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 3rd 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....?)
• **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**


**Interviews**—experts in the community

---frontline staff (better if not just own agency)
Resources—Quantitative Data
Plan—what will your data sources be/and how will get for each issue area/domain
New: DWS Dashboard:
  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/customers 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 NASCSP 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?

DON'T WORRY

YOU GOT THIS!