COPEWELL
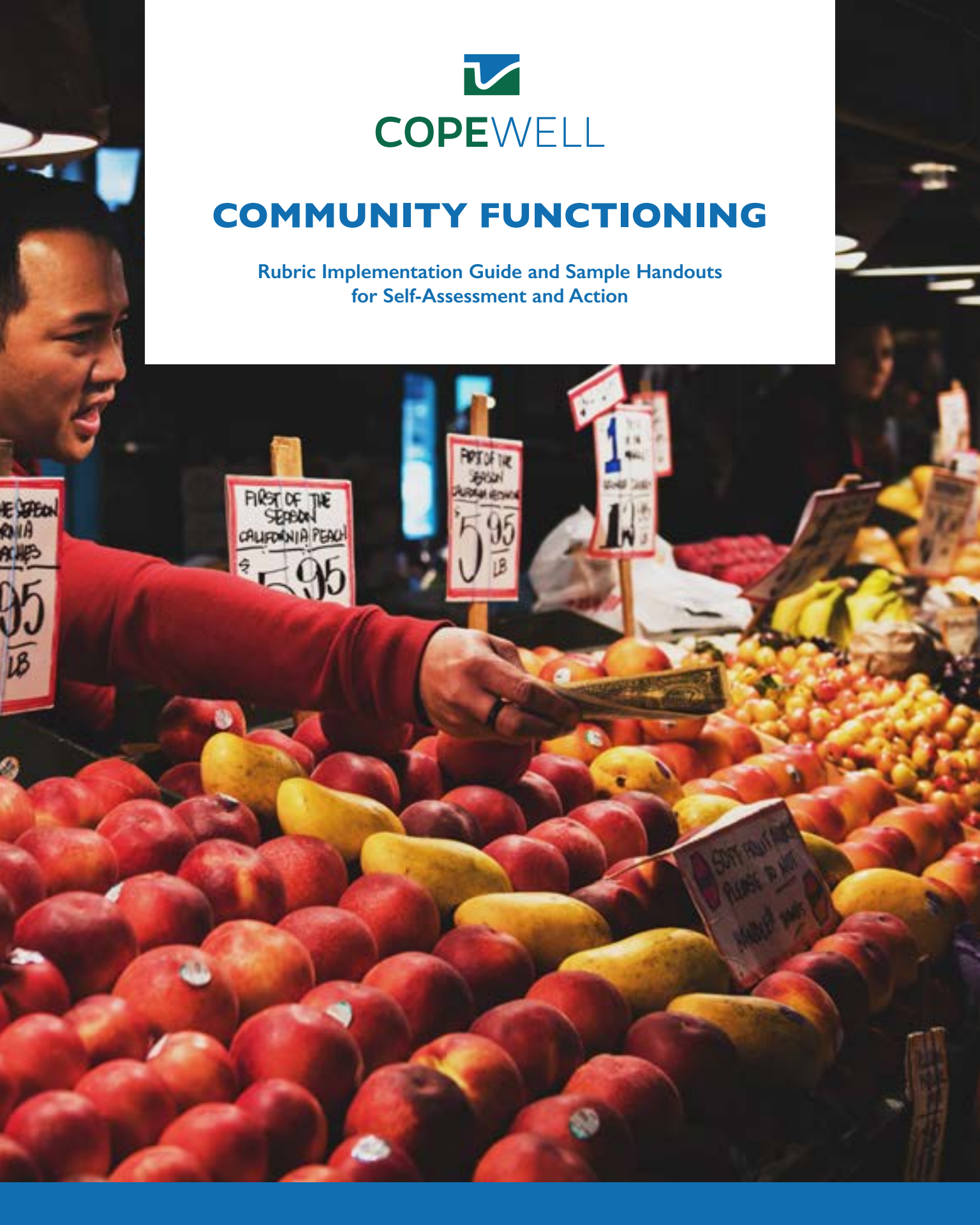
COMMUNITY FUNCTIONING

Rubric Implementation Guide and Sample Handouts for Self-Assessment and Action

Welcome to the COPEWELL rubric designed to aid you in assessing your community functioning.

By community functioning, we mean the ability of a community to deliver goods and services to its residents. In this document, you will find tools and sample presentation materials that you may find useful in conducting your own community assessment workshop. You are welcome to tailor these resources to the sponsors of your activity, length of time, number of participants, etc. For example, if you will not have enough participants at your convened meeting to address all subdomains of this rubric, you may choose to prioritize certain subdomains over others in your assessments and discussion.

Sample agendas, PowerPoint slides, and workshop reports have been provided to streamline your process. These materials have been developed and tested in collaboration with local practitioners to improve their relevance and utility. While you may find these materials useful, you are not beholden to presenting each or all of them in the sequence provided in this implementation guide. Merely consider this guide as a means for facilitators to prepare a tailored experience to assess their community functioning in a manner that will lead to actionable change to strengthen overall community resilience. Merely consider this guide as a means for facilitators to prepare a tailored experience to assess their community functioning in a manner that will lead to actionable change to strengthen overall community resilience. For an overall guide on how to teach the COPEWELL model and utilize the rubric assessment tools, please refer to the Rubric User Guide.

CONTENTS

APPLICATION OF THE COMMUNITY FUNCTIONING RUBRIC FACILITATOR'S GUIDE

Workshop Objectives:

Organizational and community representatives will apply one component of the COPEWELL self-assessment tool—the Community Functioning (CF) Rubric. This will be a facilitated community-based discussion aiming to:

•   Develop a self-assessed rating of the community's functioning, that is, the routine delivery of goods and services to local residents.

