Completing your Needs Assessment Deliverable Packet

March 27, 2019 **Family Health Outcomes Project, UCSF**

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Presentation Outline & Objectives

- Demonstrate where to locate the Deliverables packet on FHOP's website

- Review the sections of the packet and instructions for what to include

- Walk through the forms in the packet and how to add stakeholders, problems, narratives, and data

- Share sample completed packets

Deliverables essentially the same as last Needs Assessment

- Still Short – only 4 forms to complete (A – D).
- Forms A – C   due by June 14th, 2019
- Form D – Action Plans are due by March 13, 2020
- Goal of new forms: ease burden on LHJs and improve State's ability to summarize information for Title V application
- Narrative sections in deliverable forms have word limits – be brief and concise
- If you exceed the word limit in a narrative section, you will not be able to see text beyond the word limit
- County Profile much shorter – 2 pages max

Locating your Deliverable Packet

- Posted on the FHOP's website:

  https://fhop.ucsf.edu/maternal-child-and-adolescent-health-mcah-local-health-jurisdictions-lhj-title-v-needs-assessment

- Link directly to Deliverable Packet

  https://fhop.ucsf.edu/sites/fhop.ucsf.edu/files/custom_download/Deliverable%20Forms%20All%20%28Shared%20Version%20March%202019%29.pdf

Sections of your Deliverable Packet

- Timeline and Deliverables
  - listing of due dates and deliverables

- Resources
  - Has link to resources on FHOP's website for LHJs to use for complete their deliverables:
    - Community Health Status Reports (Overview and Details)
    - FHOP Indicator DataBooks
    - Priority Problems List
    - MCAH Health Problem Prioritization Worksheet
    - Sample Problem Analysis Diagrams
    - Sample 5-Year Action Plans

- Forms A – D
  - Note: You must select a LHJ on first page to see rest of forms

Deliverable Form A
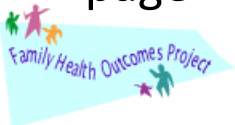
Stakeholders/Community Partners

- List Stakeholders/Community Partners you consulted with to complete your Needs Assessment, the individual's initials, and the sector they represent

- Do not submit additional lists of stakeholders, enter all information onto Form A

- You can click the "Expand List" button on the form and it will give you more space to list additional stakeholders

Deliverable Form B

Problem Statements, Strategies, and Partners

- Complete Deliverable Form B for each local problem. Identify **all** local problems, including those that you may not have the resources or capacity to address

- For problems that you identify but will **NOT** be working on, you won't be prompted to enter strategies to address the problem or list stakeholders that will help address the problem

- All LHJs must list at least 2 problems in the Maternal domain, 2 problems in the Infant domain, and at least 1 problem in each of these domains: Child, Children and Youth with Special Health Care Needs (CYSHCN), and Adolescent. If resources allow, LHJs may also identify additional problems that they may place under any of the population domains or in MCAH goal 6.To add additional problems, click "Add Problem" button on Problem 3 page

Deliverable Form B (cont.)

- All LHJs must list at least:
- 2 problems in the Maternal domain,
- 2 problems in the Infant domain,
- At least 1 problem in the Child Domain
- At least 1 problem in the Children and Youth with Special Health Care Needs (CYSHCN)
- At least 1 problem in the Adolescent domain.
- If resources allow, LHJs can identify additional problems under any of the population domains or in MCAH goal 6.
- To add additional problems, click "Add Problem" button on page 12

Deliverable Form C

Capacity Needs

- Capacity needs are resources you require to better address the problems of your community and could include items such as staff training, information on best practices, additional staff, or improved data

- The information on this form will help the State MCAH identify how they can best support your efforts

Review Blank Deliverable Packet and Instructions

Questions?

Contact Information

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