

Fairfax County

2015 Human Services Needs Assessment



Meetings-on-the-Go

A great way for groups of all sizes and interests to discuss human services needs and share their perspectives.



Fairfax County is seeking your ideas about the future of human services and how we can strengthen outcomes for individuals, families and children.

Your input is critical to help us better understand human services needs in the community. Using this *Meetings-on-the-Go* tool is one of several ways you can share your opinion, have your voice heard and help us gain a better understanding of the strengths and challenges that residents currently face.

Thank you for hosting a meeting!

Meetings-On-The-Go Contents

1. HOST INSTRUCTIONS
2. MEETING SIGN-IN SHEET
3. INDIVIDUAL RESPONSE SHEETS
4. GROUP RESPONSE SHEET
5. OPTIONAL INDIVIDUAL QUESTIONS
6. HOST FEEDBACK FORM
7. RETURN INSTRUCTIONS



March 2015
A Fairfax County, Va., publication.



To request this information in an alternative format, please call 703-324-4600, TTY 711.

Host Instructions

Please read this packet and become familiar with the materials. Understanding this packet will help you envision how you wish to conduct your meeting before you begin.

ROLE OF THE HOST:

- To read and administer the instructions and guidelines
- To ensure each person has an equal opportunity to respond
- To keep the meeting on track and productive
- To organize all of the materials
- To return the necessary documents by July 1, 2015 (*see back page for instructions*)

MATERIALS NEEDED:

- Meeting instructions
- Meeting sign-in sheet
- Pencils/Pens
- Several copies of the Individual Response Sheet (two pages), Group Response Sheet (one page) and the Optional Individual Questions Sheet
- Host feedback form
- Return instructions

PREPARE:

- **INVITE** a small group of 8 to 12 people to your meeting. Send your invitations by e-mail or phone. Alternatively, if you hold this discussion at a regularly scheduled meeting of your group, please make sure it is placed on the agenda for that meeting. Covering the meeting materials may take anywhere between 30 minutes to just over an hour.
- **FIND** a location for your meeting that is easily accessible and comfortable enough to fit your entire group.
- **REMIND** the participants about the meeting one or two days in advance.
- **SET UP** your location on meeting day. Print out enough copies of the meeting materials and sort them into sets for participants. Each participant should have three documents for their use during the meeting – the **Individual Response Sheet (two pages)**, the **Group Response Sheet** and the **Optional Individual Questions**. These documents are contained on pages 7 - 10 of this packet.
- **DETERMINE** who will be the note-taker and document the meeting.

FACILITATE:

- **MAKE SURE** all participants are signed in on the sign-in sheet.
- **START** your meeting with the brief introduction about the Needs Assessment and Meeting Overview (*see next page*).
- **REVIEW** the ground rules (*see next page*).
- **ASK** the questions to the group.
- **DISCUSS** the questions, recording them on a sheet of paper or white/chalk board if desired.

RETURN:

- **FOLLOW** the instructions (*see last page*) to return your information. Please be sure to identify your group and enter that name and meeting date on each sheet. The materials can be sent by email or mail.
- **PLEASE RETURN MATERIALS NO LATER THAN JULY 1, 2015.**

Read each section aloud to the group at the meeting.

A. About the Needs Assessment

- The 2015 Human Services Needs Assessment report will help guide the work and planning efforts of the Fairfax County Human Services System. The purpose of the report is to gain a better understanding of the residents of Fairfax County and our communities in order to more effectively align resources, programs, and services to demands.
- Community input is critical in order to gain a thorough understanding of the strengths and challenges currently facing residents. Input is being sought from a wide variety of groups and individuals in order to determine human services needs and approaches that have been successful in addressing these needs.
- The project will be completed by late 2015.
- Visit our website on the Fairfax County's home web page to learn more about the needs assessment project. The meeting host can provide the web address if you are interested. (www.fairfaxcounty.gov/living/healthhuman/needs-assessment)

B. Meeting Overview

- We will start by giving you several minutes to complete the Individual Response Sheet. After a few minutes we will discuss your responses to these questions as a group.
- We will also collectively discuss the additional questions listed on the Group Response Sheet.
- You will also find a sheet entitled "Optional Individual Questions." This is not required to be completed; however, this information will help to ensure that this assessment includes input from a diverse representation of county residents.
- Following the meeting, we will be collecting your response sheets to include with our submission to Fairfax County Human Services.

C. Ground Rules

- Everyone should have an equal opportunity to speak.
- Follow the directions on the papers and given by the Host.
- Try to avoid repetitive ideas. It is okay to "pass" if your idea has already been expressed or if you do not have anything to add.
- Do not dominate the conversation, talk over, or interrupt someone speaking. Speak one at a time.
- Avoid side conversations.
- Be clear and concise, keep responses short.

Individual Response Sheet



Group/Host Name _____

Date _____

Please answer the questions below. These responses will help drive your group's discussion.

- 1. What do you perceive as the top three human services needs currently facing Fairfax County residents?** Please write your answers in the table at the bottom of the page. Examples of human services needs can be found on the following page. Please feel free to add in other categories as you see fit.
- 2. Which individuals most need these services?** Please write your answers in the table at the bottom of the page. Examples of individuals can be found on the following page. Please feel free to add in other categories as you see fit.
- 3. Why do you feel these are needs in the county?** What have you seen, experienced or learned that gave you an indication that these are needs?

