The Coordinating Council of Broward

Community Assessment Information Clearinghouse 2000

September 2000

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Appendices

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EXECUTIVE SUMMARY

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Why would this report be of interest to your agency? The answer is because it may save your agency resources.

Needs assessment activities such as community surveys, focus groups, key informant interviews, and asset mapping are increasingly being used by agencies to support an agency strategic plan or because they are required by a funding source. However, these activities can become quite expensive in terms of staff time as well as direct costs. Your organization has the opportunity to save precious resources by working together with another agency or agencies to help share the costs while obtaining the data your organization requires. By collaborating in the early stages of designing the needs assessment you can be assured that it will provide the statistical significance and requirements of your agency.

Even if you do not currently plan to do a needs assessment, this report will be of interest to you for at least two reasons. One is that you will probably find that the data already collected by other agencies may be very valuable to you. The other is that there appears to be a trend that funding sources are now increasingly requiring collaboration among agencies. For example, Covenant House of Florida indicated that they are collaborating with the Urban League for a needs assessment activity being planned, but had not indicated them as collaborators involved with previous assessments. The reason is that Broward County mandated that they partner with other agencies in order to receive funding for a specific project, in this case, pregnancy prevention in middle-school youth. While the Urban League is working with them on the needs assessment activity, other agencies are collaborating on other aspects of the project, including the Broward County Health Department, the North Broward Hospital District, and the School Board of Broward County.

An extensive countywide survey of the population was conducted in 1997 and 1999 and the results were reported in a publication called *The Broward Benchmarks* as part of an effort by the The Coordinating Council of Broward (CCB). Agencies interested in participating in the discussion to determine what questions will be included in future countywide population surveys are invited to contact The CCB for information on the Quality of Life Committee that spearheads this effort.

The Community Assessment Information Clearinghouse 2000 report is designed to facilitate collaboration in conducting needs assessments among agencies in Broward County that provide and/or fund health, public safety, education, economic, and human services. This report includes responses to a survey of these agencies in terms of the types of needs assessment activities that they have conducted and/or planned. In this, the second year this effort has been undertaken, 86 agencies (about

32 percent of the total of 271 survey respondents) answered yes to the question of whether they conduct their own needs assessments. The percentage of total survey respondents that use needs assessments, whether or not conducted by their own agency, grew to a majority of 52 percent compared to last year's 46 percent. While many of this year's results are generally similar to those of the previous year, the most significant difference is in the number of agencies, i.e., 124, that plan to do assessments for the future that did not do so previously. This is a 57 percent increase over the 79 agencies reported last year and a 44 percent increase over the 86 agencies reported this year as having conducted needs assessments in the past. There is also a dramatic increase in two of the types of needs assessments planned for the future. Eighty six agencies compared to last year's 53 agencies now plan to do "Program Monitoring and Evaluation", and 81 agencies compared to last year's 47 agencies plan to do "Surveys of Clients".

The appendix of this report serves as a directory of agencies that have conducted and/or plan to conduct needs assessments in the future and includes phone and fax numbers along with the specific person's name to contact. Please use it often and well.

BACKGROUND ON
THE COORDINATING COUNCIL OF BROWARD

The Coordinating Council of Broward (CCB) is composed of the top executives of state and county entities from the public and private sectors, who are responsible for funding a broad array of health, public safety, education, economic, and human services in Broward County. The Council was formed to create a long-term and intensive collaboration among service funders and providers in coordinating the planning of these services.

The CCB Vision, Mission and Problem Statements are:

Vision Statement: A higher quality of life for all, through working together.

Mission Statement: To create and support collaborative systems that more efficiently and effectively meet community needs.

Problem Statement: The assessment process has demonstrated a lack of collaborative coordinated planning, delivery, and assessment resulting in fragmented, duplicated, and unmet community services and unfulfilled human needs.

The Community Resource Inventory (CRI) is one of a number of systems that the Council has implemented to help agencies in Broward County develop cost effective partnerships and allow resources to be focused on the highest priorities of community needs. In addition to assisting in the planning of services, the CRI serves to collect data for information and referral. The Community Resource Inventory is an information database consisting of a comprehensive profile of health and human service providers and funders in Broward County. Standardized written survey forms, one specifically geared to the providers, the other targeted to funders, were developed by the Community Resource Inventory Committee to collect this data. The resulting resource inventory provides a vehicle for the identification of gaps and opportunities for integration of human service delivery within the County. This supports the development of strategies to address priority needs.

The Community Assessment Information Clearinghouse (CAIC) is a component of the resource inventory that focuses on the needs assessment activities undertaken by the various funder and service-provider agencies. The timely sharing of information about such efforts recently completed, those currently underway, and those planned will create opportunities for improved collaboration among agencies.

> ### THE YEAR 2000 COMMUNITY ASSESSMENT INFORMATION CLEARINGHOUSE

PURPOSE

Needs assessment activities such as surveys, focus groups, and asset mapping are increasingly being used by agencies that provide and/or fund health, education, and human services. *(Please see Figure 1.)* In addition to providing a tool to enable agencies to service their clients better, needs assessment activities help to provide direction to the agency and support development of an agency's strategic plan. In addition, needs assessments are often required of agencies by the sources that fund them.

