

**NEEDS ASSESSMENT NOTES**  
**APRIL 30 – MAY 1, 2009**

**LOCAL NEEDS ASSESSMENT**

What is the responsibility of local agencies to conduct needs assessments/how can they conduct needs assessments?

- Ad hoc advisory committee
- Focus groups of populations you want to serve
- Look at data collected for interventions – assess it
- Use Exit Surveys
- Use an Intake Survey
- Place in Plan a recommendation on what local agencies should be doing regarding needs assessments.

What do we recommend that local level agencies do for ongoing needs assessments?

- Local level assesses issues identified as “data gaps” in plan.
- Compile local data to acquire a state-level picture
- Use secondary data when available (e.g. CAREWare data patient services issues may relate our prevention work with HIV. Use the HAPIS Event service data.)
- Conduct local assessment to make sure your program addresses population needs in your service area.
- Use the data you collect and show that your program is evolving to meet changing committee needs.
- Comprehensive plan provides aerial view of needs and local assessment provides a close up magnified picture of population needs.
- What are they doing to put to them at risk?
- What are their needs?
- What can be done to address needs?
- Incorporate needs assessment in day-to-day service delivery (e.g. intake and/or exit survey, risk assessment)
- Funding grants, key informant interviews, surveys, web-surveys, participant observation, and simple post-card surveys.

**INTEGRATION**

- Identify those services that address the multiple needs experienced by your populations.
- Establish a Memo of Understanding (MOU)/Memo of Agreement (MOA) with other agencies to help integrate services.
- Our clients often have shared behavioral risks: create active collaborative protocols.
- Provide information with integrated message.
- Look for opportunities for staff cross-training on multiple issues.
- Track referrals for follow-up.
- Tie-back to local assessment to identify barriers to service access.