



# CONDUCTING NEEDS ASSESSMENTS

*From the Title VI Director's Manual - 2007*

Indian Health Service Long Term  
Care Conference

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ADMINISTRATION ON AGING  
NATIONAL RESOURCE CENTER ON  
NATIVE AMERICAN AGING

## Topics & objectives



- What is a needs assessment?
- Conducting local needs assessments.
- Understand the reasons for conducting a needs assessment.
- Using needs assessment data.

## Why conduct a needs assessment?

It allows you to *identify and document issues* that are important for your community.

It assists you in *locating options* for addressing the needs identified by your community.

It assists you in *assessing options and developing an action plan* to address your local needs

It *provides documentation* required for planning and grant purposes.



## Uses For The Data

- Planning, advocating, and funding services for our elders.
- Required by the Administration on Aging (AoA) for renewal of the Title VI Native Elder Nutrition Programs Grant.
- Document disparities, prioritize issues, assist in long-term care planning, advocate for resources, support efforts for addressing the needs identified in the assessment.
- For more information on data uses go to:
  - NRCNAA Tool Kit Project:  
<http://medicine.nodak.edu/crh/nrcnaa/toolkit>



## Where can I find the needed data?

### Census Data

- Data from the 2000 census can be located:
  - [http://factfinder.census.gov/home/aian/sf\\_aian.html](http://factfinder.census.gov/home/aian/sf_aian.html) - 526 tribes, demographic data provided.
  - [http://factfinder.census.gov/home/aian/sf2\\_sf4.html](http://factfinder.census.gov/home/aian/sf2_sf4.html) - for larger groupings containing numerous tribes in a single organization data.
  - The 2000 census data - Estimates for years between censuses can be found at <http://www.census.gov/popest/estimates.php>
    - May be restricted to data for counties and not for your service areas or reservations.

Hawaiian sites should use the Hawaiian Data Center

## Where can I find the needed data? (cont.)

### *Census Data Centers*

*Each state has a Census Data Center. For contact info go to:*

*<http://www.census.gov/sdc/www/>*

- *Serve as the central location for demographic statistics for the state.*
- *Receives a wide array of data from state and local sources.*
- *May be able to address questions about the demographic profile of your service area.*

## **Where can I find the needed data? (Cont.)**

### **Future Populations**

#### **POPULATION PROJECTIONS FOR YOUR SERVICE AREA**

Many states have a series of projections for population for counties that are useful in anticipating the future.

- Provide a scenario for use in planning processes.
- Broken down by age and sex.
- Normally at county level.

## **Where can I find the needed data? (Cont.)**

### **Future Populations**

Indian Health Service Office of Public Health,  
Division of Community and Environmental Health.

- Population statistics broken down by age and sex for each service unit.
- Life table statistics for each service area.
- NRCNAA provides you population forecasts for service units based upon this data.

## Where can I find the needed data? (Cont.)

### Future Populations

- Elderly Indian populations are growing.
- The growth of population at advanced ages brings increased needs for services, e.g., health care and social.
- Rates for needs measured today can be extrapolated to the larger community today, and in the future.
- Similar computations can be done with specific chronic diseases, obesity or any prevalence rate.
- **Assists you in seeing what the future is likely to bring!**

## How do we get local data on our Elders needs?

- NRCNAA provides a standardized, self-administered instrument to you that can be read by optical scanning equipment.
- The survey can be viewed at:  
<http://www.med.und.nodak.edu/depts/rural/nrcnaa/pdf/surveyinstrument.pdf>.

### **Use of this instrument will:**

- Enable you to develop local data for planning and grant applications.
- Enable you to train volunteers to help with data collection
- Expedite data entry, ensuring that you get results quickly
- Allow you to gain data at substantially reduced costs.

## Community Assessment Survey Data

### What it contains:

- General health status
- Indicators of chronic disease
- Measures of disability - Activities of Daily Living (ADLs)
- Instrumental Activities of Daily Living (IADLs)
- Indicators of visual, hearing and dental problems
- Tobacco and alcohol use patterns
- Diet, nutrition and exercise
- Weight and weight control (BMI indicators)
- Social support patterns, housing and work
- Health care access
- Unmet needs
- Use and acceptance of services

## Why Local Survey Data?

Community needs assessments involve identifying and assessing local community needs. Objective data for evaluating the status and needs of your communities elders are essential. Local surveys obtain data that permits an unbiased examination of the needs and provides us with an opportunity to document these needs for key funding agencies.

