

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"><input type="checkbox"/> Youth<input type="checkbox"/> Parents/ Families/ Caring Adults<input type="checkbox"/> Elders or Tribal Leaders Community Members<input type="checkbox"/> Schools or Other Implementation Sites<input type="checkbox"/> Partner Organizations<input type="checkbox"/> Other (List)		

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"><input type="checkbox"/> Sun Safety Attitudes<input type="checkbox"/> Sun Safety Behaviors<input type="checkbox"/> Sun Shade Structures<input type="checkbox"/> Program Content/Topics<input type="checkbox"/> Recruitment/ Retention<input type="checkbox"/> Logistics<input type="checkbox"/> Program Implementation<input type="checkbox"/> Other (List)		

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:	<p>Paper or Document</p> <ul style="list-style-type: none"><input type="checkbox"/> In-Person Form or Survey<input type="checkbox"/> Mail Survey (include Self-addressed envelope)<input type="checkbox"/> Email Attachment or Questions <p>Electronic</p> <ul style="list-style-type: none"><input type="checkbox"/> Social Media Poll<input type="checkbox"/> Survey Link or Online Form<input type="checkbox"/> Zoom Breakout Rooms/ Poll feature<input type="checkbox"/> Other: <p>Interview</p> <ul style="list-style-type: none"><input type="checkbox"/> In-person<input type="checkbox"/> Phone<input type="checkbox"/> Online Event:		

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"><input type="checkbox"/> 2 weeks from time of registration<input type="checkbox"/> 2 weeks to recruit (X) youth<input type="checkbox"/> 1 week to schedule with (X) elders<input type="checkbox"/> 2 weeks to leave survey open w/a reminder at 1 week		
How long will it take you to analyze the information gathered and identify themes?	For example: <ul style="list-style-type: none"><input type="checkbox"/> 2 weeks from closing registration time<input type="checkbox"/> 2 weeks from recruitment target reached<input type="checkbox"/> 1 week from completing phone calls<input type="checkbox"/> 1 week from completion of program		

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"><input type="checkbox"/> Shopping Gift Card (Amazon, Walmart, iTunes, etc.) List:<input type="checkbox"/> Food Gift Card (Starbucks, Restaurant, GrubHub, etc.) List:<input type="checkbox"/> Project Swag (hoodies, shirts, stickers, etc.): List:<input type="checkbox"/> Badges/ Points (for shared goal – e.g. pizza party, iPod shuffle, etc.) List:		

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"> <input type="checkbox"/> Phone calls List: <input type="checkbox"/> Emails/ Email Listserv List: <input type="checkbox"/> Youth/Tribal/Local Newsletters List: <input type="checkbox"/> Local or Tribal Radio Stations List: <input type="checkbox"/> Local or Tribal Newspapers List: <input type="checkbox"/> Social Media Channels List: <input type="checkbox"/> Partner Channels (e.g. school, tribal clinic, Boys & Girls Club, etc.) List: <input type="checkbox"/> Other: 			

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"><input type="checkbox"/> Make decisions to align implementation to existing policies at schools/ Tribe List:<input type="checkbox"/> Guide the Sun Safety program content and development based on youth needs, resources and wants List:<input type="checkbox"/> Inform cultural teachings to include in policy & program List:<input type="checkbox"/> Other:		

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"> <input type="checkbox"/> Parent/ Youth Event List: <input type="checkbox"/> Video Event List: <input type="checkbox"/> Youth Newsletter List: <input type="checkbox"/> Tribal Newsletter/ Local Newspaper List: <input type="checkbox"/> Local or Tribal Radio List: <input type="checkbox"/> Social Media List: <input type="checkbox"/> Partner Channels (e.g. school, tribal clinic, Boys & Girls Club, etc.) List: <input type="checkbox"/> Email Listserv List: <input type="checkbox"/> Constant Contact List: <input type="checkbox"/> Other: 		

Sample Needs Assessment Questions

2.2

Description

Below are some sample questions that were taken from the Sun Safe Colorado Assessment Survey that can be used for collecting information from your youth and community to gauge their readiness level and needs when it comes to sun safety.

Tips

It's good practice to keep the questions short and to the point. Around 10 questions is a good goal for youth surveys and 15 for adult surveys, but you may want to choose a smaller number of questions if doing interviews or focus groups.

Survey Tool Options: Paper survey, Survey Gizmo, Survey Monkey, etc., or ask folks verbally either in-person or within a virtual meeting space (e.g. Zoom polls or breakout groups, Google Classroom, MS Teams, etc.). You can get creative and use Interaction Software to collect information from folks too like Padlet, Quizlet, Mentimeter, or Zoom polls...or even do a Bingo Data Collection activity.

