



Needs Assessment & Beyond

San Diego, CA

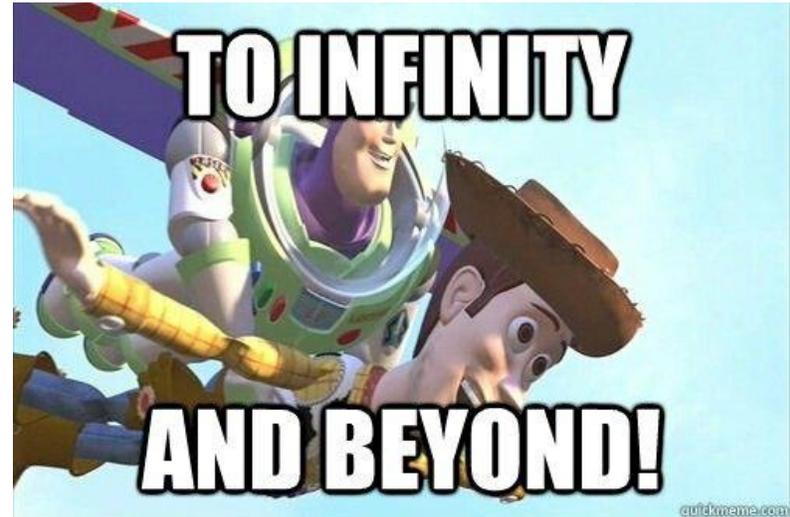


Welcome!



Agenda

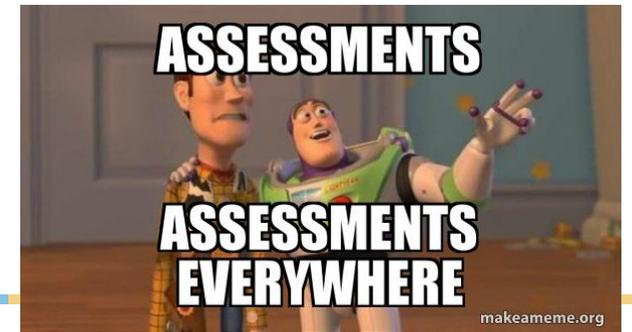
- Calibration around ***What is a Needs Assessment?***
- Discussion on ***Why is a Needs Assessment Necessary?***
- Steps of a Needs Assessment
- Development of a Needs Assessment
- Tools to conduct a Needs Assessment
- Types of Needs Assessments
- EHCY Connection
- Examples & Discussion
- Reflection Questions
- Homework
- Resources & Closing



A little bit of context....

- May refer to the Education of Homeless Children and Youth Grant (EHCY)
- EHCY grant timeline
- Regardless if you write for the grant or not, suggest using a Needs Assessment to drive your work.
- No, I do not know what the RFA's says and I am not sure it will require a Needs Assessment, but I would consider history....

What is a Needs Assessment?



- A Needs Assessment is used in a **wide range of contexts and means** different things depending on the purpose of what is being carried out.
- A Needs Assessment is **like a road map** that helps you determine the destination of your journey.
- It is a **systematic process** of identifying and evaluating needs.
- Just as a **doctor assess patients to understand their health needs**, we conduct **needs assessments to identify how best to serve our population.**
- This process includes **collecting data, analyzing it, & making decisions based on the findings.** This can include **surveys, interviews, focus group discussion and reviewing existing data and practices.**

What is a Needs Assessment?

- The results of a Needs Assessment provides a clear picture of:
 1. The current situation
 2. Highlights gaps between the current state and a desired future state
 3. Suggest priorities for action
- These three questions should be answered in the process
 1. Where are we now?
 2. Where do we want to be?
 3. How can we get there?
- A Needs Assessment helps set realistic goals by developing effective strategies to meet the goals and it ensures resources are used effectively



Why is a Needs Assessment Necessary?

