

## ***Plan to Develop Human Services Strategic Resource Plan/Needs Assessment***

Purpose: To better understand the people we serve, the environment in which they live, make adjustments to align resources with future demands and improve the quality of life for individuals and families in Fairfax County.

### **Objectives**

- Understand cross system trends and needs
- Identify available resources to address needs
- Identify service and resource gaps
- Educate practitioners and community stakeholders
- Inform program and service delivery decisions
- Guide policy decisions

<b>PROJECT PHASE</b>	<b>ACTIVITIES</b>	<b>PRIMARY RESOURCES</b>	<b>TIMELINE</b>
<b>Phase I Secondary Data Collection</b>	<ul style="list-style-type: none"> <li>• Collect information from existing reports, files and publications. <i>Information sources will be both internal and external</i> <ul style="list-style-type: none"> <li>○ Demographic data</li> <li>○ Programmatic data</li> <li>○ Agency publications</li> <li>○ Trends documents</li> <li>○ Issue specific reports</li> </ul> </li> <li>• Conduct preliminary review and analysis</li> <li>• Use the 6 Human Services focus areas to organize data</li> <li>• Identify additional research and data collection required</li> </ul>	<ul style="list-style-type: none"> <li>• Boards, Authorities and Commissions</li> <li>• Businesses</li> <li>• Community-Based Organizations</li> <li>• Civic Associations</li> <li>• Facilities to host input sessions</li> <li>• Faith-Based Organizations</li> <li>• Fairfax County Public Schools</li> <li>• Home Owner Associations</li> <li>• Human services leadership</li> <li>• Program participants</li> <li>• Reports and Documentation</li> <li>• Service providers</li> <li>• Trained staff</li> <li>• Technological resources for analysis</li> <li>• Universities</li> </ul>	<b>January - April</b>
<b>Phase II Primary Data Collection</b>	<ul style="list-style-type: none"> <li>• Gather input from key stakeholders and community partners                             <ul style="list-style-type: none"> <li>○ Determine information needed and from whom. Include public and private stakeholders as well as program participants</li> <li>○ Use the 6 Human Services focus areas to organize input process</li> <li>○ Identify strategies to collect information from stakeholder groups (<i>Interviews, listening sessions, focus groups, electronic surveys, etc.</i>)</li> <li>○ Develop communication plan to reach informants</li> </ul> </li> </ul>		<b>April - July</b>
<b>Phase III Analysis and Reporting</b>	<ul style="list-style-type: none"> <li>• Analyze information                             <ul style="list-style-type: none"> <li>○ Evaluate strengths, weaknesses, opportunities and threats</li> <li>○ Develop geographical information system (GIS) and asset maps</li> <li>○ Use statistical analysis tools</li> <li>○ Develop gap analysis</li> <li>○ Identify trends and themes</li> </ul> </li> <li>• Highlight strategies to address future trends</li> <li>• Develop report and share results with stakeholders</li> </ul>		<b>August – November</b>  (Briefing to BOS Dec/Jan 2016)