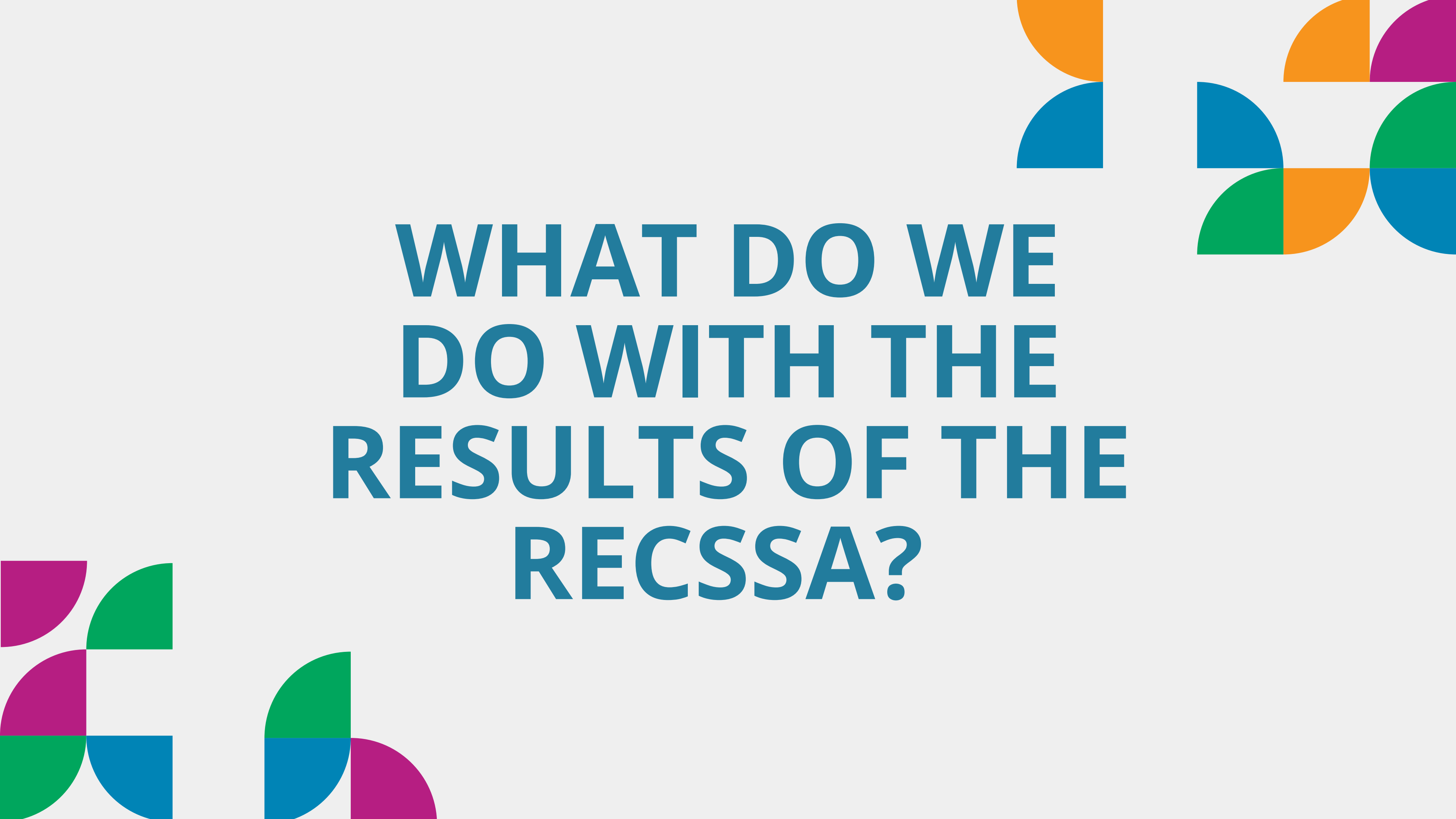
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HOW DO WE ADMINISTER THE RECSSA?

ADMINISTRATION:

- After staff receive the pre-training, send out the REC SSA to all staff for completion.
- Ensure staff know their participation is valuable and needed.
- Inform staff of the due date. Send reminders.
- Provide incentives for completion (e.g. an hour of vacation leave, self-care time, or a gift card)



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WHAT DO WE DO WITH THE RESULTS OF THE RECSSA?

RESULTS:

- The Planning Team reviews the results and identifies areas of strength and areas for growth
- Discuss the findings as a Planning Team
- Each program/unit/department should review the results and provide feedback to the Planning Team
- Program feedback should include:
 - General reactions - What stands out?
 - Areas of strength.
 - Areas for growth.
 - Suggestions for improvement.

