

Chapter:	Governance & General Administrations		
Title:	Assessment of Community Need		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: CDO and Director of Prev. & Outreach	Adopted Date: 08.2023 Review Date: 08.2023	Related Policies: Strategic Planning Limited English Proficiency

Purpose:

Hopeful Horizons seeks to understand and respond to the service, treatment and support needs of the communities we serve. Through this policy, the Board stipulates the expectation of a routine assessment of community needs.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy:

To inform strategic planning and to best meet the service, treatment and support needs of the community served, HH shall undertake routine assessment of community needs. The Chief Executive Officer (CEO) shall establish the timing, scope and responsibility for the needs assessment to occur not less than triennially.

The catchment area defined for the assessment of need shall include Beaufort, Colleton, Hampton and Jasper counties for child abuse, domestic violence and sexual assault; Allendale – for child abuse only.

The final report of the assessment shall include:

- A description of the methodology including data/information source and analytics
- Community/stakeholder engagement process and scope
 - ✓ Report of findings and conclusions
 - ✓ Identified strengths and opportunities for improvement
 - ✓ Identified priority
 - ✓ Recommended action and next steps including any required action needed to meet the needs of marginalized groups or people with limited English proficiency as defined by the organization’s policy.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

1. Catchment Area: The geographical area and its related population served by an institution.

2. **Community Needs Assessment:** A community needs assessment is a systematic process of identifying the needs or gaps in service of a defined geographic area. The needs assessment also considers the resources and strengths available to meet those needs.

Other Related Materials:

Stakeholder Engagement Assessment

References/Legal Authority:

[A Brief Guide on How to Conduct a Needs Assessment, Center for Urban Research and Learning, University of Chicago – Loyola, 2000.](#)

[A Community Action Guide to Comprehensive Community Needs Assessment, NASCSP, 2011.](#)

[Community Needs Assessment Facilitator Guide, Center for Disease Control and Prevention, 2013.](#)

[Needs Assessment, US Department of Health & Human Services, Guidance Portal, 2023.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
	This is a new policy.	N. Miller, Prog. Eval. Consultant, E. Hall, Chief Development Officer J. Morrall, Director of Prevention & Outreach