- A well-done Needs Assessment creates a strategic plan that provides credibility around the work that you will be doing
- It is an evidence-based tool in a world that demands data with a focus on outcomes
- It is a continuous improvement tool.
- The EHCY grant RFA most likely will require it...



Why is a Needs Assessment Necessary?

- It helps prevent potential long-term issues by understanding what is missing or needs improvement. The information and data collection ensures the creation of an effective process to allocate resources like time, money, and personnel.
- A Needs Assessment helps to prioritize action – rank projects or tasks.
- Involves and engages stakeholder (LEAs, Homeless Liaisons, teachers, parents, students, community members, partners). It can create new partnerships, creates buy-in by staff, and can help families and students feel valued.



Steps of a Needs Assessment

1. Define the scope – ***Why are you doing the Needs Assessment & what do you want to gain?***
2. Determine the tool you will use to gather data & information. Outline the process and timeline on how data & information will be collected
3. Collect the information & data
4. Analyze the data for patterns, trends & gaps
5. Use the analysis to determine priorities. This may require prioritize of needs



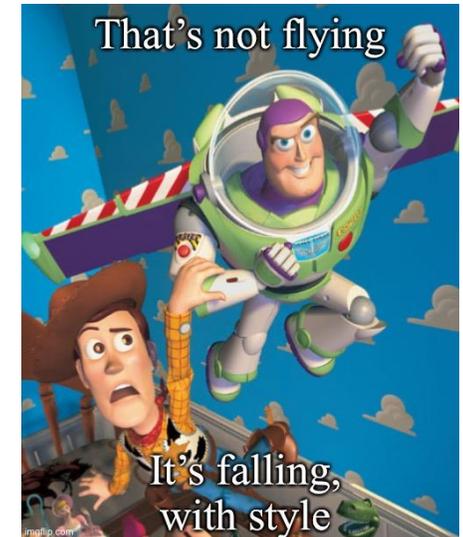
Steps of a Needs Assessment (cont.)

6. Create an action plan (outline specific actions, responsible parties, timelines, funding allocations & resources needed)
7. Share the results and the action plan far and wide
8. Implement the plan
9. Monitor the plan by look for progress, barriers, and adjust as necessary
10. After a period of times, repeat the process. Compare data between
Need Assessments



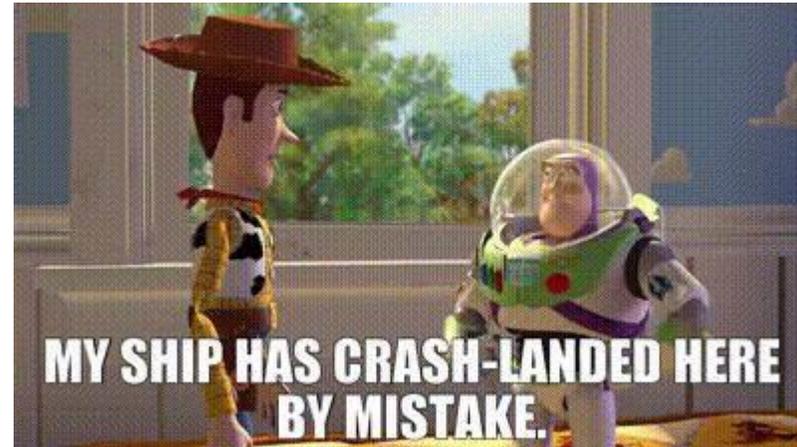
Development of a Needs Assessment

- Make sure your tool is long enough to get reliable responses, but short enough that people will respond
- Helping participants navigate confidentiality of information
- Consider languages
- Consider reading levels
- Consider technology
- Consider timing
- Can you offer an incentive?
- Qualitative vs Quantitative
- Thoughts on how to integrate this process into your yearly data collection or other procedures
- Using what is out there with modification
- Caution about using old needs assessment data



