

# DEFINING NEEDS TOOL

## PREREQUISITES: AN ASSESSMENT

Prior to using this tool, review the current needs by gathering and reviewing secondary data (e.g., local community health needs assessments, data platforms, etc.) to understand how the local area measures up to benchmarks, trends, desired states, and ideal outcomes. This review will highlight areas where there is a gap between what is desired and the current state.

## BACKGROUND

Local wellness funds are often established because of existing needs in the communities that they serve. It is important that decision-makers understand as much as possible about the needs before setting parameters for the use of available local wellness fund resources. Local wellness funds can engage a variety of stakeholder groups in the process to define needs. These can include community members, government agencies, community-based organizations, service providers, and funders. As stakeholders are engaged, it can be valuable to generate consensus on a comprehensive list of where there are gaps between the ideal and current state.

## INSTRUCTIONS

Step 1: In the "Health Need" column list the needs you heard during the presentation or looking at the data. Are there additional needs that you are aware of that are absent? List those also.

Step 2: In the "Root Cause" column list what is driving the need.

Step 3: Note what sector is best suited to address this need (e.g., human services, health care, private business, public health, education, etc.). Think about where the skills, experience, and resources to manage this issue are typically located.

Step 4: Describe the evidence of the need using data, context, and any relevant information associated with social determinants of health, health behaviors, health outcomes, and anything else notable.

HEALTH NEED	ROOT CAUSE	WHAT SECTOR IS BEST SUITED TO ADDRESS THIS NEED?	HOW WOULD YOU DESCRIBE THE NEED?			
			Social Determinant of Health	Health Behavior	Health Outcome	Others:

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## NEXT STEPS

Once the needs have been defined, it may be appropriate to set selection criteria and prioritize needs to define parameters for the use of available local wellness fund resources, which may include target populations, eligibility criteria, strategies for dispersing funds, etc.