

## Appendix A

### Needs Assessment and Environmental Scan Template

To create a comprehensive plan for Disadvantaged Pupil Impact Aid and Student Wellness and Success Funds, districts, alongside their community partners, should collect and analyze student and community data to identify critical needs and existing supports and resources in the school and community. Though not required, it is recommended that districts include the Base Cost Student Wellness and Success Component in the planning process. Districts and partners can use this template to help determine areas where additional supports are needed.

Needs Assessment (Identify Critical Needs)		Environmental Scan (Identify Existing Supports and Resources)				Gap Analysis (Identify Areas Where Additional Supports are Needed)
Risk Factors	Indicators and Data Sources*	Resources/ Programs/ Services	Protective Factors	Policies	Funding	

\*Include citation of relevant data sources.

**Glossary of Terms:**

**Needs Assessment** – Data analysis of an organization or community to identify critical needs. Effective teams find root causes and prioritize needs to ensure a clear focus that informs improvement plan development.

**Risk Factors** – Conditions or attributes in individuals, families, communities or the larger society that increase likelihood for poor outcomes (such as, health, behavior, mental health, academic achievement).

**Indicators and Data Sources** – Measurable characteristics that describe the health of a population (such as life expectancy, disease/illness incidence or prevalence), social determinants (such as health behaviors, health risk factors, physical environments, socioeconomic environments), access to resources and cost, quality and use of resources; districts should cite data sources when using indicators (for example, “adolescents with a major depressive episode in the past 12 months” as an indicator of mental health needs per Healthy People 2020).

**Environmental Scan** – The process of gathering information within an organization’s internal and external environments to support future planning.

**Resources/Programs/Services** – Existing internal (district) and external (community) resources, programs and services that address the topic being explored.

**Protective Factors** – Conditions or attributes in individuals, families, communities or the larger society that mitigate or eliminate risk in families and communities, thereby increasing the health and well-being of children and families.

**Policies** – Defined system of principles that guide the actions and decision-making within an organization or system. Review and identify policies that support or create barriers for the topic being explored.

**Funding** – Financial resources that currently do or can support the topic and services being explored.

**Gap Analysis** – The comparison of critical needs with existing supports and resources to determine barriers or gaps where services may be needed.