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.

Step 1: Planning & Timing

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)	☐ Youth ☐ Parents/ Families/ Caring Adults ☐ Elders or Tribal Leaders Community Members ☐ Schools or Other Implementation Sites ☐ Partner Organizations ☐ Other (List)		

*Adapted from Healthy Native Youth: Virtual Adaptation Guide

Step 1: Planning & Timing

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:	☐ Sun Safety Attitudes ☐ Sun Safety Behaviors ☐ Sun Shade Structures ☐ Program Content/Topics ☐ Recruitment/ Retention ☐ Logistics ☐ Program Implementation ☐ 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:	**Paper or Document** ☐ In-Person Form or Survey ☐ Mail Survey (include Self-addressed envelope) ☐ Email Attachment or Questions **Electronic** ☐ Social Media Poll ☐ Survey Link or Online Form ☐ Zoom Breakout Rooms/ Poll feature ☐ Other: **Interview** ☐ In-person ☐ Phone ☐ 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: ☐ 2 weeks from time of registration ☐ 2 weeks to recruit (X) youth ☐ 1 week to schedule with (X) elders ☐ 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: ☐ 2 weeks from closing registration time ☐ 2 weeks from recruitment target reached ☐ 1 week from completing phone calls ☐ 1 week from completion of program		

*Adapted from Healthy Native Youth: Virtual Adaptation Guide

Step 2: Distribute & Collect Feedback

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	☐ Youth Event Name: ☐ School Event Name: ☐ Community Event Name: ☐ Tribal Event Name: ☐ Parent Event Name: ☐ Cultural Event Name: ☐ Create Own Event Name: ☐ Other Name:			

Step 2: Distribute & Collect Feedback

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

*Adapted from Healthy Native Youth: Virtual Adaptation Guide

Guiding Question 3:

How will you follow-up to collect feedback?

Activity	Reminder Type	Reminder Date	Final Reminder Date	Who is Responsible
How and when will you remind folks to submit their feedback?	☐ Phone calls List: ☐ Emails/ Email Listserv List: ☐ Youth/Tribal/Local Newsletters List: ☐ Local or Tribal Radio Stations List: ☐ Local or Tribal Newspapers List: ☐ Social Media Channels List: ☐ Partner Channels (e.g. school, tribal clinic, Boys & Girls Club, etc.) List: ☐ Other:			

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

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?	☐ Make decisions to align implementation to existing policies at schools/ Tribe List: ☐ Guide the Sun Safety program content and development based on youth needs, resources and wants List: ☐ Inform cultural teachings to include in policy & program List: ☐ 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
How will you let folks know about the CNA results?	☐ Parent/ Youth Event List: ☐ Video Event List: ☐ Youth Newsletter List: ☐ Tribal Newsletter/ Local Newspaper List: ☐ Local or Tribal Radio List: ☐ Social Media List: ☐ Partner Channels (e.g. school, tribal clinic, Boys & Girls Club, etc.) List: ☐ Email Listserv List: ☐ Constant Contact List: ☐ Other:		

*Adapted from Healthy Native Youth: Virtual Adaptation Guide

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

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.

*Adapted from Sun Safe Colorado Assessment Survey

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.

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.

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

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

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.

*Adapted from Sun Safe Colorado Assessment Survey