

How to Get Started with the Cycle III “Identifying Our Needs: A Survey of Elders III”

Step 1: Getting permission

Getting a new tribal resolution approved:

- The new resolution ensures the data belongs to the tribe and makes certain the tribal council receives a copy of the data to assist them in decision making.
- The new resolution allows the National Resource Centers in Alaska and Hawaii to assist with gathering of data, by allowing them access to this information. The National Resource Center in North Dakota will be the prime contact for tribes, Alaska villages, and Hawaiian homelands, which will use the data obtained as an aggregate file only.
- For past participants, the resolution is nearly the same as the last.
- To access a copy of the resolution for printing and approval, go to: <http://medicine.nodak.edu/crh/nrcnaa> and click on the *Training and Technical Assistance* link.
- Mail the resolution document to us at:

National Resource Center on Native American Aging
Center for Rural Health
UND School of Medicine & Health Sciences
501 N. Columbia Rd.—Stop 9037
Grand Forks ND, 58202
- A draft of the resolution is attached at the end of this document for review.

Step 2: Creating a list of elders

In order to give you a representative assessment of your community's needs, we need an appropriate sample of the number of elders in your service area who are 55 years of age and older. By communicating to us the number of elderly tribal enrolled members in your area along with our help in defining the percentage that will need to be surveyed, you will be assured an appropriate sample size.

- Please contact **Twyla Baker-Demaray** at (701) 777-3265 or **Mary Gattis** at (701) 777-0583 or (800) 896-7628 with the number of elders in your service area and we will provide you assistance in the calculation of the amount of surveys needed to be completed.

- We will not need nor keep the names of any elders in your service area. The list is only for your use in determining who will be surveyed, once our office creates your sample size.
- Upon confirmation of elders per service area, and after approval of the tribal resolution, you be sent the required amount of surveys for a representative sample.

Step 3: Interviewing elders

Interviewing of elders is the most important step in the *How to Get Started with the Cycle III Guide*.

- As an interviewer, you will represent your community or agency who is undertaking the initial survey. While part of doing the needs assessment requires gathering and recording all answers that pertain to the survey, it is not necessary to pry for answers or insist upon cooperation from the elder being interviewed.
- The survey is completely voluntary and we would like it to be viewed by the elders of your community as a positive, pleasant experience.
- An interviewer's guide will accompany the surveys being distributed to you. This information may also be found online at: <http://medicine.nodak.edu/crh/nrcnaa>, under the *Training and Technical Assistance* link.

Step 4: Mailing surveys to us for analysis

Analysis of surveys will be done at the National Resource Center on Native American Aging.

- After all interviews have been completed, send your surveys back to us, making sure not to bend or improperly mark them in any way.
- Surveys will be scanned by NRCNAA.
- Original surveys are stored in locked storage files in our office for three years, and then destroyed after this time.

Step 5: We return data to you and your tribal council

You will be sent a copy of the needs assessment report and an explanation on how results can best be used. You will receive:

- A document that compares your results with national figures.
- Instructions on how to use the information for completing grant applications.

Additional information:

RESOURCES:

The National Resource Center on Native American Aging website can be located at: <http://medicine.nodak.edu/crh/nrcnaa>. Here, you will find additional information about us and resources we provide.

BENEFITS:

- The needs assessment survey and analysis of results are at no charge to participating service areas.
- Completion of needs assessment survey fulfills AoA's requirement for both the Title VI Nutrition and Caregiving Grants.
- Needs assessments survey data can be used to document disparities, strengthen grant proposals, advocate for elderly resources and determine the type of long-term care facility/services best suited for a community.
- For those that have participated in the needs assessment survey in the past, you will have the additional benefit of trend data to determine if changes are occurring among chronic disease rates, functional limitation, exercise and other variables on the survey.
- The NRCNAA is recognized nationally for its assistance with elderly needs. Last year, over 140 sites and 338 tribes participated in the conduction of cycle II--*Identifying Our Needs: A Survey of Elders II*.