Tools to conduct a Needs Assessments

- Google Survey
- SurveyMonkey
- Paper forms
- Interview
- Focus Groups



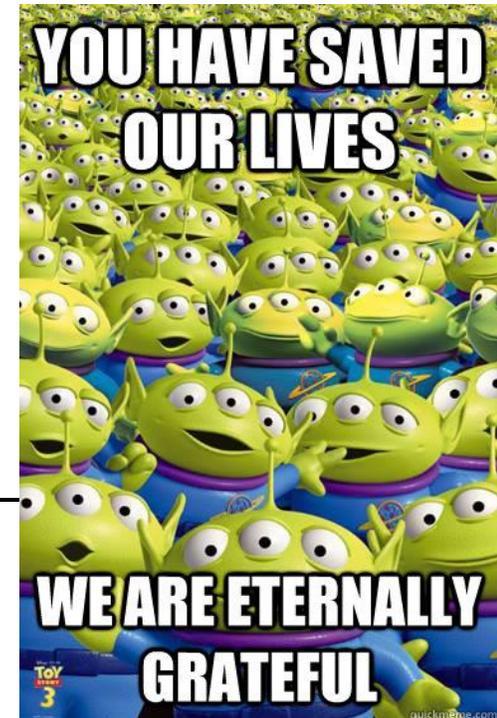
Any other ways you have conducted Needs Assessments?

Types of Needs Assessments

These lists are not exhaustive and shift based on different disciplines

- Observation
- Questionnaires & Surveys
- Interviews
- Focus Group Sessions
- Review current practices & data

-
- Programmatic
 - Self-Assessment
 - Needs (services & goods)
 - Financial Assessment



Types of Needs Assessments

These lists are not exhaustive

- Needs Assessments for LEA Homeless Liaisons done by COEs
- Needs Assessments for families/students done by Homeless Liaison at the LEA
- Needs Assessments for staff done by Homeless Liaisons at the LEA
- Needs Assessments to assess families/students for goods & services done by LEAs
- Needs Assessments provided to partners and outside stakeholders to assess partnerships (both LEAs and COEs)

Important Note: Some of our COEs maybe be involved in collaborating around LEA surveys due to a deeper level of direct services

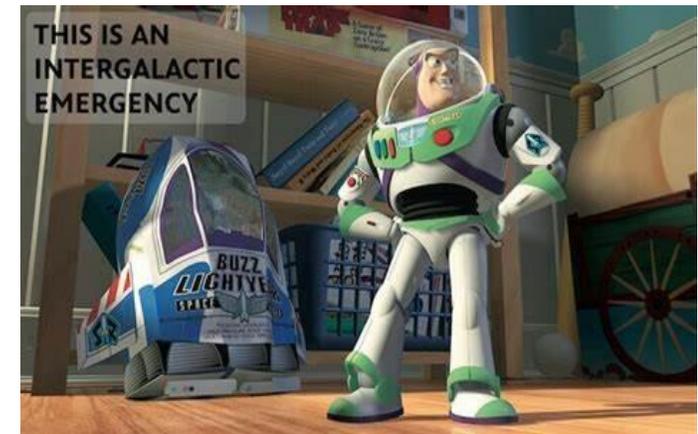


Examples & Discussion

- A. Needs Assessments for LEA Homeless Liaisons done by COEs
- B. Needs Assessments for families/students done by Homeless Liaison at the LEA
- C. Needs Assessments for staff done by Homeless Liaisons at the LEA
- D. Needs Assessments to assess families/students for goods & services done by LEAs
- E. Needs Assessments provided to partners and outside stakeholders to assess partnerships (both LEAs and COEs)
- F. Self-Needs Assessment done by LEAs/COE

QUESTIONS:

- Any thoughts about the Needs Assessment?
- Any strengths or questions you like?
- Anything you would add or take away?



EHCY Connection – Grant Writing



- To write your grant for EHCY the following **was** required...

