

Handout 2: Organizing and Presenting the Needs Assessment

The *process* of the needs assessment needs to be captured in a way that stakeholders can engage with and that the State education agency can communicate about the process to stakeholders. This tool helps State teams determine key aspects of the needs assessment organization and presentation.

Who is going to be using the needs assessment interface?

District	<input type="checkbox"/>	School	<input type="checkbox"/>	Both	<input type="checkbox"/>
If “ Both ,” will they receive and provide the same or different information?					
Explanation:					
If “ District ” selected, what is the school role in the process?					
Explanation:					
If “ School ” selected, what is the district role in the process?					

Will data be collected by and reported from the same interface?

Same	<input type="checkbox"/>	Different	<input type="checkbox"/>
Explanation:			

Will instructions and guidance be provided through the same interface as data are collected and/or reported?

Same	<input type="checkbox"/>	Different	<input type="checkbox"/>
Explanation:			

Will the state support something that is interactive and online?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If “ yes ,” will all content be online and interactive?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Explanation:			

Where will collected and reported information be housed?

At the State	<input type="checkbox"/>	At the District	<input type="checkbox"/>	Both	<input type="checkbox"/>
Explanation:					
If “ Both ,” indicate how data will be divided among sources and how districts and schools will interact with both data sources and use them efficiently during the needs assessment.					
Explanation:					

How will collected and reported data be used?

By the State	<input type="checkbox"/>	By the District	<input type="checkbox"/>
If “ State ,” selected, explanation:			
If “ District ,” selected, explanation:			

What is your state’s capacity to manage the various possible presentation methods?

Microsoft Word	
Microsoft Excel	
Adobe PDF (static)	
Adobe PDF (active)	
Online portal	
Other	