•   Help participants uncover the connection between everyday community functioning and disaster mitigation efforts, especially for the most vulnerable residents.

•   Identify one or more priority activities to build upon or initiate as a means of strengthening community functioning.

•   Build community connections through shared exploration of a common theme relevant to all.

•   Gain insights into how the CF Rubric can best be applied/used/adapted for use by other local communities with varying levels of interest and expertise in resilience.

Resources:

•   Participant Handouts: Agenda, COPEWELL Diagram, CF Rubric, Planning Template, Evaluation Form.

•   Facilitator Tools: Facilitator Guide and the above.

•   Brief intro slides adapted to the audience.

•   Slide projector or print outs.

•   Flip charts.

•   A computer or notepad on which to take more detailed notes/capture key points electronically.

•   Automated voting system or sticky notes, pencils and pens, scratch paper.

•   Drinks and refreshments if desired..

Staffing Roles (one person may fill multiple roles):

- Person to open/set the stage.
- Discussion facilitator.
- Flip chart note capturer (help people see their ideas captured/refer back to items).
- Seat note taker (use to capture more detail and capture info electronically).
- Time keeper/additional discussion prompter.
- Evaluator, if applicable.

Room Setup:

- Room should be comfortable for participants and conducive to dialogue/safe sharing with each other. Chairs may be set in a U shape or circle. You'll need to decide if all participants will take part in a single dialogue, or if you will break into smaller groupings.

PRESENTATION AND DISCUSSION GUIDE

1. Introductions and Overview (15 min):

- Open the meeting by addressing the following questions: Who's here? Why are we here? What's going to happen?
- Do brief intros among the participants (or if large group, distribute a list of participants).
- Review the workshop's objectives, agenda, and format.

2. Discussion Setup (20 min):

- Go over the intro slides to share briefly what the COPEWELL model is.
- Introduce what "community functioning" is/where it fits in the COPEWELL model.
- Explain the rubric worksheet, review its structure, and walk people through the flow of what they'll be looking at: Definition, Subcomponents, Questions, Low/Optimal Capacity Descriptions, and Rating Scale/Rationale Capturing.

This is a discussion a community of any size can hold, however the larger the jurisdiction, the more variability there may be across sub-jurisdictions or even neighborhoods. Even in smaller communities, there is often wide variation in actual and perceived experiences, each of which is valid and welcomed.

Today, you'll be discussing [jurisdiction] as a whole, considering the likely unique nature of its many parts and the varied experiences of different populations living here. We ask you to draw on your own knowledge and experiences both professionally and/or as a resident of the area. Where you feel there is qualitative or quantitative data to support a topic, please do bring it into the discussion. However, your collective living and working experience is equally if not more important to formal data in this process.

In sum, we are looking to hold a discussion to more fully understand the community's functioning, that is, its ability to deliver goods and services to its residents. From that discussion, we'll collectively develop an assessment of where we stand—a general concept of how we feel our community is performing in this domain—and identify possibilities for strengthening this aspect of our community.

Ground Rules for Discussion (if already covered in slide presentation, just offer reminders):

- Everyone has something to contribute. Actively share your knowledge, perceptions, experiences. Also work to draw out those of others in the group—ask questions, listen closely to understand, etc.

- Not everyone has the same experience or perception. All are valuable and grounded in truth. This is a dialogue, not a debate. Both sharing from your experience and listening to that of others with a beginner's mind are important.

- There is likely some quantitative/fact based/example-based information that can inform the discussion—feel free to reference it, share it, or recommend looking at it. There's also perception and experience that is equally valuable.

- Step Up/Step Back: People process and share info differently. If you are one to quickly jump in to share an opinion or idea, do so, but then step back to really listen to others. If you are typically one to think deeply before speaking, jot down a few notes, think about it, but then step up, even if it's a bit out of your comfort zone, to share. Everyone's thoughts and experiences are equally important to put on the table.

3. Capturing our Collective Wisdom: Community Functioning Dialogue and Assessment (90 min overall):

A. Individual Assessment (5 min):

We are first going to take a quick poll on where you think the community falls on these factors individually and get you to start thinking about why. Don't worry about being super precise.

There will be opportunity to refine and/or change your response subsequently with more information.

- Review the domain definition and description of the first sub-factor with the group. Ask individuals to read the low and optimal capacity description and rate where they see the jurisdiction falling. Have people jot down a few statements about why they chose the rating they did.

B. Small Group Assessment (25 min):

We will now break into 4 groups; each group will discuss one of community functioning's sub-factors: governance/economy; life necessities; health and wellbeing; or critical infrastructure. Small group discussions will help make good use of our time and subject each sub-factor to closer scrutiny. Please be ready to share your personal ratings and reasoning from earlier.

Based on your expertise, your organization's mission, and other factors (like geographic location), you have been pre-assigned to a group [note: colored sticker, etc.]. We ask that you honor these assignments UNLESS you strongly believe your views are needed elsewhere, on a different sub-factor even more.

After the small group discussions, workshop attendees will reconvene for a plenary session. At that time, each small group will make a brief report (5 min) to the plenary about the final score for their sub-factor and the evidence/reasoning behind it. These reports will help jumpstart the whole room's assessment.

Small Group Process – notes to facilitators

- Once settled, ask individuals to go around the circle quickly and give their first name (and, if time, permits their organization and/or home neighborhood).

- Ask for volunteers to fill the roles of timekeeper, notetaker (to capture main ideas on flip chart, etc), and a messenger (to report back to the plenary about the small group's findings).

- Review the definition of the sub-factor with the group.