> **Figure 1**
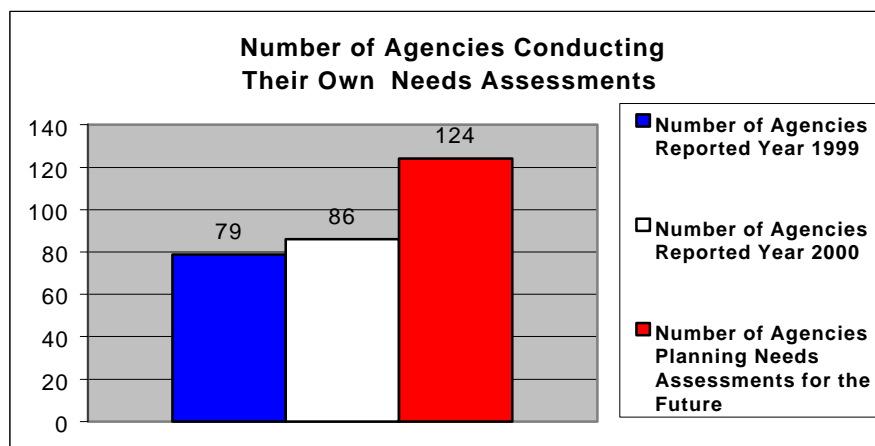
As valuable as needs assessments are for gathering critical information required for the planning of health, education, and human services, these activities are often time-consuming, labor-intensive, and expensive in staff time and other resources. In order to mitigate the costs involved, opportunities exist for various agencies to collaborate on future needs assessments. In some cases, one agency might only need to add a few questions to the survey of another agency. In other cases, two or more agencies might design a survey together to obtain the data each requires. However, most agencies are not aware of the needs assessment activities being planned by other agencies. The purpose of the Community Assessment Information Clearinghouse is to save precious agency resources by facilitating collaboration among agencies. The report that follows identifies what types of needs assessments are being planned by what agencies in the next twelve months and provides contact information for those agencies. Also included is information on the type of needs assessments that have already been conducted since many agencies can benefit by data already obtained by other organizations.

METHODOLOGY

The Community Assessment Information Clearinghouse is compiled from responses to Part V of the Organizational Profile for Providers and Funders of Health, Education and Human Services in Broward County. The Organizational Profile is a survey form regarding programs and services of the agencies. Part V consists of questions concerning the type of needs assessment activities conducted by these agencies involved with providing and/or funding human services in Broward County. The term "needs assessment activities" as used here refers to formal needs assessments of a targeted population as opposed to needs assessments of particular clients. Directions in the Profile form instruct the responding agencies that they should answer yes to the question that asks whether their agency conducts it own formal needs assessment if results are prepared in the form of a document that might possibly be shared, in whole or in part, with other organizations.

In this, the second year that the Community Resource Inventory has been undertaken, Organizational Profiles were mailed in the fall of 1999 to approximately 267 providers who were identified by their funding organizations. In addition, funder profiles were sent to approximately 17 funders of health, education, and human services in Broward County. The mailing included copies of the profiles as completed by the agencies last year to enable them to update the previous information for the current year. By the end of August 2000, responses from the majority of these agencies, including most of the major funders and providers of services in the County, were received. Six additional providers took the initiative to send a completed profile for their agency, even though they had not been identified by any of the funders.

The new information was entered into the database, and the revised information was used to update profiles already in the database from the previous year. First Call For Help of Broward County is the designated host agency for the Community Resource Inventory. The format for the database is Microsoft Access for Windows.

Responses to Part V have been tabulated, analyzed, and summarized in the following report to provide an understanding of the type of needs assessment activities that are conducted by service providers in Broward County. As an inducement for agencies to collaborate with one another, the appendix of this report includes extracts from the database that provide details and contact information for the various agencies conducting needs assessment activities.

SUMMARY OF RESPONSES AND MAJOR FINDINGS

How many agencies use needs assessments?

The 271 organizations whose responses are contained in the tabulated results include 86 agencies (about 32 percent of the total of 271 survey respondents) that conduct their own needs assessment *(Please refer to Figure 2).* Forty-eight of the 79 agencies that use assessments prepared by some other organization do not conduct their own assessments. While as many as 66 agencies say they collaborate with another agency, seven of those had answered that they neither conduct their own assessments nor use those of another organization. This brings up the total number of agencies that use some type of needs assessment, whether it is self-generated, supplied by another organization, or a result of collaboration with another agency to 141 agencies or over half (52 percent) of the survey respondents. *(Please refer to Figure 3.)*

Figure 2

Conduct Own Needs Assessment

Yes
32%

No or no
response
68%

☐ Yes
■ No or no response

Figure 3

**Use Needs Assessments
(including their own agency efforts, or
another agency's efforts, or
collaboration with other agency)**
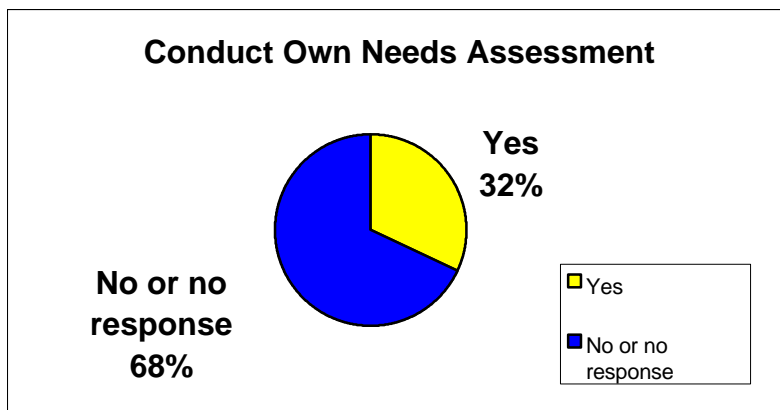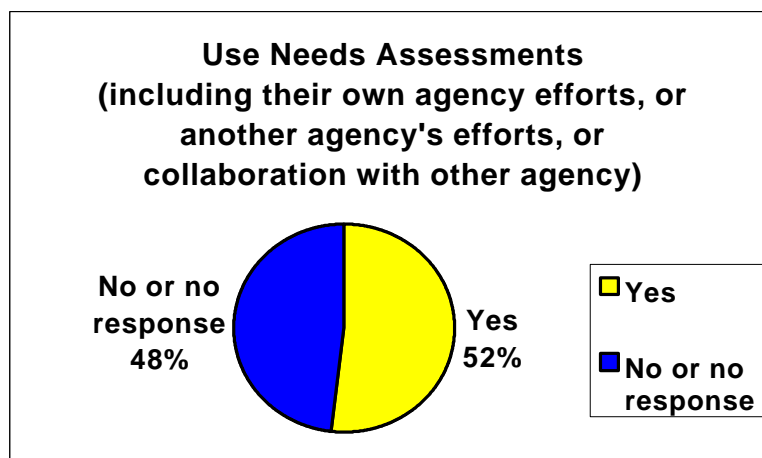
No or no
response
48%

Yes
52%

☐ Yes
■ No or no response

How do these results compare to last year?

