#

**Reflection to Action: Phase 1 – Guidance on doing a Reflection Exercise to Support Action Planning**

**Appendices in Word to Facilitate Use**

[**Facilitators of Success Checklist 2**](#_Toc141963334)

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## Facilitators of Success Checklist

The following checklist identifies factors (in no particular order) that will facilitate a successful planning process and increase the likelihood of successful implementation. Review and assess which ones you have in place already and build toward the others where feasible.

* Clear leadership structure and decision-making process
* Support from government leadership at the appropriate level for plan development (e.g., support from municipal government for community level plan development)
* Support from leadership of key organizations with a mandate for water safety and drowning prevention for plan development
* Support from champions and advocates in the community who can help advocate for water safety and drowning prevention in general, and specifically for the plan development process
* Staffing support for process of plan development
* Some level of funding allocated to support plan development through participating organizations, grants, or sponsorship (e.g., funds to cover hiring a facilitator, printing)
* Access to drowning data to support planning process and eventually monitoring of progress
* Activities to increase awareness of need and value of plan and engage partners and collaborators and the public at large in the community (visibility of issue)
* Activities to keep community partners and public at large informed of progress as the plan is developed
* Linkage of local planning (community and county levels) to national and state level activities (optics of being part of a national movement and coordination with upper levels when possible)
* Starting with a clear understanding of the current situation and what you already have in place
* Multi-sectoral engagement and collaboration on plan development, particularly among partners and collaborators who will be responsible for implementing the plan
* Assets-based approach to planning – finding a balance between focusing on strengths and opportunities by building on what is already in place and addressing obvious gaps
* Integration of planned action into existing policy mechanisms, organizational practices, and educational and training programs where possible
* Inclusion of at least one partner who can help think through evaluation/monitoring of the impact of the planned action
* Acknowledging the contributions of those who participate in the process and celebrating launch and progress

##

## Reflection to Action Process Mapping Tool

The following are questions that the core working group can consider as they lay out the planning process. It is important to note that the plan may change over time because of changes in members, participant workload, resources, lessons learned along the way, etc. However, it is still good to think through the 12 steps and make some initial plans.

### **Reflection Phase**

**Step 1. Getting Started**

1. What is your plan regarding a core working group – how big, who, when, and where will you meet, who will chair?
2. Where are you starting from in the process – square one or reviewing existing planning materials? How long do you anticipate planning will take?
3. Do you have government support already in the form of a government mandate or champion? If not, how likely is it you will attain either before you launch the next step?
4. How will you ensure communications around the plan? Regular in-person or online meetings, update webinars, newsletter, regular emails? Are there existing communications mechanisms you can leverage (e.g., existing standing meetings (e.g., town halls, newsletters)?
5. What resources do you have available to support plan development?

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| **Resource** | **Available Now** | **Need to Obtain/Leverage** |
| Secretariat role (someone to manage logistics) |  |  |
| Staffing support for plan development |  |  |
| Facilitation skills |  |  |
| Communications mechanisms |  |  |
| Partner funding, grants, or sponsorships to help cover development costs |  |  |

1. Who will register your planning process with the USNWSAP?

**Step 2. Partners and Collaborators**

1. How will you complete Step 2? Core working group or invite a bigger group?
	1. If the latter, who else will you involve?
	2. Where and when will you meet?
	3. Who will invite them?
	4. Do you need facilitation skills?
2. Who and how will decisions be made for this step? Core working group or consensus of a larger group?
3. Will you brainstorm individually, collectively, or a combination of both?
4. Will you build in any opportunity for reflection and feedback on the brainstormed list?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
5. Who will take the lead on the execution of this step?
6. Who will be responsible for maintaining the Partner and Collaborators listing?
7. What additional resources might you need for this step?
8. How long will you give for this step?