- Use the questions/question clusters listed for the sub-factor to prompt discussion about the given community. Do not feel confined to these questions or to address every question sequentially. Ask people to share their own ratings and ideas why.

- Prompt discussion about:

  - **Community wisdom/experience:** What do you believe to be true about this sub-factor from personal or professional experience/observation, participation in the community? What are community strengths in this area? Gaps?

  - **Data available:** What community data is available on this issue, if any, and what does it suggest?

- After a period of discussion and data sharing, read the descriptions of low and optimal capacity, and then ask people to suggest a final score and pinpoint the top 3 reasons for settling on that score. In addition, ask them to identify "aha" moments or other key points they want to share with the entire group.

- Have the messenger review the report with the small group: final score, top 3 reasons, and "aha" moments to relate.

C. Dialogue in Plenary:

Now we're going to look at community functioning collectively. First, we will hear a brief sub-factor report from each small group (5 min each). Next, we will discuss these "pre-assessments," one sub-factor at a time (10 min each). In that discussion, we will note where we agree or disagree with what has been said and explain why. To close, the whole room will converge on a final rating for each sub-factor, backed up with good evidence and reasoning.

Gathering Opinions and Data (20 min)

- Invite the messenger from each sub-group to come forward to give their report. Limit to 5 min.

- If any time remains, ask if anyone has any clarifying questions for survey or small groups.

BREAK

Rendering a Final Score (40 min)

• Reviewing the "low" vs "optimal" capacity description for each factor again, and given the information they have at present, have the group reassess where they think the community falls as a whole on this sub-factor (automated voting or sticky notes).

• Spend equal time on each sub-factor (10 min each for a total of 40 minutes).

Confirming the Score's Legitimacy (as needed)

• Query if any additional info is needed and attainable: How representative do you think your assessment is today? Who else, if anyone, needs to be at the table and/or provide input for consideration? How you might garner their input, if needed?

4. Generating Possibilities: Community Functioning Enhancement (75 min overall):

Now, let's explore what ideas for strengthening Community Functioning this conversation sparks. Again, we will begin with a small group discussion, back in your earlier groups, and then reconvene for a plenary session. Each group will now have 15 minutes to generate a quick-and-dirty action plan for enhancing their sub-factor, which they will then share with the entire group. When we convene as a whole group, we will discuss if the proposed "next steps" sound good and/or need further refinement.

A. Small Group Assessment (15 min):

Small Group Process – notes to facilitators

• Lead your group members in a discussion comprised of the following 3 steps. Ask the notetaker to capture people's ideas and to fill out the blank planning template for the sub-factor. The messenger will use this written record to brief the larger group during the plenary session and to turn into the meeting organizer to inform the workshop report.

1. Generate a List of Possible Actions

• Based on the earlier rating conversations, and thinking forward 3 to 5 years, what would our community look like if it was well on its way to having optimal capacity in this sub-factor?

• Are there existing efforts that we (or our individual organizations) have underway/under consideration that could move the community in this direction? How could we strengthen these prior efforts to catalyze even greater community involvement?

• In addition to current efforts we leverage for better community functioning and more resilience, are there new connections, partnerships, or ideas this conversation is sparking given what you've learned from and about each other today?

2. Choose Priority Action(s) from List

- Which of these captures your attention as a first step? Identify one or more ideas you feel worth building on / exploring further either individually or collectively.

3. Identify Champion(s); Assign Tasks

- Who or what groups might own or partner in implementing the proposed action for its everyday benefit and/or for its benefit in building community resilience to disaster?

- What are specific next steps? Who will do what? What timeframe do we envision?

B. Planning in Plenary (60 min):

Now we are going to generate a rough action plan for strengthening community functioning that will help improve everyday life and enhance community resilience to disasters. First, we will hear reports from each sub-factor work group (5 min each). Then, after hearing from all the small groups, we will open the floor for feedback from all workshop participants, in terms of top priority actions and potential champions/partners to implement them. Lastly, we will discuss what process people would like to track, communicate, and celebrate advancements.

Gathering Ideas (20 min):

- Invite the messenger from each sub-group to come forward to give their report. Limit to 5 min.

Prioritizing Actions and Identifying Actors (40 min, including step below)

- Ask if anyone has any clarifying questions for the sub-factor small groups.
- Invite the full group to discuss what relative weight or importance to give to each of the sub-factor plans. Discuss what should be prioritized among them (to assure something can get done) and/or if concurrent activities could realistically take place.
- Inquire about what support, if any, is needed to implement the proposed action steps.
   - Help the group to converge around a realistic set of goals and obligations.

Planning to Track and Communicate Progress

   - Engage the full group in a discussion about how best to design a process for tracking progress. How will we track advancements made? Work through challenges that arise? Share and celebrate progress?

5. Debrief and Next Steps (10 min):

- Thank participants, facility, and staff for their participation and on-going commitment to the community.

- Ask for evaluation input (verbally and via the form):

  - How satisfied were we with the process? How could we improve for the next time?

- Determine next steps post-workshop.

  - What should happen with the input we generated today? What does our group now plan to do? How do we communicate our findings and action plan with other interested parties?

- Encourage participants, before leaving, to connect with someone they'd like to learn more from or share an idea with.

SAMPLE WORKSHOP AGENDA:
COMMUNITY FUNCTIONING BEFORE AND AFTER DISASTERS

A Workshop to Measure and Strengthen How Well the Community Meet Residents' Everyday Needs, and as a Result, Bounce Forward after a Disaster, Especially for Our Most Vulnerable Community Members.