Seven more agencies answered that they conduct their own needs assessments than last year's 79 agencies. At first glance, a comparison between the tabulated responses of last year and this year reveals a total of more "no" responses to the first two questions that deal with whether the agencies use needs assessments of their own or another organization. However, when expressed as a percentage of the total survey respondents, the percentage of agencies that conduct their own needs assessment is slightly up (an increase of about 2 percent) from last year. This is because the number of blank answers have decreased significantly due to improvements in the initial completeness rate by survey respondents as well as more aggressive follow up on the part of Community Resource Inventory Committee (CRIC) members to clarify missing information. Additionally, there was a question added to the profile this year asking if the respondents had collaborated with any other agency to conduct a needs assessment. The percentage of total survey respondents that use needs assessments, whether or not conducted by their own agency, grew to a majority of 52 percent compared to last year's 46 percent.

Collaborating and sharing results of needs assessments with other agencies

Several agencies emerge as noteworthy because they are listed by several other organizations as collaborators on conducting needs assessments, and/or providers of data from their own needs assessments for use by other organizations. These include the following:

Agency	Number of Other Agencies that Listed Them as a Collaborator	Number of Other Agencies that Indicated That They Use Their Needs Assessments
Area Agency on Aging (AAA)	4	9
Broward Coalition for the Homeless	3	3
Broward Employment and Training Administration (BETA)	1	2
Broward Regional Health Planning Council *(Includes HIV Planning Council, Healthy Start Coalition, Healthy Families)*	4	10
Florida Department of Children and Families (DCF)	3	2
Division of DCF: Alcohol Drug Abuse & Mental Health (ADM) *(includes listings of Adult Substance Abuse & Special Populations Sub-Committee since the sub-committee is under ADM)*	4	2
Jewish Federation of Broward County	1	2
Substance Abuse & Health Care Services Division of Broward County *(includes listings of Broward Addiction Recovery Center, i.e., BARC)*	3	1
The Coordinating Council of Broward (CCB)	4	10
United Way of Broward County	0	3

The above table includes only names of agencies that were specified as a collaborator or a sharer of data a minimum of three times. Agencies that collaborate and share assessments with several other organizations will not be found in the table if survey respondents did not specify their names. In addition to those listed, it should be pointed out that various Broward County Government Departments and Divisions were acknowledged including Human Services, Family Success Administration, Community Development, Elderly and Veteran Services, and the Broward County Planning Council.

Frequency of Needs Assessments

The majority (58 agencies or 67 percent) of respondents to the question regarding frequency of needs assessments conduct theirs on an annual basis or more frequently. This is a slight increase from last year's results of 62% expressed as a percentage of respondents. *(Please refer to Figure 4.)*

Figure 4

How often do you conduct a needs assessment?

80%
67%
60%
41%
☐ Annually or more
40%
☐ Other
20%
0%
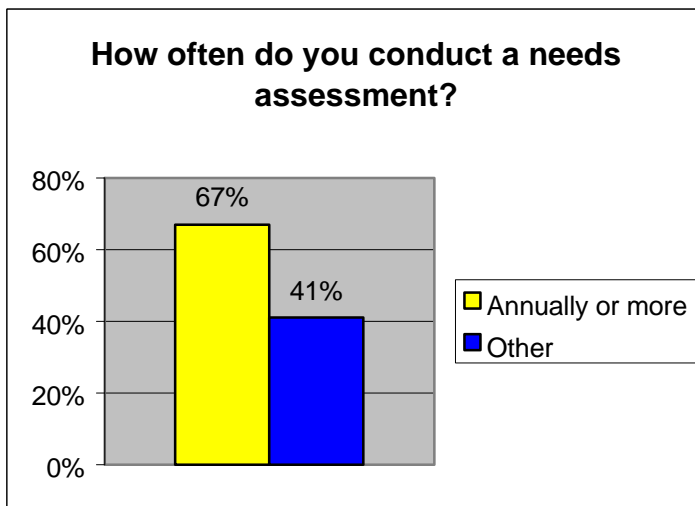
The Dates of the Most Recent Needs Assessment

The majority (34 agencies or 52 percent) of the respondents to this question indicated the year 1999 as the most recent reference date for their needs assessments.

Three agencies answered that the reference date of their most recent needs assessment is the current year 2000. These agencies include the:

- Memorial Healthcare System
- Evergina Economic Development Inc.
- Pompano Academy

Memorial Healthcare System has year 2000 needs assessment reports available on three Broward communities including targeted neighborhoods in Hallandale Beach, Davie, and Dania (Modello Park).

On-line Availability of Needs Assessments

Despite the current-day proliferation of internet activity, only four agencies answered yes to the question of whether their needs assessments are available on-line.

Although the House of Hope Inc. does not provide their own needs assessments on-line, their web address is a valuable resource of information on data sources as well as helpful links. The web address is www.house-of-hope.org.

The Coordinating Council of Broward's website is hosted on the South Florida Regional Planning Council at www.sfrpc.com/ccb.htm and makes available *The Broward Benchmarks*. This is a comprehensive document produced by the Quality of Life Committee of The CCB and provides specific data about conditions in Broward in the categories of Families and Communities, Safety, Learning, Health, Economy, Environment, and Government. Trends and goals are included for most of the indicators or benchmarks. Some indicators are based on a periodic survey of residents that includes questions regarding people's perceptions of the quality of life in Broward County.