You should be aware, however, that this type of systematic community diagnosis might yield results that are upsetting. While people may talk willingly about their health, an assessment may tell them that they have high risk factors for obesity, inactivity and such. We often would prefer not to be told that we need to eat better, lose weight and get more exercise.

## Why local survey data?

### Continued

#### Survey advantages:

- Representative cross section of the community.
- Anonymous survey response.
- Detailed information about behavior, attitudes, beliefs, attributes and opinions can be recorded.
- Cross tabulation can help profile problems and assist in targeting programs.
- Lower in cost and consume less time than many alternatives.
- Reach people who live in more isolated parts of the community.

## The Survey

In conducting surveys, the National Resource Center recommends:

- face-to-face surveying
- volunteers trained to ask the questions and fill out the survey for their elders
- \* **Have a complete list of the population**
- \* Sampling may be used - In many cases the population of elders is small enough that you can interview all of them.
- Larger populations: properly selected representative sample given to you by NRCNAA staff.

*The larger the sample, the greater the precision.*

## The Survey (continued)

<i>APPROXIMATE SAMPLE SIZE REQUIRED</i>		
<i>POPULATION</i>	<i>SAMPLE</i>	<i>20% OVER</i>
<i>SAMPLE</i>		
200	134	160
300	172	206
400	200	240
500	222	266
600	240	288
700	255	306
800	267	320
900	277	332
1000	286	343
1500	316	379
2000	333	399
2500	345	414
3000	353	423

## How to draw a sample from your list.

**Step 1** - Obtain a list of the elders in your community.

- This may require combining lists from more than one source, but is usually readily available from tribal offices.

**Step 2** - Systematic random sampling is recommended.

- Staff at the NRCNAA will explain and guide you through this process.

## How to draw a sample from your list (continued).

To use this approach

- Know what proportion you need to draw.
- Over sample - include a 20% **oversample** to allow for people who cannot be found or are unwilling to participate.
- Have a random start point – draw a number from a hat.  
Example: You want to use 25% of your population, you would randomly select a number between 1 and 4 and then select every 4th name thereafter. If you start with # 2, you would take the 6th, 10th, 14th 18th and so forth.

**Remember: If you use the National Resource Center on Native American Aging, they will assist you with determining sample size and how to draw your sample. Call toll free – 1 800 896-7628.**

## How to collect survey data.

Face-to-face interviews are recommended:

- Yield excellent response rates
- More complete responses.
  - Train the interviewers – practice interviewing each other to become familiar with the questions.
  - A guide to interviewing can be found at:  
<http://www.med.und.nodak.edu/depts/rural/nrcnaa/pdf/interviewguide.pdf>
  - Contact each person on the list. Try different times of the day and days of the week for those not at home or call to arrange a time for a visit. Try each person at least 3 times.
  - Keep records for each attempt and for each completed interview to avoid duplication.
  - Always thank people for talking with you and let them know where to look for the results.

## Getting the results.

The NRCNAA will . . .

- Code the data for statistical analysis.
- Create a data file for your tribe.
- Create standard measures (such as Body Mass Index, ADL and IADL limitations, chronic diseases and service uses).
- Prepare tabulations for the responses using SPSS (Statistical Package for the Social Sciences).
- Compare your tribe with national data and with Native American elders in the combined data for participating tribes.

## Getting the results (continued).

The NRCNAA will also . . .

- Generate a comparison sheet including your tribe's data, national data and data for all Native American elders. A sample comparison sheet can be seen on the NRCNAA website.
- Direct you to the proper data to use in addressing the need for documentation.

## Provider Profiles – Elder Services Locator

- **Provider profiles**
  - Establish whether your community has the services available to its residents
  - Where these services exist.
- **Elder Service Locator**
  - Established jointly by the three national resource centers, N4A, and Kaufmann and Associates.

## Final Overview



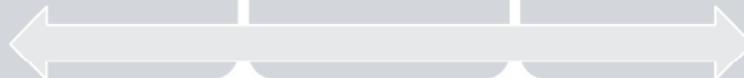
The assessment survey determines the rates for specific types of needs for your local community.



When these rates are applied to population data, you get an estimate of the total numbers of older persons who present each type of need.



After determining the higher levels of need, you can determine the extent of unmet need by examining the service locator data. Needs, without available services, can be clearly identified.



## Needs assessment summary

A needs assessment should be conducted every three years to document changes.

A needs assessment is required by the Administration on Aging for Title VI projects.

AoA, the NRCNAA, and others can assist you with conducting a good needs assessment

A needs assessment is a method to document local needs.

Data from a needs assessment can be used for planning purposes.

## For More Information:



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