JSNA: Needs Assessment Delivery Process

Required steps and areas to cover as part of a JSNA Needs Assessment

Vertical banner (left side): Health & Wellbeing / Social Care / Voluntary & Community Sector / Public Sector

GETTING STARTED

Project Sponsor proposes need for Needs Assessment *(commissioning exercise or HWB Board issue)*

Sponsor identifies appropriate Project Executive to take responsibility for owning delivery of potential NA

Initial conversation between Exec and JSNA Programme Manager *(e.g. review existing NA material)*

Identify appropriate Board and Project Executive

Project scope to be completed *(Project Executive in conjunction with Programme Manager)* identifying:

- Rationale *e.g. identified HWB Priority theme*
- What are you trying to achieve/What's the purpose?
- Who needs to be involved? Define roles & responsibilities including resource/capacity requirements *(e.g. JSNA analyst or other analytical resource)*
- Identify any relevant best practice examples
- Data requirements *(i.e. is there a requirement to request data from partners e.g. health and process required)*. Engage with IG as required using approved documentation
- Is Research Governance approval required? *(i.e. are you going to be consulting with customers/stakeholders)*
- Agree outputs
- Chapter outline
- Timings Plan

GOVERNANCE

Establish working group of key stakeholders

◇ *Decision:* Project Board to agree scope, governance, roles and resource

Scope endorsed by JSNA Working Group and Strategic Group *(including input from members)*

Regular reporting to Programme Manager on quarterly basis *(using JSNA Programme reporting Google sheet)*

Report progress to relevant Project Board and identify and escalate any issues to be resolved if required.

◇ *Decision:* Approval of needs assessment and recommendations adopted

NEEDS ASSESSMENT

Health **AND** Social Care input is needed to reflect the 'Joint' nature of a JSNA Needs Assessment.

A JSNA Needs Assessment is required to cover: (use Needs Assessment template or LITE template):

- Introduction *(why are we doing it/what will it inform?)*
- National and Local Context
- Identification of cohort including current needs
- Demand
- Supply (service provision)
- Identified gaps
- Determinants of health and wellbeing (education, health, crime, environment)
- Coproduction/ engagement with service users and stakeholders
- Key Actions for Commissioners and Recommendations

OUTPUTS

Standard set of outputs including:

- Needs Assessment including:
  - Executive summary
  - Recommendations

- Presentation *(format including Prezi/ PowerPoint)*

Agreement from Project Board on further required outputs *(for example, mapping, data visualisations/ infographics)*

COMMUNICATIONS

Communicate to relevant Project Board

Communicate outputs *(including presentation of key messages)* to JSNA Strategic Group and JSNA network

Publish on JSNA website *(under needs assessments)*

Health & Wellbeing Board (including newsletter)

Internal Communications: SC/PH newsletters and consideration of wider communications *e.g. any SLTs/services, specific commissioning teams (JCB)*

External Communications: CCGs (Comm Intentions), NHS Trusts, Voluntary Sector, District/Borough Councils, Parish Councils etc

EVALUATION/ IMPACT

Send evaluation/ feedback survey to monitor acceptance and delivery of recommendations and wider impact of work

Feed impact through the JSNA Strategic Group and JSNA network

Identify any lessons learnt for future projects

Legend:
- ⬭ Start/End
- ◇ Decision
- ▭ Process
- ◲ Document

Warwickshire JSNA