

## Instructions

The goal of a simple community needs assessment is to understand:

- What youth, their families, and the broader community want to see in programming
- What resources you have available
- What constraints or challenges need to be addressed

To assist in your process, we have included a planning template which walks you through each of the following steps.

Step 1: Planning & Timing

Step 2: Distribute & Collect Survey

Step 3: Analyze, Integrate, & Disseminate CNA results

Use this template to help guide your CNA planning process.

To edit this document, click [here](#).

## Adaptation Citation

Trevino, N., & Gaston, A. 2020. Healthy Native Youth: [Virtual Adaptation Guide](#). Portland, OR: Northwest Portland Area Indian Health Board.

## Guiding Question 1:

Who should provide feedback, input and guidance on the program?

Activities	Select Intended Audience(s)	Who's Involved	Deadline
Select Intended Audience(s)	<ul style="list-style-type: none"><li><input type="checkbox"/> Youth</li><li><input type="checkbox"/> Parents/ Families/ Caring Adults</li><li><input type="checkbox"/> Elders or Tribal Leaders Community Members</li><li><input type="checkbox"/> Schools or Other Implementation Sites</li><li><input type="checkbox"/> Partner Organizations</li><li><input type="checkbox"/> Other (List)</li></ul>		

## Guiding Question 2:

What do you want feedback, input, and guidance on?

Activities	Select CNA Topic(s)	Who's Involved	Deadline
Select Topics You Want Feedback On:	<ul style="list-style-type: none"><li><input type="checkbox"/> Sun Safety Attitudes</li><li><input type="checkbox"/> Sun Safety Behaviors</li><li><input type="checkbox"/> Sun Shade Structures</li><li><input type="checkbox"/> Program Content/Topics</li><li><input type="checkbox"/> Recruitment/ Retention</li><li><input type="checkbox"/> Logistics</li><li><input type="checkbox"/> Program Implementation</li><li><input type="checkbox"/> Other (List)</li></ul>		

## Guiding Question 3:

How do you want to gather that feedback, input, and guidance?

Activities	Select	Who's Involved	Deadline
Select Topics You Want Feedback On:	<ul style="list-style-type: none"> <li>Paper or Document</li> <li><input type="checkbox"/> In-Person Form or Survey</li> <li><input type="checkbox"/> Mail Survey (include Self-addressed envelope)</li> <li><input type="checkbox"/> Email Attachment or Questions</li> <li>Electronic</li> <li><input type="checkbox"/> Social Media Poll</li> <li><input type="checkbox"/> Survey Link or Online Form</li> <li><input type="checkbox"/> Zoom Breakout Rooms/ Poll feature</li> <li><input type="checkbox"/> Other:</li> <li>Interview</li> <li><input type="checkbox"/> In-person</li> <li><input type="checkbox"/> Phone</li> <li><input type="checkbox"/> Online Event:</li> </ul>		

## Guiding Question 4:

When will you collect and analyze this information and what is the timeframe needed to complete these processes?

Activities	Specific Steps	Who is responsible	Deadline
How long will it take to gather this information (be realistic) and how many sources of this info will you seek?	For example: <ul style="list-style-type: none"><li><input type="checkbox"/> 2 weeks from time of registration</li><li><input type="checkbox"/> 2 weeks to recruit (X) youth</li><li><input type="checkbox"/> 1 week to schedule with (X) elders</li><li><input type="checkbox"/> 2 weeks to leave survey open w/a reminder at 1 week</li></ul>		
How long will it take you to analyze the information gathered and identify themes?	For example: <ul style="list-style-type: none"><li><input type="checkbox"/> 2 weeks from closing registration time</li><li><input type="checkbox"/> 2 weeks from recruitment target reached</li><li><input type="checkbox"/> 1 week from completing phone calls</li><li><input type="checkbox"/> 1 week from completion of program</li></ul>		

## Guiding Question 1:

Where can the CNA be distributed (or where can youth be recruited)?