Why Needs Assessments are Conducted

The majority (75 agencies or 83 percent) of this question's respondents conduct their needs assessment(s) to support development of an agency strategic plan; more than a third (34 agencies or 38 percent) are required to do so by a funding source; only 11 agencies (12 percent) are mandated by law.

There is very little change in the number of responses to this question between last year and this year.

Methods Utilized in Conducting Needs Assessments

Respondents of the current survey were asked what methods they utilized in conducting their needs assessments. *(Please refer to Figure 5 on the next page. The corresponding legend lists the methods in descending order of frequency of response.)* Multiple responses to this question were accepted and expected since respondents were directed to select as many as applied.

Methods that present an opportunity for collaboration among service agencies in conducting needs assessment activities include "Surveys of the Population", which refers to the community at large. This received a 46 percent response rate, i.e., 40 agencies of the 87 organizations that answered this question. Although the method of "Surveys of Clients" received the greatest number of respondents (59 agencies or 68 percent), this would only present an opportunity for collaboration if certain agencies share the same, or at least a substantial part of the same client base. "Asset Mapping of Community Neighborhood Resources", which was specified by 25 agencies or 29 percent of respondents to the question, does present potential for partnering of organizations to share efforts and/or results in obtaining this data.

Figure 5

Assessment Methods Used

Legend:
- Survey/ Clients
- Program monitoring & evaluation
- Agency resource/ service gap analysis
- Survey/ Population
- Key informant interviews
- Survey/ Providers
- Secondary data analysis
- Issue scanning/ visioning
- Community asset mapping
- Focus Groups
- Indicators/ benchmarks
- Survey/ Others
- Other
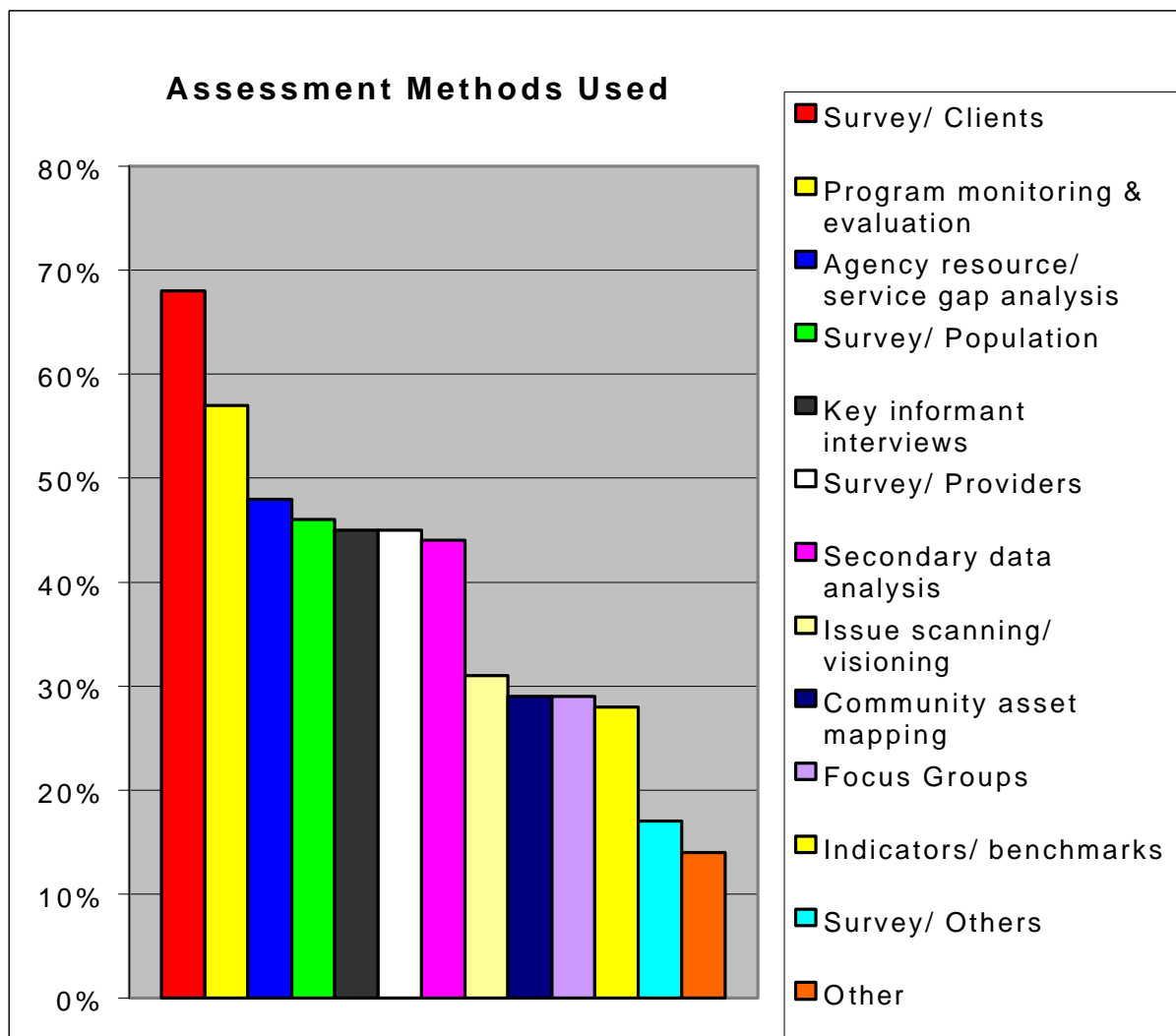
The percentage of respondents using each method is quite similar to last year's results, with each method differing by only a few percentage points from last year. However there were a few changes in the order of methods when listed in descending order. For example, "Surveys of Providers" increased the most percentage points of seven moving it from last year's seventh place to sharing fifth place this year with "Key Informant Interviews". "Agency Resource/Service Gap Analysis" moved up a notch from fourth to third place although it only increased from 45 percent to 48 percent this year. "Secondary Data" moved from third place to seventh place this year although it only decreased from 48 percent to 44 percent.

Specific geographic area on which needs assessment activities focus

Similarly to last year, a majority of 65 agencies or 73 percent of respondents to the question of what is the specific geographic area on which their needs assessments focus indicated that it is "all of Broward County". This offers great potential for collaboration among agencies.

Source of population estimates and projections used

In order to encourage the use of a consistent set of demographic and economic estimates, respondents were asked to identify the sources they use. Multiple responses were received from respondents since they were directed to select all applicable sources. Over half (63 percent) of agencies responding to this question indicate that their organization does use population estimates and projections in conducting their needs assessments. While the Census is the basic source of most estimates, the data is collected on a decennial basis. The other sources listed use the data provided by the Census to do projections and forecasts, and may use different methodologies in doing so.

The U.S. Bureau of the Census and Broward County are the most frequently used source of population estimates and projections as they were selected by the greatest number of agencies, i.e., 32 agencies (or 53 percent of the respondents to this question) and 31 agencies or (52 percent of the respondents to this question), respectively. The next source in order of use was that of the State of Florida [Executive Office of the Governor (EOG)/University of Florida (UF)/Bureau of the Economic and Business Research (BEBR)], selected by 20 agencies or 33 percent of the question's respondents. Only 17 agencies or 28 percent of respondents answered that their population estimates are self-generated.

Source of Socio-Economic Data

While 64 agencies answered yes to whether they develop a socio-economic profile of the population including such characteristics as age, sex, income, etc., eight additional agencies specified the source of data they use, increasing the total number to 72. Therefore, 70% of the agencies responding to this question develop socio-economic profiles.

The most frequently used source of the socio-economic data is Broward County, used by 30 agencies or 48 percent of respondents who identified their sources. Tabulations of client characteristics closely followed with 29 agencies or 47 percent. The U.S. Bureau of the Census came in third with 23 agencies or 37 percent. *(Please refer to Figure 6. The legend lists the sources in descending order of frequency of response.)*

Figure 6
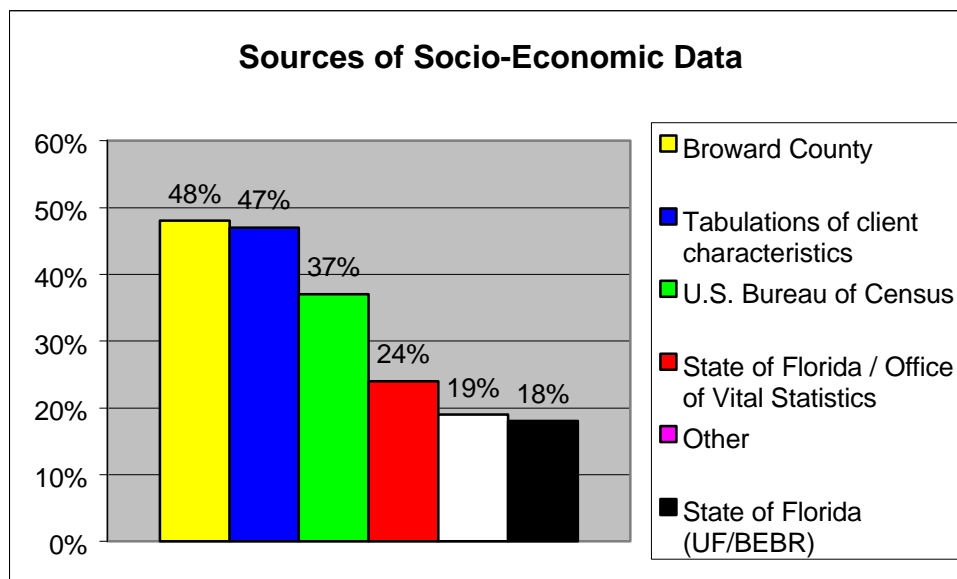
Geographic Level Used for Population Estimates/Projections/Socio-Economic Profiles

Broward County was selected by an overwhelming majority of 57 agencies or 75 percent of respondents to the question regarding the geographic level used for population estimates, projections, and socio-economic characteristic of the population. (*Please refer to Figure 7. The corresponding legend lists the geographic levels in descending order of frequency of response.*)

Figure 7

Geographic Level for Population Estimates Projections & Socio-Economic Profiles

- ■ Broward County
- □ ZIP Codes
- □ Census Tracts
- ■ Municipalities
- ■ Other
- ■ Traffic Analysis Zones (TAZs)
- □ Census Block Groups
- ■ Census Blocks

