

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

Step 1: Getting permission

Getting a new tribal resolution approved:

- The resolution allows for participation in the application for federal assistance for Native American Title VI Grants.
- The 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 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. The resolution also allows the National Resource Centers in Alaska and Hawaii to assist with gathering of data, by allowing them access to this information. For past participants, the resolution is nearly the same as the previous version.
- To access a copy of the resolution for printing and approval, go to: <http://medicine.nodak.edu/crh/nrcnaa> and click on the *Cycle IV Materials* 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, 58203
- 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 whom 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 **(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 for representation and how to select randomly from your list of elders.

- We will not need nor keep the names of any elders in your service area. The list is for your use in determining who will be surveyed once our office determines your sample size.
- Upon confirmation of elders in your service area and approval of the tribal resolution, an appropriate amount of surveys will be mailed to you to cover your sample amount, and extras for training, practice, and replacements. (Please do not use old surveys or photocopies).

Step 3: Interviewing elders

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

- As an interviewer, you will represent your community or agency who is undertaking the initial effort. It is important to make the elder feel comfortable. The needs assessment requires gathering and recording answers that pertain to the survey, however, it is not necessary to pry for answers or insist upon cooperation from the elder being interviewed.
- The survey is completely voluntary and the consent form (also available online) allows the elder to decide about participating and gives them the ability to stop at any point in time and/or not participate in certain questions. We would like your interaction with the elders of your community to be viewed as a positive, pleasant experience.
- An interviewer's guide will accompany the surveys being mailed to you. This information may also be found online at: www.nrcnaa.org, under the *Cycle IV Materials* link.

Step 4: Mailing surveys for processing

Processing 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 they are not bent and there are no stray marks anywhere on the pages.

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- Surveys will be scanned by NRCNAA.

- Original surveys (that do not have any personal identifiers) are stored in locked files in our office for ten 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 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: www.nrcnaa.org. On the left you can find information about the needs assessment and Cycle IV materials. Here, you will find additional information about us and resources we provide.

BENEFITS:

- The needs assessment survey and analysis of results are free of charge to participating service areas.
- Completion of the needs assessment fulfills AoA requirements for 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 that are best suited for a community.
- Past participants in the needs assessment have the added benefit of trend data to determine if changes are occurring among chronic disease rates, functional limitation, exercise and other variables.
- The NRCNAA is recognized nationally for its assistance with Native elder issues. In Cycle II of the needs assessment, over 145 sites and 342 tribes participated. In Cycle III, 127 sites representing 298 tribes, villages, and homesteads participated in the needs assessment.