

Effective Needs Assessment Framework

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Project Summary

A Needs Assessment is a process for determining and addressing needs, or "gaps" between current conditions and desired conditions, often used for improvement in individuals, organizations, or communities.

This project is intended to provide a framework that agencies across the State of Ohio can use to develop and conduct their own needs assessments.

In addition, the framework will be used to develop a tailored procedural manual for the Ohio EPA's 2012 Clean Watersheds Needs Survey.

- Create a blueprint for developing and conducting needs assessments
- Tailor the above blueprint to be used for the Ohio EPA's 2012 Clean Watershed Needs Survey.

Project Goal

The intent of this document is to provide the State of Ohio's executive agencies with a basic framework with which a needs assessment survey can be created and conducted. The document also provides a plan by which the data generated by the survey can be interpreted and reported. The publication of this report of findings represents the primary outcome associated with conducting a needs assessment survey.

Project Outcome

This document provides an outline of the eleven steps attributed to conducting a comprehensive needs assessment survey. It is important to note that this document is a framework only. Not all elements and steps detailed herein will apply to every needs assessment survey conducted by a state agency. Ultimately, every needs assessment survey must be tailored to meet the objective(s) of the individual agency.

Project Benefits

A Needs Assessment is a systematic evaluation of the way things are, why they are that way and the way they should be. These "things" are usually associated with organizational and/or individual performance. Needs assessments are essential to resource allocation and planning. An assessment plan is based on an agency's effort to draw information from a specific sample audience. This information is then used by the agency to create an action plan that helps their stakeholders receive desired services or meet specific needs. The information generated from the assessment data is also documented in reports for future use. Many agencies have only one survey that considers the needs of all the stakeholders and audiences in general terms. For state agencies with numerous or diverse functions and complex planning needs, additional surveys that address particular problems or the needs of specific stakeholders and audiences may be required.

Project Team

For more information about this project, contact team members

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