75% — 24% — 22% — 21% — 14% — 5% — 3% — 3%
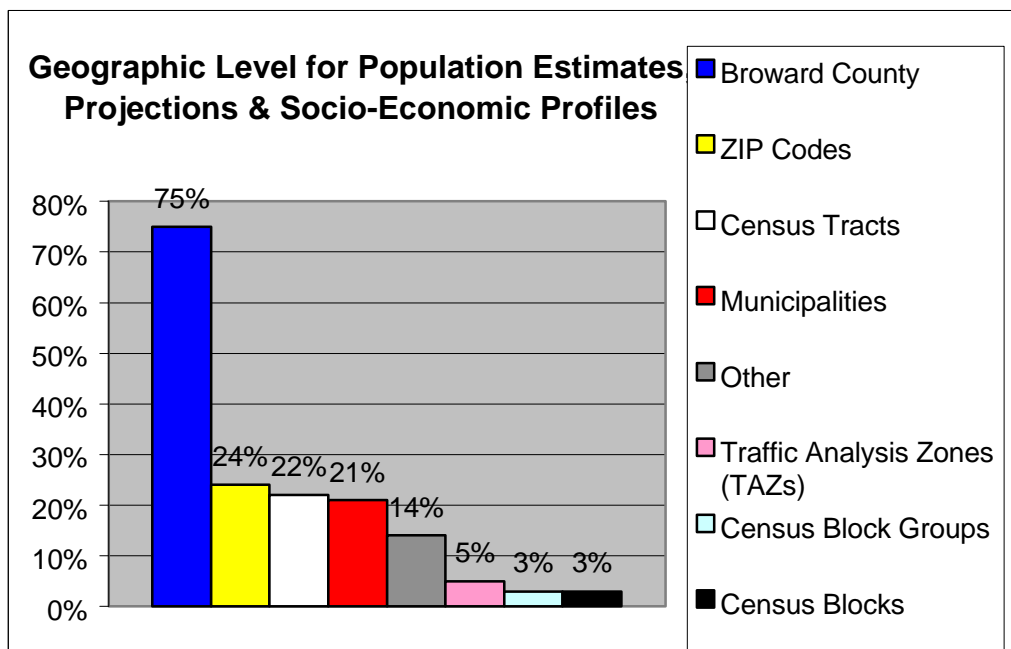
Needs Assessment Activities Planned for the Future

Agencies were asked to identify any needs assessment activities they plan to conduct within the next calendar year in the hopes that possibilities for collaborative efforts among agencies might become apparent. (*Please refer to Figure 8. The corresponding legend lists activities in descending order of frequency of response.*)

Figure 8

Needs Assessment Activities Planned for the Future

- Program monitoring & evaluation — 69%
- Surveys: Clients — 65%
- Agency resource/ service gap analysis — 35%
- Focus groups — 35%
- Key informant interviews — 25%
- Surveys: Providers — 23%
- Secondary data compilation & analysis — 22%
- Surveys: Population — 19%
- Indicators / benchmarks — 19%
- Issue scanning & visioning — 19%
- Surveys (other than listed) — 16%
- Other — 16%
- Asset mapping community resources — 15%

Survey results reveal 124 agencies are planning to conduct needs assessment activities in the future. This is a significant increase of 57 percent over the 79 agencies reported in the year 1999 Profiles and 44 percent over the 86 agencies reported in the year 2000 Profiles as having conducted needs assessments in the past.

"Surveys of the Population" possess one of the highest potentials for partnering of organizations to share efforts and/or results in obtaining data. Nine of the 24 agencies that are planning to conduct a survey of the population within the next twelve months answered that the geographic area on which their needs assessment focus is all of Broward County (question 11). Therefore, the agency names are listed below in the hopes that at least some of them will be inspired to explore the potential for incorporating their questions into one survey effort:

- Broward Community College
- Broward County Community Development Corporation
- Broward Regional Health Planning Council Inc.
- Consumer Credit Counseling Service of South Florida
- Covenant House Florida
- Gulf Stream Baptist Association
- Hospice Care of Broward County Inc.
- Salvation Army Inc.
- United Hearing and Deaf Services Inc.

Agencies are encouraged to peruse Appendix C, Table 4, to note the names and contact information for the other 15 agencies that plan "Surveys of the Population". There may be a match among two or more agencies for some of the same population targets, and/or geographic levels, even if only in part, which would allow for collaboration on planning the survey design and/or sharing of survey results.

Among the top six answers to the question, one of the most feasible candidates for collaboration would appear to be "Surveys of Providers". "Surveys of Clients" would only present an opportunity for collaboration if certain agencies share at least part of the same client base. Similarly, "Key Informant Interviews" and "Focus Groups" may be possible candidates for partnering depending upon the nature of the participants and the purpose for the needs assessments.

"Program Monitoring and Evaluation" is the type of needs assessment planned by the greatest number of respondents (69 percent). Frequently, multiple funders of a program require monitoring/evaluation. The feasibility of joint monitoring among the various funders is complicated by different evaluation forms, timing, and varying

other requirements. An effort to implement joint monitoring was initiated by a CCB subcommittee, and later suspended, after recognizing that its success required a commitment on the part of upper level management at the funding agencies. Based on voluntary joint monitoring activities that currently take place, this is a worthwhile endeavor. Council members supported this initiative, but it may require stronger endorsement or a mandate to have a system wide impact.

In comparing these results to last year's, the most dramatic differences are the increase in number of agencies that are planning the top two activities, i.e., "Program Monitoring & Evaluation", and "Surveys of Clients". Eighty-six agencies compared to last year's 53 agencies now plan to do the former, and 81 agencies compared to last year's 47 agencies plan to do the latter in the coming year. Interestingly, while the number of agencies has significantly increased, the figures expressed as percentages of respondents remain similar to last year.

Conclusion

Progress has been made in the second year of the Information Clearinghouse as respondents have become more familiar with the survey form. The process has undergone refining by the members of the Community Resource Inventory Committee (CRIC), who worked together to make the form more user-friendly its second time around. The Profile form was provided in digital format and a paper copy of the profile, as completed by the respondent the previous year, was also made available to enable updating information without requiring cumbersome rewriting of information. Perhaps most important is that many of the funding agencies have become more involved in the process, requiring the agencies they fund to complete the Profiles, as well as hosting training sessions for their fundees provided by CRIC committee members. As with any worthwhile endeavor, patience and persistence will result in an increasingly smoother process and more usable results every year the effort evolves.