- 4. Any additional thoughts or comments?**

Top Human Services Needs Currently Facing Fairfax County Residents		Individuals Most in Need
#1		
#2		
#3		



Individual Response Sheet (cont.)

Group/Host Name _____

Date _____

These are not comprehensive lists, but designed to prompt conversations and thinking.

Examples of Human Services Needs:

- Accessible housing (i.e., housing usable by individuals with a disability)
- Adult basic education (e.g., adult high school, GED)
- Affordable childcare
- Affordable dental care
- Affordable medical care
- Affordable housing
- Affordable preschool programs
- After-school programs for children and youth
- Behavioral health services (for mental illness and substance use disorders)
- Domestic violence and sexual assault services
- Case management services (i.e., linking people to services, benefits and community resources)
- Day support services (e.g., supported employment, adult day health care)
- Emergency financial assistance for basic needs (e.g., rent/mortgage, utilities, clothing)
- Employment services
- English as a second language programs
- Financial education and counseling
- Food assistance
- In-home services (i.e., assistance with daily activities that are essential for independent living)
- Homelessness assistance (e.g., shelters)
- Recreation, cultural, and social activities/programs

Examples of Individuals Most in Need of Services:

- Children and/or youth
- Families affected by domestic or sexual violence, stalking or human trafficking
- Older adults
- People with developmental or intellectual disabilities
- People with physical or sensory disabilities (e.g., sight or hearing disability)
- People with serious mental illness or substance use disorders
- Veterans

Group Response Sheet



Group/Host Name

Date

Please list answers for each question as suggested by your group discussion. Only one copy of this sheet is necessary to submit per group.

1. Based on the conversation, what does the group see as the top five human services needs currently facing Fairfax County residents?
2. Are there individuals most in need of each of these services? (Please link the individuals to the specific need listed in the response to Question #1).
3. Are there specific geographic areas or communities in Fairfax County where residents are particularly lacking services and resources?
4. Do you know of examples where community members or organizations are helping to address these needs?
5. List up to 3 three ways that the Fairfax County human services system could be improved.
6. Any additional thoughts or comments?

Optional Individual Questions



Group/Host Name _____

Date _____

These set of questions are **optional**, but extremely helpful to the process. Please circle the most accurate option for each question.

1. What is your gender? Female Male

2. What is your age group?
18-24 25-34 35-49 50-64 65-74 75+

3. What is your household income?
Less than \$24,999 \$25,000-\$49,999 \$50,000-\$74,999 \$75,000-\$99,999
\$100,000-\$149,999 \$150,000—\$199,999 \$200,000 or more

4. How do you identify yourself (race/ethnicity)?
Black/African American American Indian/Alaska Native Asian
Hispanic/Latino (*of any race*) Other Race or Multi-Racial White

5. What is your level of education?
Some high-school High-school graduate Some college Associate degree
Bachelor's degree Some graduate Graduate/Professional Other

6. What is your household type?
Live alone Live with roommate/housemate Live with spouse/partner only
Live with spouse & child Live with child or parent only Other

Thank You For Participating!

Host Feedback Form



Group/Host Name _____

Date _____

What did you think about *Meetings-on-the-Go*? We need your feedback to help us improve this outreach method.

1. How useful is the *Meetings-on-the-Go* concept for broadening the range of public input? Please rate its effectiveness on a scale of 1-10:

1	2	3	4	5	6	7	8	9	10
Very Poor		Poor		Neutral		Good		Excellent	

2. Were the *Meetings-on-the-Go* materials easy to understand and use?

Very Poor	Poor	Acceptable	Good	Excellent
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3. How could we improve *Meetings-on-the-Go*?

4. Please rate the following aspects of your meeting:

	Poor				Excellent
Overall	1	2	3	4	5
Participant engagement	1	2	3	4	5
Quality of group discussion(s)	1	2	3	4	5
Group satisfaction with outcomes	1	2	3	4	5

5. Would you host a *Meetings-on-the-Go* event again?

Yes No

If "No," why not?

6. Any additional comments?

Return Instructions

Please review the return options below and select whichever is most convenient. **Please submit the following information after your meeting:**

- One **Group Response Sheet** which reflects the conversation of your meeting
- Each participants' **Individual Response Sheet**
- All **Optional Individual Questions** sheets that were completed
- **Host Feedback** form

OPTION 1: EMAIL

Scan all of the necessary documents and send them to ncs@fairfaxcounty.gov. Please be sure to put "Meetings-on-the-Go Results: *[Your Group Name]*" in the subject field. Please be sure to include your contact information so we can send you a confirmation that your submission was received.

OPTION 2: RETURN BY MAIL

If you prefer to mail your results, package all materials together and return to this address:

Human Services Needs Assessment
c/o Department of Neighborhood and Community Services
12011 Government Center Parkway, 10th Floor
Fairfax, VA 22035

Please return all Meetings-on-the-Go items no later than July 1, 2015

THANK YOU!