

Community Needs Assessment Roles, Responsibilities, & Support

Community needs assessments (CNAs) will be led by county CSUE offices and supported by the state office and a consultant. Adjacent county CSUE offices may choose to partner with one another to execute the CNAs. This will allow for efficiencies and ensure that there are sufficient resources to complete each piece of the assessment. In this arrangement, a “lead” county could conduct key informant interviews/focus groups on behalf of partner counties. A RACI diagram illustrating who is **Responsible**, **Accountable**, **Consulted**, and **Informed** for each major CNA task is included below.

	Distribute perceptions survey	Collect & analyze secondary data	Conduct key informant interviews/focus groups	Distribute Civic Capacity Index to key informants	Build electronic CNA survey	Filter and analyze all data	Write a County Program Plan
Lead county/ single point-of-contact	R	R	R	R	R	R	R
Partner county	R	R	C	C	C	R	R
County/Area Directors	A	A	A	A	A	A	A
AD of Program Support & consultant	C	C	C	C	R	C	C
AES, Engagement Centers, other CSU units	I	C	C	I	C	C	C
Community partners	I	C	I	I	I	C	C

Note that although County/Area Directors are ultimately accountable for the CNAs, they may choose to ask a staff member to lead the implementation of the CNA (the County single point-of-contact). In order for the goal and objectives of the CNAs to be achieved, staff need to be involved throughout the process. The CSUE state office and those participating in the pilot cohort for CNAs will provide support for CNA single points-of-contact. Opportunities to support CNA single points-of-contact include:

- An initial distance learning session to provide an overview of CNAs, CSU perception surveys, and county partnerships for CNAs
- Consultations with CNA leads as needed to introduce the work to advisory boards and county commissioners
- Training on secondary data collection and inclusive key informant identification
- Training on conducting key informant interviews/focus groups
- Guidance on selecting issues for inclusion into the CNA survey
- A supported process for using data for the creation of County Program Plans

In turn, CNA single points-of-contact can facilitate staff to collectively review demographic and secondary data, identify key informants, select issues to include on CNA surveys, draft a robust survey dissemination plan, and write CPPs. All Extension staff should have opportunities to raise questions and be intimately involved along the way. New staff may receive particular insight from engaging in the CNA process, as they have the potential to meet new community members and set a future course for their work before it becomes established.