*An applicant is required to conduct a **needs assessment** to determine the needs of the districts and their homeless students, as well as community agencies and other organizations. **The results of the needs assessment should be described within the narrative. It is important for an applicant to align their proposed program with their identified needs and their budget to their proposed program.** Readers will evaluate this alignment within the narrative and budget pages. **Applicants that fail to clearly describe these linkages will not be competitive.** The needs assessment should be aligned to the ESSA homeless education requirements.*

*Interchange DISTRICT with COE/Charter



EHCY Connection

- Question & Rubric tied to your Needs Assessment...

Describe the needs determined by the needs assessment, how the LEA plans to meet those needs, and how the LEA intends to evaluate the effectiveness of that plan. *Include how EHCY funding will support implementation.*

Excellent 8	Above Average 6	Sufficient 4	Minimal 2	Poor 0–1
A robust needs assessment was conducted, and needs were thoroughly described. The narrative presents a	An adequate needs assessment was conducted, and needs were clearly described. The narrative	A needs assessment was conducted, and some needs were described. The narrative presents an	It appears that a needs assessment was conducted, and minimal needs were described. The narrative	A needs assessment was not conducted, and needs were not identified. The narrative offers a weak description of



EHCY Connection

- Your grant would have these **three things** in connections to your Needs Assessment (below is the question asked):
 1. Describe the needs determined by the needs assessment
 2. How the LEA/COE plans to meet these needs
 3. How the LEA/COE intends to evaluate the effectiveness of the plan

AND **FUNDING** should support the implementation



Reflection Questions

Would anyone like to share their
Needs Assessment Process?



Reflection Questions

What tools have you used to conduct your Needs Assessments?



Reflection Questions

How have you collected data and/or information? Share your planning & timeline process.



Reflection Questions

How do you analyze your data and/or information?



Reflection Questions

Does anyone have
a monitoring process?
Can you share your process?



Reflection Questions

Would anyone like to share what they do to compare data/information from year to year?



Reflection Questions

Anyone want to share what one of their gaps are that they found by analyzing your prior Needs Assessment and what their implementation plans looks like to address the need?



Reflection Questions



Any other comments about
Needs Assessments?



Homework



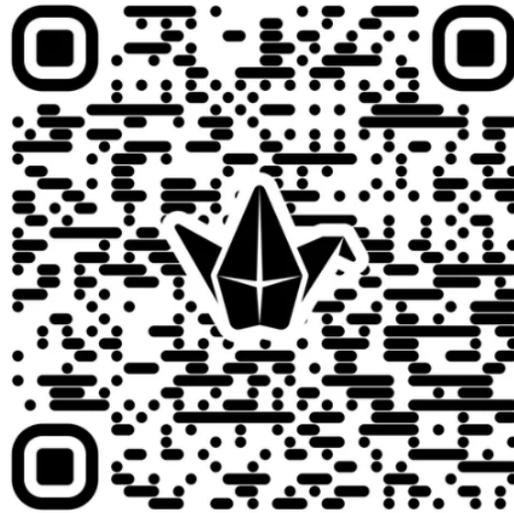
When you return home:

- Re-read your section about your Needs Assessment. What does it say? Is your current program aligned with your current Needs Assessment?
- Is your Needs Assessment current? If not, what plan can you put into place to work towards doing a more current Needs Assessment?
- How are you monitoring your Needs Assessment? Do you take time periodically to review the gaps and ensure your program is moving towards closing the gaps?
- Do you need to plan to do a needs assessment with any stakeholders with whom you haven't already done one?
- Do you have a way to share your data & your plan to ensure that all parties are working effectively together?
- Moving forward do you need to modify or change your needs assessments?

Resources

- Padlet:

https://padlet.com/kottke_jennifer/needs-assessment-resources-2023-edzj1kwikx7j3i7g





Questions? Comments?



Thank YOU!

LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)

Jennifer Kottke, LACOE

kottke_jennifer@lacoe.edu