Description:

Participants will discuss how improving the delivery of goods and services to local residents (aka, "community functioning") prior to a disaster can reap rewards today and help the community bounce forward post-event (aka, be "resilient"). Using a tool or "rubric" developed by a mix of stakeholders and academic experts, participants will assess how well the community meets residents' everyday needs and use this information to draft a strategic plan on how to strengthen this collective trait and positively influence resilience.

Objectives:

• Provide residents with a common language and shared understanding about factors affecting resilience in order to prompt more and deeper community discussions about how to withstand future disasters.

• Equip residents with a structured way to rate or score, as a group, the ability to run smoothly and meet everyday needs and to track this trait over time (to see if it is improving).

• Motivate a dialogue about what concrete actions we can take to strengthen community functioning, drawing on our assets, attending to gaps, and focusing on our most vulnerable residents.

• Initiate "next steps" planning whereby residents identify who or what entities can take on the work of strengthening community functioning as well as where to start first.

Schedule:

TBD   Informal Networking and Coffee

15 min   Introductions: Who's here? Why are we here? What's going to happen?

20 min   Discussion Set Up: What is the COPEWELL model of resilience? How does community functioning influence the ability to bounce back from disasters? What is a rubric and how will we use it today? What are discussion ground rules?

90 min   Capturing our Collective Wisdom: How well does our community functioning rate?

- Individual Rating (5 mins)
- Small Groups – Assess subdomains (25 mins)
- Plenary – Assess full domain
  - Small group reports (5 mins each)
  - Full group discussion (10 mins each subdomain)

10 min   BREAK

75 min   Generating Possibilities: What ideas for strengthening community functioning has today sparked? Are there activities already underway or planned that can boost this domain? New ones to start? Which activity(-ies) can/should the community advance first? Who cares enough about each activity to own or partner in implementing it?

- Small Groups – Draft subdomain action plans (15 mins)
- Plenary – Draft full domain action plan
  - Small group reports (5 mins each)
  - Facilitated discussion (40 mins)

15 min   Debrief and Next Steps: How satisfied were we with the process? What should happen with the input we generated today? What does our group now plan to do? [n.b. include time for evaluation form]

Applying the COPEWELL
"Community Functioning" Rubric in
[Jurisdiction Name]

COPEWELL

[additional sponsor's logos, if desired]

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COPEWELL Development Team

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2

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Welcome and Introductions

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Workshop Description

- A community dialogue – with 3 parts – about how improving delivery of goods and services (aka, "community functioning") prior to a disaster can reap rewards today and help the community bounce forward post-event (aka, be "resilient"):

- Learning a shared set of terms and ideas

- Using a measurement tool or "rubric" to assess how well the county meet residents' everyday needs

- Drafting an action plan on how to strengthen and positively influence resilience, especially for the most vulnerable

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Meeting each other

Please introduce yourself, by sharing:
• Your name
• Your organization

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Opening Remarks

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Meeting Objectives

- Facilitate a community-based discussion aimed at rating [Jurisdiction Name]'s capability and capacity around *community functioning*, stimulating ideas about ways to strengthen this domain, and starting to identify priorities and players for doing that work;

- Gain insights into how the community functioning scoring "rubric" can best be applied/adapted for use by local [Jurisdiction Name] stakeholders that have varying levels of interest and expertise in resilience

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[Sample] Agenda

- 9:00 – 9:05am   Welcome, Meeting Goals, Concepts Defined
- 9:05 – 9:10am   Discussion Set Up
- 9:10 – 9:55am   Self-Assessment – Community Functioning
- 9:55 – 10:15am   How/Who to Strengthen Community Functioning
- 10:15 – 10:45am Debrief on Scoring Process
- 10:45 –11:00am Next Steps in [Jurisdiction Name]
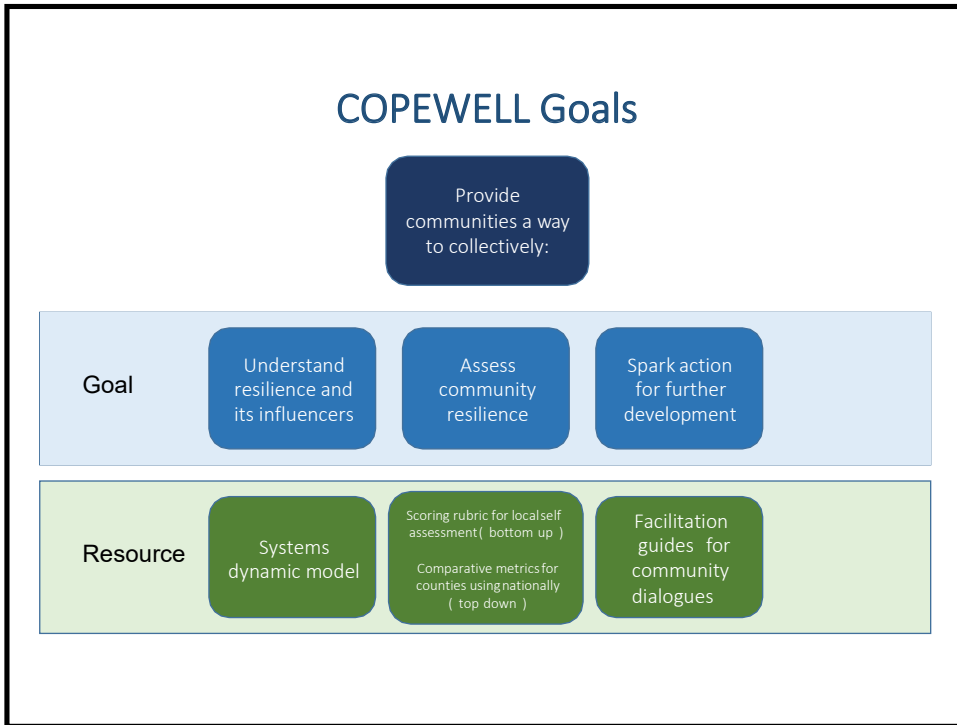
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COPEWELL's Purpose and Products