**Step 3. Waterscape and Hazards**

1. How will you complete Step 3? Core working group or invite a bigger group?
	1. If the latter, who else will you involve?
	2. Where and when will you meet?
	3. Who will invite them?
	4. Do you need facilitation skills?
2. Who and how will decisions be made for this step? Core working group or consensus of a larger group?
3. What is the scope for the waterscape and hazards exercise?
4. Will you work through identifying the waterscapes and hazards individually, collectively, or a combination of both?
5. Will you build in any opportunity for reflection and feedback on initial results?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
6. Who will take the lead on the execution of this step?
7. Who will be responsible for maintaining the Waterscape and Hazards worksheet?
8. What additional resources might you need for this step?
9. How long will you give for this step?

**Step 4. Drowning Data**

1. How will you complete Step 4? Core working group or invite a bigger group?
	1. If the latter, who else will you involve?
	2. Where and when will you meet?
	3. Who will invite them?
	4. Do you need facilitation skills?
2. Who and how will decisions be made for this step? Core working group or consensus of a larger group?
3. What data sources will you try to obtain?
	1. Who will make the data requests?
	2. Who will do the initial analysis?
	3. What format do you want results in to inform data discussions?
4. Will you build in any opportunity for reflection and feedback on initial results?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
5. Who will take the lead on the execution of this step?
6. Who will be responsible for maintaining the Drowning Data worksheet?
7. What additional resources might you need for this step?
8. How long will you give for this step?

**Step 5. Current Efforts**

1. How will you complete Step 5? Core working group or invite a larger group?
2. If the latter, who else will you involve?
3. Where and when will you meet?
4. Who will invite them?
5. Do you need facilitation skills?
6. Who and how will decisions be made for this step? Core working group or consensus of a larger group?
7. Will you brainstorm for current efforts individually, collectively, or a combination of both?
8. Will you build in any opportunity for reflection and feedback on initial results?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
9. Who will take the lead on the execution of this step?
10. Who will be responsible for maintaining the Current Efforts worksheet?
11. What additional resources might you need for this step?
12. How long will you give for this step?

**Step 6. Reflection Matrix**

1. How will you complete Step 6? Core working group, working groups, or a larger group?
2. If working groups or a larger group, who else will you involve?
3. Where and when will you meet?
4. Who will invite them?
5. Do you need facilitation skills?
6. Who and how will decisions be made for this step? Core working group, working group level, or consensus of a larger group? Possible decisions include matrix axis headings.
7. Will you brainstorm for current efforts individually, collectively, or a combination of both?
	1. Will you enter information directly into the Matrix or use a worksheet or post-it notes exercise?
	2. How much detail will you include for each intersection?
	3. How will you color code results?
8. Will you build in any opportunity for reflection and feedback on initial results?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
9. Who will take the lead on the execution of this step?
	1. If using working groups, who will lead working groups?
10. Who will be responsible for maintaining the Reflection Matrix worksheet?
11. What additional resources might you need for this step?
12. How long will you give for this step?

###

### **Action Planning Phase**

**Step 7. Critical Issues**

1. How will you complete Step 7? Core working group, working groups, or a larger group?
	1. If the latter, who else will you involve?
	2. Where and when will you meet?
	3. Who will invite them?
	4. Do you need facilitation skills?
2. Who and how will decisions be made for this step? Core working group, working groups, or consensus of a larger group? Possible decisions include which key issues and gaps to put forward.
3. Will you brainstorm for key issues and gaps individually, collectively, or a combination of both?
4. Will you build in any opportunity for reflection and feedback on proposed critical issues and gaps?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
5. Who will take the lead on the execution of this step?
	1. If using working groups, who will lead working groups?
6. Who will be responsible for maintaining the Critical Issues worksheet?
7. What additional resources might you need for this step?
8. How long will you give for this step?

**Step 8. Potential Actions**

1. How will you complete Step 8? Core working group, working groups, or a larger group?
	1. If the latter, who else will you involve?
	2. Where and when will you meet?
	3. Who will invite them?
	4. Do you need facilitation skills?
2. Who and how will decisions be made for this step? Core working group or consensus of a larger group?
3. How will you structure the exploration for potential actions to address each critical issue?
	1. Who will consult USNWSAP Implementation Database?
	2. What other sources of information will you use to identify possible actions?
4. Who will take the lead on the execution of this step?
	1. If using working groups, who will lead working groups?
5. Who will be responsible for maintaining the Potential Actions worksheet?
6. What additional resources might you need for this step?
7. How long will you give for this step?

**Step 9. Prioritization**

1. How will you complete Step 9? Core working group, working groups, or a larger group?
	1. If the latter, who else will you involve?
	2. Where and when will you meet?
	3. Who will invite them?
	4. Do you need facilitation skills?
2. Who and how will decisions be made for this step? Core working group, working groups, or consensus of a larger group? Possible decisions include prioritization criteria and how to apply them.
3. Will you assign priorities individually, collectively, or a combination of both?
4. Will you build in any opportunity for reflection and feedback on proposed priorities?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
5. Who will take the lead on the execution of this step?
	1. If using working groups, who will lead working groups?
6. Who will be responsible for maintaining the Prioritization worksheet?
7. What additional resources might you need for this step?
8. How long will you give for this step?

**Step 10. Plan Generation**

1. How will you complete Step 10? Core working group, working groups, or a larger group?
2. If the latter, who else will you involve?
3. Where and when will you meet?
4. Who will invite them?
5. Do you need facilitation skills?
6. Who and how will decisions be made for this step? Core working group, working groups, or consensus of a larger group?
7. Will you develop S.M.A.R.T. objectives, roles and responsibilities, and implementation steps for each priority individually, collectively, or a combination of both?
8. Will you build in any opportunity for reflection and feedback on the draft plan?
	1. If yes, how will you achieve that? Draft version online for comment? Call a meeting?
	2. Who will be responsible for capturing/collating input?
9. Who will take the lead on the execution of this step?
	1. If using working groups, who will lead working groups?
10. Who will be responsible for maintaining the Plan worksheets for each priority?
11. What additional resources might you need for this step?
12. How long will you give for this step?

**Step 11. Launch and Implementation**

1. How will you complete Step 11? Core working group, working groups, or a larger group?
2. If the latter, who else will you involve?
3. Where and when will you meet?
4. Who will invite them?
5. Do you need facilitation skills?
6. Who and how will decisions be made for this step?
7. Will you build in any opportunity for reflection and feedback on the launch plan?
	1. If yes, how will you achieve that? Survey? Call a meeting?
	2. Who will be responsible for capturing/collating input?
8. Who will take the lead on the execution of this step?

1. Who will be responsible for maintaining the Launch Plan worksheet?
2. What additional resources might you need for this step?
3. How long will you give for this step?

**Step 12. Monitor Momentum**

1. How will you complete Step 12? Core working group or a larger group?
2. If the latter, who else will you involve?
3. Where and when will you meet?
4. Who will invite them?
5. Do you need facilitation skills?
6. Who and how will decisions be made for this step?
7. Who will take the lead on the execution of this step?

1. Who will be responsible for maintaining the Monitoring Progress worksheet?
2. What additional resources might you need for this step?
3. How frequently do you anticipate reporting out to collaborators and partners on progress? Who will update the USNWSAP on your progress?

##

## Who Are the People in Your Neighborhood? Tool

The purpose of this tool is to help identify and analyze the potential contribution of partners and collaborators to the development of your water safety action plan. Follow the instructions laid out below to complete the *Who Are the People in Your Neighborhood* worksheet.

1. Complete the first five columns of the worksheet for the key partners and collaborators in your community.
	* Consider those who currently play a role in water safety and drowning prevention and those who could play a role.
	* Ensure that your list covers both government and non-government organizations and all relevant sectors – you can refer to the list of potential partners and collaborators in Appendix C.
	* Keep in mind that the people in your neighborhood might include individuals, associations, institutions, and agencies that do not currently see themselves as working in water safety or drowning prevention. Examples include local businesses or business chains that sell life jackets, hotels with swimming pools that may be able to support swimming schools, or local community associations that may sponsor a life jacket loaner board or have responsibility for the swimming pool in their community.
	* The initial focus is on organizations and agencies, but if you know of a specific individual within an organization or a champion or advocate who will be instrumental in helping you achieve your water safety action plan or who has a skill set necessary to your planning process you can go ahead and add them.
2. Consider the various roles you have identified for partners and collaborators in your Planning Process Map and use your list to consider the following and fill in the last 4 columns:
* Identify if there are any partners or collaborators listed whose involvement in the core planning group would help meet some of the potential facilitators of success introduced in Step 1.
* Identify those who likely have access to the information you are going to need to gather in Steps 3-5.
* Identify those who will be important as you identify strengths to build off and gaps to fill.
* Identify those who will be important as you prioritize potential actions and develop action steps.
* Identify those whose buy-in to the development of a water safety action plan is vital, and you think they need to be invited to participate in your Reflection and Action Planning meetings.
* Identify those who need to be kept in the know with respect to progress (this could be decision makers or potential disruptors).
* Identify those who need to be asked to review and provide feedback on your draft Action Plan when you get to that step.
* Identify those to whom the final action plan needs to be communicated.
1. Review your list for gaps both in terms of identifying individual representatives from the organizations and agencies you’ve identified and sectors where you are unable to identify potential partners or collaborators. Identify who is going to do the needed research to try and fill identified gaps and the people connectors in your community that could help you with that task.
2. Once your analysis is complete, revisit your Planning Process Map and review where you planned to engage and bring in partners and plan initial emails, calls, or meetings to start engagement, make requests for data or information, participation, or both.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Name and Type** | **Sector Represented** | **Potential role for Reflection Phase** | **Potential role for Action Planning Phase** | **Potential role for Action Plan implementation** | **Proposed role(s) for Action Plan development process** | **Level(s) at which you need involvement** | **Contact information** | **Notes** |
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## Drowning Data Tool

1. Review the available drowning data and answer the following questions to the best of your ability.
* **Who is drowning?** What do the data tell you about who is drowning in terms of age, sex, race, ethnicity, occupation, education level, income level, etc.? Remember it is helpful to look at both numbers and rates.
* **Where are drownings occurring**? In what bodies of water are drownings most often occurring? Are there specific locations on lakes and rivers where more drownings are occurring?
* **When are drownings occurring?** Are there times of day, months, seasons, etc. where more drownings are occurring?
* **Why are drownings occurring?** What information is available about the circumstances of drowning incidents? Think about hazards (e.g., weather, water conditions, alcohol or drug use, etc.) and protective factors (e.g., supervision, swim ability, use of life jackets, bystander CPR, time to EMS arrival, etc.)

**Summary of Data Findings**

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| --- | --- | --- | --- |
| **Who is drowning?** | **Where are drownings occurring?** | **When are drownings occurring?** | **Why are drownings occurring?** |
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1. Discuss the information in the summary table (above) and identify and list the groups that are at greatest risk of drowning in the community and the settings or specific locations where most drownings are occurring.

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| --- | --- | --- |
| **Groups at Highest Risk of Drowning** |  | **Settings/Locations Where Most Drownings Occur** |
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1. Identify and note down any information gaps you feel it would be important to try and fill prior to moving forward, then revisit the tables above once gaps are addressed or note data gaps that might require action to improve data systems that address drowning.

##

## Reflection Matrix Tool

Discuss the intersection of an at-risk group and setting/location listed below and fill out the table.

At-risk group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setting/location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| What is putting this group at risk? | What potential assets exist to address the risk? | What is currently being done to address the risk & who is doing it? | What could we be doing better to address the risk? |
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