
Needs Assessment

— Kaley Rankine & Callie Gordon —
Voyager Middle School
Mukilteo School District

Definition

A “needs assessment” is a systematic set of procedures that are used to determine **needs**, examine their nature and causes, and set priorities for future action.

The Purpose

What is the purpose of your needs assessment? What do you want to know? Develop an overall research question.

(e.g. What percent of students need help in dealing with socio-emotional challenges? What specific students are dealing with socio-emotional challenges?)

Who is your target audience?

(e.g. students, staff, teachers)

The Questions

Quantitative vs. Qualitative Questions: Likert Scale, Yes or No versus open responses

Number of Questions: more than 15-20 students are likely to get bored

Wording of Questions: Can your target audience understand the questions?

Meaningful and focused questions: Can you address the needs now?

Questions:

1. To have help in understanding and liking myself better.
2. To learn how to deal with peer pressure.
3. To have help with making and keeping friends with people my age.
4. To learn how to handle a bullying situation.
5. To have help understanding how to deal with substance abuse.
6. To have help adjusting to the death of someone close to me.
7. To have help adjusting to the separation of someone due to jail.
8. To have help dealing with the separation or divorce of my parents.
9. To have help dealing with being separated from a parent.
 - a. (circle: mother or father)
10. To have help feeling safe at home.
11. To have help expressing my anger in a good way.
12. To have help improving my study skills.
13. To have help dealing with thoughts about hurting myself.
14. To have help dealing with the deportation of a family member.
15. To have help with food, clothing, or housing.
16. To have help dealing with feelings of sadness.
17. To have help dealing with stress or anxiety.
18. I know one adult that I would talk to at Voyager if I have a problem.
19. I know at least one adult outside of school that I would talk to if I have a problem.
20. I would also like my counselor to know that I need help with:

Format

Are the directions clear?

Is the language accessible?

Will you use a computer or paper-pencil questionnaires to administer?

Is the questionnaire clean and concrete?

Computer (Machine)	Paper-Pencil (Man)
Efficient Easy data analysis Must use computer labs or Chromebook carts Can collect data using open response questions	More accessible Must enter data manually No potential technology challenges (logging-in)

Student Needs Assessment

Your school counselor is someone who can help you with some of the challenges listed below. Please answer "YES" to any items that you would like to learn more about. Each item begins with "I need". **I need...**

To have help in understanding and liking myself better.	YES	NO
To learn how to deal with peer pressure.	YES	NO
To have help with making and keeping friends with people my age.	YES	NO
To learn how to handle a bullying situation.	YES	NO
To have help understanding how to deal with substance abuse.	YES	NO
To have help adjusting to the death of someone close to me.	YES	NO
To have help adjusting to the separation of someone due to jail.	YES	NO
To have help dealing with the separation or divorce of my parents.	YES	NO
To have help dealing with being separated from a parent. (circle: mother or father)	YES	NO
To have help feeling safe at home.	YES	NO
To have help expressing my anger in a good way.	YES	NO
To have help improving my study skills.	YES	NO
To have help dealing with thoughts about hurting myself.	YES	NO
To have help dealing with the deportation of a family member.	YES	NO
To have help with food, clothing, or housing.	YES	NO
To have help dealing with feelings of sadness.	YES	NO
To have help dealing with stress or anxiety.	YES	NO

I know one adult that I would talk to at Voyager if I have a problem.	YES	NO
I know at least one adult outside of school that I would talk to if I have a problem.	YES	NO

I would also like my counselor to know that I need help with:

First name: _____ Last name: _____

Grade: _____ Team Name: _____

Pilot the Assessment

Give the needs assessment to a sample of students to determine potential obstacles (e.g. grade level language, assessment format, timing logistics)

Pinpoint any data collection challenges

Align Procedures with School Counseling Calendar

- ★ What is the timeline for your data collection?
- ★ How would you like to utilize the results in accordance with your current calendar?

Include All Stakeholders

- Invite all stakeholders to participate in the process
 - Administration
 - Student Support Advocate
 - All teachers
 - Parents
 - Non-certificated staff

Collect Data

Determine Plan for Administering Needs Assessment

- Voyager:
 - Teaming model
 - Counselors visit all classrooms
 - Combined with introduction to school counselors

- Explorer:
 - Intervention time - staff directed

Data Collection at Voyager Middle School

Identified (student writes name) versus anonymous

What other information? (teams, grade, student number)

Paper-Pencil

Different colors for each grade level

Stored needs assessment in 3-ring binders

Google Form

Let's play!