Provide communities a way to collectively:

- Understand resilience and its influencers
    - Systems dynamic model
- Assess community resilience
    - Scoring rubric for local self-assessment
    - Comparative metrics for counties based on nationally available data
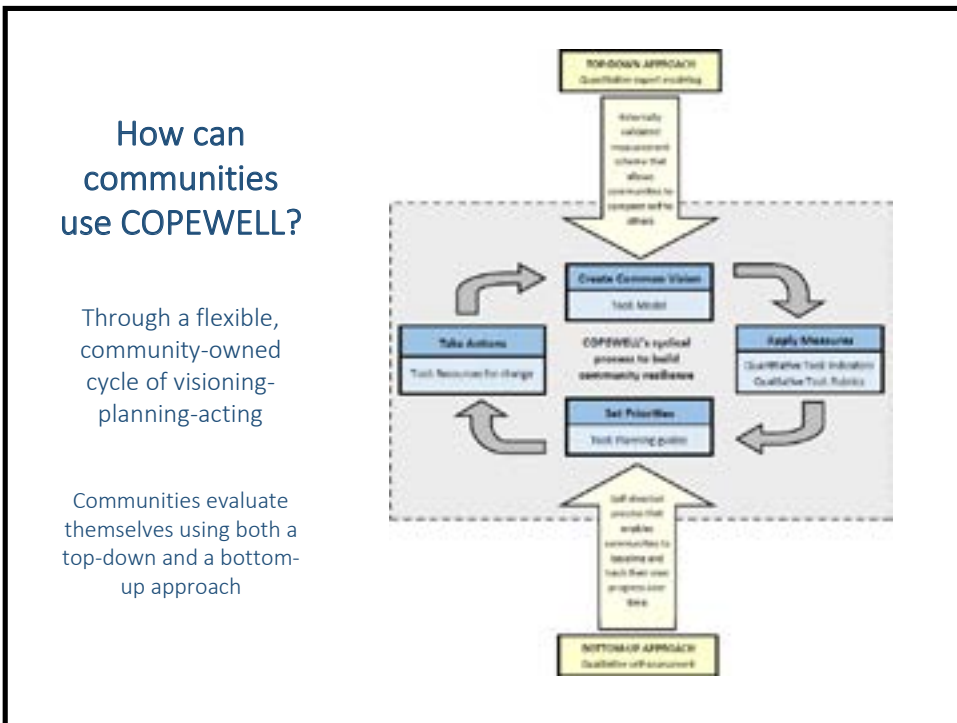- Spark actions to strengthen resilience to disasters

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Discussion Set-Up

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COPEWELL Goals

Provide communities a way to collectively:

Goal	Understand resilience and its influencers	Assess community resilience	Spark action for further development

Resource	Systems dynamic model	Scoring rubric for local self assessment (bottom up) Comparative metrics for counties using nationally (top down)	Facilitation guides for community dialogues

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How can communities use COPEWELL?

Through a flexible, community-owned cycle of visioning-planning-acting

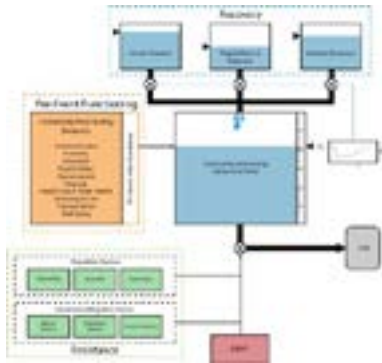Communities evaluate themselves using both a top-down and a bottom-up approach
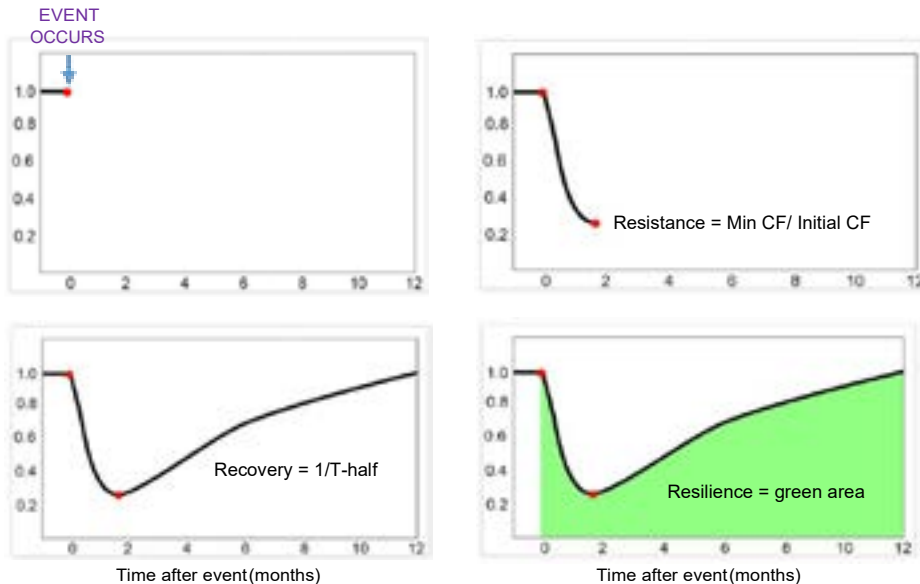
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COPEWELL Systems Dynamic Model

