

Activity 4.4: Outlining a Needs Assessment Work Plan

TIPS FOR TRAINERS



Suggested Use

Use the activity after the Implementing Needs Assessment presentation and discussion, to let participants apply what they have learned.



Time

1 hour total:

- 5 minutes to break into groups and describe the activity
- 25 minutes for small group work
- 5 minutes for groups to summarize their work on easel pad paper
- 20 minutes for presentation and discussion
- 5 minutes for sum up by the facilitator



Materials

- Handout for Participants: Needs Assessment Plan Worksheet
- Copies of the PowerPoint slides for reference (*Optional*)



Knowledge or Skill Development

Participant understanding of needs assessment steps, methods, and sound practices, and ability to apply this understanding to actual needs assessment efforts, in their roles as PC/PB or committee members.

Activity Steps

1. Review the Handout for Participants and revise “The Situation” description, if needed to make the activity relevant for your EMA or TGA. This is not designed to be an actual planning session for your PC/PB, but it should prepare participants for such a session.
2. Divide participants into small groups of 4-6 people by “counting off”; ideally, you want to have not more than 5 groups. If your participants include both new and “veteran” PC/PB or committee members, check the small groups to be sure they all have a mix of both types of members.
3. Pass out the Handout for Participants (with Needs Assessment Plan Work Sheet) and explain the activity. You can also project a slide with the instructions (slide provided at the end of the PowerPoint presentation).
4. Ask each small group to select a **facilitator** to coordinate the work of the group and participate, a **recorder** to summarize its plan on the work sheet, and a **reporter** to present the small group’s approach to the full group. The same person may serve as recorder and reporter if that is the group’s preference.
5. Tell the group they have 30 minutes for their planning. Give them a warning when they have 5 minutes left.
6. At the end of 30 minutes, bring the full group back together, and ask a reporter from one of the groups to volunteer to present that group’s plan. Then ask another reporter to describe what was similar and different in the way the second group approached the work. Ask other reporters to offer additions or alternatives.
7. Discuss the following in the full group:
 - What appear to be the most useful plans and approaches identified?
 - What seems to be most challenging?
 - What lessons does this activity offer that may be useful in planning your PC/PB’s needs assessment?
8. Summarize the main points of the discussion, and provide a sum up of the session.



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HANDOUT FOR PARTICIPANTS

Instructions

1. Work in your small group, choosing a **facilitator** to coordinate the work of the group and participate, a **recorder** to summarize your group's plan on the work sheet, and a **reporter** to present the small group's approach to the full group. The same person may serve as recorder and reporter if that is the group's preference.
2. Individually review "The Situation" and the Needs Assessment Plan Work Sheet.
3. Now work as a group, using the information presented during the training and your own experience, to prepare a preliminary work plan for your PC/PB's Needs Assessment Committee. Use "The Situation" information provided below and make any needed assumptions.
4. You have 30 minutes.

The Situation

You are the Needs Assessment Committee for your PC/PB, and most of you are newly appointed. Your committee receives assistance from PC/PB support staff and a member of the recipient's staff, but they were not able to attend this meeting.

Your PC/PB has done limited needs assessment during the past several years. It is 5 years since your last PLWH survey. You have held at least 3 focus groups each year, targeting different PLWH subpopulations; participants have identified very diverse problems and concerns. You have a slightly outdated Resource Inventory but have never done a full Profile of Provider Capacity and Capability. Your recipient prepares an annual Epi Profile, an Estimate of PLWH Unaware of their Status, and an Estimate of Unmet Need. You have never done a study to assess unmet need.

Your EMA/TGA began funding Early Intervention Services 2 years ago with a focus on getting people back into care, and it might be practical to survey or interview people who have recently returned to care. At this year's pre-PSRA town hall meeting, held in an outlying county and attended by 17 PLWH, you were told that some services, including mental health care, are less accessible outside the central city. One major finding from a recent HRSA/HAB comprehensive site visit was the need to "significantly increase" needs assessment activities. In addition, your most recent RWHAP Part A application lost points due to "a lack of recent needs assessment data."

You have been asked to outline a preliminary plan that identifies key activities and focuses of needs assessment for this program year, with activities to begin once priority setting and resource allocation (PSRA) activities have been completed this summer, and have findings by April of next year. You have been assured that "a reasonable amount of funding is available."

Needs Assessment Plan Work Sheet

1. Which needs assessment component(s) do you feel should be implemented this program year?
Why?

2. If you identified more than one component in answer to question 1, select the component you feel is most important to carry out this year, and describe how you will implement it. Fill in the attached Work Plan grid to summarize your approach.
 - a. Describe your approach to designing and implementing the component. What will the main steps/tasks be?

 - b. What kind of “staffing” will be required—what should be done by PC/PB support staff, and/or a consultant or contractor?

 - c. What assistance might you need from the recipient?

 - d. What will be the role of the Needs Assessment Committee?

 - e. What will you do to obtain meaningful consumer participation in design and implementation of this needs assessment component?

 - f. What will you do to control costs?

 - g. What do you see as the greatest challenges or uncertainties?

 - h. Use the Needs Assessment Work Plan grid to lay out the main steps in designing and implementing this needs assessment component.

Needs Assessment Plan Work Sheet

Selected Needs Assessment Component: _____

Step/Task	Who is Responsible?	Timeline (start-end months)