Creating, sharing, data collection form and results

Analyze the Data

1. Download into Excel

2. Manipulate the data

a. Count

b. Percentages

3. Can manipulate based on special populations

a. ELL

b. Gender

c. Grade

Consider How the Results Will Be Used: Plan of Action

- Meet as a counseling team, PLC, and discuss initial results
- Tables and charts
- Google Form results
- Comparison Across Middle Schools
- Implementing and developing the comprehensive school counseling programs
- Advocacy

Implementing and Developing a Comprehensive School Counseling Program

Groups (Grief Group, Friendship Groups, Resiliency Group, Stress and Wellness)

Classroom Guidance Lessons (Anti-Bullying)

Basic Need Support (housing, clothing, food, and holiday help)

Individual Counseling (self-harm, depression)

Mental Health

Programming (Signs of Suicide)

Community Involvement (Passageway to Manhood, Project Girl)

Create a Results Report

Summary from teams:	I need to have help in understanding and liking myself better	I need to have help in learning how to deal with peer pressure	I need to have help with making and keeping friends with people my own age.	I need to have help with learning how to handle a bullying situation.	I need to have help in understanding how to deal with substance abuse.	I need to have help adjusting to the death of someone close to me.	I need to have help adjusting to the separation of someone due to jail.	I need to have help dealing with the separation or divorce of my parents.	I need to have help dealing with being separated from a parent.	I need to have help feeling safe at home.	I need to have help expressing my anger in a good way.	I need to have help improving my study skills.	I need to have help dealing with thoughts about hurting myself.	I need to have help dealing with the deportation of a family member.	I need to have help with food, clothing, or housing	I need to have help dealing with feelings of sadness.	I need to have help dealing with stress or anxiety.	I know one adult that I would talk to at Voyager if I have a problem.	I know at least one adult outside of school that I would talk to if I have a problem.
Islanders	14 25.83%	10 18.52%	10 18.52%	10 18.52%	6 11.11%	9 16.67%	2 3.70%	8 14.81%	7 12.98%	6 11.11%	8 14.81%	17 31.48%	7 12.98%	1 1.85%	2 3.70%	6 11.11%	12 22.22%	39 72.22%	40 74.07%
Minions	12 23.08%	8 15.38%	6 11.54%	10 19.23%	4 7.69%	10 19.23%	4 7.69%	10 19.23%	4 7.69%	10 19.23%	16 30.77%	23 44.23%	9 17.31%	3 5.77%	5 9.62%	14 26.92%	5 25.00%	13 78.85%	41 82.69%
Olympians	10 14.49%	13 18.84%	12 17.39%	11 15.94%	6 8.70%	7 10.14%	4 5.80%	6 7.25%	4 5.80%	3 4.35%	14 28.99%	20 38.99%	5 7.25%	4 5.80%	3 4.35%	13 18.84%	18 26.09%	18 62.32%	43 82.61%
Oz	6 10.71%	10 17.88%	11 19.64%	12 21.43%	6 10.71%	9 16.07%	2 3.57%	9 16.07%	8 14.29%	6 10.71%	18 32.14%	18 32.14%	5 8.93%	3 5.36%	1 1.79%	11 19.64%	13 23.21%	40 71.43%	46 82.14%
Wranglers	10 17.54%	6 10.53%	7 12.28%	8 14.04%	4 7.02%	6 10.53%	3 5.26%	3 5.26%	5 8.77%	7 12.28%	11 19.30%	12 21.05%	8 14.04%	5 8.77%	3 5.26%	9 15.79%	13 22.81%	38 66.67%	47 82.46%
6th Totals (282 Students)	52 18.44%	47 16.67%	46 16.31%	51 18.09%	26 9.22%	41 14.54%	15 5.32%	35 12.41%	34 12.06%	29 10.28%	67 23.76%	90 31.91%	34 12.06%	16 5.67%	14 4.96%	53 18.79%	69 24.47%	201 71.28%	233 82.62%
Y-Knots	17 20.00%	11 12.94%	10 11.76%	15 17.65%	3 3.53%	7 8.24%	3 3.53%	7 8.24%	9 10.59%	5 5.88%	13 15.29%	25 29.41%	3 3.53%	0 0.00%	3 3.53%	14 16.47%	12 14.12%	57 67.06%	65 78.47%
Pathfinders	9 10.71%	6 7.14%	5 5.95%	8 9.52%	4 4.76%	9 10.71%	2 2.38%	6 5.95%	10 11.90%	6 7.14%	16 19.05%	32 38.10%	6 7.14%	2 2.38%	5 5.95%	13 15.48%	13 15.48%	48 57.14%	63 75.00%
Justice League	13 17.81%	6 8.22%	14 19.18%	14 19.18%	6 8.22%	7 9.59%	2 2.74%	9 12.33%	4 5.48%	12 16.85%	12 16.44%	31 42.47%	9 12.33%	3 4.11%	5 5.48%	10 13.70%	21 28.77%	50 68.49%	60 82.19%
7th Totals (251 Students)	39 15.54%	23 9.16%	29 11.55%	37 14.74%	13 5.18%	23 9.16%	7 2.79%	21 8.37%	23 9.16%	16 6.37%	41 16.33%	88 35.06%	18 7.17%	5 1.99%	12 4.78%	37 14.74%	46 18.33%	155 61.75%	188 74.90%
Squares	7 8.24%	5 5.88%	5 5.88%	5 5.88%	0 0.00%	3 3.53%	5 5.88%	5 5.88%	14 16.47%	2 2.35%	12 14.12%	23 27.06%	3 3.53%	1 1.18%	5 5.88%	9 10.59%	13 15.29%	68 80.00%	71 83.53%
MVP	9 9.89%	4 4.40%	3 3.30%	7 7.69%	1 1.10%	8 8.79%	3 3.30%	9 9.89%	9 9.89%	3 3.30%	12 13.19%	23 25.27%	5 5.49%	2 2.20%	5 5.49%	13 14.29%	15 16.48%	74 81.32%	80 87.91%
Marvels	9 11.11%	4 4.94%	4 4.94%	6 7.41%	8 9.88%	6 7.41%	3 3.70%	7 8.64%	11 13.58%	3 3.70%	13 16.05%	15 18.52%	1 1.23%	4 4.94%	6 7.41%	7 8.64%	11 13.58%	53 65.43%	67 82.72%
8th Totals (249 Students)	25 10.04%	13 5.22%	12 4.82%	18 7.23%	9 3.61%	17 6.83%	11 4.42%	21 8.43%	34 13.65%	8 3.21%	37 14.86%	61 24.50%	9 3.61%	7 2.81%	16 6.43%	29 11.65%	39 15.66%	195 78.31%	218 87.55%
Special Programs:																			
ELL	17 16.87%	10 9.80%	15 14.71%	14 13.73%	8 7.84%	12 11.76%	4 3.92%	6 2.94%	6 5.88%	6 5.88%	15 14.71%	30 29.41%	7 6.86%	2 1.96%	2 1.96%	10 9.80%	16 15.66%	53 51.96%	67 65.69%
504	3 15.00%	3 15.00%	1 5.00%	4 20.00%	2 10.00%	2 10.00%	1 5.00%	1 5.00%	2 10.00%	1 5.00%	2 10.00%	3 15.00%	1 5.00%	1 5.00%	0 0.00%	4 20.00%	5 25.00%	17 85.00%	18 90.00%
Special Education	23 21.50%	19 17.78%	14 13.08%	19 17.78%	11 10.28%	18 16.82%	5 4.67%	12 11.21%	15 14.02%	9 8.41%	27 25.23%	40 37.38%	15 14.02%	6 5.61%	10 9.35%	21 19.83%	23 21.50%	59 56.14%	79 73.83%