Breaks "community resilience" down into:

- **Community Functioning**: Ability of the community to deliver basic goods and services to its residents

- **Resistance**: Factors that lessen or increase the impacts of an event on the community, i.e., the "drain" on community functioning

- **Recovery**: Factors that facilitate a speedy return to or "replenishment" of community functioning

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Resistance, Recovery, and Resilience

EVENT OCCURS

Resistance = Min CF/ Initial CF

Recovery = 1/T-half

Resilience = green area

Time after event (months)

Time after event (months)

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COPEWELL Rubric –
Self-Assessment & Planning Tool

Enables a local community to:

- Organize a collective, cross-sector effort to build resilience
- Frame community resilience as a concrete and obtainable goal
- Benchmark factors that affect community functioning post-disaster
- Plan its priorities for acting
- Spur adoption of interventions that would diminish impacts and prompt recovery
- Track progress over time

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Today's Domain to Self-Assess:
Community Functioning

Ability of a community, measured at the county level, to provide goods and services in the following areas:

1. Governance/Economy;
2. Life necessities;
3. Health and wellbeing;
4. Critical infrastructure.

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1. Governance/Economy

A community's capacity to engage its residents :

- In a fully and equitably in a thriving and diversified economy, and;

- In an efficient governance system that enables prudent policy-making, preserves the rule of law, and balances present and future needs.

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2. Life Necessities

A community's capacity to provide and maintain:

- Systems/infrastructure that enable sustained access to goods and services indispensable for life, including: food, water, housing, and education

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3. Health and Wellbeing

A community's capacity to:

- Promote, nurture, and protect the physical, mental, emotional, and spiritual health of all people wherever they live, learn, work, worship, and play:
  - Places for connecting with other people and with nature;
  - Arts, culture and the opportunity for creative expression;
  - Safety nets for elderly, children, the homebound, and others;
  - Quality, accessible services in health care, mental health, and public health.

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4. Critical Infrastructure

A community's capacity - embodied in physical capital, organizations, personnel, and procedures - to:

- Move people, goods, and/or electronic information safely, efficiently, and reliably, within, into or out of the area, and;
- Affording economic and social opportunities to residents on an equitable basis.

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Capturing Our Collective Wisdom

Rating Our Community Resilience

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Ground Rules for Discussion

- Everyone has something to contribute: both share your ideas and help to draw out others.
- This is a dialogue, not a debate. Not everyone has same experience or perception, yet each is valuable and grounded in the truth.
- Valuable information for today can come in many forms: e.g., quantitative facts, concrete examples, personal experiences.
- Step Up / Step Back: If you are typically quick to jump in, share your idea and then step back to listen. If you usually think deeply before speaking, jot down your thoughts and then step up to share.

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Assessing Community Functioning

- Attendees break into small groups: Governance/Economy; Life Necessities; Health/Wellbeing; Critical Infrastructure
  - Individuals read/rate subdomain on own
  - Small groups react to prompting questions and converge on an interim rating
  - Small groups prepare report on their findings to share in plenary
- Attendees convene in plenary to
  - Hear pre-workshop survey results
  - Consider small group reports
  - Discuss diverse ideas, reasoning, and supporting evidence to make final score
  - Compare subdomains, deciding which one(s) deserve most attention

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Generating Possibilities

Creating plans for action

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Drafting an Action Plan

- Attendees return to same small groups to:
  - Generate a list of possible actions
  - Choose priority action(s) from the list
  - Identify champions and assign tasks
- Attendees convene in plenary to
  - Hear and react to small group reports
  - Discuss what relative weight to give each sub-domain activities
  - Determine a set of realistic goals and obligations
  - If time, design a process to track, share, and celebrate progress

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Debrief and Evaluation

What did you get from today's discussion? How can tools and process be adapted to help others?

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Thanks and Next Steps

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Next Steps

- Share workshop report with sponsors/partners/community
- Elicit responses from report from appropriate network
- Vetting of report and responses, and defining of objectives, actions, and roles

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COPEWELL Resources

PUBLICATIONS
- Links, J., Schwartz, B., Lin, S., Kanarek, N., Mitrani-Reiser, J., Sell, T., . . . Kendra, J. (2018). COPEWELL: A Conceptual Framework and System Dynamics Model for Predicting Community Functioning and Resilience After Disasters. *Disaster Medicine and Public Health Preparedness*, 12(1), 127-137. doi:10.1017/dmp.2017.39
- Schoch-Spana, M., Gill, K., Hosangadi, D., Slemp, C., Burhans, R., Zeis, J., Carbone, E., Links, J. (2019) The COPEWELL Rubric: A Self-Assessment Toolkit to Strengthen Community. *International Journal of Environmental Research and Public Health,* 16(13), 2372.
- Schoch-Spana, M., Gill, K., Hosangadi, D., Slemp, C., Burhans, R., Zeis, J., Carbone, E., & Links, J. (2019). "Top-Down and Bottom-Up Measurement to Enhance Community Resilience to Disasters." *American Journal of Public Health*, 109(9s), in press.

WEBSITE
- www.jhsph.edu/research/affiliated-programs/copewell/

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ASSESSING THE COMMUNITY FUNCTIONING DOMAIN: HOW DO WE RATE NOW?

Domain Assessed: (Select one)

Governance/Economy
Life Necessities
Health/Wellbeing
Critical Infrastructure

As a group we would rate the domain:

Low   Medium   High

1   2   3   4   5   6   7   8   9   10

The reasons our small group rated the domain this way, with the 3 most important indicated (Note: Consider both strengths and weaknesses; give supporting evidence):

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

Our "aha" moments when we learned something new, different, and/or at a deeper level
during our discussion about this particular domain:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

GENERATING POSSIBILITIES: HOW DO WE STRENGTHEN COMMUNITY FUNCTIONING AND RESILIENCE?

