

## NEEDS ASSESSMENT PROCEDURES

25 CFR Section 273.16(v)(b)(s) Make an annual assessment of the learning needs of Indian children in the community affected.

The purpose of a Needs Assessments is to gather information about the specialized and unique educational and culturally related needs of eligible Indian students. It provides direction for the development of a program to meet specific needs. The results for the survey will be used to develop the goals and objectives for the JOM tribal program.

A needs assessment is a determination of what the actual needs are of an organization, a group or individual. A need is defined as a "condition or discrepancy" from the norm. It can be based on either subjective or objective information. Clearly, objective, quantifiable data is preferable in determining needs.

When conducting a needs assessment sufficient time and effort should be devoted to it to ensure accurate results. It does not have to be a complicated process. Needs are developed from a study of current existing data or from collected information which is specific to determining whether a particular "condition or discrepancy" truly does exist within the district. From this information a clear, concise, credible list of district needs can be objectively determined.

The following steps are guidelines for developing a survey instrument:

1. Determine what questions you will ask. Involve parents, teachers, and administrators in order to identify as many students' specialized and unique educational and culturally related needs as possible.
2. Decide how the survey will be designed. Needs will be ranked from low to high; Yes/No questions; written comments.
3. Determine how the survey will be distributed. Mail; Group meetings; Telephone; Newspaper questionnaires; door to door; delivered through students; face to face
4. Collect survey responses. Organize the answers in a cumulative form in order to determine the areas with highest responses.
5. Obtain objective information to document the existence of the needs identified. Dropout rates; standardized test scores; pre/post testing; school grades; academic achievement levels; attendance records; number of students participating in school activities
6. Rank needs on a priority basis. Look at the total cost; the amount of time it will take and how much space is available to meet those needs; examine other programs in order to coordinate services under the JOM program with local, state, or Federal programs. JOM funds are to be used to supplement existing programs and to meet the specialized and unique educational, and culturally related needs. Supplanting is illegal.

Each Indian Education Committee should design a survey to gather information about the specialized and unique educational and culturally related needs of the students in the community. Each IEC should also determine the distribution of the survey and the content.

### Sample B: DEVELOPMENT OF NEEDS ASSESSMENT SURVEY

**Purpose:** Johnson-O'Malley funds are contracted under Public Law 93-638 Indian Self-Determination and Education Assistance Act, on a formula basis to financially assist efforts designed to meet the specialized and unique educational needs of eligible Indian students (ages 3 through Grades 12, except those enrolled in Bureau or sectarian operated schools).

**Funding Information:** The \_\_\_\_\_ tribe has been awarded a P.L. 93-638 contract in the amount of \$\_\_\_\_\_ effective for the period of \_\_\_\_\_ [Fiscal Year (FY)-Oct. 1 to Sept. 30; Calendar Year (CY) Jan. 1-Dec. 31; School Year (SY) July 1-June 30] to develop and implement a comprehensive plan for the programmatic and fiscal services of and accountability by the \_\_\_\_\_ tribe for the education of eligible Indian students.

**LIMITATION:** 273.34(a): Contract funds under this part shall supplement and supplant Federal, State and local funds..

**Parents of eligible Indian Students Educational Survey:**

Parents, please provide your responses, in priority, to the following questions to direct us with developing Johnson-O'Malley educational programs to meet the specialized and unique educational needs of your students. Please understand there is a limited budget and that the JOM Parent Committee will try to design next years program goals and objectives based on your following responses.

1. My children have the following specialized and unique educational needs:

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2. I would like to see the JOM program provide the following for my children:

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3. My "other" concerns for improving educational achievement are as follows

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Please return this survey to the Johnson-O'Malley Program office by \_\_\_\_\_(date)\_\_\_\_\_, and your name will be placed in a drawing for a \$25 gift card.