Summary from teams:	I need to have help in understanding and liking myself better	I need to have help in learning how to deal with peer pressure	I need to have help with making and keeping friends with people my own age.	I need to have help with learning how to handle a bullying situation.	I need to have help in understanding how to deal with substance abuse.	I need to have help adjusting to the death of someone close to me.	I need to have help adjusting to the separation of someone due to jail.	I need to have help dealing with the separation or divorce of my parents.	I need to have help dealing with being separated from a parent.	I need to have help feeling safe at home.	I need to have help expressing my anger in a good way.	I need to have help improving my study skills.	I need to have help dealing with thoughts about hurting myself.	I need to have help dealing with the deportation of a family member.	I need to have help with food, clothing, or housing	I need to have help dealing with feelings of sadness.	I need to have help dealing with stress or anxiety.	I know one adult that I would talk to at Voyager if I have a problem.	I know at least one adult outside of school that I would talk to if I have a problem.
MVP	9	4	3	7	1	8	3	9	9	3	12	23	5	2	5	13	15	74	80
	9.89%	4.40%	3.30%	7.69%	1.10%	8.79%	3.30%	9.89%	9.89%	3.30%	13.19%	25.27%	5.49%	2.20%	5.49%	14.29%	16.48%	81.32%	87.91%
8th Totals (249 Students)	25	13	12	18	9	17	11	21	34	8	37	61	9	7	16	29	39	195	218
	10.04%	5.22%	4.82%	7.23%	3.61%	6.83%	4.42%	8.43%	13.65%	3.21%	14.86%	24.50%	3.61%	2.81%	6.43%	11.65%	15.66%	78.31%	87.55%
School Totals (782 Students)	116.00	83.00	87.00	106.00	48.00	81.00	33.00	77.00	91.00	53.00	145.00	239.00	61.00	28.00	42.00	119.00	154.00	551.00	639.00
	14.83%	10.61%	11.13%	13.55%	6.14%	10.36%	4.22%	9.85%	11.64%	6.78%	18.54%	30.56%	7.80%	3.58%	5.37%	15.22%	19.69%	70.46%	81.71%
Special Programs:																			
ELL	17	10	15	14	8	12	4	3	6	6	15	30	7	2	2	10	16	53	67
	16.67%	9.80%	14.71%	13.73%	7.84%	11.76%	3.92%	2.94%	5.88%	5.88%	14.71%	29.41%	6.86%	1.96%	1.96%	9.80%	15.69%	51.96%	65.69%
504	3	3	1	4	2	2	1	1	2	1	2	3	1	1	0	4	5	17	18
	15.00%	15.00%	5.00%	20.00%	10.00%	10.00%	5.00%	5.00%	10.00%	5.00%	10.00%	15.00%	5.00%	5.00%	0.00%	20.00%	25.00%	85.00%	90.00%
Special Education	23	19	14	19	11	18	5	12	15	9	27	40	15	6	10	21	23	59	79
	21.50%	17.76%	13.08%	17.76%	10.28%	16.82%	4.67%	11.21%	14.02%	8.41%	25.23%	37.38%	14.02%	5.61%	9.35%	19.63%	21.50%	55.14%	73.83%