As additional agencies become more comfortable with the process and realize the benefit of sharing in results of their "Agency Resource and Service Gap Analysis", The Coordinating Council of Broward will be propelled even further along on the road to truly addressing the duplication and gaps of services as well as the distribution of service locations offered within the County. This, after all, has been one of the primary motivations for The CCB s original formation as well as its continued activities as clearly expressed in the Vision, Problem, and Mission Statements. (*Please refer to the Appendix for contact information for each organization who have planned needs assessment activities for the next calendar year.*)

APPENDIX A

Part V of the Organizational Profile

Part V. Community Assessment Activities

> The CCB's Community Assessment Information Clearinghouse will create an information base to promote coordination and collaboration in the preparation of needs assessments for planning.

Date _____   **Organization Code** <u>FCHB#</u> _____   **Page** ____ **of** ____

1. Does your organization conduct a formal needs assessment?   Yes   No

2. Do you use a needs assessment prepared by another organization?   Yes   No

    If yes, identify the organization. _____

3. Have you collaborated with another agency to conduct a needs assessment?   Yes   No

    If yes, identify the organization and when. _____

> **Stop!! If you do <u>not</u> conduct your <u>own</u> formal needs assessment, skip to Question 15.**

4. How often do you conduct a needs assessment?   Annually or more often

    Other (please specify) _____

5. What is the date of the most recent needs assessment completed? _____

6. Where can a copy of the most recent needs assessment be obtained? _____

    _____ Who is the contact? _____

7. Is some or all of the most recent needs assessment available on-line?   Yes   No

    If yes, please provide the on-line address. _____

8. Please answer the following questions about the most recent needs assessment you conducted.

    What was the purpose? _____

    What was the target population and time period? _____

9. Why do you conduct a needs assessment? Mark (x) all that apply.   Required by law
    Required by one or more funding sources   To develop an agency (strategic) plan

    Other (please specify) _____

10. What methods do you utilize in conducting a needs assessment? Mark (x) all that apply.
    Issue scanning and visioning   Asset mapping of community / neighborhood resources
    Secondary data compilation and analysis   Key informant interviews
    Agency resource / service gap analysis   Focus groups
    Program monitoring and evaluation   Indicators / Benchmarks (including incidence rates)
    Survey(s) of   Population   Clients   Providers   Others

    Other (please specify) _____

11. Is there a specific geographic area on which your needs assessment activities focus, or do you assess all of Broward County?   All of Broward County

    Specific area (please specify) _____

12. In conducting a needs assessment, do you use population estimates and projections?   Yes   No
    If yes, what is the source of the estimates and projections you use? Mark (x) all that apply.
    Self-generated   U.S. Bureau of the Census   State of Florida (EOG, UF/BEBR)

    Broward County   Other (please specify) _____

13. In conducting a needs assessment, do you develop a socio-economic profile of the population, including such characteristics as age, sex, marital status, race, ethnic origin, income, poverty level, household composition, etc.?   Yes   No

    If yes, what is the source of the socio-economic data you use? Mark (x) all that apply.

      Tabulations of client characteristics   U.S. Bureau of the Census   Broward County

      State of Florida / UF / BEBR   State of Florida / Office of Vital Statistics

      Other (please specify) _____

14. In conducting a needs assessment, what is the geographic level at which you currently use population estimates and projections and the socio-economic characteristics of the population? Mark (x) all that apply.

      Broward County   Municipalities   ZIP Codes   Traffic Analysis Zones (TAZs)

      Census Tracts   Census Block Groups   Census Blocks

      Other (please specify) _____

> **Note!! Begin again here if you skipped after Question 3. Otherwise, continue.**

15. Do you plan to initiate or complete any of the following needs assessment activities during the next 12 months? If yes, please mark (x) the appropriate boxes, indicate the month/year when you will initiate, and give a brief description of what you plan to do.

      Issue scanning and visioning   Month/Year: _____

Brief description _____

      Secondary data compilation and analysis   Month/Year: _____

Brief description _____

      Indicators / Benchmarks (including incidence rates)   Month/Year: _____

Brief description _____

      Agency resource / service gap analysis   Month/Year: _____

Brief description _____

      Asset mapping of community / neighborhood resources   Month/Year: _____

Brief description _____

      Key informant interviews   Month/Year: _____

Brief description _____

      Focus groups   Month/Year: _____

Brief description _____

      Program monitoring and evaluation   Month/Year: _____

Brief description _____

Survey(s) of   Population   Clients   Providers   Others _____

Brief description _____

      Other (please specify) _____

_____

16. Please identify the person to contact about needs assessment activities.

      Name _____ Phone/Ext (   ) _____

APPENDIX B

Detailed Tabulations of Part V of the Organizational Survey

Tabulated Responses to Questions Regarding Assessment Activities

In the following tables, the percentages may not total 100 due to the rounding of all response percentages to the nearest whole number and the fact that respondents were allowed multiple answers for some questions.

Question 1: Does your organization conduct a formal needs assessment?			
Answers	Responses	% of Respondents Answering this Question	% of Total Survey Respondents
Yes	86	32	32
No	179	68	66
Total responses to question	265	100	98
No response	6		2
Total survey respondents	271		100

Question 2: Do you use a needs assessment prepared by another organization?			
Answers	Responses	% of Respondents Answering this Question	% of Total Survey Respondents
Yes	78 (*30 of those who answered yes to this question also answered yes to question 1. Therefore 48 agencies that do not conduct their own needs assessment use that of another organization*)	34	29
No	153	66	56
Total responses to question	231	100	85
No response	40		14
Total survey respondents	271		100

Question 3: Have you collaborated with another agency to conduct a needs assessment?			
Answers	Responses	% of Respondents Answering this Question	% of Total Survey Respondents
Yes	66	32	24
No	140	68	52
Total responses to question	206	100	76
No response	65		24
Total survey respondents	271		100

Question 4: How often do you conduct a needs assessment?			
Answers	Responses	% of Respondents Answering this Question	% of Total Survey Respondents
Annually or more	58	67	21
Other	35	41	13
Total responses to question	93		
Total respondents to question	86 *(because seven agencies answered both annual and other)*	100	32
No response	185		68
Total survey respondents	271		100

