

# CSBG Monthly Webinar: Community Needs Assessment

May 22, 2018

# Housekeeping

- Reminder: Submit performance outcomes on FY17 CSBG contract by June 15, 2018
- State Plan update – drafting and including input
- Amendments—FY17 and FY18 update
- Sent email requesting specific on suggestion to have 3<sup>rd</sup> party over food data—specifics?
- Any highlights to share—May is Community Action Month
- Community Action Month Toolkit

<https://www.communityactionpartnership.com/menus/month.html>



# Community Needs Assessment

- RPIC webinar on CNA –4/23/18—very good!

[http://www.capnd.org/who\\_we\\_are/region-8-association/regional-activities.html](http://www.capnd.org/who_we_are/region-8-association/regional-activities.html)

--Particularly useful—detailed demonstration of how to use Community Commons mapping tool

Community Needs Assessment is the basis for community action work:

--the reason for the flexible funding

--key to truly identify and respond to locally identified need

-basis for Community Action Plan and community facing portion of strategic plan



## A stitch in time.....Plan now

- Sketch a timeline---starting backwards from submission in **Aug. 14 2019 (with board approval)**
  - Stakeholders: (within agency/community)—who will be involved?
  - Create a committee...? Include a board member or two? *Should not just fall on the shoulders of 1 staff member*
  - Resources: What internal and external resources are available?
    - Possibly align with departments at colleges/universities to get volunteers---or take on as a stats project.....?
    - Other community partners also conducting needs assessments...? How to make work align?
    - Work undertaken by IGP....?
    - In planning—how can you streamline and incorporate work of partners?
    - Agency staffing—who will be available and when (...in other words...identifying those *challenging crunch times* upfront and working into your timeline)
- How will your agency **comply with Standard 4.3** (ROMA trainer or implementer used to assist in implementation of Community Action Plan/Strategic Plan....?)



# DATA

- **Resources—Qualitative**

Plan—what will your data sources be/and how will get—for each issue area/domain –national guidance: multiple databases per domain (CAP trainings point to 2 sources per domain)

**Surveys** (prioritize issues of those surveyed)

--Standard 2.2 Dept/Agency utilizes information gathered from key sectors in assessing needs and resources, during the community assessment process and other times. 5 sectors: community-based organizations; faith-based organizations; private sector, public sector, and educational institutions.

---May also include ongoing customer satisfaction data

**Focus groups** (help drill down to the causes/conditions of poverty—ideally a focus group for customers and another for providers)

Standard 3.4—Needs assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

**See Sample Survey Questions—Tennessee**

**Community Tool Box (University of Kansas)**—step by step to design/implement a needs assessment survey <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/conducting-needs-assessment-surveys/main>

**Interviews**—experts in the community

--frontline staff (better if not just own agency)



# DATA

## Resources—Quantitative Data

Plan—what will your data sources be/and how will get for each issue area/domain

New: DWS Dashboard:

<https://jobs.utah.gov/wi/data/library/index.html>

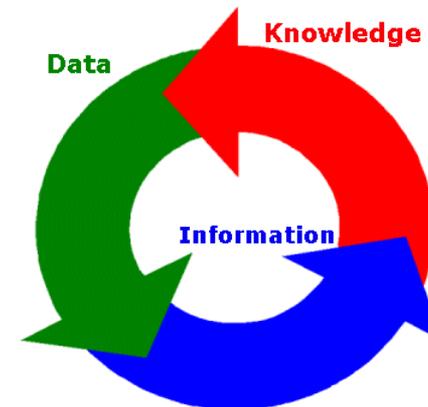
1. How to access:
2. Demo of data
3. Standard 3.2: As part of the Community Assessment, the agency/department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service areas.

Demographic data helps you clearly identify who your clients/cutomers are.

New: Community Commons/Community Action Partnership

CNA Online Tool: <https://www.communitycommons.org/groups/community-action-partnership/>

Community Commons Map Room



# Needs Assessment Tool

- Sent a revised needs assessment template for review and comment---3/14/18
- Interested in further refining—you know best where the redundancies are
- The separate exercises prove compliance with the standards:
  - Issue area--domains
  - Analysis—(need to show math—compliance with org standards)
  - Prioritization
  - CAP—(should be incorporated into strategic plan as community facing portion of that plan)
  - Executive summary—for communicating to variety stakeholders

# Quick Look at Revised Tool

- (share tool)

# Where Should I be now?

- Planning, planning, planning.....
- **What are my deadlines:**
  - board mtg for approval
  - internal draft deadlines
  - time to prepare drafts
  - time needed for preparation of tool sections—  
may be more if collaborating with community  
partners
  - Time for prioritization
  - Time for review and analysis
  - Time needed for gathering data/sending surveys/conducting  
forums and interviews
  - Lead time for developing surveys/scheduling forums  
& interviews
  - Time for publicity of forums—encourage better  
attendance
  - Time to reach out and connect with partners—and map  
project
  - Time to thoroughly understand your resources and partners for this  
project.

# CNA Review Tool from NASCSP

- Expectations of what State Offices should be looking for:

Review [NASCS CNA Checklist](#)

## Related OS Standards:

- 1.2 Utilizes information collected directly from low-income individuals as part of needs assessment
- 2.2 Organization utilizes information gathered from key sectors during the CNA process (community –based, faith-based, private sector, public sector, education)
- 2.3 Organization communicates its activities/results to the community (post/share CNA and consider use of executive summary)
- 3.1 Submit CNA within past 3 years (2016 submitted 8/15/16—2019 CNA due 8/14/19)
- 3.2 Uses current data specific to poverty related to gender, age, race/ethnicity for service area
- 3.3 CNA uses qualitative and quantitative data from service area (local, state, national)—is there too little/too much...?
- 3.4 Causes and conditions of poverty and needs of community assessed (Data analysis tool asks you to do this by domain)—checklist encourages CEEs to review needs by level: family/agency/community
- 3.5 CNA Approved by Board
- 4.2 The Organization’s Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the CNA
- 4.3 CAP and strategic plan demonstrate continuous use of ROMA cycle and ROMA implementer/trainer—help implement both
- 6.4 Customer satisfaction data and input—as part of the CNA—is included in the strategic plan

# Questions?

