National **MCH** Workforce Development Center
Advancing Health Transformation

<u>Using a Measurement Table during the Needs Assessment</u>

Once the initial phases of the needs assessment process have been completed and performance measures have been selected, the needs assessment team is ready to create a plan to monitor and progress toward goals over time. A useful tool for this stage is the Measurement Table. If your team has already completed logic models for each domain, a Measurement Table can be used to further flesh out ideas for measuring each activity described in the logic model.

USING THE TOOL

<u>Prior to</u> the stakeholder meeting, the needs assessment team will:

- Think critically about what indicators will allow the team to measure progress towards a particular goal, starting with the short term outcomes.
    - For example, one outcome of interest identified in the Action Plan may be "Enhanced MCH Workforce capacity in family engagement." A corresponding indicator for that outcome could be the % of the MCH workforce that have received training in family and consumer engagement.
- After identifying the outcome of interest and a corresponding indicator, the following points should also be considered and identified:
    - <u>Method of data collection</u>: For example, how will these data be collected? Would a survey be appropriate? Are qualitative data needed? Are data already available that can be queried?
    - <u>Data Source</u>: Following the identification of the data collection method – the source of data should also be identified.
    - <u>Frequency</u>: Record the frequency by which you will collect or query data.
    - <u>Responsibility</u>: Indicate who will be responsible for each individual data collection and analysis task.
    - <u>Status</u>: Mark this activity as either **Complete** or **In-Progress**
        - For completed items, note relevant data points within the status column

<u>The day of</u> the stakeholder meeting, the needs assessment team should:

- Introduce the key Measurement Tables for which feedback is needed. (Also share relevant logic models if those exist.)
- Introduce the concept of a Measurement Table and share the working document of the Measurement Table with the group. Request feedback, working on one row at a time, to ensure 1) stakeholders have a comprehensive understanding of the problem and activities designed to address the challenge, 2) stakeholders have an opportunity to present feedback on the drafted Measurement Table.

USING THE INFORMATION TO INFORM NEXT STEPS IN THE NEEDS ASSESSMENT PROCESS

To ensure the information is used to inform the needs assessment process, the team should spend time identifying next steps. The following next steps may be appropriate:

- Incorporate stakeholders' feedback into a final version of the Measurement Table.
- Assign a point-person to keep the Measurement Table up-to-date, reflecting changes that may occur as project work advances.
- Regularly share the Measurement Table with the whole stakeholder group to keep everyone up-to-date on project progress.

QUESTIONS TO CONSIDER

- ✓ How will information generated from the tool inform how we track our progress?
- ✓ Who will be responsible for ensuring the information is used to monitor our progress and adapt our plans?
- ✓ How do we package the information and communicate it to our internal/external stakeholders?
- ✓ How can we use this tool for the ongoing needs assessment process?