

# ADMINISTERING THE RECSSA

The image features a white background with decorative geometric shapes in the corners. In the top-left, there is a blue semi-circle. In the top-right, there is an orange semi-circle above a blue semi-circle. In the bottom-left, there is a magenta semi-circle above a green semi-circle, which is above a blue semi-circle. In the bottom-right, there is a magenta semi-circle above a green semi-circle, which is above a blue semi-circle. The text "HOW DO WE BEGIN?" is centered in a bold, blue, sans-serif font.

# 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 RECSSA and will review the results with the organization.



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 above a blue semi-circle. In the top-right corner, there is a cluster of shapes including an orange semi-circle, a magenta semi-circle, a blue semi-circle, a green semi-circle, and an orange semi-circle. In the bottom-left corner, there is a magenta semi-circle, a green semi-circle, a magenta semi-circle, a green semi-circle, and a blue semi-circle. In the bottom-right corner, there is a green semi-circle, a blue semi-circle, and a magenta semi-circle.

# 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



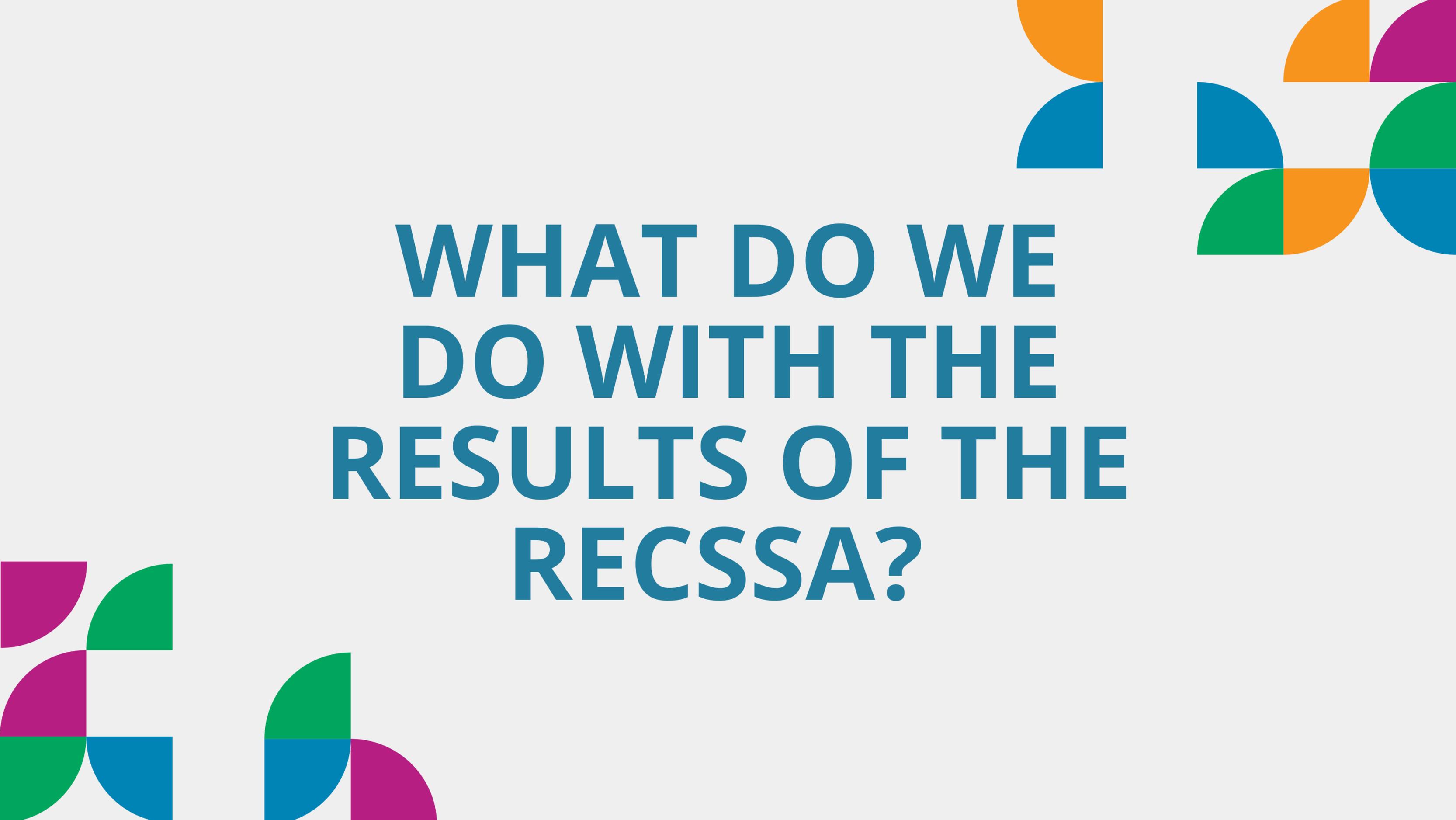
The page features decorative geometric patterns in the corners. The top-right and bottom-left corners contain clusters of overlapping semi-circles in orange, blue, green, and magenta. The bottom-right corner features a larger, more complex arrangement of overlapping semi-circles in blue, green, orange, and magenta. The central text is in a bold, blue, sans-serif font.

# HOW DO WE ADMINISTER THE RECSSA?

## ADMINISTRATION:

- After staff receive the pre-training, send out the RECSSA 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.



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**NOW WHAT?**

## REASSESSMENT:

- Repeat the entire RECSSA 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.

