# COVID-19 Response Hotwash for [*Group being hotwashed]*

[DATE]

## Facilitator

* Add facilitator name here

## Attendees

* Add attendees from calendar appointment

## Purpose of [group being hotwashed]

## Link to Teams recording of this hotwash

* [Hot Wash Recordings](https://teams.microsoft.com/_%22%20%5Cl%20%22/files/tab%3A%3Acd12d872-957e-4038-bc2f-b765f76eeefa?groupId=a3bf1c2d-c59c-4cdd-a456-d84f5968e5f6&threadId=19%3AAHZnvXl5_m_PF5S-7ParjCFz0wLubZEFpYOEnK1fF-w1%40thread.tacv2&ctx=channel&context=General&rootfolder=%252Fsites%252FMDH_HotwashesforCOVID-19Response%252FShared%2520Documents%252FGeneral)

## Review what happened (what went well?)

## Challenges- what didn’t go so well?

## Other areas to examine

* [*List other areas to examine here*]
* *[List other areas to examine here*]

## Causes or Contributing Factors of Identified Challenges? (root cause analysis)

### Health Equity Response Conversation:

For communities of color and populations with access or functional needs:

* What positive impact on equity and inclusion did your response area have?
* What adverse impacts or unintended consequences did your response area have?
	+ How could adverse impacts have been prevented or minimized?
* What are better ways to reduce disparities and advance equity within the response efforts?
* What could be changed or done differently to ensure positive impacts on equity and inclusion?

## Innovation & /or Promising Practices

* During COVID-19 many innovative practices were developed and implemented. Innovative practices could relate to technology, staffing, partnerships, policies, processes, communication, equity, data, infrastructure and other work. What innovative or new practices were tested, adopted and/or implemented in your [branch, section, team]?

**Prepared by:** NAME,

**Date:** 01/24/2022 via MS Teams

**Time:** 4:00 PM

**Tips on Note Taking for Hot Washes and for After Action Reports**

Be prepared - use or set up a note taking template before the hot wash/meeting.

* Jot down keywords, names, dates
* Use abbreviations when necessary, to keep up. The recording can be reviewed for clarification.
* Write bullet points and short phrases instead of complete sentences.

What’s important to capture:

* Main points, summaries
* Signal words or phrases: “well”, “better”, “improved” “what we did”
* If they explain why it failed—or didn’t go well.
* What they could do better next time.
* Strengths- what went well.
* Partners they mentioned.

Follow-Up:

* Use question mark (?) to identify more info needed or info that was missed.
* Ask at end of hot wash for clarification (especially acronyms) or review recording and transcript for assistance.
* Review at end of meeting and fill in gaps, spell out abbreviations, correct grammar errors.