

Identify the Guiding Question | Worksheet #11

Instructions: Develop one overarching question that your needs assessment will focus on answering. This question should guide your needs assessment and prompt the kind of information you need to create the strategic plan.

Who Has the Information Needed? | Worksheet #12

Instructions: List all agencies and individuals with information that may help to answer the guiding question. This list may include both tribal and non-tribal sources. When possible, identify a contact person at each agency.

Tribal Sources	Non-Tribal Sources

Who Can Help Conduct the Needs Assessment? | Worksheet #13

Instructions: Make a list of all individuals who might help gather information for the needs assessment. Besides members of the planning team, think of others who may have the time, skills, and willingness to be a part of this process.

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Choose Needs Assessment Methodology | Worksheet #14

Instructions: Decide which needs assessment strategies your team will use and explain why you chose (or did not choose) each one.

Interviews	
Focus Groups	
Surveys	
Community Forums	
Data Collection	
System Response	
Map Resources	

Who Will Be Interviewed and Why? | Worksheet #15

Instructions: List potential interview subjects (or interviewees) and the reasons for choosing them. Do they have data and information, experiences or perspectives that are important to your planning process?

Why?	

Why?	

Why?	

Why?	

Draft Interview Questions | Worksheet #16

Instructions: Identify one stakeholder to interview and draft 4 or more potential questions.

Stakeholder:	
1	
2	
3	
4	

What Focus Groups Will Be Convened and Why? | Worksheet #17

Instructions: List 3 potential focus groups and explain what you hope to learn from each one.

1	
Why?	

2	
Why?	

3	
Why?	

Draft Focus Group Questions | Worksheet #18

Instructions: Select one of the focus groups you proposed on Worksheet #17 and then draft 3 to 5 potential questions to guide the focus group discussion.

Focus Group Selected:	
1	
2	
3	
4	
5	

Who is the Target Population for the Survey? | Worksheet #19

Instructions: List 5 individuals or groups of individuals you want to survey.

1	
2	
3	
4	
5	

How Will the Survey Be Administered? | Worksheet #20

Instructions: List the 5 individuals or groups of individuals from Worksheet #19 and then, next to each one, list the most effective way to administer a survey to them.

	Individual or Group	Survey Administration
1		
2		
3		
4		
5		

Create a Survey Instrument | Worksheet #21

Instructions: Create three survey questions to get the information you want.

1	
2	
3	

Identify Opportunities and Locations for Community Forums Worksheet #22

Instructions: Create a list of 3 possible opportunities or locations for your team to hold a community forum. For each opportunity or location, include a convenient time.

1	
2	
3	

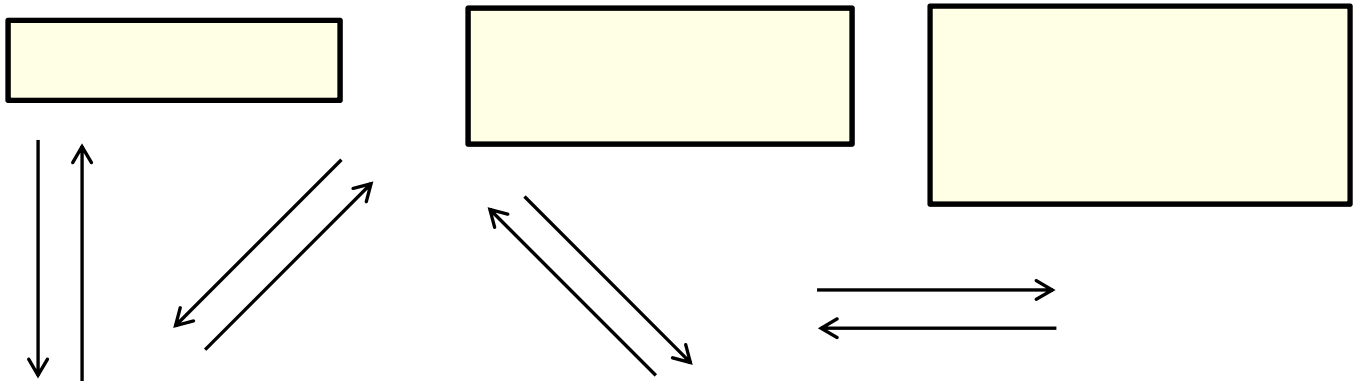
Create Questions for a Community Forum | Worksheet #23

Instructions: Create a list of 5 questions that your team wants to ask at a community forum.