Question 5: What is the date of the most recent needs assessment completed?		
Answers	Responses	% of Respondents Answering this Question
• 2000	3	5
• 1999	34	52
• 1998	23	35
• 1997	3	5
• 1996	1	2
• 1995	1	2
Total responses to question	65	100

[Question 6 is a narrative/text answer not included here]

Question 7: Is some or all of the most recent needs assessment available on-line?		
Answers	Responses	% of Respondents Answering this Question
Yes	4	4
No	94	96
Total responses to question	98	100
No response	173	
Total survey respondents	271	

[Question 8 is a narrative/text answer not included here]

Question 9: Why do you conduct a needs assessment?		
Answers	Responses	% of Respondents Answering this Question
Required by law	11	12
Required by funding source(s)	34	38
To develop agency (strategic) plan	75	83
Other	27	30
Total responses	147	
Total respondents to question	90	100
Total survey respondents	271	

Question 10: What methods do you utilize in conducting a needs assessment?		
Answers	Responses	% of Respondents Answering this Question
Issue scanning and visioning	27	31
Asset mapping of community / neighborhood resources	25	29
Secondary data compilation and analysis	38	44
Key informant interviews	39	45
Agency resource / service gap analysis	42	48
Focus groups	25	29
Program monitoring & evaluation	50	57
Indicators / benchmarks	24	28
Surveys of: Population	40	46
Clients	59	68
Providers	39	45
Others	15	17
Other	12	14
Total respondents to question	87	100
Total Survey Respondents	271	

Question 11: Is there a specific geographic area on which your needs assessments activities focus, or do you assess all of Broward County?		
Answers	Responses	% of Respondents Answering this Question
All of Broward County	65	73
Specific area	24	27
Total respondents to question	89	100
Total Survey respondents	271	

Question 12: In conducting a needs assessment, do you use population estimates and projections?		
Answers	Responses	% of Respondents Answering this Question
Yes	62*	63
No	36**	37
No response	173**	0
Total respondents to question	98♦	100
Total Survey respondents	271	

*While 55 respondents answered yes to this question, 7 additional agencies answered the next part of the question specifying sources of estimates they use, increasing the total amount of agencies that use population estimates/projections to 62.

**While 41 respondents originally answered no to this question, 5 of those indicated in the next part of the question that they do use some source of population estimates.

***While 175 respondents left this answer blank, 2 of them indicated in the next part of the question that they do use some source of population estimates.

¨ As adjusted per above.

Question 12a: If yes, what is the source of the estimates and projections you use?		
Answers	Responses	% of Respondents Answering this Question
Self-generated	17	28
U.S. Bureau of the Census	32	53
State of Florida (EOG, UF/BEBR)	20	33
Broward County	31	52
Other	15	25
Total responding agencies to question	60*	100
Total Survey respondents	271	

*Two of the agencies that responded 'yes' to the question of whether they use population estimates and projections did not answer this question in terms of specifying the source of their estimates/projections.

Question 13: In conducting a needs assessment, do you develop a socio-economic profile of the population, including such characteristics as age, sex, marital status, race ethnic origin, income, poverty level, household composition, etc.?		
Answers	Responses	% of Respondents Answering this Question
Yes	72*	70
No	31**	30
No response	168***	0
Total respondents to question	103⁺	100
Total Survey respondents	271	

While 64 respondents answered yes to this question, 8 additional agencies answered the next part of the question, specifying sources of socio-economic data they use. This increases the total amount of agencies that use socio-economic data to 72 agencies.

**While 37 respondents originally answered no to this question, 6 of them indicated in the next part of the question that they do use some source of population estimates.*

***While 170 respondents left this answer blank, 2 of these indicated in the next part of the question that they do use some source of population estimates.*

⁺ *As adjusted per above.*

Question 13a: If yes, what is the source of socio-economic data you use?		
Answers	Responses	% of Respondents Answering this Question
Tabulations of client characteristics	29	47
U.S. Bureau of the Census	23	37
Broward County	30	48
State of Florida (UF/BEBR)	11	18
State of Florida/Office of Vital Statistics	15	24
Other	12	19
Total respondents to question	62*	100
Total survey respondents	271	

10 of the respondents who answered 'yes' they develop socio-economic profiles did not answer this question.

Question 14: In conducting a needs assessment, what is the geographic level at which you currently use population estimates and projections and the socio-economic characteristics of the population?		
Answers	Responses	% of Respondents Answering this Question
Broward County	57	75
Municipalities	16	21
ZIP Codes	18	24
Traffic Analysis Zones (TAZs)	4	5
Census Tracts	17	22
Census Block Groups	2	3
Census Blocks	2	3
Other	11	14
Total respondents to question	76	100
Total Survey respondents	271	

Question 15: Do you plan to initiate or complete any of the following needs assessment activities during the next 12 months?			
Answers		Responses	% of Respondents Answering this Question
Issue scanning and visioning		23	19
Secondary data compilation and analysis		27	22
Indicators / benchmarks		24	19
Agency resource / service gap analysis		43	35
Asset mapping of community / neighborhood resources		18	15
Key informant interviews		31	25
Focus groups		43	35
Program monitoring & evaluation		86	69
Surveys of:	Population	24	19
	Clients	81	65
	Providers	29	23
	Others	20	16
Other		20	16
Total respondents to question		124	100
Total Survey Respondents		271	/

APPENDIX C

Selected Lists of Survey Data for Individual Respondents

1. Alphabetical Listing of CCB Needs Assessment Survey Respondents
2. List of Survey Respondents Conducting Needs Assessments
   Frequency, Most Recent and Contact
3. List of Survey Respondents Conducting Needs Assessments
   Methods Utilized
4. List of Survey Respondents Who Plan to Conduct Needs Assessments
   in the Future