## OVERVIEW

The Public Health Centers for Excellence (Centers for Excellence), a collaboration between Spokane Regional Health District Data Center and Tacoma-Pierce County Health Department’s Office of Assessment, Planning and Evaluation, is proposing to conduct a comprehensive statewide needs assessment for the Washington State SNAP-Ed program based on best practice frameworks for needs assessment and program evaluation. The Centers for Excellence proposes a rigorous, mixed-methods (including both quantitative and qualitative data collection), approach to answer the following questions:

1. What are the socio-demographic, health and environmental characteristics of the SNAP-eligible population in Washington State, in each region, and individual county?
2. What are the barriers to accessing healthy foods and physical activity for the SNAP-eligible population in Washington State, in each region, and individual county?
3. What existing programs and services exist for SNAP-eligible populations in Washington State, in each region, and individual county and to what extent are existing programs and services utilizing evidence based practices?
4. What are community-based suggestions for increasing access to healthy foods and physical activity for the SNAP-eligible population in Washington State?

To answer these questions, the Centers for Excellence will perform the following activities as part of the needs assessment:

* Work with statewide SNAP-Ed leadership to identify key stakeholders to involve throughout the needs assessment.
* Compile and analyze socio-demographic, health, and behavioral data to develop statewide and regional profiles of the SNAP-eligible population in Washington State.
* Conduct focus groups with the target population(s) to determine barriers and community-based suggestions for increasing access to healthy food and physical activity.
* Collect and analyze sector-based survey data and conduct key-informant interviews with implementing agencies, statewide initiatives and community partners and service providers to determine service needs and efficacy and use of best practices.
* Perform a gaps analysis and literature review of nutrition-related programs serving the SNAP-eligible population to identify underserved populations and best practice interventions.

## SCOPE OF WORK

Due to the scope and complexity of this project, the Centers for Excellence suggests a phased, adaptive approach. The outline below offers a high-level project management plan that will use progressive elaboration- iterative cycles of planning and documentation. Across all phases of this work, the Centers for Excellence will use project and quality management tools and best practices to keep the project on track, meet project deliverables, communicate to key stakeholders and manage risk. The timeline assumes a start date of October 1, 2018 or the beginning of the Federal Fiscal Year.

**Phase 1 (October 2018-February 2019):** Compile and analyze socio-demographic, health and behavioral data to develop statewide and regional profiles of the Washington State SNAP-eligible population.

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| **Activity**  | **Timeline**  | **Output**  |
| 1.1 Data Acquisition  | Oct.-Nov. 2018 | * All required data and data sharing agreements procured
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| 1.2 Data Analysis  | Oct. 2018 Feb. 2019 | * Data collated and analyzed at state, regional, and individual county levels
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| 1.3 Data Interpretation and Charting  | Nov.2018-Feb. 2019 | * Detailed tables and charts of data and interpretation of findings from analysis
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**Phase 2 (November 2018 – March 2019):** Perform a gaps assessment and literature review of nutrition-related programs serving the SNAP-eligible population and identify underserved populations by identifying scope and distribution of nutrition-related programs serving low-income persons in Washington State and reviewing against best practice interventions.

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| **Activity**  | **Timeline**  | **Output**  |
| 2.1 Catalog Local Programs  | Nov. 2018 -Jan. 2019 | * Inventory of existing programs and services
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| 2.2 Literature Review | Nov. 2018 – Jan. 2019 | * Literature review of best practice interventions
 |
| 2.3 GIS Mapping  | Feb.-Mar. 2019 | * GIS map of nutrition and physical activity-related programs and services in Washington State (visual depiction of where services are in relation to target population)
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| 2.4 Sector-based Surveys | Jan.-Feb. 2018 | * Development and implementation of survey for community partners representing different settings, intervention types, and population groups
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| 2.5 Key-informant interviews | Nov. 2018 – Jan. 2019 | * Key-informant interviews with statewide SNAP-Ed staff and community partners
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| 2.6 Program Tables | Jan.-Feb. 2019 | * Detailed tables outlining nutrition-related programs, service provider, geography, target audience, and use of best practice interventions
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**Phase 3 (January-April 2019):** Assess barriers to accessing healthy foods and physical activity for the Washington SNAP-eligible population and collect community-based solutions to overcome these barriers.

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| **Activity**  | **Timeline**  | **Output**  |
| 3.1 Focus Groups  | Dec. 2018-Mar. 2019 | * 62 focus groups with target population throughout the state (2 per county w/ >1% Basic Food caseload)
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| 3.2 Analysis of Focus Groups  | Feb.-Apr. 2019 | * Themed analysis of findings from focus groups
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| 3.3 Interpretation of Focus Groups  | Mar.- Apr. 2019  | * Description of barriers and identified solutions from community focus groups
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**Phase 4 (March-June 2019):** Synthesize needs assessment data and provide recommendations to the Washington State SNAP-Ed contract management and implementing agency teams.

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| **Activity**  | **Timeline**  | **Output**  |
| 4.1 Synthesis of Needs Assessment  | Apr. -May. 2019 | * Collation and synthesis of all needs assessment data and findings
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| 4.2 Reporting  | Apr.-Jun. 2019  | * 1 statewide and 5 regional needs assessment reports including recommendations
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| 4.3 Post Assessment Strategic Planning Summit | May. – Jun. 2019 | * Facilitated day-long planning summit with SNAP-Ed leadership, IAs, statewide initiative staff to review results of the needs assessment, establish statewide SNAP-Ed
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## APPROACH

Our approach incorporates sound methodology across multiple aspects of practice-based research, drawing from the fields of public health, program planning and evaluation, public health assessment, prevention science, quality improvement and project management. Centers for Excellence staff bring formal training and years of combined experience in these fields. Our approach to this work is founded in principles of utility for the customer and end-user, quality including validity and reliability of data collected and analyzed, and feasibility given constraints of time and resources. A focused, phased, planning approach ensures success during implementation phases. Stakeholder engagement and participatory planning is critical to the coordination of the needs assessment. Centers for Excellence staff will regularly update and solicit feedback from statewide partners including DSHS, implementing agencies, statewide initiative staff, community partners, and local providers.