

PLAN THE ASSESSMENT

Step 1: Involve stakeholders/decision makers

- Establish planning group to guide the planning and implementation of Community Needs Assessment
 - School board members, superintendent
 - Principal of the host school, school nurse, counselor
 - Director or chief operating officer of the medical sponsoring organization
 - Director or representative from other partnering agencies: behavioral health, oral health, vision, nutrition, family planning
 - Key community members (business, faith, hospital, health department, social services, university)

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Step 2: Determine the Objectives and Outcomes of the Assessment

- **What are you really interested in knowing? Your questions will flow from this.**
- **What is your vision? How will you use the information obtained?**
- **Which issues, questions, and behaviors are of particular interest?**
- **What don't you know about these issues? What questions do you need to answer?**

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Step 3: Identify existing /secondary data sources

- What public reports exist?
 - census data (geography, population, housing, economics)
 - state /county health department vital statistics (morbidity, mortality, birth rates)
 - state department of education (academic performance indicators by school district, school safety and discipline records, Title 1 free and reduced lunch eligibility)
 - school district offices (school nurse records w/ immunization rates, # of students w/ asthma, disabilities, and other chronic conditions)
 - student survey data (YRBS, tobacco, alcohol and drug use, mental health concerns)
 - local chamber of commerce (information on community employers and industries)
 - Articles in local journals, newspapers and/or on TV news websites
- Have other studies been done?



**SCHOOL-BASED
HEALTH ALLIANCE**

Redefining Health for Kids and Teens

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Step 4: Choose approach/approaches for gathering new information

- **Most common**
 - Surveys
 - Key informant interviews
 - Focus groups
 - Public forums