

Community Needs Assessment Process Timeline

	Steps	Timeline	Activity
Planning	Step 1: Define the Parameters Step 2: Create an Assessment Team Step 3: Create a Data Collection Plan	4 Weeks	<ul style="list-style-type: none"> • Appoint assessment team • Schedule planning meetings • Create data collection plan: <ul style="list-style-type: none"> ○ Decide on what data is needed ○ Develop forms, surveys, interview questions, etc. • Community outreach
			Implementing
<ul style="list-style-type: none"> • Collection of quantitative data: <ul style="list-style-type: none"> ○ Agency database(s) ○ U.S. Census Bureau, etc. 			
<ul style="list-style-type: none"> • Gather and organize all qualitative data • Gather and organize all quantitative data • Analyze all data 			
<ul style="list-style-type: none"> • Prepare Community Needs Assessment report • Present final draft of report to assessment team 			
Reporting	Step 5: Report and Take Action	1 Week	<ul style="list-style-type: none"> • Present final report to governing board for approval
		Varying	<ul style="list-style-type: none"> • Share the results of the Community Needs Assessment: <ul style="list-style-type: none"> ○ State Office ○ Agency staff ○ Customers and general public ○ Community organizations across all sectors • Review and update CNA as necessary • Incorporate CNA into the agency’s ongoing planning process(es)

Resources:

[Community Needs Assessment 101 | MDHHS-BCAEO \(\[micomunityneeds.org\]\(https://micomunityneeds.org\)\)](https://www.michigan.gov/mdhhs/0,4570,7-293_47427_47428_47429_47430_47431_47432_47433_47434_47435_47436_47437_47438_47439_47440_47441_47442_47443_47444_47445_47446_47447_47448_47449_47450_47451_47452_47453_47454_47455_47456_47457_47458_47459_47460_47461_47462_47463_47464_47465_47466_47467_47468_47469_47470_47471_47472_47473_47474_47475_47476_47477_47478_47479_47480_47481_47482_47483_47484_47485_47486_47487_47488_47489_47490_47491_47492_47493_47494_47495_47496_47497_47498_47499_47500_47501_47502_47503_47504_47505_47506_47507_47508_47509_47510_47511_47512_47513_47514_47515_47516_47517_47518_47519_47520_47521_47522_47523_47524_47525_47526_47527_47528_47529_47530_47531_47532_47533_47534_47535_47536_47537_47538_47539_47540_47541_47542_47543_47544_47545_47546_47547_47548_47549_47550_47551_47552_47553_47554_47555_47556_47557_47558_47559_47560_47561_47562_47563_47564_47565_47566_47567_47568_47569_47570_47571_47572_47573_47574_47575_47576_47577_47578_47579_47580_47581_47582_47583_47584_47585_47586_47587_47588_47589_47590_47591_47592_47593_47594_47595_47596_47597_47598_47599_47600_47601_47602_47603_47604_47605_47606_47607_47608_47609_47610_47611_47612_47613_47614_47615_47616_47617_47618_47619_47620_47621_47622_47623_47624_47625_47626_47627_47628_47629_47630_47631_47632_47633_47634_47635_47636_47637_47638_47639_47640_47641_47642_47643_47644_47645_47646_47647_47648_47649_47650_47651_47652_47653_47654_47655_47656_47657_47658_47659_47660_47661_47662_47663_47664_47665_47666_47667_47668_47669_47670_47671_47672_47673_47674_47675_47676_47677_47678_47679_47680_47681_47682_47683_47684_47685_47686_47687_47688_47689_47690_47691_47692_47693_47694_47695_47696_47697_47698_47699_47700_47701_47702_47703_47704_47705_47706_47707_47708_47709_47710_47711_47712_47713_47714_47715_47716_47717_47718_47719_47720_47721_47722_47723_47724_47725_47726_47727_47728_47729_47730_47731_47732_47733_47734_47735_47736_47737_47738_47739_47740_47741_47742_47743_47744_47745_47746_47747_47748_47749_47750_47751_47752_47753_47754_47755_47756_47757_47758_47759_47760_47761_47762_47763_47764_47765_47766_47767_47768_47769_47770_47771_47772_47773_47774_47775_47776_47777_47778_47779_47780_47781_47782_47783_47784_47785_47786_47787_47788_47789_47790_47791_47792_47793_47794_47795_47796_47797_47798_47799_47800_47801_47802_47803_47804_47805_47806_47807_47808_47809_47810_47811_47812_47813_47814_47815_47816_47817_47818_47819_47820_47821_47822_47823_47824_47825_47826_47827_47828_47829_47830_47831_47832_47833_47834_47835_47836_47837_47838_47839_47840_47841_47842_47843_47844_47845_47846_47847_47848_47849_47850_47851_47852_47853_47854_47855_47856_47857_47858_47859_47860_47861_47862_47863_47864_47865_47866_47867_47868_47869_47870_47871_47872_47873_47874_47875_47876_47877_47878_47879_47880_47881_47882_47883_47884_47885_47886_47887_47888_47889_47890_47891_47892_47893_47894_47895_47896_47897_47898_47899_47900_47901_47902_47903_47904_47905_47906_47907_47908_47909_47910_47911_47912_47913_47914_47915_47916_47917_47918_47919_47920_47921_47922_47923_47924_47925_47926_47927_47928_47929_47930_47931_47932_47933_47934_47935_47936_47937_47938_47939_47940_47941_47942_47943_47944_47945_47946_47947_47948_47949_47950_47951_47952_47953_47954_47955_47956_47957_47958_47959_47960_47961_47962_47963_47964_47965_47966_47967_47968_47969_47970_47971_47972_47973_47974_47975_47976_47977_47978_47979_47980_47981_47982_47983_47984_47985_47986_47987_47988_47989_47990_47991_47992_47993_47994_47995_47996_47997_47998_47999_48000)

[A Community Action Guide to Comprehensive Community Needs Assessments | NASCSP \(\[nascsp.org\]\(https://nascsp.org/\)\)](https://www.nascsp.org/)

[Planning for a Comprehensive Needs Assessment | National CAP \(\[communityactionpartnership.com\]\(https://communityactionpartnership.com/\)\)](https://www.communityactionpartnership.com/)