1	
2	
3	
4	
5	

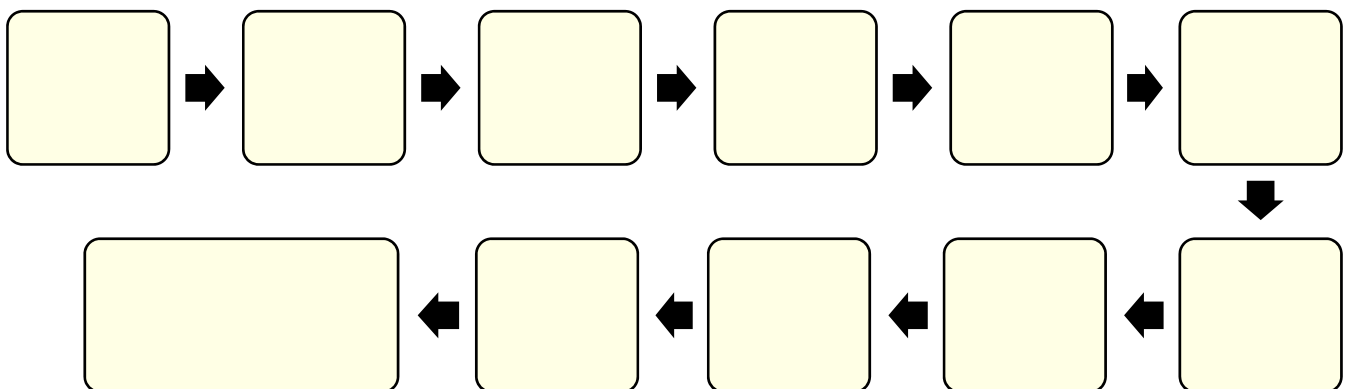
Develop a System Response Diagram | Worksheet #24

Instructions: Use the space on the next page to develop a diagram that illustrates how cases currently make their way through the tribal justice system. In your diagram, show how cases start (call to police, report to child protective services), how they proceed through the justice system (plea, trial, diversion program), and what happens at the end of the process (jail, community service, fine). Identify the *decision points* from start to finish, as well as the *key decision makers* at each step in the process.



Copy and paste the rectangular boxes and arrows above as many times as necessary to build your diagram. A diagram can also be created by starting with one of the Flow Chart templates provided in Microsoft Word using SmartArt Tools. One such template has been included below to use as a starting point for your diagram.

Additional space has been provided on the next page to build your diagram.



Develop a System Response Diagram (con't) | Worksheet #24

Instructions: Use the space on the next page to develop a diagram that illustrates how cases currently make their way through the tribal justice system.

Community Resource Catalog | Worksheet #25

Instructions: First, describe a resource that is currently available to support your tribal justice system. Second, identify a gap in resources that negatively impacts the tribal justice system.

Organization <input type="text"/>		
Address <input type="text"/>		City, State, Zip Code <input type="text"/>
Contact Name <input type="text"/>	Phone <input type="text"/>	Email <input type="text"/>
Services Provided/Population Served <input type="text"/>		
Cost <input type="text"/>		
Opportunities for Collaboration/Additional Comments <input type="text"/>		
Category <input type="text"/>		

Resource Gap:

Develop a Data Collection Inventory | Worksheet #26

Instructions: Outline specific, measurable types of existing data that your team would like to collect. For each type of data, indicate who you think has the data and how you will get it.

	Type of Data	Who Has It	How We'll Get It
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Needs Assessment Action Plan | Worksheet #27

Instructions: Develop an action plan (sometimes called a “time/task plan”) that outlines the specific tasks your team will perform over the next 2-3 months in order to complete your needs assessment. Next to each task, identify the person(s) assigned and the due date. This worksheet is intended to guide your team between now and the Phase 3 training.

Goal 1:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date
Objective 2:			
	Activities	Assigned Person(s)	Due Date

Objective 3:			
	Activities	Assigned Person(s)	Due Date
Goal 2:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date
Objective 2:			
	Activities	Assigned Person(s)	Due Date

Objective 3:			
	Activities	Assigned Person(s)	Due Date
Goal 3:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date
Objective 2:			
	Activities	Assigned Person(s)	Due Date

Objective 3:			
	Activities	Assigned Person(s)	Due Date
Goal 4:			
Objective 1:			
	Activities	Assigned Person(s)	Due Date
Objective 2:			
	Activities	Assigned Person(s)	Due Date

Objective 3:			
Activities		Assigned Person(s)	Due Date