

# How To Complete A Needs Assessment



## DO YOUR SERVICES REFLECT NEEDS?

**Can you check all of these quality indicators of family engagement?**

- ✓ Family Input guides program planning and policies
- ✓ Program has adapted to meet the needs of children and families
- ✓ Hiring practices for staff and volunteers reflect families' diverse backgrounds



## LETS TAKE A CLOSER LOOK

A needs assessment is a simple and intentional way of gathering and looking at information.

Its aim is to help you identify gaps in services as well as available resources that help the kids you serve.

You can use the information to help you...

1. Adjust programming
2. Advocate for resources
3. Apply for ongoing and future funding

**A needs assessment is a powerful way to capture the voices of those you serve!**



## WHO SHOULD BE INVOLVED?

- Program participants
- Community members
- Socialworkers and service providers
- Government officials
- Program staff and leadership
- Subject matter experts



## YOU MIGHT CONSIDER STARTING WITH...

1. What information you can gather in your enrollment form (e.g. which families go without meals during the course of a week)
2. What information you already gather such as attendance and behavior patterns that may relate back to social needs (e.g. every Monday one of the program participants struggles because they went without several meals over the weekend)
3. What information related service providers (such as the school district or human services) already have that could be useful for you



## WHAT QUESTIONS MIGHT YOU ASK?

To a local social worker:

*Which are the most requested serves related to basic needs?*

To a caregiver of a youth in your program:

*In the course of a month how many times does your family miss a meal or have to stretch resources?*

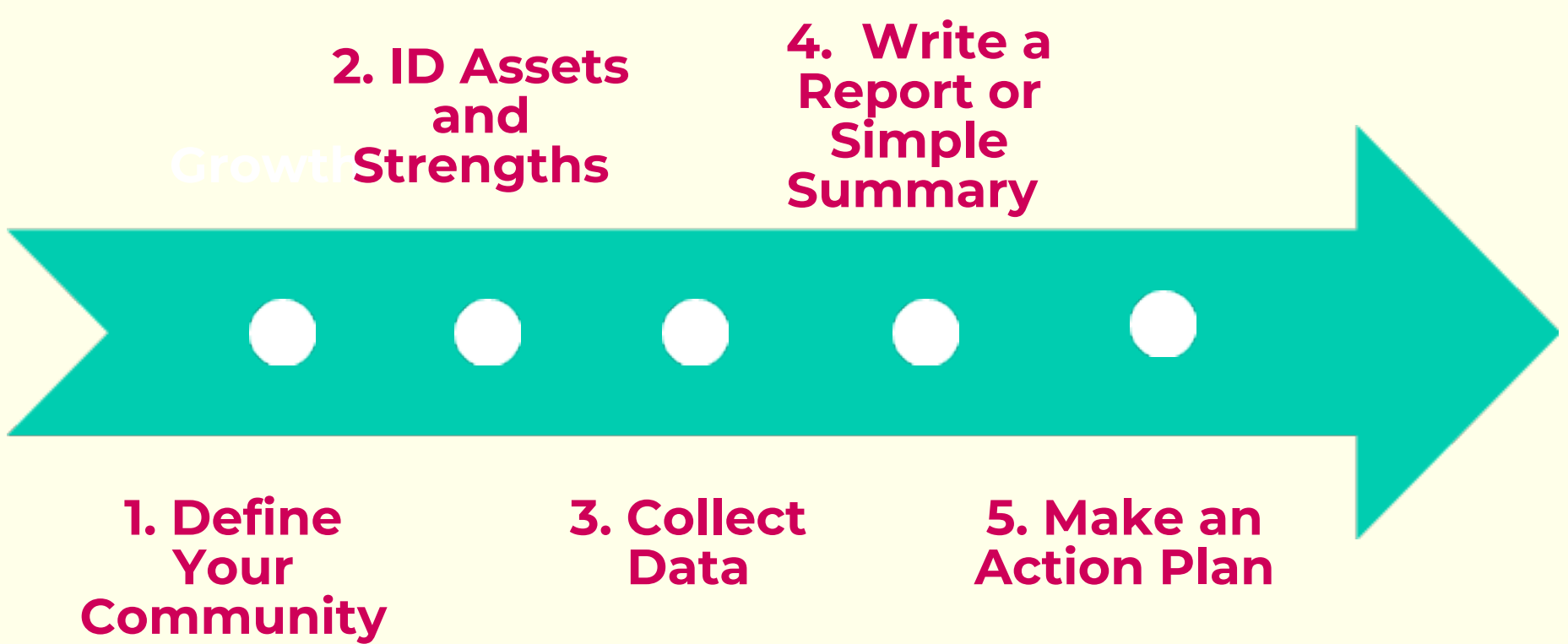
To program staff:

*Which kind of behavioral disruptions are most often logged in your incident reports?*

To service providers:

*How long are children on waitlists before they have full access to your services?*

## WHAT STEPS DO YOU FOLLOW?



## THE MOST IMPORTANT THING IS THE KIDS, HOW MIGHT THIS IMPACT A KID IN YOUR PROGRAM?

A participant may have fewer behaviors that result in them being sent home because they have a safe way to get to and from programming.

A family is more engaged with staff during hard conversations because they helped them locate key community resources.

Staff feel more confident in how they support kids because they understand some of the challenges families are facing.

Your program receives an additional grant that helps raise hourly pay for staff, aiding in retention