

Guidelines for Writing Effective Recommendations*

1. Your assessment of the type of deaths you are trying to prevent	
Problem Statement	Includes problem definition, local, state and national data; and risk and protective factors.
Best Practices	Demonstrates knowledge of "best" or "promising" practices for addressing the problem.
Capacity	Demonstrates knowledge of existing local efforts, resources, capacities, "political will," and/or identifies potential for taking advantage of serendipitous circumstances.
2. Your action-oriented written recommendation	
Who will take action (the actors)	Identifies the persons and/or organizations to take action.
Who will benefit from the action (the recipients)	Identifies the recipient of the intended action, e.g. a person, community group or agency.
What specifically should be done	Details a plan of action that is described in sufficient detail to allow follow-up consistent with issues identified in problem assessment. The actions should be appropriate for actors and recipients. A timeframe for the actions should be identified. Use the <i>Spectrum of Prevention</i> to guide your planning.
3. Your plans to follow-up on the recommendation	
Accountability	Assigns and obtains buy-in of someone (i.e., team member or other individual) to be accountable for follow-up and tracking of progress on actions taken with a timeframe identified for follow-up.
Dissemination	Specifically states that will receive the recommendation and includes not only the potential actors and recipients but also appropriate decision makers, funders and potential supporters.
Outcomes/ Impacts	Identifies a mechanism/procedure to document the impacts and outcomes that result from action on team recommendations.

*Adapted from work completed by the staff at the Injury Surveillance and Epidemiology Section, Epidemiology and Prevention for Injury Control (EPIC) Branch, California Department of Health Services