	I need to have help in understanding and liking myself better	I need to have help in learning how to deal with peer pressure	I need to have help with making and keeping friends with people my own age.	I need to have help with learning how to handle a bullying situation.	I need to have help in understanding how to deal with substance abuse.	I need to have help adjusting to the death of someone close to me.	I need to have help adjusting to the separation of someone due to jail.	I need to have help dealing with the separation or divorce of my parents.	I need to have help dealing with being separated from a parent.	I need to have help feeling safe at home.	I need to have help expressing my anger in a good way.	I need to have help improving my study skills.	I need to have help dealing with thoughts about hurting myself.	I need to have help dealing with the deportation of a family member.	I need to have help with food, clothing, or housing	I need to have help dealing with feelings of sadness.	I need to have help dealing with stress or anxiety.	I know one adult that I would talk to at Voyager if I have a problem.	I know at least one adult outside of school that I would talk to if I have a problem.
Summary from teams:																			
School Totals	116	83	87	106	48	81	33	77	91	53	145	239	61	28	42	119	154	551	639
(782 Students)	14.83%	10.61%	11.13%	13.55%	6.14%	10.36%	4.22%	9.85%	11.64%	6.78%	18.54%	30.56%	7.80%	3.58%	5.37%	15.22%	19.69%	70.46%	81.71%
Special Programs:																			
ELL	17	10	15	14	8	12	4	3	6	6	15	30	7	2	2	10	16	53	67
(102 Students)	16.67%	9.80%	14.71%	13.73%	7.84%	11.76%	3.92%	2.94%	5.88%	5.88%	14.71%	29.41%	6.86%	1.96%	1.96%	9.80%	15.69%	51.96%	65.69%
504	3	3	1	4	2	2	1	1	2	1	2	3	1	1	0	4	5	17	18
(20 Students)	15.00%	15.00%	5.00%	20.00%	10.00%	10.00%	5.00%	5.00%	10.00%	5.00%	10.00%	15.00%	5.00%	5.00%	0.00%	20.00%	25.00%	85.00%	90.00%
Special Education	23	19	14	19	11	18	5	12	15	9	27	40	15	6	10	21	23	59	79
(107 Students)	21.50%	17.76%	13.08%	17.76%	10.28%	16.82%	4.67%	11.21%	14.02%	8.41%	25.23%	37.38%	14.02%	5.61%	9.35%	19.63%	21.50%	55.14%	73.83%

Share Your Results

Administration

Staff

Head of Secondary Education

Bargaining organization

Other Methods of Data Collection

Focus Groups

Interviews with students

Informal assessments

Additional Data

What additional data exists already?

College and Career Readiness

Program Data (e.g. Signs of Suicide, College Bound Scholarship)

Healthy Youth Survey

Standardized test scores

Attendance

Graduation Rates

Discipline Rates

Our Takeaways

Improve logistics each year

Start small and then grow each year

Questions? Contact

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