



United Way COMMUNITY SCHOOLS

“How-To Do It:” Family Asset and Needs Assessment

What It Is

A Family Asset and Needs Assessment (FANA) is a tool used to get a better understanding of what specific needs or gaps in services are present at your school with specific stakeholder groups.

Family Asset and Needs Assessment is a Survey tool administered by CSCs. FANA is intended to be completed by Community School parents or caregivers. The survey asks about 20 questions about Community School family needs and priorities (four optional) and should not take more than five to 10 minutes. The survey is typically available in English, Spanish, and Arabic.

The Process

Conducting a FANA early in the school year is recommended to help you understand current barriers and areas for improvement within the school. It is also a great way to give your different stakeholders a voice in the decision-making processes happening at the school. FANA data reflects family voice and should be used by the CSC to understand the needs of Community School families. CSCs can then share these needs with their CORE teams during the summer planning for their School Improvement Plan (SIP) so that the needs identified by FANA align with SIP goals. Having knowledge of what families want and need will also help CSC/CORE teams decide where to direct resources for the upcoming school year.

United Way of the Greater Lehigh Valley and lead partners may also use this data (de-identified) to Inform fundraising efforts as it provides a snapshot of the overall landscape.

Administering the FANA

The CSC can choose to administer the survey in the following three formats. We recommend that all options be made available to families.

- Email a link to families or QR Code (flyer attached)
- Kiosk: To pull up the kiosk option the CSC will log in to the FANA [here: https://i-cresults.com/Login.aspx](https://i-cresults.com/Login.aspx)
- Paper

If you need assistance logging in or have any questions, please contact Khushboo Jain, khushboo@unitedwayglv.org.

What Are the Key Timeline Dates?

Date	Activity	Who
May 1	Family Asset and Needs Assessment opens	United Way
May 31	Assessment administered and completed	CSCs
June 3 - 7	Paper versions collected	United Way
June 10 - 14	Paper assessment data entered	UW VISTA
June 17 - 21	Data analysis	United Way
June 24 - 28	Aggregated network level results shared	United Way
Mid. July	CSCs use FANA in School Improvement Planning	CSCs and CORE teams

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Important Best Practices to Remember

One of the biggest challenges is getting the FANA filled out, so try to remove as many barriers as possible.

- For the FANA, United Way of the Greater Lehigh Valley recognizes that keeping survey length as short as possible is an important factor toward survey completion. We do our best to keep the survey length to a minimum.

If CSCs conduct other surveys, it's important to keep in mind:

- Length - Do **not** make the survey too long or difficult to complete.
 - Timing - **Ensure that you have a list of what other surveys your school or district performs, with which audience and when.** If another survey is being administered around the same time, it is useful to raise this flag at a CORE meeting as soon as possible to identify how to handle this (your team may decide to deliberately send both surveys out at the same time OR to ensure that they are both done at different times based on your families' preferences).
 - Multiple formats - Ensure that surveys are available in different formats. Some families may prefer filling surveys out at home, at school or on paper. You would use the flyer, kiosk, or paper copies for each preference.
 - Language - Any assessment surveys you conduct with your families should be culturally responsive. This also means that surveys need to be available in multiple languages. The FANA is available in English, Spanish, and Arabic.
- It may be a good idea to incentivize completing the surveys with your families, like with a raffle or a small prize for their children.

Data Collection and Use Statement

United Way of the Greater Lehigh Valley's Data Operations Team ("Data Ops") leads the organization's use of data and evidence to measure and improve outcomes for the Greater Lehigh Valley community. Data Ops establishes data use practices and ensures the quality and integrity of available data.

We take privacy seriously and invest significant resources in protecting individual-level information with which we have been entrusted. Personally identifiable information is never released without explicit permission from the individual. Information is stored in our secure, online data management systems.

Our collection, use and sharing of information complies with all federal and state laws, such as the Family Education Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). We maintain, as allowed by law, digital records necessary for historical analyses.

For more information, contact dataoperations@unitedwayglv.org.

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