

NEEDS ASSESSMENT CHECKLIST	Y/N	Notes
The agency has a Comprehensive Community Needs Assessment document that was created within the past 3 years (and has been approved by the board and shared out).		
The Comprehensive Community Needs Assessment document identifies the community being assessed (could be service area or other designation), and describes the geographic location the agency is funded to serve.		
Identifies the general population in the area (age, ethnicity, geographic area, language, etc.) AND the population with low income		
The Community Needs Assessment includes a variety of data from reliable sources, including:		
Quantitative Data, from a variety of sources-National (US Census, US Department of Labor, etc.) and Local (crime statistics, board of education, public benefits usage, tallied surveys, etc.)		
Qualitative data from a variety of sources, including customers, about their needs and the needs of the community		

Customer Satisfaction Data-specific to the customer's experience with the agency		
Resources (in the community)		
Agency Report Data is included to create the community profile (can be quantitative, such as demographics and scope of service provided and outcomes achieved, or qualitative in the form of success stories).		
<p>The needs are identified as <i>family, agency, and community levels</i></p> <ul style="list-style-type: none"> <li>• Family (does the need concern individuals and families who have identified things in their own life that is lacking),</li> <li>• Agency (did the data identify areas where the agency does not have resources or capacity to respond to an identified need), or</li> <li>• Community (does the issue impact the community as a whole, not just customers or potential customers of the agency).</li> </ul>		
Identifies the prioritization technique		
Identifies the involvement of the Board of Directors in the assessment process (clearly describes the process the agency and board used to analyze the data)		
Identifies key findings and recommendations		

NOTES: