PLAN THE ASSESSMENT

Step 1: Involve stakeholders/decision makers
- Establish planning group to guide the planning and implementation of Community Needs Assessment
  - School board members, superintendent
  - Principal of the host school, school nurse, counselor
  - Director or chief operating officer of the medical sponsoring organization
  - Director or representative from other partnering agencies: behavioral health, oral health, vision, nutrition, family planning
  - Key community members (business, faith, hospital, health department, social services, university)
PLAN THE ASSESSMENT

Step 2: Determine the Objectives and Outcomes of the Assessment

- What are you really interested in knowing? Your questions will flow from this.
- What is your vision? How will you use the information obtained?
- Which issues, questions, and behaviors are of particular interest?
- What don’t you know about these issues? What questions do you need to answer?
PLAN THE ASSESSMENT

Step 3: Identify existing /secondary data sources

- What public reports exist?
  - census data (geography, population, housing, economics)
  - state /county health department vital statistics (morbidity, mortality, birth rates)
  - state department of education (academic performance indicators by school district, school safety and discipline records, Title 1 free and reduced lunch eligibility)
  - school district offices (school nurse records w/ immunization rates, # of students w/ asthma, disabilities, and other chronic conditions)
  - student survey data (YRBS, tobacco, alcohol and drug use, mental health concerns)
  - local chamber of commerce (information on community employers and industries)
  - Articles in local journals, newspapers and/or on TV news websites

- Have other studies been done?
PLAN THE ASSESSMENT

Step 4: Choose approach/approaches for gathering new information

• Most common
  • Surveys
  • Key informant interviews
  • Focus groups
  • Public forums