

SY2020-2021 Community Schools Needs Assessment Timeline

Below is the timeline for the Community Schools Needs Assessment. It includes items Community Schools are required to complete and items Community Schools are required to submit. This guidance is specific to Family League requirements – Lead Agencies or Baltimore City Schools may require more components or implement different deadlines with their staff.

Required to Complete means that you must complete this component to have all the information needed to successfully complete the needs assessment, but Family League will not require you to submit the document or proof of completion.

Required to Submit means that you must complete this component and you also must submit it to Family League. Submission requirements are included in the description as applicable.

Needs Assessment Component	Brief Description	Timeline	Expectations
Prepare for the Process	CSCs should engage with the school-level team to plan out the process, assign roles, and provide deadlines; the team should plan to meet and check-in throughout the needs assessment process	March 2021	Required to Complete
Existing Data Review	Each school is required to perform an existing data review and identify what data is available including talking to partners and individuals in the school and community who may have this information, (e.g. speaking with Kaiser Permanente, if they partner with your school, about data they may have collected on health insurance rates for families). Complete the worksheet provided in the toolkit for applicable data points.	March-April 2021	Required to Complete
Stakeholder Surveys	Each school is required to administer stakeholder surveys to students, parents, school staff and partners, and community members; these surveys can be completed online via the SurveyMonkey link provided in the toolkit or on paper. If completed on paper, please scan and upload to the data exchange.	April-June Due June 15th	Required to Submit
Asset Inventory	Each school must complete an asset inventory throughout the process to identify assets that already exist in the community using details from surveys, interviews, focus groups, and other sources.	April-June 2021	Required to Complete
Focus Groups	Each school is required to host at least <u>one</u> focus groups per stakeholder type (students, parents, school staff, school partners, and community members) for a total of at least five focus groups.	April-June 2021	Required to Complete
Key Informant Interviews	Each school is required to perform at least 3 key informant interviews for more in-depth conversations with key stakeholders. Interviews should include a school leader (Principal, Vice Principal, or Board Chair) and 2 other subsets of stakeholders (for example a parent/guardian of an immigrant family or a senior citizen member of the community). Interviews should attempt to reach populations that aren't reflected in the survey population.	April -June 2021	Required to Complete

Needs Assessment Component	Brief Description	Timeline	Expectations
Needs Assessment Data Organization Tool	CSCs should complete the Data Organization tool included in the toolkit throughout the process to track participants and organize findings.	March-June 2021	Required to Complete
Survey Data Roll-Up	Family League will provide a data roll-up of survey findings along with raw data to each school.	July 2021	Family League will provide to Lead Agencies
Needs Assessment Summary and Findings Report	Each school is required to complete the Needs Assessment Summary and Findings Report which includes counts for the various stakeholders engaged, methods implemented, and needs identified. This report will be submitted to Family League via <i>Fundingtrack</i> .	August 2021	Required to Submit
Needs Assessment Community Report & Prioritization Meetings	Community School Coordinators will provide an update to their communities (open to all stakeholder groups) on what they heard during the needs assessment, and to prioritize focus areas for the community school (this can be done over 2 or 3 meetings at the discretion of the Community School).	July – September 2021	Required to Complete
Action Plan	Each school is required to submit a complete action plan including a communications plan, partnerships, and performance measures based on the findings of the Needs Assessment and feedback from stakeholders on Community School priorities. Final Action Plans will be submitted to Family League via <i>Fundingtrack</i> .	September 30, 2021	Required to Submit