Instructions

Use the example questions as a guide and starting point to select and tailor for your intended audience.

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.

Sun Safety Needs Assessment Survey

Student Behavior Q's (1 of 2)

Please circle answers to the following questions about Student Behavior:

1. Does your school or Tribe have a written policy that...

- a. requires students to wear sun safe hats when outdoors?
- b. encourages students to wear sun safe hats when outdoors?
- c. allows students to wear sun safe hats when outdoors?
- d. My school or district does not have a written policy regarding students use of sun safe hats when outdoors.
- e. My school or district has a written policy that prohibits students from wearing hats when outdoors.
- f. Not sure.

2. Does your school or Tribe have a written policy that...

- a. prohibits students from wearing shirts without sleeves (such as tanktops, halter tops, midriffs, etc.)?
- b. discourages students from wearing shirts without sleeves (such as tanktops, halter tops, midriffs, etc.)?
- c. allows students to wear shirts without sleeves (such as tanktops, halter tops, midriffs, etc.)?
- d. requires students to wear shirts without sleeves (such as tanktops, halter tops, midriffs, etc.)?
- e. Not sure.

3. Does your school or Tribe have a written policy that...

- a. requires students sunscreen use for outdoor activities at school?
- b. encourages students sunscreen use for outdoor activities at school?
- c. allows students sunscreen use for outdoor activities at school?
- d. My school or district does not have a written policy regarding students sunscreen use for outdoor activities at school.
- e. My school or district has a written policy that prohibits students from wearing sunscreen for outdoor activities at school.
- f. Not sure.

Sun Safety Needs Assessment Survey

Student Behavior Q's (2 of 2)

Please circle answers to the following questions about Student Behavior:

4. Does your school or Tribe have a written policy that...

- a. requires students to wear sunglasses when outdoors?
- b. encourages students to wear sunglasses when outdoors?
- c. allows students to wear sunglasses when outdoors?
- d. My school or district does not have a written policy regarding students use of sunglasses when outdoors.
- e. My school or district has a written policy that prohibits students from wearing sun safe sunglasses when outdoors.
- f. Not sure.

Sun Safety Needs Assessment Survey

Student Education

Q's

Please circle answers to the following questions about Student Education:

8. Does your school or Tribe have a written policy that...

- a. requires sun safety education for students?
- b. encourages sun safety education for students?
- c. allows sun safety education for students?
- d. My school or district does not have a written policy regarding sun safety education for students.
- e. Not sure.

Sun Safety Needs Assessment Survey

Staff Education

Q's

Please circle answers to the following questions about Staff Education:

9. Does your school or Tribe have a written policy that...

- a. requires sun safety education for staff?
- b. encourages sun safety education for staff?
- c. allows sun safety education for staff?
- d. My school or district does not have a written policy regarding sun safety education for staff.
- e. Not sure

Sun Safety Needs Assessment Survey

Time Scheduling

Q's

Please circle answers to the following questions about Time Scheduling:

10. Does your school or Tribe have a written policy that...

- a. requires outdoor events (including field trips, concerts, sporting events, ceremonies) to be held before 10 a.m. or after 4 p.m.?
- b. encourages outdoor events (including field trips, concerts, sporting events, ceremonies) to be held before 10 a.m. or after 4 p.m.?
- c. allows outdoor events (including field trips, concerts, sporting events, ceremonies) to be held before 10 a.m. or after 4 p.m.?
- d. My school or district does not have a policy regarding outdoor events (including field trips, concerts, sporting events, ceremonies) to be held before 10 a.m. or after 4 p.m.
- e. Not sure

Sun Safety Needs Assessment Survey

Shade Q's

Please circle answers to the following questions about Shade:

11. Does your school or Tribe have a written policy that...

- a. requires that at least 25% of the school grounds used by students to be covered by shade?
- b. encourages that at least 25% of the school grounds used by students to be covered by shade?
- c. allows at least 25% of the school grounds used by students to be covered by shade?
- d. My school or district has a written shade policy, but it does not specify the percent of school grounds that should be covered by shade.
- e. My school or district does not have a written policy regarding shade on the school grounds.
- f. Not sure.

12. Does your school or Tribe have a written policy that...

- a. requires any plans for new construction on or remodeling of school grounds to incorporate shade structures or trees for sun safety.
- b. encourages any plans for new construction on or remodeling of school grounds to incorporate shade structures or trees for sun safety
- c. allows for any plans for new construction on or remodeling of school grounds to incorporate shade structures or trees for sun safety
- d. My school or district does not have a written policy regarding new construction on or remodeling of school grounds to incorporate shade structures or trees for sun safety.
- e. Not sure.