In 3-5 years, what our community looks like with optimal capacity in this domain:

HOW TO ARRIVE AT THE DESTINATION ABOVE			
Key Steps	**Choose Priority Action(s)** Which do you see as first step(s)? What are possible low effort/high return opportunities? What would be realistic yet also truly valued by the community?	**Identify Champions** Who or what groups might own or partner in implementing the proposed priority action(s)?	**Assign Tasks** What are specific next steps to set these actions in motion? Who will do what, over what timeframe?
Activities already underway that can be leveraged/strengthened:			
New connections, partnerships, or activities to set into motion:			

GENERATING POSSIBILITIES: HOW DO WE STRENGTHEN COMMUNITY FUNCTIONING AND RESILIENCE?

In 3-5 years, what our community looks like with optimal capacity in this domain:

HOW TO ARRIVE AT THE DESTINATION ABOVE			
Key Steps	**Choose Priority Action(s)** Which do you see as first step(s)? What are possible low effort/high return opportunities? What would be realistic yet also truly valued by the community?	**Identify Champions** Who or what groups might own or partner in implementing the proposed priority action(s)?	**Assign Tasks** What are specific next steps to set these actions in motion? Who will do what, over what timeframe?
Activities already underway that can be leveraged/strengthened:			
New connections, partnerships, or activities to set into motion:			

COPEWELL WORKSHOP EVALUATION

Directions: Thank you for your participation in this workshop! We appreciate any feedback you can provide about the rubric and the discussion process. Please answer the questions below.

Background Materials:

1. How useful were the opening remarks introducing you to the COPEWELL resilience model and the Community Functioning rubric (i.e., self-assessment tool)?

1	2	3	4	5
extremely	very	moderately	slightly	not at all

2. What would you change about the introduction? _____

_____

Rating Exercise:

3. How helpful was the content of the rubric or self-assessment tool (e.g., descriptions of low/optimal capacity, prompting questions) in generating group discussion and rating the Community Functioning domain?

1	2	3	4	5
extremely	very	moderately	slightly	not at all

4. Was there an appropriate balance between small group and full group rating sessions?   Yes   No?

5. What would you change about the rating portion of the workshop? _____

_____

Action Planning Exercise:

6. How helpful was the content of the rubric or self-assessment tool (e.g., descriptions of low/optimal capacity, prompting questions) in generating group discussion and rating the Community Functioning domain?

1	2	3	4	5
extremely	very	moderately	slightly	not at all

7. Was there an appropriate balance between small group and full group rating sessions??   Yes   No?

8. What would you change about the action planning portion of the workshop? _____

_____

9. What actions, if any, will you or your organization continue to take and/or commit to moving forward that could strengthen Community Functioning and resilience to disaster? _____

_____

WORKSHOP REPORT TEMPLATE:
COMMUNITY FUNCTIONING BEFORE AND AFTER DISASTERS:

A Workshop to Measure and Strengthen How Well the Community Meets Residents' Everyday Needs, and as a Result, Bounce Forward after a Disaster, Especially for Our Most Vulnerable Community Members.

Workshop Description

Participants discussed how improving the delivery of goods and services to local residents (aka, "community functioning") prior to a disaster could reap rewards today and help the community bounce forward post-event (aka, be "resilient"). Using a tool or "rubric" developed by a mix of stakeholders and academic experts, the participants assessed how well the community currently meets residents' everyday needs. They then used this information to draft a plan on how to strengthen this collective trait and, as a result, positively influence resilience.

Workshop Objectives

- Provide residents a common language and shared understanding about factors affecting resilience in order to prompt more and deeper community discussions about how to withstand future disasters.

- Equip residents with a structured way to rate or score, as a group, the community's ability to run smoothly and meet residents' everyday needs and to track this trait over time (to see if it is improving).

- Motivate a dialogue about what concrete actions the community can take to strengthen community functioning, drawing on our assets, attending to gaps, and focusing on our most vulnerable residents.

- Initiate "next steps" planning whereby residents identify who or what entities can take on the work of strengthening community functioning as well as where to start first.

Workshop Attendees

- Personnel from [Partner A] who facilitated discussions and documented proceedings.

- Personnel from [Partner B] who hosted event, provided logistical support, and took notes.

- Individuals holding leadership positions in governmental and nongovernmental organizations with expertise/responsibility in emergency management, public health and healthcare, mental health, affordable housing, community development, and at-risk populations (including seniors, low income families, and the disabled), etc.

Workshop Approach

Part I: Understand Resilience and Its Influencers, Including Community Functioning

Following the welcome and participant introductions, the facilitator(s) reviewed the workshop's objectives, agenda, and format. In addition, they gave a brief overview (via PowerPoint slides) of the COPEWELL model, introduced the concept of "community functioning" and its sub-factors (i.e., governance/economy, critical infrastructure, health/wellbeing, and life necessities), explained the rubric's role in self-assessment, and reviewed discussion ground rules.

Part II: Assess Community Functioning and Its Sub-Factors

Workshop participants used the rubric to rate how well the community currently delivers basic goods and services to its local residents.

- **Individual:** At the outset of the self-assessment, individual participants took a few minutes to review the low and optimal capacity descriptions for the 3 sub-factors, rate the sub-factor using the scoring continuum, and jot down a few statements about why they chose their scores. Participants then broke into 3 small groups, each tasked with assessing one sub-factor and reporting back findings to the larger group. Individuals used their self-generated comments to jumpstart the small group discussion.

