

NEEDS ASSESSMENTS

What is a Needs Assessment

- “A *needs assessment* is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants".

-Wikipedia

http://en.wikipedia.org/wiki/Needs_assessment

Needs Assessments

- Determines if there is a need for a program
- Identifies the program services that are most appropriate in terms of addressing the identified need
- **Primary question:** What is the greatest area of need?
- **Secondary question:** How do we best or most effectively target the primary identified problem areas?

Defining “need” vs. “gaps”

Need:

- Normative/comparative need (defined by an expert)
- Felt need (clients)
- Expressed need (demand)

Gaps:

- Need that is not yet recognized by experts
- Need that is known by clients but not expressed or acknowledged
- Need that is expressed or demanded but is not met

Developing Aims

- Aims are a succinct description of what you plan to accomplish in your evaluation
- Aims should be appropriate and answerable

(Rossi et al., 2004)

Audience for the NY EMA Needs Assessment

- Federal Government (funder): Human Resources and Services Administration
- Planning Council and Committees
- Grantee: City Government
- Community and Public

HRSA Expectations

- HRSA's HIV/AIDS Bureau advocates for conducting a needs assessment on a three-year cycle:
 - Gathering updated data to speak to specific areas and to buttress priority setting and resource allocation activities.
 - Obtain epi. data on an annual basis
 - Add data on new populations
 - Consider unusual situations – e.g., the influence of medical progress on service needs
 - Revise the estimate of unmet need at least every two years

HRSA Expectations

- A Ryan White needs assessment includes data about the requirements of people living with HIV/AIDS (PLWHA) who are in care and PLWHA who are not in care.
- Needs assessment tasks:
 - To identify unmet needs among PLWHA
 - To identify existing services for PLWHA
 - To examine discrepancies between unmet needs and existing services for PLWHA
 - To examine provider and care system needs in terms of capacity development

The Needs Assessment Process

Step 1

- Clearly understand the purpose of the needs assessment (aims)
- Determine the level of assessment (state, community, neighborhood)

Step 2

- Determine whether the information you need to respond to the identified aims already exists or can be obtained with your resources

The Needs Assessment Process

Step 3: Design the methodology (e.g., survey, focus group interviews)

Step 4: Collect and analyze the data

Step 5: Prepare a report summarizing the needs assessment

Step 6: Disseminate findings

Examples

- http://www.nyc.gov/html/acs/downloads/pdf/childcare_needs_assessment_summary.pdf
- http://webdoc.nyumc.org/nyumc_d6/files/asian-health2/chnra_southasian_1.pdf

Report Outline

Part I – Executive Summary

Each section will include the following:

- Aim/Objective of Section
- Bulleted Summary of Relevant Findings
- Information Gaps
- Recommendations for Action

Part II – Binder of Data Reports and Presentations

Each presentation of information will be kept in a binder with a bulleted summary of key findings at the beginning.

Report Summary

Part I: Executive Summary Section (Aims)	Part II: Potential Data Sources and Presentations
Section A: To summarize the findings and methodology of the needs assessment	All sources included in binder
Section B: To describe: a) the key socio-demographic characteristics of PLWHA in NYC; and b) populations disproportionately affected by HIV/AIDS	Annual HIV Epi. Report, Comp Plan Disparities Data, MMP Reports, CHAIN Data, HIV Epi. Geospatial Reporting
Section C: To describe the RW client population in terms of: a) sociodemographic characteristics b) service utilization patterns	Comp Plan Annual Report, CHAIN Needs and Utilization Report, RW Program Data, Treatment Cascade
Section D: To identify unmet service related needs among PLWHA in NYC	CHAIN Needs and Utilization Report, Treatment Cascade

Report Summary

Part I: Executive Summary Section/Aims	Part II: Potential Data Sources and Presentations
Section E: To assess the impact of the current policy landscape on the provision, availability, and accessibility of services for PLWHA	Medicaid Report, Report on new RW requirements, Comp Plan Annual Report, Assessment of HIV providers in NYC, Unmet Need Calculations
Section F: To assess the quality of RW services	Client Satisfaction Survey, 2009 Focus Groups, CAB Reports, AIDS Institute Reports, Quality Learning Network Data
Section G: To identify questions that could not be addressed by available data	Assessment of Data Available and Not Available
Section H: To summarize recommendations based on the findings of the needs assessment	All sources included in binder

Timeline

Month (2013)	Product
February	Client Satisfaction Survey Report with F.G. findings
March	CHAIN Needs and Utilization Report
April	2011 Comp Plan Report by Service Category
May	HIV Epi. Data Review; Develop Summary and Recommendations
June	Policy Landscape Presentations
July	Finalize Recommendations

DEFINING SPECIAL POPULATIONS

Identifying populations based on clearly defined parameters

- **Sociodemographic:** age, gender, sexual orientation, grade
- **Location/geographic:** agency, neighborhood, borough
- **Psychosocial:** medical/psychiatric diagnosis, life transitional, environmental, or interpersonal stressors
- **Time:** length of participation in program, fiscal year