Activity	Specific Events	Location	Date/ Times	Contact/ Organizer
Identify Feedback and Outreach Opportunities	<input type="checkbox"/> Youth Event Name:			
	<input type="checkbox"/> School Event Name:			
	<input type="checkbox"/> Community Event Name:			
	<input type="checkbox"/> Tribal Event Name:			
	<input type="checkbox"/> Parent Event Name:			
	<input type="checkbox"/> Cultural Event Name:			
	<input type="checkbox"/> Create Own Event Name:			
	<input type="checkbox"/> Other Name:			

## Guiding Question 2:

What incentives will you provide for participation (if any)?

Activity	Select Incentive	Person Responsible for Purchasing	Person Responsible for Distributing/ Tracking
Select Incentive Options:	<ul style="list-style-type: none"><li><input type="checkbox"/> Shopping Gift Card (Amazon, Walmart, iTunes, etc.) List:</li><li><input type="checkbox"/> Food Gift Card (Starbucks, Restaurant, GrubHub, etc.) List:</li><li><input type="checkbox"/> Project Swag (hoodies, shirts, stickers, etc.): List:</li><li><input type="checkbox"/> Badges/ Points (for shared goal – e.g. pizza party, iPod shuffle, etc.) List:</li></ul>		

## Guiding Question 3:

How will you follow-up to collect feedback?

Activity	Reminder Type	Reminder Date	Final Reminder Date	Who is Responsible
<p>How and when will you remind folks to submit their feedback?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Phone calls List:</li> <li><input type="checkbox"/> Emails/ Email Listserv List:</li> <li><input type="checkbox"/> Youth/Tribal/Local Newsletters List:</li> <li><input type="checkbox"/> Local or Tribal Radio Stations List:</li> <li><input type="checkbox"/> Local or Tribal Newspapers List:</li> <li><input type="checkbox"/> Social Media Channels List:</li> <li><input type="checkbox"/> Partner Channels (e.g. school, tribal clinic, Boys &amp; Girls Club, etc.) List:</li> <li><input type="checkbox"/> Other:</li> </ul>			

## Step 3: Analyze, Integrate, & Disseminate CNA Results

### Guiding Question 1:

What did you learn from the CNA (analyze)?

**Look for themes from each audience  
you collected feedback from**

**Identify common themes and  
differences between audiences**

**Who is  
responsible/  
Deadline**

# Step 3: Analyze, Integrate, & Disseminate CNA Results

## Guiding Question 2:

How will the findings be used to inform your policy or program (integrate)?

Activity	Options	Who is responsible	Deadline
What will you do with the information gathered?	<ul style="list-style-type: none"><li><input type="checkbox"/> Make decisions to align implementation to existing policies at schools/ Tribe List:</li><li><input type="checkbox"/> Guide the Sun Safety program content and development based on youth needs, resources and wants List:</li><li><input type="checkbox"/> Inform cultural teachings to include in policy &amp; program List:</li><li><input type="checkbox"/> Other:</li></ul>		

# Step 3: Analyze, Integrate, & Disseminate CNA Results

## Guiding Question 3:

How will you disseminate the results and/or let folks know about how their feedback will be used?

Activity	Options	Who is responsible	Deadline
<p>How will you let folks know about the CNA results?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/ Youth Event List:</li> <li><input type="checkbox"/> Video Event List:</li> <li><input type="checkbox"/> Youth Newsletter List:</li> <li><input type="checkbox"/> Tribal Newsletter/ Local Newspaper List:</li> <li><input type="checkbox"/> Local or Tribal Radio List:</li> <li><input type="checkbox"/> Social Media List:</li> <li><input type="checkbox"/> Partner Channels (e.g. school, tribal clinic, Boys &amp; Girls Club, etc.) List:</li> <li><input type="checkbox"/> Email Listserv List:</li> <li><input type="checkbox"/> Constant Contact List:</li> <li><input type="checkbox"/> Other:</li> </ul>		