



Needs Assessment and Planning Meeting

**Career Source Capital Region
2601 Blairstone Rd. Building C, Ste. 200
Tallahassee, FL 32301**

June 26, 2024

Agenda

- 1. Welcome**
- 2. Group Worksheet**
- 3. Discussion**
- 4. Next Steps**

**Next NAP Meeting: August 21, 2024
at 10 am (TEAMS)**



Needs Assessment Worksheet

1. **Goals:** Please define the goal(s) of the needs assessment; this will help establish mutual understanding and a common focus among all those involved in this process. For example, a common goal of a needs assessment may be to identify issues facing the adolescent population in the community. Please list goals below:

1.
2.
3.
4.
5.

2. **Timeline:**

Task	Projected Completion Date	Person Overseeing Task

3. Data Collection:

Target Groups:

- Unhoused Youth (10-18)
- Unhoused Youth (18-24)
- Unhoused Adults (18 and older)
- Unhoused Seniors (60 and older)
- Homeless Service Providers
- School Staff
- Faith Based Community
- Colleges and Universities
- Unhoused Families
- Case Management
- Mental Health Providers
- DV and Trafficking Survivors
- _____
- _____

4. Methodology

- HMIS Data
- Focus Groups
- Surveys
- Interviews
- Community Forums/Conversations
- _____
- _____

5. Discussion:

- a. Number of variations of questions for specific target (unhoused, service providers, community facing)
- b. Length/number of questions
- c. Other Discussion