- **Small Group:** Organizers pre-assigned participants to small groups based on individuals' expertise, agency missions, and other factors (e.g., geography). With the aid of a facilitator, each small group discussed the rubric's prompting questions and shared their personal notes to evaluate their sub-factor. To help drive the small group to a consensus, participants were asked to review the low-/high-capacity descriptions, determine a final score, pinpoint the top 3 reasons for that score, and identify any "aha" moments arising during discussion. A volunteer completed a pre-prepared worksheet on behalf of their group captured these key points, while an assigned organizer captured the broader discussion.

- **Plenary:** One at a time, the small groups reported their respective findings to the larger group. After hearing each report, workshop participants were invited to ask clarifying questions and to discuss whether they agreed or disagreed with the small group's "pre-assessment" and why. After engaging in discussion and re-reading the low- and high-capacity descriptions for each sub- factor, the full room then rendered a final collective score. Workshop participants also noted if/what additional data or other perspectives may still be needed to assure that the score would be considered legitimate.

Part III: Generate a Plan to Enhance Community Functioning

Workshop attendees explored their ideas for strengthening community functioning, as sparked by the self-assessment discussion and ratings. Participants met again in the same, pre-assigned small groups to generate a draft action plan for enhancing their sub-factor, which they then shared with the entire group for feedback and refinement.

- **Small Group:** The facilitator led the small group members in a discussion comprised of 3 steps. At the same time, the volunteer note-taker captured people's ideas, filling out a blank planning template.

  1. **Generate a List of Possible Actions** – Participants considered the following: What ideas for strengthening community functioning did today spark? Are there activities or collaborations already underway or planned that could boost this domain? Which new ones should start?

  2. **Choose Priority Action(s)** – Participants discussed which of the full list of possible actions the Community should advance first. What first steps were worth building on?

  3. **Identify Champion(s)/Assign Tasks** – Participants addressed which individuals or organizations cared enough about each proposed activity to own or partner in implementing it.

- **Plenary:** Workshop participants convened as a whole to hear reports from all of the sub-factor small groups. Having gathered all these ideas, the organizers then opened the floor for feedback from all the participants, in terms of top priority actions and potential champions/partners to implement them. Participants were encouraged to converge around a realistic and finite set of goals and obligations that produced multiple returns and to consider how best to design a process for tracking and celebrating progress.

Part IV: Process Evaluation

Following the assessment and action plan portions of the meeting, participants were invited to complete an evaluation form. They identified what they liked about the discussion, what elements of the self-assessment tools or processes needed further refinement, and what additional resources could help their or other communities organize around community functioning and disaster resilience.

Workshop Results:

Self-Assessment (0-10 Rating)

Governance/Economy: Final rating was a _____
Reasons and evidence to support this rating included the following:

1. _____

2. _____

3. _____

"Aha" moments include: _____

_____

Life Necessities: Final rating was a _____
Reasons and evidence to support this rating included the following:

1. _____

2. _____

3. _____

"Aha" moments include: _____

_____

Health and Wellbeing: Final rating was a _____
Reasons and evidence to support this rating included the following:

1. _____

2. _____

3. _____

"Aha" moments include: _____

_____

Critical Infrastructure: Final rating was a _____
Reasons and evidence to support this rating included the following:

1. _____

2. _____

3. _____

"Aha" moments include: _____

_____

Action Planning (Small Groups) - Individual Sub-factors

Governance/Economy

PROBLEM/ISSUE	ACTIVITY TO REMEDY ISSUE	ACTOR/ASSIGNED TASK

Life Necessities

PROBLEM/ISSUE	ACTIVITY TO REMEDY ISSUE	ACTOR/ASSIGNED TASK

Action Planning (Small Groups) - Individual Sub-factors

Health and Wellbeing

PROBLEM/ISSUE	ACTIVITY TO REMEDY ISSUE	ACTOR/ASSIGNED TASK

Action Planning (Small Groups) - Individual Sub-factors

Critical Infrastructure

PROBLEM/ISSUE	ACTIVITY TO REMEDY ISSUE	ACTOR/ASSIGNED TASK

Action Planning (Plenary) - Community Functioning

TOP PRIORITY ISSUES	PROPOSED ACTIONS OVER NEXT 3-5 YEARS

EVALUATION

X of the X participants completed an evaluation form.

Background Materials:

1. How useful were the opening remarks introducing you to the COPEWELL resilience model and the Community Functioning rubric (i.e., self-assessment tool)?

1	2	3	4	5
extremely	very	moderately	slightly	not at all

2. What would you change about the introduction? _____

_____

Rating Exercise:

3. How helpful was the content of the rubric or self-assessment tool (e.g., descriptions of low/optimal capacity, prompting questions) in generating group discussion and rating the Community Functioning domain?

1	2	3	4	5
extremely	very	moderately	slightly	not at all

4. Was there an appropriate balance between small group and full group rating sessions?   Yes   No?

5. What would you change about the rating portion of the workshop? _____

_____

Action Planning Exercise:

6. How helpful was the content of the rubric or self-assessment tool (e.g., descriptions of low/optimal capacity, prompting questions) in generating group discussion and rating the Community Functioning domain?

1	2	3	4	5
extremely	very	moderately	slightly	not at all

7. Was there an appropriate balance between small group and full group rating sessions??   Yes   No?

8. What would you change about the action planning portion of the workshop? _____

_____

9. What actions, if any, will you or your organization continue to take and/or commit to moving forward that could strengthen

Community Functioning and resilience to disaster? _____

_____