NEW JERSEY DEPARTMENT OF
CHILDREN AND FAMILIES

HSAC Needs Assessment Report Template Instructions

The report template includes pre-existing language provided by DCF, as well as text boxes and drop-down boxes where HSACs must select or input requested information related to their county's needs assessment findings. Each text box and drop-down box has specific instructions highlighted in red ink. General guidance is provided below.

REPORTING CONTENT REQUIREMENTS

PART 1

Executive Summary: **HSACs will write a narrative that discusses and introduces the purpose of the report, emerging trends and findings from the needs assessment that will be highlighted in the report.**
Introduction: **DCF provides a narrative with an in-depth description regarding the purpose of the needs assessment and report.**
County Description: **HSACs will write a description of the county that includes information, such as demographics, geography, and education.**
Needs Assessment Methodology: **HSACs will write narratives for the following sections:**
- **County Profile Data** *(DCF provides content.)*
- **Approach for Prioritizing Needs** *(HSACs will provide content.)*
- **Focus Groups** *(DCF provides content.)*
- **Recruitment** *(HSACs will provide content.)*
- **Focus Group Participants** *(DCF provides content. HSACs will select appropriate answers from drop-down boxes. HSACs will also complete a table for the qualitative data collection.)*
- **Key Informant Interview** *(DCF provides content. HSACs will select/input appropriate responses.)*
- **Additional Data Collection Methodologies** *(HSACs will provide content.)*

PART 2

Key Findings Across Needs: **HSACs will write a narrative summary of the key findings that should describe:**
- **Trends Related to Scope Across Needs**
- **Significant Common Barriers to Services**
- **Significant or Common Trends in Impact of Needs on Subpopulations**
- **Overarching Local Considerations for Addressing Needs**
- **Trends (Differences or Similarities) Across Stakeholders' Perspectives**

Key Findings-Basic Need Areas: DCF provides some contextual narrative language or instructions. HSACs will use their ***Rutgers County Profile Data*** and then select/input appropriate response (e.g. need area status, county name, year, etc.) via text box or drop-down box. HSACs will also provide summaries in the appropriate text box related to:
- Scope of the Need
- Nature of the Need
- Local Considerations for Addressing the Need ***(Required only if one of the 4 need area topics selected).***
- Additional Notable Focus Group Trends for County Prioritized Need Area ***(If applicable)***.
- Input Survey Results

PART 3

Key Findings-Specialized Need Areas: DCF provides some contextual narrative language. HSACs will select/input appropriate response (e.g. need area status, county name, etc.) via text box or drop-down box. HSACs will also provide summaries in the appropriate text box related to:
- Scope of the Need
- Nature of the Need
- Local Considerations for Addressing the Need ***(Required only if one of the 4 need area topics selected).***
- Additional Notable Focus Group Trends for County Prioritized Need Area ***(If applicable)***.
- Input Survey Results