

Agricultural Worker Community Needs Assessment

Policy and Procedure

MANUAL: Administration

POLICY & PROCEDURE: Agricultural Worker Community Needs Assessment

EFFECTIVE DATE: _____

REVISED DATE: _____

PURPOSE: To assess the health care needs of the local agricultural worker population

POLICY: Conduct a community needs assessment of the agricultural worker population a minimum of every three years

RESPONSIBILITY: Chief Executive Officer will designate a person from the management team to take the lead in planning and conducting the needs assessment of the agricultural worker community.

RESULTS: Results of the needs assessment will be used by the organization for strategic planning purposes, to update the scope of the project, and for determining if:

1. the health center services are accessible to agricultural workers
2. the center is meeting the needs of the target population
3. Agricultural workers are satisfied with the services provided
4. adjustments are needed to services provided and/or hours of operation
5. there are gaps in services
6. Etc.

PROCEDURE:

1. The designated person will form a committee to plan the needs assessment.
2. The membership of the committee will be determined by the complexity of the MHC. Suggested membership includes: director of program planning and development, manager of migrant health services, clinic manager or medical director, a person from the department of information technology, health promoter or outreach worker, etc.
3. The committee will work to identify and determine:
 - a. The objective (s) of the need assessment: i.e.
 - Learning if there are changes in population size, family patterns, or demographic information
 - Determining how accessible service delivery sites and clinic hours of operation are for the agricultural worker community
 - Finding out if there are clusters of agricultural workers with no access to care; how many there are and what barriers they encounter in accessing health care
 - Determining perceived health care needs and health status among the population

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- Finding out the need and receptivity of agricultural workers for health education programs
 - Assessing the level of agricultural workers satisfaction with services provided.
 - Etc.
- b. List the type of information needed: i.e.
- Socio-demographic information
 - Migratory status
 - Where agricultural workers leave from and go to
 - How long they are in the area
 - Where they are from
 - What languages they speak
 - Health problems
 - Sources of health care
 - Familiarity with the health center
 - Health service utilization and level of satisfaction
 - Barriers to accessing healthcare
 - Etc.
- c. Research if the needed information already exists and its sources
- d. Determine what information needs to be collected from key informants and what information needs to be collected from agricultural workers
- e. Construct the survey tool for agricultural worker
- f. Identify community key informants that can provide additional information about the needs of the agricultural workers
- g. Determine who will collect the information from agricultural workers and/or from key informants and when
- h. Plan the data analysis and data report
- i. Establish timeframes
- j. Once the analysis of the information is completed and the report is prepared, it will be presented to the CEO. In turn, the CEO will present the information to the board of directors.

Approved: _____ Date: _____
(President/CEO)

Date of Board Approval: _____