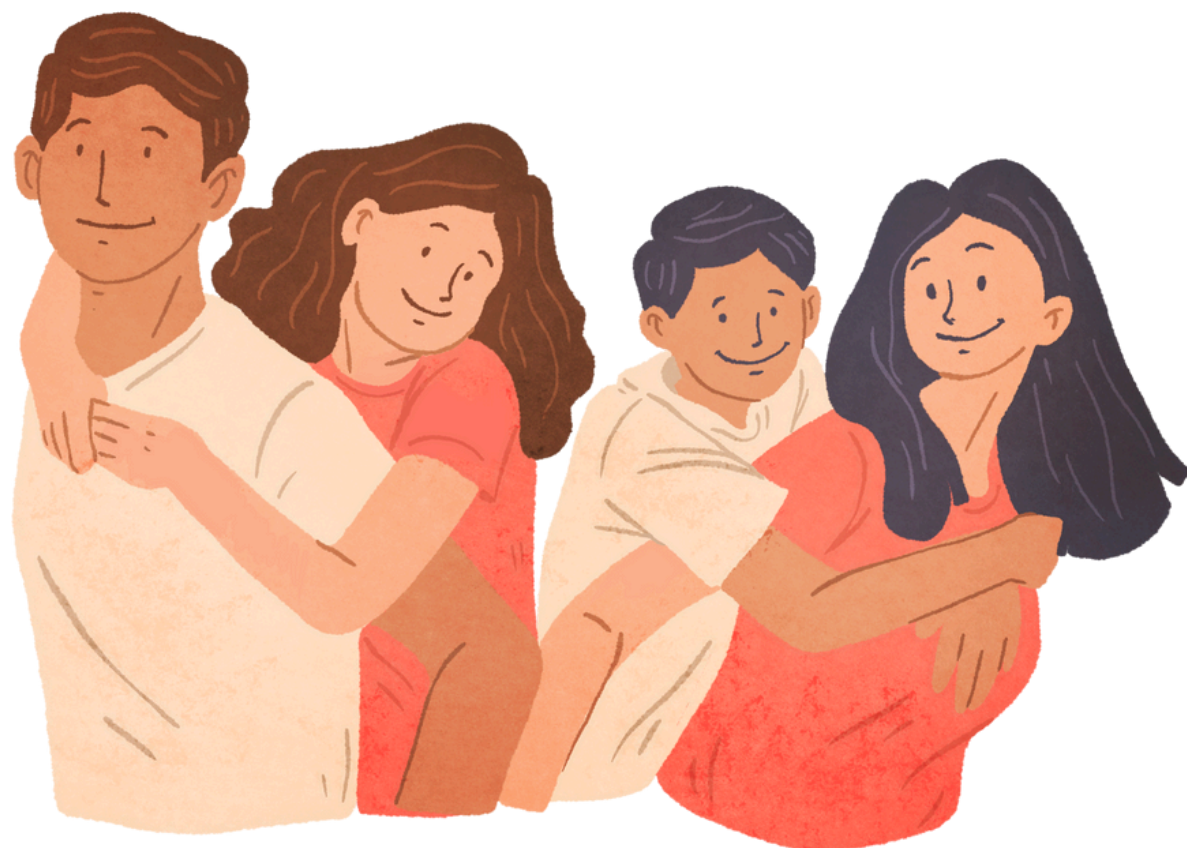


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WHAT DO WE DO WITH THE FEEDBACK?

ACTION PLANNING TEAM:

- The Action Planning team can be the same as the Planning Team or a new team.
- All levels of staff should be represented.
- Tasks:
 - Review the feedback from the units.
 - Review the Planning & Implementation Science resource
 - Develop an Action Plan for the organization
 - Determine a process for monitoring the plan over time.



ACTION PLAN:

- The Action Planning team shares the Action Plan with staff
- Do periodic checks on Action Plan progress.
- Update Action Plan as needed.



The image features a light gray background with the text "NOW WHAT?" centered in a bold, blue, sans-serif font. The corners of the image are decorated with clusters of semi-circular shapes in orange, blue, green, and magenta. In the top-left corner, there is a small cluster of two semi-circles (orange and blue). The top-right corner has a larger cluster of five semi-circles in orange, blue, green, and magenta. The bottom-left corner features a cluster of four semi-circles in magenta, green, and blue. The bottom-right corner has a cluster of three semi-circles in green, blue, and magenta.

NOW WHAT?

REASSESSMENT:

- Repeat the entire REC SSA process every 1 or 2 years
- Compare results year-to-year.



REMEMBER:

- The path to resiliency is a journey without an end.
- There is no passing or failing.
- Organizations and programs are ever-evolving and changing.
- There will always be space for improving our resiliency.

